

**HANDBOOK  
ON  
HUMAN RESOURCE POLICY, DUTIES,  
ROLES AND RESPONSIBILITIES,  
ACADEMIC PROCEDURE  
AND  
STANDARD OPERATING PROCEDURE  
(Revised and Amended)**

**Guided by AICTE Approved by Anna University**



**PRATHYUSHA ENGINEERING COLLEGE**

Aranvoyaluppam, Poonamalle -Thiruvallur Road,  
Thiruvallur-602 025



**JUNE 2023**



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## PREFACE

Any professional institution, aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly defined and spelt out to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of ambiguities and creation of good rapport with superiors, colleagues and subordinates are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, policies based on Principles, Conventions, and Directives 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 hoped that strict observance and adherence of 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.

**DIRECTOR(A&D)**

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## CHAPTER 1

### INSTITUTION DETAILS

#### A. About PEC

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 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.

#### B. 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.

#### C. 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.

#### **D. Courses Offered**

**Prathyusha Engineering College offers 6 UG Courses,**

1. B.Tech.- BioTechnology
2. B.E.- Computer Science and Engineering
3. B.E.- Electronics and Communication Engineering
4. B.E.- Electrical and Electronics Engineering
5. B.E – CSE –Artificial intelligence and Machine Learning
6. B.E –CSE – Cyber Security
7. B.Tech- Information Technology
8. B.Tech – Artificial intelligence and Data Science

#### **3 PG courses**

1. M.E.- Communication Systems
2. M.E.- Computer Science and Engineering
3. M.Tech. . BioTechnology

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

#### **E. GOALS AND OBJECTIVES**

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

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

## THE MANAGEMENT

### A. PRATHYUSHA EDUCATIONAL TRUST:

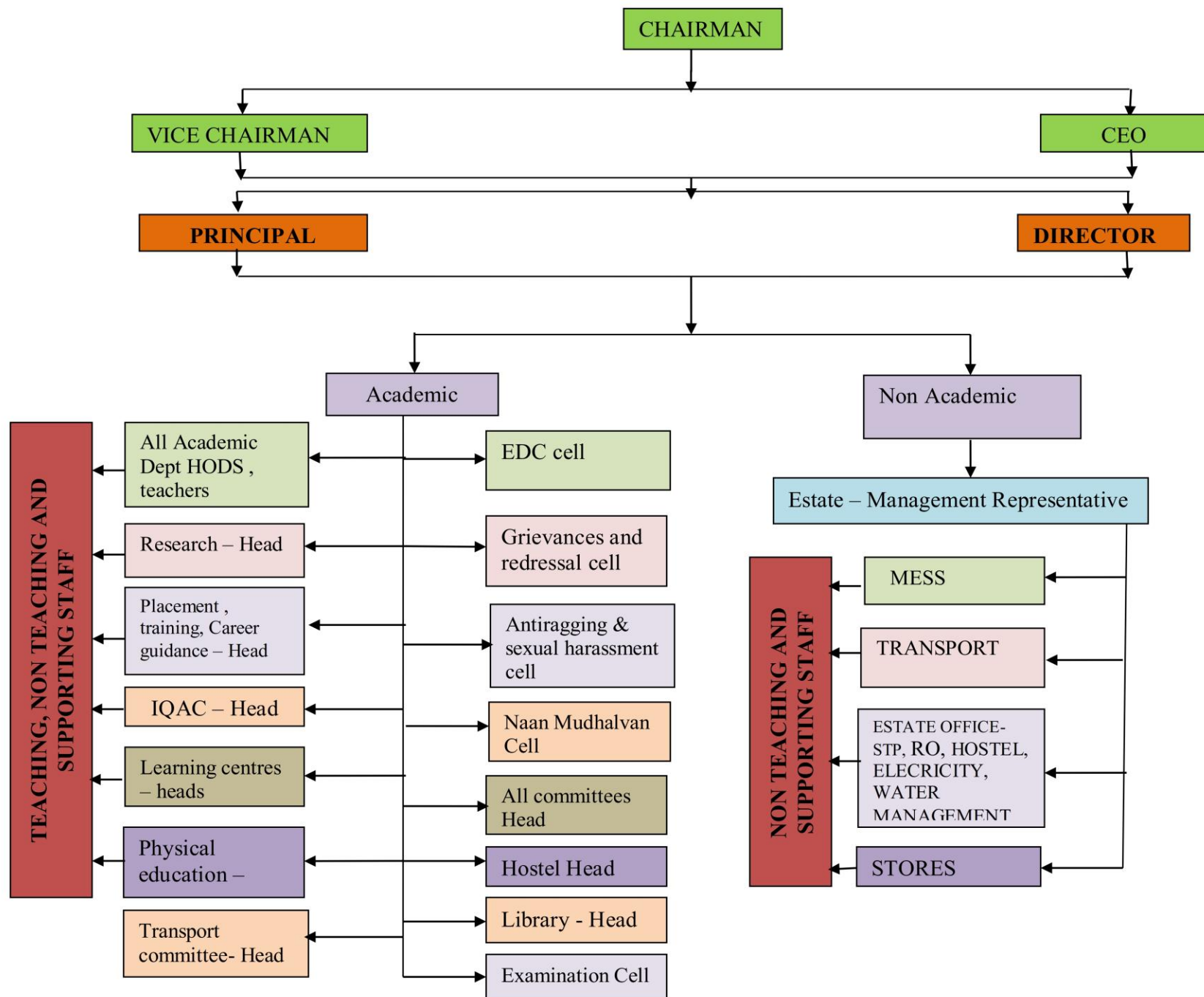
Prathyusha Educational Trust was established in the year 2001 by Sri. P. Raja Rao, Chairman with a vision to educate students from rural areas. The Management comprises of the Sri. P. Raja Rao, Chairman, Ms. P. Prathyusha, Chief Executive Officer , Dr.PM Beulah Devamalar , Director(A&D),Dr.B.R Ramesh Babu, Principal 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, and all other committees recommendations . The Meetings of the Governing Council are convened twice every year before the beginning of every semester.

### GOVERNING COUNCIL

#### The Governing Council Members:

S. No.	Name of the Member	Designation
1	Mr. P.Raja Rao	Chairman
2	Mr. P. Charan Teja	Vice Chairman, Member
3	Ms. P. Prathyusha	CEO, Member
4	Ms. P. Shakila	Trustee, Member
5	Mr. P. Arivanandam	Finance Advisor, Member
6	Dr P.M. Beulah Devamalar ,	Director , PEC , Member
7	Dr Arumugam Murukiah	MD , Broad Line Computer Systems, Member
7	Mr Sukpreet Singh	CEO, TANSAM, Member
8	Dr M.Gopikrishnan	IQAC Head , PEC, Member
8	Dr P.Malathi	Head R&D , PEC , Member
9	Dr.B.R.Ramesh Babu	Ex-officio and Member Secretary

### C. ORGANISATIONAL DIAGRAM



## 2. ADMINISTRATIVE BODIES AND RESPONSIBILITIES

- 2.1. Governing Council
- 2.2. Academic Council
- 2.3. Board Of Studies
- 2.4. Planning And Monitoring Council
- 2.5. Grievance And Redressal Committee
- 2.6. Placement And Career Guidance Committee
- 2.7. Purchase Committee
- 2.8. Disciplinary Committee
- 2.9. Exam Cell Committee
- 2.10. Sports Committee
- 2.11. Library Committee
- 2.12. Alumni Committee
- 2.13. R&D Committee
- 2.14. Industry Institute Interaction Cell
- 2.15. Hostel Committee
- 2.16. Admission Committee
- 2.17. Time Table & Academic Calendar Committee
- 2.18. IQAC Cell
- 2.19. Women Welfare And Empowerment Cell
- 2.20. Right To Information Cell
- 2.21. Transport Committee
- 2.22. Social Welfare Committee
- 2.23. Website E- Learning Committee
- 2.24. Class Committee



## CHAPTER – 1

### SERVICE RULES

#### GENERAL RULES:

##### 1.1 INTRODUCTION:-

These rules may be called as “**General Service Rules**” of **Prathyusha Engineering College** and they shall come into force with effect from the date of approval of the Governing Council of the College.

These rules shall apply to the holders of all the categories of posts, whether temporary or permanent, under the employment of the College.

##### 1.2 DEFINITIONS:-

1. **College means:-** Prathyusha Engineering College, Aranvoyaluppam, Thiruvallur District.
2. **PEC means:-** Prathyusha Engineering College
3. **Governing Council means:-** Governing Council of the College
4. **BOG means :-** Board of Governors
5. **Chairman means:-** Chairman of the College
6. **Managing Trustee means:-** Managing Trustee of the College
7. **Vice Chairman means:-** Vice Chairman of the College
8. **CEO means:** Chief Executive Officer of the College
9. **Director means:-** Director [Academics and Development] of the College
10. **Principal means:-** Principal of the College
11. **Employees means:-** The employees of the College
12. **Approved Candidate means:-** A candidate whose name appears in the authoritative list of candidates approved by the competent authority or committee for the appointment to a particular post or category.
13. **Temporary means:-** A member appointed initially for a limited period.
14. **Permanent means:-** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.
15. **Backward Class means:-** The community declared so, by the Government of Tamil Nadu.
16. **Most Backward Class/DNC means:-** The community declared so, by the Government of Tamil Nadu.
17. **SC/ST means:-** The community declared so, by the Government of Tamil Nadu.
18. **COMPETENT AUTHORITY means :- Unless specifically otherwise stated, the Principal with the approval of the Chairman or Chief Executive Officer of the college shall exercise the power to grant permission under these rules.**
19. **EMPLOYEES means :-** For purposes of these rules, ‘employee’ includes members of both sexes of teaching, and non teaching of the college.

### 1.3 RECRUITMENT PROCEDURE

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority as in **Chapter – 2**.

### 1.4 SERVICE BOOK :-

Service Register in the prescribed format shall be maintained by the College administration for all the employees of the college. It shall contain among others, the bio-data of the individual with family particulars, educational qualifications, particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service register should be got from the Principal, from time to time.

### 1.5 QUALIFYING SERVICE:-

The total period of service put in by an employee both in other Engineering Colleges or in Prathyusha Engineering College shall be considered in all Engineering disciplines. However the following guide lines are given for recruitment in Civil and Mechanical Engineering branches only.

- a) **All Degrees must be from UGC / AICTE approved Institutions**
- b) **For Civil and Mechanical Engineering branches only:**
  - (i) 100% Industrial Experience in R & D will be considered.
  - (ii) 75% of Industrial Experience will be considered as deemed fit for recruitment.
  - (iii) 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.
- c) **Humanities and Science:**
  - (i) Minimum Eligibility Criteria with regard to qualification is M.Phil in the relevant Subject / Discipline.
  - (ii) All degrees must be from UGC / AICTE approved Institution.
  - (iii) 50% of Arts and Science Colleges experience gained will be counted.
  - (iv) Clearance of National Eligibility Test (NET) / State Level Eligibility Test (SLET) or any other accredited test conducted by any recognized educational bodies is a must.
  - (v) Candidates holding PhD degree are exempted from M.Phil and the above selection test.

Effective Service 9 months and above in PEC as on 1<sup>st</sup> August shall be considered as one year for promotion purpose.

### 1.6 PROBATION PERIOD

Sl.No	Category of Recruitment	Probation Period	Remarks
1	Teaching Staff	2 Years of continued service without any break in a span of 3 years with effect from the date of appointment	Extendable to One More year subject to satisfactory performance
2	Non Teaching / Admin Staff	1 Year of continued service without any break in a span of 2 years with effect from the date of appointment	Extendable to One More year subject to satisfactory performance
3	Non Teaching General Staff		

### 1.7 EXTENSION OF TEMPORARY SERVICE

Any staff who satisfies all the criteria as mentioned in the appointment order and on completion of probationary period will be eligible for extension of service as permanent staff with the approval of the Management.

### **1.8 TERMINATION OF SERVICE DURING PROBATION PERIOD**

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

### **1.9 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.

### **1.10 SENIORITY:-**

The seniority of a teaching staff / employee in a particular category shall be decided considering his merits like unblemished service with no record of what so ever punishment awarded during his tenure in the institution.

### **1.11 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	Minimum Period of service in PEC	Notice Period
1	Probationer (Faculty)	2 Years of service in PEC. He/She shall be relieved only at the end of academic year.	3 Months Notice Period / 3 months gross salary in lieu of notice period. During Notice Period the staff is not entitled for availing Vacation or any Leave except Casual Leave
2	Regular Employees (Faculty)	One year of Experience in PEC. He/She shall be relieved only at the end of the semester.	
3	Non Teaching / Admin Staff	One year of Experience in PEC. He/She shall be relieved only at the end of the semester.	1 Month Notice Period / 1 month gross salary in lieu of notice period. During Notice Period the staff is not entitled for availing Vacation or any Leave except Casual Leave

## **1.12 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 as on 1<sup>st</sup> August 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 on 1<sup>st</sup> August 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.***

### **1.13 Revision of DA**

#### **1.13.1 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 1<sup>st</sup> June 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 on 1<sup>st</sup> June 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.***

#### **1.13.2 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 as on 1<sup>st</sup> August 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 on 1<sup>st</sup> August 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.***

### **1.14 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 on 1<sup>st</sup> August shall be considered as one year for the purpose incentives. ***However monetary 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) are not eligible for increments 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.**

### **1.15 PROMOTION TO HIGHER CADRE:**

All eligible members of the faculty shall be considered for promotion to the next higher cadre in the existing vacancy as per PEC norms as on 1<sup>st</sup> August, every year subject to the fulfillment of the eligibility criteria mentioned here under by a committee constituted by the Principal.

- a. Required Qualification and Experience.
- b. Annual Performance Appraisal Report
- c. She / He must have completed one year of satisfactory experience in PEC as a special case for deserving candidates and all others will be considered after satisfactory completion of the probation period.

### **1.16 RETIREMENT:-**

All the faculty members as well as the Principal shall normally retire from service in accordance with the age fixed by the AICTE as on date. The maximum age limit for all cadre of faculty is 65 years. The teachers completing the age of retirement by superannuation during the middle of the academic session may, however be permitted to continue in service till the end of the academic session keeping in view of the continued academic commitment.

### **1.17 ANNUAL PERFORMANCE APPRAISAL REPORT:**

The faculty member shall submit the open and transparent performance report every year, containing the academic activities and achievements of the faculty members. The H.O.D. as the assessment officer will write her/his confidential report on the performance after carefully assessing the individual's academic and other performance and awarding the suitable overall ranking commensurate to the performance. The Principal as the Reviewing Officer shall review the assessment and offer his/her comments and the same will be referred for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotions.
4. Monitoring and recording of the regular growth of each faculty member.
5. Sponsoring for specialized courses, Training Programs and etc...

### **1.18 PENALTIES :**

#### **1.18.1 Minor Penalties :**

- i. Censure – giving warning to employees for their small lapses
- ii. With holding of increments or promotion including stoppage of increment for dereliction of duty
- iii. 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...

#### **1.18.2 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.

### **1.19 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 48 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.

### **1.20 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 1.18.1 (i) & (ii). However for 1.19 (a) to (f) the prior approval of the Governing Council is needed.
- 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.

## **1.21**

### **Authorities empowered to impose penalty or**

#### **suspension or removal from service**

The Director[A&D] recommends, penalty, suspension or removal from service for staff member along with, the remarks received from the Principal and committee members based on the allegations, observations and findings from different stake holders to the management for approval.

## **1.22. POWER TO MODIFY AND AMEND THE RULES:-**

These rules are subject to modifications or amendments as may be made from time to time by the Governing Council. Such modifications / amendments must be informed to the concerned by the competent authority from time to time.

## **1.23. INTERPRETATION :-**

HR policies should help staff members to fairly interpret college guidelines and apply uniform treatment to all staffs, regardless of age, gender, race or sexual orientation.

The HR Policy is made transparent to all the staff it is made available at the college website that can be freely viewed by all the employees of the college.

If any dispute arises relating to the interpretation of these rules, it shall be referred to the Governing Council for clarifications and whose decision thereon shall be final.

## CHAPTER – 2

### PEC EMPLOYEES' CONDUCT RULES

#### 2.1 TITLE

These rules may be called the *PEC Employees' Conduct Rules* and shall apply to every person appointed by the college both teaching and non teaching including the part time employees.

#### 2.2 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.

#### 2.3 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.

#### 2.4 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.

#### 2.5 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.

## 2.6 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.

## 2.7 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.

## 2.8 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 recent 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.*

## **2.9 COLLECTION OF FUNDS**

No employee shall except 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.

## **2.10 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.

## **2.11 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.

## **2.12 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.

## **2.13 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.

## **2.14 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.

## **2.15 SENDING REPRESENTATIONS**

An employee shall not make representations for redress 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.

## **2.16 REFUSAL TO RECEIVE PAY**

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



## CHAPTER – 3

### RECRUITMENT PROCEDURE – FACULTY

#### 3.1. DIRECTOR(A&D) / PRINCIPAL

3.1.1. Category	Director(A&D)/Principal Pay Band : Rs.37,400-67000+AGP10000+Spl.All. + Usual allowances from time to time.
3.1.2. Qualification	Ph.D. in Engineering & Technology and First Class or equivalent at Bachelor's level/Master's Level in relevant stream of Engineering and Technology
3.1.3. Experience	15 years of Teaching Experience in an Engineering College, Out of which three years should be in the cadre of a Professor.
3.1.4. Essential Requirements	<ol style="list-style-type: none"><li>1 Good Academician</li><li>2 An able and efficient Administrator</li><li>3 A Good, Proven, Dedicated and committed Team Leader</li><li>4 At least two successful Ph.D guided as Supervisor/ Co-Supervisor and minimum of 8 research publications in SCI/SCIE/UGC/AICTE approved list of journals</li></ol>
3.1.5. 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
3.1.6. Mode of recruitment	<ol style="list-style-type: none"><li>(i) Advertisement in reputed Regional Dailies</li><li>(ii) Applications received in response to the advertisement published shall be scrutinized by a Screening Committee and a list of eligible candidates shall be short listed by the committee as per the guidelines given by the administration.</li><li>(ii) All eligible and shortlisted candidates will be called for an interview.</li><li>(iii) There shall be a Selection Committee consisting of the following Members:<ol style="list-style-type: none"><li>1. Chairman / CEO or Chairman's Representative detailed by him.</li><li>2. One member from GC</li><li>3. Two external experts, preferably from Anna University or Institutions of Higher Learning like IIT &amp; NIT.</li></ol></li></ol>
3.1.7. Appointing Authority	The Chairman / CEO in the absence of the Chairman

#### 3.2. RECRUITMENT PROCEDURE – COMMON TO TEACHING STAFF OF ALL DISCIPLINES

3.2.1. Advertisement shall be given in reputed Regional Dailies, indicating the posts.

3.2.2. Applications received in response to the advertisement shall be scrutinized Discipline-wise and a list of eligible candidates will be prepared.

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

1. **Chairman or CEO or any of their representatives.**
2. **Director(A&D)**
3. **Principal , Ex-officio Member Secretary**
4. **One member from GC**
5. **One external subject expert preferably from Anna University or Institutions of Higher Learning like IIT & NIT..**
6. **HOD of the Department concerned**

3.2.4. The selection committee will conduct the interview for all eligible candidates.

3.2.5 **Interview procedure:** 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.

3.2.6 **Age :** Should not have completed 65 years of age as on 1<sup>st</sup> July of the Academic Year for which recruitment is being made. The GC 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 appointments in teaching positions.

3.2.7 **Scale of pay:**

- |  |   |  |
|--|---|--|
| 1. Professor                               | : | Rs.37400-67000+AGP10000 + Usual allowances   |
| 2. Associate Professor                     | : | Rs. 37400-67000+AGP9000 + Usual allowances   |
| 3. Asst. Professor                         | : | <b>Fresher (Other than Civil &amp; Mech)</b> Rs.22000/- pm consolidated for one year |
| 4. Asst. Professor                         | : | <b>Fresher (Civil &amp; Mech)</b> Rs.20000/- pm consolidated for one year            |
| 5. 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(Engineering and Technology)- Rs.10,000/- per month**
2. **Assistant Professor(S&H)- Rs.5,000/- per month**

Note: When Ph.D is mandatory for the post, **no special allowance** will be paid for Ph.D holders

**Other Allowances (HRA,CCA & MA) :-**

1. **Professor/ Associate Professor = Rs.3,000/- per month**
2. **Assistant Professor / PED / Librarian = Rs.3,000/- per month**

3.2.8 **Reckoning of service** : Qualifying period of experience and service referred for Promotion in 1.6 above will be reckoned as on **1<sup>st</sup> August of the year.**

3.3 The qualification, experience and other requirements for various posts relating to different departments are given below

**3.3.1. A. ENGINEERING & TECHNOLOGY #**

*(As per AICTE Gazette Notification Dated: 01.03.2019)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
* Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion OR At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
* Principal of Engineering College	<ul style="list-style-type: none"> <li>❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li> <li>❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals</li> <li>❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor</li> </ul>	

**3.3.2.A. HUMANITIES AND SCIENCES #**  
*(As per UGC Gazette Notification Dated: 18.07.2018)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>*Assistant Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.</p> <p>Ph.D. Candidates shall be exempted from the requirement of SLET/NET.</p>	Experience not mandatory
<b>*Associate Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject</p> <p>AND</p> <p>Minimum of seven publications in the peer-reviewed or UGC-listed Journals</p>	<p>8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry</p>
<b>*Professor</b>	<p>Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals</p> <p>OR</p> <p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience</p>	<p>A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate</p>

**ANNEXURE**  
**3.3.1.B. ENGINEERING & TECHNOLOGY #**  
*(As per AICTE Gazette Notification Dated: 13.03.2010)*

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline  Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable  Post Ph.D. publications and guiding Ph.D. students are highly desirable  In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/ or Research and /or Industry.  If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal	Qualifications as above that is for the post of Professor, as applicable  Post Ph.D. publications and guiding Ph.D. students is highly desirable  In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR Minimum of 13 years experience in teaching and/ or Research and/or Industry.  If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.  Flair for Management and Leadership is essential.



**3.3.2.B. HUMANITIES AND SCIENCES #**  
(As per AICTE Gazette Notification Dated: 04.01.2016)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p><b>Note:</b></p> <p>I. A Candidate, who has a Ph.D. Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.</p>	Experience not mandatory
Associate Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p>	<p>A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor</p> <p>AND</p> <p>Minimum of 3 publications with good impact factor in International Journal of repute.</p>
Professor	<p>Master's degree in relevant subject of Humanities &amp; Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.</p> <p>AND</p> <p>Evidence of published work with a minimum of 4 publications with good impact factor in International Journal of repute.</p>	<p>A minimum of 10 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level.</p> <p>OR</p> <p>Minimum of 13 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/industries.</p>

**5 Norms for Science & Humanities Faculty members in Affiliated colleges:**

- A. The incumbent Science and Humanities faculty members without NET/SLET/PhD who have joined on or before 01.03.2019 may be permitted to continue in the same College.**
- B. For Promotions or movement to other affiliated Colleges under the same University on or after 01.03.2019, the faculty members need not satisfy the requirement of NET/SLET/SET or Ph.D.**
- C. Faculty members who have joined in any institution for the 1st time on or after 01.03.2019 should satisfy the requirement of NET/SLET/SET or Ph.D. on any post.**

**6 Norms for an eligible Principal at the Affiliated colleges of Anna University, Chennai:**

Principal Joined before 01.03.2019 (Old norms)	Principal Joined After 01.03.2019 (New norms)
<ul style="list-style-type: none"><li>● Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li><li>● Minimum 10 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>● Minimum of 13 years experience in teaching and/ or Research and/ or Industry.</li><li>● If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</li><li>● Flair for Management and Leadership is essential.</li></ul>	<ul style="list-style-type: none"><li>● Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li><li>● At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals</li><li>● Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.</li></ul>

If the Principal is appointed on or after 01.03.2019 for the 1st time, the new norms may be adopted. If a Principal was appointed in any Affiliated College of Anna University only before 01.03.2019 by satisfying the previous norms and gets an appointment in new college on or after 01.03.2019 he/she also may be permitted to continue to work as principal in the new Institution until further notification by the University.

### # **Additional Information on Faculty Eligibility**

1. All U.G. and P.G. Degrees (Full time / Part time) awarded by any UGC approved Universities are eligible.
2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) obtained by Correspondence / Distance education are not eligible.
3. Ph.D. Degrees obtained from foreign Universities (obtained by correspondence / Distance mode) are not eligible. Ph.D. Degrees awarded by Institutions not approved by UGC are not eligible.
4. Ph.D. Degrees obtained from IIT's/IISc/NIT directly after B.E./B.Tech. are eligible
5. M.S. Degrees obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required.
6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are eligible.
7. Interdisciplinary Degree holders could work as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg. 1. B.E. (CSE) and M.E. (VLSI) degree holder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.
8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. are permitted to continue as faculty in their respective Engineering Departments. Fresh appointments with M.E. / M.Tech. Degree after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech. Degree holders and by the year 2012 for Three-year Part-time M.E. / M.Tech. Degree holders.
9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience  $\geq 10$  years in an Industry. The industry should have been in existence for atleast 10 years.
10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), [www.aiu.ac.in](http://www.aiu.ac.in)
11. Faculty members who have completed their M.Phil. & Ph.D. degrees under Correspondence/ Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated: 03.04.2009.
12. Existing incumbents recruited as Faculty with basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A., PGDM, AMIE / M. Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.
13. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.
14. Faculty members who have obtained their Ph.D. in full time mode, Experience shall be reckoned from the date of Ph.D. viva-voce examination.

### 3.4 Librarian

S.No.	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.	<ol style="list-style-type: none"><li>1. Familiar with DDC Classification and entry of books in accession register.</li><li>2. Knowing Purchase Procedure</li><li>3. Knowledge of Digital Library and e-books</li><li>4. Periodical Knowledge updation in the library science field.</li><li>5. Administrative abilities and capabilities</li></ol>

### 3.5 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.	<ol style="list-style-type: none"><li>1. Familiar with sports activities.</li><li>2. Capable of conducting sports meets in the campus as well as other engineering colleges including universities.</li><li>3. Knowledge on NSS, NCC and YRC activities.</li><li>4. Administrative abilities and capabilities</li></ol>

## CHAPTER – 4

### RECRUITMENT PROCEDURE – NON-TEACHING STAFF

#### 4.1 ADMINISTRATIVE POSTS

##### 4.1.1 Categories of Posts and Pay Scales :

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

##### 4.1.2 Qualification and Experience :

1. Administrative Officer : A PG Degree with Computer knowledge with 10 years of Administrative experience in an academic institution preferably in an Engineering College or University or Directorate of Technical Education, out of which 5 years should have been in the cadre of a 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 cadre of a Superintendent.

2. 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.

3. HR Executive / Secretary : MBA with HR specialization with 5 years administrative experience in an academic institution or industries

4. Accounts Manager A Bachelors Degree with ICWA / CA with 5 years experience in the area of statutory 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.

5. 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.

6. 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

7. 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

8. 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
9. 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.
10. 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.
11. 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.
- 12.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
13. Office Assistant : A pass in 10<sup>th</sup> class; good physique is essential.

**4.1.3 Age** : Should have completed 18 years of age but less than 60 years as on 1<sup>st</sup> July for all the above categories of post. However, retired persons can hold the post up to 70 years.

**4.1.4 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. Director(A&D)
2. Principal - Chairman
3. Accounts Manager (for Accounts Section Requirement)

**4.1.5 Appointing Authority** : Principal

## 4.2 TECHNICAL POSTS

### 4.2.1 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 <b>(OR)</b> 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 <b>(OR)</b> 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. <b>(OR)</b> 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. <b>(OR)</b> 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.	<u>CAD Lab</u> CAD Programmer (Scale of Pay : 5500-175-9000)	B.E. Mechanical or any other Engineering Degree with <b>CAD certification – no previous experience required.</b> <b>(OR)</b> 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 <b>(OR)</b> 3 years Diploma course in CSE/IT
9.	Computer Technical Assistant (Scale of Pay: 3200-85-4900)	ITI (CS) certification <b>(OR)</b> Diploma in Computer Application from a recognized institution minimum six months duration
10.	Skilled Lab Attender ( Scale of Pay: 3200-85-4900)	10 <sup>th</sup> pass with ITI <b>(OR)</b> Diploma without experience
11.	Attender / Office Assistance ( Scale of Pay: 2610-60-3150-65-3540)	10 <sup>th</sup> / 12 <sup>th</sup> pass with good physique

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

**4.2.3 Mode of recruitment** : Advertisement in leading Regional Dailies, indicating the posts shall be made.

- i. Applications received in response to the advertisements shall be scrutinized by the HODs concerned and put up the list of eligible candidates to the Principal.
- ii. All eligible candidates will be called for interview.

iii. There shall be a Selection Committee consisting of the following members:

- i. Director(A&D)
- ii. Principal - Chairman
- iii. HOD concerned – Member

**4.2.4 Appointing Authority** : Principal

### **4.3 LIBRARY AND PHYSICAL EDUCATION STAFF**

#### **4.3.1 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 10 <sup>th</sup> 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 10 <sup>th</sup> class with good physique
6	DC / Floor or Campus Supervisor (Scale of Pay: 2610-60-3150-65-3540)	10 <sup>th</sup> pass or +2 or its equivalent with good physique

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

**4.3.3 Mode of recruitment** : Advertisement in leading Regional Dailies, indicating the posts shall be made.

1. Applications received in response to the advertisements shall be scrutinized by the HODs concerned and put up the list of eligible candidates to the Principal.
2. All eligible candidates will be called for interview.
3. There shall be a Selection Committee consisting of the following members:
  - i. Director(A&D)
  - ii. Principal - Chairman
  - iii. Librarian / Physical Education Director

#### **4.3.4 Appointing Authority**

: Principal

\*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 – 5

### LEAVE RULES & REGULATIONS

#### 5.1 SHORT TITLE AND APPLICATION:

- 5.1.1 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.

#### CATEGORIES OF LEAVE

- 5.2.1 Casual Leave
- 5.2.2 Vacation
- 5.2.3 Compensatory Leave
- 5.2.4 On Duty Permission
- 5.2.5 Maternity Leave
- 5.2.6 Medical Leave
- 5.2.7 Extra-ordinary Leave
- 5.2.8 On Duty for pursuing Part time Higher studies.
- 5.2.9 Permission / Late Attendance
- 5.2.10 Marriage Leave
- 5.2.11 Overstayal Leave

#### 5.2.1 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**.

## 5.2.2 VACATION

### 5.2.2.1

Sl.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	15	22
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 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.**

5.2.2.2 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.

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

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

5.2.2.5 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.

### **5.2.3 COMPENSATORY LEAVE**

- 5.2.3.1 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.**
- 5.2.3.2 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 2 months** after the actual date of working with **prior sanction.**
- 5.2.3.3. Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 12 days in a calendar year.
- 5.2.3.4 The unavailed CPL within 2 months after the actual date of working will automatically lapse.

### **5.2.4 ON DUTY PERMISSION**

- 5.2.4.1 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.
- 5.2.4.2 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.

### **5.2.5 MATERNITY LEAVE**

- 5.2.5.1. Maternity leave may be granted to married women employees for 90 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 one living children. During the period of maternity leave they are eligible for full pay and allowances.

### **Norms for availing Maternity Leave**

- 5.2.5.2 Extension of leave for more than 90 days will be treated as Loss of Pay
- 5.2.5.3. Employee applied for maternity leave should have completed a minimum period of one year service in this college (Two consecutive semesters without any break)
- 5.2.5.4 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.
- 5.2.5.5. The staff members who are availing maternity leave are not eligible for any other leave.

### **5.2.6 MEDICAL LEAVE**

- 5.2.6.1 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.
- 5.2.6.2. Medical leave will be granted subject to the following conditions:
- 5.2.6.3. Should have completed one year of service in this college.
- 5.2.6.4 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.
- 5.2.6.5 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.

### **5.2.7. 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 :

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

## **5.2.8 ON DUTY PERMISSION FOR PURSUING HIGHER STUDIES ON PART TIME BASIS**

- 5.2.8.1 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.
- 5.2.8.1 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.
- 5.2.8.2 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.
- 5.2.8.3 “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.
- 5.2.8.5 “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).
- 5.2.8.6. 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.
- 5.2.8.7 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.
- 5.2.8.8. They should produce attendance certificate from the faculty advisor where they are undergoing the higher studies.
- 5.2.8.9. 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.

## **5.2.9 PERMISSION / LATE ATTENDANCE**



- 5.2.9.1 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.
- 5.2.9.2 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.
- 5.2.9.3 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. If any staff is late She / He has to sign in the late register maintained in the Admin office.
- 5.2.9.4 Either two permissions or two late occasions are allowed in a month and if it exceeds two (both combined), half a day casual leave or LOP will be counted.

## **5.2.10 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 eligible 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.

## **5.2.11. 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.

## **5.2.12. EARNED LEAVE**

If the Employee has not availed the eligible Casual Leave during a year, the Leave will be encashed with 50% of the eligible salary only during the end of the year.

## **CHAPTER 6**

### **DEPARTMENTAL PROMOTIONAL PROCEDURES – FACULTY MEMBERS**

#### **6.1 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, in the month of August every year. The HODs in turn shall request the faculty members to submit an annual performance appraisal report, along with confidential report. The qualification and experience to become eligible for promotion are the same as given in **chapter 2** for direct recruitment.

#### **6.2 SCREENING COMMITTEE:**

A Screening Committee will be constituted with the following Members:

1. Chairman or any Authorized person
2. Director(A&D)
3. Principal
4. HOD concerned

#### **6.3 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.

## CHAPTER 7

### ACADEMIC PROCEDURE

#### 7.1 INTERNAL ASSESSMENT TESTS

Internal Assessment test-I will be conducted covering Unit-I and Unit-II and Internal Assessment Test – II will be conducted for the remaining Unit-III and Unit-IV. The paper will be set for 100 marks for a time period of 180 minutes. The question paper will consist of :

**Part – A : 10 short questions (20Marks)**

**Part –B : 5 X 13 marks (65 marks)**

**Part- C : 15 marks(15 marks)**

**Total : 100 marks.**

The questions selected should be of the standard based on Bloom's Taxonomy.

#### 7.2 ABSENTEEISM FOR TESTS:

Those students who have taken leave or have availed leave as on duty with prior permission are permitted to write a re-test the following week. A separate question paper for the test portion shall be set by the concerned staff member.

#### 7.3 CORRECTIVE MEASURES FOR FAILURE IN INTERNAL ASSESSMENT TESTS:

Students who have failed in any subject are permitted to write the re-test as mentioned above in 5.2. Special classes/ coaching classes are conducted for the slow learners

#### 7.4 MODEL EXAMINATION:

The model examination will be conducted at the end of the semester covering all 5 units for a time period of 3 hours. The pattern will be that followed by Anna University:

**Part – A : 10 short questions (20Marks)**

**Part –B : 5 X 13 marks (65 marks)**

**Part- C : 15 marks(15 marks)**

**Total : 100 marks.**

#### 7.5 COACHING CLASS:

The subject teacher shall arrange coaching class after class hours (duration 1 hour) for those students who have failed ( < 50% ) in internal assessment tests. The coaching classes will commence immediately after internal assessment test. The HOD will prepare the schedule for coaching class and get it approved by Principal. Special coaching classes on holidays will also be conducted by subject teachers for poor learners.

#### 7.6 INTERNAL MARKS:

Allotment of Internal marks is purely based on Internal Assessment Tests, Model Exam and attendance performance and as per the Regulations 2023.

## 7.7 a) TEXT BOOKS:

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or avail the book bank facilities in the college. First year students are given books by the management .

## b) Notebooks & stationery

**All students will be supplied basic materials by the management**

- record note book : 192 page as per the curriculum
- print out sheet for all labs (200)
- lab coat for laboratory (1)
- kit bag (1)
- hand book (1)
- Drawing instruments with stationery (1set )
- College year calendar

## 7.8 STUDENT ATTENDANCE :

- 7.8.1 The Class teacher will take the student attendance at the beginning of the first hour and forward the attendance particulars to Admin Office through HOD, which in turn submits the report to Principal /Chairman. The same is also entered in Master Attendance Register.
- 7.8.2 Individual teachers handling theory classes and labs have to mark the attendance in their log register for their periods on day to day basis. It will be monitored by the HOD.
- 7.8.3 If a student is absent for one day (or two days) due to sickness or unforeseen circumstances, he should report to the class teacher on the day he attends the college with a leave letter signed by parent and also with Medical Certificate. If he reports without leave letter, the HOD will not allow the student to attend classes but will send him/her home after getting the consent of the Principal and his/her parents will be informed by the class teacher by phone. The parents should have informed the HOD or Principal by phone regarding the absence of his/ her ward in such cases. If the above procedure is not followed, then She / He is considered absent without sanction.
- 7.8.4. If any student absents for more than 2 days due to sickness, the parent should send fax or a medical certificate on the first day of absence or subsequently to HOD and the student should come to the college along with the parent, on the reporting day. Student reporting after abstaining from classes on previous day(s) without MC or without prior information will be marked Absent (A).

- 7.8.5 Under normal circumstances, such as attending a relative's marriage, or family function etc. a student should get prior permission from the HOD and submit leave letter to HOD to avail the leave. If he/she is absent without prior submission, he/she is considered absent (A).
- 7.8.6 Individual faculty has the freedom to mark absent for inattentiveness / in disciplined behavior in the class in their class attendance (hourly attendance).
- 7.8.7 If a student is absent from class for one period, he will be treated as absent for half-a- day.
- 7.8.8 Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class by the Disciplinary Committee, which will be monitoring the movement of students during working hours in the College. However, the HOD will decide the merit of the case based on the reasons for the delay and permit the late comers to attend classes.
- 7.8.9 The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by class in-charge.
- 7.8.10 The attendance for Each Subject is calculated by the individual faculty based only on the Hourly attendance, maintained by them.
- 7.8.11 If the attendance is <75%, the parents should be informed and summoned for discussion.
- 7.8.12 Student Leave letter, Medical certificates and undertaking from parents, percent attendance etc should be maintained in HOD's office.

## **7.9 FACULTY ATTENDANCE**

Bio-metric attendance system involving finger print is adopted for faculty and non-teaching staff.

## **7.10 LECTURE NOTES**

Each faculty will have to submit a lecture notes (either handwritten or computer Print-out ACCEPTABLE but Xerox copies are NOT ACCEPTABLE) for all the five units of his / her subject to the HOD for review before commencement of each semester.

## **7.11 COURSE FILE:- (FACULTY)**

Each faculty member has to maintain a **Course File**. The course file will contain a copy of the lecture notes and the following:

List of students

Syllabus copy, Course Outcomes and Program outcomes

Lesson plan for the subject(s) handled with program outcomes

Question bank – Previous year(s) University question papers

List of slow learners and Arrears. Lists.

List of top 10.

Copy of one or two corrected sample answer scripts.

Assignment given and feed back on them.

Marks obtained by students in Internal assessment test

Internal assessment test question papers with key

Model question bank covering Part A & Part B

University Questions & University results.

CO-PO attainment sheet

### **7.12 PERSONAL FILE (FACULTY):-**

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Appointment Order copy
2. Joining Report copy
3. Promotion Orders copy
4. Copies of Technical papers presented in conferences
5. Seminars / Conferences attended and other similar details.
6. Faculty Development programme attended – certificate copy
7. Higher study undergoing
8. Personal profile
9. Copies of experience certificate
10. Copies of Degree certificates.

### **7.13 ACADEMIC WORK LOAD:-**

The HOD will be allotted one theory subject and Professors with 2 theory subjects. The other faculty members 2 theory subjects and 2 lab classes will be allotted.

### **7.14 LABORATORY:**

Only 30 students per batch, 2 teachers per batch and for each lab 1 lab Instructor are made available.

### **7.15 DEPARTMENTAL FACILITIES:-**

Technical Assistant with B.E. / Diploma qualification will assist the HOD. Each department is provided with computers with internet connectivity, printer, laptop and LCD

projector. Each smart class room is provided with LCD projector screens and window screens.

## **7.16 PROCEDURE FOR FINAL YEAR PROJECT**

- 7.16.1 The Project Coordinator should be identified by the Principal / HOD and should be asked to coordinate the various activities relating to the project work.
- 7.16.2 The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Project Coordinator should group the students into batches with maximum of 4/3 members considering their willingness and preference by second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent of the staffs and students by third week of July.
- 7.16.3 The students and project guide shall be allowed to fix up project within the department or to select project from companies located within Tamil Nadu and in Andhra Pradesh by the first week of September and submit to Principal Office. However the companies should be fixed such that students reach the college from the company by overnight journey to attend the class work every week in the college.
- 7.16.4 Finalized project title and external guide should be identified and lists sent to the Principal by the second week of September.
- 7.16.5 Students start their literature survey for the project work and complete by the 1<sup>st</sup> week of every semester, so that the project work can be commenced during the 8<sup>th</sup> semester. Review of the abstract of the project and approval by the project review committee of the department to be completed by first week of January (Tentatively), before the commencement of University Lab / Theory Examinations.
- 7.16.6 A 0<sup>th</sup> review must be conducted for all batches during the beginning of the 8<sup>th</sup> semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made. 0<sup>th</sup> review carry 50 marks and should be completed by first week of January.
- 7.16.7 The project review committee shall review the progress on the project work (First Review) by the second week of January and suggest the course of action for the timely and successful completion of the project work.
- 7.16.8 The second review of the project work by the project review committee shall be by the first week of February. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

- 7.16.9 The final review and approval of the documentation of the project by the review committee shall be completed by the first week of April. The bound project report is to be submitted following the final review.  
The review marks will be allocated based on the approved regulations 2023.

## **7.17 CONDUCT OF LAB CLASSES**

- 7.17.1 The staff in-charge of lab course shall prepare the list of experiments to be conducted, subject to a list given by the University and also shall prepare their laboratory manual and supply it to the students. Any special extra experiment along with mini project may also be included based on the requirement.
- 7.17.2 The number of students per batch shall be restricted to a maximum of 3. However individual terminals may be given for every student in the computer lab.
- 7.17.3 The faculty shall give explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.
- 7.17.4 The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.
- 7.17.5 The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student.
- 7.17.6 All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in-charge and they shall be asked to help the students in trouble-shooting and using the instruments.
- 7.17.7 The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments.
- 7.17.9 The record note book and observation note book should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.
- 7.17.10 The list of experiments will be shared with the students during the introduction class which outlines all the experiments to be performed in the respective Laboratory.



## CHAPTER – 8

### DUTIES AND RESPONSIBILITIES

#### 8.1 DIRECTOR(A&D)

##### 8.1.1 General Administration and Finance:

- 8.1.1.1 The Director(A&D) shall convene the Governing Council meeting at least once in every semester.
- 8.1.1.2 The Director(A&D) shall make recommendations regarding plans for the development of the institution for the years to come.
- 8.1.1.3 The Director(A&D) shall prepare the annual budget and place it before the governing council of the college for approval.
- 8.1.1.4 She / He shall monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by the management. She / He will also ensure judicious use of equipment and consumables.
- 8.1.1.5 She / He shall help the creation of necessary infrastructure for a conducive atmosphere for teaching and learning process in the campus.
- 8.1.1.6 She / He shall participate in all the development activities of the campus in terms of sports and extra-curricular activities.
- 8.1.1.7 She / He shall ensure the appointment of qualified staff (teaching and non –teaching)
- 8.1.1.8 She / He shall recommend necessary welfare measures for the benefit of the staff and students.
- 8.1.1.9 She / He shall monitor the allocation of duties to various staff. She / He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
- 8.1.1.10 All correspondences within the campus and to outside organizations and the University will be done through the Director(A&D).
- 8.1.1.11 The Director(A&D) shall ensure that the policies and rules of the Government and Anna University, Chennai, AICTE and UGC are strictly adhered to by the institution.
- 8.1.1.12 The Director(A&D) shall convene the HODs meeting at least once in 15 days and maintain the Minutes book.

- 8.1.1.13 The Director(A&D) will interact with the Management on day-to-day matters and she / he will regularly appraise the Management / Chairman about the same. She / He will function as a team leader of teaching and non-teaching staff to achieve academic excellence.
- 8.1.1.14 As the Controller of Examinations, she / he shall be the head of the Centre for Examinations and will look after all the arrangements relating to the smooth and effective conduct of the End Semester examinations.

## **8.1.2 Academics:**

- 8.1.2.1 The Director (A&D) shall make arrangements for planning the various courses to be offered and the preparation of course materials
- 8.1.2.2 The Director (A&D) shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.
- 8.1.2.3 She / He shall ensure the conduct of internal continuous assessment examinations at appropriate time.
- 8.1.2.4 She / He shall provide arrangements for industrial visits and Guest Lectures for students.
- 8.1.2.5 She / He shall monitor the student projects, progress and the University examinations (theory and practical).
- 8.1.2.6 She / He shall review the analysis of monthly test marks of the students and arrange for special coaching, retests etc for low achievers and slow learners.

## **8.1.3 Student Affairs**

- 8.1.3.1 The Director(A&D) shall plan for offering value-added courses, training and placement opportunities and Industrial visits to the students.
- 8.1.3.2 He/ She shall provide avenues for co-curricular and extra-curricular activities, professional societies and guidance and counseling programmes to the students.
- 8.1.3.3 She / He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.
- 8.1.3.4 She / He shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
- 8.1.3.5 She / He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.

- 8.1.3.6 She / He 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.
- 8.1.3.7 She / He 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.
- 8.1.3.8 The Management expects the Director(A&D) to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

#### **8.1.4.1 Research and Extension Activities**

- 8.1.4.2 The Head, R&D shall encourage conducting of seminars and symposia and such research – oriented activities in the campus.
- 8.1.4.2 She / He shall encourage the staff to become members of professional bodies, carry out research and consultancy works, mini projects and other extension activities.

### **8.2 PRINCIPAL**

- 8.2.1 The Principal shall assist the Director(A&D) in all administrative work and academic programmes as and when required.
- 8.2.2 She / He shall collect the requirements of stationery items such as laboratory records, observation note books, text books etc from the department and forward them to Director(A&D) for procurement.
- 8.2.3 She / He shall be the professor in-charge of library and shall prepare the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per Anna University and AICTE norms and standards.
- 8.2.4 She / He shall monitor the maintenance of library stack area, journal sections, library computerization and annual stock verification in library and prepare actions plans for improvement of the library.
- 8.2.5 She / He shall arrange for the display of the list of students having less than 75 percentage of attendance in every month and counsel the students to improve their attendance.

- 8.2.6 She / He shall be the Professor in-charge for the institution of scholarships, fellowships, prizes and medals for various branches and frame regulations for the award of the same.
- 8.2.10 She / He shall be the Professor in-charge for the maintenance of LCD Projectors and screens to all class rooms. He shall periodically inspect the class rooms and other places and monitor the cleanliness and maintenance.
- 8.2.12 As the Principal and coordinator of all academic activities and programs , she / he shall look after all the arrangements relating to the conduct of model and periodical examinations.
- 8.2.13 The Principal shall be the convener for the preparation of the college calendar.
- 8.2.14 She / He shall collect the syllabus completion report of every faculty member from the H.O.D at the end of each month, review them and submit a monthly report to the Director(A&D).
- 8.2.15 She / He shall collect the minutes of class committee meetings from the H.O.Ds and initiate corrective and preventive action in consultation with the Director(A&D) to improve quality of teaching and learning.
- 8.2.16 She / He shall be the stock verification officer for the college and shall arrange for annual stock verification in laboratories and also ensure proper maintenance of stock books.
- 8.2.17 She / He shall be responsible for sending the monthly reports of students on monthly tests and model exam percentage of attendance, general performance, discipline to the parents.
- 8.2.18 She / He shall review the academic performance of students in the monthly tests, model and university examinations within three days from the date of announcement of results and counsel the students who fail in one or more subjects and arrange for coaching classes in consultation with H.O.Ds.
- 8.2.19 She / He shall interact with individual teachers and students and devise methods to improve the academic performance of students, whenever performance in a unit test is poor.
- 8.2.20 She / He shall collect and review the results of first two tests and work out the scheme for special coaching classes in the evening or on specified days.
- 8.2.21 She / He shall convene the HODs meeting at the end of each monthly test for reviewing the performance of students and work out plans to improve the results and submit a copy to Director(A&D)
- 8.2.22 She / He shall check the record of class work of faculty members once in every month.
- 8.2.23 She / He shall initiate and monitor the arrangement of guest lectures and local visits of various departments.
- 8.2.24 She / He shall plan and be overall in-charge for organizing functions like Graduation day, sports day, cultural day and any other function arranged in the college.
- 8.2.25 She / He shall periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.
- 8.2.26 She / He shall be given a minimum teaching load of one theory course and also will be the head of the department concerned.
- 8.2.27 She / He shall be in-charge of student feedback on teachers and prepare a report.

- 8.2.28 She / He shall prepare the master annual plan for organizing conferences, seminars and symposia, workshops etc both by students and faculty members.
- 8.2.29 She / He shall prepare the semester academic calendar well in advance in consultation with the Director(A&D). (Immediately at the end of each semester)
- 8.2.30 She / He shall be the officer in-charge of extracurricular activities and prepare the concerned and monitor the same.

### **8.3 HOD**

- 8.3.1 The HOD shall convene the department staff meeting once in 15 days and maintain the Minutes book. The probable agenda is given in the **ANNEXURE A**.
- 8.3.2 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.
- 8.3.3. She / He should conduct project review meetings in consultation with staff and implement the same. as per the procedure given in **ANNEXURE B**. 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.
- 8.3.4 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.
- 8.3.5 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.
- 8.3.6 She / He shall maintain 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
- 8.3.7 The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of monthly test and model exam, final year project review, class committee, meeting time tabling, allotment of department work, staff meeting etc in consultation of the Director(A&D).
- 8.3.8 The HOD will implement activities as per in academic calendar of the college and submission of reports.
- 8.3.9 The HOD will be in charge of students academic and personal data base maintenance, Society activities, professional societies and alumni.

- 8.3.10 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.
- 8.3.11 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.

#### **8.4 TEACHING STAFF**

- 8.4.1 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. Allocation of workload, preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.
  - d. 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.
  - e. 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.
  - f. Any other special administrative works assigned by the competent authority.
- 8.4.2 Every teacher shall complete a minimum of two mini-projects and also guide a minimum of two final year projects.
- 8.4.3 Every teacher shall carry out the following as per the schedule:
- a. Submission of monthly test and model exam question papers – 3 days before the test.
  - b. Submission of monthly test and model exam marks, model examination marks on or before the 4<sup>th</sup> day after the test.
  - c. Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.
  - d. Submission of internal assessment marks within 7 days after the completion of model examination.
- 8.4.4 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.

- 8.4.5 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.
- 8.4.6 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 announce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.
- 8.4.7 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.
- 8.4.8 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.
- 8.4.9 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.
- 8.4.10 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.
- 8.4.11 Every teacher shall arrange special coaching class for academically weaker students on Saturdays or evening time in consultation with H. O.D / Principal / Management.
- 8.4.12 Every teacher shall prepare the lesson plan for teaching the theory courses and ensure to get a maximum pass percentage in his/ her subject.
- 8.4.13 It is mandatory on the part of every faculty member to accompany the students on educational tours and local industrial visits.
- 8.4.14 Every teacher shall encourage and guide students in the preparation of technical papers for presentation in conferences / symposium in other colleges.
- 8.4.15 Every teacher shall review the analysis of monthly test and model exam marks, university examination marks and counsel the weak students.
- 8.4.16 It is mandatory on the part of every teacher to become familiar with the following.

Computer operating system

1. Windows XP/7
2. Linux
3. Dos

Application Software

1. Ms-Office (Word, Excel, PowerPoint, Access)
2. MATLAB

Languages

1. C, C++
2. SQL,VB

- 8.4.17 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.
- 8.4.18 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.
- 8.4.19 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.
- 8.4.20 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.
- 8.4.21 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.
- 8.4.22 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.
- 8.4.23 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.

## **8.5 DIRECTOR – PLACEMENT AND TRAINING**

- 8.5.1 The Director, Placement and training shall be the co-ordinator of placement and training cell. One faculty member from each department nominated by the respective H.O.D will be a member of the cell. The cell shall meet with the Principal and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Director(A&D), Principal and Management. The Director, placement and training shall maintain the Minutes Book.
- 8.5.2 He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at his office.
- 8.5.3 He shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to selected industries for facilitating the conduct of campus interviews.
- 8.5.4 He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.



- 8.5.5 He shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.
- 8.5.6 He shall maintain the records of placement, student records, college brochure, list of companies etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.
- 8.5.7 He shall arrange for special Lectures by experts from HRD of companies for III and IV year students on the following topics:
- i. Personality skill development
  - ii. Soft skill development.
- 8.5.8 He shall organize regular training programme for II , III , IV students on the following
- Aptitude Training
  - Soft skill training
  - English for life
  - Technical training
  - Personality development programme
- A minimum of 4 tests per semester shall be arranged. Placement cell may conduct Special mock test, mock GD , Mock interview and special technical sessions for the Student who are all appearing campus interview
- 8.5.9. He shall prepare the time schedule for organizing special lectures and tests in consultation with coordinators for III and IV year classes.
- 8.5.10 He shall arrange regular training classes for VII semester students on the following topics through outside agencies.

**Personality and communication skill**

- a. Oral communication
  - b. Written communication
  - c. English grammar
  - d. Comprehension in English
  - e. IQ and aptitude test
  - f. Personal interview.
- 8.5.11 He shall maintain the year-wise placement records such as the companies which have conducted placement interviews in our campus and in other places, employment records of students containing the names of students, designations of posts etc.
- 8.5.12 He shall be given a maximum work load of one theory course.

## 8.6 **DEPUTY-WARDENS**

- 8.6.1 The Deputy Warden shall give the wakeup call by 5.00 a.m. and maintain the prescribed study hours during morning and evening.
- 8.6.2 The Deputy Warden shall ensure that no student stays in the hostel during college working hours unless he/she is under sick leave.
- 8.6.3 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.
- 8.6.4 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 Director(A&D)/ Principal.
- 8.6.5 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.
- 8.6.6 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.
- 8.6.7 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.
- 8.6.8 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.
- 8.6.9 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.
- 8.6.10 Warden ensures the hostel rooms / toilets / bathrooms are kept clean.

## 8.7 **PHYSICAL DIRECTOR**

- 8.7.1 He shall be the convener of the disciplinary committee and the committee shall be constituted by him in consultation with the Principal.
- 8.7.2 He shall daily monitor the general discipline of students during the working hours and report to the Principal if any breach has been noticed.
- 8.7.3 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.
- 8.7.4 He shall take adequate measures to prevent any misbehavior, misconduct, especially during extracurricular activities and other college functions.
- 8.7.5 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.
- 8.7.6 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.
- 8.7.7 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.
- 8.7.8 He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
- 8.7.9 He shall train students for participating in various tournaments and also organize University Tournaments in our college.
- 8.7.10 He shall arrange intramural sports and games for our college students.
- 8.7.11 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.

## **8.8 LIBRARIAN**

- 8.8.1 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.
- 8.8.2 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.
- 8.8.3 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.
- 8.8.4 In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
- 8.8.5 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.
- 8.8.6 In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
- 8.8.7 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).
- 8.8.8 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.

## **8.9 CLASS INCHARGE**

- 8.9.1 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.

- 8.9.2 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).
- 8.9.3 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.
- 8.9.4 She / He shall co-ordinate industrial visits, guest lectures and educational tours for the class concerned.
- 8.9.5 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.
- 8.9.6 She / He shall prepare the list of students who do not submit the lab record or weekend assignment work and who fail in one or more subjects in Internal Assessment test and forward the list to liaison office.
- 8.9.7 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.
- 8.9.8 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.
- 8.9.10 She / He shall counsel the academically poor students and also discuss the performance of the wards with their parents.
- 8.9.11 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.

## **8.10 LAB IN-CHARGE**

- 8.10.1 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.
- 8.10.2 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.
- 8.10.3 She / He shall make use of the services of the lab technician to keep the lab equipment and other items neat and clean.

- 8.10.4 She / He shall train the lab technician to assemble the experimental setup, carry out troubleshooting and to conduct the laboratory experiments and make them to assist the students in assembling the circuit diagrams and using the instruments etc.
- 8.10.5 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.
- 8.10.6 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.
- 8.10.7 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.
- 8.10.8 She / He shall initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.
- 8.10.9 She / He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.
- 8.10.10 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.
- 8.10.11 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.
- 8.10.12 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.
- 8.10.13 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.

## CHAPTER 9

### ACADEMIC AND ADMINISTRATIVE RELATED DUTIES AND RESPONSIBILITIES

#### 9.1 INSTITUTE LEVEL

S.No.	Departments	Responsibilities
1.	Academic Council	<b>I. Approval of proposals with or without modifications of the Board of Studies with regard to,</b> <ol style="list-style-type: none"><li>1. Course of Study</li><li>2. Regulations</li><li>3. Curriculum</li><li>4. Syllabus</li><li>5. Evaluation arrangements, methods and procedures.</li><li>6. Regulations for Sports, Extracurricular and maintenance and functioning of Playgrounds and hostels.</li><li>7. To recommend to the Governing Council proposals for the institution of new programmes of study.</li><li>8. To recommend to the Governing Body regarding institution of scholarships, fellowships, prizes and medals and to frame regulations for the same.</li><li>9. To provide advise pertaining to academic affairs</li><li>10. To perform other functions assigned by the Governing Body.</li></ol>
2	<b>BOARD OF STUDIES</b>	They shall recommend the following to the Academic Council regarding the <ol style="list-style-type: none"><li>1. The Course of Studies</li><li>2. Measures of improvement of the standards of teaching and research</li><li>3. Other Academic Matters</li></ol>
3	<b>FINANCE COMMITTEE</b>	<ol style="list-style-type: none"><li>1. Compilation of college Budget Estimation</li><li>2. Budget estimates relating to the grant received/ receivable from funding agencies, income from fees</li><li>3. Compilation of College Budget Utilisation</li><li>4. Audited accounts</li></ol>
4	<b>EXAMINATION COMMITTEE</b>	<ol style="list-style-type: none"><li>1. Conduct of Examinations (Internal and External), Examination Schedule, Invigilation Schedule, Examiners appointment, AUR requests, Squad and External Invigilators appointment, Seating arrangement, Question Papers setting, Evaluation system.</li><li>2. Internal Marks system</li></ol>

		<ol style="list-style-type: none"> <li>3. Approval of Schedule and Grade sheets, Results from COE, Anna University</li> <li>4. Timetable for Internal and External Examinations</li> <li>5. Results Analysis</li> <li>6. Feedback system</li> <li>7. Website updation of Circulars Notifications Examination Schedule Results Declaration Other Activities</li> <li>1. Examination fee collection and submission to COE.</li> <li>2. University Exam Accounts maintenance and submission.</li> <li>3. Issue of Hall tickets and University Mark statements</li> <li>4. Procurement of Stationery items for Internal Assessment test, Model Exam and End Semester exam.</li> <li>5 Maintenance of Xerox machines.</li> <li>6. Maintenance of Stock book for stationery items.</li> <li>7. Preparation of Internal assessment marks and Attendance to Centre for Examinations</li> <li>8 . Collection of Feedback on Question paper to COE</li> <li>9. Semester drop out and re-admission for attendance shortage</li> <li>10. Exam malpractice reports</li> <li>11. Online examination mark entry portal</li> </ol>
5	<b>LIBRARY COMMITTEE</b>	<ol style="list-style-type: none"> <li><b>I. Library</b> <ol style="list-style-type: none"> <li>1. Collecting list of books and journals from HODs and procurement after approval</li> <li>2. Indexing and stocking of books and journals.</li> <li>3. Stock taking of books &amp; periodical publication of defaulters list.</li> <li>4. Indexing and stocking of lecture notes and question bank.</li> <li>5. All works related to Library development.</li> </ol> </li> <li><b>II. College Magazine</b> <ol style="list-style-type: none"> <li>1. Preparation of College news letters and magazine</li> <li>2. Recording of Important events under the heading <ol style="list-style-type: none"> <li>a. Technical Papers Published</li> <li>b. FDP Programs attended for faculty members</li> </ol> </li> </ol> </li> </ol>



		<ul style="list-style-type: none"> <li>c. Campus Placement</li> <li>d. MOU</li> <li>e. College Events</li> </ul>
6	<b>PURCHASE COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ Scrutiny of the indents for purchase of equipments, furniture and fixtures and other items received from the departments and recommending procurement, subject to availability of budget provision.</li> <li>▪ To scrutinize the specifications and the quotations.</li> <li>▪ To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.</li> <li>▪ Preparing Vendor rating</li> <li>▪ Negotiation</li> <li>▪ Approval from management</li> <li>▪ Purchase Order issue</li> <li>▪ Payment of amount to vendors</li> </ul>
7	<b>GRIEVANCE REDRESSAL COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ To convene a redressal and review meeting with the students periodically and dispose the grievances of the students then and there.</li> <li>▪ To give necessary counseling to the needy students and also to receive their feedback.</li> <li>▪ To appoint mentors and receive feedback from the mentors.</li> <li>▪ To arrange parents – Teachers – Students meeting periodically to convey the performance of the students.</li> <li>▪ 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.</li> </ul>
8	<b>ANTI-SEXUAL HARASSMENT COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ To constitute a committee as per UGC guidelines</li> <li>▪ To arrange gender sensitivity awareness programmes for girls students.</li> <li>▪ To ensure students safety within the campus</li> <li>▪ To redress grievances from the girls students</li> </ul>
9	<b>SPORTS/NSS/YRC/ NCC COMMITTEE</b>	<p><b>I. Sports</b></p> <ul style="list-style-type: none"> <li>• Conduct of sports &amp; games.</li> </ul>

		<ul style="list-style-type: none"> <li>• Annual budget for the sports and games accessories</li> <li>• Sports day celebration.</li> <li>• Events for sports day.</li> <li>• Estimate for prizes</li> <li>• Conduct of the sports and games.</li> <li>• Organizing the sports day functions.</li> <li>• Hosting of Zonal games and sports.</li> <li>• All development works relating to sports</li> <li>• NSS and YRC Activities</li> <li>• Blood and Social service camp.</li> <li>•</li> </ul> <p><b>II. Cultural</b></p> <ol style="list-style-type: none"> <li>1. Finalization of cultural day events.</li> <li>2. Preparation of proposal of purchase of prizes.</li> <li>3. Organizing the cultural day function.</li> <li>4. Preparing students to participate in cultural events and sports in other places.</li> <li>5. Creation of a centre for cultural activities.</li> <li>6. All development works relating to cultural activities</li> </ol>
<b>10</b>	<b>DISCIPLINARY COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.</li> <li>▪ Any other activity that may damage the discipline and harmony of the college.</li> </ul>
<b>11</b>	<b>RESEARCH COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. To encourage faculty members to pursue research in their interested areas</li> <li>2. To motivate faculty members in publishing their innovative work in referred Journals</li> <li>3. To entitle faculty members in receiving grants and funds from external agencies</li> <li>4. To initiate all departments to setup research lab in their contemporary areas</li> <li>5. To create a platform for higher studies and research</li> </ol>

		<p>among student community</p> <p>6. To motivate the student community to submit their project proposal and receive funds from state/central Government agencies</p> <p>7. To encourage the student community for carrying out research work in their interested areas</p> <p>8. To pave a path among student community for acquiring knowledge in the field of Engineering by giving interdisciplinary projects</p> <p>9. To improve the writing skills of research articles among student community in their respective contemporary areas</p> <p><b>Responsibility:</b></p> <p>1. Frequency of review meeting is once in a month</p> <p>2. Reviewing the work done, the manuscript should be kept ready and entitled to be published in referred journals</p> <p>3. Faculty members and Research scholars are permitted to utilize lab facilities except consumables</p>
12	<b>IIPC COMMITTEE</b>	<p>1. To arrange for MoUs with Industries for Internship, Training Industrial visits and Workshops</p> <p>2. Arrangement of HR Conclave</p> <p>3. Analysis of activities and submission of the same to the Director(A&amp;D)</p>
13	<b>ANTIRAGGING COMMITTEE</b>	<p>i. 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.</p> <p>ii. To collect grievances from the students and staff and Redressal of the same.</p> <p>iii. The report of all the above should be submitted to the Principal during occurrence of any such event. Correspondence to the University and necessary organization whenever necessary.</p>

<p><b>14</b></p>	<p><b>PLACEMENT, TRAINING AND CAREER GUIDANCE COMMITTEE</b></p>	<ol style="list-style-type: none"> <li>1. Organizing-in-house training classes for Communication skills, aptitude, computer programming, G.D and Mock Interviews.</li> <li>2. Conducting model Aptitude Tests, communication skill and computer programming tests.</li> <li>3. Organizing workshop/guest lectures on personality development with external agencies</li> <li>4. Preparation of student profiles and placement brochure.</li> <li>5. Procurement of placement training related Books, CD, VCD, template etc. for GRE, TOEFL GMAT etc and creating a library.</li> <li>6. Activities related to Engineering College forum and arranging Campus and off-campus interviews in Co-ordination with forum and other colleges.</li> <li>7. Co-ordination with Placement Cell at Anna University and arranging for student registration</li> <li>8. Establishing contact with prospective employers and IT companies to arrange campus interviews.</li> <li>9. Creation of student data base and company data base</li> <li>10. In-house resource creation relating to interview skills and GD techniques.</li> <li>11. Common time table for placement training courses. (Language lab, internet lab, computer lab) and Co-ordination of preparation of study materials and workbooks for in house training.</li> <li>12. All works related to placement and training activities.</li> <li>13. To create the data base of Alumni</li> <li>14. To conduct periodical meetings and annual meeting with alumni members.</li> <li>15. To resort to the help of Alumni members for placement activities.</li> <li>16. To mobilize funding for special purposes like scholarships, prizes, awards etc.</li> </ol>
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		17. To conduct lectures by invited speakers.
15	<b>HOSTEL COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ Ensure proper discipline among the boarders in the Hostel and report cases of misuse / indiscipline by any boarder to the Principal for necessary action.</li> <li>▪ Reviewing and recommend improvements / maintenance of the Hostel</li> <li>▪ Ensure availability of proper mess facilities to the boarders</li> <li>▪ Oversee the maintenance and repairs of Hostel and verify the maintenance records time to time and make the necessary initiative</li> <li>▪ Ensure timely collection of prescribed hostel fees</li> <li>▪ Feedback Analysis about mess, maintenance, lodging and other facilities</li> </ul>
16	<b>ADMISSION COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Reviewing last three years analysis of admission based on region, marks, cutoff</li> <li>• Planning for advertisement, campaigning</li> <li>• Printing of necessary materials</li> <li>• Monitoring day today admission cell activity and conducting review</li> <li>• Preparing admission policy according to the academic needs.</li> </ul>
17	<b>TIMETABLE AND ACADEMIC SCHEDULE COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Preparation of Academic Schedule for UG/PG</li> <li>2. Subject Allocation, Workload, Master Timetable, Class Timetable, Individual timetable, Laboratory Utilisation</li> </ol>
18	<b>IQAC COMMITTEE</b>	<p>1 Student's performance is evaluated through Internal Assessment Test [IAT] and End semester Examinations and students Grievance if any is fully addressed by means of well established mechanism.</p> <p>The college adopts mentor/ tutor system to look after the learning capabilities of students individually.</p>

Feedback system is adopted to evaluate the teacher's performance by students / alumni.

Apart from traditional lecture method of teaching, the IQAC advocates student centric learning – a process in which group discussions, interactive session, seminars , articles / book review, conducting various academic related activities , extension activities, each students, participation in skill development programmes, learning value/ ethics based courses etc., are involved.

Each department is allotted with 14 different co-ordinators to lookj into academic, teaching, research, placement, student support etc.

The monitoring system in respect of teaching, learning and evaluation is manifold such as, IQAC, feedback from stakeholders, Management Review, Internal Audit by IQAC and ISO surveillance Audit by external agency.

Documentation of the various programmes/activities leading to quality improvement;

Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

Development of Quality Culture in the institution;

Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC assists the college in preparing Academic Plan every year

It publishes “ Academic Calendar” each year and issues to all the faculty and students incorporating the Academic Plan in it

		<p>Faculty Development Programmes and orientation programmes are arranged for enhancing professional competency and teaching skills of the faculty.</p> <p>It ensures that the Departments provide course outline and course schedule to the students prior to the commencement of the academic session.</p> <p>The use of ICT, e-learning, e-books on-line journals, software meant for teaching are the latest technologies in operation at the initiatives of IQAC.</p>
<b>19</b>	<b>WOMEN EMPOWERMENT</b>	<ul style="list-style-type: none"> <li>• The Committee shall examine the various measures taken for the welfare of women employees/ students and recommend any further improvements, if required.</li> <li>• 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.</li> </ul> <p>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.</p>
<b>20</b>	<b>SOCIAL WELFARE COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ Submission and processing of applications of the eligible students of SC/ST/BC/MBC categories admitted in the institution for sanction of Post Metric Scholarships and reimbursement of tuition fees.</li> <li>▪ Look after their welfare and grievances, if any'</li> </ul>
<b>21</b>	<b>WEBSITE AND SOCIAL MEDIA COMMITTEE</b>	<ol style="list-style-type: none"> <li>1. Updation of achievements, activities (upcoming and completed), results, circulars, notifications, etc. on regular basis</li> <li>2. Data Analytics of website during admissions and other important events.</li> <li>3. Computerization of Academic Management and Information System.</li> <li>4. Online feedback.</li> </ol>

		<ul style="list-style-type: none"><li>5. Development of new software modules for academic administration.</li><li>6. Digital publication of lecture notes and question bank</li><li>7. Software installation for academic monitoring</li><li>8. Online placement portal</li></ul>
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## 9.2 DEPARTMENT LEVEL

S. No	Activities and Faculty In- Charge	Faculty Incharge	Responsibilities
1.	<b>ACADEMIC MONITORING AND CONTROL</b>	HOD & Class Incharges	<ol style="list-style-type: none"> <li>1. Review of Daily absentees list of students and counseling the students.</li> <li>2. Collection of Internal assessment test report and counseling students.</li> <li>3. Review of of Internal assessment test absentees list and counseling the students.</li> <li>4. Preparing list of students for coaching class and arranging coaching class.</li> <li>5. Class representative meeting and assessment of students grievances.</li> <li>6. Arrangements for Graduation day function.</li> <li>7. Faculty recruitment works.</li> <li>8. Department Association and professional society activities.</li> <li>9. University result analysis</li> <li>10. Setting up department library / New labs when need arises.</li> <li>11. Proposal for Purchase of books.</li> </ol>
2.	<b>TIME TABLE IN-CHARGE</b>	HOD & Time Table Co-Ordinators	<ol style="list-style-type: none"> <li>1. Subject allocation to faculty members.</li> <li>2. Master time table for theory and laboratories.</li> <li>3. Laboratory class work allocation.</li> <li>4. Semester wise and individual time table.</li> <li>5. University practical examination time table including arrears examinations.</li> <li>6. All works relating to faculty recruitment.</li> <li>7. Proposal for procurement and issue of Lab Records, Observation Book and Note Books.</li> </ol>
3.	<b>FINAL YEAR PROJECT CO-ORDINATOR</b>	HOD &	<ol style="list-style-type: none"> <li>2. Writing letters to various organizations for fixing project work.</li> <li>3. Formation of student batches for project</li> </ol>

		Project Co-Ordinator	<p>work.</p> <ol style="list-style-type: none"> <li>4. Collection of confirmation letters from companies and fixing internal guides.</li> <li>5. Formation of project review committee.</li> <li>6. Scheduling and arranging project review.</li> <li>7. Collection of project review synopsis from students prior to each project review.</li> <li>8. Maintenance of project review committee's evaluation marks.</li> <li>9. Monitoring the preparation and submission of project report by students.</li> <li>10. Monitoring mini projects by faculty members and students.</li> <li>11. Supervision and co-ordination of technical paper presentation by students.</li> <li>12. All arrangements for industrial training ( Bio- Tech only)</li> <li>13. Arrangement for University examination viva-voce.</li> <li>14. Collection of Unit Coverage, Lab experiment Completion report and submission to AAMC.</li> <li>15. Collection of Lecture notes, and Question Bank for various semesters.</li> </ol>
4.	<b>GENERAL DEPARTMENT WORKS – PART-I</b>	HOD concerned and Activity Staff Incharge	<ol style="list-style-type: none"> <li>1. Guest lectures, Industrial visits and Educational tour</li> <li>2. Proposal for purchase of Library books and Journals.</li> <li>3. Budget preparation for the above items.</li> <li>4. Association, seminar and symposia activities</li> <li>5. NBA Accreditation / ISO – record maintenance.</li> <li>6. Question bank Xeroxing and binding for all semesters.</li> </ol>

	<b>GENERAL DEPARTMENT WORK – PART-II</b>	<b>HOD concerned and Activity Staff Incharge</b>	<ol style="list-style-type: none"> <li>1. Records to AICTE and Anna University inspection committee.</li> <li>2. Department file maintenance.</li> <li>3. Overall annual budget preparation</li> <li>4. Faculty development program, deputing faculty members to conferences, workshop etc.</li> <li>5. Lab Manual Xeroxing and binding and Issue to students.</li> <li>6. Purchase of White and Colour Chalk, Duster, White Paper, Printer Paper, File and A4 Sheets etc.</li> </ol>
<b>5.</b>	<b>LABORATORY IN- CHARGE</b>	<b>HOD / Lab Incharge / Staff handling that lab</b>	<ol style="list-style-type: none"> <li>1. Servicing of all equipments, trainer kits, instruments etc.</li> <li>2. Training the lab technician to assemble the experimental setup for various lab courses and maintain equipments for each lab course.</li> <li>3. Annual budget for the purchase of equipment, consumables and servicing and repair of equipments.</li> <li>4. Display of the following information in the concerned laboratory. <ol style="list-style-type: none"> <li>a. List of laboratory courses and faculty members conducting the course.</li> <li>b. List of experiments for each lab course.</li> <li>c. Lab time-table.</li> <li>d. Display of important wall charts.</li> <li>e. Display of important equipments in the lab.</li> </ol> </li> <li>5. Arranging for annual stock verification during vacation.</li> <li>6. Maintaining stock Register entry of consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.</li> <li>7. Maintaining the list of equipment specified by Anna University and the list of the available equipments in the concerned laboratory in the format given</li> </ol>

			<p>by the university</p> <ol style="list-style-type: none"> <li>8. Preparing the Physical layout and other technical details for the installation of new equipment whenever required and submit for execution.</li> <li>9. Development of the laboratory facilities for mini projects by the faculty members and students.</li> <li>10. Submission of the list of equipments / instruments damaged by the students along with value at the end of each semester and forward to Principal for further action.</li> <li>11. Coordinating the preparation of laboratory manuals.</li> <li>12. Proposal for new equipments to meet the requirements of revised curriculum.</li> <li>13. Equipment status report submission.</li> </ol>
<b>6.</b>	<b>CLASS INCHARGE</b>	Concerned Staff for each year / Section dept.	<ol style="list-style-type: none"> <li>1. Collection of University examination fees including arrears exam.</li> <li>2. Application for revaluation and Xerox copy of answer scripts for respective class.</li> <li>3. Collection of breakage fee.</li> <li>4. Distribution of university mark sheets and Hall tickets.</li> <li>5. Students leave letter approval and daily absentees monitoring.</li> <li>6. Arranging alternative class while faculty member is on leave.</li> <li>7. O.M.R. sheet submission with internal mark.</li> <li>8. Student data maintenance – Name, Roll, Address, Phone No, Progress card and arrears subjects etc.</li> <li>9. Organizing special coaching class for weaker students</li> <li>10. University Examination Result Analysis</li> <li>11. Submission of Minutes of class Committee meeting to Principal's Office</li> <li>12. Submission of all academic reports</li> </ol>

			<p>pertaining to the class.</p> <p>13. Maintenance of daily test, assignment, internal assessment test marks and internal assessment marks.</p>
7.	<b>COMPUTER STATIONERY STORES IN-CHARGE</b>	Stores in Charge	<ol style="list-style-type: none"> <li>1. Purchase of all computer and printer stationeries.</li> <li>2. Annual budget preparation for the above items.</li> <li>3. Maintenance of consumables stock register.</li> <li>4. Stock entry and bill passing.</li> <li>5. Maintenance of indent book for issue (printer paper &amp; printer ribbons)</li> </ol>
8.	<b>INTERNET CONNECTION IN-CHARGE</b>	Resident Hardware Engineer	<ol style="list-style-type: none"> <li>1. Internet maintenance</li> <li>2. Breakdown call</li> <li>3. Bandwidth recording &amp; Renewal</li> <li>4. Maintenance of all records.</li> </ol>
9.	<b>COMPUTER CONSUMABLE IN-CHARGE</b>	Resident Hardware Engineer	<ol style="list-style-type: none"> <li>1. Purchase of computer and printer components.</li> <li>2. Maintenance and issue of computer and printer components.</li> <li>3. Annual budget preparation and stock register maintenance.</li> <li>4. Maintenance of consumable stock register.</li> <li>5. Stock entry and bill passing.</li> <li>6. Maintenance of indent book etc. for components.</li> </ol>

### **9.3 LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS**

1. Attendance & Assessment record of students
2. List of faculty members department wise
  - i) Degree certificate copies
  - ii) Appointment Order
3. Faculty work load
4. Department time table (Semester time table, Lab time table, Class room allocation , Master Time Table)
5. Lab Manuals
6. Academic performance record of students (University result analysis)
7. Faculty development programmes
  - i) Summer – Winter Schools
  - ii) M.E. Programmes
8. Record of student projects
  - i) Project review methodology
  - ii) Sample copies
9. Lesson plan and Lecture notes
10. Syllabus & Curriculum
11. Industrial Visits
12. Guest lectures
13. Symposium & Seminars
14. Student mini projects
15. Annual Budget
16. Record of Achievements Awards & Recognition
17. Department meeting, minutes book
18. Stock register
  - i) Consumables
  - ii) Non consumables
19. Purchase file – equipments and consumables
20. Student academic performance and attendance – analysis
21. Student particulars / Attendance
22. University exam and Internal Assessment test result analysis.
23. General circular file / Department Meeting / Minutes of Meeting – Dept. & Principal

**CHAPTER 10**  
**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 devise 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.

**10.1 ACADEMIC PERFORMANCE**

**10.1.A. Internal Assessment test / Model Exam**

<b>Sl.No.</b>	<b>Particulars of activity</b>	<b>Target</b>
1	Minimum pass in each subject	85 %
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

**10.1.B End Semester Examination**

<b>Sl.No.</b>	<b>Particulars of activity</b>	<b>Target</b>
1	Semester wise minimum pass	80 %
2	Minimum pass in each subject	90 %
3	Failures in practical examination	0 %
4	VIII semester minimum pass	100 %
5	Minimum University Rank Report	10

## 10.2 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)	10.3 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	95

## 10.3. ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for 5 units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	Before semester commencement
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	1

## 10.4 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



**10.5 ACADEMIC WORK LOAD TO FACULTY MEMBERS:**

Sl.No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Assistant Professor	2 theory + 2 labs – 18 hrs
4	No. of times a teacher can take the same subject continuously	3 times
5	Critical subjects should be taken by	HOD/Professor/Assistant Professor
6	First year subjects allotment	Senior faculty members
7	No. of faculty members per batch of 30 students for lab class	2

**10.6 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	10.7 % 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

### 10.7. 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 (In-house)	6 cycles – Every year 2 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 (Outside)	2

### 10.8. 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

### 10.9. PLACEMENT

Sl.No.	Particulars of Activity	Target
1	Placement of students	75 % 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 placement activities	Once in a month
9	Presentation to HODs and Senior faculty members on placement activities.	Once in two months

## **CHAPTER 11**

### **MOTIVATIONAL INITIATIVES**

#### **11.1 INCENTIVES TO PURSUE HIGHER EDUCATION**

Faculty members are encouraged to join M.E. / M.Tech / Ph.D. programme under the following scheme.

- i. M.E. / M.Tech Part-time – Evening class.
- ii. Ph.D. – Part-time programme.
- iii. Full time Ph.D - Sabbatical Leave

#### **O.D. FACILITIES TO PURSUE HIGHER EDUCATION**

11.1.1 M.E. / M.Tech – O.D. to attend class on week end Saturdays.

11.1.2 M.E. / M.Tech – O.D. to write University Exam on week days.

11.1.3 Ph.D. – O.D. to attend course work on week days.

#### **11.2 FREE PERKS**

- i. Free transport, free breakfast and lunch for all Teaching, Technical and Administrative Staff.
- ii. Gifts for all staff for Deepavali festival.
- iii. Food with Nominal Charges to teaching staff

#### **11.3 FACULTY DEVELOPMENT PROGRAMME, WORKSHOPS AND CONFERENCES ETC.**

- i. Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, T A and D A and other expenses are borne by the college.
- ii. Faculty members are encouraged to present papers in National and International Conferences. In addition, to Registration fee, TA, DA, cash awards are given to the faculty members.

**iii. TA & DA for Staff members**

Sl.No	Position	Place of Duty	Mode of Travel	TA	DA(EXCEPT LOCAL )
1	Director(A&D)	Within state	First AC (BUS /TRAIN/CAR )	As per the ticket charges	1000
2	Principal	Within state	First AC (BUS /TRAIN/CAR )	As per the ticket charges	1000
3	Director placement and training	Within state	First AC (BUS /TRAIN/CAR )	As per the ticket charges	1000
4	Asst. Professor , Manager	Within state	Train/bus	As per the ticket charges	300
5	Asso. Professor ,	Within state	Train/bus	As per the ticket charges	300
6	Professor	Within state	II AC/Train/bus	As per the ticket charges	500
7	Senior professor	Within state	II AC/Train/bus	As per the ticket charges	500
8	Non –teaching – technician , OS , SO System admin ,	Within state	Train/bus	As per the ticket charges	

	programmer				
9	Non –teaching – Assistant	Within state	Train/bus	As per the ticket charges	

\*\*All visits food cost will be reimbursed

Staff working after college hours , travel expenses will be met by the management for the non teaching staff

#### **11.4 CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE**

The faculty members are given cash prizes for their academic achievements in the University Examinations as below:

- i. Staff members who produced 95 % and above but less than 100 % results in the theory subject will be awarded Rs.1000/- per subject.
- ii. Staff members who produced 100 % results in the theory subject will be awarded Rs.2000/- per subject.

#### **11.5 SPONSOR FOR TECHNICAL PAPER PUBLICATIONS**

The expenditure towards travel, boarding and lodging, Registration fee etc are given to faculty members, who attend National / International Conferences to present their Technical Paper. In addition cash awards are given for those papers selected for prize and medals.

#### **11.6 INSURANCE COVERAGE**

The College is paying premium amount for the coverage of personal accidental policy to all the **Students** and **Staff** with a coverage of Rs.2Lakhs.

1. Accident expenses inpatient (Self) : Rs. 25, 000/-
2. Death or Disablement  
(Payable to the Nominee) : Rs. 2,00,000/-

#### **11.7. CONSULTANCY PROJECTS:**

Staff Members are permitted to carry out private or Government Consultancy work with the prior approval from the Director(A&D). The Coordinator of the Consultancy will be provided 15% incentive from the total amount of the consultancy.

#### **11.8. RESEARCH PROJECTS:**

Staff Members are permitted to undertake private /GOvt. UGC/AICT research projects with the **approval of the Director(A&D)**. **The college will provide necessary infrastructural facilities to the Principal Investigator for carrying out the Project. He/ She will be provided 15% of the Total Project value as an Honorarium.**

## CHAPTER 12

### FACULTY ENRICHMENT PROGRAMS LEADERSHIP SKILLS

#### 12.1 INTRODUCTION:

As a part of Faculty Enrichment Program (FEP), and to hone our faculty members with their leadership skills, the institute organizes various leadership programmes such as communication skills, personality development program, learning process methods, entrepreneurship development, professional ethics etc. These programmes will develop qualities and attitudes among faculty members which help them to look into the future and to bring necessary changes on proactive basis. The vital role of a teacher is to provide instructional leadership from the knowledge gained through various leadership development programmes.

Leadership involves interpersonal interaction leading a team towards achieving effective strategic planning and implementation to attain specific goals or to complete certain tasks.

Leadership is interpersonal skill exercised in a situation and leadership requires strategic planning and execution of the same with the help of team members to attain specific goals. Leadership inspires and motivates faculty members and creates self confidence and build morale. Every individual requires formal training to gain leadership skills and a practical environment or leadership position to exhibit their leadership skills. These aspects were taken care of this Institution.

#### 12.2 LEADERSHIP POSITIONS:

The following team leaders are given autonomy and freehand to enable them to discharge their duties and responsibilities related to academic affairs and to achieve the desired target:

12.2.1	Chairman / Chair Person	- Patron and helm of affairs of the Institution.
12.2.2	Director (A&D)	- Academics, Development and Research
12.2.3	Principal	- Overall Head of the Institution.
12.2.4	Head of the Departments	- Overall Head of students, staff and faculty members of her/his department.
12.2.5	Class Teacher	- Responsible for students discipline, academic training and grooming and etc.,
12.2.6	Student Mentor	- Grooming of students teams
12.2.7	Lab In-charge	- I/C for all Non-teaching staff in Lab

## **CHAPTER 13**

### **TRANSPARENCY**

#### **13.1 INTRODUCTION:**

The following SOP is followed to ensure transparency among the Board of Governors, Management, faculty and staff members and students.

#### **13.2 STANDARD OPERATING PROCEDURES (SOP)**

A copy of the SOP book is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book, one more copy is also kept in the Library for open reference. The SOP book covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff, academic targets and etc.

#### **13.3 MINUTES OF THE HOD MEETINGS OF DEPARTMENTS:**

The Minutes of the HOD's Meetings held on monthly basis to discuss various academic issues and development works, extra and co-curricular activities etc are circulated to all the members of the respective department through circulars.

#### **13.4 MINUTES OF GOVERNING COUNCIL AND PLANNING AND MONITORING BOARD TO DEPARTMENT:**

Any policy decisions made by the Governing Council or Planning and Monitoring Board or by the Management are conveyed to all the departments by circulating a copy of the Minutes.

#### **13.5 SEMESTERWISE FACULTY MEETINGS BEFORE THE COMMENCEMENT:**

Minutes of the Governing Council and Academic Advisory Committee are kept as reference in the Main Library.

#### **13.6 FEED BACK TO STAFF FOR REVIEW:**

Every semester Staff Meeting is conducted for interaction and dissemination of the information regarding conduct of the ensuing semester's academic programmes.

Students feedback, Peers' feedback, HODs evaluation and Annual confidential report are given to faculty members for self review and discussed with the faculty members. Counseling are also given to faculty members.



## CHAPTER 14

### DECENTRALIZATION, DELEGATION OF FINANCIAL POWERS AND PARTICIPATION OF FACULTY

#### 14.1 INDEPENDENT CHARGE OF HOD:

14.1.1 The HODs are given independent responsibilities for running the department covering planning, development, procurement, maintenance, and all academic related matters, etc.

14.1.2 Financial power is delegated to College authorities for procurement of equipments / consumables / stationery / maintenance, repairs and servicing of equipments and to meet all the expenditure relating to the various departments as indicated hereunder. However prior sanction may be obtained from the concerned Competent Authorities / Officials

Sl.No	Details of Expenditure	Chairman/ CEO	Director (A&D)	Principal & HODs
		(Rs. In Lakhs)		
1	Expenditure of any item including purchase of Equipments	Unlimited	3.00 (at a time)	1.00 (at a time)
2	Purchase of Stationery	Unlimited	0.50 (at a time)	0.05 (at a time)
3	Consumables other than Stationery	Unlimited	0.40 (at a time)	0.02 (at a time)
4	Purchase of Books, Periodicals, Journals, and Maps	Unlimited	1.00 (at a time)	NIL
5	Expenditure on Maintenance of servicing of equipments	Unlimited	1.00 (at a time)	0.25 (at a time)
6	Expenditure on Guest Lecture, Seminar, Symposium, FDP, Workshop and other academic related activities	Unlimited	0.50 (at a time)	0.25 (at a time)

14.1.3 The HODs are given responsibility for identifying the books and journals required for Central Library and Department Library.

## **14.2 LABORATORY IN-CHARGES:**

Laboratory In-charges are given the responsibilities of maintaining the equipments and other accessories. They are expected to prepare annual budget for procurement of equipments, maintenance, repairs and development of lab equipments and etc.

## **14.3 EXTENSION ACTIVITIES BY FACULTY MEMBERS:**

All the faculty members are allotted extra duties in additional to their own primary duties in connection with the under mentioned academic activities and programmes

- i. Organizing Workshops / Seminars / Symposiums.
- ii. Conduct of Faculty Development Programmes (FDP)
- iii. Short term courses
- iv. Consultancy services
- v. Sponsored research projects.

## **14.4 CLASS TEACHER :**

- 14.4.1 The Class Teacher shall conduct the class committee meetings and submit the minutes to H.O.D within 6 days from the date of the Meeting.
- 14.4.2 The Class Teacher 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.
- 14.4.3 The Class Teacher shall maintain the student dossiers such as name, Passport size Photograph, phone number, parent's permanent address, E-mail ID, category of admission etc. He shall also maintain the record of students transferred from other colleges, students prevented from writing examinations, dropouts, suspension, dismissal etc.
- 14.4.4 The Class Teacher shall co-ordinate industrial visits, guest lectures and educational tours for the classes concerned.
- 14.4.5 The Class Teacher 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.

## 14.5

### MENTOR SYSTEM

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 mentor counseling will be conducted for the students. Special mentors for slow learner are allotted. They will be responsible for conducting special coaching classes, providing special notes etc . University topper mentors are allotted to guide the toppers to get rank. They will help and motivate the students to get extra books from library etc. Master mentor is allotted to guide all mentors .

## CHAPTER 15

### **PURCHASE PROCEDURE**

#### **15.1 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.

#### **15.2 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 2<sup>nd</sup> week of April.

#### **15.3 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

#### **15.4 FORECAST OF REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE**

15.4.1. 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.

15.4.2. 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.

## **15.5. GUIDELINES GOVERNING THE PURCHASE**

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

15.5.2. The sanction accorded by a competent authority shall lapse, if it is not acted upon prior to 31<sup>st</sup> 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.

15.5.3. 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.

15.5.4. 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.

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

## **15.6. PURCHASE PROCEDURE**

15.6.1. 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

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

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

#### 15.6.4. **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/-

15.6.5. 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.

#### **15.7. TENDER PROCESSING METHOD:**

15.7.1. 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.**

15.7.2. 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.

15.7.3. 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.

15.7.4. 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.**

#### **15.8. PURCHASE COMMITTEE**

15.8.1. 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

15.8.2. 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.

15.8.3. 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.

### **15.9. PLACING OF PURCHASE ORDERS**

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

### **15.10. 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.**

### **15.11. 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.

### **15.12. STOCK ACCOUNT**

15.12.1. 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.

15.12.2. 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.

15.12.2. 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.

### **15.13. ERRECTION / INSTALLATION**

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

15.13.2. 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.

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

### **15.14. 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.

### **15.15. VERIFICATION OF STORES**

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

15.15.2. There shall be an annual verification of the stock kept in the stores including tools, furniture, equipments, etc., as on 1<sup>st</sup> 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.

### **15.16. CONDEMNATION OF STORES**



15.16.1. 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.

15.16.2. 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.**

15.16.3. 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.

15.16.4. 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.

## CHAPTER 16

### TRAVELLING ALLOWANCE RULE (TA RULE)

**1. TITLE :**

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

**2. SCOPE OF APPLICATION :**

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

**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.

**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.

**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.

**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.

## 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 Director(A&D)	Air or Air conditioned first class by Rail	Within Tamilnadu or Outside the State	Rs.2000/-
2.	Principal / Professors / Deans / Directors	1. Air journey	Outside the state	Rs.2000/-
		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.1000/-
4.	Assistant Professor	Sleeper Class by Rail	Tamilnadu and Other State	Rs.750/-
5.	All Non Teaching Staffs	Sleeper Class by Rail	Tamilnadu and Other State	Rs.500/-

### NOTE :

1. Chennai City is the Head Quarters of PEC employees and hence there shall be no DA for travelling in Chennai City.
2. The employees who are travelling in Chennai 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 Chennai 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.**

**8. TA / DA FOR STAYING NEW DELHI OR OTHER STATE HEADQUARTERS INCLUDING UNION TERRITORIES :**

Sl. No.	Cadre	Lodging(OTHER STATES )	BOARDING
		New Delhi	New Delhi
1.	The Director(A&D)	3 Star Hotel subject to a maximum of Rs.3000/- per day	Rs.2000/-
2.	Principal / Professors / Deans / Directors	Rs.3000/- per day	Rs.1500/-
3.	Associate Professor	Rs.1500/- per day	Rs.1000/-
4.	Assistant Professor	Rs.1000/- per day	Rs.750/-
5.	All Non Teaching Staffs	Rs.500/- per day	Rs.400/-

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

**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.

**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.

**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)

**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.

**13. CERTIFICATES :**

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”**

**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.**

**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 CLAMANT**

- 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.

## ANNEXURE A

### MAIN AGENDAS FOR DEPARTMENT STAFF MEETING

- 1 **Meeting – at the beginning of financial year**
- 2 Annual budget preparation
- 3 Plan proposal for equipment and consumable purchase.
- 4 Proposal for development works in the department.
- 5 **Meeting – at the beginning of academic year**
- 6 Additional faculty requirement for odd and even semesters
- 7 Proposal for students' Industrial Visit.
- 8 Proposal for purchase of books for library.
- 9 Proposal for faculty development programme.
- 10 Proposal for annual stock taking.
- 11 Proposal for industrial/local visits.
- 12 Proposal for guest lectures / Symposium
- 13 Preparation of department academic calendar / Subject Allocation
- 14 **Meeting – Before the commencement of a semester**
- 15 Requirements of laboratory record and observation note books to students.
- 16 List of text books to be made available for students in the library.
- 17 Identification of experts for guest lectures.
- 18 Work load allotment to faculty members.
- 19 Review of department records maintenance.
- 20 **Meeting- During a semester.**
- 21 Review of internal assessment test results and attendance.
- 22 Review of syllabus coverage
- 23 Review of laboratory experiment coverage
- 24 Scheme for retests and coaching classes for academically weak students.
- 25 Review of class work records.
- 26 Arrangement of local visits and guest lecture.
- 27 Maintenance of laboratories.

## ANNEXURE B

### TIME SCHEDULE FOR IMPORTANT ACTIVITIES

The H.O.D and the faculty members shall complete the following activities as per the schedule given below.

The local industrial visits shall be completed within 30 days from the date of the Commencement of the semester.

The syllabus coverage of the theory courses shall be as follows. If needed, special classes shall be arranged.

- i. Unit I – 15<sup>th</sup> day from the commencement of the semester
- ii. Unit II – 30<sup>th</sup> day from the commencement of the semester.
- iii. Unit III – 45<sup>th</sup> day from the commencement of the semester.
- iv. Unit IV- 60<sup>th</sup> day from the commencement of the semester.
- v. Unit V – 75<sup>th</sup> day from the commencement of the semester.

The educational tour shall be arranged within 45 days from the commencement of the semester.

Final year project report shall be submitted **15 days** before the examination date by the students to the H.O.D.

Every student shall complete a minimum of one experiment in the laboratory class and complete the record during every week in a semester. If necessary, special classes shall be arranged.

The laboratory manual shall be prepared by the concerned faculty member and given to the student one week before the commencement of the semester.

All consumables and non-consumables required for the conduct of the laboratory classes shall be procured 15 days before the commencement of the semester by the lab in-charge.



**ANNEXURE C**  
**GUIDELINES FOR AVAILING CASUAL LEAVE / OTHER LEAVES**

1. As a general rule any kind of leave should not avail as a matter of right.
2. A Casual leave or any kind of leave should be availed only after obtaining sanction from the competent authority.
3. The specific reason for availing the Casual leave or any kind of leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.
4. Leave should be availed only after making alternative arrangements. For Faculties, they should arrange their classes through a teacher handling subject for the same class.
5. For sick and hospitalization and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case they should submit the leave letter on the first day of reporting to the College. If they fail to do so, the absence will be treated as Extra-Ordinary Leave (EOL) and the salary will be deducted proportionally to the working days in that month as follows:

$$\text{EOL on LLP on EOL} = \frac{\text{Gross Salary}}{\text{No. of working days in a month}} \times \text{No. of days on EOL}$$

6. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.
7. Informed CL is allowed only twice in a semester at the discretion of the Principal or else informed leave will be treated as Leave on Loss of Pay.
8. Only one day CL is allowed per month on prior sanction and all other kinds of leave in a month are treated as Leave on Loss of Pay **except CPL**.
9. There is no restriction to avail accumulated CL during vacation or study holidays or University practical / theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If it exceeds, the entire period of leave will be treated as Leave on Loss of Pay.
10. If She / He applies for CL or LLP on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or week end holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior sanction is obtained from competent authority or else the holidays will be treated as Leave on Loss of Pay.

11. She / He applies CL or LLP in advance on a working day preceding a short declared holiday or week end holidays and **also** applies CL / LLP on the day immediately after declared holidays or week end holidays (holidays of short duration – less than 7 days), then intervening holidays will be treated LLP.
12. If She / He reports duty on the last working day of the weekend or short declared holidays (Less than seven days) **and apply for CL / LLP in advance** for the first working day of the succeeding week, the intervening holidays will be treated as permission.
13. She / He can avail **either** CL / LLP on suffix working day **or** avail CL / LLP on prefix working day of the short declared holidays less than 7 days or week end holidays **(i.e.) they can't avail leave on suffix and prefix days.**
14. She / He should **attend duty on the first and the last working day** of a declared holiday of long duration (Seven and more than seven days). Otherwise the whole period will be treated as LLP.
15. Compensation leave should be registered in the Front Office with proper permission to work on holidays and should be availed with prior sanction. **Compensation leave should not be combined with CL.** CPL can be availed within 3 months from the date of actual day of work done.
16. If a staff member joined duty in the second fortnight of a month and applied for leave in the month the leave will be treated as LLP.
17. Those who want to avail OD / Permission for attending short term courses / Seminars/ Symposia and Conference should get prior sanction from the competent authority in writing. They should produce the attendance certificates, participation certificate and two pages report compulsorily; otherwise their absence will be treated as LLP.
18. Late register / permission register will be maintained in the front office. The staff members should sign in the late permission register indicating the reason for late attendance / permission and time of arrival. They should also submit permission letter duly approved by the HOD / Director at the time of entering into the register. Late /Permission register is available for staff members, only **up to 9.15 AM in the morning and from 02.45 PM in the evening.** For any staff arrived the office beyond 09.15 AM ½ day leave will be deducted. **Two Permissions / Late (both combined)** can be availed in a month. Permission or late (both combined) more than 2 in a month will be treated as ½ day CL or LLP on each occasion of such late / permission.

## ANNEXURE D

### SUGGESTIONS FOR GOOD TEACHING

1. Revise the subject topics for at least 1 hour in your room before going to the class. Write down the points to be covered in the class and use the same to teach.
2. Do not take the text-book to the classroom and read or dictate from the book to the students.
3. Always be on the stage near the board and talk facing the students. Raise your Voice such that the students at the back benches are able to hear you.
  - a. Make the students compulsorily to occupy the front benches and leave the back benches vacant so the students can hear you better.
  - b. Write down the topics to be covered on the black board neatly and teach in that sequence.
  - c. Ensure that you have driven home the points. A simple feedback will give you a clear picture.
  - d. A pep talk at intervals and a piece of advice will go a long way to develop the students' overall skills.
4. Attract the students' attention towards your teaching by sequencing the topics correctly and using simple language to present them.
5. Never go to the classroom empty handed. Always carry one or two sheets of prepared notes or lecture notes.
6. Write down important principles, derivations, worked out examples on the board neatly and ask the students to take them down in their note books.
7. In the last 10 minutes, give an overview of the topics covered and dictate probable questions.
8. Plan your lessons by giving lecture notes and citing the page number in the text book.
9. Do not accept on any account to take the class of your colleague if he is present in the college.
10. Refer standard text books. Always discuss with your colleagues in case of doubts.
11. Be always student friendly and use pleasing language.
12. Give week end assignments compulsorily and ensure that the students complete the same.

13. Whenever guest lectures are arranged, the relevant subject teachers should make it a point to attend. This will go in a long way to understand the teaching method from an experienced professor.
14. If a student in the class is indifferent, do not ignore him. Pay special attention to all such students and interact with them during your teaching session.

## ANNEXURE E

### ALLOTMENT OF CRITICAL SUCCESS FACTOR AND TARGET

#### 1) VISION

1. To produce 100% results (**NIL ARREARS**).
2. To Improve performance in critical Subjects in which more students perform poorly
3. To coordinate and plan State / Regional/National/International Symposium, and department level workshops and seminars.
4. To initiate R&D activities, enter MOUs with Industries, Consultancy and Sponsored Projects.
5. To carryout activities for NBA & ISO and prepare development plans for the college.

#### 2) PLAN

Critical Success Project	Owner	Metrics	Target			
			2014-15 Odd	2014-15 Even	2015-16 Odd	2015-16 Even
Nil Arrears	HOD EEE	% Results	88%	90%		
Identification of critical Subjects	Dr.Mahadevan	% Results	100%	90%		
Seminars, Workshops, Conferences	HOD ECE	% Results	100%	100%		
R&D, Consultancy, MOU	Vice Principal	% Results	100%	100%		
NBA, ISO Development plan for college	Vice Principal	% Results	100%	100%		

**ANNEXURE F**

**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 15 days 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.

**6.1**

**6.2**

**PRINCIPAL/ DIRECTOR/HOD\*\***

\*\*Delete whichever is not applicable.



**ANNEXURE G**

**PURCHASE ORDER FOR CONSUMABLES**

NAME OF THE DEPARTMENT:

Our Ref:

Indent No.

Date:

Your Quotation:

Messers.....  
.....  
.....

KINDLY SUPPLY THE FOLLOWING AS PER THE TERMS AND CONDITIONS GIVEN  
HEREUNDER:

Item No.	Specification / Description of articles	Quantity required	Cost		Remarks
			Unit	Rate	

**CONDITIONS**

4. This indent is valid upto..... and will be treated as cancelled if the goods are not supplied on or before this date.
5. All correspondence to be addressed to the indenting authority giving the number and the date of the indent.
6. Invoice in triplicate, the original being pre-receipted on revenue stamp and giving the No. and date of the indent to be sent to the indenting authority.
7. Goods not suitably packed will be entirely at supplier's risk.
8. Goods to be insured against all risks by the supplier.
9. Goods sent in package be marked with the name of indenting authority of the Prathyusha Engineering College, Aranvoyaluppam, Thriuvallur – 602 025.
10. If the materials supplied are not upto the specifications, they will be returned to the Supplier.

11. Payment will be made within 15 days from the day of receipt at this end, provided the goods are received in good working condition in our stores.
  
12. If the materials are not supplied in time, the natural loss if any incurred by the indenting authority should be made good by the supplier.

**Signature of the Indenting Authority**



**ANNEXURE J**

**FORM OF COMPLETION REPORT**

1. NAME OF THE ITEM :
2. TENDER NOTIFICATION NO. & DATE :
3. PURCHASE ORDER NO. & DATE :
4. NAME OF THE SUPPLIER :

**CERTIFIED THAT:-**

1. The goods have been received in good condition.
2. The goods received are in accordance with the specifications given in the schedule to the Purchase Order.
3. The firm has fulfilled all the conditions stipulated in the Purchase Order.
4. The goods purchased have been taken into stock of item No..... page.....of the Stock Register, put to beneficial use and are working satisfactory.

**Signature of the  
Director / HOD**



