ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

**THIRUVALLUR TO POONAMALLEE HIGH ROAD,
CHENNAI- 602 025**

**APPROVED BY AICTE, AFFILIATED TO ANNA UNIVERSITY, CHENNAI
ACCREDITED BY NAAC WITH "A" GRADE
NBA ACCREDITED PROGRAMMES
RECOGNISED UNDER SECTION 2F/12B**

HR POLICY 2018

11.06.2018

CHAIRMAN'S DESK

At Prathyusha Engineering College, we impart experiential learning on par with Global standards with a team of dedicated and experienced faculty led by a visionary Principal. We probe into various possibilities, plan meticulously, change phenomenally and adapt to the new technology based learning process that forge a golden path for the students in India and abroad.

The students are urged to identify, learn and embrace new technologies through self learning and to encompass an obligation towards their career.

We also support meritorious rural students with low economic background and motivate them in building their skills by providing state-of-the-art facilities, self learning environment, etc.

We endeavor to imbibe discipline amongst the students that finally mould them into professional employable ethical and responsible citizens of the country.

CHAIRMAN

PREFACE

Prathyusha Engineering College, established in the year 2001 has emerged as one among the top eight institutions academically with a clear vision to compete globally on par with renowned organizations. In this effort the college has developed drastically in terms of its infrastructure, faculty and its students.

A Standard Operating Procedure (SOP) is a documented form of the activities and process followed by an Institution for system standardization and consistency during a specified period and any amendments may also be updated based on the changes in the system of the organization. This ensures the quality of the organization which facilitates qualitative and steady growth of the institution resulting in optimistic outcomes. This is a readily available document which clearly defines the process

The SOP consists of the precise procedure and process that needs to be followed in various departments consistently towards quality educational service to the students.

With this perspective in view, policies based on Principles, Conventions, and Directors from educational bodies along with comprehensive, **Standard Operating Procedure (SOP)** norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the Head of the institution and the Management.

It is expected that compliance to these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for grooming the personalities of future engineers.

PRINCIPAL

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8.4. Non Teaching Profile
8.5. Performance Appraisal

CHAPTER 1- INSTITUTIONAL DETAILS

1.1. ABOUT PRATHYUSHA ENGINEERING COLLEGE

Prathyusha Engineering College, founded in the year 2001, situated near Chennai has been approved by AICTE, permanently affiliated to Anna University, Chennai, accredited by NAAC with "A" Grade and NBA accredited programmes. The institute offers 6 UG (B.E/B.Tech.), B.E.-ECE, EEE,CSE,Civil,Mechanical, B.Tech.- BioTechnology and 4 PG Courses in Engineering M.E. disciplines in Structural Engineering, Power Electronics and Drives, Communication Systems and Computer Science and Engineering. Anna University, Chennai has recognized the college as Research Centre to offer Ph.D in CSE and ECE departments. **The College carries the pride of achieving 5 th rank among 497 Anna University affiliated colleges based on the 2017-18 Academic Year results. The modified pedagogy of making the students appreciate Engineering through experiential learning has proven to be successful, which includes, Industry Expert Interaction, Miniprojects every semester, Technical Training beyond the syllabus, Online Certifications, NPTEL certifications, Self Learning facilities and so on.**

The college has established a rich industrial alliance through MoUs with Giant Industries viz. NIWE, Harita TechServ Pvt. Ltd., National Instruments, Bangalore, IBM Career Education, Infosys Campus Connect,CISCO Networking Academy, ICT Academy, DELL, Oracle, Glosys, Synchronix etc and established 7 Centres of Excellence. There are 56 active technical clubs in software and hardware domains which connect the students to the industry through, training,projects, publications, internship and Placements.

Free Summer Training is provided to the Plus Two students in various traits such as Robotics and Automation, programming, Two/ Four Wheeler Assembly, PCB design, Technical Software etc. The college has received funds to equip 10 th standard students with additional employable skills through Pradhan Mantri Koushal Vikas Yojna(PMKVY) and has trained 150 ready youngsters.

The college has also receives recognitions and awards in various National Level Project Competitions and for various activities organised in association with Professional Societies.

The College encourages the meritorious students by providing Sri Sivaramayya Academic Merit Scholarship and offering excellent Placement opportunities during the course through On/Off Campus Interviews by training the eligible students Aptitude Skills, Soft Skills and Personality development.

Prathyusha Engineering College is the best place which provides best opportunities for the graduating Engineers to experience the best of their Engineering Principles and practice them within the duration of their course.

1.2. PEC VISION

To emerge as a premier Technical and Engineering institution in the country by imparting quality education and thus facilitate our students to blossom into dynamic professionals so that they play a vital role for the progress of the nation and for a peaceful co-existence of our human beings.

1.3. PEC MISSION

Prathyusha Engineering college will strive to emerge as a premier Institution in the country by

- Providing State-of-the-art infrastructure facilities.
- Imparting Quality education and training through qualified, experienced and committed members of the faculty.
- Empowering the youth by providing professional leadership.
- Developing centers of excellence in frontier areas of Engineering/Technology and management.
- Networking with Industry, corporate and research organizations.
- Promoting Institute –Industry partnership for the peace and prosperity of the nation.

1.4. Courses Offered:

Prathyusha Engineering College offers 6 UG Courses,

1. B.Tech.- BioTechnology
2. B.E.- Civil Engineering
3. B.E.- Computer Science and Engineering
4. B.E.- Electronics and Communication Engineering
5. B.E.- Electrical and Electronics Engineering
6. B.E.- Mechanical Engineering

And 4 PG courses

1. M.E.- Communication Systems
2. M.E.- Computer Science and Engineering
3. M.E.- Power Electronics and Drives
4. M.E.- Structural Engineering

There are two Research programmes recognized by Anna University, Chennai

1. M.S. (By Research)- Electronics and Communication Engineering and Computer Science and Engineering
2. Ph.D. - Electronics and Communication Engineering and Computer Science and Engineering

1.5. GOALS AND OBJECTIVES

Prathyusha Engineering College aims in outshining as one of the Premier Institutes in

o Academic Excellence
o Research activities
o Nurturing employable skills towards recruitment in Core, IT/ITES Companies
o Industry Institute Interaction and Collaboration
o Foreign University Collaboration
o Building Entrepreneurship
o Institute Alumni Interaction and Collaboration

CHAPTER 2- THE MANAGEMENT

2.1. PRATHYUSHA EDUCATIONAL TRUST:

Prathyusha Educational Trust was established in the year 2001 by Sri. P. Raja Rao, Chairman with a vision to educate students from rural areas. The Management comprises of the Sri. P. Raja Rao, Chairman, Ms. P. Prathyusha, Chief Executive Officer and Sri. Sairam Vasu M., Advisor who involve in the final decisions of all activities of the college and also are finalized based on the discussion had with the Governing Council Members. The Meetings of the Governing Body are convened twice every year before the beginning of every semester.

2.2 . GOVERNING COUNCIL/ BODY

The Governing Council/ Body Members:

S. No.	Name of the Member	Designation
1	Mr. P.Raja Rao	Chairman
2	Ms. P. Prathyusha	Member
3	Ms. P. Shakila	Member
4	Mr. P. Charan	Member
5	Mr. M. Vasu	Member
6	Mr. Arivanandam	Member
7	Dr .N .Siva Prasad	Member
8	Dr. S. Narasimha Rao	Member
9	Dr. Ramesh P.L.N.	Member Secretary

2.3. ORGANISATIONAL STRUCTURE

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                              │   CHAIRMAN   │
                              └──────────────┘
              ┌──────────────────┐      ┌──────────────────┐
              │   CEO/ADVISOR    │─────→│    PRINCIPAL     │
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Academic		Non Academic	
ACADEMIC		**NON ACADEMIC**	
DEPT. HODS	**TEACHING AND NON TEACHING**	**ADMINISTRATIVE OFFICE**	
CHIEF LIBRARIAN/ STORES IN	**NON TEACHING STAFF**	**FINANCE**	**SENIOR & ASST. ACCOUNTANT**
EXAM CELL COORDINATOR	**DEPT. EXAM CELL COORDINATOR**	**PURCHASE**	
PLACEMENT CELL	**DEPT. PLACEMENT COORDINATOR**	**HOSTEL**	
TRAINING DIVISION	**DEPT. TRAINING COORDINATOR**	**TRANSPORT IN CHARGE**	**DRIVERS, CLEANERS**
TECHNICAL CLUBS COORDiNATORS	**INDIVIDUAL TECH CLUB COORDINATOR**	**CIVIL/ ELECTRICAL WORK**	**CONST./ ELECTRICIAN**
PROJECTS DIVISION	**DEPT. PROJ/ MINI PROJ COORDINATOR**	**MESS SUPERVISOR**	**COOK/ SUPPLIERS/**
PHYSICAL EDUCATION DI-	**ASST. PHYSICAL EDUCATION DIRECTORS & DISCIPLINARY COMMITTEE**	**MAINTENANCE**	**SCAVENGERS**
IQAC CELL		**LANDSCAPE & HOUSEKEEP-**	**GARDENERS**

CHAPTER 3- RECRUITMENT PROCESS

3.1. ASSESSMENT OF REQUIREMENTS

The deficiency report of all the staff department wise is prepared by the Principal based on the resignation and long leave submitted by the existing staff during the month of November and March every academic year. This report is prepared in compliance with AICTE/NBA/ NAAC norms and with the concurrence of the HODs.

The requirements are derived from this assessment and submitted to the Management for approval.

3.2. APPROVAL FROM THE MANAGEMENT

The requirements based on the deficiency report is submitted to the Management for further processing in recruitment at a specified date.

The format of Advertisement, date of recruitment and the Expert Panel is finalized by the Management.

3.3. CALL FOR APPLICATIONS

An advertisement is posted in the Media calling for application for the required designations in the specific departments with contact details of correspondence and the necessary documents to be submitted during the Interview.

3.3. CONSTITUTION OF EXPERT COMMITTEE

The Expert panel for recruitment of faculty consists of the Management, The Principal, HOD, Senior faculty and one Member from Anna University, IITM etc. There shall be a Selection Committee consisting of the following Members:

1.   Chairman or CEO or any of their representatives.

2.   Principal and Member Secretary

3.   One member from BOG

4.   One external subject expert preferably from Anna University or Institutions ofHigher Learning like

     IIT & NIT..

5.   Director / HOD of the Department concerned

3.4. SCRUTINY OF APPLICATIONS AND SHORTLISTING

Based on the qualification and experience requirements for the specified designation, the applications are scrutinized by the HODs and the Principal and the qualified staff are shortlisted for the recruitment.

3.5. FIXING OF DATE OF INTERVIEW, INFORMING THE CANDIDATES AND THE EXPERT PANEL ABOUT INTERVIEW DATE

The shortlisted candidates are informed about the date of interview through phone and Email and the expert panel members are invited to conduct the interview process for successful recruitment, based on the availability of the panel members.

3.6.INTERVIEW AND SELECTION PROCESS

There are two rounds of interview for all the staff attending the interview,

Round1: The Expert panel members conduct the interview, assess the suitability of a staff for the particular designation and award marks accordingly. The staff with the highest marks are recommended for the next round.

The Process is as follows,

The candidates shall be asked to take a *Demo Class* in the concerned subject for assessment of the professional skills followed by a *Technical Presentation* on any of the topic of their interest and choice for about 10 minutes, to assess their communication skills and Professional knowledge then the personal interview shall be conducted to assess the suitability of the individual to the institution. The Committee shall prepare a panel of selected candidates in order of merit for further proceedings.

Round 2- The selected candidates are interviewed by the Principal and Management to test their additional skills and their suitability in the system. Based on their decision, the certificates and credentials of the selected candidates are verified.

The selected candidates are informed through Email and Phone regarding their reporting date

3.7.PANEL FINAL LIST,SELECTED LIST AND WAITING LIST

The Minutes of the recruitment are recorded and approved by the Expert Panel Members which include the Selected List of staff and the waiting list.

If the selected candidates do not join on the specified date, the candidates under the waiting list are considered and called for.

3.8. QUALIFICATION AND PAY SCALE OF TEACHING STAFF AND VARIOUS CELLS
3.8.1   PRINCIPAL

3.8.1.1 Category	: Principal
	Pay Band : Rs.37,400-67000+AGP10000+Spl.All.3000
	+ Usual allowances from time to time
3.8.1.2. Qualification	: Ph.D. in Engineering & Technology
3.8.1.3. Experience	: 15 years of Teaching Experience in an Engineering College Out of which three years should be in the cadre of a Professor
3.8.1.4. Essential Requirements	: 1. Good Academician
	2. An able and efficient Administrator
	3. A Good, Proven, Dedicated and committed Team Leader
3.8.1.5. Age	: Maximum age limit for holding the post of Principal Shall be 65 years of age or the age fixed by AICTE or Anna University from time to time. The BOG may however, relax this upper age limit rule in favor of any deserving individual on the recommendations of the Principal. This is applicable to all cadres of appoint-ments in teaching positions.

3.8.1.6. Scale of pay:

1. Professor	: Rs.37400-67000+AGP10000 + Usual allowance
2. Associate Professor	: Rs. 37400-67000+AGP9000 + Usual allowances
3. Assistant. Professor	: Rs.15600-39100+AGP6000 + Usual allowances
4. Asst. Professor - Fresher (Other than Civil & Mech)	: Rs.20000/- pm consolidated for one year
5. Asst. Professor - Fresher (Civil & Mech)	: Rs.22000/- pm consolidated for one year
6. Librarian / Physical Education Director	: Rs.15600-39100+AGP6000 + Usual allowances

Special Allowance for Ph.D holders only in Engineering and Technology (Except Ph.D in Applied Biological Science and S&H):-

1. Assistant Professor = Rs.10,000/- per month

Other Allowances (HRA,CCA & MA) :-

1. Prof,Asso.Prof,   = Rs.1,950/- per month

2. Assistant Professor / PED / Librarian = Rs.1,850/- per month

3.8.1.7. Reckoning of service   : Qualifying period of experience and service referred for Promotion will be reckoned as on 1st August of the year.

3.8.1.8. Appointing Authority   : Principal

The qualification, experience and other requirements for the post of PRINCIPAL are given below

PRINCIPAL

S.No	Cadre	Qualification	Experience	Essential Requirement
1.	Prin-cipal	Ph.D in Engineering and Tech-nology	15 years of Teaching Experience in an Engineering College out of which 3 years should be in the cadre of a Professor	• Good Academician • An able and efficient Administrator • A Good, Proven, Dedicated and committed Team Leader • Proven abilities and extra and co-curricular activities • Versatile knowledge

The qualification, experience and other requirements for the various posts are given below

3.8.1.9. ENGINEERING AND TECHNOLOGY (EXCEPT BIO TECHNOLOGY)

S.No	Cadre	Qualification	Experience	Essential Requirement
1.	Professor	Ph.D.	10 Years of Teaching Experience out of which 5 years experience as an Associate Professor	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should have guided mini projects and final year student projects (Minimum Two). 3. Should posses proven performance of an higher standard.
			13 years of Teaching Experience in an Engineering College,	
		Ist Class M.E. or M.Tech	20 years of Industrial experience with professional work which is significant and can be recognized as equivalent to Ph.D degree out of which at least 5 years should be at a senior level comparable to that of an Associate Professor	
2	Associate Professor	Ph.D with First Class M.E.	5 years of Teaching Experience in an Engineering College out of which 2 years should have been after Ph.D (or) 8 years of teaching experience for Part time Ph.Ds (or) 5 years in the case of full time Ph.Ds.	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should have guided mini projects and final year student projects (Minimum Two). 3. Should posses proven performance of an higher standard.
		B.E / B.Tech and M.E / M.Tech or equivalent in the appropriate discipline of Engineering / Technology	13 years of Teaching Experience in an Engineering College after obtainingB.E./B.Tech(or) M.E/M.Tech provided they should have registered for Admission into Ph.D.	

Cadre	Qualification	Experience	Essential Requirement
Assistant Professor	B.E / B.Tech and M.E / M.Tech or equivalent in the appropriate branch of Engineering / Technology with First Class either in Bachelor's or Master's Degree	No minimum Period of Teaching experience required, however 2 years of teaching Experience in a engineering colleges is preferable. Fresher may also be considered for appointment as per AICTE on consolidated salary.	1. Non Ph.D holders shall register for Ph.D. within one year from the date of appointment and shall obtain Ph.D. within 6 years 2. Should have published at least one technical paper every year in National /International Conference and National/ International Journal, Seminar and symposium at regional level. 3. Should have guided mini projects and final year student projects (Minimum Two). 4. Should posses proven records of performance of an higher standard.

Note :
(i) All Degrees must be from UGC / AICTE approved Institutions b) For Civil and Mechanical Engineering branches only:
(ii)   100% Industrial Experience in R & D will be considered.
(iii) 75% of Industrial Experience will be considered as deemed fit for recruitment.
(iv) 50% of Polytechnic teaching experience will be considered for recruitment as faculty member provided She / He should acquired the minimum qualification prescribed by AICTE / Anna University for the post.

3.8.1.9.   ENGINEERING AND TECHNOLOGY (BIO – TECHNOLOGY)

S.No.	Cadre	Qualification	Experience	Essential Requirement
1.	Professor	Ph.D (Engg & Tech)	10 Years of Teaching Experience out of which 5 years experience as an Associate Professor	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should have guided mini projects and final year student projects (Minimum Two). 3. Should posses proven performance of an higher standard.
			13 years of Teaching Experience in an Engineering College.	
		Ph.D in Applied Biological Science	12 years of Teaching Experience in an Engineering College, out of which 5 years should be in the cadre of an Associate Professor or a total of 15 Years of Experience after obtaining Ph.D	
		Ist Class M.E. or M.Tech	20 years of Industrial experience with professional work which is significant and can be recognized as equivalent to Ph.D degree out of which at least 5 years should be at a senior grade comparable to that of an Associate Professor	

2	Asso-ciate Pro-fessor	Ph.D with First Class Bachelor's or Master's Degree in the appropriate discipline of Engineering / Technology	5 years of Teaching Experience in an Engineering College out of which 2 years shall be after obtaining Ph.D	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should have guided mini projects and final year student projects (Minimum Two). 3. Should posses proven performance of an higher standard.
		Ph.D in Applied Biological Science	7 years of Teaching / R&D Experience in an Engineering College or Industry after obtaining Ph.D	
		B.E / B.Tech and M.E / M.Tech or equivalent in the appropriate branch of Engineering / Technology with First Class either in Bachelor's or Master's Degree	13 years of Teaching Experience in an Engineering College in the cadre of an Assistant Professor-II, after obtaining B.E. / M.E. provided they should have registered for Admission into Ph.D.	

3.	Assistant Professor	Ph.D in Applied Biological Science	No Minimum Experience	1. Non Ph.D holders shall register for Ph.D. within one year from the date of appointment and shall obtain Ph.D. within 6 years
		B.E / B.Tech and M.E / M.Tech or equivalent in the appropriate branch of Engineering / Technology with First Class either in Bachelor's or Master's Degree	No minimum Period of Teaching experience required, however 2 years of teaching Experience in an engineering colleges is preferable. Fresher may also be considered for appointment on consolidated salary	2. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 3. Should have guided mini projects and final year student projects (Minimum Two). 4. Should posses proven records of performance of an higher standard.

3.8.1.10. HUMANITIES AND SCIENCES

S. N.	Cadre	Qualification	Experience	Essential Requirement
1.	Professor	Ph.D. in the relevant area (55% Marks in PG Level or Equivalent CGPA)	12 years of Teaching Experience in an Engineering College, out of which 5 years should be in the cadre of an Associate Professor. (or) 15 years of teaching experience in an Engineering College	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should posses proven performance of an higher standard.
2.	Associate Professor	Ph.D. in the relevant area (55% Marks in PG Level or Equivalent CGPA)	8 years of Teaching Experience in an Engineering College, out of which 2 years shall be after Ph.D. (or) 15 years of teaching experience in an Engineering Colleges	1. Should have published at least one technical paper every year in National / International Conference and National / International Journal, Seminar and symposium at regional level. 2. Should possess proven performance of an higher standard.
3.	Assistant Professor	PG in relevant area (55% Marks in PG Level or Equivalent CGPA) with M.Phil	No minimum experience required. However 2 years of teaching Experience in an engineering college is desirable (Fresher will also be considered on consolidated salary.)	1. Non Ph.D holder shall register for Ph.D. within two years from the date of appointment and shall obtain Ph.D. within 7 years 2. Shall publish at least one technical paper every year in National / International Conference National / International Journal. Seminar and symposium at regional level. 3. Get Consistently satisfactory performance appraisal report

Note :

    Humanities, Science and Management Studies :

      (i)   Minimum Eligibility Criteria with regard to qualification is M.Phil in the relevant Subject / Discipline for requirement in Humanities and Sciences.

      (ii)   All degrees must be from UGC / AICTE approved Institution.

      (iii)   50% of Arts and Science College(s) experience gained will be counted.

      (iv)   Other preferential qualification considered for the recruitment is clearance of National Eligibility Test (NET) / State Level Eligibility Test (SLET) or any other accredited test conducted by any recognize educational body.

3.8.1.11. LIBRARIAN

S.N	Cadre	Qualification	Experience	Essential Requirement
1.	Librarian	A PG Degree in Library and Information Science (M.L.I.S) with computer knowledge	10 Years of Professional Experience in an academic institution preferably in an engineering college or university out of which five years should be in the cadre of an Assistant Librarian.	1. Familiar with DDC Classification and entry of books in accession register. 2. Knowing Purchase Procedure 3. Knowledge of Digital Library and e-books 4. Periodical Knowledge updation in the library science field.

3.8.12 PHYSICAL EDUCATION DIRECTOR

S.No.	Cadre	Qualification	Experience	Essential Requirement
1.	Physical Education Director	A PG Degree in Physical Education with M.Phil in the relevant field with computer knowledge. Certificate course in Yoga will be considered as preferential qualification	5 years of experience in an academic institution preferably in an engineering college or university.	1. Familiar with sports activities. 2. Capable of conducting sports meets in the campus as well as other engineering colleges including universities. 3. Knowledge on NSS, NCC and YRC activities. Administrative abilities and capabilities

3.9.**RECRUITMENT PROCEDURE – NON–TEACHING STAFF**

3.9.1 ADMINISTRATIVE POSTS

3.9.1.1. Categories of Posts and Pay Scales   :

1. Office Manager	:	Scale of Pay : 9100-275-14050
2 . HR Executive / Secretary	:	Scale of Pay : 8000-275-13500
3. Accounts Manager	:	Scale of Pay : 8000-275-13500
4. Office Superintendent	:	Scale of Pay: 5500-175-9000
5. Senior Accountant (Spl. Grade)	:	Scale of Pay: 5500-175-9000
6. Senior Accountant	:	Scale of Pay: 4000-100-6000
7. Senior Assistant	:	Scale of Pay: 4000-100-6000
8. Junior Assistant	:	Scale of Pay: 3200-85-4900
9. Accounts Assistant	:	Scale of Pay: 3200-85-4900
10. Receptionist	:	Scale of Pay: 3200-85-4900
11. Data Entry Operator	:	Scale of Pay: 3200-85-4900
12. Office Assistant	:	Scale of Pay: 2610-60-3150-65-3540

3.9.1.2   Qualification and Experience   :

Office Manager	A PG Degree with Computer knowledge with 10 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 5 years must be in the capacity of Superintendent (Or) A Bachelors Degree with computer knowledge with 15 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 10 years must be in the capacity of Superintendent.
HR Executive / Secretary	MBA with HR specialization with 5 years administrative experience in an academic institution or industries
Accounts Manager	A Bachelors Degree with ICWA / CA with 5 years experience in the area of statuary audit, internal audit, stock verification, maintenance of account, preparation of Annual Accounts, Balance Sheets, etc. Knowledge of EPF rules, Income Tax rules, etc. is essential.
Office Superintendent	A PG Degree with Computer knowledge with 8 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 5 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal of an Educational Institution. (or) A Bachelors Degree with computer knowledge with 10 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 7 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal of an Educational Institution.
Senior Accountant (Spl. Grade)	A Bachelors Degree with computer knowledge with 5 years of Accounts experience in the Senior Assistant level or 10 years of experience as Accounts Assistant in an academic institution preferably in Engineering Colleges
Senior Accountant	A Bachelors Degree with computer knowledge with 5 years of Accounts experience in the grade of a Junior Assistant / Accounts Assistant in an academic institution preferably in Engineering Colleges
Senior Assistant	A Bachelors Degree with computer knowledge with 5 years of Administrative experience in the Junior Assistant level, in an academic institution, preferably in Engineering Colleges (or) Post Graduate degree with 2 years of experience in the cadre of Junior Assistant or in a similar cadre preferably in Engineering Colleges
Junior Assistant	A Bachelors Degree with computer knowledge, with 2 years of Administrative experience in an academic institution, preferably in Engineering Colleges. (or) Fresher shall also be considered, based on their merit and ability.
Accounts Assistant	A Bachelors Degree with computer knowledge and Tally with 2 years administrative experience in an academic institution preferably in Engineering Colleges (or) Fresher shall also be considered, based on their merit and ability.
Receptionist	A Bachelors Degree with Computer knowledge with two years of experience in the relevant field

	(or) Fresher shall also be considered, based on their merit and ability.

Data Entry Operator	Diploma in Computer Science and Engineering awarded by the State Board Technical Education in Tamilnadu with Type writing in English Higher / Lower Grade. One year of experience In the operation of System and peripherals are required. Or A Bachelors Degree in Maths/ Physics/Commerce with a pass in Typewriting in English Higher / Lower Grade and Diploma in Computer Application with one year experience in the System operation and peripherals are required. Desirable : Diploma in Data Entry Operation
Office Assistant	A pass in 10th class; good physique is essential.
Age	Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post. However, retired persons can hold the post up to 70 years.

Mode of Recruitment

Advertisement shall be made in leading Regional Dailies, indicating the posts.

i. Applications received in response to the advertisements shall be scrutinized by the Principal and a list of eligible candidates will be called for Interview.

ii. There shall be a Selection Committee consisting of the following Members:

1. Principal - Chairman
2. Accounts Manager (for Accounts Section Requirement)

Appointing Authority : Principal

3.9.1.3. TECHNICAL POSTS
3.9.1.3.1 Qualification and Experience

S.No.	Category of Post	Essential Qualification & Experience
1.	System Administrator / System Programmer (Scale of Pay : 5500-175-9000)	B.E. / B.Tech / M.Sc.(CS) / M.Sc.(IT) or MCA with or without experience (OR) B.Sc. (CS) or any other B.Sc. degree with diploma in computer application with three years in Electronic data processing work out of which one year must be in actual computer programme (OR) First class diploma courses (3Years) in CSE/IT with five years of experience in Electronic Data processing work out of which one year must be actual computer programming
2.	Hardware Engineer (Scale of Pay : 5500-175-9000)	B.E./B.Tech., MCA or M.Sc.(CSE / IT) with 3 years of experience in Computer Hardware Service and Maintenance/. Out of 3 years experience one year on hand experience is needed. (OR) B.Sc. degree in Maths/Physics/CS/BCA and one year Post Graduate Diploma in Hardware & Networking with 4 years experience. Certification in Hardware and Server Maintenance. Is needed. (OR) First Class Diploma (3Years) in CSE/IT with five years experience, out of which three years must be in PEC with one year on hand experience or Certification in Hardware and Server Maintenance is needed
3.	CAD Lab CAD Programmer (Scale of Pay : 5500-175-9000)	B.E. Mechanical or any other Engineering Degree with CAD certification – no previous experience required. (OR) Diploma in relevant branch with AUTOCAD with one year experience in the relevant field

4.	Lab Instructor with B.E. in the relevant area (Scale of Pay : 5500-175-9000)	B.E. in the relevant area with or without experience
5.	Lab Technician with B.Sc Qualification in the relevant area (Scale of Pay: 4000-100-6000)	B.Sc Degree in the relevant area (Physics / Chemistry) with or without experience.
6.	Lab Technician with Diploma in the relevant area (Scale of Pay: 4000-100-6000)	First class diploma courses in CSE/IT with three years duration of study. Minimum one year experience is required in Engineering college maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.
7.	Assistant Hardware Engineer (Scale of Pay: 4000-100-6000)	B.Sc. (CS/BCA) or Diploma or any other B.Sc degree with Certification of Hardware is must.
8.	Computer Technician (Scale of Pay: 4000-100-6000)	B.Sc (CS/BCA) or any other B.Sc. Degree with Diploma in computer Application (OR) 3 years Diploma course in CSE/IT
9.	Computer Technical Assistant (Scale of Pay: 3200-85-	ITI (CS) certification (OR) Diploma in Computer Application from a recognized institution minimum six months duration
10.	Skilled Lab Attender (Scale of Pay: 3200-85-4900)	10th pass with ITI (OR) Diploma without experience
11.	Attender / Office Assistance (Scale of Pay: 2610-60-3150-65-3540)	10th / 12th pass with good physique

3.9.1.3.2   Age   :   Should have completed 18 years of age on the date of appointment but less than 60 years as on 1st July for all the above categories of posts. However, retired persons can hold the post up to 70 years.

3.9.1.3.   Appointing Authority   :   Principal

3.9.2 LIBRARY AND PHYSICAL EDUCATION STAFF
3.9.2.1. Qualification , Experience and Scale of Pay :

1.	Assistant Librarian (Scale of Pay: 5500-175-9000)	A PG Degree in Library and Information Science (MLIS) with Computer knowledge and 3 years of experience in an academic institution preferably in Engineering Colleges or University. Fresher shall also be considered based on their merit and ability
2	Library Assistant (Scale of Pay: 3200-85-4900)	A pass in 10th or +2 with certificate course in Library science, with a minimum one year experience in a local Library or College Library.
3	Assistant Physical Education Director (Scale of Pay: 5500-175-9000)	A UG degree in Physical Education with computer knowledge and 3 years of experience in an academic institution preferably in Engineering Colleges. Certificate course in yoga will be considered as additional qualification. Fresher shall also be considered based on their merit and ability
4	Physical Training Instructor (Scale of Pay: 4000-100-6000)	Any Bachelors Degree with a Certificate course in Physical Education with computer knowledge
5	Field Marker (Scale of Pay: 2610-60-3150-65-3540)	A pass in 10th class with good physique
6	DC / Floor or Campus Supervisor (Scale of Pay: 2610-60-3150-65-3540)	10th pass or +2 or its equivalent with good physique

3.11.2.1 Age   :   Should be completed 18 years of age
but less than 60 years as on 1st July for all
the above categories of post. However retired
persons can hold the post up to 65 years.

*All Non Teaching Staffs who are on regular time scale of pay may be brought into Employees

Provident Fund scheme after one year of satisfactory performance and completion of service in PEC.

CHAPTER 4- ORIENTATION AND TRAINING

4.1.- NEW FACULTY ORIENTATION

The New faculty would be oriented towards the procedure and the rules and regulations of the college one week before the commencement of classes.

CHAPTER 5- POLICIES AND WELFARE SCHEMES
5.1. INCREMENT AND PROMOTION

5.1.1. GUIDELINES FOR INCREMENTS AND DA
5.1.1.1.   ANNUAL INCREMENTS:-

All the employees in a post or cadre on time scale of pay are eligible for annual increments in that time scale by putting in one year of continuance service after the completion of the academic year unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory. Effective completed service of at least 9 months and above as decided by the Management shall be considered as one year of service for increment purpose. *However monetary benefit will be extended to the individual employee only on completion of one year service in this institution.*

5.1.1.2.   REVISION OF DA FOR FACULTY MEMBERS:

All the members of faculty in a post or cadre on time scale of pay are eligible for revision of Dearness Allowance (DA) on successful completion of one year of continued service as on Specified date decided by the Management of every year. The enhancement of DA will be decided by the management from time to time. Effective completed service of at least 9 months and above as decided by the Management shall be considered as one year for DA purpose. *However monetary benefit will be extended to the individual employee only on completion of one year service in this institution.*

5.1.1.3.   REVISION OF DA FOR NON TEACHING MEMBERS:

All the members of Non Teaching Staff in a post or cadre on time scale of pay are eligible for revision of Dearness Allowance (DA) on successful completion of one year of continued service at the end of the academic year every year. The enhancement of DA will be decided by the management from time to time. Effective completed service of at least 9 months and above as decided by the Management shall be considered as one year for DA purpose. *However monetary benefit will be extended to the individual employee only on completion of one year service in this institution.*

5.1.1.4.   GRANT OF INCENTIVES FOR NON TEACHING MEMBERS ON CONSOLIDATED PAY:

All the members of Non Teaching Staff who are placed on consolidated salary will be considered for incentives as and when DA is revised for regular employees. The quantum of incentives will be decided by the management. Effective completed service of at least 9 months and above as decided by the Management shall be considered as one year for the purpose incentives. *However monitory benefit will be extended to the individual employee only on completion of one year service in this institution.*

Note:

1.   *Staff who have availed any nature of leave beyond 3 months(Maternity Leave, Break, Medical Leave, Personal Leave etc.) are not eligible for increment but are eligible for DA.*

2.   *Staff who have completed one year of experience at Prathyusha Engineering College alone are eligible for DA and increment.*

3.   *Staff who have tendered resignation are neither eligible for DA nor increment.*

5.1.2. PROMOTION APPRAISAL

DEPARTMENTAL PROMOTIONAL PROCEDURES – FACULTY MEMBERS

5.1.2.1.   ELIGIBILITY:

All HODs shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate Professor and Professor every year. The HODs in turn shall request the faculty members to submit an Self Evaluation report, along with students feedback and HOD's confidential report. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

5.1.2.2.   SCREENING COMMITTEE:

A Screening Committee will be constituted with the following Members:

1. Chairman or any Authorized person
2. Principal
3. HOD concerned

5.1..2.3   SELECTION PROCEDURE FOR PROMOTION:

The Screening Committee will review the performance appraisal, academic performance, confidential report and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in order of merit and submit to the management for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval.

Note:

The promoted staff will be eligible for increment after successful completion of one year service in that cadre, however they are eligible for DA as applicable.

5.2.INCENTIVES ALLOCATION

Faculty would be awarded with cash prizes for producing 100% results and for extraordinary performance in various activities

5.3.AWARDS

The faculty receiving 100% pass in a subject in each semester in an academic year are awarded Rs.2000/- as incentive and these awards are distributed during Teacher's Day every year.

Faculty working for admission would be given incentives at the end of the academic year.

Staff admitting students would be rewarded with Gold Coins during that academic year.

5.4.SPECIAL CONSIDERATION

Faculty whose wards are pursuing their B.E. Degree course at the college will be given a Tuition Fee Waiver.

5.5.HIGHER STUDIES:

5.5.1.ON DUTY PERMISSION FOR PURSUING HIGHER STUDIES ON PART TIME BASIS

5.5.1 An employee may be granted OD permission so as to enable her/him to pursue higher studies or specialized training on part time basis in a professional or technical subject and which is relevant to the her/his discipline of study, and is beneficial to the individual as well as to the College and has bearing on the candidates' area of specialization.

5.5.1.2 OD permission shall not be granted to the employees, whose absence will cause cadre- difficulties, besides dislocation in the regular academic work load of the college.

5.5.1.3 An employee availing herself/himself of OD permission for pursuing higher studies, shall sign a service bond ANNEXURE-M in the prescribed format and on stamped paper declaring that after successful completion of their course of study She / He undertake to serve the college for a minimum period of three years, failing which they have to refund three months gross salary to the College Management.

5.5.1.4 "ON DUTY" (OD) permission for Ph.D Research work will be considered based on regular course work and University examination, subject to a maximum of 16 days (8 days per semester). If any scholar not availed OD permission for Course work or University Examinations she / he can avail the period of 16 days OD for writing Thesis with prior permission from the Principal.

5.5.1.5 "ON DUTY" (OD) permission for B.E. / B.Tech. & M.E. / M.Tech. Part Time study will be granted only on working Saturdays. They should apply for CL or LOP as the case may be, during working days i.e. Monday to Friday. However, for writing University Theory and Practical examination during week days, OD will be granted on production of proof (Time Table).

5.5.1.6. Whenever applying for OD permission for study purposes, they should submit the OD application in advance; failing the individuals absence will be treated as LOP.

5.5.1.7 They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangements for their classes, by a fellow teacher handling the same class.

5.5.1.8. They should produce attendance certificate from the faculty advisor where they are undergoing the higher studies.

5.5.1.9. Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of part time study.

5.5.2. OD PERMISSION FOR OTHER ACTVITIES:

The faculty are provided with On Duty Permission for the following activities,
1. Anna University- Invigilation, AUR, Chief AUR, Central Valuation etc.
2. Participation in International Conferences outside Chennai and India
3. Participation in Seminars/ Guest Lectures in other colleges as Resource Persons.
4. Admission Activities
5. Placement Activities

5.6.WORKSHOPS

Faculty are provided with registration fees to attend outstation workshops sponsored by AICTE and standard organizations. In some genuine cases they are also provided with TA expenses.

5.7.SEMINARS

Faculty are provided with registration fees to attend outstation seminars sponsored by AICTE and standard organizations. In some genuine cases they are also provided with TA expenses.

CHAPTER 6- LEAVE RULES

6.1   SHORT TITLE AND APPLICATION:

6.1.1   These rules are called "Prathyusha Engineering College Employees Leave Rules" herein after called the "PEC Leave Rules and Regulations" and come into force with immediate effect.

These rules shall apply to all persons employed in connection with the affairs of the PEC, here in after called PEC Employees.

6.2 CATEGORIES OF LEAVE

6.2.1   Casual Leave
6.2.2   Permission
6.2.3.   Late Attendance
6.2.4.   L O S S   O F   P A Y
6.2.5   Vacation
6.2.6   Maternity Leave
6.2.7   Medical Leave
6.2.8   Extra-ordinary Leave
6.2.9   Compensatory Leave
6.2.10   Marriage Leave
6.2.11   Overstayed Leave
6.2.12. On Duty Permission

6.2.1   CASUAL LEAVE

Casual Leave is not earned by duty but it is a concession and welfare measure given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. She / He is eligible to avail herself /himself of 12 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed, suffixed or sandwiched shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month. Guidelines for availing casual leave are in Annexure –C.

6.2.2. PERMISSION

6.2.2.1   Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or LOP as the case may be.

6.2.2.2   Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work / urgent work.

6.2.3. LATE ARRIVAL

6.2.3.1. All employees should follow the prescribed working hours strictly. All employees should sign the attendance register and also affix their fingerprint in the Biometric system. A staff is considered to be late if he/she reaches the college beyond 1 hour from the commencement of the college. If any staff is late She / He has to sign in the late register maintained in the Admin office.

6.2.3.2.   Either two permissions or two late occasions are allowed in a month and if it exceeds two (both combined), half a day CL or LOP will be counted.

6.2.4. LOSS OF PAY

Loss of pay will be incurred by the staff if they avail more than their available CL (1 CL during working days) and if they do not inform about their Leave.

6.2.5. VACATION LEAVE

6.2.5.1

S.No	Cadre	Service in PEC	Vacation		Total No of Days
			Winter Session	Summer Session	
1	Teaching Staff	Less than 6 Months	0	0	0
2		6 months and above and up to 1 Year	7	7	14
3		More than 1 Year	15	30	45
4	Non Teaching Staff	Less than 6 Months	0	0	0
5		6 months and above and up to 1 Year	0	7	7
6		More than 1 Year	0	15	15

Important Note :

1. Experience in PEC ONLY will count upto the date of vacation Declared by the Principal for the particular year.

2. Vacation slot may be availed with a minimum of seven days in each spell.

3. To be eligible to avail vacation slot, the staff member should have completed 6 months / 1 year of service in PEC as the case may be from the date of commencement of the Vacation Slot.

4. Staff members who have not completed 6 months of service before the commencement of the vacation period shall not be eligible for availing any vacation.

6.2.5.2. Vacation slot can be availed only during vacation period as declared by the Principal. Vacation may be curtailed or refused if the services of the staff members are considered, essential and inevitable during the vacation period.

6.2.5.3. Vacation slot may be availed either in one spell or in two spells at the discretion of the Principal depending upon the college requirment.

6.2.5.4.   Winter Vacation will be restricted to a period of not more than 15 days only to the Teaching Staff.

6.2.5.5   Vacation slot shall be declared by the Principal. Staff members proceeding on vacation shall inform in writing and get permission from the Principal before proceeding on vacation based on the recommendation of the HOD. Vacation slot cannot be coupled with any other leave.

6.2.6.1   MATERNITY LEAVE

6.2.6.1.1.   Maternity leave may be granted to married women employees for 60 days from pre- confinement rest to post confinement recuperation, at the option of the employee provided that no Maternity leave shall be allowed to married women employees, if they already have <u>one living children</u>. During the period of maternity leave they are eligible for 50% of pay and allowances.
<u>Norms for availing Maternity Leave</u>

6.2.6.1.2. Extension of leave for more than 90 days will be treated as Loss of Pay

6.2.6.1.3. Employee applied for maternity leave should have completed a minimum period of one year service in this college (Two consecutive semesters without any break)

6.2.6.1.4. Should give an undertaking that they will work for one more year after resuming to duty after availing the maternity leave or incase of leaving the services before completing the one year the beneficiary should refund the maternity leave salary enjoyed by her.

6.2.6.1.5. The staff members who are availing maternity leave are not eligible for any other leave.

6.2.6.2.   MEDICAL LEAVE

6.2.6.2.1   The staff members who are hospitalized for serious illness or major surgery/disability are eligible for medical leave and the request for medical should be supported by authentic   medical documents by competent authority i.e Registered Medical Practitioner.

6.2.6.2.2. Medical leave will be granted subject to the following conditions:

6.2.6.2.3. Should have completed one year of service in this college.

6.2.6.2.4. Should give an undertaking that he/ she will work for one more year after resuming to duty from illness with medical fitness certificate by a Registered Medical Practitioner.

6.2.6.2.5. Those who have served one year will be eligible for 10 days medical leave with salary per calendar year. If it exceeds, more than 10 days per calendar year such portion of the leave will be treated as Leave on Loss of Pay (LOP). As far as possible and as a goodwill gesture by the college administration / management, the medical leave availed by the employees will be adjusted in the ensuing the vacation, so that the employees will get the benefit of their salary.

6.2.7. EXTRA-ORDINARY LEAVE

Extra-ordinary leave shall always be availed without salary. Staff members who availed informed leave should submit leave letter to the Principal on the very day of She / He reporting to duty, otherwise, the leave will be treated as Extra Ordinary Leave (EOL) with a deduction of salary as per the under mention formula :

$$EOL = \frac{\text{Gross Salary X No. of days on leave}}{\text{No. of actual working days in the month}}$$

6.2.8. COMPENSATORY LEAVE

6.2.8.1   Staff members who work on Sundays or on any other Government holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation.

6.2.8.2.   Compensation leave should be entered in the register available in the Front office with proper prior permission when attending duty on holidays and should be availed within 3 months after the actual date of working with prior sanction.

6.2.8.3. Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 12 days in a calendar year.

6.2.8.4. The unavailed CPL within 3 months after the actual date of working will automatically lapse.

6.2.9. MARRIAGE LEAVE

  An unmarried staff member who has put in one year of service in PEC is eligible for 3 days marriage leave with pay from the date of marriage on production of printed invitation. They are also eli-

gible for Marriage Gift of Rs.5,000/- in Cash. The marriage leave can be combined with CL or CPL or LLP. The staff member concerned shall apply for marriage leave in advance. It is a special privilege and benefit extended by the management to its employees.

6.2.10 ON DUTY PERMISSION

6.2.10.1   On duty permission to the teaching and non-teaching staff will be granted only with the prior permission in writing from the HOD and on approval by the Principal. However on exceptional cases considering the merit of the urgency and emergency of duty prior permission post facto permission may be obtained for detainment of such temporary duty.

6.2.10.2. The teaching staff members will be allowed a maximum of 15 working days in an academic year as " ON DUTY" for the purpose of attending Board Meeting / Central Valuation / External Examiner for practical examinations connected with University / External Invigilation work / DOTE. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and written permission obtained in advance for the move.

6.2.11.   OVERSTAYED LEAVE

If the employee remains absent after the expiry of the leave granted to her/her, she/ he shall not be entitled to leave salary during the period of such absence. Willful absence from duty after the expiry of the leave granted shall be treated as misbehavior and will attract disciplinary action as per the college rules in force.

CHAPTER 7-GENERAL

7.1. NO. OF WORKING DAYS :

There are 85 working days for the students during which academic work would be carried out. In an academic year, other than the vacation of a total of 45 days, the remaining days would be working days.
Every second and fourth Saturday would be a holiday for the staff and all Government holidays may be availed by all the staff.

7.2. CODE OF CONDUCT:

7.2..1 INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times

(a) maintain absolute integrity, (b) ensure devotion to duty,

(c) confirm to and abide by the rules and regulations,

(d) comply with and obey all lawful orders and directions during the course of his / her official duties assigned by any persons to whom the employee may be sub-ordinate in the service of the college,

(e) Refrain from any activity which is anti-secular and unconstitutional or which results in creating in the communal disharmony.

Note: Failure to perform his / her academic duties such as preparation, lectures, demonstrations, assessment, guidance and invigilation will constitute improper conduct in respect of a member of teaching faculty. Failure to obey the instructions given by the superior officers or to execute promptly in the administrative responsibilities will constitute improper conduct.

7.2..2 INTEREST OF THE COLLEGE

Every employee shall serve the college honestly and faithfully and shall endeavour his / her duties and responsibilities to his/her utmost satisfaction in order to promote the vision and mission of the college. She / He shall show courtesy and attention in all transactions and not do anything which is un-becoming of a member of the faculty / staff of the college.

7.2..3 EMPLOYMENT IN FIRMS ENJOYING COLLEGE PATRONAGE

No employee shall use his / her position or influence directly or indirectly to secure employment for any member of his / her family in any private business or firm where he has official dealings.

7.2..4   TAKING PART IN ELECTIONS

No employee shall canvas or otherwise interfere with or use his / her influence in connection with or take part in an election campaign, etc.. to any legislature or local authority provided that,

i)   an employee qualified to vote to such an election may exercise his / her right to vote;

ii)   an employee shall not be deemed to have contravened the provision in this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him / her by or under any law for the time being in force.

7.2..5   PARTICIPATION IN UNION ACTIVITIES

No employee shall join or continue to be a member of any union against the college administration, whose object or activities of which are prejudicial to the interests of the sovereignty and integrity of the Country or to the interest of the college or to public order or morality.

7.2..6   DEMONSTRATIONS AND STRIKES

a) No employee shall directly / indirectly, knowingly / unknowingly engage himself or participate in any demonstrations which is prejudicial to the interest and the sovereignty and integrity and security of the State as well as the Country. And the interests of the college, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence including inciting students or employees against other students or employees, college or administration; or

b) No employee shall directly / indirectly, knowingly / unknowingly resort to or in any way abet any form of strike, or coercion or physical duress in connection with any matter pertaining to his / her service or the service of any other employee or employee of the college.

7.2..7.2.   LINK WITH MEDIA OF MOTION AND PRINT

(a) No employee shall except with the prior sanction of the college, on his/her own wholly or in part, or conduct or participate in providing information regarding the college and its function to the media print and motion.

(b) No employee shall except with the prior sanction of the college.

i) publish a book himself/herself or through a publisher or contribute an article to a book or a compilation of articles,or

ii) participate in a radio or television broadcast or contribute an article or write a letter to the newspaper or periodical either in his / her own name or anonymously or pseudonymously or in the name of any other person except when such publication or radio or television broadcast or contribution or publication or public utterance shall not have the effect of an adverse criticism of any current or re-

cent policy or action of the college or which is capable of embarrassing the relationship between the college and government or other agencies.

(c) An employee of the college except in accordance with any general or special order of the college or in the performance in good faith of the duties assigned to him, shall not communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.

(d) An employee of the college shall not except with the sanction of the college give

evidence in connection with any enquiry conducted by any person, committee or authority other than the Courts and Police.

7.2..8   COLLECTION OF FUNDS

No employee shall <u>except</u> with the prior sanction of the college shall ask for and accept contributions or otherwise associate himself with the raising of any funds or other collection in cash or kind.

7.2..9   PRIVATE TRADE OR EMPLOYMENT

(a) No employee shall except with the prior sanction of the college engage directly or indirectly in any form of trade or business or undertake any other employment;

(b) A person employed in the college shall not apply for private employment or signify his / her willingness to accept such employment without first obtaining the permission in writing of the college authorities.

7.2..10   CANVASSING OF OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political personal or other influences to bear upon any authority of the college to further his / her interests or the interest of any other person in respect of matters pertaining to his / her service or in respect of any other matter involving a pecuniary or other benefit to him.

7.2..11   PARTIALITY IN OFFICIAL DUTIES

An employee shall not be partial in his / her performance of his / her official duties and he should be objective in his / her approach.

7.2..12   RAISING OF PRIVILEGES

An employee shall not try to use the considerations of Caste, Creed, Religion, Race or Sex in his / her relationship with his / her colleagues for purposes of improving his / her prospects.

7.2..13   INTOXICATING DRINKS AND DRUGS

(a) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force.

(b) An employee shall not have in his / her possession any intoxicating drinks or drugs or be in a state of intoxication in the college premises.

7.2..14 SENDING REPRESENTATIONS

An employee shall not make representations for redressal of grievances or otherwise directly to the Chairman or Chief Executive Officer or Government or to any outside authorities and all representations shall be made through the proper channel.

7.2..15 REFUSAL TO RECEIVE PAY

Concerted or organized refusal on the part of the employees to receive their pay shall constitute improper conduct.

Note: The Rules and regulations for Dayscholar and Hostel students are separately issued to them in the form of Handbooks.

7.4. TERMINATION/ DISCIPLINARY ACTION

7.4..1.TERMINATION OF SERVICE DURING PROBATION PERIOD

If the appointing authority decides that an employee's is continuance is undesirable in the institution for various reasons She / He will be terminated giving no notice period / with notice period as per terms and conditions. However such decisions will be resorted to after repeated counseling, serving of memos, censure and stoppage of increments, etc…

7.4..2. TERMINATION OF SERVICE OF PERMANENT STAFF :-

If the permanent staff is found not suitable for continuance of service due to various reasons like display of bad conduct, irregular to duties and responsibilities which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. Accordingly the explanation of the individual shall be placed before the committee constituted for the purpose of probing into the charges and allegations and to find out the fact of the case to enable the management to take a suitable decision based on the committee's report.

7.4..3. PENALTIES :

a. Minor Penalties :

Censure – giving warning to employees for their small lapses

i. With holding of increments or promotion including stoppage of increment for dereliction of duty
ii. Recovery from the pay for any pecuniary loss caused to college by negligence or breach of orders while dealing with purchases, drawing of advances and unsettlement of amounts within the stipulated time period, etc…

b. Major Penalties :

i. Reduction to lower post with lower time scale of pay on account of negligence or dereliction of duty proved in the enquiry.
ii. Removal from service as decided by the enquiry committee and the management.

7.4..4. DISCIPLINARY ACTION AGAINST GRAVE CHARGES :

An employee may be placed under suspension or removed from the service for the grave

charges against him / her.

The following cases shall be included under the head Grave Charges a) Cases of corruption and those involving moral turpitude.

b) Cases involving embezzlement or misappropriation of college funds.

c) Cases of serious negligence and dereliction of duty resulting in considerable loss to the college.

d) Cases involving refusal or deliberate failure to carry out written orders of superior authorities.

e) An employee who is detained in police custody whether on a criminal charge or otherwise, for a period longer than 47.4. hours shall be deemed to have been placed under suspension by an order of the competent authority with effect from the date of the employee's detention. If the college employee who has been detained for the period exceeding 48 hours and later released on bail, such release shall not affect the deemed suspension, which will continue to be in force until the employee is set free by the court of law.

f) Any college employee who is / was arrested by the police for any reason shall intimate

promptly regarding the fact of his / her arrest to the Principal. Failure on the part of the employee to comply with the instruction shall be placed in suspension based on the material information available from other sources and She / He is liable for suitable disciplinary action.

7.4..5. PROCEDURE RELATED TO DISCIPLINARY ACTION AGAINST COLLEGE EMPLOYEES:-

i. The Principal may initiate disciplinary proceedings such as calling for explanation or

issuing memoranda or show cause notices duly communicating the allegations to a college employee

for considering the imposition of any of the above said penalties.

ii. Before imposing any minor or major penalties on an employee, She / He shall be given a

reasonable opportunity of making any representation. The representation submitted by the person

charged shall be enquired thoroughly before passing final orders, provided such representation shall

be based on the evidence elicited during the enquiry.

iii. The penalty should not excessive or inadequate and it should be adequately

reasonable and consumerate to the charges and allegations proved in the court of enquiry.

iv. The following procedure may be followed while constituting an enquiry committee.

All the enquiry committee should have the following members

i. Presiding officer

ii. Members – Not less than 3

iii. Member in Attendance as detailed from the concerned department /person.

7.5. RESIGNATION PROCEDURE

7.5..1 RESIGNATION BY EMPLOYEES:-

A candidate, when appointed as a staff in this college shall work for a minimum period as detailed below.

Sl.No	Category	Relieving Period of service in PEC
1	Probationer (Faculty)	Two Years of service in PEC. He / She shall be relieved only at the end of academic year.
2	Regular Employees (Faculty)	He / She shall be relieved only at the end of the year.
3	Non Teaching / Admin Staff/ Accounts	

Note:

1   Requests for resignation should be submitted during the period specified by the Management at the end of the Academic Year (A minimum 2 months notice before the end of the Academic Year or as per Appointment Order)

2   Any request submitted beyond the date will not be accepted and the concerned staff should pay 3 months salary to get relieved.

3   No staff will be relieved before 2 weeks under any circumstances.

ANNEXURES

1. SPECIMEN COPY OF CALL LETTER

2. FACULTY DATA SHEET

3. APPOINTMENT ORDER

4. NON TEACHING PROFILE

5. PERFORMANCE APPRAISAL

6. STAFF SELF EVALUATION FORM

7. STAFF HIGHER STUDIES FORMAT

PART B- STANDARD OPERATING PROCEDURE FOR ACADEMIC DEPARTMENTS

CONTENTS

CHAPTER 1-DUTIES AND RESPONSIBILITIES

1.1. PRINCIPAL

1.1.1. General Administration and Finance:

1.1.1.1. The Principal shall convene the Governing body meeting at least once in every semester regarding the Planning and Monitoring activities and the developmental activities of the college

1.1.1.2 The Principal shall monitor the following

- Review and Analysis of Internal Assessment Tests and Recommendation for Improvement of Academic Performance Annual Budget
- Monitoring of Purchase Procedure
- Stock verification
- Infrastructure Maintenance
- Teaching Learning Process
- Conduct of Extra and Co-curricular activities
- Recruitment Process of Qualified staff
- Suggestion of Welfare schemes for staff
- Duties allotment to all the staff
- Correspondence and communication to the Regulatory Bodies
- Compliance to the rules and policies framed by the Regulatory Bodies, Accrediting organizations etc., like Anna University, DOTE, AICTE, NBA, NAAC, UGC etc.
- Conduct of meetings with HODs, faculty, staff , students and parents at specified intervals for the smooth conduct of various activities of the college
- Interaction with the Management with reference to the daily activities of the college
- Acting as Chief Superintendent of the Examination Cell for the smooth and effective conduct of the Anna University Examinations.
- Admission Process

1.1.1.3. Academics:

- The Principal shall review the analysis of monthly test marks of the students and suggest remedial measures for the improvement in their performance.

- The Principal shall review the suggestions of value-added courses, training and placement opportunities and Industrial visits to the students by the respective coordinators and recommend for the suitable initiatives.

- The Principal shall provide avenues for co-curricular and extra-curricular activities, professional societies and guidance and counseling programmes to the students.

➢ The Principal shall also provide for a grievances Redressal mechanism while ensuring strict discipline in the campus.

➢ The Principal shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.

➢ The Principal shall take appropriate action to ensure that the rules and regulations are strictly followed by the students. The Principal is authorized to take disciplinary action such as calling the parents for counseling on matters relating to disciplinary actions like, suspension / dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.

➢ The Principal is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.

2.1.1.4.
Research and Extension Activities
➢ The Principal shall encourage conducting of seminars and symposia and such
research – oriented activities in the campus.
➢ The Principal shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

2.1.1.5. Principal's Meetings:

S.No.	Meetings	Frequency
1.	Management Meetings	Twice a week
2.	Admission meetings	Every day between Odd semester : September & December Even Semester : March to June
3.	HODs meetings	Twice a week and frequently during Inspections, events, IATs and University Examinations
4.	Placement meetings	Twice a week
5.	Training meetings	Twice a week
6.	R&D meetings	Twice a week
7.	Project meetings	Once a week
8.	Technical Clubs meetings	Once a week

9.	Events meetings	Once a week and two days before every mega event
10.	Parents Teachers Meetings	After the publication of Anna University Results
11.	Alumni Meetings	Once a year
12.	Mentors meetings	Once a week
13.	First Year meetings	Twice a week and frequently during IATs and University Examinations
14.	Department wise meetings	Before and after every IAT
15	All staff meeting	Thrice a month
16	Hostel Meeting	Twice a week

2.2. HODs

The HODs shall execute the following activities in the department

➢ The HOD shall convene the department staff meeting once in 15 days and immediately after the Principal's meeting.

➢ The HOD shall co-ordinate local industrial visits, guest lecturers, educational tour, monthly test examination and purchase of library books, consumables and equipment for laboratories and also to co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.

➢ She / He should organise project review meetings in consultation with staff and implement the same as per the procedure. She / He shall co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association.

➢ The HOD shall be accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

➢ She / He shall check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.

➢   She / He shall ensure the maintenance of the files and records as per NBA/NAAC requirements and also submit a report on the outcome of class committee meetings to the Principal for corrective and preventive actions.

➢ The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of IATs and model exam, final year project review, class committee, meeting time tabling, allotment of department work, staff meeting etc in consultation of the Principal.

➢ The HOD will implement activities as per in academic calendar of the college and submission of reports.

➢   The HOD will be in charge of students academic and personal data base maintenance, Society activities, professional societies, Technical Club activities Placement activities and alumni.

➢   He/ she shall fully be responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works. She / He will be responsible for the scrutiny of lesson plan, lecture notes, lab manuals and question bank, log book, etc and for monitoring theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits.

➢ The HODs shall submit to the Principal the Confidential report of all the faculty based on their performance at the end of the academic year.

The HOD can nominate a faculty to assist them in the department who will be designated as Deputy HODs.

BEGINNING OF A NEW SEMESTER:
AFTER THE MODEL EXAMINATION OF THE PREVIOUS SEMESTER- should receive approval within 10 days for the following
1.   Subject Allocation
2.   Staff Workload
3.   Staff Deficiency Report
4.   TimeTable- Individual, Class and Master
5.   Lecture Notes
6.   Log Book, Note Book/ Record NoteBook, Library Books requirements
7.   Annual Budget as per the format, if it is the end of the even semester
ON THE 5TH DAY AFTER APPROVAL,
1.   Lesson Plan- consolidated
2.   CO-PO Mapping
3.   Lab Manual- Not to be provided to the students
4.   Lab Schedule for students
5.   Service and Procurement of equipments/ consumables
HANDWRITTEN LECTURE NOTES- Every 7th Day Unit wise Notes (- Totally 35 DAYS)
WEEKLY SUBMISSION OF REPORTS OF
1.   Subject Teacher's meeting, Subject Expert Minutes every Friday

2. Class Committee Meeting Minutes once in a fortnight
3. Attendance of students
4. IEI activities
5. Placement activities after meeting with Placement Officers before and after the Placement Drive
6. Project/ Miniproject Minutes of Meeting
7. Technical Club activities

MANAGEMENT / PRINCIPAL MEETINGS:

1. HOD's Target sheets before and after every Test
2. Analysis with reference to the Results of each test
3. Subjectwise analysis of Category wise students
4. Critical subjects and staff analysis after and before tests- Weekly analysis based on the feedback from the students
5. Other Activities – Target Sheet

MENTOR MEETINGS:

1. Mentors- Mentees List with category wise students
2. Possibility of students conversion from one category to another
3. Improvement of students in each category after every test and expectations during the University Examination

BEFORE EVERY IAT, MODEL, UPC AND UNIVERSITY EXAMINATION

1. Syllabus completion before every test
2. Students Feedback of critical subjects
3. Coaching class schedule for slow learners- Staff staying back
4. Arrear Examinations- Coaching schedule
5. Preference of subjects for Arrear students
6. UPC Schedule- Slot for each subject, Plan for UPC

RESULTS – IAT1, 2, 3 AND UNIVERSITY EXAMINATION:

1. Department wise analysis- Pass Percentage- Subjectwise analysis
2. All Grade analysis- S, A, B, C, D,E, U
3. Mentors commitment and achieved
4. Overall All Clear students
5. Expected University Ranks
6. Overall Arrears count and list of students
7. Comparison with previous semester and previous batch of students (University Exams only)
8. Parent's meeting with 3 and above arrear students- List of students (University Exams only)
9. SMS to parents with results
10. Expected and Achieved results - subjectwise

Important Meetings:

S.NO.	Meeting	Frequency of meeting
1.	**Subject Teacher's & Subject Expert's Meet-**	5 days before the commencement of classes followed by every 5 days

	ing	
2.	**Class Committee Meeting**	Before and after IATs,UPC and Model Exam

1.3 **DIRECTOR, PLACEMENT:**

ORGANIZATION CHART FOR PLACEMENT CELL

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                        │  CHIEF EXECUTIVE    │
                        │     OFFICER         │
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ADVISOR	DIRECTOR (P&T)	PRINCIPAL

HODS

TECHNICAL CLUBS

PLACEMENT COOR-DINATORS
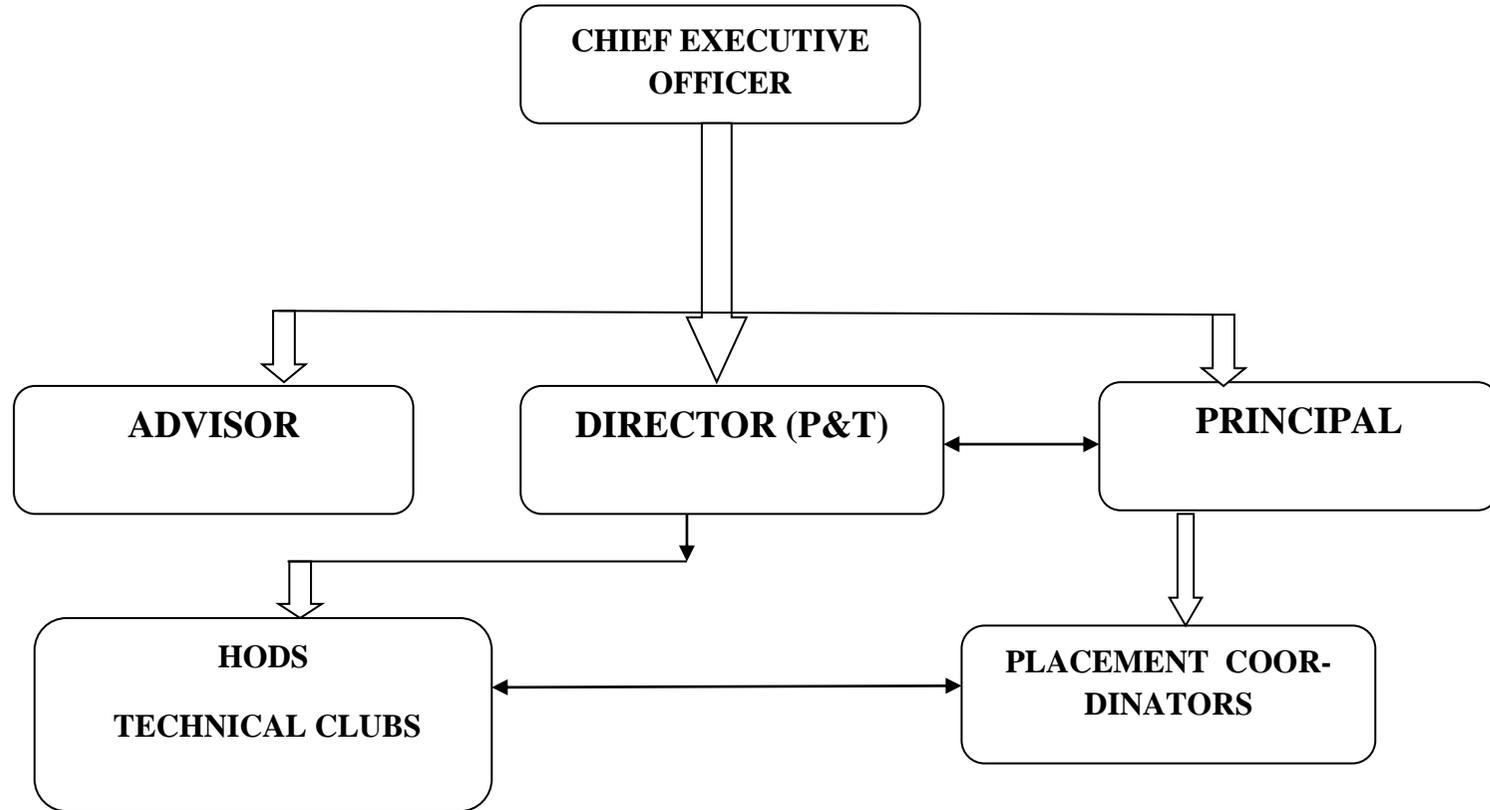
PLACEMENT PROGRAMMES

- He will also arrange On & Pooled campus interviews and job melas,
- He will also make necessary arrangements for placement of students for Internship in reputed IT and ITES companies
- The Placement Officer will communicate with the various corporate Head either by mail or in person to familiarize the Institution highlighting its Achievements, Accolades and mile stones and thus attract the corporate for placement drives
- He shall organize pre placement talks inviting HRs Recruitment from various corporate to enable the students to choose their dream company and accordingly prepare them for the drive.

GENERAL

- The Placement Officer will be in constant touch with reputed Indian and foreign firms, meet the officials in person, write letter and invite them for periodical Guest Lectures and selection and arranging of Chief Guest for various activities, events and occasions.
- He would organize prominent events like Institute – Industry Partnership programmes, Placement Officers meet to promote pooled campus activities.

DUTIES AND RESPONSIBILITIES OF HODS IN PLACEMENT

➢ The HODs of all UG and PG Departments should feel that the Placement activities organized from time to time as their own programme

➢ They shall spare/detail the concern placement officers and coordinators for all Placement related activities and ensure strict discipline of their respective students

➢ They shall forward a feedback report on completion of all training activities to the Placement Officer for remedial actions.

➢ They shall motivate their respective students to excel well in all Placement drives.

➢ The respective Placement Coordinators and the Departments will arrange the Guest Lectures, Industrial Visits, Internships and Symposia.

➢ They shall also arrange an interaction of the visiting dignitaries with the Placement Officer to promote Institute – Industry Partnership and enhancement of Placements of our students in various corporate.

➢ HODs may also closely monitor the students joining the corporate, their continuity and performance which would help the visiting NAAC, NBA and inspection other teams

DUTIES AND RESPONSIBILITIES OF PLACEMENT COORDINATORS IN PLACEMENT

➢ The Placement coordinators of all UG and PG Departments will coordinate with the Placement Officer / Senior Assistant to update the Student Data base from time to time

➢ They will also be responsible in updating the data base immediately after the publication of the results of University examinations and revaluation/ re-total of the individual students to who applied for the same.

➢ They will disseminate information posted in the portal or publish in circulars to their respective students regarding placement activities and events

➢ They will also ensure 100% attendance/participating of students in Placement related activities.

➢ They will be physically and literally present for all campus drives so that the ensure students discipline, involvement and participation in the drives

➢ They will act as volunteers along with students in the conduct of various placement activities throughout the year.

➢ They will attend/participate in weekly / monthly / periodical meetings organized by the Principal / Placement Officer

➢ They are also responsible for the students turnout during Placement activities.

➢ They will also escort the students participating in pooled campus drives and other events

➢ They will also maintain record of students participation in various placement activities.

➢ They will also submit a feedback report of all Placement activities to the Placement Officer / Principal.

2.4.HEAD – PLACEMENT TRAINING DIVISION

STANDARD OPERATING PROCEDURE FOR PLACEMENT TRAINING

The Head – Training Division would be responsible for the following activities in association with the Trainers and the HODs

1. Collection of career option form from pre-final year students of all branches.
2. Identification of the placement opted students.
3. Analysis of the data available in career option form to understand the strength & weakness of each student.
a. Aptitude skills   : Marks in Engineering Mathematics subjects, plus two and 10th
b. Communication skills :
 i.Marks scored in ENGLISH, Communication lab, mentor Observations
ii.Public speaking skills : Paper presentations
c. Technical soundness: Marks scored in CP, PDS1, PDS2, DBMS, WP/IP prog skills, analytical skills,
d. Marketing skills, innovative, routine and repetitive
e. Entrepreneurial skills
f. Self Learning :NPTEL, Youth4Work, club activities& certifications
g. Hardworking nature : Sustained effort in achieving, focused , attendance
h. Leadership skills : Front runner and initiative, sports man, cultural, organiser of events, Club activities

i. Need for job: Family background, ethical attitude

j. Parental support : Support from parents in the past

k. Discipline : Attendance, performance in the internal exams, humbleness, respect to parents and teachers

l. Sincerity : Respond to teachers, assignments submission

m. Uniqueness identified : Innovative Projects

4. Mentors have to categorise the mentees as to suitable for Software Developer, Software Support Services, Web Developer or Marketing and customer support profiles.

5. HODs have to analyse the recommendations from mentors and forward to Principal Office.

6. Pre-assessment test will be conducted for the placement opted students and categorised into different levels for further training in the respective Job Streams.

CONDUCTING TRAINING

1. Training Department will receive the skill sets requirements for upcoming placements from Placement Department well in advance. (Two months before the commencement of the academic year : April/May)

2. Training Department will receive the Company specific skill sets requirements for placements from Placement Department well in advance.(Atleast 5 days in advance)

3. Based on the recommendations from the Mentors and HODs, students will be identified.

4. Students will be categorised based on the skill level and training needs.

5. Training schedule will be published by the Training department with the Consent from Principal.

6. Department training coordinators have to communicate the schedule to the respective students and must ensure the attendance of the students for the training.

7. Students have to report to the training venue on time with proper dress code & turn-out failing which, they will not be allowed to attend the training.

8. Students have to maintain a Training records to keep track of their performance & attendance for training.

9. Absenteeism of students for two consecutive days will make them to be dropped from any further training.

10. Department training coordinators have to monitor the training students involvement and discipline during the training.

11. For every session, attendance and evaluation scores of the students will be published through Google Sheet which will be shared with all HODs for subsequent steps to ensure the progress.

12. Training department will forward the details of the students attendance and the performance report to HODs.

13. HODs will in turn forward the reports to the respective mentors.

14. Mentors have to take the necessary steps to ensure the students involvement and progress and will communicate to the Training department for any further remedial actions required.

15. Batch-wise trainers will take responsibility in the progress of the students and will identify the training needs with respect to technical, Aptitude and Softskills and report to the Training Department.

16. Students performing below average and not supportive during training will be dropped from training and will be notified to the respective Departments.

17. Based on the performance of the students during training, they will be recommended for placements.

1.5- IQAC CELL- INTERNAL QUALITY ASSURANCE CELL

MEMBERS OF IQAC

S.No	Name of the Members	Designation	Position
1.	Dr.Ramesh PLN	Head of the Institution	Chairperson
2.	Mr.M.Vasu	Advisor	Member
3.	Dr.M.Gopikrishnan	Professor, CSE	Member, Coordinator
4.	All HODs	HODs of all the Departments	Members
5.	All Department IQAC Coordinators	Asst. Professors	Members
6.	Mrs. Karkuzhali	Tahsildhar, Tiruvallur	Member
7.	Ms. Divyasree	RDO, Tiruvallur	Member

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                          │   IQAC CELL     │
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| INTERNAL AS-SESSMENT TEST 1. QUESTION PAPER 2. ANSWER SCRIPTS 3. TEST SQUAD | COURSE FILE AS PER NBA STAND-ARDS | STOCK VER-IFICATION | WEBSITE UP-DATION AND QUALITY AS-SURANCE | NBA AC-CREDITA-TION NAAC AC-CREDITA-TION | AICTE AP-PROVAL PRO-CESS ANNA UNI-VERSITY AF-FILIATION | NIRF RANK-ING AND OTHER RANKING AISHE | MINIPRO-JECTS/ PROJECTS | PUBLICA-TIONS | MENTOR-ING PRO-CESS |

CONTENTS OF THE COURSE FILE TO BE AUDITED

1. **COURSE SYLLABUS**
2. **INDIVIDUAL TIME TABLE**
3. **LESSON PLAN**
4. **STUDENTS LIST [SECTION WISE]**
5. **LOG BOOK [SECTION WISE]**
6. **IAT-1 QUESTION PAPER [SET - A & SET – B]**
7. **IAT-1 SAMPLE ANSWER SCRIPT [ANY THREE]**
8. **IAT-1 HARD COPY OF COURSE OUTCOME CALCULATION SHEET.**
9. **IAT-1 REPORT OF COURSE OUTCOME INCLUDING BAR CHART**
10. **IAT-1 RESULT ANALYSIS SHEET**
11. **IAT-2 QUESTION PAPER [SET - A & SET – B]**
12. **IAT-2 SAMPLE ANSWER SCRIPT [ANY THREE]**
13. **IAT-2 HARD COPY OF COURSE OUTCOME CALCULATION SHEET.**
14. **IAT-2 REPORT OF COURSE OUTCOME INCLUDING BAR CHART**
15. **IAT-2 RESULT ANALYSIS SHEET**
16. **UPC – QUESTION PAPER SET [CATEGORY WISE]**
17. **UPC – NOTES**
18. **MODEL QUESTION PAPER [SET - A & SET – B]**
19. **MODEL SAMPLE ANSWER SCRIPT [ANY THREE]**
20. **MODEL HARD COPY OF COURSE OUTCOME CALCULATION SHEET.**
21. **MODEL REPORT OF COURSE OUTCOME INCLUDING BAR CHART**
22. **MODEL RESULT ANALYSIS SHEET**
23. **OVERALL REPORT OF COURSE OUTCOME INCLUDING BAR CHART**
24. **ASSIGNMENT QUESTION - 1**
25. **SAMPLE SCRIPT OF ASSIGNMENT [ANY THREE]**
26. **ASSIGNMENT QUESTION - 2**
27. **SAMPLE SCRIPT OF ASSIGNMENT [ANY THREE]**
28. **BOOK OF END –COURSE SURVEY INDIVIDUAL FILLED FORM**
29. **REPORT OF END-COURSE SURVEY**

DEPARTMENT CHECKLIST

1. **REPORT OF ALUMNI SURVEY & FEEDBACK**

2. **REPORT OF EMPLOYER SURVEY & FEEDBACK**

3. **REPORT OF INDUSTRY SURVEY & FEEDBACK**

4. **REPORT OF EXIT SURVEY**

5. **REPORT OF PROGRAMME OUTCOME AND ATTAINMENT**

6. **REPORT OF PEO OUTCOME AND ATTAINMENT**

7. **BOOK COPY OF RESULT ANALYSIS OF IAT – 1**

8. **BOOK COPY OF RESULT ANALYSIS OF IAT – 2**

9. **BOOK COPY OF RESULT ANALYSIS OF MODEL EXAMINATION**

10. **CURRENT SEMESTER FACULTY LIST ALONG WITH CERTIFICATES [AS PER AICTE /AU REQUIREMENT]**

11. **BOOK COPY OF JOURNAL PUBLICATION [ABSTRACT LIST ALONG WITH JRNL PAPERS – NATIONAL AND INTERNATIONAL]**

12. **BOOK COPY OF CONFERENCE PUBLICATION & PRESENTED [ABSTRACT LIST ALONG WITH CONFERENCE PAPERS – NATIONAL AND INTERNATIONAL]**

13. **BOOK COPY OF GUEST LECTURES , TRAINING, WORKSHOP, FDP & SEMINAR ATTENDED & ORGANISED [ABSTRACT LIST ALONG WITH CERTIFICATES] [STUDENTS & FACULTY SEPARATELY]**

14. **BOOK COPY OF PLACEMENT DETAILS [LIST OF STUDENTS ALONG WITH XER-OX COPY OF APPOINTMENT ORDER WITH SALARY DETAILS]**

15. **BOOK COPY OF CONSULTANCY PROJECTS AND FUNDING DETAILS [LIST, SANCTION ORDER ALONG WITH APPLICATION DETAILS]**

16. **BOOK COPY OF MENTOR LIST SECTION WISE ALONG WITH COUNSELING MENTOR REPORTS.**

17. **BOOK COPY OF SPORTS PARTICIPANTS LIST [LIST OF STUDENT ATTENDED ALONG WITH CERTIFICATES]**

18. **BOOK COPY OF TECHNICAL CLUBS ACTIVITIES [ABSTRACT LIST ALONG WITH ALL COMMUNICATION DOCUMENTS]**

19. **BOOK COPY OF DOMAIN CLUBS ACTIVITIES [ABSTRACT LIST ALONG WITH ALL COMMUNICATION DOCUMENTS]**

20. **BUDGET BOOK – SANCTIONED & UTILIZED.**

21. **BOOK REPORT OF COUNSELING STUDENTS**

22. **BOOK OF CURRICULAR AND CO-CURRICULAR ACTIVITES [ABSTRACT LIST ALONG WITH CERTIFICATES]**

23. **BOOK COPY IAT-1 QUESTION PAPERS – SEMESTER WISE**

24. **BOOK COPY IAT-2QUESTION PAPERS – SEMESTER WISE**

25. **BOOK COPY MODEL QUESTION PAPERS – SEMESTER WISE**

26. **LIST OF PROJECTS/ MINIPROJECTS**

27. **STOCK REGISTER OF EQUIPMENTS**

1.6- COORDINATOR- RESEARCH AND DEVELOPMENT CELL

Aim:

To develop Research potential for all faculty and students in all Departments

Objective:

1. To encourage faculty members to pursue research in their interested areas

2. To motivate faculty members in publishing their innovative work in referred Journals

3. To entitle faculty members in receiving grants and funds from external agencies

4. To initiate all departments to setup research lab in their contemporary areas

5. To create a platform for higher studies and research among student community

6. To motivate the student community to submit their project proposal and receive funds from state/central Government agencies

7. To encourage the student community for carrying out research work in their interested areas

8. To pave a path among student community for acquiring knowledge in the field of Engineering by giving interdisciplinary projects

9. To improve the writing skills of research articles among student community in their respective contemporary areas

Responsibility:

1. Frequency of review meeting is once in a month

2. Reviewing the work done, the manuscript should be kept ready and entitled to be published in referred journals

3. Faculty members and Research scholars are permitted to utilize lab facilities except consumables

Research and Development Committee:

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│             PRINCIPAL               │
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┌─────────────────────────────────────┐
│          R& D COORDINATOR           │
└─────────────────────────────────────┘
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│        HEAD OF THE DEPARTMENTS       │
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│     DEPARTMENT STAFF COORDINATOR     │
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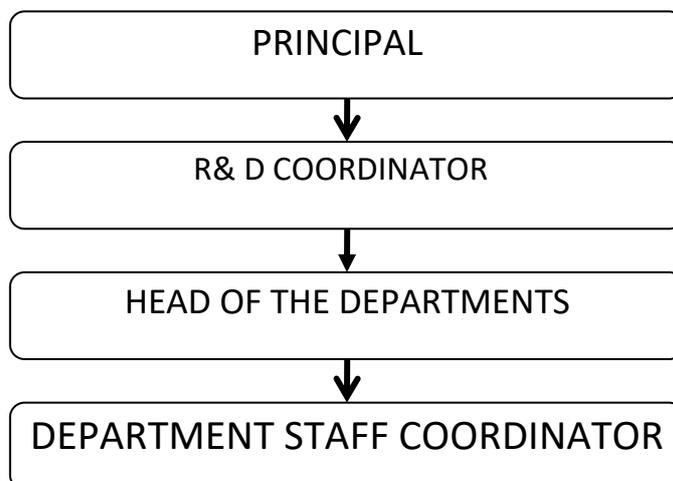
Roles:

1. Guidance:
    a. Creating awareness among faculty and students in the area of research
    b. Helping the faculty and students to identify the trust area of research
    c. Providing proper guidance and resources both internal and external
    d. Providing resource to organize FDP, STP, Seminar and workshop etc
    e. Providing orientation programs for faculty and students in Manuscript preparation and presentation

2. Monitoring:
    a. Scrutinizing the on duty for faculty and students in research
    b. Review the process of research work done, grants received and other related activities
    c. Frequency of meeting: Once in a month

General guidelines

1. Paper presentation by students of pre-final and final year should be encouraged in conferences/referred Journals

2. Exploring possibilities of getting funds for faculty research work from state and central government agencies

3. Encouraging the students for getting funds for their projects from funding agencies

4. Taking up consultancy work from Government and Private organizations with the existing expertise in department

5. Setting up of research labs using MODROB scheme from AICTE

6. Faculty pursuing PhD can involve student in Research work by giving them the glimpse of research areas

7. Every department should initiate to organize workshops/seminars/STP's in current trends by getting funds from the funding agencies

8. Every department should be entitled to submit project proposals to funding agencies like DST,SERB,ICMR etc

Targets for the Academic Year 2018-19

1. All faculty members in all departments should be entitled to publish atleast one paper per SE-MESTER in referred journals

2. All departments are entitled to submit proposals in project/seminar/FDP/workshop for getting funds from funding agencies

3. All departments has to file atleast one patent per Academic year

4. Interdisciplinary projects should be initiated among student community

5. Every student should publish paper on their project work in National/International Journals

1.7- EDC COORDINATOR

STANDARD OPERATING PROCEDURE (SOP)
TO BE FOLLOWED BY THE EDC COORDINATOR
WHILE ORGANIZING COLLEGE BAZAAR BY EDC MEMBERS

1. The college bazaar program will be organized once in a semester. It will be informed in advance. It may be in the month of August, in the month of January and on Annual day.

2. The operating time will be between 3.00 PM to 5.00 PM on these days.

3. The requisition for tables, power and other requirement should be submitted to Principal by the student President of EDC through Convener-EDC at least three days before the conduct of program.

4. All the student coordinators of EDC must wear VENTURA-PEC EDC Badge during the program.

5. The staff coordinators of EDC must supervise the proceedings of the program by spending their time near the stalls.

6. In the case of operating stalls selling food/other eatable items, the stall owner must take the responsibility of providing hygienic food items to customers.

7. Outside caterers and helpers are not allowed inside the college to assist in selling/cooking the food items and other products.

8. Mobile phone usage is strictly prohibited during the college bazaar program.

9. The entire transactions must be done through centralized token issuing system.

10. The owners of stall which does not require electricity must share 15% of their profit towards EDC corpus fund.

11. The owners of stall which require electricity must share 20% of their profit towards EDC corpus fund.

12. The details of investment, sales revenue, profit and other losses incurred by stalls must be properly documented in account note book and submitted to the convener within three days after the conduct of college bazaar by the student President.

13. One suggestion note book must be kept in each stall to get feed back from customer.

14. On the next day of college bazaar, a experience sharing session must be arranged by the student president, with which the program can be improvised.

15. EDC stall owners will be given 1.30 hrs of preparation time. They will be permitted to leave class room at 1.30 PM.

1.8- TECHNICAL CLUB COORDINATOR

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    │  IT/ITES BASED CLUBS │   │  CORE DOMAIN CLUBS   │
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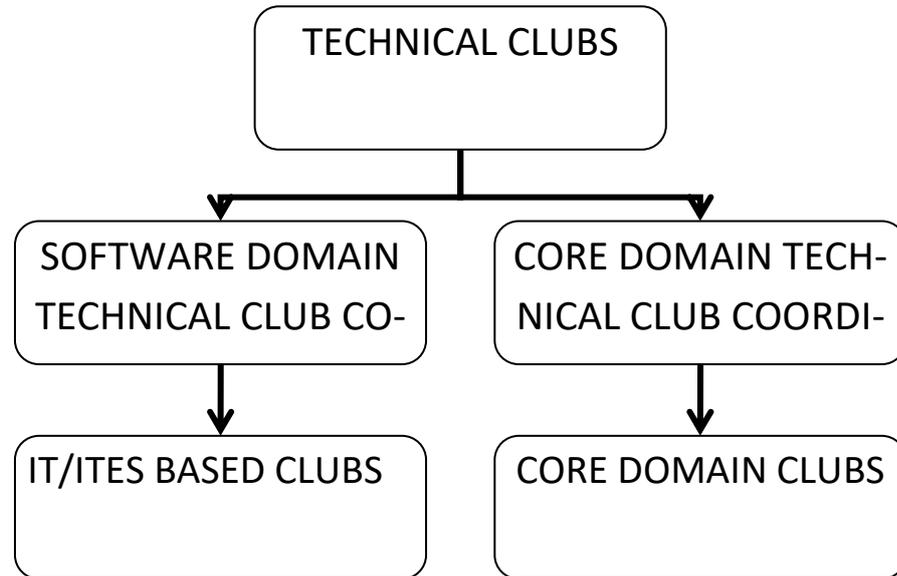
1.8.1. Roles and Responsibilities of Technical Club Coordinators:

1.8.1.1. The Coordinators would be responsible for arranging through the individual club coordinators Industrial Visits, Industry Expert Interactions, Hands on Workshops etc. in association with Industry eminent.

1.8.1.2. They will also be responsible for the students to be trained in the specific domain through online certifications and training.

1.8.1.3. The Coordinators should ensure that students undergo internship in the specific domain and undertake a relevant miniproject/ project.

1.7.1.4. The Coordinators should present the scope of each club to their respective members and design an evaluation scheme which would monitor the progress and the involvement of each member of the club.

1.7.1.5. The Club Coordinators should be oriented towards the development of employability skills among the students and plan their schedule before the commencement of each semester.

1.9- PROJECTS DIVISION
MINIPROJECTS/PROJECTS

HIERARCHY OF COMMUNICATION

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                        │    PRINCIPAL     │
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┌──────────────┐      ┌──────────────────┐      ┌──────────────┐
│ MINIPROJECT  │      │   MINIPROJECT    │      │ MINIPROJECT  │
│ COORDINATOR- │◄────►│   COORDINATOR    │◄────►│ COORDINATOR- │
│    CIVIL     │      │                  │      │     EEE      │
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│ MINIPROJECT │  │ MINIPROJECT │  │ MINIPROJECT │  │ MINIPROJECT │  │ MINIPROJECT │
│COORDINATOR- │  │COORDINATOR- │  │COORDINATOR- │  │COORDINATOR- │  │COORDINATOR- │
│ MECHANICAL  │  │     IT      │  │     CSE     │  │   BIOTECH   │  │     ECE     │
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                        │     FACULTY      │
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                        │    STUDENTS      │
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TIMELINE	**FLOW OF EXECUTION**

TIMELINE	FLOW OF EXECUTION
10 DAYS	TITLE SUBMISSION BY FACULTY DISCUSSED WITH THE MINIPROJECT COORDINATORS AND HOD
1 DAY	SUBMISSION OF 3 SUBTITLES AS MINIPROJECTS AND EXPECTED OUTCOMES
3 DAYS	LITERATURE SURVEY
6 DAYS	DESIGN AND ALGORITHM
3 DAYS	PROCUREMENT OF COMPONENTS/ SOFTWARE UNDERSTANDING
5 DAYS	ASSEMBLING / SIMULATION
5 DAYS	TESTING AND DISCUSSION WITH INDUSTRY EXPERT ASSOCIATED WITH TECHNICAL CLUBS
5 DAYS	VALIDATION -COMPARISONS WITH PREVIOUS MODELS
2 DAYS	RESULTS AND DISCUSSION
9 DAYS	PAPER PUBLICATIONS AND PROJECT DESIGN CONTESTS

CRITERIA FOR SELECTING STUDENT MEMBERS

ALLOTMENT OF MINIPROJECTS

It is suggested to allot miniproject to the respective Technical Club members so that the students would have relevant interaction with the Industry Resource Persons during Industry Expert Interaction (IEI) and also undergo Workshops that would build the interest and knowledge of the students in a specific domain.

1. All faculty should be technical club coordinators.
2. All Technical Clubs should be associated with an Industry through an MoU
3. Members of the Miniproject should belong to an exclusive Technical Club.
4. Mentoring should be done by the respective Technical Club Members.
5. Schedule and usage of resources should be planned by the Technical Club coordinators

PROCEDURE FOR SELECTING A TEAM

1. One final year team with 3 members per team would be allotted to a faculty.
2. Three other teams with a mixture of II and III year students would be combined to complete the Miniproject effectively.
3. Tasks should be divided among the teams by the respective Faculty Team Coordinator

TEAM INTERACTION

1. All faculty should open a slack account and interact with the students.
2. All faculty inturn should submit their progress through slack account linked centrally.
3. The report of submission and non submission will be published regularly.

DETAILS OF PUBLICATIONS

1. Faculty should list at least 3 names of journals they are planning to publish and retrieve the formats for publishing the same.
2. The final publication would be tested for plagiarism before publication.
3. There should be compulsorily one publication per faculty in all the departments.
4. Freshers (faculty) can start writing papers for Conferences in IEEE format.

AWARDING OF MARKS FOR MINIPROJECTS:

A Maximum of 10 Marks will be awarded for each Miniproject during the review process and at the end of the Miniproject Exhibition and these marks would be awarded for the students and distributed equally for each student accordingly in all the Laboratories.

DEADLINES SHOULD BE FOLLOWED BY THE STUDENTS AND FACULTY SHOULD ENSURE THE SAME.

<u>SUBMISSIONS</u>

1. **ABSTRACT - 150 WORDS**- Content should have art of work- contemporary technology- proposed methodology and expected outcome

2. **LITERATURE SURVEY WITH BACK PAPERS-** Atleast 10 backpapers with comparative study and references.

3. **DESIGN AND ARCHITECTURE-** previous design and proposed design

4. **ALGORITHM-** Mathematical expressions and interpretations along with detailed algorithm explanation.

5. **PROGRAMME/ PCB WITH COMPONENTS- PHOTO**

6. **ASSEMBLY/ EXECUTION OF PROGRAMS- RESULTS/ DEBUGGING OF ERRORS**

7. **TESTED OUTPUTS**

8. **VALIDATION OF OUTPUTS BY INDUSTRY EXPERT-** Suggestions by the Industry Expert

9. **PUBLICATION CONTENT BY ALL THE THREE TEAMS-** To be verified using Plagiarism software.

1.10. FACULTY

1.10.1. GENERAL :

Every faculty member shall be given a teaching load as per the norms and any one or two of the

following administrative responsibilities, or as assigned by respective HOD.

- a. Laboratory in charge
- b. Class in charge
- c. Mentor
- d. Project- MiniProject Coordinator
- e. Subject Expert
- f. NBA/NAAC Coordinator
- g. Anna University Coordinator
- h. TimeTable Coordinator
- i. Allocation of workload, preparation of class work time table, master time table, practical

    examination time table, hall arrangement and lab allocation.
- j. Alternative class work arrangement, annual budget preparation (other than lab), purchase of library books, data submission to Principal's office for inspection, staff leave register, educational tour, faculty recruitment and local visits.
- k. Co-ordination of final year student projects and faculty mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.
- l. Any other special administrative works assigned by the competent authority.

1.10.1.1. Every teacher shall complete a minimum of two mini-projects and also guide a minimum of two final year projects.

2.10.1.2. Every teacher shall carry out the following as per the schedule:

2.10.1.2.1. Submission of monthly test and model exam question papers – 3 days before the test.

2.10.1.2.2. Submission of monthly test and model exam marks, model examination marks
on or before the 4th day after the test.

1.10.1.3. Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.

2.10.1.4. Submission of internal assessment marks within 7 days after the completion of model examination.

2.10.1.5. Every faculty member shall compulsorily give assignments to students for all the subjects taught by him/her and it shall be included as a part of lecture notes. The assignments shall be corrected and given back to students.

2.10.1.6. The faculty member shall not allow to the class, those students who do not complete assignments, laboratory records or who are absent to classes or unit tests without leave letters, those who do not wear overcoat for lab classes etc. until they get the permission from H.O.D /Principal.

2.10.1.7. Every faculty member shall submit a list of text books to be purchased by the students during vacation prior to commencement of class work to the H.O.D and he/she should an-

nounce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.

2.10.1.8. Every faculty member shall prepare all possible Part-A and Part –B questions and answers for every unit and give them to the students as soon as the unit is covered and a copy be given to the H.O.D. Every teacher shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank and give them to the students.

2.10.1.9. In addition to normal academic and administrative work loads, every faculty member shall carry out other work assigned by the management, Principal and H.O.D.

2.10.1.10. Every faculty member shall check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action. The faculty member shall never use any abusive language or punish any student, when the student indulges in misconduct or is behavior in the premises of the college.

2.10.1.11. No teacher shall cancel any theory class or laboratory class or send a fellow teacher to his/her class without permission from the H.O.D/Principal, when the She / He is present in the college.

2.10.1.12. Every teacher shall arrange special coaching class for academically weaker students on Saturdays or evening time in consultation with H. O.D / Principal / Management.

2.10.1.13. Every teacher shall prepare the lesson plan for teaching the theory courses and ensure to get a maximum pass percentage in his/ her subject.

2.10.1.14. It is mandatory on the part of every faculty member to accompany the students on educational tours and local industrial visits.

2.10.1.15. Every teacher shall encourage and guide students in the preparation of technical papers for presentation in conferences / symposium in other colleges.

2.10.1.16. Every teacher shall review the analysis of monthly test and model exam marks, university examination marks and counsel the weak students.

2.10.1.17. It is mandatory on the part of every teacher to become familiar with relevant software of their departments.

2.10.1.18. It is mandatory on the part of every faculty member to maintain a personal and a course file. Every teacher shall publish minimum one Technical paper every year.

2.10.1.19. The Faculty Member must work atleast for two academic years. In case a teacher resigns his/her job (after two academic years), they should give three months prior notice or three months salary in lieu there of. The relieving orders will be given only at the end of the academic year.

2.10.1.20. Wherever a teacher fails to fulfill the mandatory functions or works or responsibilities he/ she will be issued a memo calling for an explanation by the Principal.

1.10.1.21. If the teacher fails to fulfill the mandatory functions or works frequently during an academic year, he/she will be relieved from his / her post without notice.

1.10.1.22. Every teacher shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal/Grievance Committee for necessary action.

1.10.1.23. Every teacher shall follow the dress code and shall never violate. As teachers are role models for students, they are advised to follow dress code strictly.

1.10.1.24. The H.O.D is authorized to call for explanation and issue memo to any faculty member if he/ she fails or refuses to carry out the work. The H.O.D shall submit a report to the Principal on all such cases.

1.10.2 CLASS INCHARGE

1.10.2.1. She / He shall conduct the class committee meetings and submit the minutes to H.O.D within 6 days from the date of the Meeting.

1.10.2.2. She / He shall maintain the Internal Assessment test analysis report, the record of monthly percentage of attendance, university examination result analysis report and University examination rank list. (The analysis will be done by the Liaison office) and send the marks of all the tests to the parents immediately after the completion of the Internal Assessment Tests and also immediately after the publication of the University Results.

1.10.2.3. She / He shall maintain the student record such as name, phone number, parent's permanent address, E-mail ID, category of admission etc. She / He shall also maintain the record of students transferred from other colleges, students prevented from writing examinations, dropouts, suspension, dismissal etc.

1.10.2.4. The class teachers shall maintain the student's progress report card, student's academic record and also co-ordinate the arrangement of special coaching class for academically poor students.

1.10.2.5. She/ He shall submit the arrear analysis of students after the publication of University Results, Revaluation Results and Review results.

1.10.2.6. She / He shall prepare the number of record note books, observation note books and computer printing paper required for the class and submit it prior to the commencement of class for procurement.

1.10.2.7. She / He shall collect the list of text books to be purchased by the students for each subject from the respective teachers and forward the same to the H.O.D for further processing.

1.10.2.8. If the student is continuously absent for more than 5 days, the class in charge shall submit a report to the HOD and the letter is sent for getting explanation to the parents about their attendance.

1.10.3. LAB IN-CHARGE

1.10.3.1. She / He shall ensure that the required quantity of equipment and consumables are purchased and kept in the laboratory as per the norms of Anna University.

1.10.3.2. She / He shall arrange for servicing of all equipments during vacation period and when required and maintain all the equipment and trainer kits, instruments etc. in working condition.

1.10.3.3. She / He shall make use of the services of the lab technician to keep the lab equipment and other items neat and clean.

1.10.3.4. She / He shall train the lab technician to assemble the experimental setup, carry out trouble- shooting and to conduct the laboratory experiments and make them to assist the students in assembling the circuit diagrams and using the instruments etc.

1.10.3.5. She / He shall prepare the annual budget estimate for the purchase of equipment, consumables and servicing and repair under three separate headings namely equipment, consumables, servicing and repair for the laboratory concerned and submit it to H.O.D.

1.10.3.6. She / He shall prepare the display chart to display the following information in the Laboratory concerned.
  i. List of laboratory courses and faculty members conducting the course.
  ii. List of experiments for the lab course.
  iii. List of laboratory courses conducted in the room.
  iv. Lab Time-Table.

1.10.3.7. She / He shall maintain the non consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with H.O.D.

1.10.3.8. She / He shall initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.

1.10.3.9. She / He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.

1.10.3.10. She / He shall maintain a list of equipment specified by Anna University and the list of the available items in the concerned laboratory in the format given by the university.

1.10.3.11. She / He shall prepare the Physical layout and other technical details for the installation of new equipment whenever required and submit the same to the Principal through the H.O.D for execution.

1.10.3.12. She / He shall also prepare the draft plan for the development of the laboratory facilities for mini projects undertaken by the faculty members and the projects undertaken by the students.

1.10.3.13. At the end of each semester She / He will submit a list of equipments / instruments damaged by the students along with value and forward to Principal for further action.

STANDARD OPERATING PROCEDURE FOR CONDUCT OF LABORATORY COURSES
Responsibilities Of Faculty In Charge:
1. The Course Objective should be clearly defined.
2. The course outcomes should be framed according to Bloom's Taxonomy (attached).
3. There should be two faculty and one laboratory assistant during the conduct of the Laboratory Course.
4. Faculty should have clarity on the design of various questions based on each experiment prescribed by Anna University. The list of experiments should be approved by the course expert and should be displayed inside the laboratory.
5. There can be two forms of execution of experiments given to the students during the Laboratory course,
  i.Same Experiment with different questions to the students
  ii.Different experiments – Questions for the same experiment should change in every cycle
6. There should be a justification of Course Outcome- Programme Outcome Mapping with regards to strong and weak correlation.

7. The Course outcomes should have been derived and recorded after the Subject Teachers Meeting and the Subject Expert Meeting headed by the HOD.

8. The Course outcomes should be detailed to the students during the introductory Class.

9. The crisp procedure of the experiment should be available at the place of the experiment and the faculty should explain the methodology to the students.

10. Every student should be permitted to perform the experiment assigned to him individually.

11. There will be an auditing team to verify the conduct of Experiments in the Laboratory.

12. The faculty should provide an exhaustive list of Miniprojects possible for each Laboratory. Based on the interest of the students, one Miniproject on any of the Laboratory Courses should be completed before the end of the semester.

13. Internal Marks to be awarded for the Laboratory Course would be as follows,

Record   : 5 marks
Experiment Completion : 5 marks
Miniproject   : 10 marks
Total   : 20 marks

The marks awarded for Miniproject should be communicated to the other faculty handling Laboratory courses during that semester.

Details of completion before the experiment:
1. Aim
2. Apparatus required/ Programming Language Required
3. Theory
4. Circuit Diagram/ Algorithm
5. Formula
6. Tabular Column
7. Model Graph/ Sample Output

Details of completion after the experiment:
1. Readings/ Output
2. Calculations
3. Procedure
4. Results and Inference

14. No Laboratory Manuals/ Observations would be provided to the students. Instead students may write in the Record Books directly. The recordings, calculations and the content written by the students should be corrected and evaluated meticulously on the same day of the execution of the experiment.

Responsibilities of Students :
1. The student should record the readings and get them signed on the same day. The calculations should be completed on the same day.

2. The assigned experiment should be completed on the same day. Due to unexpected circumstances, if the student is unable to complete the experiment, it should be completed by the end of the next day.

3. Every individual student should complete one miniproject every semester in any one of the Laboratories.

1.10.4. MENTOR SYSTEM

1.10.4.1. A faculty member is put as an Advisor and Guide for a group of 20 students to lead them in developing various skills, to gain subject knowledge, to plan career, to prepare for placement, etc. throughout the course. Minimum 2 mentor counseling will be conducted for the students per week. Each mentor will be allotted students belonging to various academic categories to guide the University topper towards achieving University Ranks. They will help and motivate the students to get additional books from library as per norms.

1.10.4.2.   The mentor will be responsible for the academic performance and the attendance of the students. Any information regarding academics, training or placement will be communicated to the parents only through mentors.

1.11. DEPUTY WARDENS

1.11.1. The Deputy Warden shall give the wakeup call by 5.00 a.m. and maintain the prescribed study hours during morning and evening.

1.11.2. The Deputy Warden shall ensure that no student stays in the hostel during college working hours unless he/she is under sick leave.

1.11.3. The Deputy Warden shall never allow the students with mild sickness to stay back in the hostel during working days. They should be given proper medical support and sent to attend the college.

1.11.4. The Deputy Warden shall either admit the students in the hospital or send the students to home if the students suffer from severe sickness like malaria, typhoid, viral fever, jaundice, diarrhea etc with the approval of Management Representative / Principal / Trustee.

1.11.5. The Deputy Warden shall summon all those students who fail in one or more subjects in the unit test or who do not write the laboratory records or do not complete the week end assignments to the common study hall during study hours and make them to complete their academic exercises. (The list of students will be furnished by the liaison office). This practice should be continued until they pass in all subjects in the next Internal Assessment test.

1.11.6. The Deputy Warden shall sign the leave letters only if the Principal receives phone call and a leave letter through Fax or through courier from the parents.

1.11.7. The Deputy Warden shall sign the leave letters of hostellers for a maximum of two times subject to a maximum of 4 working days during the entire period of a semester.

1.11.8. The Deputy Warden shall check whether the students promptly write the lab records, work out the week end assignments during their week end holidays. He/she shall insist all the students to do the above work. If anyone does not comply, the warden shall inform to Principal for necessary action.

1.11.9. The Deputy Warden shall ensure that hostel rules are followed scrupulously by hostellers and if any hosteller violates the rules, he/she shall recommend to Principal for severe punishments.

1.11.10. Warden ensures the hostel rooms / toilets / bathrooms are kept clean.

1.12. PHYSICAL DIRECTOR

1.12.1.   He shall be the convener of the disciplinary committee and the committee shall be constituted by him in consultation with the Principal.

1.12.2.   He shall daily monitor the general discipline of students during the working hours   and report to the Principal if any breach has been noticed.

1.12.3.   The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.

1.12.4.   He shall take adequate measures to prevent any misbehavior, misconduct, especially during extracurricular activities and other college functions.

1.12.5.   He shall convene disciplinary committee meetings whenever a need arises in consultation with the Principal to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of students.

1.12.6.   He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Chairman / Chief Executive Officer shall be the patron of the board and the Principal shall be Chairman of the board.

1.12.7.   He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

1.12.8.   He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.

1.12.9.   He shall train students for participating in various tournaments and also organize University Tournaments in our college.

1.12.10.   He shall arrange intramural sports and games for our college students.

1.12.11.   He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

1.13.   LIBRARIAN

1.13.1.   A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.

1.13.2.   In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.

1.13.3.   In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.

1.13.4.   In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.

1.13.5.   In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

1.13.6.   In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.

1.13.7.   In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and Online Public Access Catalogue (OPAC).

1.13.8.   The Librarian is in-charge of fine collection from the students and renders accounts to the Principal every day. A separate register should be maintained showing the date wise receipt of fine. Proper receipt must be issued to the student, while collecting such fines.

SOP FOR LIBRARY

1. The library committee:

The Library Committee should be formed at the beginning of the academic year in the month of April and December (Odd semester and Even semester) and address all issues pertaining to the effective functioning of the library. It is also responsible to plan budget, get it sanctioned and endure purchase compliance.

2. Books Purchase Procedure
2.1 Recommendation list of books collected from the all departments HoD's.
2.2   The List shall be compared with OPAC for availability status.
2.3   Quotation obtained from the standard vendors.
2.4   The cost and usage of books shall be analyzed.

2.5   After getting approval from the Principal order shall be sent for purchase.

2.6   Books received with triplet bills shall be checked our order copy.

2.7   Verification of physical condition of books – like binding printing, missing pages etc., shall be done.

2.8.   Defective and damage books shall be sent back to the vendor for replacement.

2.9.   Book processing shall be carried out and the due date slip and college library seal shall be put in required places.

2.10.   Book shall be arranged as per the bills.

2.11.   Books shall be entered one by one in the accession register by giving accession number in the ascending order.

2.12.   The following details like date, accession number, title, author, volumes number, editions, year of publication, ISBN number, publisher details, call number and amount shall be returned in the accession register.

2.13.   The same accession number shall be noted down against the title of the book in the invoice and also in the respect book on the title page, due date slip and secret page of the book.

2.14   As per prescribed Common communication format book date shall be entered in software of the computer.

2.15.   The process bill sent for payment. All the bills shall be put in bill passing seal which contained the details of register number volume, number page number from and to.

2.16.   If the books have CD with the book shall give the same accession and kept in the CD rack.

3. Purchasing Journals Procedure:

3.1   Recommendation list is collected from the department HoD's.

3.2   Price list obtained from the journals vendors.

3.3.   The cost and usage of journal shall be analysed.

3.4   After getting approval from the principal journals purchase shall be sent to the vendor.

3.5.   Journals received with bill shall be checked with our order copy.

3.6.   Verification of physical condition of journals.

3.7.   Defective and damage journals shall be sent back to the vendor for replacement.

3.8.   The journals shall be entered in the journals register.

3.9.   Journals display in the journal display rack.

3.10.   The journals back volumes yearly ones sent to binding and arranged the back volume rack.

4. Registration of membership:

4.1 All the users including staff and student are eligible to borrow books from the library. Department wise student enrolment list shall be received from the office. And assign the user ID.

4.2 The student details entered in the system according to user ID.

4.3   Each student may borrow 3books from the library for 15 days

4.3.1.   PG Student may borrow 4 books from the library for 15 days

4.3.2.   Teaching Staff may borrow 10 books from the library for one semester

4.3.3. Non-Teaching Staff member may borrow 2 books for one semester.

5. Overdue charge for students:

5.1   Over due charge will attract a fine Re/.1 per day for a period of 15 days from the due date. Beyond this Rs.2 will be leaved per day including intervening holidays and study holidays till be return of the book.

5.2   Collected fine amount should be remitted in the account section.

Stock verification Procedure:

1.   The complete physical verification of books should be done every year, in case of libraries having more than 20,000 volumes.

2. If the Library having more than 20000 to 50000 volumes, such verification should be done at least once three years.
3. Loss of five volumes per one thousand volumes of books issued/ consulted in a year may be taken as reasonable as per Swamy's general financial rule 192

SOP shall be reviewed every year. Changes of financial implications if any shall have the concurrence of the Governing Body.

LIBRARY RULES AND REGULATION

1	The library will be kept open from 8.00 am to 6.p.m on all working days.
2	Library cards will be issued only by producing the ID card. Library cards are not transferable. Issue of cards will be as follows. UG Student - 3 cards PG Student - 4 cards Teaching staff - 5 cards Qualified Non Teaching staff 2 cards
3	Loss of library card should be intimated immediately to the librarian and a duplicate card can be obtained on payment of Rs.100.00
4	Non confirmation of library rules or misbehavior in the library will lead to withdrawal of all cards and further entry to the library will be prohibited.
5	The borrower of a book should replace the book if any loss or damage (mutilation, scribbling) is caused to any book and failure to do so will result in collection of twice the cost of the book.
6	Suggestions may be made by the teaching faculty or the students of purchase of books or journals to the librarian in a detailed written format. Based on their requests, books and journals will be purchased for the library.
7	Overdue charges will attract a fine of Re.1/- per day for a period of 15 days from the due date. Beyond this Rs.2/- will be levied per day including intervening holidays and study holidays till the return of the book.
8	No reference books will be lent. Back volumes of magazines will be lent for one day only. In the event of loss or damage to journal, the borrower will be asked to replace the same.
9	Strict silence is to be maintained in the library

1.14. ADMINISTRATIVE OFFICE AND ACCOUNTS

The following are the roles and responsibilities of the Administrative Office and accounts

SL. NO	Section	WORK ALLOCATION
1	Establishment and Staff section	General Supervision with reference to Establishment matters, admission matters, correspondence related to outside agencies, Dote/AICTE/AU etc.
		To Supervise admission related works, students related works, scholarship, to check salary bill, and Bio-metric attendance and leave account etc.
		to supervise establish matters, correspondence related to outside agencies, Dote/AICTE/AU, NAAC/NBA related works General typing work, furnishing college data to outside agencies etc
		1. Salary – Preparation for Monthly salary Bill, Annual DA, Increment, incentives ,PF
		2.Teaching staff Recruitment - procedures
		3. Teaching staff Appointment procedures
		4.Teaching staff leave sanction letters, proceedings
		5. Teaching staff relieving Procedures
		6 Teaching staff Promotion
		7 Teaching staff official OD proceedings (Seminar/Symposium/workshop)
		8 Maintenance of Teaching staff personal file, service book
		9 Custodian of teaching staff original certificates
		10 Teaching staff higher education- data
		11. ISO

		12.NBA, NAAC teaching related work
		13. Teaching staff joining to relieving -establishment re-lated works
		14. AU Inspection teaching related works
		15. Teaching staff -preparation of Ph.D/PG Bond
		16. typing General letters
		17. Any other duty assigned by Principal/ OM,OS
		1. Maintenance for Teaching and Non –Teaching daily attendance
		2 Maintenance Teaching and Non-Teaching CL/CPL Ledger
		3. Teaching and Non-Teaching attendance closing
		4. Monthly Bio-Metric updated
		5 Non-Teaching Recruitment
		6. Maintenance of Non-Teaching personal file
		7.Non-Teaching Promotion
		8. typing General letters
		9. Non-teaching joining to relieving establishment relat-ed works
		10. preparation of Ph.D/PG Bond
		11. NBA- Non-Teaching related work
		12. AU Inspection Non-teaching related works
		13. Custodian of teaching staff original certificates
		14. Any other duty assigned by Principal/ OM,OS
2	Students section	Issue of Degree certificates and TC to students
		Students daily absentees report
		Students strength report
		Course completion certificate
		Issue of Bonafide for all purpose

		ERP maintenance
		Students admission details
3	Scholarship section	1.Custodian of land and other revenue records such as land document (copy), village map, site map, fire certificate etc
		2. Scholars ship related works, Government and other funding agencies, farmers scholarship.
		3 Maintenance of Bank accounts and statements of accounts to funding agenesis.
		4 works related to student verification for placement and passport.
		5 Consortium correspondences for UG &PG admission.
		Urgent work if any allotted

2. ACADEMIC AND ADMINISTRATIVE RELATED DUTIES AND RESPONSIBILITIES

2.1 INSTITUTE LEVEL

S.No.	Departments	Responsibilities
1.	**EXAMINATION CELL**	1. Internal Assessment Test / Model Exam / University Examination as per procedure. 2. Examination fee collection and submission to COE. 3. Paper revaluation and Xerox copy of Answer script. 4. University Exam Accounts maintenance and submission. 5. Issue of Hall tickets and University Mark statements 6. Appointment of AUR, Squad member and Examiners for paper valuation 7. All Examination related correspondence with COE, Anna University. 8. Procurement of Stationery items for Internal Assessment test, Model Exam and University exam. 9 Maintenance of Xerox machines. 10. Maintenance of Stock book for stationery items. 11. Submission of Internal assessment marks and Attendance to COE 12. Complaints on Question paper to COE 13. Semester drop out and re-admission for attendance shortage 14. Lecture Hall allocation and desk arrangement. 15. Exam malpractice reports.
2.	**LOCAL GRIEVANCE REDRESSAL CELL**	1. To convene a redressal and review meeting with the students periodically and dispose the grievances of the students then and there. The recommendations and the suggestions during enquiry of any reported incident may be forwarded to the Principal for further action. 2. To give necessary counseling to the needy students and also to receive their feedback. 3. To appoint mentors and receive feedback from the mentors 4. All decision may be taken by majority in the case of lack of unanimity and the decision shall communicate its decisions to the higher authorities, within 10 days of the receipt of the complaint

3.	**WOMEN EMPOW-ERMENT CELL**	• The Committee shall examine the various measures taken for the welfare of women employees/ students and recommend any further improvements, if required. • The Committee shall examine the complaints of sexual and /or other acts of harassment received from the women employees / students and recommend suitable disciplinary action. • The Committee shall meet twice every month to understand any issues among the women students and faculty and submit a report to the Principal regarding the same.	
4.	**ANTIRAGGING COMMITTEE & ANTISOCIAL HARRASSMENT CELL**	1. To ensure a Ragging free environment in the campus by constitution of Antiragging squad visits to the departments, Hostel and during travel during the months of August, September and October at frequent intervals and once a month thereafter. 2. To collect grievances from the students and staff and Redressal of the same. 3. The report of all the above should be submitted to the Principal during occurrence of any such event. 4. Correspondence to the University and necessary organization whenever necessary.	
5.	**CENTRE FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**	**I. Sports** • Conduct of sports & games. • Annual budget for the sports and games accessories • Sports day celebration. • Events for sports day. • Estimate for prizes • Conduct of the sports and games. • O organizing the sports day functions. • Hosting of Zonal games and sports. • All development works relating to sports **II. Cultural** 6. Finalization of cultural day events. 7. Preparation of proposal of purchase of prizes. 8. Organizing the cultural day function. 9. Preparing students to participate in cultural events and sports in other places. 10. Creation of a centre for cultural activities. 11. NSS and YRC Activities 12. Blood and Social service camp. 13. All development works relating to cultural activities **III. Co – Curricular Activities** 1. Department Magazine. 2. Inter departmental activities 3. Professional societies Activity 4. ISTE Chapters	
6.	**CENTRE FOR ALUMNI AFFAIRS**	1. To create the data base of Alumni 2. To conduct periodical meetings and annual meeting with	

		alumni members. 3. To resort to the help of Alumni members for placement activities. 4. To mobilize funding for special purposes like scholarships, prizes, awards etc. **5.** To conduct lectures by invited speakers.	
7.	**COORDINATORS FOR FIRST YEAR**	1. Collection of Lesson plan, Lecture notes, question bank for first year and submission to Principal. 2. Time table for first year classes and academic calendar preparation. 3. Laboratory manual Xeroxing and binding for first year students. 4. Coaching classes. 5. All other academic activities for first year.	
8.	**Railway Concession-PED**	Issue of Railway concessions Forms.	
9.	**TRANSPORT**	1. Driver and cleaner uniform. 2. Monitoring of arrival and departure of buses. 3. Scheduling of buses for special coaching classes and other events. 4. Circulars on changes in bus schedule to faculty, students, 5. Administrative Officer and others. 5 Monitoring of maintenance of clock and radio in buses. **7.** Scheduling of bus during University examinations.	
10.	**STATIONERY IN CHARGE**	1. Collection of stationery requirements from the departments 2. Assessment and receipt of approval of Budget for the same. 3. Procurement of materials as per the requirements. 4. Issue of stationery based on the request from the departments	
11.	**TIMETABLE CO-ORDINATOR**	1. Staff workload collection from the departments 2. Allotment of common hours such as Laboratory, Library and Internet hours for various departments. 3. Collection of Individual, Class and Master Timetable from all the departments. 4. Consolidation of the all the above and submission to the Principal before the commencement of each semester. 5. Framing of timetable for special days, special coaching, UPC, University Laboratory schedule, etc.	

3.TARGET FOR ACADEMIC ACHIEVEMENTS

Target For Students Attendance, Academic Performance, Maintenance of Laboratory Facilities, Co-Curricular Activities And Continue Education And Extension Of

Activities for Departments.

NOTE:

With an objective to improve the academic performance of the students as well as overall development activities in the college, the target is set for various activities relating to curricular and co-curricular and other activities. The objective of setting the target is to motivate each department and each faculty member to perform better and better and achieve the target level.

The HOD shall be responsible and have the freedom to device innovative methods or procedures to achieve the target in all the sphere of activities.   However, the new procedures or methods may be presented in the HOD meeting and discussed in detail before implementation. The responsibility of drawing the road map and working out action plan rest with the Directors, HODs and the faculty members. The problems faced in achieving the target should be assessed and solved at the department level and in the event of difficulties in solving the problems, the reasons and possible procedures for solving the same may be discussed in the HOD meeting.

3.1. ACADEMIC PERFORMANCE
3.1.1.   Internal Assessment test / Model Exam

Sl.No.	Particulars of activity	Target
1	Minimum pass in each subject	95 %
2	Minimum pass in a class	90 %
3	Minimum class average mark in a subject	75 %
4	Maximum no. of students failed in 3 and More than three subjects in a class.	10 % of class strength
5	No. of students failed in all subjects in a class.	Nil

3.1.2. University Examination

Sl.No.	Particulars of activity	Target
1	Semester wise minimum pass	85 %
2	Minimum pass in each subject	95%
3	Failures in practical examination	0 %
4	VIII semester minimum pass	100 %
5	Minimum University Rank Report	10

3.1.3.   STAFF AND STUDENTS ATTENDANCE:-

Sl.No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	97 %
2	Maximum absenteeism permitted for a student per semester (If violated parents should be called for counseling)	11.1. days
3	Parent meeting the HOD compulsory if the students is absent	more than 2 days continuously
4	Parents meeting HOD compulsory if monthly attendance	less than 75 %
5	Parents meeting HOD compulsory if the leave exceeds in a semester	4 days
6	Faculty Attendance Per Month	

3.2. ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for all 5 units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	On the day of reopening
5	Issue of Lab manual to students	On the day of reopening
6	Minimum no. of students project work per faculty member	2
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester
9	Minimum publication of Technical paper by a faculty member per year	2

3.3. MAINTENANCE OF LABORATORY FACILITIES:

Sl.No.	Particulars of activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's Office after failure	2 days.

3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per Anna University norms.	Nil
5	Deficiency in softwares as per Anna University norms.	Nil

3.4. ACADEMIC WORK LOAD TO FACULTY MEMBERS:

Sl.No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Assistant Professor / Lecturer	2 theory + 2 lab – 6 hrs/ 3 Theory subjects
4	No. of times a teacher can take the same subject continuously	3 times
5	Critical subjects should be taken by	Subject Expert
7	First year subjects allotment	Subject Expert
8	No. of faculty members per batch of 33 students for lab class	2

3.5. CO-CURRICULAR ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year (In-house or Anna University sponsored or Outside agency)	1
3	Minimum no. of Professional societies to be formed ISTE / IETE / IEEE / CSI in each department	2
4	Minimum MOU with industries	2
5	Minimum external sponsored projects per year	1
6	Minimum no. of consultancy work per year	1
7	Minimum no. of department level conference/seminar/workshop	2 per semester

8	Minimum no. of National / State / Regional level conference /seminar/workshop	1 per year
9	Minimum no. of industries based students project	25 % of Total Project
10	Minimum no of Students paper presentation per semester	All Students of Final Year
11	Deputation of minimum no. of faculty members to conferences / workshop per year	3.6. % of Faculty Strength
12	Deputation of minimum no. of faculty members to FDP per year	20 % of Students Strength
13	No. of students for Industrial training per year	All Students
14	No. of times Students counseling per semester (slow learners)	3
15	Chairs instituted by Department	1
16	Minimum no. of Class wise group counseling by HOD / Senior faculty members per semester	2
17	Student Mini Projects Per Department	All Students
18	Industrial Visits for each class per year	2

3.6. PLACEMENT AND TRAINING – PER BATCH

Sl.No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	1
2	Personality development programme (In-house)	1
3	Personality development programme (Outside Agencies)	1
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	1
6	Aptitude skill development programme (Outside Agencies)	1
7	Communication skill Development (In-house)	1
8	Communication skill development programme (Outside Agencies)	1
9	Motivation and counseling lecture by senior faculty members	6 cycles – Every year2

	(In-house)	cycles
10	Computer programming (In-house)	3
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	6
13	One day workshops on placement training	1
14	Guest Lecture on IT, ITES (In-house) per semester	2
15	Guest Lecture on Interviews Tech, personality, other skills (Out-side)	2

3.7.STUDENT DISCIPLINE

Sl.No.	Particulars of activity	Target
1	Semester wise indisciplined student list submission	First week of every month
2	Semester wise defaulters in record submission in Lab.	0 %
3	Max. no of Absence permitted in Internal Assessment Test, Model Exam per student, per sem.	1

3.8.PLACEMENT

Sl.No.	Particulars of Activity	Target
1	Placement of students	85 % of eligible students
2	Minimum no. of On-campus placement interviews	25
3	Minimum no. of Off-campus interviews	25
4	Minimum no. of Companies to be visited per month	2
5	Minimum no. of special guest lecture by HR personals from IT industries per semester.	3
6	Minimum no. of IT companies tie ups for accreditation	5
7	Special lecture by Placement Officer on (resume writing, interview technique, IT companies profile, nature of placement test by various companies etc. per week)	2 hrs
8	Mini Interaction with III and IV year students to discuss	Once in a month

	placement activities	
9	Presentation to HODs and Senior faculty members on placement activities.	Once in two months

CHAPTER 4-FORMATS FOR HODS AND FACULTY
4.1- FORMATS FOR HODS

1. HOD'S TARGET SHEET- ACADEMIC AND OTHERS BEFORE, AFTER EVERY TEST AND AFTER UNIVERSITY EXAMINATIONS
2. RESULT, ARREAR ANALYSIS OF STUDENTS AFTER VALUATION, REVALUATION AND REVIEW
3. SUBJECT DECLARATION OF ALL STAFF
4. CONSOLIDATED MENTOR SHEET
5. CRITICAL SUBJECTS/ STAFF LIST BEFORE AND AFTER EVERY TEST
6. CLASS COMMITTEE MEETING REPORTS
7. MINUTES OF HODS MEETINGS WITH DEPARTMENT FACULTY
8. CLASS TEACHERS MEETING MINUTES
9. DEPARTMENT NBA/ NAAC FILE
10. BUDGET REQUEST WITH DETAILS
11. BUDGET UTILISATION AT THE END OF EVERY SEMESTER
12. LIST OF PUBLICATIONS
13. WEBSITE UPDATION DETAILS
14. STUDENTS WITH ABOVE 8.5 CGPA AND STUDENTS LOSING SCHOLARSHIP
15. DETAILS OF EXPECTED UNIVERSITY RANKS
16. DETAILS OF INTERNSHIP UNDERGONE BY THE FACULTY
17. LIST OF ATTITUDE CHALLENGED STUDENTS
18. LUNCH AND FLOOR DUTY FOR STAFF
19. ATTENDANCE OF STAFF AND STUDENTS TO THE FRONT OFFICE
20. STAFF WORKLOAD, SUBJECT ALLOTMENT, RECRUITMENT, TIMETABLE
21. TECHNICAL CLUBS EVENTS
22. OTHER EVENTS

4.2.- FORMATS FOR FACULTY

1. SUBJECT DECLARATION FORM AFTER COMMENCEMENT OF THE SEMESTER
2. LIST OF MENTEES – CATEGORY WISE- DETAILS OF MENTEES- CGPA
3. MENTOR BOOKS FILLED IN ALL THE COLUMNS AFTER MENTORING
4. COURSE FILE AND DOCUMENTS AS REQUIRED BY IQAC
5. PLACEMENT DETAILS OF FINAL YEAR MENTEES
6. INTERNSHIP DETAILS OF MENTEES WITH CERTIFICATES
7. PERSONAL FILE UPDATION
8. RESUME OF MENTEES WITH TECHNICAL DETAILS- MINIPROJECTS, INTERN-SHIPS, PARTICIPATIONS IN EXTRA AND COCURRICULAR ACTIVITIES.
9. MENTORING REPORT IN WHATSAPP GROUP

5.PURCHASE PROCEDURE

5.1   INTRODUCTION

This procedure covers the procurement of Equipments, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process. The primary responsibility of procuring the items is vested with the HODs (Here in after called the User).   The procurement action is initiated by the Faculty. The User will give the specification of item to be procured. The User will also check the procured item after its supply and ensure the supply to specification.   The User will enter the receipt of the material in the Stock Register maintained in the department. The User is also responsible for the maintenance and proper operation of the equipment (or items) procured. The HOD will nominate senior faculty members of the department as members of the Purchase Committee, which will co-ordinate the purchase activity at the Department.

5.2   BUDGET

The Director and HOD will prepare annual budget under the headings Equipments, Consumables, Furniture, Equipment maintenance, Stationery items and other miscellaneous items to cover guest lecture, industrial visit, project work, FDP, seminar
/ workshop for faculty members, seminar / workshop for students, lab manuals, lecture notes etc. and submit the comparative statement to the Principal's Office in fourth week of March.   The Principal shall consolidate the budget of all the departments and prepare the overall budget for the college and get the approval of Management during the 2nd week of April.

5.3   DELEGATION OF FINANCIAL POWER

The authorities competent to accord financial sanction to the purchase of apparatus and equipments, tools and plants, spares parts, consumables, stationery items etc. along with financial limits are indicated vide para14.1.2

5.4   FORECAST OF REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE

5.4.1   The HODs shall be in-charge for the equipments and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the same time, adequate number of quantity of spares / stores is kept consistent with the pattern of consumption and time required for the manufacturers / dealers to supply.

5.4.2   The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty members shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

5.5   GUIDELINES GOVERNING THE PURCHASE

5.5.1   As a general rule, no stores shall be purchased without obtaining prior administrative sanction of the competent authority.

5.5.2   The sanction accorded by a competent authority shall lapse, if it is not acted upon prior to 31st March of every year. A sanction accorded by the competent authority shall be deemed to have been acted upon, if tenders have been accepted or an indent has been placed with an approved firm, even if the actual payment in whole or in part has not been made during the said period.

5.5.3   Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.

5.5.4   Administrative sanction should be obtained for the total expenditure involved in the proposal (including packing, forwarding, freight, Sales Tax, Customs Duty, Insurance, if any, etc.) and not for the basic cost of the stores alone. If such information is not furnished in the quotation, it should be got from the prospective suppliers, the total expenditure worked out and proposals sent for sanction.

5.5.5   The total value of the stores to be purchased should not be split up conveniently, so as to avoid sanction by a higher authority.

5.6 PURCHASE PROCUDURE

5.6.1 The proposal must contain
- I. The purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes.
- II. Detailed specifications and instructions if any, should be given, so that the right type of material which is required could be intended for and supply got effected. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature

5.6.2 The approximate cost of the equipment and Availability of funds etc.

5.6.3 Tenders / Quotations: Stores should not be purchased without calling for quotations

5.6.4 Methods to be followed for obtaining Sealed Tenders / Quotations :

i) By direct invitation to a limited number of reputed firms (minimum 6) (Limited Tender), the invitation being sent to them by post.

ii) By invitation to one firm only (single Tender) or private purchase for small order costing less than Rs.5,000/- at a time or if more than one kind of article, the same does not exceed Rs.10,000/-

5.6.5 When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to invitation to tenders, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible vendors.

5.7 TENDER PROCESSING METHOD:

5.7.1 All sealed tenders received before the deadline may be opened in the presence of the Principal or any person nominated by the Principal on the day earmarked day and time and venue for opening. All the tender pages should have be affix the and College date seal and Initials of the officer in-charge, and members for opening the tender. Any correction in the tender price should be attested by the tender opening officer. The tenders received after the deadline will be rejected.

5.7.2 The quotations received shall be tabulated, and decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term "price ruling at the time of delivery' should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.

5.7.3 Only the lowest tender should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded

in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

5.7.4   In some cases, the firms may offer a different set of models and it is likely that the competent authorities may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size etc., between the items specified in the tender schedule and offered, they shall not be purchased without calling for a fresh tender or a re-tender. At the same time if the models are upgraded and offered for the lowest price it could be accepted.

5.8   PURCHASE COMMITTEE

5.8.1   The Purchase Committee will consists of the following Members:

1. HOD Concerned along with One Senior Faculty of the same department
2. One Senior Faculty from other department having knowledge of the equipment
3. One Member detailed from time to time from Academic / Administrative / Management

5.8.2   The Purchase Committee will go through the quotes and recommendations of the user and advise the HOD. The HOD will forward the recommendations of the Purchase Committee along with his remarks to the Principal.

5.8.3   The Principal will scrutinize the comparative statement and give her/his remarks and put up to the concerned authority for approval. After getting approval from the concerned authority, the HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

5.9   PLACING OF PURCHASE ORDERS

The Principal is the competent authority for placing Purchase Orders if the amount exceeds the financial limitations of the HODs.

5.10   PURCHASE ORDER FORMAT (MODEL)

Purchase order shall be issued in the prescribed form as in ANNEXURE-F for non- consumables and the ANNEXURE-G for consumables items:

Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

5.11 TESTING

All materials which are to be tested before ledger charging by the stores are to be tested at the earliest opportunity with great care.

The stores received at the Departments of the College should be verified and tested within one week from the date of receipt of the items.

If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm may be requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment should be tested within a fortnight from the date of receipt by the Departments of the College.

5.12 STOCK ACCOUNT

5.12.1 The concerned Directors / HODs entrusted with the receipt and storage of stocks of any kind, should take special care in arranging for their safe custody. He should also maintain stock accounts as in ANNEXURE-K for Consumable stores and ANNEXURE-L for Non-consumables stores and inventories for the stock held in her/his custody, with a view to prevent loss to the Institution through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.

5.12.2 Whenever a new item is received, the person-in-charge of the stores shall verify the article newly purchased, ledger charge and certify to that effect on the bill mentioning the particulars of entry in the Stock Register folio, etc. for the purpose of easy reference and payment of bills.

5.12.3 The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at partial or full payment.

5.13 ERRECTION / INSTALLATION

5.13.1 The equipment received should be installed or erected within the least possible delay and put into beneficial use of the students.

5.13.2 To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machinery or equipment.

5.13.3 Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

5.14   COMPLETION REPORT

As soon as the Equipment / Machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report as in ANNEXURE-J should be sent to the Accounts section along with bill for payment.

5.15   VERIFICATION OF STORES

5.15.1   All stores should be physically verified annually by a faculty nominated by the Head of the Department and approved by the Principal.

5.15.2   There shall be an annual verification of the stock kept in the stores including tools, furniture, equipments, etc., as on 1st May by an official duty appointed for the purpose of Stock Verification. They shall be drawn from the staff having knowledge of the materials kept in the Stores. The Staff In-charge of the Stock accounts shall keep all the postings in the registers up-to-date for easy verification of the stock on hand. The Head of the Department shall be held responsible for the proper maintenance of the Stock Account. He will also send an Annual Report on the correctness of the balance as per the Stock Account to the Principal.

5.16   CONDEMNATION OF STORES

5.16.1   The Chairman is the competent authority to issue orders for condemnation and write off upto a limit of Rs.3 Lakhs at a time. If the cost of the equipment / stores is more than Rs.3 Lakhs the proposal shall be considered by the Governing Council of the College and write off ordered.

5.16.2   The Purchase Committee is also empowered for recommending the articles which are beyond economical repairs for condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipments as in the prescribed form – ANNEXURE-H.

5.16.3   When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College. Whenever, there is a loss due to theft or other causes, the matter should be reported to the Chairman thro’ the Principal immediately, pending detailed investigation.   The loss could be written off after approval of the Governing Council. The proposal shall be considered by the Governing Council and write off ordered.   Prior orders of the Governing Council are necessary to write off such cases from the accounts.

5.16.4   After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipments condemned are to be deleted from the ledger and at the same time, entered in a separate register titled “Register of Condemned Articles” in ANNEXURE-I, giving a linking reference in both the ledgers. They should be sold at the earliest and the sale proceeds realized if any, should be credited to the College accounts immediately.

ANNEXURES

1. <u>TRAVELLING ALLOWANCE RULE (TA RULE)</u>

1.1 TITLE :

These Rules shall be called PEC's Travelling Allowance Rules (TA Rules).

1.2 SCOPE OF APPLICATION :

These Rules shall apply to all the employees of the College.

1.3 MEANINGS :

i. Actual Travelling expenses means : That actual cost required or spent for the travel of an employee including his / her personal luggage, tolls, if any. They do not include charges for hotels or refreshment charges, etc.

ii. Day means : A block of 24 hours is reckoned as one day from hours of begins and ends of journey.

iii. Public conveyance means : Train or other mode of transport which plies regularly for the conveyance, but does not include taxi cab.

iv. Controlling authority means : The Principal of the College.

v. The Bill passing authority means : The Principal is the TA Bill passing authority.

1.4 PAYMENTS OF T.A. BILLS :

No TA Bills shall be paid unless it is signed by the employee concerned and passed by the Principal. The controlling authority (The Principal) shall not delegate his / her authority to pass the TA bills to any of his / her sub-ordinate officials.

1.5 DUTIES OF THE CONTROLLING OFFICER (THE PRINCIPAL) :

Before passing the TA bill The Principal should scrutinize the necessity, frequency and duration of journeys besides halts for which the TA is claimed and disallow the whole or part thereof, if he / she considers :

a) that the journey was unnecessary or unduly protracted

(or)

b) that a halt was of excessive duration.

The authority shall also scrutinize carefully the distance as well as the rates adopted.

1.6 SANCTION FOR TRAVEL :

No College employee is authorized to perform journey without getting sanction from the competent authority in the form of proceedings signed by the Principal.

1.7 RATE OF ELIGIBLE NORMAL DAILY ALLOWANCES (DA) :

Sl. No.	Cadre	Mode of Journey	Place of Journey	Normal Rate of D.A. per day
1.	The Principal	Air or Air conditioned first class by Rail	Within Tamilnadu or Outside the State	Rs.500/-
2.	Professors / Deans / Directors	1. Air journey	Outside the state	Rs.300/-
		2. First Class (non A/C) or A/C Second class by Rail	Within Tamilnadu	
3.	Associate Professor	Third A/C by Rail	Tamilnadu and Other State	Rs.200/-
4.	Assistant Professor	Sleeper Class by Rail	Tamilnadu and Other State	Rs.150/-
5.	All Non Teaching Staffs	Sleeper Class by Rail	Tamilnadu and Other State	Rs.100/-

NOTE :

1. Madras City is the Head Quarters of PEC employees and hence there shall be no DA for travelling in Madras City.

2. The employees who are travelling in Madras City, they can claim actual conveyance charges. The refreshment charges if any, shall be allowed if there is necessary with proper vouchers.

3. A journey performed by an employee within Madras City will not be treated as a journey on tour and he / she cannot claim any DA.

4. Those who claim Air fare they should produce the Air Ticket Bud.

5. Those who travel A/C coach they should produce the Copy of the Train Ticket.

1.8 TA / DA FOR STAYING NEW DELHI OR OTHER STATE HEADQUARTERS INCLUDING UNION TERRITORIES :

Sl. No.	Cadre	Lodging(OTHER — New Delhi	BOARDING — New Delhi
1.	The Principal	3 Star Hotel subject to a maximum of Rs.3000/- per day	Rs.750/-
2.	Professors / Deans / Directors	Rs.1500/- per day	Rs.500/-
3.	Associate Professor	Rs.500/- per day	Rs.200/-
4.	Assistant Professor–I/ Assistant Professor-II / Assistant Professor	Rs.400/- per day	Rs.150/-
5.	All Non Teaching Staffs	Rs.300/- per day	Rs.100/-

NOTE : For lodging charges hotel bill must be produced and claim should be restricted to the eligible amount.

1.9 REGULATION OF DAILY ALLOWANCE:

Sl. No.	Hours of Journey	Percentage of DA permissible
1.	Absence from Head Quarters not exceeding six hours	30% of normal rate of DA
2.	Absence from Head Quarters exceeding six hours but not exceeding twelve hours	70% of normal rate of DA
3.	Absence from Head Quarters exceeding twelve hours but upto twentyfour hours	Full rate of normal DA

NOTE :
1. DA will be calculated for every block of twenty four hours of absence from Head Quarters in addition to fractional DA for the absence exceeding twenty four hours.
2. The scheduled hours of arrival and departure of trains shall be taken into account for determining the hours of absence for DA purpose.

1.10   CHANGE OF MODE OF TRAVEL :

If an employee travels by train which does not provide the class of accommodation permissible to him / her, they can travel next higher class after getting written orders of the

Principal. A certificate to this effect from the Principal should attach in the TA Bill that the travel was necessary in interest of the College.

1.11 CONCESSIONAL RATE OF TRAVEL :

If an employee travels at concessional rate the claim railway fare will be restricted to the actual cost. (In the case of student's educational tour or senior citizen concession or physically challenged persons claim)

1.12 MILEAGE ALLOWANCE :

Employees who have their own car or two wheeler they can prefer mileage allowance for journey performed by car or two wheeler for shorter distance shall be paid mileage at the rate of Rs.7/- per kilometer and Rs.3.5/- per kilometer respectively.

1.13 CERTFICATES :

All the employees shall furnish a certificate in the TA Bill as follows:-
"I have travelled in Train by …………………….. class or Air for which TA is claimed"

1.14 TIME LIMIT FOR SETTLEMENT OF TA / DA CLAIM :

1) The Employees shall prefer TA / DA within one month from the date of completion of each journey. Otherwise, the claim will be treated as lapsed and payment will not be made.
2) If an employee drawn an advance for the journey it should be adjusted in full with proper supporting vouchers within fifteen days in a detailed TA Bill. Otherwise, the entire tour advance will be recovered from his / her salary without any intimation.
3) If an employee has drawn TA / DA advance he / she is not eligible for second TA / DA advance unless the first advance is fully settled within fifteen days.

1.15 MODEL TA BILL FORM :

A TA Bill form for claiming TA Bill / Adjustment of TA advance is enclosed. All employees who prefer to claim TA Bill or Adjustment of TA advance should prefer the claim only in the Form prescribed. No other form will be accepted.

* * * * * * * * * *

CERTIFIED THAT

1. I travelled by Train / Bus / Air in ………………………….. Class.

2. Concessional rates were obtained for the journeys covered by this bill.

3. In respect of journeys by road, I actually travelled by Public conveyance

4. i. In respect of my halts at outstations for which halting allowance have been claimed by

me. I did not avail of any concession in respect of lodging and boarding.

ii. The lodging and boarding facilities were availed by me, free of charge at the places of stay.

5. The amount claimed in this bill was not drawn before.

6. i. The advance drawn for the journey has been fully adjusted in this bill. ii. No advance was drawn for the journey.

7. The tour /journey were performed for official purpose only.

8. I accompanied and stayed with students on their educational tour.

SIGNATURE OF CLA-

MANT Note: 1) The duration of halt should be specified in Columns (1) to (4)

2) In respect of journeys by road, the mode of conveyance should be specified.

3) In respect of journeys by rail, the class by which the employees has actually travelled should be specified.

APPENDIX 3

PURCHASE ORDER FOR NON-CONSUMABLES

Purchase Order No.   Date: To

M/s……………..

Dear Sirs,

      Sub:–

      Ref:-

     With reference to your Quotation cited above, we are pleased to place the under mentioned order for supply of items mentioned hereunder to the Department of ………………………………………………….. subject to the following terms and conditions:

S.No	Particulars of item	Quantity	Rate (Rs.) Per Unit	Taxes if any	Total Cost	Delivery Period
1						
2.						
3.						

1. The Price mentioned in this order is firm and not subject to any variation.

2. (i) The price mentioned is inclusive of delivery and installation unless otherwise agreed to. TNGST & CST wherever applicable should be charged at concessional rate as applicable to educational institutions.

   (ii) The college is authorized to issue 'Educational' Form of Certificate for Concessional TNGST& CST.

3. Delivery: Delivery and installation should be made within the delivery period as stipulated in the order. The order will stand cancelled if the installation is not effected by the due date. The College will not be liable for delivery made beyond the stipulated date without prior concurrence. Goods will be accepted by the concerned department between 9.00 a.m. and 12.00 Noon & 1.30 p.m. and 3.00 p.m.

4.   Insurance: The responsibility for insuring the goods will be that of the supplier.

5.   Acceptance of Goods: Goods will be subjected to the inspection on receipt and accepted only if they comply with the requirements of this institution. The supplier will be responsible for proper installation and handing over of the plant in good working condition in all respects. Replacement of the defective goods should be made without any charge whatsoever. The goods, if not accepted, by this institution on inspection should be taken back by the supplier at his own risk and expense within 15days from the date of receipt of inspection report. Otherwise, it will be returned to the supplier at his own risk and expense.

6.   Discrepancy: Shortage or external damages that are prima facie due to defective packing will be intimated to the supplier within 14 days of receipt of goods. Internal defects, damage or shortage of any integral part which cannot ordinarily be detected, on the superficial visual examination will be intimated within 2 months from the date of receipt of goods. In either case, the shortage or damages should be made good and defective materials replaced by the supplier free of cost.

7.   Literature: One set of technical literature, catalogues, instruction books, spare parts lists etc., should be supplied free of cost.

8.   Risk and Expense: If the installation is not made by the date specified in the Purchase Order or extended date, this Purchase Order is liable for cancellation without any notice.

9.   Bills in triplicate: Original being pre-receipted on a revenue stamp (if exceeds Rs. 5000/-) should be sent to the Principal of this Institution quoting the purchase Order No. and Date accompanied by delivery acknowledgement. Net amount of the bill may be rounded off to the nearest Rupee.

10. Terms of Payment:.   90 % of the value will be paid within a reasonable period after the receipt of the goods in good condition and in accordance with the specifications given in the order.   The balance 10 % will be paid within one month on receipt of certificate from the Head of Department about the good performance of the equipment.

11. Guarantee / Warranty: An undertaking should be given to repair or replace free of charge any part found defective due to faulty design or bad workmanship during the period of …….. year from the date of satisfactory installation. Delivery of free replacements or repaired parts should be effected free of charges at the institution within a reasonable period stipulated by the Principal.

12. Dispute and Jurisdiction: Any legal dispute arising out of any break of contract pertaining to this order will be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

PRINCIPAL/ DIRECTOR/HOD**

**Delete whichever is not applicable.