STANDARD POLICIES AND SERVICERULES (SPSR)

FOR HUMAN RESOURCES, ACADEMICS&NON ACADEMIC ACTIVITIES

MARCH- 2020

CHENNAI INSTITUTE OF TECHNOLOGY

Kundrathur, Chennai, Tamil Nadu 600069

INDEX

POLICY DOCUMENT

This Standard Policies & Service Rules Document has been prepared by adopting AICTE/NBA/NAAC/UNIVERSITY/NIRF Norms along with HR initiatives and suggestions received from all the stake holders. The document has been reviewed by the College Management Committee (CMC) and ratified by the Governing Body (GB) of the college in its _____ meetings held on _____ _____. This document should be implemented scrupulously by ALL THE STAKE-HOLDERS to ensure quality assurance and continuous growth. All stakeholders should strive to improve and make innovations to this document particularly concerning good practices and may recommend them through College Management Committee. The CMC as per necessity, practicality or otherwise may observe these policies with slight change if required. But that should be presented to the Governing Body in its next meeting for ratification. This "Policies and Rules Document" is christened as "CIT STANDARD POLICIES AND SERVICES RULES MANUAL".

Signature of Chairman
30.06.2020

MEETINGS, MINUTES & SCHEDULES

SNO	TYPE OF MEETING	FREQUENCY	TENTATIVE SCHEDULE
1	Governing Council	1 Time, in a Year	2nd Half of June
2	Academic Advisory Committee (Institute)	1 Time, in a Year	1st Half of June.
3	College Management Committee	4 Times, In a Year	1st Half of June, September, December and March.
4	Monthly Review Meets	12 Times, in a Year	1stSaturday, On every month
5	All Committees	6 Times, in a Year	1st Saturday, On alternate months
6	Grievances Committee	As and When Required;	1st and 3rd Saturdays of every month and as and when required
7	Students' Feedbacks on Faculty	1 Time, in a Semester	Mid and End Semester
8	Students' Feedbacks on CO Attainments	Once, in a Semester	End of the Semester
9	Stake-holders Feedbacks On Curriculum (Students, Alumni, Faculty & Industry)	Once in a year	At the beginning(Alumni & Industry) and before the end of the academic year(Students & Faculty)
10	Parents Day & Feedback	Once in a Year	Department-wise Parents Day & Feedbacks
11	Final Year Students – Exit Feedback	Once in a Year	Before the end of the final year students' Project Viva Voce
12	Final Year Students - Feedback on Facilities	Once in a Year	Before the end of the final year students' Project Viva Voce
13	Outgone Batch's 1st Alumni Meet	Once in a Year	On the day of Convocation.
14	Yearly Alumni Meet	Once in a Year	On College day
15	Faculty/Staff Exit Feedback	On Resignation	On the relieving Day!

INTRODUCTION

I.VISION, MISSION, QUALITY POLICY, GOALS AND ORGANIZATION:

The following points are considered for formulating vision Mission, Goals, Organization, Institutional management and Governance.

a) Vision.
b) Mission appropriate to higher education.
c) Long term goals and short term goals.
d) All the forgoing to be un-ambiguously verbalized with realistic purpose and within the resource context.
e) Wide publicity; The stake holders and community to understand and implicitly accept the same and totally commit themselves to achieve the above.
f) To set in motion a mechanism to achieve the above with proper planning and monitoring.
g) Incentives to the people working for the Vision, Mission and Goals.
h) Review, evaluate the efficiency of the mechanisms and 'Change'.
i) To provide leadership and motivation to achieve the above, for the pursuit of excellence in day to day and/ or routine activities.
j) Transparency in the higher level of Quality making, execution and monitoring academic activities.
k) Involvement of faculty in decision making/planning/implementations, effective mobilization of resources, allocation of available resources, procurement of laboratory equipment and conducting maintenance and other functions.
l) Decentralization in decision making and delegation of powers for achieving the aims and objectives at the institutional and departmental levels.
m) To aim for effective utilization and minimum wastage within the overall resource constraints.
n) To formulate clear recruitment and promotion policies.
o) To formulate clear and open HR policies.

Strategic Plan:

1.1 Vision

CITintends to be an eminent centre for Academia, Industry and Research by imparting knowledge, relevant practices and inculcating human values to address global challenges through novelty and sustainability.

1.2 Mission

- To create next generation leaders by effective teaching learning methodologies and instill scientific spark in them to meet the global challenges.
- To transform lives through deployment of emerging technology, novelty and sustainability.

- To inculcate lives through deployment of emerging technology, novelty and sustainability.
- To inculcate human values and ethical principles to cater to the societal needs.
- To contribute towards the research ecosystem by providing a suitable, effective platform for interaction between industry, academic and R&D Establishments.
- To nurture incubation centers enabling structured entrepreneurship and start-ups.

1.3 Values&Philosophy:

- **Excellence**: Strive for outcomes which are exemplary
- **Innovation**:   New and exciting processes and ideas,impacting students' experience at CIT.
- **Respect**:   Students/Parents/Stakeholders'personal   dignity   and potential.
- **Service**: Service to Students & Society, the basic tenets of CIT.
- **Integrity**: Coherence between Words and Acts.
- **Learning for Life**: Pursue Knowledge and truth throughout the lives.

1.4 Quality Policy:

We at Chennai Institute of Technology are committed to provide Quality Education and facilities for students' overall development to the satisfaction of stake-holders, to enable them to meet the challenge in their professional and personal life and to continuously improve ourselves in the path of excellence.

1.5 Goals:

1.5.1 Short term goals(Five ToTen Years):
- To secure and sustain 90% results in examinations
- To achieve 80-90% Placements and 10-20% Higher Studies.
- To provide teaching aids, LCD projectorsin all Class Rooms.
- To have allEssential Labs, advanced and industry-relevant Labs.
- To have advanced equipment and industry sponsored labs for product development, incubation, research and startups.
- To have the full range of IT enabled educational facilities, Intranet, Internet, Library Networks Memberships, virtual classroom with lecture theatres, video conferencing etc.
- To strengthen the training and placement, career guidance, entrepreneurship cells.
- To improve facilities for personality development and leadership qualities of students.
- To have the college accredited by TCS, Infosys, ABB etc.,
- To build sports pavilion, improve the quality of play fields and provide facilities for indoor games and sports.
- To provide outdoor facilities for tennis, basket ball, cricket etc.
- To have Quality improvement Programs for faculty and staff.

- To provide gratuity, group insurance for personal accident and health, transportation facility and also to formulate more HR policies for retention and professional & personal growth of the faculty.
- To have automation of all the facilities in the college.
- To have as many value additions like CCNA, SAP, Linux, Python, Data Analytics, IOT etc., and also other facilities to teach students the skills in demand which are not there in the curriculum.
- To provide summer training, projects, internships for all students.
- To provide medical facilities and purified drinking water to staff and students.
- To make the campus green, plastic free and environmental friendly.
- To provide postal/courier facilities, bank extension counter.
- To have all the programs of the institution accredited by NBA.
- To have the NAAC Accreditation with the highest grade for the Institution.
- Emerge as an Autonomous Institution for Industry specific curricula.
- To secure ranking in NIRF and emerge as an Institution of Excellence.

1.5.2 Long term goals (ten to fifteen years):

- To become Autonomous in 11th Year.
- To secure 100% results in examinations and placements/higher studies
- To make the institution one among the top 5 preferred colleges in TN.
- To develop the institution as a centre of excellence for Research.
- To develop necessary expertise in faculty to take up consultancy.
- To have collaboration with reputed industries, MNCs and global universities.
- To provide residential facilities for all students, faculty and staff.
- To develop this institution into a deemed university.

Achievement of goals shall be reviewed at least once in a year in the Governing Body Meetings.

2.0 ORGANIZATION & GOVERNANCE:
ORGANIZATION: The organizational structure is given in the following chart.

CHENNAI INSTITUTE OF TECHNOLOGY
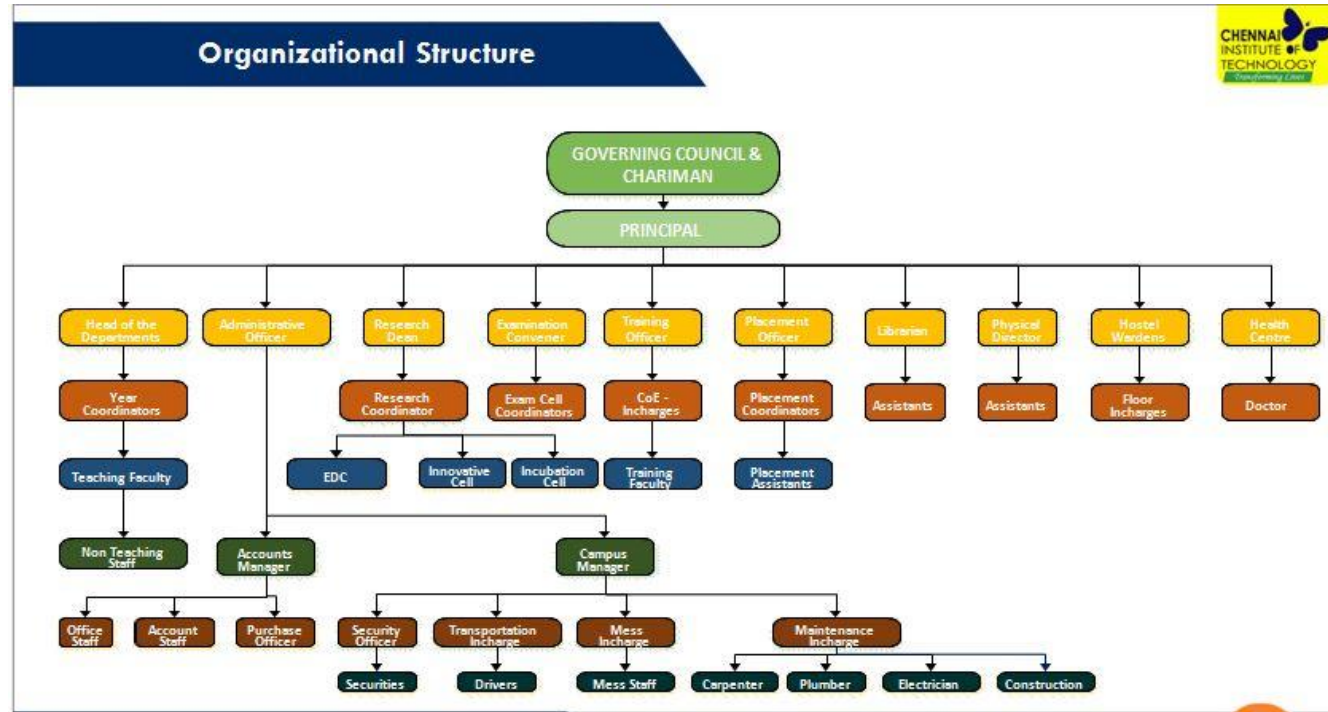
a) Each Department, FSR shall be 1:15; 12 Faculty for 60 Intake; 24 for 120 Intake; Each ME Program: Minimum 3 for 18 Intake;
b) All Professors and Associate Professors shall have PhD Qualification.
c) Head, Dean, Director, posts shall be on rotation basis;Based on contribution; Minimum 2/3 Years; Principal post also can be on rotational basis, based on GB
d) AAC:Chairman, Principal,4 Academicians of repute, 4 from Industries, Dean-Development; All Deans, Heads, CD&Invitees (1times per Yr)
e) CMC: Chairman, Principal, Deans, Heads, CD, Functional Heads; Review academic & development activities; Budget reviews; suggestions (4)

** In the absence of Deans, the activities will be carried out by the respective Co-ordinators, appointed by the Principal; Subject to the approval of Chairman.

2.1 GOVERNANCE: Conforming to the statutory regulations of all the regulatory agencies, the Promoter Trust is the highest authority. Governing Body fully conforming to the vision and philosophy of the Promoter Trust and also conforming to the statutory regulations of all the regulatory bodies and affiliating university governs the college.

2.2 SYSTEMS OF MANAGEMENT & GOVERNANCE

2.2.1 Governing Body:

The college shall have a Governing Body consisting of members from the Promoter Trust, two Eminent Professionals from the area of Engineering, Technology and Management, two Academicians of Excellence, one representative of the Government/AICTE and one representative of the University. The Principal shall be the Member Secretary of the Governing Body and arranges Governing Body Meetings and records the Minutes of the Meeting.The Governing Body meets for at least once in six months preferably in Second half of May and first half of November.

MEETING SCHEDULES – 2nd half of May and November, 2 times in a year.

2.2.2. CHAIRMAN

The Chairman is the chief executive of the **CHENNAI INSTITUTE OF TECHNOLOGY.** He co-ordinates between the sponsoring Trust, College Management Committee, Principal, Director and the other systems of management in the college. He is empowered with the following responsibilities:

a) To represent the College in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters, either directly or through his representatives.

b) To authorize a person or a team of persons to represent him at University, DTE, AICTE, SRO and TN State Government wherever necessary.

c) To put into action all the decisions of the College Management Committee.

d) To issue the appointment orders to the Principal/Director/CD.

e) To sanction all kinds of leaves to the Principal/Director/CD.

f) To appoint/avail the services of advisors for specific assignment or group of assignments, for specific periods.

g) To open and operate the required Bank accounts (for Tuition Fees, Special Fees, Caution Deposit, Hostel, Transport etc) either jointly with the Principal or Others as decided in the CMC.

h) To pay salary bills and other bills of expenditure.

i) To take decisions on all such matters that need immediate compliance in action but not covered by any of the foregoing points.To present such actions to CMC and GB in the subsequent meetings.

j) He can also appoint a member of promoter trust as his nominee, in his absence.

2.2.3 ACADEMIC ADVISORY COMMITTEE

CITshall have an Academic Advisory Committee comprising of four leading academicians and four industrialists/entrepreneurs. They shall meet once in a year and advise the management on academic excellence, industries expectations, students technical and soft skills requirements etc. The meeting shall be attended by all the members of CMC.

2.2.4 ADVISORS

Advisors advise Chairman on academic, research, consultancy, growth and excellence, administrative and developmental activities by keeping themselves apace with the latest trends in technical and management education and helps in the areas of quality education and growth of Institution. They will be assisting the Chairman in the formulation of policies for approval by CMC.

a) They will advise the Chairman on all matters, particularly on quality of education, accreditation, rankings, research, consultancy, growth and excellence of the college.

b) Theywill participate at AAC and CMC meetings for healthy discussion and finalization of policy matters.

c) They shall address the faculty and staffif required, on the advice of Chairman and/or Principal.

d) They shall set 10/15/25Years growth plans (Students intake, Number of UG/PG programs, NBA & NAAC Accreditation, Autonomous/Deemed Status etc) in consultation with Principal and the Chairman and shall take necessary actions on approval of the Chairman.

e) They shall involve in any other work incidental to carrying out the above functions like reviewing of documents submitted to AICTE, UGC, UNIVERSITY, ACCREDITING BODIES etc

f) They shall also involve in any other work of the college assigned to them in the interests of the college by the Chairman or on their own initiative after duly informing and taking the permission of the Chairman.

g) Chairman can nominate Advisors for specific tasks for a period of three/five years, which are renewable by the Chairman.

h) Advisors can extend their services till Chairman's desire.

i) Advisors shall work along with Principal, Director, Campus Director etc., as a team, focusing on growth and excellence.

j) 2.2.5College Management Committee (CMC):

The College Management Committee is an implementation and reviewing body making suggestions to the Governing Body. It formulates the policies for Governing Body Consideration and cultivates and promotes 'TEAM GOVERNANCE & PARTICIPATION OF ALL".

The College Management Committee is constituted with the following members:

Chairman and/or his representatives from the Trust, Advisor, Principal, Director, Campus Director, Deans, Heads of Departments, Functional Heads and Senior Professors.

The CMC meets at least once in three months to review and take stock of developmental activities, to implement policies and also to suggest measures/ make recommendations to the Governing Body for better action in all areas.The CMC may invite all or some of the members of advisory council as per the need. Minutes of the meeting should be recorded by the Dean-Development& Planning or by the Co-Ordinator.The minutes approved by the CMC will be implemented by the Principal and his team.

The CMC meetings will be held during 1st half of June, September, Decemberand March. The CMC meetings held in June and Decemberare extensive sessions covering all matters and shall also be attended by all the members. Examination results shall be reviewed in detail in these sessions. So, also the strategic plan. In September and Marchmeets Faculty Performance Appraisal will be reviewed in detail. Budgetary allocations will be made in Junemeet for the next year after reviewing the current year's utilization and overall expenditure. In December and Marchmeets current year's budgetary utilization will be reviewed.

CMC will also meet whenever necessary.

Functions of College Management Committee:

a) ACADEMIC ISSUES: To take decisions in all academic and administrative matters (like class work, examinations, vacations, lab developments, student information, new programs, certification/value addition/life-skills programs, Facultyand staff development activities etc.).

b) FINANCIAL MATTERS: To review the request for allocation of funds for various activities like lab establishments, student activities, faculty/staff development programs, in-house R&D activities etc.

c) DISCIPLINARY MEASURES: To approve disciplinary actions on the students, staff and Principal as and when necessary on their own, or on the recommendations of Disciplinary Committee or on Chairmanand/or Principal.

d) To form various CELLS and COMMITTEES with the advice and help of the Principal for the active pursuit of curricular, co-curricular and extra-curricular activities.

e) To take actions on the students' feedback obtained through the semi-annual feedbacksand on the "Exit Feedback" from outgoing batch students.

f) To take actions on the feedback from Faculty & Staff at the end of each academic year and on various feedbacks received from hostellers, parents, employers, alumni etc.

g) To act on the academic matters as and when they are brought to the notice by the Principal.

h) To fix the SPECIAL FEE, FINESetc, that are to be collected from students.

i) To discuss on the issues that involve financial commitment or financial loss for the institution and make suggestions/recommendations to the governing body.

j) To suggest possible measures for the welfare of the staff and the students.

k) GENERAL: To take decisions in all such matters that are not covered above but brought to their notice by the Chairman / Principal / Director.

l) To deliberate and decide on such issues that is not mentioned above but requires consideration.

All the actions of the College Management Committee shall be presented to the Governing Body for being taken as suggestions/recommendations to be considered by the Governing Body.

MEETING SCHEDULES – 1ˢᵗ half of June, September, December and March.

2.2.6 **PRINCIPAL**

The Principal is the CHIEF ADMINISTRATOR and a bridge between the Management, Staff and Students. He should be preferably of good academic, administrative and personal standing with good experience in engineering education. The Principal shall be a source of inspiration to the staff and students particularly in matters of discipline and commitment to the institution.

Functions of the Principal:

1. Administrate the college with the support of Director and CD.

2. Director shall help Principal on the following activities: academics, students placements & training, Indu. Institution Interaction, Entrepreneurship and Alumni.

3. CD shall assist Principal in the matters pertaining to Hostels, Mess, Canteen, Transport, Estate Maintenance, Physical Resources etc. towards smooth functioning of the Institution.

4. The principal shall invite the Director and CDfor all the meetings convened by him.

5. Principal and Dean(R&D) shall take steps for promotion of R&D work on his own or on the suggestions of the concerned Deans and Heads of the Department.

6. Principal and Dean(III) shall look after consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions or organizations as per their guideline from the CMC.

7. Principal and the Dean(SD)/Dean(R&D)shall look after Staff/Students Development Programs, Research Schemes, MODROBS, TEQIP Funds etc

8. Principal, Director and Advisors shall assist the College Management Committee/the Chairman in formulation of academic Programs, administrative policies, action plans for infrastructural development and schemes for institutional development.

9. Principal shall implement all decisions of the College Management Committee / the Chairman with regard to academic affairs and administrative matters that are entrusted to him.

10. Principal shall recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the CMC and to ensure the effective functioning of such activity cells/committees.

11. Principal shall enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the faculty and staff; and the guidance/help of the CMC when needed.

12. Principal shall inculcate work culture and discipline among the faculty and staff so as to keep them as models for students as envisaged by the Chairman.

Note: While enforcing discipline among the staff, the principal should act with due caution to protect the image and interests of the institution. The principal needs to consult the Chairman and take his consent regarding disciplinary measures particularly in cases of senior faculty members in higher cadres.

13. Principal shall ensure the collection of special fees from students for various student activities as determined by the CMC.

Principal shall utilize the amount in consultation with respective ACTIVITY CELL/COMMITTEE on the approval of the CMC.

Principal shall open and operateBank Accountsjointly or individually with the coordinator, for such special fees, maintaining books of accounts, on approval of CMC/the Chairman.

14. Principal shall openandoperate a Bank account for Scholarships received fromdifferent sources including the State Government, on the approval of CMC/the Chairman.

15. Principal shall maintain Books of Account for the scholarships.

16. Principal shall prepare the budget for consideration of CMC and approval of the Governing Body.

17. Principal shall check the salary statement and present it every month for the approval of the Chairman for disbursement.

18. Principal shall sanction leaves to Heads, Deans and Others as per leave rules, maintaining leave account.

19. Principal shall participate in Quality planning at University/Government/AICTE/UGC level for development of technical education.

20. a) Principal shall allow the individual members of faculty for participation in the orientation programs,refresher courses, spot evaluation, curriculum development sessions etc.

b) Principal shall permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development Programs at various levels.

c) Principal shall recommend the names of faculty members for various awards notified by the various institutions like ISTE, IE(I), ISTE, IEEE, IETE, State Government, Central Government etc., and process their applications for such awards.

21. Principal shall sanction annual increment to the faculty &staff as discussed approved by the CMC/the Chairman.

20. Principal shall open and operate an account and maintain funds jointly with the Chairman for Gratuity kind of payment, maintaining the books of accounts.

21. Principal shall make periodical review on the performance of the faculty and staff department wise or individually, taking the help of the Heads of Departments and presenting it to CMC and GB.

22. Principal can take decisions on the assigned responsibilities as per the guidelines/norms and report the same periodically to Chairman and CMC.

23. Decisions which require relaxation of guidelines/norms may be reported to Chairman for approval and subsequent approval in CMC and GB.

24. Principal shall hold monthly review meets with Department Heads and Functional Heads along with the Director and CD.

25. Principal shall submit a report to the Chairman on complete functioning of the college on academic areas (minimum once in a fortnight, 15th and 30th of every month). In this connection, if required, he can seek information/clarification from CD and Director.

2.2.7 DIRECTOR

a) To ensure effective academic management and students' placements, Director shall look after the following responsibilities:

1) Monitoring day-to-day academic activities
2) Students continuous evaluation
3) Achievement of good results in University Examinations
4) Students' placement and Training.
5) Students' Project Works in Industries and at Institution.
6) Industry-Institution Interaction.
7) Entrepreneurship Activities.
8) Alumni Cell
9) Faculties Recruitment

b) Director shall convene meetings with Deans/Heads/Co-Ordinators to discuss and decide on the activities to achieve best results and placements.

c) Wherever possible, Director shall invite Principal and CD for such meetings.

d) Director shall discuss with Principal on the decisions made and implement the same through Principal.

2.2.8 Campus Director (CD)

CD is the chief NON-ACADEMIC ADMINISTRATOR and is responsible for matters pertaining to the following:

        Administration (Non-Academic)
        Campus Management & Maintenance
        Hostels, Canteen, Dinning, Kitchen, Campus Security
        Transport, Finance, Purchase
        Student Admission (Management seats in 1st & 2nd Year)

1. He shall consistently apprise himself of the functioning of the college.

2. He shall be assisted by the following Functional Heads:

Finance Officer	Manager-Estate Operations	Manager–Hostel/Mess Operations
FUNCTIONAL AREAS		
Accounts Purchase Transport Cost-Control Measures	Building-Infrastructure Building-Maintenance Maintenance of Critical Equip. Security	Hostels Mess Canteen Kitchen
FUNCTIONAL RESPONSIBILITIES		
Daily Reporting-Chairman &CD Fortnightly-Bills Clearance Monthly-Purchase Meetings Monitoring Expenses Vs Budget Identifying Cost Reduction areas & Reporting to CD->Principal->Chairman Statutory Requirements	Monitoring daily campus cleaning Operations-Including Toilets Inspection of security operations Campus Maintenance Campus Infrastructure Generator Maintenance etc	Daily kitchen requirements Monitoring Mess Operations Monitoring Hostels – Enforcing Discipline thro. Dept. Wardens Monitoring Canteen Works
Daily Reporting to CD, 3:15 PM TO 4:15 PM		

3. CD shall also assisted by an Office Superintendent on non-academic issues.

4. CD shall arrive at a suitable salary structure in discussion with the Advisor/Chairmanand implementation of the same for all staff members (excluding academic).

5. While framing policies for Hostels (after college hour activities for students), he will do the same in consultation with the Principal and Director.

6. He shall be invited to all the meetings convened by the Principal/Director and he shall be an active participant and give his inputs to Principal/Director and CMC for consideration. He shall communicate with faculty members through Principal/Director and not directly.

7. He will submit a report to the Chairman on complete functioning of the college on non-academic issues, <u>minimum once in a fortnight</u>. In this connection, if required, he can seek information/clarification from the Principal and Director.

2.2.9 DEANS/CHIEF CO-ORDINATORS

To help the Principal,Director and Campus Directorin their administration, there shall be four Deans/Co-Ordinators namely

1. Dean/Co-Ordinator – Academics
2. Dean/Co-Ordinator – Students/Staff Affairs
3. Dean/Co-Ordinator – P&T, III
4. Dean/Co-Ordinator – R&D

The Designation Dean shall be used only when Professors hold these posts. In other cases they are called '**Chief Co-Ordinators**'

I)**Dean – Academics**

He looks after

i) Teaching-Leaning process, IQAC
ii) Library, Computers, Internet, Laboratories & Centers of Excellence
iii) Value added Programs, Certificate Programs, Life Skills Programs
iv) Examinations, Innovations in TLE.

II) **Dean- P&T, III**

i) Training & Placement.
ii) Internships for Students & Faculty, Projects at Industries
iii) Industry-Institute Interaction, Industry Sponsorships, MOUs
iv) Entrepreneurship Development, Incubation, StartUps

III) **Dean-Students/Staff Affairs**

i) Student Facilities, Scholarships,
ii) Student Counseling& Mentoring,
iii) CO &Extra curricular activities, NSS, NCC
iv) Student Discipline
v) Alumni Information, Alumni Meets

IV) **Dean – R & D.**

i) PG/PhD Programs, SRF/JRFs
ii) Research and Development, Publications,SeedMoney
iii) Faculty/Staff Development, Online/FTF, MOOC
iv) Consultancy, Testing and Corporate Training

Dean(s) – Functions:

1. He/She is overall in charge for the respective areas under him/her and shall ensure the success of these activities assigned.
2. He/She will make recommendations to Principal/Director on formulation of various committees for different areas he/she is in charge of.
3. He/She will convene meetings of those committees at least once in two months.

4. He/She shall submit reports to the Principal twice in a semester on the programs he/She is in charge of.
5. All the information, correspondence regarding the activities coming under the purview of the Dean shall be routed through him to Principal.
6. When ever necessary he/she shall convene a meeting of HODs concerning those activities, with Principal as chairman and Dean as convener and with invitees like CD, Director etc.

In the hierarchical order, the Deans are between the Principal/Director and Heads of Departments.

Coordinators of all committees will report to their respective Deans or Chief Co-Ordinators. HODs shall report to the Dean or to the Principal through Dean on matters that come under the purview of Dean.

The Deans will be guided by the policies of the college in the matters that come under their purview.

2.2.10 COMMITTEES:

The College has various committees towards smooth administration and delegation of responsibilities among faculty members, staff and students. Every committee shall have a co-coordinator and minimum two or more members. Coordinator will be in charge of the committees and its programs. These committees assist the Deans in the discharge of their duties. Each activity given under the Dean will have a committee.

Committee/Cell	Headed By
Grievance Redressal Committee-Staff/Students	Principal
Anti-Ragging & Discipline Committee	Principal
Statutory Committees' Cell (GB, AAC, CMC)	Principal
Human Resources – Faculty & Staff	Principal
Accreditation & Ranking Cell	Principal
Internal Quality Assurance Cell, IQAC Initiatives	Dean-Academics
Timetables Committee	Dean-Academics
Examinations Committee	Dean-Academics
Computers, Library,Internet Committee	Dean-Academics
Certification/Value Addition/Life Skills Programs	Dean-Academics
Magazine/Newsletter Committee	Dean-Academics
OBE, Assessments & CQI	Dean-Academics
Women Development&Empowerment Cell	Dean-Stud/Staff Affairs
Students Scholarships – Govt/Management/NGOs	Dean-Stud/Staff Affairs
NSS/NCC/Extension Activities/Yoga/Health/Hygine	Dean-Stud/Staff Affairs
Co-Curricular Activities Committee	Dean-Stud/Staff Affairs
Cultural Committee	Dean-Stud/Staff Affairs
Sports Committee	Dean-Stud/Staff Affairs
Counselling& GuidanceCell	Dean-Stud/Staff Affairs
Students & Stake-holders Surveys/Feedbacks	Dean-Stud/Staff Affairs
Professional Bodies – Students Chapter	Dean-Stud/Staff Affairs
Alumni Cell	Dean-Stud/Staff Affairs
Students' Admission Cell	Dean-Stud/Staff Affairs
Industry-Institution Interaction, Industry Centres, MOUs	Dean-P&T, III
Training and Placement Committee	Dean-P&T, III
Entrepreneurship Development/Incubation/Start-Ups	Dean-P&T, III
Press and Media Committee	Dean-P&T, III
Internships, Students' Industry Projects	Dean-P&T, III

Website Maintenance Committee	Dean-P&T, III
Research and Development/IPR/Patents	Dean-R&D
PhD Guides/PhD Scholars/SRF/JRF Etc.	Dean-R&D
Faculty/Staff Development Cell, Research SeedMoney, Online/FTF, MooC	Dean-R&D
Journals Publications–Faculty/Scholars/Students	Dean-R&D
Publications–National/International Conferences	Dean-R&D
Consultancy, Testing, Training - Revenue Generation	Dean-R&D
Finance Committee	Campus-Director
Transport Committee	Campus-Director
Purchase Committee	Campus-Director
Canteen Committee	Campus-Director
Hostel Committee	Campus-Director
Energy Conservation/RenewableEnergy/Energy Audits	Campus-Director
Water Conservation/STPs/Rain Water Harvesting/Environmental Audit	Campus-Director
Disabled Students/Faculty/Staff –Facilities: Toilets, Signage, Lifts, Ramps	Campus-Director
Construction and Maintenance Committee	Campus-Director
General Maintenance, Green&PlasticsFree CampusCommittee	Campus-Director

2.2.10.1Counselling and Guidance Cell:
(sampleCell Objectives, Meetings and Minutes)

To be headed by Dean-Student Affairs and comprising of one member from each department.

Objectives of the Cell:

- ❖ To create self confidence among the students.
- ❖ To conduct frequent interactive sessions with students.
- ❖ To clear the doubts related to academic matters of the students.
- ❖ To create social interactions and compatibility among the students.
- ❖ To monitor counseling activities of faculty members in Departments.
- ❖ To have interactions with parents.
- ❖ Timings :During the allotted period/time.

During the first three months of admissions, this cell also gives Counseling and Guidance Cell for New Students, to encourage the new students to seek the help of the cell.

2.2.11. HEAD OF THE DEPARTMENT

HOD is responsible for the functioning of that Department as per the laid down policies of the college. He will be consulting with and reporting to the Principal and Director. In all subject matters of various Deans, HOD shall report to the Principal through Deans.

HOD will allocate academic and other duties to the staff members of his department and enjoy a level of autonomy to utilize the services of his faculty and supporting staff.

HODs are given ancontingency money of Rs 10,000/- and they will utilize this for emergencies and unforeseen expenditure only.

ACCOUNTABILITIES AND RESPONSIBILITIES:

a) Will be accountable for all academic activities of the department and shall guide the faculty members, monitor student performance, teaching methodology, Identify the required laboratories as per syllabus with all Equipments/Software and facilities and research activities.

b) Will work as a cohesive team and delegate various responsibilities to all the faculty members and support staff and monitor the progress.

c) Will be responsible for semester academic planning, manpower planning, subject allocation, Additional Responsibility for faculty, lab equipment Procurement/ maintenance, academictime table, Department Stationary requirement. Class Rooms with accessories, Departmental Furniture availability and maintenance, Availability of teaching Aids, Departmental library requirements, Faculty Rooms with requirements.

d) Will monitor and check record of class work, verification of log books and coverage of syllabus and supervise the laband theory class work.

e) Will maintain university syllabus and modify the changes in curriculum issued by University and inform faculty on these changes

f) Will maintain the files and records as per NBA, NAAC, NIRF requirements

g) Will be in charge of students academic and personal data base maintenance, Society activities, professional societies and alumni.

h) Will be responsible for frequent scrutiny of details of Course Files/Lab Manuals of faculty and satisfy that lesson plan, lecture notes, and question bank, log book, etc are maintained in order for monitoring theory classes, lab sessions, students attendance and discipline.

i) Will co-ordinate co-curricular activities like local industrial visits, guest lecturers, educational tour.

j) Will co-ordinate academic activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association.

k) Will maintain a list of resource persons to handle Subjects identified as Difficult subjects, to conduct seminars on relevant common topics, to advise in departmental activities, to organize and conduct Seminars, FDP, STTP, Programs, Workshops personality development Programs, to conduct Add-on courses, etc.,

l) Will conduct project review meetings in consultation with students and staff and implement as per the procedure given.

m) Will organize and evaluate and monitor students continuous performance Improvement thro' Internal Evaluations and conducting Remedial class.

n) Will monitor the performance of Students after university examinations and analyze the results for monitoring students and faculty performance. Maintain the records of these analysis. Also use the details as feedback for improvement.

o) Will Involve in purchase of library books, laboratories equipments and consumables.

p) Will monitor conduction of lab classes as per university syllabus, additional experiments devised by faculty and design based experiments by students.

q) Will appoint one faculty Member as Lab In-Charge for each lab identified by department. Also ensure availability of qualified Non- teaching faculty(at Diploma Level) for each Lab, to maintain the Lab Equipments, to service them and calibrate them once in a Semester, to replenish consumables / Stationary requirements.

r) Will co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.

s) Will implement activities as per in academic calendar of the college and submission of reports.

t) To organize and conduct programs for Placement training and Higher educationof Students to ensure student placement and motivate for Higher studies as per target.

u) Maintain contact with Alumni and involve them in the Academic process wherever possible.

v) Maintenance of Discipline of Students in Class room, In-campus/Off-campus, in Department / Institution organized events. 95 % daily attendance of students in classes, Follow Dress Code, Adhering to Rules and regulations, active participation in all Department / Institution events.

w) Will organize and conduct Class Committee Meetings and initiate for corrective and preventive actions.

x) Will also convene Department Review Meetings with department staff once a month and maintain the Minutes book. The probable agenda is given in annexure.

y) Will present the departmental activities its progress, Problems, things to improve at Management Review Meetings and communicate decisions taken in these meetings to departmental faculty.

z) Will participate in the College Management Committee(CMC) Meetings and communicate decisions taken in these meetings to departmental faculty.

aa) Will achieve and exceed the set targets for HOD.

The Critical Success Factors (Targets & Review) for Heads has been given in the Annexure. The status shall be presented by Heads and the same shall be reviewed during the 1st week of every month, during the CMC Meetings.

FILES TO BE MAINTAINED BY DEPARTMENTS, AS PER SOP:

a) Faculty & Non-Teaching
b) Faculty & Non-Teaching Development
c) Students Admission, Admission Analysis
d) University Result Analysis
e) Students Placement & Higher Studies, Entrepreneurship
f) Students Mentoring, Counseling, Discipline etc
g) Program Educational Objectives, Program Outcomes, PSOs
h) Course Objectives, Outcomes, CO Vs PO Mapping,
i) Syllabus, Syllabus Vs PO Analysis
j) Time Table, Workload, Responsibilities
k) Guest Lecturers
l) Course Files
m) Lab Manuals
n) Tests/Model Examination-Marks,Analysis,Action Taken, Internal Marks
o) Co Attainments, PO Attainments, CQI
p) Students Feedback, Analysis & Action Taken, Other feedbacks
q) Labwise Resources, Stock Registers, Maintenance Registers etc
r) Department Library & Self-Learning Facilities
s) Students – Co/Extra Curricular, Entrepreneurship, Ethics
t) Students Personality Development, Alumni Activities, Students Awards
u) Students Mini & Major Projects
v) Students Association, Students Professional Society Activities
w) In-house R&D, Sponsored R&D, Consultancy & Testing
x) Indu. Institution Interaction, MOUs, IndustrialVisits, Training etc

HODs are advised to distribute responsibilities to various faculty and lab staff and monitor the completion of works and updating of files on regular intervals.

HODs shall be given an office assistant and attender. HOD Office shall be equipped with a computer system, laser printer and pen drives.

2.2.12 TEACHING STAFF - RESPONSIBILITIES:

a) Every faculty member shall be given a teaching load as per the norms and any one or two of the following administrative responsibilities, or as assigned by respective HOD.

    I.   Class in charge

    II.   Laboratory in charge

    III.   Allocation of workload, preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.

IV. Alternative class work arrangement, annual budget preparation, library committee, staff leave register, educational tour and industrial visits.

V. Co-ordination of final year student projects and mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.

VI. Any other special administrative works assigned by the competent authority.

b) Every faculty shall guide students and complete minimum two mini-projects and two final year projects.

c) Every faculty shall carry out the following as per the schedule:

I. Submission of Monthly Tests – 1 Week before the test.

II. Submission of test marks, model examination marks on or before the 4th day after the test.

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

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

d) Every faculty member shall compulsorily give weekend assignments to students in all the subjects taught by him/her and it shall be included as a part of lecture notes. The assignments shall be corrected and given back to students (Minimum 5 on advanced topics and 5 on unit-wise Part B questions/problems)

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

f) Every faculty member shall submit a list of text books to be purchased by the students one week prior to commencement of class work to the H.O.D and he/she should announce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.

g) Every faculty member shall prepare all possible Part-A and Part–B questions and answers for every unit and give them to the students as soon as the unit is covered and a soft copy to be given to the H.O.D without fail. Every faculty shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank and give them to the students.

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

i) Every faculty member shall check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should

be immediately reported to the Principal for action. The faculty member shall never use any abusive language or punish any student, when the student indulges in misconduct or misbehavior in the premises of the college.

j) No faculty shall cancel any theory class or laboratory class or send a fellow faculty to his/her class without permission from the H.O.D/Principal, when the latter is present in the college.

   I. Every faculty shall arrange special coaching class for academically weaker students on holidays or evening time in consultation with H.O.D/Principal.

   II. Every faculty shall prepare the lesson plan for teaching the theory courses in his /her own way and ensure to get a minimum pass percentage of 90 and more in his/ her subject. The percentage pass marks obtained by the students will be taken into consideration while considering the increments/raise in the salary.

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

k) Every faculty shall encourage and guide students in the preparation of technical papers for presentation in conferences in other colleges and should guide a minimum of one paper per semester.

l) Every faculty shall review the analysis of test and model examination marks, university examination marks and counsel the weak students.

m) It is mandatory on the part of every faculty to become familiar with the Computer Systems Operation, MS Office, Internet Usage etc.

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

   II. In case a faculty resigns his/her job, they should give two months prior notice or two months salary in lieu there of and can be given only during March. The relieving orders will be given only at the end of the academic year (i.e. on May 1st).

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

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

   V. Every faculty shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal or Grievances Committee for necessary action.

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

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

n) The Critical Success Factors (Targets & Review) for Faculty Members has been given in the Annexure. The status shall be presented by the faculty members in DRMs, after every monthly test, before Heads CDMs with the Principal and CMC.

2.2.13 OFFICERS - PLACEMENT AND TRAINING

a. The placement and training officer shall be the coordinator of placement and training cell and it is his/her responsibility to achieve 90% placement for all students in Industry and reports to Dean-P&T, III.

b. It is the responsibility of Placement and Training Officer to improve the employability of students and submit the plan of action for the approval of the Principal/Director and Management.

c. He shall arrange for special Lectures by experts from HRD of companies for III and IV year students on the following topics:

I. Personality skill development
II. Soft skill development.

d. He shall arrange regular training classes for students on the following topics through outside agencies or in-house trainers.

I. Personality and communication skill
II. Oral communication
III. Written communication
IV. English grammar
V. Comprehension in English
VI. IQ and aptitude test
VII. Personal interview

e. He/she should visit industry/companies and maintain close liaison with concerned Officials of the companies for campus visit and subsequently arrange for the campus interview.

f. He shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.

g. He shall maintain the year-wise placement records

2.2.14 LIBRARIAN

1) Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section

2) Librarian is responsible for selecting the books (along with HODs), ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

3) Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).

4) Librarian is in-charge of fine collection and Xerox charges collection from the students and renders accounts to the Principal once in 15 days. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.

2.2.15 WARDENS

1) The Warden/Deputy Wardens shall ensure that hostel rules are followed scrupulously by hostellers and if any hosteller violates the rules, he/she shall recommend to CDfor appropriate action.

2) The Warden/Deputy Wardens shall ensure that the hostel rooms / toilets / bathrooms are kept in very hygienic condition.

3) The Warden/Deputy Wardens are responsible for proper record keeping, safety of the students and maintaining discipline

2.2.16 PHYSICAL DIRECTOR

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

2) He has to monitor disciplinary aspects including adherence to dress code, maintenance of silence, promptness in attending classes, and engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the college premises

3) He shall take adequate measures to prevent any misbehavior, misconduct, especially during extra curricular activities and other college functions

4) He shall convene disciplinary committee meetings once in a month in consultation with the Dean/Chief Co-Ordinator of the disciplinary committee to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of students

5)   He shall prepare the annual budget for the sports and games accessories and submit them to the Principal.

2.2.17. Laboratory Instructors and Assistants

1.   To provide instruction to the students on the operational aspect of equipment / machinery.

2.   Upkeep and maintenance of equipment in the laboratory

3.   Maintenance of records relating to the laboratory (Stock, Issue register etc.)

4.   Help Lab in-charge in stock verification

5.   Maintenance of cleanliness and neatness of laboratory/workshop

6.   Maintaining the service record for equipment in lab

7.   Ensuring the lab instruments are in proper working condition

8.   Safe accounting and reporting of breakage

2.2.18 OFFICE ADMINISTRATIVE SECTIONS

There will be two administrative sections – one for Principal/Director and another for CD. Principal/Director Section looks after Students/Faculty Affairs and CD Office Section shall looks after Purchase, Non-Teaching(Non-Academic), hostel, transport etc.

2.2.18.1
PRINCIPAL OFFICE SECTION-STUDENTS & FACULTY AFFAIRS:

It will be headed by an Office Manager and assisted by office assistants. In addition, Principal and Director shall have a Stenographer/Typist and   attenders.

STUDENTS:
1. Admission
2. Correspondence to DOTE / AU for student admission approval
3. Provisional Eligibility certificates for NRI students/Students from Other States.
4. Students Admission - Statistical data
5. Transfer of students from one college to other college
6. Degree Certificate and Transfer Certificate.
7. Issue of duplicate mark sheet and name change.
8. Progress report to parents
9. Issue of bonafide and course completion certificate
10. Graduation and Induction Day
11. Students Scholarship
12. Daily Absentees Report Compilation

FACULTY:
1. Faculty & Non-Teaching (Technical) Recruitment
2. Maintenance of Faculty Data/Documents in individual files
3. Custodian of faculty members original certificates

4. University result Updating

5.

AICTE:
1. AICTE/AU Correspondence
2. AU and AICTE visits

OTHERS:
1. Interfacing with Departments & Collecting Data for Principal.

2.2.18.2

CD OFFICE SECTION – PURCHASE, NON-TEACHING(NON ACADEMIC), Transport, Hostel etc. :

It will be headed by an Office Superintendent and assisted by Office assistants. In addition, CD shall have a Typist and an attender. A Receptionist will be available at the Reception.

PURCHASE:
1. Purchase of equipments
2. Purchase of consumables
3. Purchase of stationery items
4. Servicing of equipments
5. Gate pass for sending equipments/stores for servicing
6. Follow-ups on Servicing and Getting back.
7. Equipment Status Report (after Maintenance)

NON-TEACHING(NON-ACADEMIC)
1. Recruitment – Non-teaching
2. Pay fixation, Annual increment – Non-teaching
3. Personal register – Non-teaching
4. Custodian of original certificates – Non-teaching

RESOURCES & OTHERS:
1. Land and Building documents
2. Consortium work
3. Fire Certificate, Pollution certificate, Structural stability certificate etc.
4. Interfacing with Functional Departments & Collecting Data for CD.

TRANSPORT:
1. Single Page – Bus Details;
2. Single Page – Driver Details;
3. Single Page – Office Vehicles and Ambulance Details
4. Register - Diesel Consumption & Mileage

HOSTEL:
1. Register–Students Details, Room-wise – Allotment; Hostel-Block-wise
2. Hostel Complaints/Maintenance Register.
3. Mess/Canteen Register

RECEPTION & TAPAL
1. Maintenance of incoming Tapal Register and Issue Register
2. Maintenance of Dispatch Register
3. Maintenance of stamp account and settlement of advance

4. Maintenance of Tapal Register (Department wise), issue – Each department
5. Attending Telephone operating work
6. Dispatch of letters to parents and others

3. Financial and Physical Resources

The following points are considered for formulating policies on Financial and Physical Resources and their utilization.

i) Running the programs
ii) To provide physical resources in conformity with legal, safety and security requirements
iii) To meet the operational budget
iv) Maintaining and upgrading the equipments
v) There should be a clear evidence of resource planning linked to financial planning

The sources of finance are

i) Largely student fee
ii) Grants / loans from promoter society
iii) External borrowings and donations
iv) College should try for grants from state government, central government and other funding agencies and private sources
v) Seminar Grants, Travel Grants from AICTE, MHRD etc.

3.1   FUNDS – PLANNING AND UTILIZATION:
The college shall create a corpus by depositing 5% of tuition fee collected, every year. This corpus shall be used for development of Education and Expansion of the institution in future in times of need.

In addition, the finance officer shall deposit the budgeted recurring and non-recurring funds as fixed deposits at the beginning of every academic year, for periodic utilization.

3.2 RECURRING BUDGETS:
Governing Body's relevant minutes on budget shall be sent as circular to the departments.Immediately after receiving the above all HODs shall submit with probable dates, time table for various events of that academic Year.

All HODs shall submit utilization reports in the prescribed Performa twice a year in October and in April.

3.3 CAPITAL RESOURCES:
Include land, buildings, endowment fund and other deposits of money.

Land:
- Land will be provided to meet the minimum requirement of AICTE.
- Efforts will also be made to provide more land, when required.
- After meeting the priority requirements, a compound wall will be built for the land.
- To make the campus pleasant, attractive, safe, hygienic, eco-friendly and as self sufficient as possible.

Buildings:

- Buildings should be provided to meet the minimum AICTE requirements.
- Efforts shall be made to provide more building space for student comforts.
- The buildings shall conform to legal, safety and security requirements.
- Buildings shall be maintained ensuring maximum levels of safety and hygiene.

Hostels:
- To provide hostels to meet the demand, following AICTE norms.
- Hostels shall be provided with full possible compliment of communications, IT, Kitchen and health facilities.
- *After meeting the students' requirements residential accommodation to faculty members with modern facilities will be planned and provided.*

3.4 Support and other facilities:

1. **Water:** To provide sufficient and potable water for utilities and drinking.

2. **Electricity:** To provide HT supply to the college. All electrical installations to be certified safe and free from hazard. Sufficient back up power supply to be provided. Ample lighting, fans, air-conditioning to be provided. They should be used frugally and when required, promoting the culture of avoiding unnecessary usage and promoting the culture of energy saving and economizing the energy cost. Alternate energy resources shall be planned.

3. **Communication:** To provide communicational facilities, namely EPABX system, phone facility, DOT phones connectivity, FAX, LAN, WAN, broad band internet, Video conferencing, Virtual class rooms.

4. **Medical facilities:** To provide a dispensary with a full time nurse and ambulance. In addition, services of a part time medical officer will be sought three times in a week. To provide first aid boxes in all departments. A maruti Omni Vehicle with drivers will be made available for 24 hours for any medical emergency.

5. **Reprographic facilities**: To provide required number of duplicators, photocopiers.

6. **Refreshment facilities for students and staff:** To encourage to form various clubs and then to provide infrastructure for sports facilities, health clubs, auditorium with facilities for screening cinemas. Avenues for refreshments for staff and students at the canteen facilities.

7. Transportation facilities to arrange transport facilities for students and staff.

8. **Insurance:** To provide Group Insurance / insurance for staff and students.

9. To Provide a Cooperative stores.

10.To provide sufficient parking space.

3.5 Guidelines for Purchases:

The following guidelines shall be followed to finalize the purchase procedure.

HODs will submit their budget estimations for the next year preferably by April30thof every year, in the prescribed formats. Principal shall submit the total recurring and non-recurring budget requirements for the entire year for GB Approvals. The sanctioned budget amounts shall be intimated to the HODs for various purchasesand for conducting different activities.

HODs will call for quotations for the required equipments /itemsand prepare comparative statements.

A purchase Committee consisting of Chairman/CD, Officer-Finance, Principal, Director and concerned HOD will finalize the indent for placing order.

The purchase order shall be placed by the Principal and Chairman.

No advance shall be paid at the time of purchase order and payment shall be paid after successful installations and testing. The HOD will certify the above.

However, when an advance is required to be paid at the time of purchase order, pros & corns to be duly weighedupon and decision to be taken.

After receiving the equipment along with the bill/Invoice the department will test and verify as per specifications as mentioned in the purchase order. If the department is satisfied with the equipment, the bills will be passed after duly entering into stock registers with necessary initials and the bills will be forwarded to the office for payment.

The office after the receiving the bills shall enter them in the central stock register and pay the bills.

The department shall maintain one purchase register, and separate stock registers for recurring and non-recurring for each laboratory.

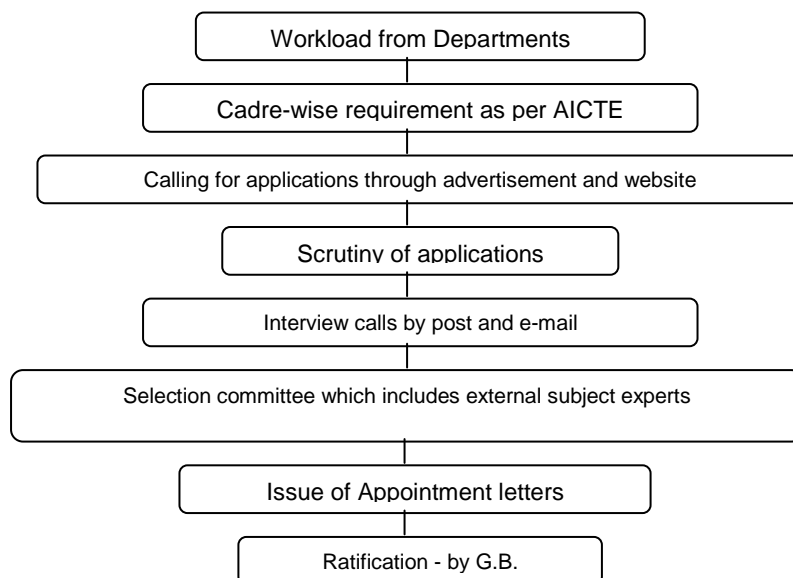The department shall maintain separatecontingencymoney register (contingency register) andIndent Register.

IV. HUMAN RESOURCES

The following points are considered for formulating policies related to Faculty and Staff.

- Faculty as per AICTE norms (FSR - 1:15, on AICTE Sanctioned strength) or more as per requirement for academic, research and consultancy.
- Faculty selection through open advertisement.
- Work load of faculty, not to hinder effective performance in teaching / research.
- Supporting staff in sufficient numbers, with adequate qualifications and skill.
- Ambiance for retaining good faculty
- Involvement on senior faculty for research, product &laboratory development.
- Facilities for quality improvement
  o Sponsoring to continuing education programs
  o Sponsoring for higher degree programs
  o Sponsoring for industry internship
  o To provide industrial experience to Faculty
- To associate senior faculty members in the staff selection process
- To improve the level of faculty commitment in the quality of teaching in the Classroom and also in the laboratory
- To issue quality handouts in the class and laboratory
- Special programs/efforts to improve the learning experience of the students.
- Faculty to give imaginative assignments, industry relevant problems and to increase the awareness of current state-of-the-art technology specific facets.
- Faculty to participate in promoting activities of professional society.
- Faculty to acquire knowledge of current and best practices.
- Faculty to subject themselves to evaluation by students.
- Faculty to present a self performance appraisal report and how faculty uses it for correction and improvement.
- Grievance redressed mechanism for the faculty.
- Autonomy to HOD to utilize the services of his faculty and supporting staff.
- Transparent Service Rules
- Evaluation of faculty with respect to their duties once in a semester.
- Incentives/rewards/Appreciations for performance.
- Supporting staff to contribute in
  - Calibration and repair of instruments and systems
  - Construction and fabrication of equipment
  - Preparation of samples
  - Making routine experimental observations.
  - Sufficient skills development Programs for supporting staff.

4.1 Recruitment/Promotion Policies/Procedures:

Selection shall be through open advertisement. AICTE and University guidelines will be followed for recruitment of Faculty Members. The following is the procedure in brief for recruitment of faculty.

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┌─────────────────────────────────────┐
│     Workload from Departments        │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│   Cadre-wise requirement as per AICTE │
└─────────────────────────────────────┘
┌─────────────────────────────────────────────────┐
│ Calling for applications through advertisement and website │
└─────────────────────────────────────────────────┘
┌─────────────────────────────────────┐
│       Scrutiny of applications       │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│    Interview calls by post and e-mail │
└─────────────────────────────────────┘
┌─────────────────────────────────────────────────┐
│ Selection committee which includes external subject experts │
└─────────────────────────────────────────────────┘
┌─────────────────────────────────────┐
│      Issue of Appointment letters    │
└─────────────────────────────────────┘
┌─────────────────────────────────────┐
│         Ratification - by G.B.       │
└─────────────────────────────────────┘
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Internal faculty members who got promoted will be placed on probation for one year and those appointed newly will be placed on probation for two years.

Retired persons who have not crossed the AICTE permitted age may also be recruited and they shall retire after they cross the AICTE permissible age of retirement.

Committee for Faculty Selection:

The committee shall have the following members

- ❖ Chairman/Management Representatives
- ❖ Principal, Director & Advisor
- ❖ HOD of the Department
- ❖ Subject experts including external experts
- ❖ Invitees

After the selection, the selected candidates are given appointment orders (the standardized appointment orders). Once the selection list is approved by the Chairman, the appointment orders can be issued by the Principal.The report of the selection committee will be presented to the Governing Body for approval.

When any employee joins the college, a personal file shall be opened with
- His application and appointment order with photo
- Joining report
- Certificates of qualification and experience

The following shall also be maintained in the same file.
- His assessment reports
- Rewards / Appreciation details

- Any event to be recorded.
- Promotion & salary hike
- Higher qualification details, if acquired during service.
- Research publications, FDPs attended, Organized etc.
- Professional body membership details
- Agreements if any
- Resignation / retirement details.
- Service Particulars
- Periodical updating of address/contact details etc.

4.2 Faculty Qualification:

AICTE's prescribed qualification norms shall be adopted. The same are given below for reference and guidelines.

8.2	Faculty Cadre and Qualifications (Degree & Post Graduate)		
Program	Cadre	Qualifications	Experience
Engineering / Technology	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech	
MCA	Assistant Professor	BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech **OR** BE / B Tech and MCA with First class or equivalent in either BE / B Tech or MCA **OR** MCA with first class or equivalent with two years relevant experience.	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.	
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
Architecture	Assistant Professor	Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree	
Town Planning	Assistant Professor	Bachelors and Masters Degree in Town Planning with First Class or equivalent either in Bachelors or Masters Degree.	

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All Program	Associate Professor	Qualification 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 student is highly desirable.	Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
All Program	Professor	Qualifications as above that are for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable	minimum of 10 years teaching and/or research and/or 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. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents,

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4.3 FACULTY MEMBERS - MINIMUM PRESCRIBED PAY:

AICTE's 2010 Guidelines on minimum pay shall be adopted and practiced. Over and above the minimum pay, performance pay shall be extended based on academic performance, research performance and funds generation.AICTE's minimum pay guidelines are given below as reference.

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

(a) Assistant Professor/Associate Professors/Professors In Technical institutions

(i) Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.

(ii) An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.

(iii) Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

(iv) Assistant Professors who do not have Ph.D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

(v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.

(vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

(vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.

(viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

(xii)   Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(xiii)   Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

(xiv)   The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

(xv)   Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

(xvi)   For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.

(xvii)   Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

(xviii) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

Pay Scales of Principals/Directors in Colleges:

Appointments to the posts of Principal in Technical Institutions shall be based on the conditions of eligibility In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

4.4 Increments Policies:

Grant of Increments:
Increment(3% of Basic & Grade Pay) shall be granted to all qualified and eligible staff members in that time scale by putting in one year of service as on 1st August unless it is withheld due to poorperformance. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory.

a) Principal through his office will invites HODs remarks for sanctioning increments to eligible staff two months in advance. HODs will also enclose a copy of comprehensive report on the evaluation of faculties performance for previous two semesters

b) Principal shall present this to the C.M.C. in its next meeting and C.M.C/Chairman shall grant the increments.

4.5 Human Resources: FacultyCadre ratio

The ratio for Professor, Associate, Assistant Professo is 1 : 2 : 6. However for under graduate courses a minimum of 1 Professor & 2 Associate Professor at the senior level of the faculty for each course offered shall be ensured.

For PG Programs   1 Professors and 2 Assistant Professors or
1 Professor, 1 Associate and 1 APfor each PG.

The PG staff may also be used for UG programs. The student, staff ratio for UG Program is 15:1. In Sciences and Humanities Department there shall be at least one Professor or AssocateProfessor at senior level in each subject.

Faculty Requirements:

Sanctioned	Students II/III/IV	FSR	Required	Professor PhD	Associate PhD	Asst. ME/MTech
60	180	1:15	12	1	2	9
120	360	1:15	24	2	4	18
180	540	1:15	36	4	8	24

Faculty members shall be appointed as per the sanctioned intake. Additional faculty members can be appointed only with the approval of CMC/GB (Chairman).

4.6 Faculty Work Load:

Work load of a faculty should not be less 40 clock hours a week of which teaching contact hours should be

Principal/Director	–	4 hours / week (1 Course/Subject)
Professor	–	8 hours /week (2 Courses/Subjects)
Associate Professor	–	12 hours / week(3 Courses/Subjects)
Assistant Professor	–	16 hours / week(2 Courses/2 Labs)

But in case of emergencies / unavoidable circumstances, there could be work adjustment with extra hours. Faculty shall be present in the institution during working hours, unless engaged in official works outside. Professors and Associate Professors should have clearly defined administrative, consultancy, R&D activity.

All faculty shall perform any additional duty either remunerative or non remunerative, in addition to his normal duties, that may be assigned to him from time to time.

Every faculty shall submit a monthly report in the Performa supplied to the HOD as regard to the role, jobs and targets assigned to him by the Department / Institution from time to time.

4.6.1 Duties of Faculty:

Academic (1)	Research& Consultancy (2)	Administration (3)	Extension (4)
Class Room instruction	Research & Development Activities & Research Guidance	Academic and Administrative management of the institution	Extension services
Laboratory Instruction	Industry sponsored projects	Policy planning, Monitoring & evaluation and promotional activities both at departmental and institutional level	Interaction with industry and society
Curriculum Development	Providing consultancy and Testing services	Design and development of new programs	Participation in Community services
Developing Learning Resource material & Laboratory Development	Promotion of industry institution interaction and R&D	Preparing project proposals for funding in areas of R&D work. Laboratory Development, Modernisation, Expansion, etc.,	Providing R&D support and consultancy services to industry and others user agencies.
Students Assessment & Evaluation including examination work of university	Research Publications in Scopus/WOS/SCI/UGC Journals	Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community.
Participation in the Co-curricular &Extra curricular activities	Corporate Training & Revenue Generation	Development, administration and Management of institutional facilities	Promotion of entrepreneurship and job creation
Students, Guidance &Counseling& helping their personal ethical, moral and overall character development	Patents filing.	Monitoring and Evaluation of academic and research activities	Dissemination of knowledge
Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books, publications seminars etc.,	Preparing e-Content for MOOC Platforms	Helping mobilization of resources for the institution. Develop, update and maintain MIS. Plan and implement Staff Development Activities.	
Self development through upgrading qualification, attending FDPS, Internships & Professional activities		Maintain accountability conduct performance appraisal	

4.6.2 Attitudes and Commitment:

Attitude and commitment of faculty are evaluated on

➢ Punctuality of the faculty to his duties

- Adherence to the teaching schedule / Lesson Plan
- Effectiveness of that particular faculty teaching
- Effectiveness of his/her laboratory class teaching
- Faculty attitude towards non teaching duties assigned to him/her.
- Faculty setting of question papers and evaluation of answer sheets.
- Faculty efforts for his/her professional growth
- Faculty use of teaching aids
- Research &Development work, Industry Assignments, Academic Performance (in University Examination) etc.

HOD to submit report on the above points, covering allfaculty members once in a semester.

To improve quality of teaching in the class room and laboratory, faculty to practice providing quality handouts both in the class and labs, giving imaginative assignments, industry relevant problems, increasing awareness of students on the current state-of-the-art technologies.

CIT shall have conducive ambience (academic or otherwise) to retain faculty. For faculty selections and lab development, College shall involve senior faculty members.

4**.7 Motivational Initiatives: Faculty**

4.7.1.   Sponsoring to higher education:

Taking into consideration, the departments need to have more PhDs for faculty positions, Faculty members are encouraged to join programs under the following scheme.Faculty with a minimum of two years service will be given preference for sponsorship and in the required specialization only.

- Ph.D. – Part-time/ Full-Time

4.7.2.   O.D. Facilities to pursue higher education
- Ph.D – O.D. to attend course work on week days.
- Reduced work load for Faculty(s) pursuing PhDPrograms, during completion state.

4.7.3Financial Assistance
- Interest free education loan to pursue PhD (Part Time/Full Time)
- Half-pay-leave for six months to complete Ph.D. Thesis writing.

4.7.4 Free Perks
- Free transports, morning break-fast, coffee/tea, lunch and evening coffee/tea, snacks for all Teaching, Technical and Administrative Staff(Need to Quantify; May reflect in Salary as a part of Compensation)
- Free dress and gifts for all staff for Deepavali/Pongal festival.
- *Gratuity kind of payment*
- *Insurance cover for Health / Personal accident Insurance*

4.7.5   Faculty – Academic Performance Pay:

	Parameter	Expected Outcome	Incentives	Maximum Outflow Per Faculty
1	Performance in University Exams	90-100%	Rs 10000 per course x 4 Courses	Rs 40,000
2	Budget for NPTEL/Swayam Courses	Gold/Elite	2500x4-Course, per Yr	Rs 10,000
3	Budget for 5 Days, FDP Program	5 Days,FDP	Rs 10000 (Budget)	Rs 10,000

4.7.6   Faculty- Research Performance Pay:

	Parameter	Expected Outcome	Incentives 1st Author	Incentives 2nd Author	Maximum Outflow Per Faculty
1	UGC/SCOPUS/SCI/WOS Publication	2 SCI or 4 Scopus	2x10000 4x5000	2x5000 4x2500	Rs 30,000
2	International Conference, Abroad	Paper Accepted	Rs 20,000/-		Rs 20,000
3	International Conference, India	Paper Accepted	Rs 10,000/- (OR)		Rs 10,000 (OR
4	Guiding Project – Getting Prizes	National Level	Rs 10,000/-		Rs 10,000

4.7.7   Sponsoring for National/International paper presentations, continuing education Programs conferences
- Facultymembers shall be sponsored for conference, provided his/her paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.
- Faculty members shall be sponsored for a maximum of four times in an academic yearincluding paper presentations and training programs (not more than 10 days)

- For delivering guest lectures at institutions, key note lectures, chairing sessions atconferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in an year subject to a maximum of five days.
- Faculty who are sponsored for Paper Presentations and Training programs will be paid Registration Fee, nominal travel expenses. These will be paid only after giving the presentation in the department and after submitting material to the departmental library and producing a certificate from the HOD.

4.7.8 Participation in Faculty Development Programs / Workshops and Conferences etc.

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

4.7.9 Paper Publications in Journals:

- It is mandatory to have <u>minimum one journal publication(1 SCI or 2. UGC/ SCOPUS</u>Indexed) from all PhD Qualified faculty members, in an academic year.
- Faculty members whose papers are published in Internationally recognized Journals(Scobus/WOS/SCI) will be presented research performance pay as mentioned above (over and above the 1SCI/2UGC/SCO research papers for PhD Qualified faculty members).

5.7.10 For International Conferences held Abroad

- 50% of actual expenses including registration fee or Rs.20,000/-which ever is lesswill be paid.
- Financial assistance will be given to one of the authors who will be presentingthe paper.
- Academic leave will be sanctioned for journey time and conference days only.

NOTE:

- The financial support and academic leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation.
- Participants should produce evidence of participation.
- For International Conference in India the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses.
- The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.

4.7.11 Cash prizes for good academic performance

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

- Staff members who produced 95 % and above but less than 100 % results in the theory subject will be awarded as detailed above.

- • Staff members who produced 100 % results in the theory subject will be awarded as detailed above.

4.8 Faculty Development:

➢ Workshops to be conducted in the college on pedagogy, instruction, student evaluation, feedback etc., personality development for Faculty Members.

➢ Faculty Membersare encouraged to publish and present papers – offering them good incentives.

➢ Faculty members are encouraged to attend summer schools, winter schools, seminars etc.

➢ To sponsor Faculty Membersfor higher education.

➢ Every department shall conduct a workshop, short term training programs ranging from 5 to 10days(1/2 Weeks) every year.

➢ Extension lectures by senior staff shall be arranged in industries for their benefit.

The first requirement for any Faculty to be sponsored to these Programs is he should have the right attitude compatible with the aims / objectives / policies of the college and should have a strong commitment to the same.

4.8.1 Eligibility to attend conferences/Workshops:

No one shall be sponsored for conference, unless his paper was accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.They should have a minimum of 'ONE' year of service.

No staff member shall be sponsored for more thanfour times in an academic year including paper presentations and training programs(maximum of ten days). In case of faculty doing PhD due consideration may be given.

The HOD shall take into consideration, the usefulness of sponsoring that person to him and/or to the college.

Sponsored faculty will be paid registration fee TA & DA only after giving the presentation in the department and after submitting material to the department library, and producing a certificate from the HOD.

Please refer 4,7.5 &4.7.6 for, per faculty funds allocation for attending FDPs, for presenting papers at National and International Conferences, TA/DA etc.

4.8.3 Professional Societies - Memberships

Encourage faculty to become members of Professional Bodies like IEEE /IE/ IET/ SAE/ ISTE and giving necessary weightage in their evaluation. Every Faculty is expected to become a member of a society concerning his/her branch. Funds earmarked for FDPs can be utilized for 50% of annual/life memberships.Balance 50% should be brought by the Individual Faculty Member. Funds can be availed for becoming membership in 'ONE' professional body/society.

4.8.3 Industrial exposure to the faculty:

Faculty members shall make necessaryarrangements for industrial internship. Ideally every faculty should have industrial exposure in the subject they teach. Every year at least 50% of the faculty members areplaced for internship for a period of at least two weeks.

Performance appraisal:

Performance Appraisal of the faculty is done every year based on faculty members contributions. Following parameters are considered for performance appraisal:

	MARKS	WEIGHTAGE		
1) BASIC PROFILE/DATA		PROF	ASSO	ASST.
2) TEACHING, LEARNING AND EVALUATION (300)	300	40%	50%	60%
2.1) COURSE FILES (120)				
2.2) LAB MANUALS (50)				
2.3) UNIVERSITY RESULTS (100)				
2.4) STUDENTS' PROJECTS (30)				
3) PUBLICATIONS/FUNDS/PATENTS/PHD GUIDANCE (300)	300	40%	25%	10%
3.1) PUBLICATIONS (100)				
3.2) FUNDS GENERATED (100)				
3.3) PHD GUIDANCE (50)				
3.4) PATENTS FILED/GRANTED (50)				
4) SELF DEVELOPMENT (200)	200	10%	12.5%	15%
4.1) FDP/W/C/S/GL/IN/EDC ORG/ATT (50)				
4.2) PROF.SOCIETY MEMBERSHIP/ACTIVITIES (40)				
4.3) MOOC COURESES ATTENDED (40)				
4.4) MOOC COURESES DEVELOPED (50)				
4.5) INDU.INTERNSHIP/FACULTY EXCHANGE (20)				
5/6) CONTRIBUTION D/I/INDU.INTER/PERSONAL FILE	200	10%	12.5%	15%
5.1) CONTRIBUTION TO DEPARTMANT/INSTITUTE: (75)				
5.2) CONTRIBUTION-INDUSTRY–INSTITUTE INTERACTION: (75)				
6.0) PERSONAL FILE MAINTENANCE(50)				

The faculty performance appraisal can be further improved, considering other contributions like Mentoring, students' feedback on faculty, HOD/Principal's assessment etc.

Every facultyshall submit Appraisal Form with evidences at the end of academic year. The Performance Appraisal of the Faculty may be evaluated according to the split up of marks as given above. Merit lists among Professors, Associate Professors and Assistant Professors shall be drawn.

As all the faculty members joining CIT are having two years' probation, those with proper performance shall be relieved at the end of 2nd Year. All other regular faculty members shall be advised to improve their performance based on their rankings and strong action shall be taken if the performance is very poor for two/three consecutive years.

Service Rules: TA, DA and Other expenses:

When the staff is attending Paper Presentations and Training Programs, they will be paid 2nd sleeper charges and DA. When staff is on college duty,

TA, DA and Lodging charges will be paid as mentioned below.

TA – Director/Principal	-	1ST AC/2nd AC/3rd AC/AC Chair Car
Professors	-	2nd AC/3rd AC/AC Chair Car
Associate Professors	-	3rd AC/AC Chair Car/2nd Sleeper
Asst. Professor		2nd Sleeper/AC Chair Car

DA per day to Professor/Associate Professor/Assistant Professor: Applicable as per Norms; Rs 500/750/1000 Based on Cities.

Lodging charges: Applicable as per Norms; Rs 500/750/1000 Based on Cities. Actual not exceeding Professor Rs 2500-3000; 2000-2500; 1500-2000; Minimum 2 faculty members may stay together to bring down the cost.

For Local Transportation: Actual not exceeding Rs.500-1000/- per day depending upon the distance from place of stay.

The staff before travellingcan take advance as approved by HOD or Department's Finance Incharge and the Principal.

All Expenses shall not exceed the allocated budgeted amounts. In case, if it exceeds, Budget Co-ordinator/HODs/Principal may need to re-allocate funds and get special approval towards expenses.

Leave Rules:

- These rules shall apply to all persons employed in connection with the affairs of the CIT.
- Principal is the sanctioning authority of all leaves coming under any other category except Casual Leave
- For any kind of leave not described below Governing Body is the sanctioning authority.
- Absenting without sanction of leave shall be treated as break-in service.

Casual Leave

- He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed 7 days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

- Casual leaves of teaching and non-teaching staff (except Deans, HODs, Section Heads) will be sanctioned by concerned HODs and other section heads.

- Principal is the sanctioning authority for CLs of Deans, HODs, Coordinator (T&P), Officer-in-charge of examinations, Librarian, Physical Director and Office staff.

- For any other not covered above, the sanctioning authority will be the Director/CD.

- However all these CLs shall be routed through proper channel. *Un-availed CL can be encashed at the end of calendar year.*

On Duty Leave/Permission

- The teaching staff members will be allowed a maximum of 10 working days in an academic year as " ON DUTY" leave/permission for the purpose of attending AC/BOS/GB/Central Valuation/External Examiner for practical examinations connected with University / External Invigilation work / DOTE. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction.

- On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

PERMISSION / LATE ATTENDANCE

- All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late, he/she has to sign in the late register maintained in the office. Two, Late attendances for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.

- Either one permission or one late occasion are allowed every month and if it exceeds two (both combined), half a day casual leave or LOP will be counted.

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

- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work

MATERNITY LEAVE

- Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post confinement recuperation, that she has notavailed more than two times in career. During the period of maternity leave they are eligible for 100% of pay and allowances.

VACATION LEAVE

- The teaching staff and non-teaching staff who have served for two semesters consecutively in the college are eligible for 10 days of vacation leave in an academic year. Those who have served less than one semester are not entitled for this leave.
- In addition, CIT gives leave on special occasion like Deepavali, Pongal, Pooja holidays(21 Days) etc.
- Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.
- Vacation leave shall be declared by the Principal; the faculty member toobtain prior permission from the Principal based on the recommendation of the HOD to go on Vacation leave. Vacation leave cannot be coupled with any other leave.

- Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

COMPENSATORY LEAVE

- Faculty / Staff members, who work on Sundays or on any other Government holidays or holidays declared by the College, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave.

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

- Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 10 days in a calendar year.

- The un-availed compemsatory within 6 months after the actual date of working will automatically lapse. The unutilized CPL cannot be enchased like CL.

MEDICAL LEAVE

- The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In case of serious illness without hospitalization they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed.

  Medical leave will be granted staff members subject to the following conditions:

  i. Should have completed one year of service in this college.
  ii. Should give an undertaking that he/ she will work for one year after rejoining the duty.
  iii. Those who have served two years will be eligible for 15-30 days medical leave per academic year with 50% of the pay.

6. **Study leave:**

Covered under Human Resources - Motivational incentives
MARRIAGE LEAVE

- An unmarried staff member is eligible for 5 days marriage leave from the day of marriage on production of invitation. The marriage leave can be combined with CL or CPL or LLP. The concerned staff member shall apply for marriage leave in advance.

Extra Ordinary Leave on Loss of pay:

Extra Ordinary Leave on Loss of pay is for full day only.

SERVICE BOOK

Service Book/Personal File in the prescribed form shall be maintained by each faculty in the College. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, warnings given to them, from the date of entry up to the date of their leaving the College. One Copy of Personal file shall be given to Office.

Retirement Age

The Retirement age for faculty is 60 years.However, if the services of a particular faculty are required by the college, the Governing Body may extend his services to the age permissible as per AICTE norms/guidelines.Similarly, a Faculty when required by the college may be appointed after 60 years, who shall retire after he crosses the AICTE prescribed age of a Faculty.Every other non-teaching employee shall retire from service on attaining the age of superannuation i.e. 58 years of age.

Consideration of Seniority

The actual date of joining shall be considered for seniority. There should not be any break in the continuation of service, if there is any break the date of joining of his last uninterrupted service will be taken for consideration. If any senior person joins in the same cadre his seniority shall be fixed by the governing body. In case of faculty recruited on the same day of faculty recruitment under the same selection committee, the seniority will be as per the order of names in the panel list.

Theory classes Workload allotment

i. Professors   - Theory – Minimum 2 Courses/Subjects; Maximum 3;
ii. Associate Professors - Theory – Minimum3 Courses/Subjects; Maximum 4;
iii. Assistant Professors:
    Faculty with minimum of 2 years experience should be considered first for giving theory subjects and Faculty with less than 2 years experience shall be considered next. Even among the Assistant Professors with two or more years of experience, if some of the faculty are to take single theory

because of less theory class load, work load may be distributed in such a manner that junior faculty may be allotted with single theory section.

Faculty should realize that this arrangement is to arrange theory instruction by senior faculty to the extent possible and to train the juniors for teaching.

Faculty in important organizational positions with significant organizational work load shall be given two theory sections. Reducing their laboratory work load shall be at the discretion of the Principal in consultation with the HOD concerned.

Resignation/Termination:

- Any staff, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester. Or After April 30th, 2020 after completing all the academic work pertaining to the semester concerned. They should also give two months notice in writing or remit two months gross salary to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in two months notice period, appropriate recovery will be made.

- If the relieving dates of any staff member falls during or immediate to the vacation, he shall be relieved before start of the vacation. However, for Faculty having experience more than 5 years, the discretion is left to the Management.

- The college reserves the right to terminate the services of an employee in case of abolition of post/posts due to closure of the departments/reduction of number of sections of a class or department or discontinuation of any teaching subject in the curriculum or as disciplinary action or incapacitation of the staff by giving two months notice or by paying the salary for the same in lieu of two months advance notice.

B) **Human Resources: Supporting Staff**

Each Department shall have

Dept. Attendants	:	1
Lab Tech / Programs	:	One lab technician shall be provided per lab when it is conducted.

1. Principal's Office

Administrative Officer/Office Manager	:1	
Medical Officer (full time /part time)	:1	
Medical Nurse (full time)	:1	
Office Superintendent	:1	
Senior Stenographer (PA to Principal)	:	1
Senior Assistants (as per Requirement)	:	⎫
Junior Assistant		⎬ As per requirement
Record Assistant	:	⎪
Mechanics	:	⎭

(Electrician, Plumber, carpenters)
Drafts men   :
Drivers   :
Attendants   :
Watchman   :
Gardeners   :
Sweepers   :
2. Examination Section   :
3. Physical Education   :
4. Library:
Librarian   :
Assistant Librarian   :
Library Assistants   :
Attenders   :
Sweepers   :
5. Workshop   :
Technicians   :
Jr. Technicians   :   As per requirement
6. Maintenance Department   :
Electrical Maintenance Engineer :
Garden Supervisor   :
Carpenter   :
Plumber   :
7. Construction Department   :
Project Officer   :
Supervisors   :

Qualifications:

Department Assistants   :   Degree, MS Office knowledge and qualified and
                              experienced in typewriting and shorthand.
Attenders   :   XII standard
Computer Operator   :   3 year diploma or degree
System Analyst   :   3 year diploma or degree
System administrator   :   CCNA certificate & MSCM
Computer operator   :   3 year diploma / degree
Workshop various trades :   ITI & experience.
Librarian   :
Assistant Librarian   :
Library assistant   :   As per Norms
Physical director   :

Recruitment Procedure: 1. A committee constituted by the governing body
                            2. Advertisement in a newspaper.

Attitude & Involvement:

Staff should maintain a work diary. They should be punctual and sincere to their duties and to involve in construction and fabrication of equipment, calibration and of repair of systems, preparation of samples, making routine experimental observations.

Skill up gradation:

- College will conduct at least one training program in the college for their skill up gradation.
- Every lab technician shall be sponsored to one skill up gradation program in industries, at least once in a semester.

Performance appraisal from feedback of:

- Selected students
- Lab in-charge

On attitude and involvement, lab maintenance, cleanliness, maintenance of records etc.of the concerned staff.

Self Appraisal report on Lab Technician is given in Annexure/SOP.

Motivational Initiatives:

- Free/Subsidized Transport, Food and/or Accommodation
- Sponsoring to Higher Studies BE/ME
- Gratuity kind of pay
- EPF
- Medical Insurance & Personal Insurance
- Transport
- Medical facility

HUMAN RESOURCE - STUDENTS

The following points are considered for formulating the policies on Human Resource – Students

- Orderly and ethical procedures for admission of students.
- Percentage of students clearing the program in the minimum scheduled duration.
- Identification of the subjects in which maximum failures occur and remedial actions.
- Percentage of final year students achieving placement employment through a campus recruitment or within three months, within six months or after six months of graduation.
- Number of students qualifying in international, national, state level exams like GRE, GMAT, GATE, CAT, Civil Services etc.
- Students securing PG admissions as an indicator of quality of teaching – learning process
- Feedback from Alumni

Admissions are made as per State Government Guidelines.

The Academic results are analyzed in the following way:

- Percentage of pass, branch-wise and each subject-wise shall be calculated.
- Number of University ranks obtained, distinctions and first classes shall be noted branch-wise and subject-wise.
- Results of 10 other colleges with similar background will be noted in the above way and average performance shall be calculated.
- The performance of our college shall be compared with average of the above 10 colleges.
- An earnest attempt shall be made to arrive at the reasons for poor performance if any and every effort shall be made to improve the performance.

Competitive Examinations:

- College shall try to provide special training for GATE by respective branches
- College shall also provide training to GRE, CAT, IES, TOFEL etc. if requested and if students are in sufficient number.
- Departments shall record and maintain students' success in competitive examinations.

Students Employability and Employment:

- Efforts shall be made to make students employable by training them in aptitude tests, English language test, soft skills & Personality Development.
- The college shall take feedback from the employers of it's students.
- The college shall conduct Entrepreneurship Development Program.

Professional Societies:

- Students shall be encouraged to become members of professional societies like ISTE, IEEE, Microsoft chapter etc.,
- Students shall be encouraged to participate in seminars, techno fests, paper presentations etc.,
- Students shall be encouraged to take up live projects.
- Students shall also be encouraged to participate in NSS programs.

Policy regarding sponsoring students for paper presentations, attending seminars etc. is covered under – Motivational Initiatives – Students.

Code of conduct for Students - Refer College Hand Book

INCENTIVES FOR PERFORMING STUDENTS:
Given in Organization and Governance (The Incentives for University Rank holders, GATE, GRE & CAT rankers are already presented - Motivational Initiatives: Students)

INTERNAL MARKS – Will be based on Students performance on Internal Tests, Model Examination, Assignments and Attendance.

Tutoring of weak students in tutorial / special hours – Students who are weak (based on performance in tests) shall attend remedial/coaching classes.

COACHING CLASS

- The subject Faculty shall arrange coaching class after class hours (1 hour) for those students who have failed (<60%) in tests. The coaching classes will commence immediately after each test. The HOD will prepare the schedule for coaching class and get it approved by principal. Absenteeism in coaching will not be permitted. Students absent for coaching classes are strictly not allowed to attend classes the next day without their parents meeting HOD/Principal. Parents need to give written undertaking. Special coaching classes on holidays will also be conducted by subject Faculty for poor learners.

- The HOD will visit the coaching class and arrange to take attendance and counsel those students who were absent for the coaching class and instruct to bring their parents for counseling. The parents should give an undertaking that the wards would adhere and improve their performance.

4.8 Initiatives: Students

The College encourages the students with various awards and certificates. Some of these awards are sponsored awards.

Best outgoing student: Open for boys and girls:

Carries a Gold medal and a cash award of Rs.10,000 and a Certificate.

Certificate of Excellence:

The College honors the first five excellent students of each batch with certificates of Excellence.

Best Outgoing lady student and three merit certificates:

- For the Best outgoing lady student, carries a Gold medal and a cash award of Rs.10,000 and a certificate.

- The College presents merit certificates to the first five meritorious lady students among all branches.

Best project work:

Cash prize Rs.5,000/- and three merit certificates (open to all branches)

Branch wise toppers:

Gold medal & three merit certificates - Collegeaward merit certificates to the first three meritorious students of each branch.

Branch wise best Project Work:

Cash prize of Rs.2,000/- to the best project work in each branch.

Best outgoing sportsman& Best Outgoing sportswoman

Eligibility Criteria for certificates of Excellence:

General: The student must bear good conduct and character and must have not less than **80%** of attendance and must complete the course without any arrears.

Best outgoing student: Open for boys and girls.

A) **Academic: 50** marks
   Aggregate marks of all the examinations x 50
   (Marks awarded = 50 x percentage of marks obtained / 100)

   The student should pass all the subjects in the regular examinations.
   Should complete the course in 4 consecutive years.
B) **Attendance:**   5 Marks
   (Marks awarded = 5 x % attendance / 100)

 GATE, GRE, GMAT, CAT: 20 Marks
   (Marks awarded = 20 x percentile / 100)

C) **Personality**   8 Marks
    Leadership qualities, communications skills and proficiency in English.

D) **Sports and games:**   7 Marks
   Bonus marks will be awarded for representing in Universitylevel/state level and
    National level per each year.

E) **Cultural Events:**   5 Marks
   Bonus marks will be awarded for winning prizes in cultural meets University/State level / National level

F) **Co-Curricular Activities**   5MarksPrize winning Technical Papers presented at Seminars/published in technicaljournals.

ii) **Branch wise Toppers:**Open for Boys and Girls

   a) **Academic**: 90 Marks

   Aggregate marks of all the examinations (Marks awarded = 90 x percentage of marks obtained/100)

   -> The student should pass all the subjects in the regular examinations.
   -> Should complete the course in 4 consecutive years.

   b) **Attendance**: 10 Marks (Marks awarded = 100 x % attendance/100)

iiii**Best Project Work:**To be judged by a committee.

iv) **Best Outgoing Sports Person (Boys):**To be judged by a committee.

v) **Best Outgoing Sports Person (Girls):**To be judged by a committee.

vi) **Prizes to Students:**

A maximum of 20 students from all branches on Merit basis shall receive 50% of the cost of professional society membership from the college.

   1) **First Ranker:** Books worth Rs.1000/- and one Library Ticket.
   2) **Second Ranker:** Books worth Rs.500/- and one Library Ticket.
   3) **Third Ranker:** One Library Ticket.

The Library Ticket will be valid for a period of six months from the date of issue.

Special awards shall be given to the University Rank Holders (below the rank of 10, 100 & 200) and the toppers in GATE, GRE & CAT.

Awards (gold medal) shall be given for publication in International/National referred journals by the students.

Award	Top 10	Top 100	Top 200
University Rank	Rs.10,000/-	Rs.2,000/-	Rs.1,000/-
GATE	Rs.10,000/-	Rs.5,000/-	Rs.2,000/-
CAT	Suitable Awards will be given depending on their outstanding Perormance.		
GRE			
Publications			

4.9 Merit Cum Means Scholarships:

To help the needy meritorious students, the college has instituted these scholarships.

- B.Tech students: 5% of the students shall be awarded this scholarship. This scholarship will be presented from Second Year onwards and the amount is Rs.5, 000/-. P.A. Minimum Marks to be considered for award of this scholarship is 80% and the parental income should be less than Rs.1, 00,000/-. Aggregate marks of all the exams up to the end of previous semester at the time of award of these scholarships shall be considered for calculating the marks.

Quality policy regarding sponsoring students for paper presentations, attending seminars etc.:

- Students shall be sponsored once in a semester.
- Only one way fare shall be paid to the 1st author.
- If student secure 1st prize, registration fee and two way fare will be reimbursed.
- TA and registration fee shall not be duplicated.
- The student has to submit the seminar material to the department.
- The student shall take prior permission from the department before attending the seminar.

The money shall be reimbursed to the student after they submit Xerox copy of the certificate of attendance and paper presented

TEACHING-LEARNING PROCESS:

The following points are considered for formulating the policies and methodology onTeaching - Learning process

- ➢ Broad areas of Human knowledge.
- ➢ Theories and methods of enquiry, besides in depth study of the identified areas
- ➢ Faculty members to collect study material on advanced topics for teaching.
- ➢ Clarity and relevance in curriculum.
- ➢ Pass outs to demonstrate in depth understanding of knowledge / practice.
- ➢ Examination of student answer books, grades, question papers, team work and design projects.
- ➢ Academic calendar.
- ➢ Minimum number of days of instruction.
- ➢ Number of contact hours per week.
- ➢ Mechanism for review of syllabus on regular basis.
- ➢ Course monitoring committees comprising Faculty, students and other staff members.
- ➢ Mechanism for bringing Faculty, who are not performing their duties to the attention of top management for remedial action.
- ➢ Routine checking and calibration of lab equipment, to ensure good working condition.
- ➢ Modalities and procedures for obtaining new equipment.
- ➢ To provide adequate Laboratory Equipment and demonstration kits for students in the labs.
- ➢ Number of students performing a single experiment with common apparatus.
- ➢ To provide students, library, computing, lab andinternet facilities outside the normal working hours and on holidays.
- ➢ To establish departmental library.
- ➢ To develop good digital library and introduce automation and computerization in library.
- ➢ To provide sufficient reprographic facilities.
- ➢ To make available periodicals of professional societies.
- ➢ Providing extra content on skills in demand for employment.
- ➢ Providing maximum educational technology facilities and instructional materials particularly for electives.
- ➢ Add on courses for all departments for skill enhancement and employability.
- ➢ Add on courses on computers for students of other departments.

Syllabus:

- ➢ University prescribed syllabus will be followed.

- ➢ Extra content shall be given on the skills in demand for employment.

Academic Calendar:

- ➢ Number of instructional days, contact hours per week to be followed as directed by the University.

> ➢ Additional teaching hours for the extra content shall be arranged after normal contact hours.

Evaluation Procedures & Feedback

- Evaluation shall be done as per the University guidelines.
- Students shall maintain a separate Notebook for each subject.
- Feedback shall be collected from students, twice in a semester. One in the middle of the semester and the second one shall be taken at the end of Semester/Year.
- Faculty will be counseled, after the feedback.
- If there is no corrective action by Faculty even after counseling three times, a strong action shall be taken.
- To form course monitoring committees with faculty and students and to devise the mechanism to take the Faculty who are not performing their duties to the attention of top management for remedial action.
- Suggestion box shall be maintained in each department.
- Grievances and redressal cell shall be formed.

Guidelines to Faculty on method of teaching, time management, communication and movement.

- Faculty should have in-depth knowledge on Outcome Based Education andpractice Course Outcomes and Program Outcomes.
- Faculty should qualify in relevant NPTEL/SWAYAM Courses.
- Faculty should have a prior plan of topics to be covered in every class.
- Facultyshould introduce the subject with confidence with thorough preparation.
- Faculty should relate the new topics with topics already covered.
- Lectures should be task oriented, learner centered and interactive, but not conventional.
- Lecture should be innovative and where necessary LCDs should be used.
- Topics should be explained with clarity and with familiar illustration.
- Faculty should encourage interaction in the classrooms leading to peer learning and self-learning of students.
- Facultyshould pay more attention to poor achievers and give challenging tasks to advanced students.
- Facultyshould attempt feedback from students by giving frequent tasks and use this for motivation and improve their performance.
- Faculty should attempt to raise the knowledge level of poor achievers and improve it to the level at par with others.
- Faculty task that is given to good achievers should be a creative challenge.
- Faculty should not just manage to complete the task, but completion of the task with proper revision and consolidation.
- Faculty in his lesson plan should give provision for revision and consolidation with testing / solving problems.
- Summing up should be neat recalling learners memory / experience.
- Faculty should not confine to ordinary text book. He should refer additional material and make himself a scholar in that subject.
- Faculty should have knowledge of recent developments and acquainted with latest publications.

- Faculty should acquire good knowledge of related information to augment his knowledge.
- Facultycommunication should be fluent, clear and precise.
- His approach to students should be free, genial, firm but kind that encourages interaction.
- Faculty should be dignified and purposeful and pleasant.
- Faculty should not be confusing.
- Facultyshould be decently dressed and commanding.
- Faculty should not walk too often, should face the students and move to facilitate learner work.
- Faculty should not have distractive mannerisms.
- Faculty gestures should be contributive.
- Faculty should be effective and be held in high esteems by the students.

Departments, Laboratories, Workshops & Equipment: (Facilities, maintenance and utilization)

Department Facilities:

- Each department shall be provided with a Secretary/Junior Assistant, printer, library, staff rooms, departmental stores and seminar/meeting hall.

Laboratory equipment:

- Every lab shall be equipped as per the THE UNIVERSITY syllabus requirements.
- Extra equipment shall also be provided, that will help the students in acquiring skills required by the industry.
- Encouragement shall be given to design new experiments which were not covered in the syllabus for doing consultancy and research projects.
- Faculty to devise new experiments as per advancements/Industry requirements.
- Master readings for all experiments with identification of equipment used towards internal calibration.

Lab Facilities

- Laboratories shall be provided with good lighting, ventilation with required number of lights and fans.
- Full safety measures shall be maintained.
- Maintenance schedule of every lab equipment shall be prepared and followed.
- To display the additional list of equipment provided.
- Instruction manuals shall be provided for all experiments.
- Fire extinguishers, first aid kits, staff tables, tables for student record writing and other facility required for the lab.
- List of all equipment available in each lab shall be displayed properly.
- To provide adequate demonstration kits, and cut charts in all labs.
- List of experiments, major equipment shall be displayed in the labs.
- Lab manuals for all labs. Yearly up gradation of lab manuals with university prescribed and advanced experiments.

Maintenance &Utilization
* Preventive maintenance shall be followed.
* Additional experiments shall be designed to utilize all the equipment available in the lab.
* Periodical checkups and calibration of equipment in all laboratories.
* Depending on the experiment, one, two or a maximum of three persons shall perform a single experiment with common apparatus.
* Stock verification shall be conducted in all labs.

Computing Facilities, Maintenance & Utilization
* Computing facilities shall be provided as per the AICTE norms, even extra computers shall be provided to meet the practical requirements.
* Internet connectivity with sufficient band width shall be provided.
* All the students in the college shall be brought under LAN with OFC backbone.
* Computing facilities shall be made available to the students for at least 12 hours a day and WiFi enabled facility shall be provided.
* The number of computers to be made available will be as per the requirements.
* A proper system shall be put in place for the maintenance of computers by the maintenance staff, both regular and in case of break downs.
* Licensed software shall be used.
* Servers like LINUX, WINDOWS, Web Servers, Database etc., shall be provided.
* Additional project shall be given to the students for optimum utilization of the facilities.

Library
* Library shall be provided with books and journals as per AICTE norms and more
* A state of the art digital library shall be established.
* Library Server System shall be introduced.
* Required reprographic and printing facilities shall be provided.
* Library maintenance shall be computerized and automated with regular / constant up keeping.
* Books will be purchased as per the AICTE requirements and more.
* Library shall be kept open for a minimum of 12 hours a day.
* A media resource centre will be provided to the library.
* Video Conferencing facility shall be provided for common use.
* Material required for various competitive examinations like GATE, GMAT, CAT, GRE, Civil Services etc., shall be maintained.
* Library area and number of seats shall be provided as per AICTE norms.
* Library shall maintain the college Archives
* Old examination papers shall be maintained for all branches in the central library.
* To form Library committee.
    * 01. Dean academic affairs – Chairman
    * 02. Coordinator, library and laboratory development
    * 03. Members of library and laboratory committee of each department
    * 04. HOD's or their nominees

05. One student from each department

Functions:

The meet at least once in two months to review the functioning of the library and make recommendations to the CMC on various matters like purchase of books, E-Learning materials and other facilities to the library or any other matter which they wish to bring to the notice of CMC.

Departmental Library

- All the departments will be provided with libraries with required facilities.
- Old examination question papers and student project reports shall be maintained in the departmental library.
- Old GATE papers also shall be kept in departmental library.
- Integration of Departmental Library with Central Library for accessing Digital Learning Materials.

Education Technology facilities, Instructional facilities:

- All class rooms shall be provided with LCD Projectors.
- All departments shall be provided with a SmartBoardFacilities.
- All departments shall be provided with a separate seminar hall.
- E-Class (virtual) room – cum – Lecture theatre of about 300 capacities shall be provided to the college.
- Two seminar halls, one to accommodate 200, the other one to accommodate 500, shall be provided as central facilities.
- Digital learning materials will be provided to the college and all the departments.
- Video projection facilities in the seminar halls.
- Necessary handouts shall be issued to students in classrooms and laboratories.
- To provide facilities for preparation of transparencies and power point presentations.

Implementation of the Instructional Program:

Lectures:

- No lecture hour shall be left un-engaged.
- No leave shall be granted without making their lecture and lab hours adjustment.
- No subject lectures should be started without proper introduction and giving learning outcomes.
- Lectures should conform to what is stated in the teaching learning process, and the Faculty may improve on that with some innovation at his level.
- Lecture notes may be put on Intranet.

Tutorials:

- In addition to the tutorials specified by THE UNIVERSITY,special tutorial classes shall be arranged for weaker students, for required subjects.

Course files / Lecture notes: As per format.

The following items to be included in the course file:
- Course Information Sheet with Department's VMPEOs, POs/PSOs, COs, Co Vs PO Mapping, Gaps in the syllabus, Topics beyond syllabus, Teaching Methodologies etc.
- Academic calendar
- Copy of the syllabus – with detailed contents along with the list of prescribed text books as well as the reference books.
- Objectives of the course(Learning Outcomes): A brief write up on Learning outcomes
- Extra contents/ Add-on course taught other than contents of the syllabus
- Continuous evaluation procedures(Internal evaluation tests)
- Preparation of elaborate notes – unit wise; either handwritten, printout form or in both.
- Running notes taken by students; at least two copies.
- Tutorial/Assignment sheets with model solutions and two copies from students.
- Course time table
- Attendance Register
- Lesson plan
- Review of coverage of syllabus.
- Remedial classes for poor learning students
- Internal test schedules and test papers along with model solutions
- End semester/year examination schedule
- Four sets of university question papers
- Assessment of Course Outcomes and Continuous Quality Initiatives.

- NOTE: Log sheet at the end of the attendance Register and the lesson plan must be matched.

Course handout:
- Course handout, should be distributed to students at the beginning of the semester.
- Handouts containing Aims & Objectives of the course, Prescribed textbooks and reference books, all the books and digital learning material available in the college on those subjects, lesson plans, assignments for each class, assignments submission dates, consultancy hours with Faculty for clearing the doubts of students and pertinent URLS, Journals, term papers, seminar topics.

Workshops & Laboratory classes

- All workshops shall be provided with required equipment and tools.
- Safety precautions should be followed while conducting the workshop.
- The Faculty shall provide complete instructions at the beginning of the workshop / lab sessions.
- The lab technicians shall issue all the materials and tools required to conduct the experiments.

- The faculty shall ensure that the experiments are conducted as per the prescribed procedure by the continuous follow up.
- The lab technicians shall collect all materials and tools at the end of lab session and upkeep of the equipment.
- Incorporate design content in each experiment.Mini projects shall be given at 3rd year level.

Colloquia
- To have a proper system in place to clear the doubts of the students.
- Records of the same shall be maintained.

Projects
- Industrial live projects shall be encouraged.
- The college shall enter into MOU with different industries for project works.
- There shall be periodical review of projects jointly by institute and industry.
- Those students who are desirous of doing the projects in the college, staff shall provide good projects.

Teaching aids:
- LCD, Video CDs and audio visual materials, transparencies, chart, cut-out models etc., should be used as and when required and the same shall be provided to all the departments.
- Internet facility shall be provided in the class rooms to directly access the Web for teaching.
- The course file should contain the record of the teaching aids used.
- Lab handouts to contain, list of experiments to be done in the semester, lab internal references, conducting of experiments and evaluation of results.
- Lab manuals consisting of list of all experiments to be conducted and details of each experiment.

Removal of obsolete experiments & Introduction of contemporary experiments:

As per the Anna University syllabus and requirements of the industry scenario, old experiments and equipment shall be removed and to introduce required and currentexperiments and equipment.

SUPPLEMENTARY PROCESSES

The following points are considered for formulating the policies on Supplementary processes

- Personality development opportunities.
- Services and facilities accessible to students.
- Career counseling
- Health education
- Grievance redressal procedures
- Professional society activities
- Entrepreneurship development
- Feedback from Alumni and employers, company profiles and copies of appointment orders.
- Facilities for extra-curricular and co-curricular activities and the freedom and autonomy for students in these activities.
- Guidance and counseling to students especially new students for
    - Academic work
    - For social interaction and compatibility
- Level of encouragement to students to undertake professional society activities by forming student chapters on the campus.
- Competitive events organized during the last academic year pertaining to the subject matter of the program.
- Training for entrepreneurship through specific programs or exposure to local industries.
- Alumni association
- Keeping track of Alumni
- Frequency of Alumni meet

Extra & Co-curricular activities

Extra curricular activities

- Mainly sports & games, cultural & literary
- The college shall have relevant facilities for basket ball court, Tennis courts, Volley Ball court, Cricket ground, Indoor Shuttle courts and Table Tennis, yoga and meditation centre and fully equipped gymnasium.
- The college shall also have good athletic track and field ground and facilities.
- A Literary Society shall be formed and shall conduct literary events.
- A cultural society shall be formed and shall conduct cultural activities.
- The college shall have a good open air auditorium and whenever the finances permit an auditorium.
- There shall be a mechanism to ensure freedom and autonomy in extra-curricular activities to students.

Co-Curricular activities

- Student seminars, group discussions, technical quizzes, paper presentation etc., shall be conducted.
- A national level paper contest shall be held at least one per year by each department on rotation.
- All departmental associations shall conduct student seminars, group discussions, paper presentations etc.

- Records of all the above shall be maintained.

Student counseling and guidance

- Arrangements shall be made and training provided to students on Personality Development Skills.
- The student faculty ratio for counseling is 15:1
- Students shall be counseled at least once in a fortnight.
- At the discretion of the counselor, selected parents of students shall be invited for discussions.
- All proceedings of the counseling shall be recorded and signatures of participants shall be taken.
- If required students may be referred to Counseling and Guidance Cell.

Professional Society Activities

- Student chapters of Professional Societies shall be formed involving students to conduct all the activities.

Professional Societies:

- The college shall bear 50% of the Professional society membership fee for a maximum of 20 students from all the branches, on merit basis.
- All the recipients of merit-cum-mean scholarship shall become members of professional societies

Entrepreneurship Development

- Entrepreneurship Development Training Program shall be regularly conducted for students.
- Once / twice in a semester guest lectures, seminars and workshop on entrepreneurship shall be conducted by inviting practicing entrepreneurs.
- Students shall be taken to the local industries at least once in a semester.

Alumni information

- The college shall have an Alumni Association (Registered, independent Society)
- Arrange annual meets
- Maintain constant touch with alumni
- Involving Alumni in planning various programs for additional skill development of students.
- Arrange lectures by Alumina.

Incentives to be introduced for students performing in Extra Curricular and Co Curricular Activities, particularly paper publications in National and International Journals.

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Grievance redressal mechanism for Students& Staff:

Composition of the Cell/Committee

- Headed by Senior Faculty member
- HOD's of all Departments,
- Lady staff member from each department (if available)

The Cell should enquire into the complaints received fromthe aggrieved studentsincluding raggingor staff of thecollege and report their findings and recommendto thePrincipal of thecollege,the actions/penalty to be imposed.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation tothe CMC and along with the CMC's recommendations to the Governing Body of the college.

The Governing Body shall confirm with or without modification the actions/penalty recommendedafter duly following the prescribed procedure.

INDUSTRY-INSTITUTE INTERACTION:

The following points are considered for formulating the policies on Industry – Institute Interaction

- Industries role in curriculum planning
- Consultancy and extension lectures
- Continuing education and industrial internship
- Industrial visits and industrial training

Industry participation in curriculum planning

- Academic Advisory Committee/Council shall be formed for each department for curriculum planning and improvements.
- Continuing education and industrial internship for faculty, staff & Students
- The staff shall be sponsored for industrial internship during the semester breaks.
- College shall arrange lectures by industrial experts on latest technologies.
- Professional Society formation for staff will be encouraged.
- Industrial Consultancy, Training at Industry
- The college shall provide all the necessary facilities to encourage staff to take up consultancy work at institute level.

Industrial visits & Training

- Local Industrial visits shall be arranged for 2nd year students
- 3rd year students shall be provided industrial tours during semester break.
- Industrial training shall be arranged for 3rd year students during summer vacation.
- Necessary permissions shall be obtained from industries for students visits.

Project work

- Industrial live projects shall be encouraged.
- The college shall enter into MOU with different industries for project works.
- There shall be periodical review of projects jointly by institute and industry.
- Those students who desire to do the projects in the college, staff shall provide good projects.

Extension lectures

- Extension lectures shall be arranged by senior faculty in different industries for the benefit of industries.
- At least two such lectures shall be arranged in a semester.

Placement

- A Training and Placement Cell shall be available with all required infrastructural facilities, for providing training and placement assistance to students.

Add on courses for students in consultation with Industry:

- Each semester, add-on courses shall be planned by the HOD and conducted by a group of faculty members.

CONSULTANCY AND RESEARCH & DEVELOPMENT

Institutional Budget in R & D (In accordance with the Budget proposalsfrom individual departments).

- Budget allocation for in-house R&D on a regular basis.
- To invite project proposals from students/faculty to be evaluated and selected projects to be given R&D funds by Management.
- Projects enhancing institutional activities are to be recognized and project team members are to be given monetary incentives.
- MOU' s with R& D organizations.
- Students/Faulty to be given R&D exposure by conducting series of invited lectures.
- Faculty to be encouraged for undertaking consultancy and testing assignments using institutional resources and a clear policy on revenue sharing among faculty, other staff , departments and institution.
- Potential student projects to be given seed money.

Academic / Sponsored / industrial Research & Development:

- Project proposals shall be sent to various funding agencies like DRDL, UGC, AICTE, DST etc.

Publications & patents:

- The college shall encourage and provide possible support to faculty to publish papers, write books, and produce patents.

Guide lines for class room teaching:

This is provided for the benefit of Faculty. This helps the Faculty in planning and giving the instruction in the classroom.

Method

❖ **Lesson Plan: Conceiving the task**

The Faculty should have a prior plan to cover that subject in the class as per lecture plan.

❖ **Introduction:**

Faculty should not go into the lesson without introduction. Introduction should be confident and for which thorough prior preparation needed. Introduction should not be hesitant. The Outcomes(CO/PO) shall be discussed.

❖ **Keying into context: Entry behavior**

The Faculty should relate the subject that he is teaching in that class to past learning (existing knowledge) of the students. For this, interaction / innovation devices may be used.

❖ **Type of instruction: Lecture / Demo / Any others**

Instruction should not be merely conventional lecture;
Lecture should be learner-centered, interactive, task-orientation and innovative

❖ **Innovative Techniques**

Whenever necessary the lecture should be innovative using teaching aids likeLCD, Video material and Animations etc., student should judge whether the Faculty is using the best media that would enhance the quality of instruction for that given subject.

❖ **Explication of the text / concept**

Text and concepts should be simplified and explained with familiar illustrations.

❖ **Interaction**

Interaction of the Faculty should be effective, leading to self-learning and peer learning through group work and problem solving.

❖ **Staying with the class**

A Faculty should concentrate on poor achievers (weak students) and stay with them. The advanced students may be challenged with tasks.

Effectiveness

❖ **Feedback**

Faculty should attempt to get feedback from students by giving frequent tasks and use it for motivation of students and their performance.

❖ **Level of learning of poor achievers**

Faculty should attempt to raise the knowledge level of poor achievers and improve it to the level of being at par with others.

❖ **Faculty**

The tasks given by the Faculty to good achievers should be substantial and should bring out the creative talents of students.

Time Management

❖ **Completion of Task**

The Faculty should not just manage to complete the task. The completion of the task should leave enough time for revision and consolidation without rushing at the end.

❖ **Revision / Consolidation**

Faculty, in his lesson plan, has to provide sufficient time for revision and consolidation to be done by giving home assignments and by conducting tests and problem solving sessions.

❖ **Summing up**

There should be time for summing up. Summing up should be neat recalling learner's memory / experience. It should not be repetitive.

Knowledge

❖ **Level**

Faculty should not confine only to ordinary text books. He should consult additional material and make himself a scholar in that subject.

❖ **State of art**

Faculty should have knowledge of recent development and be acquainted with latest publications and research in the area of their teachings

❖ **Reading**

Faculty should acquire good knowledge of related information to augment his knowledge. He should be widely read with good mastery of knowledge.

Communication

❖ **Verbal communication : Fluent, Clear, precise**

❖ **Rapport**

His approach to students should be free genial, firm but kind approach that facilitates interaction.

❖ **Humour**

Should be occasional humour, which is purposeful dignified and pleasant.

❖ **Illustration / familiarization of concept -** Faculty should not be confusing

Personal bearing / Poise

❖ **Appearance**

Decently dressed and commanding

❖ **Movement**

Should not walk too often in the class, should face the students most of the time, and try to move in the midst of the learners and facilitating the learner's work.

❖ **Mannerism**

Should not have destructive mannerisms. Faculty's gestures and movement should be contributing to teaching learning process.

❖ **Overall Impression**

A Faculty should be pleasant, effective and be held in high esteem by students.

Guidelines to Faculty on Conduct

❖ They should be punctual to the college.
❖ They should stay in the college during the entire working hours.
❖ They should spend / utilize their time usefully in the college for furthering their knowledge for their own benefit and for imparting better education to students.
❖ They should utilize library facilities for class room teaching and research.
❖ They should be punctual to classes.
❖ There should be uniform coverage of the syllabus.
❖ Faculty should switch – off lights/fans before leaving the class room.
❖ Their attitude and behavior should be such as to inspire confidence among students and create academic environment congenial to learning.
❖ They should not speak ill of the college among themselves inside or outside of the college.

- ❖ Their behavior should be such as to enhance their own prestige and the prestige of the college.
- ❖ They should not engage in tuitions, part time jobs or business activities.
- ❖ They should attend the college neatly and decently dressed.
- ❖ They should wear identity cards during their entire stay in the campus.
- ❖ They should develop a sense of belongingness to the college.
- ❖ They should not smoke, gamble, consume alcoholic drinks and indulge in such other activities which lower their standing in society and the prestige of the college.
- ❖ They should not nurse any grudge, or ill will, against any student and should be completely objective and unbiased in assessing students.
- ❖ They should undertake responsibilities / duties entrusted by the college.
- ❖ They should respect authority.
- ❖ Every employee should show courtesy in his / her interactions with other employees, students, parents of students and others.
- ❖ They should not make joint representations.
- ❖ They should not absent themselves to the college without prior permission and should make substitute arrangement for class work before going on leave.
- ❖ Faculty and Laboratory staff can not use mobile phones during conduct of classes and labs.

Rules to be followed by the Faculty:

- ❖ Divulging information of confidential nature to others will be treated as a serious breach of conduct and shall be dealt with accordingly.
- ❖ Making unauthorized press statements constitute serious breach of conduct and shall be dealt with accordingly.
- ❖ Faculty shall not entertain any feelings based on caste, community, religion and region and shall be fair and impartial to all students.
- ❖ Faculty if they are to correspond with the AICTE, Affiliating University, the Government or any body on matters relating to the college or on matters that could have a bearing on the college, shall be routed through Principal.