SREE SAKTHI

ENGINEERING COLLEGE

HR POLICY AND PROCEDURE MANUAL

Department of Human Resource Development

SREE SAKTHI ENGINEERING COLLEGE

839/1-D, BettathapuramPudur,

Karamadai, Coimbatore District, Tamil Nadu - 641104

WEBSITE: https://www.sreesakthi.edu.in

CHAPTER - I

INTRODUCTION AND OBJECTIVES

INTRODUCTION

COLLEGE OVERVIEW

Sree Sakthi Engineering College runs under the **Sree Sakthi Charitable Trust** which was founded in the year 2010. The college is strategically located in 10.52 acres. The management believes in investing in sound infrastructure and quality facilities to create and facilitate the perfect learning environment.

AFFILIATION & ACCREDITATION

The college is affiliated to **Anna University Chennai** and **approved by AICTE New Delhi**. SSEC visualize higher and faster growth in the field of technical education and involve itself in the preparation of students with personality, attitude and skills to ensure effective delivery of the knowledge gained in it.

COLLEGE CAMPUS

The campus of **Sree Sakthi Engineering College** is beautifully landscaped in a lush green stretch of land spread over 10.52 acres near Karamadai. The college operates a   fleet of buses connecting all the nearby villages for the convenience of the students and staffs. Besides this,   the   college   is   well connected to different parts of the districts by public transport buses.

Website: https://sreesakthi.edu.in/

ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of the Chairman of Sree Sakthi Engineering College, Shri.N.Dharmalingam.

DETAILS OF THE INSTITUTE

Jurisdiction   :Sree Sakthi Engineering College (SSEC), Karamadai

**Management**   : **Sree Sakthi Charitable Trust** (SSCT)

Nomenclature:

1	Governing Council	Body authorized by "SSCT" to Guide and Provide Directions to SSEC
2	Government	Government of Tamil Nadu/Government of India
3	AU	Anna University
4	AICTE	All India Council for Technical Education
5	College/Institution	SSEC, Karamadai
6	Management	Chairman authorized by the "SSCT" to govern the college
7	Board of Management	Chairman, Secretary, Treasurer, Director & Members of SSCT
8	Principal	Head of the College/Institution
9	Head of the Department	A senior member of faculty appointed by the Principal to administer the Dept
10	Staff	All staff of the SSEC
11	Faculty Members	A staff who undertakes teaching, research and consultancy at SSEC
12	Leave	Time away from work
13	Probation	Observation period
14	Permanent Staff	Staff on permanent tenure of service.ie confirmed after probation
15	Visiting Faculty Member	Staff based on the need
16	Appointing Authority	Chairman, SSEC

ACADEMIC COUNCIL

The following members constitute the academic council.

1. Chairman

2. Principal

3. Dean academic

4. CEO

5. All the HODs.

6. Two Nominees from the industries.

7. One nominee from CII.

8. One nominee from the Institution of Engineers

ORGANISATION CHART

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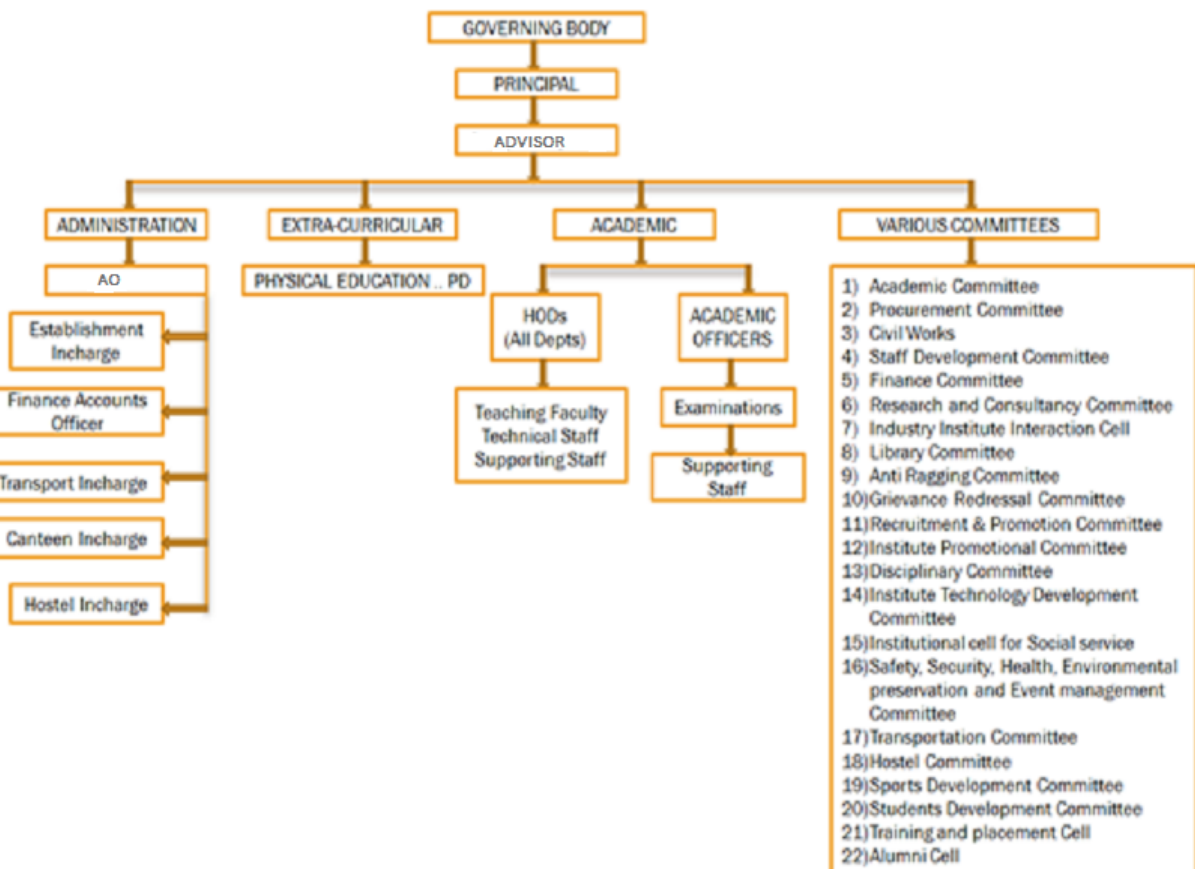
1.1.6 GOVERNING COUNCIL

1	Shri.N.Dharmalingam	Chairman
2	Dr.S.Karthikeyan	Correspondent

MANAGEMENT TEAM

Chairman		Shri.N.Dharmalingam
Principal		Dr. R. Prabhu
Academic Dean		
CEO		Mr.N.Prasannan
HoD	Civil	Miss.M.Deepika
	CSE	Mrs.K.Selva Sheela
	EEE	Ms.P.Malarvizhi
	ECE	Dr.S.Bharathidhasan
	Mech	Mr.S.Kamban
	S&H	Mrs.M.Kavitha
Head, Training Cell		Mr.N.Prasannan
Head, Placement		Mr.N.Prasannan
Librarian		Miss.M.Lavanya
Physical Director		Mr. Marimuthu
Accounts Manager		Mr.R.Dhanabalan

CO-AND EXTRA CURRICULAR ACTIVITIES

    a. National Service Scheme

    b. Youth Red Cross

ALUMNI ASSOCIATION

All the students graduating from Sree Sakthi Engineering College are automatically enrolled as members of Alumni Association. The alumni members will have access to the use of college facilities such as library, Basketball court, Cricket ground etc. The members meet periodically and share their experiences.

COMMUNICATION – ENABLING SYSTEMS

The following systems are available in the campus to enable effective communication.

- Intercom facility
- LAN – Local Area Network
- Internet Service and intranet service.
- E-mail – Each staff has an official email ID
- Phone calls (Only for official purpose)
- Wi –Fi access

OBJECTIVES

The Policy & Procedure Manual of SreeSakthi Engineering Collegeis based upon the belief that the success of the Institution is primarily dependent on its staff and that the development of their potential is beneficial both to staff as well as the Institution.

Based on the above, a comprehensive set of Polices and Procedure Instructions has been laid down in the subsequent pages of this Manual which aims at attracting, retaining and motivating staff to achieve higher goals and attain greater opportunities for advancement in their career with the Institution. Management and employees are required to comply with the policies and procedures of this Manual. This Manual supersedes all previous Policies and Procedures approved and or communicated.

The Institution reserves the right to amend or update the contents of this Manual to reflect current conditions. Employees will be notified in writing of any changes implemented.

This Manual is a private and confidential document and is the sole property of the Institution. It is not intended for public circulation. All employees are required to sign a Code of Conduct and a Confidentiality Agreement, to protect the confidentiality of the Institution's information.

No part of this Manual should be copied, reproduced, distributed, or printed without prior approval of the Principal. Contents of this Manual are confidential and are intended for internal use only.

The objectives of documenting policies and instructions are:

- To ensure consistency in their interpretation and implementation
- To apply all norms on an equitable basis throughout the Institution
- To provide transparency in all matters concerning Staff

REVIEW AND REVISION

This Manual may be reviewed every three years or at shorter intervals if deemed necessary.

Human Resources Department will initiate the review of this manual and seek appropriate approvals. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval as per the Chairman.

INTERPRETATION

The Governing Council (GC) shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this Manual in the event of any doubt in interpretation.

DISPENSATION

Any dispensation from the Manual will require the approval of the Chairman.

MAINTENANCE AND DISTRIBUTION OF MANUAL

The Human Resources Department is the custodian of this Manual. All enquiries and matters related to this Manual should be addressed to the HR Officer. Each HR Manual will be individually numbered. The HR Division will maintain a record of the distribution of the HR Manual.

All updates will reflect the revision date and will be copied to the authorized users as mentioned above. The HR Officer will maintain a record of all updates to the HR Manual and circulate all revisions and updates.

CHAPTER - II

MOTTO, VISION, MISSION, QUALITY POLICY

MOTTO

"BUILD YOUR FUTURE WITH US"

VISION

To be recognized as an international leader in engineering education, research and the application of knowledge to benefit society globally.

MISSION

To develop high quality technical education and personnel with a sound footing on basic engineering principles, technical and managerial skills, innovative research capabilities, and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength.

QUALITY POLICY

Sree Sakthi Engineering College is committed to provide quality education to the students enabling them to excel in the fields of Science, Engineering, Technology and Management to cater to the changing and challenging needs of society and industry by

- ✓ Contributing to the academic standing and overall knowledge development of the students.
- ✓ Maintaining state-of-the art infrastructure and congenial learning environment.
- ✓ Enhancing the competence of faculty to very high level and to make them adopt all modern and innovative methods in teaching-learning process.
- ✓ Inculcating moral and ethical values among students and staff.
- ✓ Collaborating with Institutions and Industries.
- ✓ Promoting research and development programme for the growth of economy.
- ✓ Disseminating technical knowledge in the region by continuing education programmes.
- ✓ Ensuring continual improvement of Quality Management Systems.

CHAPTER - III

PRELIMINARY

3.   **DEFINITIONS**

"Governing Council" (GC) is the principal organ of the Management of SSEC, and gives the approval for all academic and administrative matters.

"Chairman" means the Chairman of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him.

"Premises" means the entire premises of the office of SSEC, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of SSEC.

"Management" means, the members of the Management Team (MT), viz., Chairman / Principal HoD'svested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.

"Appointing Authority, Disciplinary Authority, and Competent Authority", under these rules means Chairman, Principal, Deans, Heads of Departments or any authority empowered and vested with powers by the GC to be of service to SSEC.

"Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in SSEC.

"Appraisal / Promotional Committee" is the Committee nominated by the Management to recommend to the Competent Authority, promotions or special increments, on the basis of performance reports.

"Employer" is the Management of SSEC.

"Establishment / Institution / College" means SSEC, its branches and other units or institutions run/ owned / managed by SSEC.

The words "Employer", "Management" and "SSEC" shall for all purposes mean the same (i.e.) the Management of SSEC, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.

"Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to Human Resources.

"Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of SSEC for the purpose of displaying notice(s).

"Habitual" means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 3 (three) months.

Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.

Singular terms denote plural forms unless otherwise mentioned.

"Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.

"Leave" means authorized absence with or without pay.

"Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal / Advisor.

CLASSIFICATION OF EMPLOYEES

"Employee" shall be classified as:

a) Permanent
b) Probationer
c) Temporary
d) Adjunct
e) Part Time
f) Visiting
g) On-Contract
h) Casual
i) Substitute
j) Trainee

3.2.1   A "Permanent" employee means one who has completed the specified period of probation or the Extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal.

3.2.2   A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal.

(NOTE: A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)

3.2.3 A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.

3.2.4 An "Adjunct" employee is a faculty hired by the Institution to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Professional / Scientist / Engineer having recognition at national / international level and having outstanding published work.

3.2.5 A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

3.2.6 A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

3.2.7 An "On-Contract" employee means a person appointed on contractual employment for a specified period.

3.2.8 A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.

3.2.9 A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.

3.2.10 A "Trainee" employee is hired by the Institution to impart training for a particular period of time.

NOTE: Employees are not entitled to benefits provided to other classes of employees unless specifically provided in the letter of appointment.

CHAPTER – IV

ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES & DECENTRALIZATION OF POWERS

4. ADMINISTRATION POLICY

4.1 Official Languages

4.1.1 All written communication within the Institution will be in English. (If required by Tamil local authorities)

4.1.2 All employees shall verbally communicate either with each other or with clients in the English or Tamil or their language understood by him.

4.1.3 All publications for external circulation issued by the Institution shall be reviewed by the Principal for English content and suitability

4.1.4 All internal communication shall be printed or written in English.

4.1.5 All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the caller or receiver.

4.1.6 All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

4.2 Telephone Use and Coverage

4.2.1 It is the policy of the Institution to ensure that there is a procedure for proper Telephone use for and coverage official purpose. During scheduled working hours, telephone coverage must be maintained in all Departments.

4.2.2 Official call messages will be taken for incoming telephone calls by the Department Secretaries, if not available in the Department / if busy in taking classes. Employees may return telephone calls immediately on return to their desk.

4.2.3 If staff is unavailable to answer the telephone, in cases where all staff is involved in an activity outside the Department, then the Department Secretary or the Front Desk Staff is to be alerted to receive the incoming calls.

4.2.4 Visitors / Business clients should not answer telephones in the Academic Block areas but may receive calls from the other areas of the Institution.

4.3 Personal calls

4.3.1   Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms / Laboratories / Library.

4.3.2   The concerned Department Secretary is required to be authorized to handle emergency personal calls when the staff is away in the Class Room / Laboratories / Library.

In such an event, the name and number of the caller shall be recorded, and the person concerned will revert to the caller when free to do so.

All other personal calls should not be encouraged during the course of the Institution timing.

4.4 Notice Board

It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Tamil.

Posting on Employee Notice / Bulletin Boards / Posters / Display of Information--

No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.

All the Employee related information displayed on the notice board should be in English.

Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the Hindustan Group / subject connected with the Students, Examinations, Competitions, etc. only.

All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / HoD before the same is displayed.

The undated Notices / Other information will remain posted for a maximum of 15 days.

The Principal / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.

Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed.

4.5 Communication

Channels of communication within the Institution are to be Clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.

4.5.1 It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intentions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institution's & Departmental goals and objectives.

4.5.2 The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.

4.5.3 Confidentiality should be maintained in all official and Employee related matters.

4.6 Employee Identification Cards

To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.

All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:

Name, Photograph, Designation, Department, Date of Joining, Address & Blood Group.

Employees will be required to wear their ID Cards at all times while on premises.

When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the HR Department.

4.7 Fire Prevention

4.7.1 Following recommendations are to be followed by all the Departments to ensure a safe fire-free

Environment in the campus:-

- Free access to fire extinguishers.
- Light should never be shielded with linen or other combustible material.
- The NO SMOKING rule shall be enforced throughout the Institution.
- Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.
- Always familiarize yourself with fire procedures.

4.8   Workplace Violence

4.8.1   Violent acts occurring in the workplace greatly affect the individual's feelings of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.

4.8.2   An act of violence may be of any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.

4.8.3   A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

4.8.4   Workplace includes all Institution facilities, viz., Canteen / Hostel / Campus Store / Play Area, etc., and off-campus locations where Employees are engaged in Institution business.

4.8.5   Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and the Principal.

4.9   Lost & Found

4.9.1   Any Employee finding anything in the Institution premises should deposit the same with the Campus Manager, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.

4.9.2   Any item reported as being "lost" will be investigated by Security. A box will be kept for"Lost Items". Such box will detail as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the Campus Manager, only after obtaining approval from the Principal.

4.10   Confidentiality

4.10.1   No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.

4.10.2   Members of the staff, except where necessary, shall not, without the prior written consent of the Director retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

4.11   Reporting

4.11.1   Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

4.12   Service Conditions

4.12.1   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 by the competent authority.

4.12.2   Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.

4.12.3   Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal.

4.12.4   Notwithstanding anything contained above, whenever any consultation work for any private firm or Institution is undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.

Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms.

4.13   Welfare Facilities For Staff

4.13.1 Pay Revision is based on the Performance Appraisal report of the individual and will be taken up at the beginning of every academic year. Performance and other credentials of the staff members shall be the integral part of the pay revision. The same procedure shall also be followed for Increments.

4.13.2 For all staff whose basic pay is less than Rs.15000/- per month, the management will contribute 12% of their basic salary or Rs.780 and remit to the EPF. Office, with an equal contribution from the staff every month.

4.13.3   All staffs are covered by the group medical insurance scheme.

4.13.4   Free Transport for select staff and Bus In-charge.

4.13.5   Free boarding and Lodging for certain faculties, Staff holding Warden / Assistant Warden post.

4.13.6   Free / Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.

4.13.7   Provision of a separate Dining Hall for the benefit of staff members.

4.13.8   Free Tea / Coffee is provided to the Administrative staff during both the sessions.

4.13.9   Medical Room is available in the campus. Free consultations and free treatment and medicine are provided by the Doctor to the staff and students.

4.13.10 Staff and students are permitted free travel by for Training Programs, meetings, etc.,

4.13.11 Internet facility is made available in the campus.

4.13.12 Special permission is granted to the staff participating in indoor or outdoor games during Intercollegiate Tournaments.

Medical assistance scheme: The worker should be in the age group of 18-60 years and his salary should not exceed Rs. 7,500/- per month. Financial assistance ranging from Rs. 5,000/- to Rs. 10,000/- will be given to employees undergoing severe ailments like heart surgery, kidney transplantation, cancer, Tuberculosis, etc. The Board has the discretion to decide case by case on merits.

Scholarship Scheme: Grant of Scholarship to the children of employees studying from eighth standard and above including professional courses. The amount ranges from Rs. 500/- to Rs. 2,000/-, per year.

Supply of Tri-cycles to disabled employees: The workers should be in the age group of 18-60 years and his salary should not exceed Rs.5000/- per month.

Financial assistance for purchase of artificial organs of the body for disabled: The workers should be in the age group of 18-60 years. No salary limit to get this benefit. The worker should neither covered under ESI nor received any assistance from any other source. The assistance ranges from Rs. 1,000/- to Rs. 5,000/-.

Financial assistance to the family of the deceased workmen to perform last rites: The workers should be in the age group of 18-60 years. The workers working in organized and unorganized sector are eligible for Rs. 2,000/- under this Scheme. No salary limit to get this benefit.

Financial assistance to the workers in case of accidents: The workers should be in the age group of 18-60 years. No salary limit to get this benefit. The worker will get Rs. 1,000/- to Rs. 3,000/- depend upon the severity.

Computer courses for the dependents of the employees: The workers should be in the age group of 18-40 years and studied up to SSLC are eligible for these courses.

Spoken English Courses for the dependents of the employees: The workers should be in the age group of 18-40 years and studied unto SSLC are eligible for these courses.

4.14. Decentralization of Powers

Finance Part - Imprest amount is given as mentioned below

Imprest cash is given to each HoD to meet out urgent requirements like permitting staff members to attend Seminar Workshop within Tamil Nadu, conveyance for arranging guest lecture, consumable purchase of small value, maintenance and upkeep of their departments, etc. Imprest amount should not be used for capital purchase under any circumstances.

Category

Imprest amount (Rs.)

Principal	10,000/-
HoD	5,000/-
Transport in-charge	3,000/-

Administration Authority of HOD

Every HOD is given powers in the areas specified below

- ✓ Selection of Staff (Teaching / Non-Teaching) for their departments
- ✓ Designing of curriculum and recommendation for introduction of new courses
- ✓ Allotment of workload
- ✓ Assignment of additional workload
- ✓ Setting up of labs, in line with the AICTE requirements
- ✓ Nominating staff to attend training Program / Faculty Development Program (both internal and external)
- ✓ Freedom to conduct in-house and outside symposium / training Programs
- ✓ Recommending leave / OOD. for the department staff
- ✓ Recommending of equipment to be purchased
- ✓ Screening of quotations and selection of suppliers for purchasing consumables

- ✓ Research and Development proposal
- ✓ Product development proposal
- ✓ Redressal of department staff grievances
- ✓ Counseling
- ✓ Procurement of books pertaining to the department
- ✓ Free hand to monitor and discipline of the student
- ✓ To conduct motivational and other training Programs for staff and students
- ✓ Implementation of ISO methodologies and to ensure qualitative education to the students

CHAPTER – V

SELECTION & APPOINTMENT OF EMPLOYEES

SELECTION & APPOINTMENT POLICY

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

The Selection and Appointment Policy is based on the following principles:

✓ We recruit the best talent available based STRICTLY on merit.
✓ Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience.
✓ We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.
✓ We do not re-hire staff who have been terminated with a cause by the Institution.
✓ We should always ensure that managers and staff involved in the recruitment process do not succumb to any pressure that can result in compromising the quality of staff to be hired.

5.1 SELECTION / APPOINTMENT

5.1.1 All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.

5.1.2 Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee.

5.1.3 Recruitment of employees shall be made from one or more of the following sources:

✓ Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
✓ Promotion of existing employees from the lower cadres as per Promotion Policy.
✓ From any other source as determined by the Appointing Authority.

5.1.4 Each staff should serve for at least a minimum period of three academic year or as per the terms and conditions mentioned in his Appointment Order.

Minimum Qualification for each Teaching Post

S.No.	Cadre	Qualification	Experience in Years
1	Assistant Professor (A.P - I)	First Class Master Degree in Engineering / Technology	0-5 years experience
		First Class M Phil (S & H)	
2	Assistant Professor Senior scale(A.P - II)	First Class Master Degree in Engineering / Technology	5-7 years experience
		First Class M Phil (S & H)	7 years experience
3	Assistant Professor (Selection Grade) (A.P – III)	First Class Master Degree in Engineering / Technology	10 years experience
		Ph D in Engineering / Technology	0-2 years experience
		First Class M Phil. (for S & H)	12 years experience
		Ph D in M Phil (for S & H)	5 years experience
4	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.
		PhD Degree with first class Master's Degree in S&H	12 years experience
5	Professor	Ph.D Degree with first class Master's Degree in Engineering / Technology	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
		Ph.D Degree with first class Master's Degree in S&H	10 years of teaching/ research /industry experience out of which 5 years as Associate Professor
		Ph.D Degree with first class Master's Degree in S&H	15 years experience
6	Adjunct Faculty Candidate for Adjunct Faculty from industry should have relevant professional qualification (as applicable to regular faculty)	10 - 15 years of experience from industry / organization satisfying the following norms – Teaching and research organizations of State / Central Government Institutions / Universities; Central and State Public Sector Undertakings (PSUs); Reputed Industries; Civil Servants (IAS / IPS / officials from Central and Provincial Services), professionals and officials from professional councils; NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.	

Counting of Experience for appointment / promotion

Teaching experience in Universities / Engineering Institutions / Reputed Industries / Overseas Experience	Actual experience (100%)
Teaching experience in Polytechnic / Arts & Science College / Private Institutes / Schools / General Industry	Half of the Actual experience (50%)
Part time / Visiting Employment	One-fourth of the Actual Experience (25%)

For the purpose of calculation of experience, documentary evidence such as Appointment Order / Relieving Order and Experience Certificate is mandatory. Principal / HR Department will decide on the actual experience taking into account the proof submitted. Only completed year of service will be taken into account for the purpose of salary fixation – if a person has 6.10 years experience, it will be construed as 6 years experience only. However, in certain cases, the 10 month experience was considered as one full year and full weight age would be given for Industry / other teaching experience.

Selection of Teaching and Non-Teaching Employees

(a) Mode of Selection of Regular Faculty:

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

- ✓ At the end of each semester, the HoDs review the staff position in their departments and prepare a manpower requirement list
- ✓ The manpower requirement list is presented to the Principal
- ✓ The Principal discusses the requirement in the HoD's meeting and finalize the decision, taking into account the increase in in-take / new course / staff leaving, etc.
- ✓ The manpower requirement list is forwarded to the Management Team for approval. After the approval, advertisements are released in the leading newspapers
- ✓ The applications received are duly scrutinized
- ✓ Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process
- ✓ Shortlisted applicants are intimated to attend the interview on a specified date and time.
- ✓ The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
- ✓ The Selection Committee finalizes the selection of candidates,
- ✓ The selected candidates will be given the Offer of Appointment by the Department of HRD, subject to the submission of the candidate's degree certificate in the original for verification.
- ✓ Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate (for verification) as a token of acceptance of the offer.
- ✓ Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by their respective HoD, Department of HRD and the Principal in the prescribed format along with the following enclosures:

- ✓ Copies of Educational qualification along with original (will include SSLC/ HSC, Diploma/Graduate/Post graduate certificates).
- ✓ Age proof certificate, Identity and Address proof (SSLC / Birth Certificate / Passport/Aadhar card /Pan card)
- ✓ Photocopy of your PAN card
- ✓ Relieving order and experience certificates from previous employer(s), if any.
- ✓ Appointment order, last two months' salary slips, Relieving order and experience certificates from latest employer, if any.
- ✓ Passport size photos (Self – 3 nos)
- ✓ Any other documents specified by the Principal.

Note: Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

(a) Certified extract from Register of Births and Deaths;
(b) School Leaving Certificate / Matriculation Certificate;
(c) PAN Card / Aadhaar Card; and
(d) Passport

- ✓ The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.
- ✓ The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".
- ✓ As and when required and depending on emergency / exigency situations, adhoc appointments are made.

(b) Composition of Selection Committee:

1. Every Selection Committee shall consist of the following members:

For appointment of Professors, Associate Professor and, Assistant Professor:

a. Chairman
b. Principal
c. Academic dean
d. CEO
e. Advisor
f. HoD and Senior Faculty of the Concerned Department. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

(c)   **Mode of Selection of Technical / Non-Teaching staff:**

All positions are advertised in the press / on-line portals. After scrutiny of the applications received, the eligible are shortlisted and intimated to appear for a personal interview. The Scrutiny committee consists of following members

> a. Chairman
> b. Principal
> c. Advisor

CHAPTER – VI

POST SELECTION PROCESS

6.1   Procedure

6.1.1   The selected candidate who received the Offer letter should report for duty to the Principal on the specified date, as mentioned in the offer letter.

6.1.2   The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.

6.1.   3 PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.

6.1.4   Each staff member is required to open a Bank account with the HDFC Bank for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for drawing their salary.

6.1.5   The Appointment Order will be issued by the HR Department to the newly-joined staff who has to execute the service contract, if required.

6.1.6   The HoD will brief the newly joined staff about the department formalities and the workload.

6.1.7   Email ID will be created for the staff by the IT Team within a week's time.

6.1.8   Identity Card will be provided for each staff on the same day.

6.1.9   Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.

6.1.10   Induction program will be organized by the principal on the subsequent week to explain the rules and regulations of the Institution.

6.1.11   Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

6.2   Records of Service – Staff Personal File

6.2.1   A Staff Personal File for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the Institution.

6.2.2   The Personal File will also contain the correct address, the date of appointment, consolidated pay/the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.

6.2.3   Any change in the address should be intimated immediately by the employee.

6.2.4   All activities of an employee in his official position shall be recorded in this file, which will be maintained by the HR Department.

6.3   Identity Card

6.3.1   Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Principal. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.

6.3.2   The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., Residential Address. The said identity card shall be issued duly signed by the authority concerned.

6.3.3   If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee.

6.3.4   When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the HR Department before his accounts are settled.

CHAPTER – VII

TERMS OF EMPLOYMENT / LEAVE RULES

7.1   Probation

7.1.1   All employees irrespective of their cadre will be on probation for a period of one year when they are recruited for the posts.

7.1.2   During the period of probation, the employees will be assessed on their performance.

7.1.3   Deficiencies in the performance will be notified to the employee concerned and he will be advised suitably by their respective HOD s to correct / rectify the same.

7.1.4   If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice.

7.1.5   Recommendation for extension of probation / confirmation of an employee shall be approved by the Principal. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

7.1.6   The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.

7.1.7   However, the extension or reduction of the probation period is at the discretion of the Principal.

7.2   Confirmation

7.2.1   If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.

7.2.2   In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

7.3   Working Hours

7.3.1   The College shall function from 8.30 AM to 4.00 PM for Faculty. However for Non-teaching Technical and Administration Staff it will be and from 8.00 AM to 5 PM.

7.3.2   The Lunch break will be for 40 Minutes and between 12.40 and 01.20 pm for Teaching/Non-Teaching Technical / Admin staff.

7.4   Attendance

7.4.1   Every employee shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified. He shall register his attendance in the biometric device maintained in the concern Department both in the morning and evening at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the **"Time In Time Out Register".** All staff members that cumulative late punching of **30 minutes** in a month is permitted to all the employees without restriction on the number of occasions. It is strictly instructed that the staff members availing cumulative late punching should not have first hour(theory/lab) and exam duty.

7.4.2   For non-teaching staff, habitual absence or late attendance will entail penal provision.

7.4.3   Employees are expected to be present in their respective Departments at least 5 minutes in advance before the working hours.

7.5.   Finger Print (Bio-metric) Attendance Rules

7.5.1   Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. All staff members are required to mark their attendance both in the morning and evening sessions.

7.5.2   Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance.

7.5.3   Staff who comes late due to Permission or Leave or On Duty have to sign in the "Time In and Time Out Register" maintained at the Department of HRD.

7.5.4   Staff should be available in the college premises during the entire period of office hours, on all working days.

7.5.5   If a staff member is on any kind of leave has to be out of station, he should intimate the Principal/ Advisor his exact out station address and phone numbers in his leave application.

7.5.6   The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

7.6   Staff Dress Code

Men   :   Tucked shirt & Trousers with formal shoes and Tie

Women :   Saree with Coat

7.7   Duties and Responsibilities of Faculty

A.   Academic

B.   Research and Consultancy

C.   Administration

D.   Extension Services

A.   Academic

- ✓ Class room lectures
- ✓ Instruction in laboratories / guidance
- ✓ Curriculum development
- ✓ Developing resource materials and laboratory development, manuals, etc.,
- ✓ Students' assessment and evaluation
- ✓ Participation in co-curricular and extracurricular activities.
- ✓ Students counseling
- ✓ Conducting / participating in continuing education, summer / winter schools, seminars, and symposium.
- ✓ Publication of books, journals
- ✓ Upgrading by pursuing higher studies and keeping abreast with the developments in his own field.
- ✓ Conduct of examinations.
- ✓ To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets

B.   Research and Consultancy

- ✓ Research and development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs.
- ✓ Providing industry consultancy and testing service, active participation in promoting industry-institution interaction.

C.   Administration

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- ✓ Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty-students' societies.
- ✓ Planning / Development of schedules for classes both at departmental / institutional levels
- ✓ Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

D.   Extension Services

✓ Interaction with industries / service institutions, promote community service and sports activities amongst students
✓ Help, devote, Vocational services in the neighborhood, contribute towards promoting / providing non- formal education, promote entrepreneurship and job creation.

        o   General Instructions to the Faculty

(a) In the Department,
✓ The faculty member should always first talk to the HoD and keep the HoD in confidence about his professional and official activities.
✓ The subjects will be allotted by the HoD after taking into account the faculty member's aptitude.
✓ In addition to teaching, the faculty member should take additional responsibilities as assigned by the HoD in academic, co-curricular or extracurricular activities.
✓ Every faculty member should maintain the students' attendance records manually.
✓ Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
✓ The faculty member should make himself presentable. The faculty member should show no partiality to any segment / individual student.
✓ The Faculty proctor must update the student's personal file regularly and put up for inspection by HoD appropriate authority as the case may be.
✓ Faculty Proctor / Counselor
To help the students plan their courses of study and for general advice on the academic program, the HoD will attach 20 students to a teacher of the Department who shall function as Faculty Proctor for those students throughout their period of study. Such Faculty Proctors shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him and counsel them periodically. If necessary, the Faculty Proctor may also discuss with or inform the parents about the progress of the students. They are also required to maintain appropriate records of their counseling session with the students.
✓ Faculty should send progress reports to the parents periodically and update the performance of the students.
✓ Faculty should compulsorily become member in Professional Body. All Professors should be a member in International Professional Body. Professional membership can be of different associations. Minimum 80% of membership should be National and 20% should be International in a department.

(b) **Class Room Teaching**

- ✓ Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.
- ✓ The faculty member should get the lesson plan and course file approved by the HoD and the Principal The course file should consist of the preface, previous year University question papers, notes, handouts, test / exam question papers, five model answer scripts for each test / exam, assignments (if any), etc.
- ✓ The students' Master Attendance must be regularly updated and put up for inspection by IQAC/HoD / Principal as the case may be.
- ✓ The faculty member should go to the class at least five minutes early.
- ✓ The faculty member should engage the full 60 minutes class / lab and should not leave the class early.
- ✓ The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
- ✓ The faculty member should encourage students to be interactive in class.
- ✓ The faculty member should practice / rehearse the lecture well before going to the class.
- ✓ The faculty member should make use of Projector etc., as teaching aids in addition to using Social Media / digital on-line tools.
- ✓ The faculty member should encourage students to ask doubts / questions.
- ✓ The faculty member should get feedback from students and adjust his teaching appropriately.
- ✓ The faculty member should take care of the academically weak students and pay special attention to their needs.
- ✓ In analytically-oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.
- ✓ The faculty member should interact with the Class Teacher or Proctor and inform him about the habitual absentees, academically weak students, objectionable behavior, etc.,
- ✓ The faculty member should always aim for 100% pass results in his subjects and work accordingly.
- ✓ The faculty member should visit the library regularly and read the latest journals / magazines in his specialization field and keep him/herself abreast of the latest advancements.
- ✓ The faculty member should make himself available to students for doubt clearance.
- ✓ The faculties should motivate the students and bring out the creativity / originality in them.

(c) **Laboratory**

- ✓ The faculty member handling laboratory classes must perform the experiments personally before leaving for vacation and be experienced with the procedures before making the students perform the experiments in the ensuing Semesters.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ✓ The lab / observation records must be corrected then and there or at least by the next lab class.
- ✓ The faculty should ensure adherence to the lab dress code of the students in the lab.
- ✓ For each lab there should be a Faculty In-charge and Lab In-charge.
- ✓ The staff should ensure that adequate time is given to students for all practicals.

7.9   Awareness About AICTE Norms

7.9.1 It is mandatory on the part of the staff members to be familiar with the AICTE current regulations with regard to academic activities, award of internal marks, maintenance of records and attendance. A copy of the AICTE regulations is available in each department. By visiting AICTE website, the updated norms are to be familiarized by all.

7.10   Class Committee

7.10.1   Every class shall have a class committee consisting of teachers of the class concerned, student Representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process.

7.10.2   The class committee shall be constituted within the first week of each semester. At least 4 student representatives (usually 2 boys and 2girls) shall be included in the class committee.

7.10.3   The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee. The functions of the class committee include–

7.10.4   Solving problems experienced by students in the class room and in the laboratories.

7.10.5   Clarifying the regulations of the degree program and the details of rules therein, this should be displayed on college Notice-Board.

7.10.6   Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

7.10.7   Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

7.10.8   Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

7.10.9   Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

7.10.10 The class committee for a class under a particular branch is normally constituted by the head of the department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.

7.10.11 An Assistant is required to prepare the minutes of every meeting, submit the same to Principal within two working days of the meeting and arrange to circulate it among the students and teachers concerned.

7.10.12 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations.

7.10.13 Two or three subsequent meetings may be held in a semester at suitable intervals.

7.10.14 The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.

7.10.15 During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

7.11 Course Committee for Common Courses

7.11.1   Each common theory course offered to more than one discipline or group shall have a "Course Committee" with one of them nominated as Course Coordinator.

7.11.2   The nomination of the course Coordinator shall be made by the HoD / Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments.

7.11.3   The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.

7.11.4   Where ever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

7.11.5   The committee on common courses, after the evaluation of the end-semester examination papers of common courses shall decide on the range of marks for awarding letter grades as per clause

7.12.   Test / Exam

7.12.1   Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.

7.12.2   During invigilation, the faculty member should be continuously moving around. He should not sit in a place for a prolonged time. Faculty members should maintain silence in the hall. He should watch the students closely so that they don't indulge in any malpractice in the exam hall.

7.12.3   Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. In the case of internal test / model exams, the Class Coordinator and the HoD concerned should be informed.

 7.12.4 The Bluebooks must be corrected within two working days from the date of examinations and the mark list should be submitted to the HoD who forwards it to the Principal's office if necessary.

7.12.5   The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

7.13. General Instructions to Invigilators

7.13.1 Invigilators are requested to report at the examination office at 9.30 a.m. for the forenoon session and 1.30 p.m. for the afternoon session.

7.13.2 Invigilators are requested to ensure that the cover given to them contains exact number of answer Booklets as number of students mentioned in the seating arrangement sheet. If any mismatch or any damaged sheet found, it should be reported to the exam cell.

7.13.3 Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangements sheet.

7.13.4 Invigilators should instruct the students to leave their bags / cell phones / shoes, etc., outside the hall before entering.

7.13.5 Invigilators should not allow students to enter into examination hall after commencement of examination.

7.13.6 Invigilators should not allow students to leave the exam hall during the last 10 minutes.

7.13.7 Invigilators should count the answer booklet before leaving the hall after completion of examination.

7.13.8 Invigilators have to verify the signatures of the candidate both in the attendance sheet and hall ticket.

7.13.9 Instruct the students to fill their register numbers carefully in the space provided.

7.13.10 Invigilators should carefully verify and ensure that the register number. In the answer booklet and hall ticket are one and the same.

7.13.11 The following details have to be carefully verified by the invigilators:

- Name of the candidate / Degree & Branch / Sub code and title / No. of pages used (at the time of submission) / date and session.

7.13.12 After verifying all details in the answer booklet, the invigilators should sign with date and he has to write his name in the space provided.

7.13.13 Insist the students to strike out the unused pages in the answer booklet.

7.13.14 The register number in the attendance sheet should be verified with that in the hall ticket.

7.13.15 Invigilator must verify the answer booklet number.

7.13.16 Invigilator has to write "AB" for Absentee.

 7.13.17Invigilator has to ensure that all presenters have signed against their name.

7.13.18 Invigilators are required to be alert and ensure strict vigil during the examination.

7.13.19 Invigilators are requested not to use mobile phone inside the examination hall.

7.13.20 Invigilators are not supposed to go out of the examination hall for any work.

7.13.21 Kindly do not allow / entertain any other faculty who is not part of the examination duty.

7.13.22 Any incident of malpractice if noted should be immediately brought to the notice of the examination office.

7.14 LEAVE RULES

1. Types of Leave

The employees are entitled for the following types of leave:

(a) Casual Leave

(b) Vacation Leave (For Teaching staff)

(c) Earned Leave (For Non-teaching Technical and Admin staff).

(d) Medical Leave

(e) Maternity Leave

(f) Special Leave

(g) Leave on Loss of Pay

- ✓ The Leave Year shall be January – December and the Leave shall not be claimed as matter of right and need to be granted.
- ✓ A staff member shall not normally or on any pretence absent himself from his duties without prior permission of his superior officer who is authorized to give permission.
- ✓ Leave of any kind will not be sanctioned when the services of the staff are needed for the college when there is an unfinished job involving the employee.
- ✓ Leave will be strictly monitored and will not be granted while class is in session unless in case of emergencies.
- ✓ Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the respective HOD before 8.30 a.m. Leave information will not be entertained after 8.30 a.m. and such absence will be treated as unauthorized.

1.1 Casual Leave (CL)
- ✓ Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said calendar year. (i.e. one day CL on completion of a month).
- ✓ Casual Leave is not a privilege. Prior sanction is essential. Leave should be applied through CERP for sanction. Leave should be applied for at least one day in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- ✓ Casual Leave cannot be clubbed with any other type of leave except Special Leave or Compensatory Off.
- ✓ In a month a maximum of 3 CLs and / or C/offs shall be granted, provided if the staff has the requisite leave on credit.
- ✓ A single spell of CL / Coff shall not exceed 3 days at a time

- CL is based on Working Days. Therefore, in calculating the total CL, intervening holidays will not be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination
- CL cannot be carried over to the next year if it is not availed during the year
- For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective HoD).
- It is the responsibility of the HoD / Class Teacher to make alternative arrangements for the classes missed because of the CL of any teaching staff. The HoD would monitor and ensure that no class is left unattended.
- The staff member taking leave without prior permission or without any information will be considered as absent and the same will be treated as "Loss of Pay". If the staff absents himself from duty for seven days and more shall be treated as abandonment of service.
- No Leave is permitted either on the first or on the last working day of the Semester.

1.2   Vacation Leave (For Teaching Staff)

- The Vacation Period is defined as –
  - Winter 15 days in the month of January
  - Summer 15 days in the month of July
- These Rules govern the availing of vacation leave for each Leave Year from 1st January to 31st December The total number of VL days for members of faculty (teaching staff) shall not exceed 30 calendar days, for a continuous service of 12 months in the institution as on 30th June of the respective Academic Year. (One week vacation for faculty members who have six months of experience)
- However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the Institution
- The staff member has to apply for VL in advance – the HoD will submit the Vacation Slot to the Principal for approval before any VL is granted. While doing so, he shall ensure that the Department is completely manned during the Vacation Period, so that no Department work is hampered.
- A staff member becomes eligible for VL only after rendering continuous service of 6 months
- The University Invigilation work, if any, during the vacation period shall be treated as part of VL.
- While calculating the number of days of vacation leave, all intervening declared holidays, including that of the Institution, and Sundays will be included.
- The VL normally commence on a weekday except Monday
- VL cannot be combined with any other Leave.
- In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her.

- ✓ If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal, the same can be utilized at a later part of the year, subject to approval.
- ✓ Any unused part of VL by faculty cannot be carried over to the next academic year.

1.3 Earned Leave (For Non-Teaching Technical / Admin Staff)

- ✓ All Non-Teaching Technical / Admin staff, on completion of one year of confirmed (regular rolls) service, is entitled for Earned Leave (EL) for 8 days in a year (i.e. 4 days during Summer Vacation and 4 days during Winter Vacation). Earned Leave is normally allowed during vacation periods or any emergency.
- ✓ EL will be credited to the account of the staff at the end of each leave year and can be availed of only in the succeeding year.
- ✓ EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,
- ✓ EL can be carried forward up to a maximum period of 10 days. EL exceeding the above days in addition to the leave earned for the particular year will automatically lapse.
- ✓ Encashment of EL is not permitted.
- ✓ Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave. EL cannot be combined with any other leave.
- ✓ No extension of EL will normally be granted.
- ✓ The EL normally commence on a weekday except Monday

1.4 Medical Leave

Leave on a medical certificate for teacher/staff/employee may be granted not exceeding 12 months during his/her entire service. The leave on medical certificate together with earned leave, if any, shallnot exceed eight months at a time. Medical leave shall be given on production of a certificate from such medical authority specify in this behalf and for a period not exceeding that recommended by such medical authority. Medical leave exceeding 30 days in a session shall receive approval of the management. Leave on medical certificate will be admissible to a teacher subject to a condition that no leave may be granted under this provision unless the authorities competent to sanction leave is satisfied that there is a reasonable probability that the staff will be fit to return to duty on the expiry of the leave applied for. In case of any doubt the Director may seek the opinion of the Medical Board as approved by him before sanctioning the medical leave exceeding 10 days in case of teacher/staff/employee.

1.5 Maternity Leave

- ✓ The female employee shall be entitled to 180 days maternity leave at the time of delivery of child subject to revision by the state government from time to time. This will be in addition to all leave available.

1.6 Special Leave

✓ Six days special casual leave can be granted to an employee for getting married (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completes one year service

✓ The Management may, in special cases decide to send any of its academic staff for special study of research abroad or to place India on such terms and conditions as it considers fit

✓ The Management may consider special leave of any nature on merit for any teacher/staff/employee

1.7 Leave on Loss of Pay

✓ Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay

✓ Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If such LOP is more than 7 days at a stretch in a year, it will be considered as a Break-in- Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal / Advisor shall be final in such cases

✓ If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service

✓ Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year

1.8 Compensation Off

✓ The faculty can avail Coff for genuine reason(s) for every worked day on a non-working day.
✓ Coff cannot be combined with any other leave except CL.
✓ Coff should be applied for in advance.

1.9 Permission

✓ Permission for short absence not exceeding one hour on any working day or two half-hours on any two working days, either after starting working hour or before ending working hour may be granted at the discretion of the HOD per month.

✓ If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half a day CL for 2 short absences and one day CL for 3 short absences. If CL is not in credit, it shall be treated as LOP.

1.10 On Duty

✓ On Duty (OD) will be granted on official duties after getting prior approval from HOD/Principal

✓ Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Institution may bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval of the Chairman/Principal. The staff members have to submit the Faculty Development Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level organized by reputed Institutions only.

- ✓ Number of days of such OD for seminar / conference / workshop participation is limited to 12 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.
- ✓ In addition to the above, a faculty member is eligible for 12 calendar days of OD in a year for officially invited Examination Invigilation Duty, Examination Squad Duty and Valuation Duty. In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD's
- ✓ This is apart from the eligible OD for pursuing Ph D for staff members who have executed the bond with the Institution
- ✓ The Principal shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college

1.11 Penalty for Unauthorized Absence

- ✓ The staff should take prior approval CL/EL/CCL/LOP from their sanctioning authority concerned as applicable to them except on emergency cases and submit the same to their department in advance. The staff member who could not take approval in advance and intimated to the HOD concerned, should update their leave in the very next working day on their joining. If the approval is not received in the department within 24 hours in advance or in the very next day of his/her joining, it will be treated as unauthorized absence, even if the faculty has leave in his/her credit. In case of unauthorized absence, the penalty will be levied as 6 days LOP

1.12 General

- ✓ No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Institution the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services.

1.13 Retirement

- ✓ Every teaching and non-teaching staff of the Institution will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re -employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis.
- ✓ Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure.
- ✓ In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

NOTE:

- ✓ In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed to duty pay for the holiday.
- ✓ The above provision shall not apply to cases of compulsory retirement or retirement as a penalty after disciplinary proceeding

1.14   Resignation / Termination of Service

- ✓ If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.
- ✓ Notice period in case of relinquishing or termination of service is considered as 1 month period during probation and 3 months after probation period by either side.
- ✓ Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester. The resignation letter may be submitted on March 31st so that the employee will be relieved on April 30th subject to fulfillment of notice period.
- ✓ The Management reserves the right to reduce the notice period.
- ✓ A faculty can submit his resignation only in the month of October or April so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Principal
- ✓ Till the resignation is accepted (whether it is during the notice period or before the expiry of the Notice period and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.
- ✓ On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled
- ✓ When the letter of acceptance of resignation is communicated by the Institution to the employee concerned, the employee shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Institution reserves the right to recover all such outstanding amounts and the value of the property of the Institution from the amounts due to the employee
- ✓ After all the formalities are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

1.15   Abandonment of Service

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Chairman/Principal.

1.16   Termination of Service

The Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons without notice period and compensation:-

- ✓ Serious misconduct and willful negligence of duty;
- ✓ Gross insubordination;
- ✓ Physical or mental unfitness
- ✓ Participation in any criminal offence involving moral turpitude.
- ✓ In all such termination cases, the staff member will not be eligible for any terminal benefit.

CHAPTER – VIII

INDUCTION & TRAINING PROGRAM

8.1 INDUCTION PROGRAM

8.1.1 HR Division is responsible for the structured induction of staff in order to ensure their smooth and easy assimilation into the Institution.

8.1.2 The Principal will welcome the new staff and brief him/her on the Institution, its history, general rules, facilities and human resource policies and procedures.

8.1.3 For staff joining in Manager Level and above an induction program will be prepared jointly by HR and their respective department covering an orientation to various departments and sections of the Institution.

8.1.4 HR Division should identify staff with an extremely positive attitude and train them to assist new staff in their initial period of service within the Institution.

8.1.5 The Induction program is conducted for all the new Teaching and Non-Teaching staff, who joins duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.,

8.1.6 The Induction Program focuses on the following topics:

- ✓ Vision and Mission
- ✓ Quality Policy
- ✓ Service guidelines
- ✓ Do's and Don'ts
- ✓ Help Desks
- ✓ Facilities Available
- ✓ Career Opportunities
- ✓ Recognition of Service

8.1.7 In addition to the above, the following topics will be discussed in detail:

- ✓ Introduction to the SSEC
- ✓ ISO Procedures and Requirements
- ✓ Departmental Procedures
- ✓ Imparting Pedagogical knowledge and Student's Psychology
- ✓ Counseling Procedures
- ✓ Library Information Resources
- ✓ Campus Infrastructure, Co-curricular, Extra Curricular activities

8.1.8 Recurrent Workshops and Training Programs are held to motivate and upgrade the pedagogical skills, leadership and managerial / technical skills also.

8.2   CAREER OPPORTUNITIES

8.2.1   The Institution provides a platform for the faculty development activities by sponsoring the faculty for:

- ✓ Attending Training Programs (as external);
- ✓ Attending conferences, participating in paper presentation (national as well as international level)
- ✓ Pursuing higher studies like PhD in any Indian Government University / IISc / IIT / NIT
- ✓ Pursuing short-term courses, certificates courses, etc.;
- ✓ For publishing books, articles in journals, professional newsletters, etc.
- ✓ Promoting research and consultancy activities;
- ✓ Promoting innovative projects, funded projects, patents, etc.; and
- ✓ Promoting product development activities.

8.2.2   SPONSORSHIP FOR ATTENDING TRAINING PROGRAMS

- ✓ External training Program: Staff member is permitted to attend external training Program and their absence from duty in this regard will be treated as 'on-duty'. Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training Program to other staff members and students.
- ✓ Travel grant for presenting research papers in other States / abroad: Faculty will be permitted to attend seminars, conferences, workshops, etc., in other states, abroad for presenting their research papers and a portion of the expenses in this regard will be borne by the Institution as per norms.

8.3   FOR PURSUING Ph.D.

- ✓ Faculty who are willing to pursue Ph D in premier institutions like IIT / Anna University / Government Universities with the approval of the Chairman/Principal has to execute a bond valuing Rs. 3,00,000/- (Rupees Three Lakhs only) for serving the Institution for a minimum period of three(3) years after obtaining Ph D.
- ✓ The same rule is applicable to the faculty who joins this Institution while pursuing his Ph D in other Universities, provided he desires to utilize the benefits provided by the Institution.
- ✓ If the faculty leaves the Institution by breaching the bond executed by him the bond value has to be remitted by the faculty concerned.
- ✓ Eligibility: Staff member who has completed three (3) years of service in the Group alone is eligible.
- ✓ Staff up to a limit of 25% of the total staff strength of the Department shall be allowed to pursue higher education. For purpose of calculation of 25%, the staff who are already pursuing higher education shall also be taken into account. In other words, in any given date, the total no. of staff who shall pursue higher education shall not exceed 25% of the total strength of the Department depending on seniority and merit.

CHAPTER – IX

COMPENSATION & BENEFITS

9.1   Scale of Pay

9.1.1   A candidate is appointed to a post at the Institution provided the post is in accordance with the Existing UGC / AICTE norms. This does not include the staff appointed on deputation / adhoc / on-Contract / temporary basis.

9.1.2   The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales Ordained by the UGC / AICTE from time to time. Currently the following are the scales as per the sixth pay commission:

Teaching category:

S.No.	Category (Engg. Discipline)	Scale of Pay
1	Assistant Professor	15,600 – 39,100
		(Academic Grade Pay: Rs. 6,000/-)
		Annual Increment – 3% of Basic & AGP
2	Asst. Prof. (Senior Scale)	15,600 – 39,100
		(Academic Grade Pay: Rs. 7,000/-)
		Annual Increment – 3% of Basic & AGP
3	Asst. Prof. (Selection Grade)	15,600 – 39,100
		(Academic Grade Pay: Rs. 8,000/-)
		Annual Increment – 3% of Basic & AGP
4	Associate Professor	Rs. 37,400 – 67,000
		(Grade Pay: Rs. 9,000/-)
5	Professor	Annual Increment – 3% of Basic & AGP
		Rs. 37,400 – 67,000
		(Academic Grade Pay: Rs. 10,000/-)
		Annual Increment – Rs.2,000/-
		(From 13th year onwards for M E + Ph.D)
6	Sr Professor / Professor Emeritus	Rs. 37,400 – 67,000
		(Academic Grade Pay: Rs. 12,000/-)
		Annual Increment – Rs.2,500/-
		(From 18th year onwards for M E + Ph D)
7	Adjunct Faculty	Adhoc basis

Note: Faculty who are submitting their highest degree / provisional certificate (M.E. / Ph.D.) during the course of the Academic Year, will become eligible for revision in emoluments effective next Academic Year only – however, when a person, at the time of joining, has submitted his thesis and is waiting for viva voce, his salary would be increased, subject to approval at the time of interview, immediately on submission of the PhD Provisional Certificate.

9.2   Pay Fixation

- ✓ Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Management for the respective post based upon the qualification and experience of the candidate in compliance with AICTE norms.
- ✓ Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Institution.

9.3   Annual Increment

9.3.1   Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution.

9.3.2   In case an employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract, provided his work and conduct are satisfactory.

9.3.3   The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.

9.3.4   The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Principal / Advisor after necessary enquiry. The period for which the increment should be withheld will be decided by the Principal / Advisor who are the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period.

9.3.5   When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.

9.3.6   The increment date will be postponed by three months if he was on leave on loss of pay for 14 days.

9.3.7   An increment which accrues on a day other than the first date of a month shall be given on the month when the employee completes one year of service (however it is to be noted that the date of joining is between 1st and 15th, the increments will accrue from that month onwards and if it is 16th and afterward, it will be effective from the succeeding month only) and subsequent increments will be regulated from 1st August of every year.

9.4   Promotion Policy

9.4.1   Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment / dedication of the staff to the all- round development / improvement of the corporate ambience of the Institution.

9.4.2   Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also form part of the Promotion criteria.

9.4.3   No employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

9.5   Faculty Development

✓ Staff members may be permitted for higher studies (Ph.D. Part-Time) on seniority and merit basis. Such of those staff members have to execute a bond agreeing that they will serve in the institution for a period of three years from the date of submission of the thesis.
✓ Staff members are permitted to attend Seminar / Conference / Training / STTP / workshop and present a seminar before the relevant audience after returning from the program as a part of department activity.
✓ Staff members are encouraged to attend / present technical papers in the international / national Conferences conducted in India and Abroad. Each staff member is eligible to get sponsorship from the college depending upon their involvement in the developmental activities of the institution subject to a maximum of 3 per semester. Staff member are encouraged to publish technical papers in peer reviewed journals. The first author of the institute faculty for each journal paper will be awarded appropriate incentive in cash or kind as per policy of institution.
✓ Career Advancement System is the policy of the Institution to develop and groom employees for higher position. Opportunities for promotion exist at every level.
✓ Promotion is based on annual performance report, acquiring higher qualification, contribution to the development of the Institution, years of service, competency and shall not be influenced by the employee's race, religion or gender.
✓ Faculties are encouraged to do research project and apply for funding to the appropriate agencies for funding. Faculties are also suggested to apply for FDP/MODROP/RPS etc., with AICTE. The Principal Coordinator of sanctioned project / scheme will be rewarded appropriately in cash or kind as per policy of institution.
✓ Faculties generating external revenues through training / consultancies will be paid honorarium /
✓ Allowances as per the policies of institution

CHAPTER – X

PERFORMANCE, RECOGNITION AND REWARDS

10.1. Performance Appraisal System

- ✓ Annual Appraisal of every employee is conducted in the month of May. The Appraisal Form / Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meetings itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.
- ✓ Half-yearly appraisal of the teaching faculty is generally filled up at the end of the Odd Semester and for the newly joined staff, a review at the end of the three month period is taken.
- ✓ Teaching faculty Performance Appraisal System:
  The Teaching faculty performance appraisal system is based on the following parameters:
  - Experience
  - Pass Percentage (which also includes the number of distinctions obtained, First class holders) of the classes handled by them.
  - Students' Attendance in the class.
  - Evaluation of the teachers by the students.
  - Self-developmental activities such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference / International Conference, Paper presentation in National Conference / International Conference.
  - Developmental Programs conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services.
  - Research activities undergone.
  - Industry Institution Interaction activities.
  - Publication in refereed journals (i.e. in National / International refereed Journals).
  - Publication of Books, Article in Magazines, Article in Professional newsletters, etc.
  - Student Developmental activities such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the- syllabus areas, Counseling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on softskills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
  - Professional Standings (Member of any Professional body, Any program conducted by the Professional body in the Campus)
  - Administrative assignments at Institution level / Department level

Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective HoD and the appraisal committee members.

10.1.1 Professor Emeritus/ Professor Category

- ✓ Supervision of Ph.D. research scholars, wherever required.
- ✓ Three papers published / accepted for publication in Scopus/SCI Indexed International Journals
- ✓ To organize a National (or) International Conference per year.
- ✓ One Book publication over a period of three years.
- ✓ One externally -funded research / consultancy project (minimum Rs.10 lakhs), to be obtained over a period of three years.
- ✓ To arrange a minimum of one guest lecture / seminar-class for each subject handled in
- ✓ Each semester and to organize one Industrial visit for students (Individually / jointly) per year.
- ✓ Evidence of peer recognition in terms of Invited talks, key note address / prestigious Committee membership, etc.,
- ✓ Evidence of leadership in the academic field such as launching new programs / Industry-Institute collaboration / others of significant nature.
- ✓ To make students participate in national / international competitions.

10.1.2 Associate Professor category

- ✓ Supervision of Ph D scholars. (For those who are Ph.D. holders).
- ✓ Two papers published / accepted for publication in Scopus/SCI Indexed International Journals
- ✓ To organize one funded National (or) International Conference (or) Workshop in two years.
- ✓ Two papers to be presented / accepted for presentation in a National (or) International Conference at least one of them being a refereed Conference during the course of the assessment year.
- ✓ One Book publication over a period of three years.
- ✓ One funded research / consultancy project to be obtained over a period of three years.
- ✓ To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

10.1.3 Assistant Professor category
- ✓ Supervision of PhD scholars (For those who are PhD holders)
- ✓ Two papers published / accepted for publication in Scopus/SCI Indexed International Journals
- ✓ Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a refereed Conference during the course of the assessment year.
- ✓ One externally-funded project to be obtained / applied over a period of three years.
- ✓ Students' Evaluation and Result percentage of the class handled should be a minimum of 85%.
- ✓ To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.
- ✓ Promotion from Associative Professor (ASP) to Professor Cadre is considered based on vacancy and subject to the candidate having Ph D qualification in the respective domain and put in 13 years of continuous service of which at least 5 years as Associative Professor. Staff needs to have journal papers having good impact factor in post Ph.D. period. They also need to appear for self appraisal interview.

- ✓ Promotions will be regulated as per promotion policy rules. The Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.
- ✓ The promotion panel will consist of Management Representative, Principal/ Dean, domain experts, HoD's of respective department and decision of the panel is final.

10.2 Incentive for Research / Publication of Books

10.2.1 Cash incentive for publishing in refereed National / International journals is paid as a onetime payment in a particular academic year as given below:

- ✓ PUBLICATION IN INTERNATIONAL JOURNALS (SCI/SCOPUS Free Journals)
  - Authors - Rs. 5,000/- per publication
- ✓ PUBLICATION of Books in line with the ANNA UNIVERSITY Syllabus
  - Main Author - Rs. 5,000/- per publication
  - Co-Author (Staff / Student) - Rs. 5,000/- per publication
- ✓ Patent filing (Provisional/Permanent
  - Faculty/Student - Registration charge and TA
- ✓ Faculty succeeding in getting sponsored projects from AICTE / DRDO / KSCST / DST, etc. will get an incentive of 10% of the sponsored amount and after completing the project successfully an additional 5% of the sponsored amount and certificate will be given as an appreciation.
- ✓ Organizing sponsored international conference / workshop – Rs. 10,000/- and certificate to be shared equally by organizers if the value spent is greater or equal to 1, 00,000/-.
- ✓ If the faculty members involve themselves in extra coaching classes or additional subjects other than regular workload, they will be paid incentives as follows:

  (Rs. 250/- per hour for extra class allotted to the regular faculty or

  Rs. 2500/- per Module per semester - 50 Hours).

Note: All such publications should bear the name of the Department and the Institution to become eligible for the above incentive.

10.2.2 Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Institution. In the event of any breach of confidentially, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Institution.

10.2.3 The Chief Coordinator for externally-funded projects will be eligible for an appropriate special incentive, as a consolidated amount for projects valued up to Rs.30 lakhs. For projects above Rs.30 lakhs, an appropriate monthly allowance will be given based on the nature of the project.

10.2.4 Similarly, patents filed / grants obtained under TBI will also qualify for special one time incentives depending on the value.

10.3 Recognition of Service

10.3.1 The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

Awards given to the teaching staff are the following:

- ✓ Best Teaching
- ✓ Producing 100% results
- ✓ 100% attendance
- ✓ Publishing books
- ✓ Publishing Articles in refereed Journals.
- ✓ Encouragement award for acquiring additional qualifications
- ✓ Achievement awards for obtaining funded projects
- ✓ Award for doing Innovative projects
- ✓ Incentive for each research publication in refereed National /International journal as a Main Author / Co-Author.
- ✓ Award for promoting research activity.
- ✓ Incentive for conducting value-added training programs / courses / Faculty Development Programs and Summer / Winter Workshops.

Awards for Non-teaching staff:

- ✓ Best Technical staff
- ✓ Best Administrative staff
- ✓ Best Supporting staff
- ✓ 100% Attendance Award
- ✓ Well maintained Lab Award
- ✓ Zero Defect Lab Award

General Awards for Teaching and Non-Teaching staff:

- ➤ **Sports Award**
    - ✓ Best Sportsman Award
    - ✓ Best Department Award for the department excelling in all aspects.

- ➤ **Consultancy projects** – After deducting expenses towards providing consultancy, 60% of the remaining consultancy fees to be distributed among the staff involved
    1) Principal Consultant – 50% of 60%
    2) Supporting faculty – 30% of 60%
    3) Supporting non – teaching staff – 20% of 60%
    4) Out of 40% available to the college, 20% should be invested on the equipment and library of that department. The balance 20% will be utilized for the usage of facilities, and electricity, etc.

- ➤ **Reimbursement of TA / DA**

Employee cadre

Employees of SSEC are grouped according to their roles and responsibilities in the following manner:

Group I	Functional group heads i.e., Principal
Group II	Head of the Dept. / Professor / Finance Manager / equivalent cadre
Group III	Associate professor / PRO / Admin. Officer / Acct. Officer / Admission I/C / Placement Officer / Exam I/C / Acad. I/C / Librarian / equivalent cadre.
Group IV	Assistant Professor / Senior Librarian / Physical Director / System Admin / Hostel warden / Transport officer / equivalent cadre
Group V	Lab Assistant / Technician / Assistant PD / equivalent cadre.
Group VI	Staff / equivalent cadre

Subjected to Validity

These rules are valid with immediate effect and the entitlement is now prescribed in the case of any individual, groups or classes of employees in respect of TA / DA and honorarium to the employees who are deputed on official duty are paid or reimbursed as per the rules or guide lines mentioned herewith.

Travelling Allowance: Domestic Travel on Tour

Entitlement

T.A. on tour is from duty point/residence at headquarters to duty point at the distant station and vice versa.

It comprises

a. Fare of journeys by rail / road / air

b. Road mileage for road journey

- Employees are eligible for reimbursement of to and fro Taxi / scooter / Auto/ own car charges from the residence to the Railway station/ Bus station/ Airport.
- Employees who are claiming DA with stay in hotel will be reimbursed to and fro taxi/scooter / Auto / own car charges from hotel to place of work / meeting, maximum up to 30 km / day production of receipt / certificate.
- Employees who will be making their own arrangement and claiming DA without hotel rate will be entitled to taxi / scooter /Auto / Own car charges for place of stay to place of work / meeting up to maximum of 100 km / day up on production of receipt /certificate.
- With the approval from the management, the limit prescribed in can be relaxed in special cases with proper justification.

Entitlements for travel by air

Entitled employees: Group I and II

Employees in group I are also entitled to travel by business or club class in the case of non – availability of seat and the journey cannot be avoided.

Non-entitled employees: Group III and IV (employees are deputed for AICTE work or for monitoring of students training and other purposes may be allowed to travel by air (economy class) with the permission from Chairman, if the distance is more than 500 km and the journey cannot be performed overnight.

Note: airport charges / transits charges / UDF charges paid during visits are also reimbursable.

TA/DA for International Travel

Travelling Allowance

Employees of any cadre when deputed for international tour on official work is entitled International travel by air in economy class.

Daily Allowance

Boarding and lodging expenses of actual expenses + tip of $20/day. Actual local conveyance charges on production of receipts/certificate

CHAPTER – XI

CODE OF CONDUCT & DISCIPLINE

11.1 General

Every employee shall:

- ✓ Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- ✓ Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.
- ✓ Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ✓ Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
- ✓ Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
- ✓ Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- ✓ An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- ✓ Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
- ✓ No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

No employee shall:

- ✓ Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the
- ✓ Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.
- ✓ Misuse the amenities provided by him by the Institution for the discharge of his official duties.
- ✓ Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates.
- ✓ Engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- ✓ Propagate / indulge in communal or sectarian activity or indiscrimination of any sort.
- ✓ Discriminate against persons on the grounds of caste, creed, language, etc.,
- ✓ Indulge in or encourage any form of malpractice.
- ✓ No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government / MHRD.

11.2   Properties of the Institution

Every employee shall:-

- ✓ Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- ✓ Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.
- ✓ Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.
- ✓ Check whether the stock procurement and stocking of materials, get out-dated or not.
- ✓ Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.
- ✓ In the event of Natural Calamity / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff are required to ensure the safety of the equipment / Institution property and will also report of their own safety and that of the students.

11.3   Possession / Consumption of Intoxicating Drinks and Narcotics

✓ Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the Principal by the Vigilance Officer.

11.4   Demonstration and Strikes

✓ No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

11.5   Fund Raising Program inside the Campus

✓ No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

11.6   Others

✓ Employees shall not possess lethal weapons.
✓ Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the Institution.
✓ Employees shall observe safety / health norms notified by the Institution from time to time.
✓ No member of the staff shall apply, during the period of his service in this institution for an appointment outside or send an application for study or training, except with the prior permission of the Principal / Advisor. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal / Advisor reserves the right to refuse the forwarding of such applications based on service condition.
✓ The Principal / Advisor shall have the right to place any staff under suspension on charges of misconduct.
✓ In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal / Advisor has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal / Advisor.
✓ For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
✓ In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be politely in diplomatic words without hurting the feelings of others.

11.7   Disciplinary Action

✓ Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.
✓ Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such illegal activities.
✓ Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.
✓ Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.
✓ Accepting or offering bribes or any illegal gratification.
✓ Drunkenness or disorderly behavior in the Institution premises and public places, affecting the reputation of the Institution.

- Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal.
- Attending or holding any unauthorized meeting within the Institution premises.
- Unauthorized disclosure of information about the business or affairs of the Institution.
- Gambling within the Institution premises.
- Conviction in a criminal court.
- Making false statements on matters related to his employment in the Institution or willful suppression of facts at the time of employment or during the course of service in the Institution.
- Attempting or causing bodily injury or intimidation to any employee / officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.
- Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.
- Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- Carrying on money lending or any other private business within the premises of the Institution.
- Participation in any movement prejudicial to the interests of the Institution.
- Habitual indebtedness or insolvency.
- Abetment of or attempt at abetment of any act which amounts to misconduct.
- Misusing or mishandling any machine, apparatus or equipment.
- Using the Institution facilities, including men and material authorized for personal gain.
- Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.
- Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- Forging the signature of another employee in the attendance register.
- Tampering with any of the records of the Institution.
- Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practicing a work-to-rule performance.
- Acts of immorality within the premises of the Institution.
- Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.
- Not wearing specified uniform while on duty.
- Not wearing Identity Card while on duty.
- Unauthorized use of cell phone in the Campus.
- Organizing or attending any meetings during the working hours, which are not official and authorized.
- Violation of any service rules / instructions by the appropriate authority

11.8   INQUIRIES – PROCEDURE & PUNISHMENT

✓ The Management has authorized and delegated powers to the Principal for the purpose of administering these Service Rules or for ordering an enquiry. The Principal also have the right to mete out punishment to the offenders.

✓ Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Principal for further action.

✓ Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.

CHAPTER – XII

Roles and Responsibilities of Coordinators

To increase efficiency in our work and functioning assertive of achieving our goal "Excel in Engineering". The Duties & Responsibilities of Staff, Functions of Various Committees & Procedures mentioned herein, shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, by due notification.

12.1   Alumni Association Coordinator

Organizes and coordinates alumni functions with special responsibility for one or more of the following:

- Local, Regional, National and International Chapters
- Alumni publications
- Fund raising
- Recognition and awards
- Travel programs
- Alumni and/or student relations
- Legislative relations
- Maintain Financial records

✓ Works with the Principal/Vice-Principal and other alumni staff to assure coordination and development of total alumni relations program; recommends long and short-range goals and overall direction of alumni programs.

✓ Promotes and fosters effective alumni relations through continuing written communication and personal contact with constituent groups.

✓ Provides staff assistance to Alumni Association committees and alumni groups, as assigned.

✓ Develops, designs and arranges for publicity and promotional materials for alumni functions, in assigned area of responsibility.

✓ Plans, coordinates and schedules all logistical details and makes necessary arrangements for programs in assigned area of responsibility.

✓ Coordinates alumni recognition program, as assigned.

✓ Maintain a file of all the details of the alumni of the past years.

✓ Issue an alumni form to final year students at the time of issuing their final semester hall ticket and collect the filled form

✓ Ensure that all the details must be filled in the form – especially his or her contact no, permanent address, details like whether he has gone for higher studies/ got placed/searching for job.

✓ A separate file to be maintained where the final year students will fill their email id, their phone no, contact details that can be used for alumni purpose.

✓ Maintain regular contact with the alumni, to ensure that they can be contacted during alumni meet.

✓ Maintain a feedback file for the final year students.

✓ Every year, the file containing alumni form of each student, feedback file and the file containing contact details of each student have to be made and updated to HOD.

- ✓ Responsible to contact the alumni via their mobile/social networking sites/any other mode during alumni meet and ensure for their presence.
- ✓ Collect and maintain photographs of every student. Ensure the hospitality of alumni during alumni meet.

12.2 Attendance Coordinator

- ✓ The student attendance must be updated every 15 days and displayed in the notice board for each subject along with the help of the class coordinator.
- ✓ Every 15 days the Attendance report should be generated and given to the proctors.
- ✓ IA marks entry can also be entered in the software along with the IA coordinator.
- ✓ Once a fortnight the attendance report of the students must be displayed on the notice board.
- ✓ Students having less than 75% attendance should not be allowed in the class until their parent meets the proctors and HOD. All proofs should be maintained for less attendance.
- ✓ Responsible for restricting OODs and get the proofs of OODs along with a copy given to proctors.
- ✓ Manage the time track attendance and install the necessary software and generate reports accordingly.

12.3 Class Coordinator

- ✓ To display the session plan and portion for Class Test I on the respective Notice Board/College Website.
- ✓ To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
- ✓ Address student's queries.
- ✓ Meeting the parents of students, especially defaulters.
- ✓ To inform the HOD about making alternate arrangement for lectures and practical's when a faculty is absent.
- ✓ To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, OD leave etc.
- ✓ Collect information regarding weaker students from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- ✓ Identify good students and motivate them to excel.
- ✓ Update data regarding student's achievements in academics, sports, extracurricular activities etc.
- ✓ Any other duty the Principal may assign.

12.4 Career Development Cell Coordinator

Career Development Cell (CDC) – The training arm of SreeSakthi Engineering Collegeis accorded with the profound responsibility of imparting employability coaching – an aspect that in today's world has taken as much prominence as the technical knowledge. CDC aspires to provide a bridge between education and employment. Our approach supports learners in a seamless transition from education to work, training them to provide the confidence they need and to show the employers the evidence of the skills they demand.

CDC at SSEC with its holistic approach orchestrates and trains students on the interactive attributes such as:

- ✓ Aptitude Development
- ✓ Personality Enhancement
- ✓ Communication skills
- ✓ Interpersonal skills and team function
- ✓ Flexibility and adaptability
- ✓ Analytic, Critical and reflective ability
- ✓ Willingness to learn and continue learning
- ✓ By inculcating these skills in students, we have a pathway for them to elevate their employability.

Activity Flow:

- ✓ CDC trains students on their employability factors from first year onwards, which is emerged in their academic calendar.
- ✓ The first-year syllabus includes soft skills, which is completely activity based, and this helps them to develop their self-confidence, improve communication and presentation skills and also to keep them motivated to enhance their employability skills.
- ✓ During the second and third year the concentration is more on Analytical & Problem-solving skill along with focus on behavioral, leadership and team building activities.
- ✓ In the final year the students are given touch of finishing school just to make them more professional and industry-ready.
- ✓ Higher Studies - A catalyst to your career growth:

Apart from helping the students in cracking recruitment tests, CDC also provides counseling and guidance to those students who wish to pursue higher studies or to crack certain competitive examinations like CAT | XAT | CMAT | GMAT | SNAP GRE| SSC | CLAT | IELTS | Bank PO | Civil services | GATE etc.

12.5   Centre for Continuing Education coordinator

- ✓ Staff development in the development and delivery of Continuing Education and non- credit classes and programs.
- ✓ Work with internal and external sponsors in the planning and offering of existing and new Continuing Education and non-credit classes and programs.
- ✓ Work closely with professional and government organizations laws and policies as they pertain to the educational programs being offered.
- ✓ Maintain necessary course pre-registrations, registrations, payments, participant evaluations, course information, files and records.
- ✓ Collect course fees and maintain records for course enrolments.
- ✓ Complete paperwork for instructors, schedule rooms, order books and supplies, and prepare course approval sheets.
- ✓ Prepare periodic statistics, financial reports, and evaluation summaries.
- ✓ Assist in the coordination of bids and preparation of requisitions for purchase orders of equipment, materials, and supplies.
- ✓ Recruit and advise potential students for higher education.
- ✓ Prepare and submit data for NAAC/NBA.

- ✓ Maintain digital database for direct mailings, electronic contact lists and follow-up contacts.
- ✓ Provide input toward the development, planning, and implementation of Entrepreneurship and training, seminars and services.
- ✓ Work with EDC Centre staff and other departments in coordinating and promoting various centre programs.
- ✓ Perform other duties as assigned by the Principal/Vice-Principal.

12.6   Class coordinator

To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and responsible for the following.

- ✓ The faculty shall ensure that the altered classes are being conducted.
- ✓ Under exigencies, keep the classes engaged with appropriate arrangements
- ✓ Responsible for bringing the students to the auditorium or seminar hall for any event conducted and also ensure their presence until the end of the event.
- ✓ Ensure that the master attendance register is kept ready at the beginning of the semester.
- ✓ Monitor the master attendance update daily and intimate the faculty who need to do so.
- ✓ The complete details of the Students (phone no, address and parent mobile no) must be obtained, and the same has to be updated if any changes.
- ✓ Ensure that all tutorial hours are engaged for weak students by the faculty member.
- ✓ Tutorial hours have to be distributed to the entire faculty member.
- ✓ Attendance must be maintained for the events.
- ✓ The student's details have to be maintained in a file, for the purpose of class coordination and for the record of attendance for OODs.
- ✓ Information if any has to be passed to students from HOD.
- ✓ Responsible for issuing hall tickets and manuals.
- ✓ Obtain the students signature acknowledging the receipt for manual distribution and hall ticket distribution.
- ✓ Regular checks need to be conducted for ID cards and dress code.
- ✓ Any misbehavior of students and towards faculty members and other students including less attendance have to be brought to HOD.
- ✓ Take care of the class property such as Board, Desk, Chair, Table, etc.
- ✓ Appoint class in-charge (one girl and boy) for their class.
- ✓ Ensure that a student takes a maximum of 5 classes for OOD for any extracurricular activity.
- ✓ Make the IA mark register for their class; and ensure that it is updated after every internal exam.
- ✓ Make the list of eligible students based on IA marks and attendance obtained by the students.

12.7   College Magazine, News Letters and Wall Papers Coordinator

- ✓ Responsible for publishing annual college magazine in which students and staff members are invited to contribute articles.
- ✓ To collect all highlights of all events being organized in a year including, Department activities sports activities, cultural activities, academic activities etc.
- ✓ To invite students to prepare wall-charts and wall-news for display on the notice boards of the institution.
- ✓ To encourage the students activities to play a greater role in publications.

✓ The work of publication of college magazine, newsletter and wall papers is being supervised through a team of college staff and few student members constituted through Dean of the college.

12.8 Community Development Cell coordinator

Job specific responsibilities

✓ Conduct community needs assessments to identify and better understand the community to inform planning of local initiatives and strategies.
✓ Identify and analyze community needs.
✓ Develop and implement promotional and community development strategies that help strengthen the capacity of individuals and communities.
✓ Work in partnership with the Coalition of Community Resource and Industrial and other networks to participate in social actions relevant to the community.
✓ Play a lead role to support city wide initiatives.
✓ Responsible for the development, implementation, and evaluation of community services and projects.
✓ Act as a resource person to community members and provide links to resident-led groups, agencies, and broader community resources.
✓ Engage residents to participate in their community and to pose collective actions, while supporting them in this process.
✓ Promote the development of leadership and capacity building, in both individuals and the community.
✓ Assist in implementing conflict resolution methods and support the coordination of crisis responses.
✓ Responsible for minute taking and the writing of reports and funding proposals.
✓ Manage program budgets.

12.9 CONFERENCES & WORKSHOP COORDINATOR

✓ Responsible for identifying the areas where the workshop or conference can be conducted and should be discussed with HOD.
✓ Arrange for chief guest and speakers from reputed institutions (IIT, IISc) or from reputed companies.
✓ Ensure the hospitality for the chief guest and speakers including transport and accommodation if required.
✓ Need to buy all the items required after obtaining approval and can be claimed later after submitting the bills.
✓ Propose a budget for the workshop and conference after discussion with HOD.
✓ Get the budget approved by the Principal.
✓ Initiate action to obtain sponsorship for the events from companies and government sectors.
✓ Coordinate with class co-ordinators to make the students participate in the event.
✓ Get the letters signed by HoD and Principal and all the letters, booking hall, budget proposal, budget approval, OOD letters for students and other letters and papers related with the event have to be submitted to HOD within 2 days after the event.
✓ Identify the student volunteers, who can help and get the things done. – Please ensure that not more than 5 hrs is permitted as OOD for each student. Also, please don't involve the same

students again. Let all the students be given chance to improve their independence and leadership skills. Only a maximum of 3 students can involve as helpers for one event apart from those students who are allotted for special work like Rangoli, dance and others.

✓ Certificate design and distribution to the winners should be done meticulously.
✓ Intimate to the Press/media team before the event and ensure that publicizing is taken care. The report should also be submitted to the media team on the day the event is conducted.

12.10   CORPORATE TIE- UP CO-ORDINTAOR

✓ Responsible for coordinating with corporate executives
✓ Discuss with the HoD and faculty members, depute the faculty interested in attending corporate training sessions.
✓ Coordinate with the time-table coordinators, to allocate classes for training sessions. Identify the students eligible for the sessions and maintain the attendance.
✓ Ensure that students are attending classes; complete monitoring and any violation should be immediately reported to HoD for further issues.
✓ Coordinate with the faculty members taking classes and prepare duty list for exams related to this tie-up if any.
✓ Coordinate with faculty, to ensure the assessments of exams related to it if needed.
✓ Get the students feedback to make the program efficient and effective.
✓ Coordinate with the lab instructors and get the labs ready for the exams or practice labs like installation of software if required.
✓ Get all the resources ready for the exams and classes.
✓ Maintain the letters and papers involved in this work (Ex:- request for labs and get the letter signed by HOD, projects of students).
✓ Responsible for display of Equipment/Software's availability for collaborative research by internal/external users and maintenance in the CoE labs.

12.11   Consultancy Coordinator (CC)

SSEC has strong focus on meaningful research activities which should benefit society. It also believes that expertise gained by the institute should not only be used in improving teaching - learning and research system within the institute but also should be used to benefit larger part of the society. In order to motivate institute staff to share their knowledge and expertise for betterment of Society, institute shall permit consultancy and project/work in industry, corporate sectors and other organizations by the institute staff.

Following activities will fall under the consultancy coordinator.

✓ Development of a product/part of product or services for any individual industry or organisation external to the institute shall fall under consultancy where one or more institute staff works for such development for a pre-agreed cost and period.
✓ Modification, augmentation or alteration of any product or process or services where one or more institute staff extend their active participation for such job.
✓ Any kind of professional advice given/Testing done by one or more staff of the institute to external organization/individual for a pre-decided cost and time.
✓ Any research work undertaken by one or more staff of the institute for any external individual or organization to develop product or process or services.

- ✓ Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization/individual.
- ✓ Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside

12.12 Department Club Coordinator (DCC) coordinator

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities

- ✓ The club Committee shall be responsible for all intra and inter collegiate departmental events in the College.
- ✓ To plan and schedule events for the academic year. (Tentative dates to be included in the academic calendar of the institute).
- ✓ The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

Procedure to organize events

- ✓ To prepare the Annual Budget for various events
- ✓ To obtain formal permission from the College authorities to arrange programs.
- ✓ To decide the date, time and agenda of the programs.
- ✓ To inform members of staff and students about the events.
- ✓ To arrange the venue and logistics (audio/video system, dais, podium etc).
- ✓ To invite the Chief Guest and other dignitaries.
- ✓ To arrange mementos for guests and gifts/certificates for the participants.

The committee shall display on the Notice Board/Website information about events to be celebrated.

Events arranged for students in coordination with 'Students Cultural Committee' are

- ✓ Fresher's Day
- ✓ Teacher's Day
- ✓ Festival Celebrations
- ✓ Engineers Day
- ✓ National Science Day
- ✓ Farewell Day
- ✓ Annual Day

12.13 EMS Coordinator

- ✓ To check the eligible student list for each semester which includes the readmitted students for the semester in consultation with Class Teachers.
- ✓ To check the student list based on the electives selected by the students with respect to 6th, 7th and 8th Semesters in consultation with Class Teachers.

- To prepare a clear list of students in three categories with requisite details before the submission of online exam application forms: Regular without arrears, Regular with arrears and Year back / Passed out students.
- Online submission of exam application forms and verifying the subjects applied in the presence of the students to avoid any mistakes in subject codes / amount.
- Interaction with the overall EMS coordinator for correcting mistakes, if any and other approval related work.
- Reconciliation of number of exam applications submitted category wise and generation / issue of hall tickets to the students through respective Class Teachers.
- Responsible for sending regular and repeater student list to the exam section for seating arrangement.
- Online mapping of faculty members with the respective subjects in the AU portal.
- Monitoring of IA Marks entry in the AU portal by the respective faculty members and reporting to the overall EMS coordinator.
- Generation of consolidated report of the IA Marks in consultation with overall EMS coordinator and submitted to HOD.
- Continuously updating the HOD regarding the status of above-mentioned activities.

12.14 Entrepreneurship Development Cell (EDC) coordinator

Objectives:

- To act as an institutional mechanism for providing various services including information to budding student entrepreneurs.
- To create Entrepreneurial culture in the Parent Institution and other institutions in the region and to promote the objectives of NSTEDB, including programme related to women and weaker sections of the society.
- To foster better linkages between the Parent Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises (SMEs) including NGOs and other Voluntary Organizations.
- To catalyze and promote development of S&T based Enterprises and promote employment opportunities.
- To respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and Micro Enterprises.

Functions:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programme and Faculty Development Programme in the region for the benefit of S & T persons.
- To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
- To conduct research work and survey for identifying entrepreneurial opportunities (particularly in S & T areas and Service sector).
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies.
- To organize guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S& T based entrepreneurship.

- ✓ To arrange visits to industries for prospective entrepreneurs.
- ✓ To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
- ✓ To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant databases.
- ✓ To provide testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs besides expertise in Intellectual Property rights, Patents search, etc.
- ✓ To render advice to sick enterprises and assist the entrepreneurs in rehabilitating them.
- ✓ To conduct skill development training programme leading to self/wage employment.

12.16 IPR coordinator

Intellectual property plays an important role in providing a competitive edge to an organization. The intangible assets of an organization - such as knowhow, inventions, brands, designs and other creative and innovative products - are, today, often more valuable than its physical assets. Keeping this in mind, this Intellectual Property Rights of the SSEC seeks to provide guidance to academic and non-academic staff, students, scholars, and outside agencies on the practices and the rules of the Institute regarding intellectual property rights (IPR) and obligations which include the nature of intellectual property (IP), its ownership, exploitation, technology transfer and confidentiality requirements. The policy laid down in this document is expected to fulfill the commitment of the Institute to promote academic freedom and provide a conducive environment for research and development.

The responsibility of the IPR Coordinator are

- ✓ To promote academic freedom and safeguard in creation of intellectual property at the Institute
- ✓ To provide a comprehensive single window reference system for all intellectual property rights issues relating to intellectual property generated at the Institute.
- ✓ To safeguard the interest of creator of intellectual property and provide fair distribution of returns accruing from the commercialization of IPR.
- ✓ To help in introducing prudent IP management practices within the Institute to promote an IPR culture.
- ✓ To provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by the Institute against any infringement/ unauthorized use.
- ✓ To preserve the academic freedom to publish the research results and to make them aware that if they do decide on public release, the patent system cannot be brought into play thereafter.
- ✓ To ensure that once they decide to explore the prospects of commercialization of IP, they must disclose it to the Institute, while continuing to keep the information confidential until patent applications are being processed and
- ✓ To ensure the release of institute's rights relating to an IP, back to the researcher where Institute decides not to pursue the opportunity for commercialization

12.17   Inter Institutional Inclusive Innovations Centre coordinator (I4C)

- ✓ I4C- Coordinator identifies student with innovative ideas.
- ✓ It is a facilitator for people with out-of-box ideas, or innovative working prototypes.
- ✓ I4C aims to create and foster a culture of innovative thinking.
- ✓ The purpose is to manifest latent ideas into commercial products that can benefit humanity in general and help solve India's existing social perils.
- ✓ Initiative to provide students a platform to solve some of pressing problems we face in our daily lives, and thus inculcate a culture of product innovation and a mindset of problem-solving.
- ✓ Designing devices which would help in easing communication channels between various communication devices and points.
- ✓ Designing devices that would help in managing healthcare better.
- ✓ Creating intelligent devices to improve commutation facilities, quality of travel experience and overall travel safety features hardware.
- ✓ Design drones and robots that can solve some of the pressing challenges of India such as handling medical emergencies.
- ✓ Solutions could be in the form of waste segregation, disposal, and improved transportation system.
- ✓ Creating state-of-the-art devices to improve distribution, management and purification of water.
- ✓ Innovative ideas that help manage and generate renewable sources more efficiently.
- ✓ Creating state-of-the-art safety and security technologies for India.

12.18   Internal test Coordinator

- ✓ Responsible to maintain a file for the internal test for every semester.
- ✓ The file should contain all the circulars regarding internal test dates and answer booklet corrections, question papers of all the subjects for all the three internals, attendance sheet of the students on every day of the internal exam for all the three internals.
- ✓ Ensure that the signature of the corresponding faculty member and the HOD is present in all the related papers of the file.
- ✓ Need to go for rounds twice during each test (once at the start of the exam and later in between).
- ✓ Need to check the seating arrangement during every test for all the classes.
- ✓ Can do surprise checks at any time during the exam, to check for malpractices.
- ✓ Monitor and not to allow any students after 10 minutes of the start of the exam.
- ✓ Should give the general instructions to all the invigilators at the time of collection of blue books.
- ✓ Seating arrangement must be displayed on a board outside the class and they should also be written on the desk on the eve of the exam.
- ✓ Ensure that the exam halls are opened only when the invigilator enters the room.
- ✓ Instruct the invigilators to
    - Collect the books 5 minutes before the exam starts,
    - Check for seating arrangement,
    - Absentees should be marked in the exam hall itself to avoid confusion,
    - Malpractices should be reported immediately to the internal test coordinators and should be brought to notice of the HOD's.

- The invigilators signature has to be made in every answer booklet during invigilation after checking if the students have filled the first page properly.
- In case of malpractices, it should be marked in the answer booklet as copied so that the evaluator to correct will not consider it.
- Make ready the seating arrangement and allocation of duties to all faculty members equally.
- Strictly no exchange of duties should be permitted unless and otherwise there is a valid reason and after getting approval from the HOD.
- Has the right to swap the duties in case of the absence of faculty member to collect the answer booklet 5 minutes before the exam starts after intimating the HOD.
- Has to alter the duties in case of absence of any faculty member.
- For those faculty members serving other departments, less duties should be allotted in own department as they must perform duty in the other department. (Make a count that all faculty members have equal duties).
- In case of emergencies, the internal coordinator has the right to allot extra duty to any faculty member after the approval by HOD.
- But it has to be ensured that finally at the end of the semester each faculty member has done the duties equally.
- Maintain a sheet for each internal exam where each faculty must enter the count of the blue books, they are taking for correction duly signed by both the faculty and the internal test coordinator.
- The same way the count has to be entered at the time of returning the blue books and should have the signatures of both; the faculty and the internal test coordinator.
- Responsible for any loss of blue books.
- Question papers should be kept confidentially and should not allow question paper leak.
- Arrange for IS code/charts/tables if required as per the question paper.

12.19   ISO coordinator

- Need to maintain a file which contains a list of ISO files and the faculty member responsible for each file.
- Need to check in every two weeks if all the files are updated and report to HOD for the updates.
- Ensure the presence of all ISO files in the department.
- Monitor all the files for update and keep all the files ready during audits.
- Intimate the corresponding faculty member and keep track of the update if required in case their ISO file is not updated.
- After every semester, a check can be done to ensure that all files are updated.

12.20   Literary Coordinator

- To conduct competitions for literary events like debates, elocutions and so on within the college.
- To display notices regarding inter and intra literary events.
- To publish college magazine.
- To encourage students to attend literary events outside college.
- Any other duties the Principal may assign.

12.21 LMS coordinator

✓ Coordinate with the overall LMS(**learning management system)** coordinator and provide them the necessary LMS materials for all the subjects from their departments on time.
✓ Responsible for all the LMS materials to be uploaded on the portal for their department.
✓ Ensure that the LMS materials are properly reviewed by the subject experts and uploaded on the portal.
✓ Coordinate with overall LMS coordinator and provide them the details regarding the valid faculty logins for uploading the materials and the valid student logins for viewing the materials.
✓ Should ensure that the portal is maintained with all the LMS materials.

12.22 National Service Scheme coordinator

✓ To plan NSS regular activities and special camping programme.
✓ The programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.
✓ To divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
✓ To supervise the work of NSS volunteers.
✓ To maintain the necessary records and registers prescribed by programme coordinator of the university.
✓ To will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community are benefitted from the activities of NSS unit.
✓ To will be responsible for the equipment and stores purchased out of NSS funds.
✓ To hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.
✓ To spend the NSS grants as per administrative and financial directives of NSS programme coordinator.
✓ To submit the reports to the NSS regional centre periodically, programme coordinator, NSS state liaison officer.
✓ To ensure the submission of accounts in time.
✓ To liaise with the officials of the department of NSS projects and activities.
✓ To convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid down in the NSS manual.

12.23 NBA Coordinator

✓ Maintain the hard copy of the NBA data and the soft copy: if required the data required for NBA should be collected and maintained along with the proof.
✓ Responsible for ensuring, that all the files related to the NBA are updated and intimate the HOD in case of any discrepancies.
✓ Responsible to ensure that at any point of time all the files, proof needed, and data required for the NBA visit is kept ready.
✓ Summary of actions taken to overcome shortfall of department based on NBA and NAAC observations.

12.24 Placement coordinator

✓ Faculty Placement Coordinator must discuss with the placement director/office for regular updates regarding placement.

✓ Students must be intimated immediately regarding any information from placement cell.

✓ Must select two students as in-charge to communicate between students and placement office.

✓ Responsible to give any data required from the placement cell at any point of time.

✓ Collect all the information about the students placed after each interview and maintain a file.

✓ The file should contain all the details of students eligible for placement, details of the placed students etc.

✓ Responsible to help the placement cell for conduction of any placement exam if required.

12.25 Project Coordinator

✓ Responsible for initiating the project work for final year students.

✓ Complete details about the areas where the students can do the project, the companies where they can do the project and how it has to be selected should be intimated to the students at the end of sixth semester as an initiation process.

✓ Allot guides to the students depending on the areas of expertise in consultation with HOD.

✓ Responsible for making the project teams.

✓ Responsible to allocate 50% of project of research oriented, 25% of fabrication project which intern lead to patents, 25% projects are of industrial oriented.

✓ Responsible for converting all students' projects to papers and submit to Scopus Index Journal/Web of Science, etc.

✓ Need to fix the review dates during the vacation time and the same has to be intimated to the students and guides at the start of the eighth semester.

✓ Four reviews have to be conducted, 1st month –abstract, 2nd month – design, 3rd month – implementation and at the end of the semester a final review.

✓ A file has to be maintained to record the review dates, the attendance of the students on the date of review, the marks of the students for each review (duly filled up by the guides).

✓ Responsible to instruct the students about the format to make the project report and fix the date to submit the report.

✓ Before every review, complete instructions need to be given to the faculty members and students regarding the requirements for the review (ppt, report if any and others).

✓ Guides have to be given instructions about the weightage of marks so that we can ensure fairness in awarding marks.

✓ Have all the rights to accept or reject a project for valid reasons after discussing with the HOD and the corresponding guide.

✓ Send the good projects of students to project competitions if the project deserves to participate.

12.26 Research and Development coordinator

- ✓ To encourage and motivate faculty for getting externally funded research projects, involve in interdisciplinary and multidisciplinary research, product design and development and publications in reputed journals indexed in web of science/Scopus.
- ✓ To facilitate discussions for collaborative research with other reputed institutes like AU, MIT, IIT etc with the possibility of joint work in various thrust areas of national and international importance.
- ✓ To initiate and promote MOU with industries, Academic and R&D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- ✓ To arrange invited talks and interactions by eminent personalities from industry, R&D organizations and institutions of repute; for the better understanding of recent technologies and practices currently followed.
- ✓ To support faculty for delivering talks at different events and organizing workshops, training programs, seminars, conferences, symposiums, faculty development programs.
- ✓ To visit R&D organizations and disseminate information regarding the effective implementation of research projects in the institute.
- ✓ To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- ✓ To formulate the R&D budget of department in close co-operation with the faculties and the Head.
- ✓ To keep everyone well-informed of all announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, UGC, UOSP, etc.
- ✓ To motivate students for presenting papers in National and International conferences, and projects in competitions and exhibitions.
- ✓ To form CORE RESEARCH GROUP (CRG) to monitor the following.
  - Promoting Research Projects in SSEC
  - Monitoring ongoing Research Projects
  - Work as nodal agency for project research - initiation to completion
  - Plan and develop research facilities & environment
  - Develop archive to build up research related information
  - Research Publication including journals – Quality &Qty of publication
  - Build up research network, liaison system, resource building, framework development

To attend and discuss the progress of R&D in the periodic meeting

12.27 Smart India Hackathon Coordinator (SIH)

- ✓ Get innovative solutions from students to our problems in cost effective ways.
- ✓ Open Innovation Movement Opportunity to work with some of the best talent in our institution.

SIH Coordinator identify students interested in

- ✓ Creating intelligent devices to improve commutation facilities, quality of travel experience and overall travel safety features hardware.
- ✓ Designing devices which would help in easing communication channels between various communication devices and points.
- ✓ Designing devices keeping in mind the need to enhance the primary sector of India - Agriculture and the lives of our Rural Population.
- ✓ Creating state of art solutions to manage and process our agriculture produce.
- ✓ Solutions could be in the form of waste segregation, disposal, and improved transportation system.
- ✓ Innovative ideas that help manage and generate renewable sources more efficiently.
- ✓ Designing devices that would help in managing healthcare better.
- ✓ Designing drones and robots that can solve some of the pressing challenges of India such as handling medical emergencies, search and rescue operations.
- ✓ Creating state-of-the-art devices to improve distribution, management and purification of water.
- ✓ Creating state-of-the-art safety and security technologies for India.
- ✓ Technology ideas in tertiary sectors like Hospitality, Financial Services, Entertainment, Tourism and Retail
- ✓ Prepare students for Smart India Hackathon competition.

12.28 Sexual Harassment Committee coordinator

- ✓ The committee shall consist of three senior faculty members, nominated by the Management.

    Sexual harassment constitutes:
    - • Physical contact and advances.
    - • Demand or requests for sexual favors.
    - • Sexually colored remarks.
    - • Showing pornography.
    - • Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

12.29 Tech Fest Coordinator

- ✓ Conduct meetings and delegate work to other team members.
- ✓ Come out with the idea of any innovative technical competition for the tech fest after discussing with colleagues and HOD.
- ✓ Decide about the name of the programme along with the round names, rules for the rounds etc.
- ✓ Starting from registration, campaign, conduction of rounds until announcement of the winner of the programme, they have to take the lead and ensure that things go fine.
- ✓ Attend the meetings with the overall tech fest coordinator and update the HOD.
- ✓ Involve student coordinators (not more than 5) and responsible for giving OOD for those students (not more than 5 days).
- ✓ Responsible for collecting the certificates required and issue to the students.
- ✓ Responsible to maintain discipline during the tech fest.
- ✓ Ensure that the winners get the prize after the successful conduction of the programme.

12.30 Time Table Committee

- ✓ To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- ✓ To collect the following information from the HOD:
    1) Teaching load distribution (Individual faculty's teaching load in the department).
    2) Sharing teaching load from other departments.
    3) Lab-wise subject allotment.
    4) Assigning of classrooms and tutorial rooms.
    5) Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
    6) Department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- ✓ If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
- ✓ To prepare the Academic Calendar and get it approved from the Principal.
- ✓ With the information gathered, prepare a draft of the class timetables. (Timetable software is available with the Network Administrator).
- ✓ Prepare the class timetables in the predefined Excel Format.
- ✓ Referring to the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
- ✓ Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- ✓ Display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
- ✓ With respect to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- ✓ A copy of academic calendar and all-time tables are to be mailed to the Director.
- ✓ Make the class timetables available in the Documentation Room for students' reference.
- ✓ To gather the following information from Committee Conveners, HODs and thePrincipal in order to prepare Academic Calendar:
    1) Term start and end dates.
    2) Public holidays.
    3) Dates for Class Tests
    4) Dates for annual functions and festivals (e.g. IRIS, Mosaic etc.)
    5) Days for activities like Fresher's day, Teachers day, Engineers day, BE fare well, National Science Day etc
    6) Industrial Visits.
    7) QIPs (short term courses, conferences, seminars, symposia and so on).
    8) Term work submission dates.
- ✓ To display the academic calendar for the information of students and staff. Also, a soft copy shall be made available on share on library and hard copy shall be kept in the Documentation Room.

- To prepare documents and annexure related to LMC report, Mandatory disclosure etc. as per requirement of the Anna University (AU) and AICTE under the guidance of the Principal.
- Any other duties the Principal may assign.

12.31 Time table in charge

- Responsible for making the time table for each semester and coordinating with other departments if necessary.
- Prepare the time tables, after discussing with the HODs' regarding any constraints or preferences.
- The time table for the practical exam to be prepared. Proper care must be taken to ensure that no student is missed out in the allocation.
- Result sheets must be checked for the students including 1styr students and slots must be made for practical exams, including all the students who have to write the corresponding lab.
- Responsible for maintaining a file for each semester where all the time table changes and workload is recorded with the signature of the HOD and the Principal
- Responsible for intimating the faculty and class coordinators for any changes in the time-table.
- Responsible to maintain the AU practical exam time table in the file after approval by Principal.
- To ensure that there are no overlaps, when preparing the practical exam time-table.
- Keep a track of absentees with the correct data.
- Prepare a time-table to monitor the other department allotted and maintain a file for monitoring.
- Ensure that the monitoring file is updated every week; also, that the faculty members are monitoring, and they are recording the monitoring details.
- Time-table should be framed in accordance with the policy.

12.32 Website Coordinator

- Should coordinate with the overall website coordinator and intimation should be provided for all the updates.
- The update in the websites for their department has to reach the overall website coordinator on the 25th of every month.
- All the events should be updated on the websites before conducting them.
- New faculty information on the website should be updated immediately.
- Responsible for all the information regarding their department on the website.
- Event report with photos must be updated in the website on the same day of the event.

12.33 Women empowerment Cell coordinator

- To create awareness of the Women's Right and to empower Women
- Identification of strong leader ship and change makers and building their capacity.
- To promote a culture of respect and equality for female gender.
- The provision of opportunities and programs for female gender to be financially, mentally and emotionally empowered to promote their growth as individuals.

- ✓ To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and the society.
- ✓ To involve NSS students of SREE SAKTHI ENGINEERING COLLEGE to interact with rural and urban women who lack formal education and identify projects suitable for up gradation using technology.
- ✓ To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- ✓ To help the self-help group women to get financial support by identifying the sources.
- ✓ To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job givers" rather than "job takers"