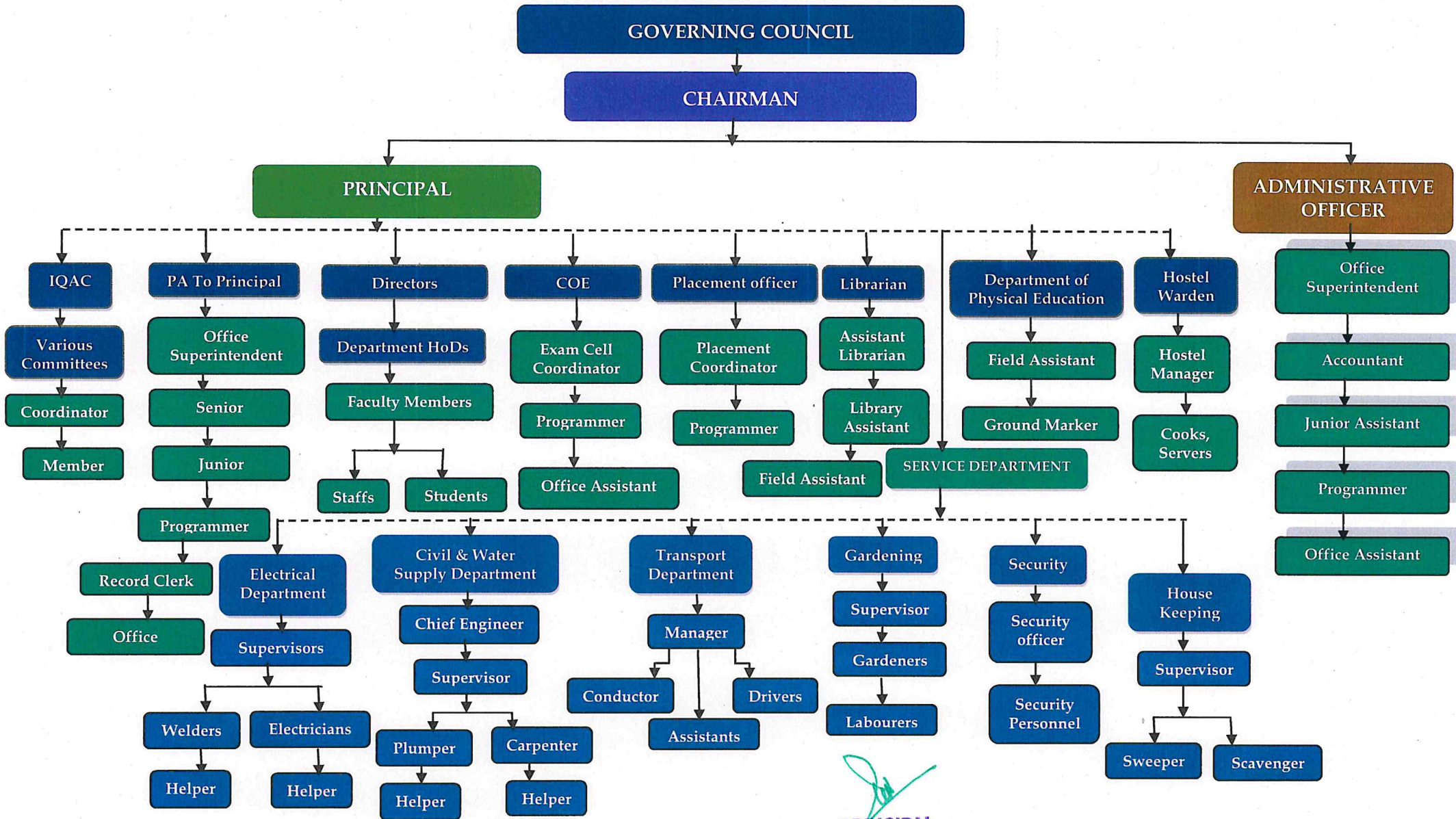





**6.2.2 The Functioning of the Institutional Bodies is Effective and Efficient as Visible from Policies, Administrative Setup, Appointment and Service Rules, Procedures, etc.**

<b>S.No</b>	<b>Description</b>	<b>Page No</b>
1.	Organogram of the Institution	<b>02</b>
2.	Responsibilities of Various Designates	<b>03 – 13</b>
3.	HR Policy	<b>14 – 26</b>

# K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE - 637215.



  
**PRINCIPAL,**  
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**K. S. R. KALVI NAGAR**  
**TIRUCHENGODE - 637**  
**NAMAKKAL DI, TAMIL NADU.**

## 9.1 Chairman

### Responsibility & Authority

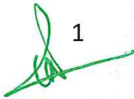
- As a management exemplary, the chairman assumes key role in the overall governance of the institution
- He is the supreme authority for the institution.
- Articulation of long-term policies by the Management.
- Overseer of policy implementation.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the Staff Selection Committee and approve all appointment and relieving orders.
- He is authorized to take decision on all college related activities.
- He is responsible for the conduct of Governing Council meeting and planning and monitoring committee meetings.
- Acquiring Endorsement of annual budget.

## 9.2 Principal

### Responsibility & Authority

- Principal is an ex-official member of the governing council.
- Formulation of strategic planning for the expeditious implementation is the responsibility of the Principal.
- To ensure that the quality policy & objective is implemented and maintained.
- To define and approve the college Quality Objectives and to ensure that the policy is understood, implemented and maintained.
- He is authorized to take decision on all college related activities in consultation with Chairman.
- He assists the Chairman in the administrative activities.
- To approve Quality System Procedures, Quality System Manual and documents as Top Management.
- Responsible to explore the possibilities of introduction of new courses.
- Responsible for planning and implementing various welfare measures for faculty, staff and students.
- Principal is responsible for the conduct of all academic activities.
- To define the responsibility and authority of all teaching and non-teaching staff.
- To conduct HODs meeting periodically regarding the academic matters/monitoring.
- To motivate all the faculty & staff members and students for their better performance in all the domains.
- To define the Quality Objectives in line with the Quality Policy and monitoring it periodically.

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- Initiate corrective measures to be carried out within the time limit.
- Respond positively to all queries on the operational effectiveness of the quality management system.
- To make everything available for certification and surveillance audits.
- To respond readily to all quality improvement programmes.
- Responsible for procurement activities for the various requirements of the Institution.
- Responsible for student admission as per the norms in consultation with Chairman.
- Working towards fulfilling the requirements to obtain NBA for all courses offered.
- To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
- Adhering the norms of University, Director of Technical Education (DOTE) and All India Council for Technical Education (AICTE).
- Setting priorities for short term and long-term goals.
- Marching towards the Quality Policy, with prime importance to specific objectives, discipline and quality education.
- Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities.
- Standardize and Streamline all the procedures to implement Quality Management System.
- Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
- Appreciate the worthy task, by the students and staff synergy.
- To bring out the natural talents of students and sharpen them.
- Activate placement service for students.
- Delegate H.O.Ds to accord sanction and approval for specific requirements and documents.
- Conducting both internal and external examinations as a Chief Superintendent.
- Identify and recommend standardization of various activities through appropriate software and hardware.
- Monitor the continual improvement of QMS and Procedures.
- Identify and conduct of in house programmes for the value addition of faculties, staff and students.
- Warden of both boys' hostel and girls' hostel.

### 9.3 HoD

#### Responsibility & Authority

- ✓ Affiliating the activities of faculty and the supporting staff in the department towards
- ✓ Achieving the institutional goals and department objectives. Systematic, Planning and
- ✓ Supervision of overall activities with special reference to:
- Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.

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- To make effort to fulfill departmental requirements like staff, equipments, books, class- rooms and other learning materials.
- Preparation and submission of annual departmental budget to the Principal.
- Installing laboratories, Up-keeping and improving the existing laboratories.
- Conducting departmental staff meetings periodically.
- Act as a facilitator, motivate high achievers and encourage slow learners.
- Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching category.
- Coordinate with the Principal in the administration of the College.
- Reporting to the Principal regularly regarding academic activities.
- Co-ordinate with the University in curriculum upgradation.
- Enroll faculty members in professional organizations.
- Allocate and share workload evenly among the faculty.
- Delegation and Decentralization of Staff and Power.
- Fix deadline for the assigned work.
- Conduct class committee meeting involving student representatives.
- Identify and organize counseling programmes for the students through the Student Counselor / Class in-charges.
- Equip the faculty and students for accessibility to the National and International resource materials

#### **9.4 Professor/ Associate Professor/ Assistant Professor**

##### **Responsibility & Authority**

- The responsibilities of Professor/ Associate Professor/ Assistant Professor are spelt out as follows:
- To co-ordinate with the head of the department in all academic and non- academic activities.
- Undertaking specific and special tasks assigned by the head of the department.
- Completion of Syllabus including practical.
- Close follow up of absenteeism.
- Answer script valuation and Mark statement submission as mentioned in the procedure.
- To act as invigilators and examiners during the conduct of examinations.
- To shoulder the responsibilities of the head of the department in his / her absence.
- Guiding students on specific task like educational tour, industrial visit, etc.
- Maintaining ethical standards both in and outside the campus on their part and students.
- Taking additional responsibilities like warden ship, timetable in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.
- Attending FDP / Refresher Courses, Summer Schools, Winter Schools, and Seminar etc. to ensure that their knowledge level is enhanced continuously.
- To keep abreast of the state-of-art technologies in their field by utilizing journals in library.

  
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- To grant leave for the students within his (or) her ambit.
- To grade individual performance and award internal marks.
- Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HoD.
- Ensures that all Laboratory programs, projects are planned and completed well in time.
- Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programme immediately.
- Faculty ensures that all the periodical tests and model examinations for theory and practical are held as shown in the calendar.
- Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HoD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- Faculty assists in association meetings and assigned committees.

## 9.5 Class Advisor


### Responsibility & Authority

- The responsibilities of Class Advisor are spelt out as follows:
- Class Advisor takes the responsibility of the class.
- Class Advisor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- Class Advisor works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- Class Advisor keep constant touch with the members of faculty regarding discipline and academic program of the students.
- Class Advisor ensures that the results of the periodical tests, model examination and University examination are collected with analysis and acts on that by conveying to HoDs, Principal and parents.

## 9.6 Student Mentor

### Responsibility & Authority

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The responsibilities of Student Mentor are spelt out as follows:

- Each Student Mentor takes the responsibility of maximum no. Of 20-30 students.
- Student Mentor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- In carrying out the counselling process the Student Mentor establishes a system of consultation with the HoD and other connected faculty members and update the relevant information and requirements of his / her students.
- Student Mentor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- Student Mentor counsels the students in respect of university examination and guides them for successful performance.
- Student Mentor helps in spotting of talents among students, direct them to various activities and monitors their performance and progress.

Student Mentor is expected to keep his / her own counselling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counselling in achieving overall improvement of student performance and development.

### **9.7 Laboratory In-Charges**

#### **Responsibility & Authority**

- Responsible for monitoring the operations and maintenance of Lab. equipments.
- Responsible for assisting and purchase of lab. Equipments.
- Responsible to take necessary steps to replace the worn-out equipments.

Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

### **9.8 Librarian**

#### **Responsibility & Authority**

- To achieve optimum efficiency of Library resources.
- Collection and Processing of indent from various departments.
- Procurement and Maintenance of books, journals.
- Overall supervision of Library activities
- Protecting important volumes, records and discard of the obsolete.
- Ensure the modern trend in updating the library.
- Ensure the user satisfaction by collecting the feedback and by personal enquiry.

### **9.9 Assistant Librarian**



### **Responsibility & Authority**

- Assisting the Librarian in all types of work.
- Maintaining silence during library working hours
- Keeping of all files and registers.
- Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
- Responsible for issue, returns and renewal of books and journals

#### **9.10 Library Assistant**

##### **Responsibility & Authority**

- Automation entry
- Maintenance of digital library systems, CD, DVD Floppies.
- Issue and returns of CD, DVD
- Keeping digital library files and registers.
- Preparation of consolidated monthly reports of the usage

#### **9.11 Library Office Assistant**

##### **Responsibility & Authority**

- Responsible for the arrangement of book in racks.
- Responsible for taking Xerox and maintaining the bill books.
- Responsible for the Cleanliness of the library.

#### **9.12 Training and Placement Officer (TPO)**

##### **Responsibility & Authority**

- Identifying the training needs of students in II,III and IV year by obtaining one-page response sheet from them
- Identify and arrange for internal/external resource persons according to the need
- Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD
- Organise periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni
- Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training
- Organising interaction with alumni and current students.
- Organizing and conducting On/Off campus interviews and maintaining records for the placement of students

#### **9.13 Physical Director (PD)**

##### **Responsibility & Authority**

- Budgeting for the Year-regarding sports activities.
- Undertaking State Level tournaments and conducting them successfully.
- Attending Physical Directors' Meeting.
- Participating in advanced training programmes.

- Inculcating a strong code of discipline in sports among the students.
- Developing inter-personal relationship with various departments.
- Select Participants for the competing team at the College level tournaments.
- Arranging coaching camps and friendly matches for the Players.
- To insist mandatory practice for the team players.

#### 9.14 Marker

##### Responsibility & Authority

- Assisting P.D in the sports activities

#### 9.15 NSS Programme Officer

##### Responsibility & Authority

- Conducting NSS programme as per plan and submitting report

#### 9.16 Deputy Warden (Boys & Girls)

##### Responsibility & Authority

- Assist the Warden in his duties.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Admission of students and allocation of living rooms through lot system.
- Creation of homely atmosphere inside the hostel.
- Coordinating the activities of the sub-wardens.
- Ensuring prompt housekeeping.
- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Conduct Hostel Representative meeting to discuss relevant issues every month second Wednesday.
- Grant permission, leave to stay inside (or) to go outside the hostel campus.
- Ensure approved remedial measures for defaulting students.

#### 9.17 Mess Manager (Hostel)

##### Responsibility & Authority

- In-charge of the kitchen store-room
- Maintaining hostel account and records.
- Purchase of quality food materials at competitive prices.
- Responsible for distributing the cooking materials to mess workers
- Preparation of bills and passing them for payment.
- Verifying Carpentry, electrical work in the hostel.
- Responsible for Water facilities.
- Supervising the dining hall during breakfast, lunch and dinner.
- Preparation of mess bill.
- Supervising the mess workers and sweepers.
- Supervising the cleanliness in and around the hostel.

## 9.18 Mess Workers

### Responsibility & Authority

- Preparing and serving food for the student and staff in the hostel
- Preventive maintenance of kitchen equipment.
- Maintaining housekeeping of the dining hall

## 9.19 Administrative Officer

### Responsibility & Authority

- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
- Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE & AU)
- Keep all related documents of AICTE & Anna University
- Assist the Principal to conduct staff Interviews, keeping the all received applications, preparation of appointment orders, receiving the joining reports from recruited staff.
- Preparation and submission of promotion and salary fixation to Correspondent as per the qualification and experience of staff members in consultation with Principal.
- To assist the Correspondent and Principal in student admission process.(Fresh Admissions , Lateral Admissions , Transfer Admissions , Re-admissions)
- Keep Staff original Certificates and other achievement certificates etc.,
- Maintain Staff Service Registers, File (SR) and Staff disciplinary action files.
- Prepare Staff recruitment advertisements for publishing in dailies.
- Keep the records of relieved staff members.
- Keep all documents of Govt of Tamilnadu , AICTE , Anna Universities , DOTE and others.(Related to staff , students , admissions , fees collections , ragging and others).
- Keep all the legal records of Staff, Students, Suppliers and Others.
- Keep all original deeds and documents under safe custody. (MOUs, Land Documents , Receipts of Taxes paid, Building plans, Staff Bonds, and others)
- The maintenance of records and files related to all admissions. (Nominal Roll , Discontinued students details , shortage of attendance , long absentees , students medical leave and others)
- the issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- Supervision of all Examination works. (Internal Exams , Model Exams and University Examinations-theory and practical , collecting questions papers for printing, issuing question papers to concern department )
- Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.
- Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement, Route Arrangement, Diesel Bills, Bata Register and others), and despatch registers. ( Inward , Outward and Local tapals, distribution of the tapals to concern departments or in charges )



- Maintenance of all leave files and registers ( Casual Leave , permission , late , On Duty , Vacation , Medical Leave , Maternity Leave ), all attendance registers (Faculties , Non Teaching Staff , Administrative Staff , Hostel and Canteen Staff)
- Maintenance of Telephones , Xerox Machines , Fax Machines , Computers , Printers , Cash Counting Machine, Stationeries stock.
- Maintenance of Key movements (All departments and class rooms), furniture conditions, Supervision of Bell timings.
- Supervision all office automation works.
- The implementation of ISO 9001:2000 QMS standard requirements in office.
- Identification of training needs of the office staff.

Execution all other works assigned by the Correspondent and Principal from time to time.

#### **9.20 Office Superintendent Responsibility & Authority**

- To act as Administrative Officer in the absence of the Administrative Officer.
- To assist Administrative Officer in all his day to day activities.

#### **9.21 Accountant Responsibility & Authority**

- Responsible for the following activities in consultation with the Office Superintendent:
- Writing & maintaining accounts, cash books / ledgers
- Preparation of monthly accounts including writing of cash books, journals
- Verifying of bills prepared
- Preparation & consolidation of budgets
- Cash collection
- Supervision of challan writing and remittance to bank
- Supervision of postal accounts
- Preparation of daily receipts & challans and submission of associated details along with remittance details to Principal for scrutiny
- Verification of cheques & bills
- Writing daily collection register for college accounts, hostel etc.,
- Writing demand draft register, money value register
- Preparation of audit reports & replies
- Responsible of keeping the following in safe custody
- Bill books / receipt books
- Files
- Registers
- Cash books
- Ledgers
- Vouchers
- Cheque books / pass books

- Bank challans
- Fixed deposit certificates
- Other important office documents
- Preparation of salary reports
- Preparation of acquaintance and getting of signatures
- Attending to the subject of income tax.
- Writing Caution deposit register

#### 9.22 Cashier

##### Responsibility & Authority

- Collection of all types of fees.
- Writing challan and remittance to bank.

#### 9.23 Admission and Exam Clerk

##### Responsibility & Authority

- Keeping custody of all original certificates
- Closing of daily attendance.
- Writing Application form register.

#### 9.24 Scholarship Clerk

##### Responsibility & Authority

- Responsible of keeping the following in safe custody
- Scholarship forms
- Distribution and collection of Scholarship forms
- Preparing the forms ready.

#### 9.25 Transport Clerk

##### Responsibility & Authority

- Preparation of students list of boarding the vehicle.
- Preparation of "fees paid students" list.
- Maintaining the details of Drivers/Conductors up-to-date.
- Keeping the relevant documents related to the vehicles, in safe custody.

#### 9.26 Despatch Clerk

##### Responsibility & Authority

- Making entry to all letters received.
- Sending the letters to the concerned persons for verification and information.
- Keeping the relevant records in safe custody.

#### 9.27 Office Assistant

##### Responsibility & Authority

- Communicating all the office correspondence to respective department staff.

#### 9.28 Driver / Conductor

##### Responsibility & Authority

- Responsible to maintain all transport vehicles in good condition.

- Attending to work related to issue of bus pass

### **9.29 Transport In- Charge**

#### **Responsibility & Authority**

- Sanctioning of leave to drivers and conductors.
- Maintaining files for the leave letters of the drivers and conductors.
- Supervision of daily maintenance of vehicles ( tinkering, greasing, air check-up etc., )
- Verification of diesel bills, workshop bills of vehicles.
- Arranging Eye Check-ups periodically (Once in a semester) for drivers

### **9.30 Electrician / Plumber**

#### **Responsibility & Authority**

- Responsible for the maintenance of building and general equipments.

### **9.31 Gardener**

#### **Responsibility & Authority**

- Responsible for filling water in all tanks of the college campus.
- Responsible for watering the garden/construction works in the college campus.
- Helping in the food supply during peak hours in the boys hostel.

### **9.32 Sweepers**


#### **Responsibility & Authority**

- Responsible for the house keeping of campus and buildings.
- Responsible for opening and closing of class rooms daily.
- Responsible for depositing the keys in the office every day.
- Responsible for depositing the lost and found articles in the Office every day.
- Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
- Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
- Responsible for doing the works assigned during functions and programmes in the Seminar hall.
- Responsible for distributing the parcels and bundles to the Departments as a team.
- Responsible for washing the canteen every week Saturday.

### **9.31 Sergeant**

#### **Responsibility & Authority**

- Supervision of construction works

  
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# K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University,  
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TIRUCHENGODE – 637 215



## HR POLICY

With effect from 1<sup>st</sup> JUNE 2017


  
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## **Vision**

To become a globally recognized Institution in Engineering Education, Research and Entrepreneurship.

## **Mission**

- Accomplish quality education through improved teaching learning process.
- Enrich technical skills with state of the art laboratories and facilities.
- Enhance research and entrepreneurship activities to meet the industrial and societal needs.

  
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# K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637 215

## HR POLICY

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## 1 General

### 1.1 Working days and timings

The College Functions from Monday to Saturday every week except 2<sup>nd</sup> & 4<sup>th</sup> Saturday.

1.2 The College working hours are from 9.00 AM to 4.00 PM for Faculty and Staff members.

1.3 The Class timings are between 9.00 AM and 12.40 PM in the FN session. The Lunch break is from 12.40 PM to 1.45 PM. AN session is between 1.45 PM and 4.00 PM.

### 1.4 Maintenance of Attendance

1.4.1 Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.

1.4.2 All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.

## 2 Service Rules

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

### 2.1 Service Conditions

2.1.1 The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.


2.1.2 All appointments shall ordinarily be made on probation for a period of one year. The Faculty member is treated as "Regular" on completion of one year service.

### 2.2 Faculty Salary and Increment

#### 2.2.1 Salary

Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms

2.2.2 Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.

  
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### **2.2.3 Disbursement of Salary**

The salary of each staff will be directly deposited in the staff members account in the Lakshmi Vilas Bank Ltd. which is located at the college campus. The staff members should give his / her account number to the accounts office. Suitable income tax, if any, will be deducted from the salary and paid to the government.

**2.2.4** Each member has to sign acquaintance roll maintained by the AO office before 30 or 31<sup>st</sup> of each months. Failure to sign acquaintance roll will result in belated payment of salary.

### **2.3 Employees Provident Fund (EPF)**

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will make a matching contribution.

### **2.4 Accident Insurance Scheme**

All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to **Rs 1,00,000** can be claimed for Faculty & Staff members' and students' treatment and hospital expenses. In case of student's / his father's accidental death, **Rs 3,00,000** will be covered from our Group Insurance to provide Economical support to the family. In case of both Faculty & Staff members' accidental death **Rs 5,00,000** will be covered from our Group Insurance to provide Economical support to his / her Family.

### **2.5 Pay Advance**

Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments. The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

### **2.6 Quality Improvement Programme (QIP)**

Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.



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## **2.7 Superannuation and Re-Employment**

The age of superannuation of teachers would be 65 years and thereafter no extension of services shall be granted. However the institute may re-employ the super annuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may.

The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for re-employment of such category of staff.

## **2.8 Faculty Resignation**

**2.8.1** Resignation will not be accepted in the middle of the academic year.

**2.8.2** No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months salary on either side needs to paid in lieu of such notice.

**2.8.3** One month notice is to be served or one month salary on either side needs to paid in lieu of such notice for Non Teaching staff.

## **3 Faculty Recruitment Procedure and Promotion Policy**

### **3.1 Recruitment Procedures**


**3.1.1** Based on the requirement, advertisement is given in local and national level newspapers.

**3.1.2** Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.

**3.1.3** The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.

**3.1.4** The appointment is made after due approval from the Management through the Principal.

**3.1.5** AICTE pay scales are implemented. Deserving candidates are offered higher pay.

  
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### **3.2 Promotion Policies**


- 3.2.1** The college follows AICTE norms for qualification and experiences in respect of promotion of faculty members
- 3.2.2** In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- 3.2.3** Incentives are offered to faculty members who excel in academics.
- 3.2.4** Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- 3.2.5** Based on their performance in that academic year, they are suitably rewarded and honoured. Faculty members producing 100% in the Theory Subjects during the Anna University examinations, will be awarded with Rs.1,000 cash reward and appreciation certificates.
- 3.2.6** A special allowance Rs.10,000 for engineering department and Rs.6,000 for science and humanities department will be given to the faculty members who completed their Ph.D. Degree.

## **4 Leave Benefits and Rules**

The leave rules for faculty and staff are circulated for information of all concerned. The members of faculty and staff are informed to strictly adhere to these rules.

### **4.1 Casual Leave (CL)**

- 4.1.1** Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.
- 4.1.2** The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- 4.1.3** Holidays interposed between CLs will be taken as CL.
- 4.1.4** No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7 days.

  
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4.1.5 If it exceeds 7 days all the general holidays or ODs will be considered as CL.

#### 4.2 Phone Casual Leave (PCL)

4.2.1 The number of phone casual Leave, in case of genuine reasons of emergency, per semester is 2 out of 12 Casual Leaves (4 per year). PCL more than 2 per semester will be considered as loss of pay.

#### 4.3 Medical Leave

4.3.1 The number of medical leave, in case of genuine reasons of emergency, per year is 8 days.

#### 4.4 Maternity Leave (MAL)

4.4.1 Maternity leave may be granted to female faculty and staff members for period of 6 months at the request of the member based on a medical certification from a registered medical practitioner.

#### 4.5 Compensatory Leave (CCL)

4.5.1 Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

#### 4.6 Late attendance

4.6.1 Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)

4.6.2 LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

#### 4.7 Permission


The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

#### 4.8 Exam On Duty (EOD)

Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.

4.8.1 Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.

4.8.2 Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.

  
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- 4.8.3 Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- 4.8.4 External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.
- 4.8.5 Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

#### 4.9 Other On Duty Related to Academic Work (OOD)

The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.

- 4.9.1 Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
- 4.9.2 Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.
- 4.9.3 Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE, CSI, IEI etc.
- 4.9.4 Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.
- 4.9.5 Writing University Examinations for B.E / M.E pursuing Staff Members.
- 4.9.6 Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

#### 4.10 Special On Duty (SOD)

- 4.10.1 Attending sponsored programmers like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.
- 4.10.2 Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.
- 4.10.3 Accompanying Students for industrial visits / Placements.

**Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.**



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#### **4.11 Vacation Leave (VL)**

##### **Summer Vacation**

- 4.11.1 Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 3 weeks.
- 4.11.2 Faculty members who have less than 1 year of experience in our institution are eligible for VL of about 2 days per month of service during summer.
- 4.11.3 Non-teaching staff members who have completed 1 year of experience in our institution are eligible for VL of 2 weeks.
- 4.11.4 Non-teaching staff members who have less than 1 year of experience in our institution are eligible for VL of about 1 day per month of service.

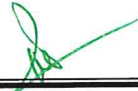
##### **Winter Vacation**

- 4.11.5 Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 1 week.
- 4.11.6 In case of any emergency vacation leave can be availed prior without affecting regular academic works.


### **5 Standards of Conduct of College Teachers**

Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)


- 5.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- 5.2 Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- 5.3 Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- 5.4 Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- 5.5 No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- 5.6 Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.

  
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- 5.7 Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 5.8 Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.
- 5.9 Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- 5.10 No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.
- 5.11 Every teacher shall help the college authorities in enforcing and maintaining discipline among students
- 5.12 No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.
- 5.13 Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.
- 5.14 No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- 5.15 No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- 5.16 No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.


  
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- 5.17 No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.
- 5.18 No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- 5.19 No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press, make any statement or public utterance or express an opinion.
- (i) Which is in the nature of character assassination reflection on the personal life of his / her superiors.
- (ii) Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters.
- 5.20 No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
- 5.21 No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.
- 5.22 No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the Government servants conduct Rules.
- 5.23 No teacher shall speculate in any business nor shall make or permit his wife /her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.

  
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- 5.24 No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.
- 5.25 A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action, which may lead to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
- 5.26 A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.

  
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