

946, ARASU POLYTECHNIC COLLEGE



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Approved by AICTE, New Delhi | Affiliated to DOTE, Chennai

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HAND BOOK

ON

HUMAN RESOURCE POLICY,
DUTIES, RESPONSIBILITIES AND
ACADEMIC PROCEDURE

2026-2027

PREFACE

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

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

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

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

Principal

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CHAPTER – 1

SERVICE RULES

GENERAL RULES:

INTRODUCTION:-

These rules may be called “General Service Rules” of Arasu Polytechnic College hereinafter called “College” and they shall come into force with effect from the date of approval of the Governing Council of the College.

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

DEFINITIONS:-

1. **College means:-** Arasu Polytechnic College, Chennai Main Road, Kumbakonam, Thanjavur District.
2. **Governing Council means:-** Governing Council of the College
3. **Chairman means:-** Chairman of the College
4. **Managing Trustee means:-** Managing Trustee of the College
5. **Principal means:-** Principal of the College
6. **Employee means:-** The employee of the College
7. **Approved Candidate means:-** A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment to a particular post or category.
8. **Temporary means:-** A member appointed initially for a limited period.
9. **Permanent means:-** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.
10. **Backward Class means:-** The community declared so, by the Government of Tamilnadu.
11. **Most Backward Class/DNC means:-** The community declared so, by the Government of Tamilnadu.
12. **SC/ST means:-** The community declared so, by the Government of Tamilnadu.

RECRUITMENT PROCEDURE:-

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

SERVICE BOOK:-

Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service book should be got from the Principal, from time to time.

QUALIFYING SERVICE:-

The total period of service put in by an employee either in other Polytechnic Colleges or in Arasu Polytechnic College shall be considered in all Engineering disciplines, Science and Humanities. However, for Science and Humanities discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment.

EXTENSION OF TEMPORARY SERVICE:-

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.

REMOVAL OF PERMANENT STAFF FROM SERVICE:-

If the permanent staff is found not suitable to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

SENIORITY:-

The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total qualifying service rendered by him/her in the post.

Seniority will be lost based on the number of LOPs and EOLs availed.

RESIGNATION BY EMPLOYEES:-

A candidate, 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 after completing one year of service and also 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.

INCREMENTS:-

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there has been many LOPs and EOLs.

RETIREMENT:-

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

POWER TO MODIFY THE RULES:-

These rules are subject to modifications or amendments as may be made from time to time by the Governing Council.

If any dispute arises in the interpretation of these rules, the decision of the Governing Council shall be final.

CHAPTER 2

RECRUITMENT PROCEDURE – FACULTY

PRINCIPAL

Category	:	Principal Scale of Pay: Rs.37400-67000 + AGP-10000 (Plus a special allowance Rs.10000/=)
Qualification	:	1. Master degree in Engineering & Technology
Experience	:	Professor in relevant discipline with total Experience of 15 years in the field of Teaching/ Industry / Research
Age	:	Maximum age limit for holding the post of Principal shall be 65 years of age or the age fixed by the AICTE
Mode of recruitment :		(i) Advertisement in leading National Dailies, indicating the post shall be made. (ii) Applications received against the advertisement shall be scrutinized by a Committee and a list of eligible candidates shall be short listed. (iii) All eligible candidates will be called for an interview. (iv) There shall be a Selection Committee consisting of the following Members: 1. Chairman/ Secretary 2. Advisor 3. One member from Governing council 4. Two external experts.
Appointing Authority:		Chairman / Secretary

RECRUITMENT PROCEDURE - COMMON TO ALL DISCIPLINE

Advertisement will be made in leading Dailies, indicating the posts.

Applications received against the advertisement shall be scrutinized disciplinewise and a list of eligible candidates will be prepared.

All eligible candidates will be called for the interview and interview will be conducted by the selection committee.

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

1. Chairman or Managing Trustee or any one of their representatives.
2. Advisor
3. Principal
4. One member from the Governing council
5. One external expert preferably from DOTE.
6. Director / HOD concerned

Interview procedure: The candidates shall be requested by the Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.

Age : Should not have completed 70 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories

Scale of pay : Lecturer
15600-39100 + AGP 6000

Reckoning of service: Qualifying period of experience and service referred for promotion in sections 2.3 will be reckoned as on 1st August of the year.

Appointing Authority : Secretary

FACULTY NORMS

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

Programme	Cadre	Qualifications	Experience
Engineering & Technology	Lecturer	B.E./B.Tech and M.E./M.Tech in relevant branch with First Class or equivalent either in B.E./B.Tech. or M.E. / M.Tech.	Minimum of 3 years experience in teaching

HUMANITIES AND SCIENCES

S.No.	Cadre	Qualification	Experience	Essential Requirement
1.	Lecturer	P.G. (60% Marks) First class	3 years teaching Experience in Polytechnic College at the level of Lecturer & Fresh Candidates	

CHAPTER - 3

RECRUITMENT PROCEDURE – NON-TEACHING STAFF

TECHNICAL POSTS

Categories of Post	:	a. Tutors Scale of Pay: 10,000 - 22000
		b. System Programmer / System Administrator Scale of Pay : 9300-34800
		c. Technical Assistant Scale of Pay: 5000-34800
		d. Skilled Assistant Scale of Pay: 4000-20200
		e. Office Assistant Scale of Pay: 3000-10000

Qualification and Experience :

	Qualification	Experience
a Tutors	B.E.,/B. Tech.,	Fresher
b. System Programmer / System Administrator	B.Sc.(CS) or BCA or Dip.in Computer Tech (D.C. Tech)	Minimum one year experience is required in the field of Computer maintenance and trouble shooting
b. Technical Assistant	A pass in the Diploma course in the relevant field	Minimum one year experience is required in Polytechnic College maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.
c. Skilled Assistant	A pass in 10th class with ITI - or + 2 or 10th class with Minimum 2 years experience in Engineering Colleges	-
d. Office Assistant	A pass in 10th or +2 or its Experience in equivalent	Experience in Polytechnic Colleges will be given preference

- Age : Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post.
- Mode of recruitment : Advertisement in leading Dailies, indicating the posts shall be made.
- Applications received against the advertisement shall be scrutinized by the
 - HODs concerned and put up a list of eligible candidates to the Principal.
 - All eligible candidates will be called for an interview.
 - There shall be a Selection Committee consisting of the following members:
 - i. Secretary
 - ii. Advisor
 - iii. Principal
 - iv. Management Representative - Member
 - v. Director / HOD concerned
 - vi. Registrar

Appointing Authority : Secretary

LIBRARY AND PHYSICAL EDUCATION STAFF

- Categories of Post :
- a. Librarian
Scale of Pay: 15600 - 39100
 - b. Assistant Librarian
Scale of Pay: 9300 - 34800
 - c. Library Assistant
Scale of Pay: 5200-20200
 - d. Director of Physical Education
Scale of Pay: 15600 – 39100
 - e. Assistant Director of Physical Education
Scale of Pay: 9300-34800
 - f. Physical Training Instructor
Scale of Pay: 5200-20200
 - e. Field Marker
Scale of Pay: 4800-10000

Qualification and Experience :

- **Librarian** : A PG Degree in Library and Information Science (MLIS) with Computer Knowledge and 10 years of experience in an academic institution preferably in Polytechnic Colleges out of which 3 years must be in the capacity of Assistant Librarian.
- **Assistant Librarian** : A PG Degree in Library and Information Science (MLIS) with Computer knowledge and 3 years of experience in an academic institution preferably in Polytechnic Colleges. Fresher shall also be considered based on their merit and ability.
- **Library Assistant** : A Pass in 10th or +2 with certificate course in Library science, with a minimum one year experience in a local Library.
- **Director of Physical Education** : A P.G Degree in Physical Education in the relevant field and computer knowledge and 3 years of experience in an academic institution, preferably in Polytechnic Colleges.
- **Assistant Director of Physical** : A UG Degree in Physical Education with Education computer knowledge and 3 years of experience in an academic institution preferably in Engineering Colleges. Certificate course in Yoga will be considered as additional qualification. Fresher shall also be considered based on their merit and ability.
- **Physical Training Instructor** : Any Bachelors Degree with a Certificate course in Physical Education with computer knowledge.
- **Field Marker** : A pass in 10th class
- **Age** : Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post. However retired persons can hold the post up to 65 years.

Mode of recruitment

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

1. Applications received against the advertisement shall be scrutinized by the Department concerned and a list of eligible candidates will be put up to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following members:
 - Secretary
 - Advisor
 - Principal
 - Management Representative Member
 - Concerned Director / HOD
 - Registrar

Appointing Authority

: Secretary

ADMINISTRATIVE POSTS

:

Categories of Post

- : a. Office Manager
Scale of Pay : 15600-39100
- b. Office Superintendent
Scale of Pay: 9300-48000
- c. Senior Assistant / Personal Secretary to Principal
Scale of Pay: 5200 - 20200
- d. Junior Assistant
Scale of Pay: 5200-20200
- e. Office Assistant
Scale of Pay: 4800-10000
- f. Driver
Scale of Pay: 5200-20200

Qualification and Experience

- **Office Manager**

: A PG Degree with Computer knowledge with 10 years of Administrative experience in an academic institution preferably in Polytechnic Colleges or Directorate of Technical Education, out of which 3 years must be in the capacity of Superintendent.

Or

A Bachelors Degree with computer knowledge with 10 years of Administrative experience in an academic institution preferably in Polytechnic Colleges or Directorate of Technical Education, out of which 5 years must be in the capacity of Superintendent.

- **Office Superintendent** : A Bachelors Degree with computer knowledge with 10 years of Administrative experience in an academic institution preferably in Polytechnic Colleges or Directorate of Technical Education, out of which 3 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal.
- **Senior Assistant / Personal Secretary to Principal** : A Bachelors Degree with computer knowledge with 3 years of Administrative experience in the Junior Assistant level, in an academic institution, preferably in Polytechnic Colleges.
- **Junior Assistant** : A Bachelors Degree with computer knowledge, with 2 years of Administrative experience in an academic institution, preferably in Polytechnic Colleges.
Or
Fresher shall also be considered, based on their merit and ability.
- **Office Assistant** : A pass in 10th class; good physique is essential.
- **Driver** : 1. Must possess a valid license for driving a heavy light transport vehicle issued by the competent authority
2. Must have elementary knowledge of auto-mechanism.
3. Must possess First Aid Certificate
4. Must have one year experience in driving.
- **Age** : Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post. However, retired persons can hold the post up to 65 years. Advertisement shall be made in leading Dailies, indicating the posts.
 - I. Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible candidates will be put up to the Principal.
 - II. All eligible candidates will be called for an interview.
 - III. There shall be a Selection Committee consisting of the following Members:
 1. Secretary
 2. Advisor
 3. Principal
 4. Management Representative - Member
 5. Director / HOD concerned
 6. Registrar
- 3.3.5 **Appointing Authority** : Secretary

CHAPTER 4

PROMOTIONAL PROCEDURES

ELIGIBILITY:

The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual.

SCREENING COMMITTEE:

A Screening Committee will be constituted with the following Members:

1. Chairman
2. Advisor
3. Principal
4. Director or HOD concerned

SELECTION PROCEDURE FOR PROMOTION:

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

CHAPTER 5

ACADEMIC PROCEDURE

CYCLE TESTS:

The Examination cell will conduct cycle tests for 3 hours. Common Question paper will be supplied for a given subject for all classes.

MODEL EXAMINATION:

The Model Examination is conducted for 3 hours after covering entire syllabus.

- Part A -5 questions ($5 \times 1 = 5$ marks)
- Part B - 10 questions ($10 \times 2 = 20$ marks) - WITH CHOICE.
- Part C - 5 questions ($5 \times 15 = 75$ marks) – EITHER OR.

All tests are conducted by the EXAM CELL, commonly for all the departments as per academic schedule. No retest will be conducted under any circumstances.

ABSENTEEISM FOR TEST:

Absenteeism for tests is not allowed. Leave or OD will not be sanctioned on that day. Further, Students who are absent for tests will not be allowed to attend classes until his/her parent meets the H.O.D.

CORRECTIVE MEASURES FOR FAILURE IN TESTs:

Faculty will ensure that the students failed ($< 50\%$) in tests, perform well in further special test by taking prior corrective action like Assignment / Special coaching classes/tutorial etc., The HOD will intimate the parents through a letter in case of poor performance in tests.

COMMON COMPREHENSIVE TEST:

A common comprehensive test (Aptitude test) covering all technical subjects with multiple choice questions in all technical subjects will be conducted once in a semester.

COACHING CLASS:

The subject teacher shall arrange coaching class after class hours (duration 1 hour) for those students who have failed ($< 50\%$) in tests. The coaching classes will commence immediately after 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 teachers for poor learners.

The HOD will visit the coaching class and take attendance and ask those students who were absent for the coaching class to bring their parents for counseling. The parents should give an undertaking.

INTERNAL MARKS:

Allotment of Internal marks is purely based on Assessment tests and Model Exam.

TEXT BOOKS:

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or avail the book bank facilities in the college. Books along with proof of purchase are to be produced for verification by HOD.

STUDENT ATTENDANCE

The Class teacher will take the student attendance using MASTER Attendance at the beginning of the first hour and forward the attendance particulars to Principal /Chairman thro' HOD.

Attendance will also be taken in all periods by the subject teacher concerned in HOURLY Attendance. A Master Hourly Attendance Register is maintained in the HoD. Individual teachers handling theory classes and labs have to mark the attendance in that register for their periods on day to day basis. It will be monitored by the HOD.

If a student is absent for one day (or two days) due to sickness or unforeseen circumstances, he should report to the class teacher on the day he attends the college with a leave letter signed by parent and also with Medical Certificate. If he reports without leave letter, the HOD will not allow the student to attend classes but will send him/her home after getting the consent of the Principal and his/her parents will be informed by the class teacher by phone. The parents should have informed the HOD or Principal by phone regarding the absence of his/ her ward in such cases. If the above procedure is not followed, then he / she is considered absent without sanction.

If any student absents for more than 2 days due to sickness, the parent should send fax or a medical certificate on the first day of absence or subsequently to HOD and the student should come to the college along with the parent, on the reporting day. Student reporting after abstaining from classes on previous day(s) without MC or without prior information will be marked Absent (A). If such absenteeism extends for three or more than three days the student's name will be removed and he has to readmit himself after paying Rs.1500/- as readmission fee.

Under normal circumstances, such as attending a relative's marriage or family function etc. a student should get prior permission from the HOD and submit leave letter to HOD to avail the leave. If he/she is absent without prior submission, he/she is considered absent (A).

Absenteeism with sanction is considered as leave (L). Absenteeism without sanction is considered as Absent (A). If 'A' occurs on three occasions in a semester it will be treated as removal of name from rolls. The student has to meet the Principal with parent and pay Rs.1500/- as re-admission fee.

Individual faculty has the freedom to send the student out and or mark absent for inattentiveness / indisciplined behavior in the class in their class attendance (hourly attendance).

If a student is absent from class for one period, he will be treated as absent for half- a- day.

Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class by the Disciplinary Committee, which will be monitoring the movement of students during working hours in the College. Students will be asked to spend that hour in the library and attend from next hour.

The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by class Coordinator.

Internal Marks (5 Marks) for the attendance for Each Subject is calculated by the individual faculty based only on the Hourly attendance, maintained by them.

If a student is present on all working days in a semester, he will be rewarded a certificate on College Day for 100% attendance.

Student monthly attendance shall be calculated using master attendance register maintained in the HOD's office. The monthly attendance shall be published by the HOD. If the attendance is <75%, the parents should be informed and summoned for discussion.

Student Leave letter, Medical certificates and undertaking from parents, percent attendance etc should be maintained in HOD's office.

FACULTY ATTENDANCE

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

LECTURE NOTES

Each faculty member will have to submit a hand written lecture notes (Computer Print-out ACCEPTABLE but Xerox copies are NOT ACCEPTABLE) for the first 2 ½ units of his / her subject to the HOD before commencement of each semester.

During the course of the semester, the balance lecture notes for remaining 2 ½ units need to be handed over to the HOD. The lecture notes will be reviewed by the HOD. At the end of each semester, the lecture notes for all the 5 units will be submitted in the spiral bound form and kept in the respective department technical library. The Principal will monitor the proper submission of such notes by the faculty members to HOD and pull up the defaulters. The Principal will also review the quality of the lecture notes.

COURSE FILE: (FACULTY)

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

- Preface
- Authorization
- Syllabus
- Course Description
- Student Name List
- Department PEOs and POs
- Course Plan
- Assignment
- Time Table for that subject
- Question Bank
- Assessment Question Paper
- Model Exam question paper with key and samples
- Result Analysis for Tests
- Lecturer Noting
- Study Material
- Table of Specifications
- Question Papers mapping with course outcome
- Outcome Assessment Report

PERSONAL FILE (FACULTY):-

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

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

ACADEMIC WORK LOAD:-

The HoDs and Lecturers will be allotted one theory subject and 2 theory subjects for other faculty members. The lab classes will be distributed in a balanced way.

5.14.1 LABORATORY:

There will be a maximum of 30 students per batch. Two teachers per batch and one Technical Assistant per lab are made available.

DEPARTMENTAL FACILITIES:-

Each department is provided with a minimum of 2 computers with internet connectivity, 1 printer cum scanner, 1 laptop, LCD projector and OHP.

PROCEDURE FOR FINAL YEAR PROJECT:

The Project Coordinator should be identified by the Director / HOD and should be asked to coordinate the various activities relating to the project work. Individual review committees will be formed for each branch of study. The committee will consist of HoD, Senior faculty members and Project coordinator. The committee meetings will be convened by the HoD as per schedule provided by the principal.

The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Coordinator should group the students into batches with maximum of 6 and minimum 4 members considering their willingness and preference by second week of July.

The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by third week of July.

The students and project guide shall be allowed to fix up project within the department or to select project from companies located within Tamil Nadu by the first week of September and submit to Principal Office. However the companies should be fixed such that students reach the college from the company to attend the class work

The students will be given time for project work during the working days after attending any class as per DOTE syllabus given. This will facilitate the students to have continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.

Finalized project title and external guide should be identified and lists sent to the Principal by the second week of September.

Students start their literature survey for the project work and complete by the end of the 5th semester, so that the project work can be commenced during the 5th semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed by first week of December (Tentatively), before the commencement of Lab / Theory Examinations.

A zeroth review must be conducted for all batches before the end of 5th semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made. Zeroth review carry 50 marks and should be completed by first week of December.

The project review committee shall review the progress on the project work (First Review) by the first week of February and suggest the course of action for the timely and successful completion of the project work. The First Review will be evaluated for 50 marks.

The second review of the project work by the project review committee shall be by the first week of March. The second review – evaluated for 50 marks. Internal mark for project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

The final review and approval of the documentation of the project by the review committee shall be completed by first week of April. The bound project report is to be submitted following the final review.

CONDUCT OF LAB CLASSES

The staff in-charge of lab course shall prepare the list of experiments to be conducted, subject to a minimum of 10 experiments and also shall prepare their laboratory manual and supply it to the students.

The number of students per batch shall be restricted to a maximum of 3. However individual terminals may be given for every student in the computer lab.

The faculty shall give explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.

The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.

The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and write the record. The list of students who have not submitted the records shall be sent to the H.O.D who in turn will submit to Principal.

All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab- technicians shall be trained in assembling of the circuit, use of instruments etc., by the staff in- charge and they shall be asked to help the students in trouble-shooting and using the instruments.

The staff in-charge shall never engage themselves in correcting the record note books during lab class and shall be engaged only to assist the students in conducting the experiments.

The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments.

The record note book and observation note book should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.

The staff in-charge shall display the list of experiments in the Laboratory notice board.

CHAPTER - 6

DUTIES AND RESPONSIBILITIES

PRINCIPAL

General Administration and Finance:

- The Principal shall convene the Governing council meeting at least once in every semester.
- The Principal shall make recommendations regarding plans for the development of the institution in the years to come.
- The Principal shall prepare the annual budget and place it before the governing body of the college for approval.
- He shall monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Trustee. He will also ensure judicious use of equipment and consumables.
- He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.
- He shall participate in the development of campus in terms of sports and extra curricular activities.
- He shall ensure the appointment of qualified staff (both teaching and non-teaching)
- He shall recommend necessary welfare measures for the benefit of the staff and students.
- He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
- All correspondences within the campus and to outside organizations and the DOTE will be done through the Principal with the approval of the Chairman.
- The Principal shall ensure that the policies and rules of the Government and the DOTE are strictly adhered to by the institution.
- The Principal shall convene the HODs meeting atleast once in 15 days and maintain the Minutes book.
- The Principal will interact with the Trustee on day to day matters. He will regularly appraise through weekly reports with the Chairman/ Secretary. He will function as a team leader of teaching and non-teaching staff to achieve academic excellence.

Academic:

- The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials.
- The Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.
- He shall ensure the conduct of internal continuous assessment examinations at appropriate periods.
- He shall provide arrangements for industrial visits and guest lectures for students.
- He shall monitor the student projects, progress and the Board examinations (theory and practical).
- He shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

Student Affairs:

- The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
- He shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.
- He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.
- He shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
- He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.
- He is authorized to take disciplinary action such as calling the parents for discussion, suspension of students from the college or dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.
- He is authorized to take disciplinary action on teaching / non- teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.
- The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

Research and Extension Activities

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

VICE-PRINCIPAL

- The Vice-Principal shall collect the requirements of stationery items such as laboratory records, observation note books, text books etc from the department and forward them to the Stores in charge for procurement.
- He shall be the Staff in-charge of library and shall prepare the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per DOTE and AICTE norms.
- He shall monitor the maintenance of stack area, journal section, library computerization and annual stock verification in library and prepare improvement plans for the library.
- He shall assist the Principal in all administrative work and academic programmes as and when required.
- He shall be the Chairman for faculty mini projects committee. All HODs shall be the members of the committee. He shall convene the meeting of the committee once in a month to review the progress of the mini projects carried out by the faculty members. The Advisor and Principal will be special invitees.
- He shall arrange for the display of the list of students having less than 75 percentage of attendance in every month and counsel the students to improve their attendance.
- He shall be the Staff in-charge for the institution of scholarships, fellowships, prizes and medals for various branches and frame regulations for the award of the same.
- He shall be Staff in-charge for initiation and formation of Alumni association and college student association.
- He shall be given a minimum teaching load of one theory course and also will be the head of the concerned department.

HOD

- The HOD shall convene the department staff meeting once in 15 days and maintain the Minutes book. The probable agenda is given in the **ANNEXURE A**.
- The HOD shall co-ordinate local industrial visits, guest lecturers, educational tour, test examination and purchase of library books, consumables and equipment for laboratories. He should conduct project review meetings in consultation with students and staff and implement as per the procedure given in **ANNEXURE B**
- The HOD shall be accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.
- He/She shall check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.
- He/She shall maintain the files and records as per NBA requirements and also submit a report on the outcome of class committee meetings to the Advisor for corrective and preventive actions.
- He/She shall co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association.
- The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of test, final year project review, class committee, meeting time tabling, allotment of department work, staff meeting etc., in consultation of the Advisor.
- The HOD will implement activities as per in academic calendar of the college and submission of reports.
- The HOD will be in charge of students academic and personal data base maintenance, Society activities, professional societies and alumni.
- He/ she shall fully be responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works.
- He/She will be responsible for the scrutiny of lesson plan, lecture notes, lab manuals and question bank, log book, etc., and for monitoring theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits.
- He/She will be responsible for the Association fund and the financial assistance of Rs. 5000 given by the management as a petty cash for the department related minor expenditure. Bills and vouchers must be maintained neatly for verification at any time.

TEACHING STAFF

- 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.
- Laboratory in charge
- Class Coordinator
- Subject coordinator
- Lab coordinator
- Allocation of workload, preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.
- Alternative class work arrangement, annual budget preparation (other than lab), purchase of library books, data submission to Principal's office for inspection, staff leave register, educational tour, faculty recruitment and local visits.
- Co-ordination of final year student projects and faculty mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.
- Any other special administrative works assigned by the competent authority.
- Every teacher shall complete a minimum of two mini-projects and also guide a minimum of two final year projects.

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

- Submission of Assessment test question papers 3 days before the test.
- Submission of Assessment test and model examination marks on or before the 4th day after the test.
- Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.
- Submission of internal assessment marks within 7 days after the completion of model examination.
- Every faculty member shall compulsorily give weekend assignments to students for all the subjects taught by him/her and it shall be included as a part of lecture notes. The assignments shall be corrected and given back to students.
- 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 Principal.

- 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 HoD and he/she should announce the text books followed by him/her.
- The HoD shall in turn submit it to the Principal for procuring them for library.
- Every faculty member shall prepare all possible Part-A , Part –B and Part - C questions and answers for every unit and give them to the students as soon as the unit is covered and a copy be given to the HoD in a floppy without fail. Every faculty shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank give them to the students.
- In addition to normal academic and administrative work loads, every faculty member shall carry out other work assigned by the management, Principal and HoD.
- 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 misbehaviour in the premises of the college.
- No faculty shall cancel any theory class or laboratory class or send a fellow staff to his/her class without permission from the HoD./Principal, when the latter is present in the college.
- Every teacher shall arrange special coaching class for academically weaker students on holidays or evening time in consultation with HoD./ Principal / Management.
- Every faculty shall prepare the course plan for teaching the theory courses in his /her own way and ensure to get a minimum pass percentage of 95 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.
- It is mandatory on the part of every faculty member to accompany the students on educational tours and local industrial visits.
- 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.
- Every faculty shall review the analysis of weekly test and CIA test marks, Board examination marks and counsel the weak students.

It is mandatory on the part of every teacher to become familiar with the following.

Computer operating system

- Windows 98, 2000, XP
- Linux
- DOS

- Ms-Office (Word, Excel, PowerPoint, Access)
- MATLAB

- C, C++, Visual Studio
- SQL

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

In case a teacher resigns his/her job, they should give two months prior notice or two months salary in lieu thereof. The relieving orders will be given only at the end of a semester.

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

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.

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

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

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

PLACEMENT AND TRAINING OFFICER

- The placement and training officer shall be the co-ordinator of placement and training cell. One faculty member from each department nominated by the respective HoD will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.
- He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at his office.
- He shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to selected industries for facilitating the conduct of campus interviews.
- He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
- He shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.
- He shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc.,
- He shall arrange for special training programmes by experts from HRD of companies for all the students on the following topics:
 - Personality skill development
 - Soft skill development.
- A minimum of 4 special programmes per semester shall be arranged.
- He shall organise regular sample tests on the following topics for all students from II and III years using in house resources as well as outside resources.
 - ✓ IQ test
 - ✓ English language grammar test
 - ✓ Comprehension test
 - ✓ Aptitude test
 - ✓ Listening skill test
 - ✓ Mock personal interview
 - ✓ A minimum of 4 tests per semester shall be arranged.
- He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.
- He shall arrange regular training classes for V semester students on the following topics through outside agencies.

Personality and communication skill

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

PHYSICAL DIRECTOR

- He shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the Chairman of the disciplinary committee.
- He shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.
- The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
- He shall take adequate measures to prevent any misbehavior, misconduct, especially during extra curricular activities and other college functions.
- He shall convene disciplinary committee meetings once in a month in consultation with the Chairman 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.
- He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.
- He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.
- He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
- He shall train students for participating in various tournaments and also organize Dote Tournaments in our college.
- He shall arrange intramural sports and games for our college students.
- He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

LIBRARIAN

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

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

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

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

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

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

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

The 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.

6.7

LIBRARIAN

- 6.7.1 A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
- 6.7.2 In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
- 6.7.3 In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
- 6.7.4 In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
- 6.7.5 In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
- 6.7.6 In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
- 6.7.7 In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
- 6.7.8 The 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.

CLASS AND YEAR CO-ORDINATOR

- The coordinators are expected monitors , assess and workout strategies for ensuring the best academic performance in the particular class or year for which the person is assigned as coordinator. For achieving this objective they will have to regularly monitor, assess and work out strategy for following the academic schedules and processes effectively.
- Verifying the Logbook maintenance by various faculty members.
- Syllabus coverage and the extent to which the course plan has been adhered to.
- Follow up of assignments in terms time of issuing, submitting and returning and the student's performance in the assignments.
- Follow up regarding the regularity in timely provision of question papers to exam cell smooth conduct of exams, performance of students in tests, discussion with Faculty and arriving at strategies for improving the performance of the students in Future.
- Regular discussions with students for understanding their problems and grievances with reference to academic activities and work out strategies for Eliminating any problems faced.
- Conduct of regular class committee meetings, ensuring that the minutes are recorded and follow up action is initiated based on the outcome of the meeting.
- Ensure that faculty members are present in the classes as per the time table and are also arranging proper alterations when they are on leave. No unnecessary alterations when the faculty member is present in the college.
- Ensure that laboratory classes are going on effectively and the students are feeling satisfied with the knowledge they are gaining through practical classes.
- Ensure that innovative assignments and innovative experiments are assigned as per requirement. Follow up for carrying out mini projects.
- Obtaining the feedback regarding T & P special lectures and suggesting corrective measures based on the feedback.
- Monitoring the lectures and ensuring that the lectures are delivered in English and English only.
- Maintaining the test analysis report, the record of monthly percentage of attendance, Board examination result analysis report and Board examination rank list.
- Maintenance of the student record such as name, phone number, parent's Permanent address, E-mail ID, category of admission etc. He shall also maintain the record of students transferred from other colleges, students prevented from writing examinations, dropouts, suspension, dismissal etc.,
- Co-ordinating industrial visits, guest lectures and educational tours for the class concerned.

- Preparing the list of students who do not submit the lab record or assignment work and who fail in one or more subjects in tests and forward the list to Principal.
- Preparing the number of record note books, observation note books and computer Printing paper required for the class and submit 15 days prior to the commencement of class.
- Collecting the list of text books to be purchased by the students for each subject from the respective teachers and forward the same to the HoD for further processing.
- Preparing the annual budget estimate for guest lecture, local industrial visit, and educational tour for the class concerned.
- Arranging for the removal of the student's name from the roll when it is found that a student is absenting for more than 5 days continuously.

LAB IN-CHARGE

- He shall ensure that the required quantity of equipment and consumables are purchased and kept in the laboratory as per the norms of DOTE.
- He shall arrange for servicing of all equipments as and when required and maintain all the equipment and trainer kits, instruments etc., in working condition.
- He shall make use of the services of the lab technician to keep the lab equipment and other items neat and clean.
- He shall train the lab technician to assemble the experimental setup, carry out trouble- shooting and to conduct the laboratory experiments and make them to assist the students in assembling the circuit diagrams and using the instruments etc.,
- He shall prepare the annual budget estimate for the purchase of equipment, consumables and servicing and repair under three separate headings namely equipment, consumables, servicing and repair for the laboratory concerned and submit it to HoD.
- He shall prepare the display chart to display the following information in the Laboratory concerned.
 - ❖ List of laboratory courses and faculty members conducting the course.
 - ❖ List of experiments for the lab course.
 - ❖ List of laboratory courses conducted in the room.
 - ❖ Lab Time-Table.

- He shall maintain the non consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with HoD.
- He shall initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.
- He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.
- He shall maintain a list of equipment specified by DOTE and the list of the available items in the concerned laboratory in the format given by the DOTE and arrange for stock verification during vacation in consultation with HoD.
- He shall prepare the Physical layout and other technical details for the installation of new equipment whenever required and submit the same to the Principal through the HoD for execution.
- He shall also prepare the draft plan for the development of the laboratory facilities for mini projects undertaken by the faculty members and the projects undertaken by the students.
- At the end of each semester he will submit a list of equipments / instruments damaged by the students along with value and forward to Principal for further action.

CHAPTER 7

ACADEMIC ADMINISTRATIVE WORKS

COLLEGE LEVEL

S.No.	Faculty-in-Charge	Responsibilities
1.	CENTRE FOR PLANNING AND DEVELOPMENT	I. AICTE approval and DOTE affiliation ➤ Application to AICTE and DOTE. ➤ AICTE and DOTE Committee inspection. ➤ Admission approval from DOTE ➤ Planning all developmental works. II. NBA Accreditation ➤ BOG / GC / GB minutes. ➤ Preparation of the following reports. ❖ Staff selection committee and recruitment procedure. ❖ Leave rules ❖ Study rules ❖ Sponsorship for conferences ❖ FDP ❖ Exam results analysis ❖ Placement activities ❖ Budget utilization ❖ Faculty performance appraisal ❖ M.O.U with companies ➤ Preparation of reports for various item as per accreditation perfoma. ➤ Report on infra-structure. ❖ Class rooms , drawing halls, office, etc., ❖ Library and laboratories ❖ Computing facility ❖ Support services ❖ Co-curricular activities ❖ Extra curricular activities ❖ Service rules

S.No.	Faculty-in-Charge	Responsibilities
2.	CENTRE FOR RESEARCH AND INSTITUTE - INDUSTRY COLLABORATION Dept. Co-ordinators:	1. M.O.U. with reputed Industries. 2. Short term courses and Seminar / Symposium in collaboration with Industries. 3. Student's in-house Mini projects. 4. Paper presentation by students and faculty. 5. Attending Conferences / Workshops / Seminars by students and faculty. 6. Organizing Conferences / Workshops / Seminars / symposia 7. Association activities 8. Organizing Faculty Development Programme. 9. Higher studies -faculty members 10 In-plant training for students and faculty. 11. Students projects from Industries. 12. Research proposals to funding agencies. 13. Summer and winter school proposals 14. Consultancy works. 15. Audio-Visual centre 16. Creation of centre for students project

S.No.	Faculty-in-Charge	Responsibilities
3.	CENTRE FOR PLACEMENT & TRAINING Inhouse Training course co – ordinators Dept Placement co-ordinator	1. Organizing-in-house training classes for Communication skills, aptitude , computer programming, G.D and Mock Interviews. 2. Conducting model Aptitude Tests, communication skill and computer programming tests. 3. Organizing workshop/guest lectures on personality development with external agencies 4. Preparation of student profiles and placement brochure. 5. Procurement of placement training related Books, CD, VCD, template etc., and creating a library. 6. Activities related to Polytechnic College forum and arranging Campus and off-campus interviews in Co-ordination with forum and other colleges. 7. Co-ordination with Placement Cell and arranging for student registration. 8. Establishing contact with prospective employers and IT companies to arrange campus interviews. 9. Creation of student data base and company data base 10. In-house resource creation relating to Interview skills. 11. Common time table for placement training courses. (Language lab, internet lab, computer lab) and Co-ordination of preparation of study materials and workbooks for in house training. 12. All works related to placement and training activities.

S.No.	Faculty-in-Charge	Responsibilities
4.	EXAMINATION CELL	1. Daily Test / Unit / Model / Board Examination as per procedure. 2. Examination fee collection and submission to DOTE. 3. Paper revaluation and Xerox copy of Answer script. 4. Board Exam Accounts maintenance and submission. 5. Issue of Hall tickets and Board Exam Mark statements. 6. Squad member and Examiners for paper valuation 7. Procurement of Stationery items for Test and Board exam. 8. Maintenance of Xerox machines. 9. Maintenance of Stock book for stationery items. 10. Submission of Internal assessment marks and Attendance to DOTE 11. Complaints on Question paper to DOTE. 12. Semester drop out and re-admission for attendance shortage 13. Lecture Hall allocation and desk arrangement. 14. Exam malpractice reports
5.	ACADEMIC AFFAIRS AND MONITORING CENTRE (AAMC)	1. Student and staff daily attendance report. 2. Collection of data from department 3. Preparation of required reports. 4. Student leave, permission and all other matters. 5. Maintenance of student data bank with address, phone number etc. 6. All reports to parents. 7. Board exam result analysis report 8. First year student 10th mark analysis. 9. Implementation of Academic calendar schedule. 10. Units completion, Lab experiments, completion report etc and submission to Principal. 11. Any other Work.

S.No.	Faculty-in-Charge	Responsibilities
6.	LIAISON OFFICE:	1. Student and staff daily attendance report. 2. Collection of Internal assessment marks from class teachers and its publication 3. Collection of consolidated Weekly test, Model Exam report from class teachers. 4. Maintenance of leave and permission letters of students. 5. Monthly attendance report of students with < 75% attendance inform to Parents. 6. Maintenance of student data bank with address, phone number etc. 7. Intimation of long absentees of students to parents and department 8. Sending daily test, test marks and Board exam marks to parents. 9. Board Exam result analysis report, collection from department and intimation to parents. 10. Creation of student and faculty data base. 11. Board exam result analysis. 12. First year student 10th mark analysis.
7.	CENTRE FOR ACADEMIC INFORMATION AND MANAGEMENT SYSTEM	1. Computerization of Academic Management and Information System. 2. Online Aptitude test. 3. Online feedback. 4. Development of new software modules for academic administration.. 5. Digital publication of lecture notes and question bank 6. Software installation for academic monitoring

S.No.	Faculty-in-Charge	Responsibilities
8.	CENTRE FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	I. Sports 1. Conduct of sports & games. 2. Annual budget for the sports and games accessories 3. Sports day celebration. 4. Events for sports day. a. Estimate for prizes b. Conduct of the sports and games. c. Organizing the sports day functions. 5. Hosting of Zonal games and sports. 6. All development works relating to sports II. Cultural 1. Finalization of cultural day events. 2. Preparation of proposal of purchase of prizes. 3. Organizing the cultural day function. 4. Preparing students to participate in cultural events and sports in other places. 5. Creation of a centre for cultural activities. 6. NSS and YRC Activities 7. Blood and Social service camp. 8. All development works relating to cultural activities III. Co – Curricular Activities 1. Department Magazine. 2. Inter departmental activities 3. Professional societies Activity

9.	CENTRE FOR ACADEMIC RESOURCES	• Collection of Lesson plan, Lecture notes, question bank for all semesters and submission to Principal.(Except I Year) • Report on Guest Lectures, Industrial visits and submission to • Principal • Student feedback. • Internet maintenance and maintenance of all records, attending to breakdown, renewals, correspondence etc.
10.	CENTRE FOR ALUMNI AFFAIRS	1. To create the data base of Alumni 2. To conduct periodical meetings and annual meeting with alumni members. 3. To resort to the help of Alumni members for placement activities. 4. To mobilize funding for special purposes like scholarships, prizes, awards etc. 5. To conduct lectures by invited speakers.
11.	LIBRARY AND COLLEGE MAGAZINE	I. Library 1. Collecting list of books and journals from HODs and procurement after approval 2. Indexing and stocking of books and journals. 3. Stock taking of books & periodical publication of defaulters list. 4. Indexing and stocking of lecture notes and question bank. 5. All works related to Library development. II. College Magazine 1. Preparation of College news letters and magazine 2. Recording of Important events under the heading a. Technical Papers Published b. FDP Programs attended for faculty members c. Campus Placement .

S.No.	Faculty-in-Charge	Responsibilities
12.	ACADEMIC SCHEDULE AND CALENDAR	1. Academic Calendar preparation for first year, higher semester, vacation proposals. 2. Semester Academic schedule and declaration of holidays. 3. Arrangement of HOD and faculty meeting and maintaining minutes. 4. Monitoring the implementation of all important events in calendar 5. Class representative and class teacher meeting with Principal.
13.	COORDINATORS FOR FIRST YEAR	1. Collection of Lesson plan, Lecture notes, question bank for first year and submission to Principal. 2. Time table for first year classes and academic calendar preparation. 3. Photocopying and binding of Laboratory manual for first year students. 4. Coaching classes. 5. All other academic activities for first year.
14.	LAB RECORD AND CLASS NOTE BOOKS	1. Purchase of lab records & observation note books & class notebooks for students and issue of the same to students. 2. Purchase of note books, text books, and lab coats, drawing instruments, calculators, syllabus book, bags etc for first year students and Issue of the same to the first year students.
15.	RAILWAY CONCESSION	Issue of Railway concessions Forms.
16.	TRANSPORT	1. Driver and cleaner uniform. 2. Monitoring of arrival and departure of buses. 3. Scheduling of buses for special coaching classes and other events. 4. Circulars on changes in bus schedule to faculty, students, 5. Administrative Officer and others. 6. Monitoring of maintenance of clock and radio in buses. 7. Scheduling of bus during Dote examinations.

DEPARTMENT LEVEL

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
1.	ACADEMIC MONITORING AND CONTROL	CIVIL MECH EEE CSE	1. Review of Daily absentees list of students and counseling the students. 2. Collection of Weekly test and CIA test report and counseling students. 3. Review of test absenteeslist and counseling the students. 4. Preparing list of students for coaching class and arranging coaching class. 5. Class representative meeting and assessment of student's grievances. 6. Arrangements for Graduation day function. 7. Faculty recruitment works. 8. Association activities. 9. Dote result analysis 10. Setting up department library. 11. Proposal for Purchase of books.
2.	TIME TABLE IN-CHARGE	CIVIL MECH EEE CSE	1. Subject allocation to faculty members. 2. Master time table for theory and laboratories. 3. Laboratory class work allocation. 4. Semester wise and individual time table. 5. Board practical examination time table including arrears examinations. 6. All works relating to faculty recruitment. 7. Proposal for procurement and issue of Lab Records, Observation Book and Note Books.

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
3.	FINAL YEAR PROJECT CO-ORDINATOR	CIVIL MECH EEE CSE	1. Writing letters to various organizations for fixing project work. 2. Formation of student batches for project work. 3. Collection of confirmation letters from companies and fixing internal guides. 4. Formation of project review committee. 5. Scheduling and arranging project review. 6. Collection of project review synopsis from students prior to each project review. 7. Maintenance of project review committee's evaluation marks. 8. Monitoring the preparation and submission of project report by students. 9. Monitoring mini projects by faculty members and students. 10. Supervision and co-ordination of technical paper presentation by students. 11. All arrangements for industrial training . 12. Arrangement for Board examination viva-voce. 13. Collection of Unit Coverage, Lab experiment Completion report and submission to Principal. 14. Collection of Lecture notes, and Question Bank for various semesters.

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
4. a.	GENERAL DEPARTMENT WORKS – PART-I	CIVIL MECH EEE CSE	1. Guest lectures, Industrial visits and Educational tour 2. Proposal for purchase of Library books and Journals. 3. Budget preparation for the above items. 4. Association, seminar and symposia activities 5. NBA Accreditation record maintenance. 6. Question bank Xeroxing and binding for all semesters.
4. b.	GENERAL DEPARTMENT WORK – PART-II	CIVIL MECH EEE CSE	1. Records to AICTE inspection committee. 2. Department file maintenance. 3. Overall annual budget preparation 4. Faculty development program, deputing faculty members to conferences , workshop etc., 5. Lab Manual Xeroxing and binding and Issue to students. 6. Purchase of White and Colour Chalk, Duster, White Paper, Printer Paper, File and A4 Sheets etc.

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
5.	LABORATORY IN- CHARGE	CIVIL MECH EEE CSE	1. Servicing of all equipments, trainer kits, instruments etc. 2. Training the lab technician to assemble the experimental setup for various lab courses and maintain equipments for each lab course. 3. Annual budget for the purchase of equipment, consumables and servicing and repair of equipments. 4. Display of the following information in the concerned laboratory. a. List of laboratory courses and faculty members conducting the course. b. List of experiments for each lab course. c. Lab time-table. d. Display of important wall charts. e. Display of important equipments in the lab. 5. Arranging for annual stock verification during vacation. 6. Maintaining stock Register entry of consumables and non-consumables and certify the bills for payment whenever the items are newly purchased. 7. Maintaining the list of equipment specified by DOTE and the list of the available equipments in the concerned laboratory in the format given by the DOTE. 8. Preparing the Physical layout and other technical details for the installation of new equipment whenever required and submit for execution. 9. Development of the laboratory facilities for mini projects by the faculty members and students. 10. Submission of the list of equipments / instruments damaged by the students along with value at the end of each semester and forward to Principal for further action. 11. Coordinating the preparation of laboratory manuals. 12. Proposal for new equipments to meet the requirements of revised curriculum. 13. Equipment status report submission.

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
6.	CLASS and YEAR COORDINATORS	CIVIL MECH EEE CSE	1. Collection of Board examination fees including arrears exam. 2. Application for revaluation and Xerox copy of answer scripts for respective class. 3. Collection of breakage fee. 4. Distribution of Board Exam mark sheets and Hall tickets. 5. Students leave letter approval and daily absentees monitoring. 6. Arranging alternative class while faculty member is on leave. 7. Student data maintenance – Name, Roll, Address, Phone No, Progress card and arrears subjects etc. 8. Organizing special coaching class for weaker students 9. Board Examination Result Analysis 10. Submission of Minutes of class Committee meeting to Principal's office 11. Submission of all academic reports pertaining to the class. 12. Maintenance of daily test, assignment, internal assessment test marks and internal assessment marks.
7.	COMPUTER STATIONERY STORES IN-CHARGE	CSE	1. Purchase of all computer and printer stationery. 2. Annual budget preparation for the above items. 3. Maintenance of consumables stock register. 4. Stock entry and bill passing. 5. Maintenance of indent book for issue (printer paper & printer ribbons)

S.No.	Activities and Faculty In- Charge	Dept.	Responsibilities
8.	INTERNET IN-CHARGE	CSE	1. Internet maintenance 2. Breakdown call 3. Bandwidth recording & Renewal 4. Maintenance of all records.
9.	COMPUTER CONSUMABLE IN-CHARGE	CSE – System Administrator	1. Purchase of computer and printer components. 2. Maintenance and issue of computer and printer components. 3. Annual budget preparation and stock register maintenance. 4. Maintenance of consumable stock register. 5. Stock entry and bill passing. 6. Maintenance of indent book etc. for components.

LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS

1. Attendance & Assessment record of students
2. List of faculty members department wise
 - i) Degree certificate copies
 - ii) Appointment Order
3. Faculty work load
4. Department time table (Semester time table, Lab time table, Class room allocation , Master Time Table)
5. Lab Manuals
6. Academic performance record of students (Board exam result analysis)
7. Faculty development programme
8. Record of student projects i) Project review methodology ii) Sample copies
9. Course File
10. Syllabus & Curriculum
11. Education tours
12. Guest lectures
13. Symposium & Seminars
14. Student mini projects
15. Annual Budget
16. Record of Achievements Awards & Recognition
17. Department meeting, minutes book
18. Stock register i) Consumables ii) Non consumables
19. Purchase file – equipments and consumables
20. Student academic performance and attendance – analysis
21. Student particulars
22. Local visits
23. Prevention of students for lack of attendance and readmission
24. Board exam, Internal Assessment test, model examination and Internal Assessment test result analysis.
25. General circular file

CHAPTER 8

TARGET FOR ACADEMIC ACHEIVEMENTS

TARGET FOR STUDENTS ATTENDANCE, ACADEMIC PERFORMANCE, MAINTENANCE OF LABORATORY FACILITIES, CO- CURRICULAR ACTIVITIES AND CONTINUE EDUCATION AND EXTENSION OF ACTIVITIES FOR DEPARTMENTS

NOTE:

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

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

ACADEMIC PERFORMANCE

a. Internal Assessment test / Model Exam

Sl.No.	Particulars of activity	Target
1	Minimum pass in each subject	85 %
2	Minimum pass in a class	75 %
3	Minimum class average mark in a subject	60 %
4	Maximum no. of students failed in 3 and More than three subjects in a class.	20 % of class strength
5	No. of students failed in all subjects in a class.	Nil

b. Board Examination

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

STAFF AND STUDENTS ATTENDANCE:-

Sl.No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	97 %
2	Maximum absenteeism permitted for a student per semester (If violated parents should be called for counseling)	4 days
3	Parent meeting the HoD compulsory if the students is absent	more than 2 days continuously
4	Parents meeting HoD compulsory if monthly attendance	less than 75 %
5	Parents meeting HoD compulsory if the leave exceeds in a semester	4 days
6	Faculty Attendance Per Month	95 %

ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for 2 ½ units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	On the day of reopening
5	Issue of Lab manual to students	On the day of reopening
6	Minimum no. of students project work per faculty member	2
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester

MAINTENANCE OF LABORATORY FACILITIES:

S. No.	Particulars of activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's office after failure	2 days.
3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per DOTE norms.	Nil
5	Deficiency in softwares as per DOTE norms.	Nil

ACADEMIC WORK LOAD TO FACULTY MEMBERS:

S. No.	Particulars of activity	Target
1	HoD	1 theory
2	Lecturer	1 theory or 2 theory + lab
3	No. of times a teacher can take the same subject continuously	3 times
4	Critical subjects should be taken by	HoD / Lecturer
5	First year subjects allotment	Senior faculty members
6	No. of faculty members per batch of 30 students for lab class	2

CO-CURRICULAR ACTIVITIES:

S. No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year	1
3	Minimum external sponsored projects per year	1
4	Minimum no. of consultancy work per year	1
5	Minimum no. of department level conference/seminar/workshop	2 per semester
6	Minimum no. of National / State / Regional level conference /seminar/workshop	1 per year
7	Minimum no. of industries based students project	25 % of Total Project
8	Minimum no of Students paper presentation per semester	25 % of Faculty Strength
9	Deputation of minimum no. of faculty members to conferences / workshop per year	10 % of Faculty Strength
10	Deputation of minimum no. of faculty members to FDP per year	20 % of Students Strength
11	No. of students for Industrial training per year	10 % of Students Strength

12	No. of times Students counseling per semester (slow learners)	3
13	Chairs instituted by Department	1
14	Minimum no. of Class wise group counseling by HoD / Senior faculty members per semester	2
15	Student Mini Projects Per Department	3
16	Industrial Visits for each class per year	2

PLACEMENT AND TRAINING – PER BATCH

S. No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	3
2	Personality development programme (In-house)	3
3	Personality development programme (Outside Agencies)	3
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	3
6	Aptitude skill development programme (Outside Agencies)	2
7	Communication skill Development (In-house)	3
8	Communication skill development programme (Outside Agencies)	2
9	Motivation and counseling lecture by senior faculty members (In-house)	6 cycles – Every year 2 cycles
10	Computer programming (In-house)	3
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	12
13	One day workshops on placement training	3
14	Guest Lecture (In-house) per semester	3
15	Guest Lecture on Interviews Tech, personality, otherskills (Outside)	3

STUDENT DISCIPLINE

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

PLACEMENT

S. No.	Particulars of Activity	Target
1	Placement of students	75 % of eligible students
2	Minimum no. of On-campus placement interviews	10
3	Minimum no. of Off-campus interviews	15
4	Minimum no. of Companies to be visited per month	6
5	Minimum no. of special guest lecture by HR personals from IT industries per semester.	3
6	Special lecture by Placement Officer on (resume writing, interview technique, IT companies profile, nature of placement test by various companies etc. per week)	2 hrs
7	Mini Interaction with II and III year students to discuss placement activities	Once in a month
8	Presentation to HoDs and Senior faculty members on placement activities.	Once in two months

CHAPTER 9

MOTIVATIONAL INITIATIVES

INCENTIVES TO PURSUE HIGHER EDUCATION

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

- i. M.E. / M.Tech Part-time – Evening class.
- ii. M.E. / M.Tech Part-time – Week end days classes
- iii. Ph.D. – Part-time programme.

O.D. FACILITIES TO PURSUE HIGHER EDUCATION

- i. M.E. / M.Tech – O.D. to attend class on week end Saturdays.
- ii. M.E. / M.Tech – O.D. to write Dote Exam on week days.
- iii. Ph.D. – O.D. to attend course work on week days.
- iv. Reduced work load for teachers pursuing P.G. programme

FINANCIAL ASSISTANCE

- i. Interest free education loan to pursue M.E. / M.Tech
- ii. Tuition fee paid by the college for Ph.D
- iii. Half-pay-leave for six months to complete Ph.D. Thesis writing.

FACULTY DEVELOPMENT PROGRAMME, WORKSHOPS AND CONFERENCES ETC.

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

CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE

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

Cash prize:

- iii. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.2000/- per subject.
- iv. Staff members who produced 100 % results in the theory subject will be awarded Rs.3000/- per subject.

CASH PRIZES FOR TECHNICAL PAPER PUBLICATIONS

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

Cash prizes will also be awarded for papers published in National/ International Journals.

CASH PRIZES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

CASH BENEFITS FOR IN-HOUSE TRAINERS

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

CHAPTER 10

LEADERSHIP

INTRODUCTION:

Leadership involves interpersonal interaction leading a team strategic planning and implementation to attain specific goals or to complete certain task.

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

TRAINING TO DEVELOP LEADERSHIP SKILL:

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

LEADERSHIP POSITIONS:

The following leadership positions are given full freedom to discharge their responsibilities and to achieve their target:

1. Leader of faculty team – Head of the Department
2. Leader of student group in class – Class Teacher
3. Leader of student team – Student Mentor
4. Leader of Non-teaching staff in Lab – Lab In-charge
5. Leader of various Committees – Chairman / Chair Person

CHAPTER 11

TRANSPARENCY

INTRODUCTION:

The following procedure is followed to ensure transparency among the Governing bodies, Management, faculty members, staff members and students.

H R POLICY BOOK:

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

MINUTES OF THE HOD MEETING TO DEPARTMENT:

The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc are circulated to all the departments through circulars.

MINUTES OF GOVERNING COUNCIL AND ACADEMIC

ADVISORY BOARD TO DEPARTMENT:

Any decisions made by the Governing Council or Academic Advisory Board or by the Management in policy are conveyed to all the departments by circulating a copy of the Minutes.

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

SEMESTER FACULTY MEETING:

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

FEED BACK TO STAFF FOR REVIEW:

Students feedback, Peer's feedback, HoDs evaluation are given to faculty members for self review and discussed with the faculty members or counseled.

CHAPTER 12

DECENTRALIZATION AND DELEGATION & PARTICIPATION OF FACULTY

INDEPENDENT CHARGE OF HOD:

The HODs are given independent responsibilities for running the department covering planning, development, procurement, maintenance, recruitment, promotion, increment, incentives etc.

Financial power is delegated to HODs for procurement of equipments, repairs and servicing of equipments and to meet all the expenditure relating to department as indicated in Chapter 15 Para 15.3

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

COMMITTEES FOR VARIOUS ACTIVITIES:

The various Committees are constituted with empowerment to plan and execute the various activities relating to Committees. All the HoDs, senior faculty and faculty members are enrolled as member of various committees which form as a back bone for running the Institution.

1. Grievances and Redressal Committee
2. Library Committee
3. Extra Curricular activities Coordination Committee
4. Sports and Games Coordination Committee
5. Examination Cell
6. Disciplinary Committee
7. Purchase Committee
8. Alumni Activities Committee
9. Industry Institute Interaction Committee

LABORATORY IN-CHARGES:

Laboratory In-charges are given the full responsibilities for maintenance of equipments and other accessories. They are empowered to prepare budget for maintenance, development of lab facilities and procurement of equipments etc.

EXTENSION ACTIVITIES BY FACULTY MEMBERS:

All the faculty members are given the freedom to plan and organize the following academic extension programme:

- i. Organizing works / seminars.
- ii. Conduct of faculty development programmes
- iii. Short term course
- iv. Consultancy works
- v. Sponsored research.

CLASS AND YEAR COORDINATORS:

12.5.1 Details of decentralization, delegation of powers and participation by faculty as Class and Year coordinators are clearly stipulated in Section 9.6.

MENTOR SYSTEM:

Mentoring is a powerful personal development and empowerment tool. It is an effective way of helping people to progress in their careers. A mentor is a guide who can help the mentee to find the right direction and who can help them to develop solutions to career issues.

They are different type of mentoring systems. They are

1. Mentoring by faculty member
2. Peer mentoring
3. Mentoring by External expert member.

Mentoring by faculty member:

A faculty member is put as counselor and guide for a group of 15 to 20 students to lead them in developing various skills to gain subject knowledge to plan career to prepare for placement etc., . They meet their ward weekly once / need based.

Peer mentoring system

The peer mentor is selected from the final year students based on their academic performance and outside world interactions. The second year and third year students are peer mentees. The job of peer mentor is to provide support, encouragement, and information to students (peer mentee) in their department. Peer mentor will provide personal and academic support to the students. They meet the students monthly once.

External Expert mentoring system

External Expert mentor gives Psychological Counseling to the Students who seek counseling usually are experiencing discomfort or dissatisfaction in some aspect of their personal lives. Some common reasons are problems with friend, family, and or significant other relationships, concerns about personal adequacy, feeling overwhelmed, or feeling sad or anxious without knowing why. He / She meet the student monthly once.

CHAPTER 13

COMMITTEES

The following are the Committees and its functions

COMMITTEES FOR VARIOUS CURRICULAR AND CO-CURRICULAR ACTIVITIES AND THEIR FUNCTIONS:

GRIEVANCES AND REDRESSAL COMMITTEE

- i. To consider the welfare of female teaching and non-teaching staff members of the college.
- ii. To consider the recreational facilities for lady staff.
- iii. To create the health care facilities to lady staff members and girl students.
- iv. To review complaints received from lady staff members and girl students and take appropriate actions.

LIBRARY COMMITTEE

- i. Collecting list of books and journals from HODs for each semester and procuring after approval, by the Management.
- ii. Indexing and stocking of new books and journals.
- iii. Periodical publication of defaulters list.
- iv. Indexing and stocking of Lecture notes and question bank for each semester.
- v. All works related to Library development.

EXTRA CURRICULAR ACTIVITIES COORDINATION COMMITTEE

- i. Finalization of cultural day events for each year in Even semester
- ii. Preparation of proposal of purchase of prizes and medals.
- iii. Organizing the cultural day function.
- iv. Preparing students to participate in cultural events in other places.
- v. Creation of a centre for cultural activities.
- vi. Conducting NSS and YRC activities
- vii. Conducting Blood and Social service camp.
- viii. All development works relating to cultural activities
- ix. Inter departmental activities.
- x. Formation of Professional societies activity
- xi. ISTE Chapters
- xii. Preparation of college news letter and magazine.

SPORTS AND GAMES COORDINATION COMMITTEE

- i. Annual budget for the sports and games accessories
- ii. Conduct of the sports and games – Intramural.
- iii. Organizing the sports day functions.
- iv. Hosting of Zonal games and sports.
- v. Budget estimate for sports day and purchase of cups and medals.
- vi. All development works relating to sports.

EXAMINATION CELL

- i. Weekly Test / Model / Board Examination as per procedure.
- ii. Examination fee collection and submission to COE.
- iii. Paper revaluation and Xerox copy of Answer script.
- iv. Board Exam Accounts maintenance and submission.
- v. Issue of Hall tickets and Dote Mark statements.
- vi. Appointment of AUR, Squad member and Examiners for paper valuation.
- vii. All correspondence with COE, Dote.
- viii. Procurement of Stationary items for Test and Board exam
- ix. Maintenance of Xerox machine.
- x. Maintenance of Stock book for stationary items.
- xi. Submission of Internal assessment marks and Attendance to COE.
- xii. Complaints on Question paper to COE.
- xiii. Semester drop and re-admission for attendance shortage.
- xiv. Lecture Hall allocation and desk arrangement.
- xv. Exam malpractice reports.

DISCIPLINARY AND WELFARE COMMITTEE

- I To examine / inquire and recommend punishments / remedial measure in the cases of:
 - i. Malpractices in examinations
 - ii. Indiscipline in the college campus and hostel premises
 - iii. Complaints of ragging
 - iv. Complaints of eve-teasing and harassment of weaker sections.
 - v. Any other activity that may damage the discipline and harmony of the college.
- II To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.

PURCHASE COMMITTEE

- i. To scrutinize the specifications and the quotations.
- ii. To review the terms and conditions of payment, taxes, the reputation of the company etc.
- iii. To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.
- iv. To give specification to the HOD for the procurement of the equipments.

RESEARCH AND DEVELOPMENT COMMITTEE

- i. Continuing education.
- ii. Consultancy
- iii. Student project work.
- iv. Overall planning to meet / satisfy NBA requirements.
- v. Paper presentation by students and faculty in Conferences / Workshops / Seminars
- vi. Organizing Conferences / Workshops / Seminars / Symposia
- vii. Organizing Faculty Development Programme.
- viii. Higher studies students and faculty members.
- ix. Research proposals to funding agencies.
- x. Summer and winter school proposals.
- xi. E class rooms and E learning
- xii. Audio-Visual centre

ALUMNI ACTIVITIES COMMITTEE

- i. To create the data base of Alumni
- ii. To conduct periodical meetings and annual meeting with alumni members.
- iii. To resort to the help of Alumni members for placement activities.
- iv. To mobilize funding for special purposes like scholarships, prizes, awards etc.
- v. To conduct lectures by invited speakers.

INDUSTRY-INSTITUTE INTERACTION COMMITTEE

- i. MOU with reputed Industries.
- ii. Short term courses and Seminar / Symposium in collaboration with Industries
- iii. Student's in-house Mini projects and creation centre for projects.
- iv. Guest Lectures and Industrial visits.
- v. Association activities.
- vi. In-plant training for students and faculty and students projects from Industries.
- vii. Consultancy works.
- viii. Value added courses VLSI, Smart, Embedded System, Software testing, Networking, CISCO, SAP, FOSS etc.

CHAPTER - 14

LEAVE RULES

SHORT TITLE AND APPLICATION:

These rules is called “Arasu Polytechnic College Employees Rules” herein after called the “APC Leave Rules” and they shall come into with immediate effect.

These rules shall apply to all persons employed in connection with the aff the APC.

KINDS OF LEAVE

- Casual Leave
- Vacation Leave
- Earned Leave
- Compensatory Leave
- On Duty Permission
- Maternity Leave
- Medical Leave
- Hospital Leave
- Extra-ordinary Leave
- On Duty for pursuing Part time study.
- Permission / Late Attendance
- Marriage Leave

CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof..

VACATION LEAVE

The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

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.

In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.

Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

EARNED LEAVE

Non teaching staffs who have served for one year are eligible for earned leave at the rate of one day for every 11 days of service.

COMPENSATORY LEAVE

Staff members who work on specific request and approval of the Secretary/ Advisor/ principal/ HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with **prior sanction**. Compensation leave should not be combined with CL.

Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year.

The unavailed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

ON DUTY PERMISSION

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.

The teaching staff members will be allowed a maximum of 20 working days in an academic year as “ ON DUTY” for the purpose of attending Central Valuation / External Examiner for practical examinations connected with Dote. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce an evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

MATERNITY LEAVE

Maternity leave may be granted to married women employees for 90 days from pre- confinement rest to post confinement recuperation, at the option of the employee provided that **no** Maternity leave shall be allowed to married women employees, if they already have one living children. During the period of maternity leave they are eligible for 50% of pay and allowances.

Should have completed two years of service in this college.

Should give an undertaking that they will work for one year after rejoining duty.

The staff members who are availing of maternity leave are not eligible for medical leave.

They must forego the vacation leave to the extent of 50 % of maternity leave availed.

If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

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. Sanction of medical leave is purely the discretion of the secretary and can not be claimed as a matter of right or it can not be earned.

Medical leave will be granted 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.

HOSPITAL LEAVE

Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.

Hospital leave may be granted on leave salary either full or half, as the leave Sanctioning authority may consider necessary depending on the circumstances of the case involved leading to hospitalization.

EXTRA-ORDINARY LEAVE

Extra-ordinary leave shall always be without leave salary and may be granted, when informed leave is availed by staff member and submitted the leave application. belatedly. The leave is treated as Extra-ordinary Leave (EOL) with a deduction of salary as follows:

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

The leave applied and sanctioned during working days to attend classes for day time M.E. part-time course and course work for Ph.D. will be treated as EOL with deduction of salary as mentioned in **14.2.8.1.**

ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH /PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME.

An employee may be granted OD permission so as to enable him to undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.

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

An employee availing himself of OD permission for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay Rs.50,000/-(Rupees Fifty thousand only) to the College Management.

On duty permission for pursuing their higher studies will be granted only on working Saturdays. They should apply for CL or EOL as the case may be, during working days i.e Monday to Friday. However, for writing Board Theory and Practical examination during week days, OD will be granted on production of proof.

Whenever applying for OD permission for study purposes, they should submit the OD application in advance; otherwise the absence will be treated as EOL.

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

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

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

PERMISSION / LATE ATTENDANCE

Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or EOL 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

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. Late attendance 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 two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave or EOL will be counted.

MARRIAGE LEAVE

An unmarried staff member is eligible for 7 continuous days of days marriage leave from the day of marriage on production of invitation. The marriage leave can be combined with CL or CPL or EOL. The concerned staff member shall apply for marriage leave in advance.

CHAPTER – 15

PURCHASE PROCEDURE

INTRODUCTION

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

BUDGET

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

DELEGATION OF FINANCIAL POWER

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

S. No.	Category	Chairman	Principal	Directors/HODs
1	Purchase of apparatus and equipments, tools and plants, consumables	Full powers	Up to Rs.50,000/- at a time	Up to Rs.10,000/- at a time
2	Purchase of stationery items	Full powers	Up to Rs.10,000/- at a time	Nil
3	Purchase of books, journals, periodicals and maps	Full powers	Up to Rs.1,00,000/- at a time	Nil
4	Expenditure on guest lecture, seminar, symposium, FDP, workshop and other academic related activities	Full powers	Up to Rs.50,000/- at a time	Up to Rs.10,000/- at a time
5	Expenditure on repair and maintenance of equipments	Full powers	Up to Rs.10,000/- at a time	Nil

FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE

- 15.4.1 The HODs shall be in-charge for the equipments and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the same time, adequate number of quantity of spares / stores is kept consistent with the pattern of consumption and time required for the manufacturers / dealers to supply.
- 15.4.2 The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty member shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

GUIDELINES GOVERNING THE PURCHASE

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

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

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

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

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

PURCHASE PROCEDURE

The proposal must contain (i) the purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes. (ii) Detailed specifications and instructions if any should be given, so that the right type of material which is required could be intended for and supply got effected. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature (iii) the approximate cost of the equipment and (iv) Availability of funds etc.

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

Methods to be followed for obtaining Tenders / Quotations :

- I) By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender), the invitation being sent to them by post / courier.
- II) By invitation to one firm only (single Tender) or private purchase for small order costing less than Rs.1,000/- at a time or if more than one kind of article, the same does not exceed Rs.2,500/-

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

TENDER PROCESSING METHOD:

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

Only the lowest tender should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

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

PURCHASE COMMITTEE

The Purchase Committee will consist of the following Members:

1. Purchase Officer - Convener
2. HoD - Member
3. Management Representative. - Member

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

The Principal will scrutinize the comparative statement and give his remarks and send the file back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

PLACING OF PURCHASE ORDERS

The Chairman or the Principal will place order.

PURCHASE ORDER FORMAT (MODEL)

Purchase order shall be issued for non-consumables and consumables items:

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

TESTING

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

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

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

STOCK ACCOUNT

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

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

The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90 % or 100 %.

ERECTION / INSTALLATION

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

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

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

COMPLETION REPORT

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

VERIFICATION OF STORES

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

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

CONDEMNATION OF STORES

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

The Purchase Committee is also empowered for recommending the condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipments.

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

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

ANNEXURE A

MAIN AGENDA FOR DEPARTMENT STAFF MEETING

Meeting – at the beginning of financial year

1. Annual budget preparation
2. Plan proposal for equipment and consumable purchase.
3. Proposal for development works in the department.

Meeting – at the beginning of academic year

1. Additional faculty requirement for odd and even semesters
2. Proposal for students' educational tour.
3. Proposal for purchase of books for library.
4. Proposal for faculty development programme.
5. Proposal for annual stock taking.
6. Proposal for industrial/local visits.
7. Proposal for guest lectures.
8. Proposal for placement and training for final year students.
9. Preparation of department academic calendar.

Meeting -Before the commencement of a semester

1. Requirements of laboratory record and observation note books to students.
2. List of text books to be made available for students in the canteen & book store.
3. Identification of organisations for local visits.
4. Identification of experts for guest lectures.
5. Work load allotment to faculty members.
6. Review of department records maintenance.

Meeting- During a semester.

1. Review of test results and attendance.
2. Review of syllabus coverage
3. Review of laboratory experiment coverage
4. Scheme for retests and coaching classes for academically weak students.
5. Review of class work records.
6. Arrangement of local visits and guest lecture.
7. Maintenance of laboratories.

ANNEXURE B

TIME SCHEDULE FOR IMPORTANT ACTIVITIES

1. The H.O.D and the faculty members shall complete the following activities as per the schedule given below.
2. The local industrial visits shall be completed within 30 days from the date of the commencement of the semester.
3. The syllabus coverage of the theory courses shall be as follows. If needed, special classes shall be arranged.

i. Unit I & II	- 4 th	week from the commencement of the semester
ii. Unit III & IV	- 8 th	week from the commencement of the semester
iii. Unit V	- 12 th	week from the commencement of the semester
4. The educational tour shall be arranged within 45 days from the commencement of the semester.
5. Final year project report shall be submitted **15 days** before the examination date by the students to the H.O.D.
6. Every student shall complete a minimum of one experiment in the laboratory class and complete the record during every week in a semester. If necessary, special classes shall be arranged.
7. The laboratory manual shall be prepared by the concerned faculty member and given to the student one week before the commencement of the semester.
8. All consumables and non-consumables required for the conduct of the laboratory classes shall be procured 15 days before the commencement of the semester by the lab in-charge.

ANNEXURE C

GUIDELINES FOR AVAILING CASUAL LEAVE

1. As a general rule Casual leave should be availed only after obtaining sanction from the competent authority.
2. The specific reason for availing the Casual leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.
3. Leave should be availed only after making alternative arrangements through a teacher handling subject for the same class.
4. For sick and hospitalization and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case they should submit the leave letter on the first day of reporting to the College. If they fail to do so, the absence will be treated as Extra-ordinary Leave (EOL) and the salary will be deducted proportionally to the working days in that month. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.
5. Informed CL is allowed only once in a month at the discretion of the Principal or else informed leave will be treated as EOL.
6. Only one day CL is allowed per month on prior sanction and all other kinds of leave in a month are treated as EOL.
7. There is no restriction to avail accumulated CL during vacation or study holidays or Dote practical / theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If it exceeds, the entire period of leave will be treated as EOL
8. If he / she applies for CL or EOL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or week end holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior permission is obtained from competent authority or else the holidays will be treated as EOL.
9. When a leave is applied and sanctioned all absenteeism succeeding and preceding will be treated as EOL along with the date for which leave has been applied and sanctioned.
10. If a faculty joins duty in the second fortnight of a month then he / she is not eligible for CL for that month under consideration.
11. All un-availed casual leave will be permitted to be encashed at the end of the calendar year.
12. Alternative arrangements for class work have to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work.

ANNEXURE D

SUGGESTIONS FOR GOOD TEACHING

1. Revise the subject topics for at least 1 hour in your room before going to the class. Write down the points to be covered in the class and use the same to teach.
2. Do not take the text-book to the classroom and read or dictate from the book to the students.
3. Always be on the stage near the board and talk facing the students. Raise your voice such that the students at the back benches are able to hear you.
4. Make the students compulsorily to occupy the front benches and leave the back benches vacant so the students can hear you better.
5. Write down the topics to be covered on the black board neatly and teach in that sequence.
6. Ensure that you have driven home the points. A simple feed back will give you a clear picture.
7. A pep talk at intervals and a piece of advice will go a long way to develop the students' overall skills.
8. Attract the students attention towards your teaching by sequencing the topics correctly and using simple language to present them.
9. Never go to the classroom empty handed. Always carry one or two sheets of prepared notes or lecture notes.
10. Write down important principles, derivations, worked out examples on the board neatly and ask the students to take them down in their note books.
11. In the last 10 minutes, give an overview of the topics covered and dictate probable questions.

12. Plan your lessons by giving lecture notes and citing the page number in the text book.
13. Do not accept on any account to take the class of your colleague if he is present in the college.
14. Refer standard text books. Always discuss with your colleagues in case of doubts.
15. Be always student friendly and use pleasing language.
16. Give weak end assignments compulsorily and ensure that the students complete the same.
17. Whenever guest lectures are arranged, the relevant subject teachers should make it a point to attend. This will go in a long way to understand the teaching method from an experienced professor.
18. If a student in the class is indifferent, do not ignore him. Pay special attention to all such students and interact with them during your teaching session.
