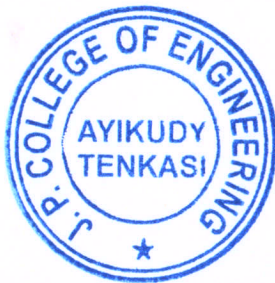


HR

Manual

For Good Governance



J. P. College of Engineering

College Road, Ayikudy, Tenkasi-627852

Affiliated to Anna University and Approved by AICTE

Run By DMI Sisters



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CHAPTER - 1

INTRODUCTION

J.P. College of Engineering (JPCOE), an institution with ISO 9001:2015 certification, was established in 2008. It has received approval from the All India Council for Technical Education (AICTE) and is affiliated with Anna University, Chennai. JPCOE is managed by the DMI sisters under the aegis of the DMI Foundations Trust (DFT). The DMI Foundations Trust was founded by Rev. Fr. Dr. J.E. Arulraj, who is also the founder of the religious congregations of the Society of the Daughters of Mary's Immaculate (DMI), the Society of Missionaries of Mary Immaculate (MMI), and the Associated Movement International (AMI). The primary objective of the trust is to support the growth and development of these societies by defining their mission and garnering support from lay collaborators and professionals. The organization is committed to the effective management of the societies by safeguarding, enhancing, maintaining, and directing resources towards loving God and aiding the underprivileged. The management of JPCOE is steadfastly committed to gradually elevating the college to the status of one of the top engineering institutions in Tamil Nadu's southern region and to providing top-notch instruction for the development of tomorrow's dynamic leaders.

1.1. Vision and Mission

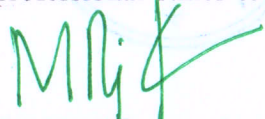
1.1.1. Vision

To evolve as Centre of Excellence in Teaching, Innovative Research and Consultation in Engineering and Technology and to empower the rural youth with technical knowledge and professional competence thereby transposing them as globally competitive and self-disciplined technocrats.

1.1.2. Mission

To inculcate technical knowledge and soft skills among rural students through student-centric learning process and make them as competent Engineers with professional ethics to face the global challenges, thus bridging the 'rural-urban divide'.




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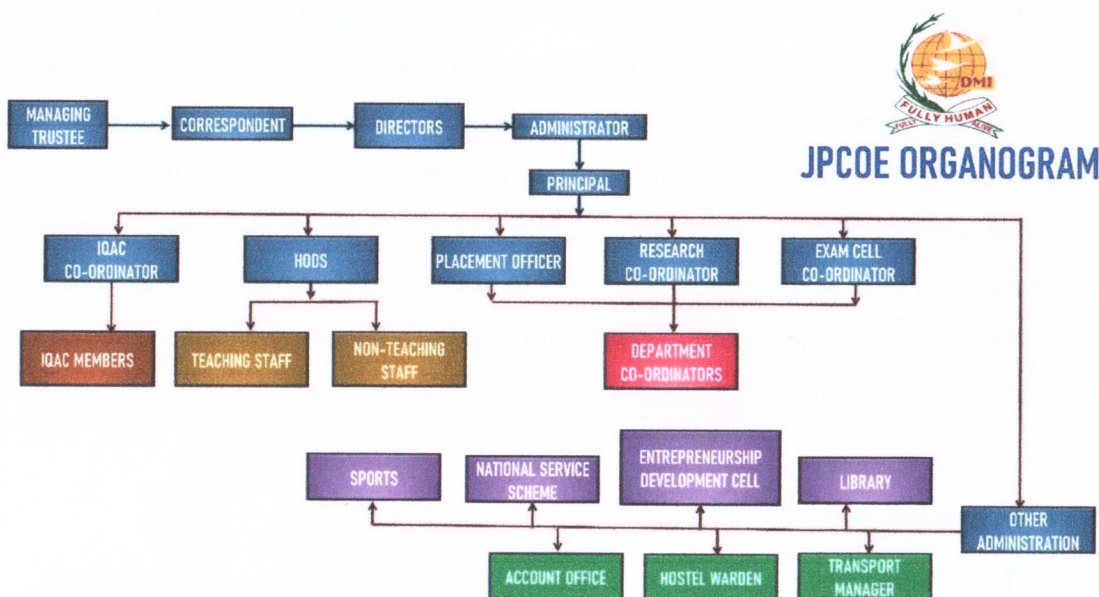
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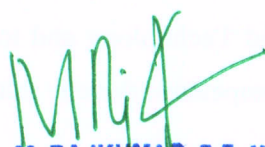


1.2 Quality Policy

- To develop the college into a global institute of Learning, Research and consultation in Engineering and Technology with high standard of academic excellence
- To serve the institute with total commitment, dedication, team spirit and quality conscious in teaching and training the students.
- To empower the rural youth with technical knowledge and professional competence and thereby bridging the barrier between rural and urban.
- To mould the students as citizens with moral, ethical and social values so as to fulfill their obligations to the society and nation at large.

1.3 Hierarchy Level




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CHAPTER - 2

RECRUITMENT AND SELECTION POLICY

2.1 TEACHING, ADMINISTRATIVE AND NON-TEACHING STAFF

2.1.1 Selection and Appointment

Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. At the beginning of each academic year in April, the principal will assess the required staff. Department heads will compile lists of teaching and non-teaching staff requirements in accordance with the norms of the Affiliating University, AICTE, and UGC.

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

- Direct recruitment from outside through open advertisement in the Press / College Website prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
- Promotion of existing employees from the lower cadres as per promotion policy.
- Recruitment is normally done twice in a year during April / May and November / December.

2.1.2 Selection of Teaching and Non-Teaching Employees

2.1.2.1 Mode of Selection of Regular Faculty

- Direct recruitment to all cadres is strictly based on merit, with the minimum qualification stipulated by AICTE adopted only if candidates with higher qualifications are unavailable.
- A strong policy mandates the recruitment of Ph.D. qualified candidates for all teaching positions. If unavailable, candidates with qualifications prescribed by UGC/AICTE may be recruited.
- Recruits must register for Ph.D. within one year of joining and complete the degree within a maximum of 7 years.



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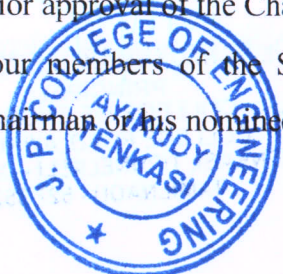


- At the end of each semester, Heads of Departments (HoDs) review faculty positions, preparing a manpower requirement list presented to the Principal, discussed in HoD meetings, and finalized.
- The list is forwarded to the Chairman for approval, after which advertisements are released in leading newspapers/college websites.
- Applications are scrutinized by screening committees, and shortlisted candidates with 65% marks or 6.5 CGPA in UG & PG and 60% marks in HSE/Diploma, without arrears, are invited for written tests, teaching demonstrations, and interviews.
- The Selection Committee, based on performance, finalizes the selection, and the decision is forwarded to the Chairman for approval from the Governing Council.
- Selected candidates receive provisional offers, subject to Governing Council approval, and are required to submit joining reports with necessary enclosures.
- Enclosures include a fitness certificate, relieving letter from previous employers, proof of age, educational certificates, PAN card, Aadhaar card, and any other documents specified by the Management.
- Original certificates are produced for verification, and the Principal signs the Joining Report along with the HoD.
- The entire process ensures a thorough and transparent selection of qualified candidates in adherence to specified criteria and regulations.

2.1.2.2 Composition of Selection Committee:

Every regular recruitment Selection Committee for selection of teaching staff shall consist of the following members:

- a. Chairman or his nominee
 - b. Principal
 - c. External two subject experts (Professor / Associate Professor Level) nominated by the Governing Council
 - d. The concerned Head of the Department
- The meetings of the Selection Committee shall be convened by the Principal with the prior approval of the Chairman of the Institute.
 - Four members of the Selection Committee shall form the quorum including the Chairman or his nominee



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- If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

2.1.3 Scale of Pay for Teaching Faculty

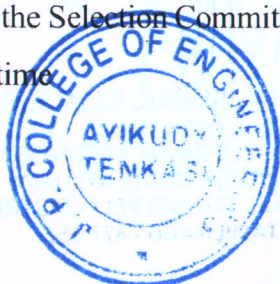
A teaching faculty shall be appointed in accordance with the existing UGC / AICTE / Affiliating University norms. This does not include the faculty appointed on deputation / ad-hoc basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time

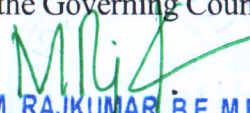
Note:

- The pay for selected candidates will be determined by the Selection Committee based on AICTE norms and Governing Council approval, considering qualifications, experience, and achievements.
- Seniority for regular employees will be established by the selection committee based on merit. Alternatively, it will be based on the date of joining the Institute.
- Faculty submitting their highest degree (Ph.D.) will be eligible for the specified salary from the date of submitting their qualifying certificate.
- Regular teaching faculty and non-teaching staff will receive an annual increment of 3 percent (Basic + Grade Pay) as per the terms in the appointment order.
- Employees must provide accurate and complete bio-data to the Appointing authority. Any false information may result in nullifying the appointment.
- A certified medical examination is required for every appointee's mental and physical health. The Management may request periodic examinations during employment.
- In unforeseen environmental challenges, pandemics, or critical situations, the DFT General Body will determine the salary for all teaching faculty until conditions normalize.

2.1.4 Scale of Pay for Non-Teaching Staff

A non-teaching staff (administrative and technical) shall be appointed in accordance with the norms as approved by the Governing Council. This does not include the staff appointed on ad-hoc basis. The pay scales of the regular non-teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Governing Council from time to time.




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2.1.5 Probation

- All employees, regardless of cadre, undergo a two-year probationary period upon recruitment, assessed for performance before confirmation of employment.
- Deficiencies in performance are communicated to the employee, with guidance from HoDs. If performance remains subpar and probation extension is not recommended, termination without notice or reversion may occur.
- The Principal forwards recommendations for probation extension/confirmation to the Chairman, clearly stating reasons.
- Probation extensions are limited to six months. Failure to meet expectations results in termination or reversion to the previous post by the Management.




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CHAPTER - 3

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

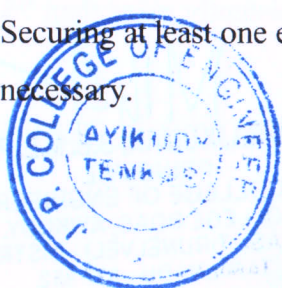
3.1 General

- The UGC/AICTE mandated Performance-Based Appraisal System is meticulously adhered to, requiring faculty members to self-estimate their appraisal score, verified by the HoD and staff-appraisal committee.
- An Annual Appraisal Form is completed by every employee at year-end, serving as documented evidence for work, conduct, initiatives, and deficiencies. Written communication of deficiencies is mandatory, with acknowledgment obtained.
- Decisions on increments, allowances, promotions, demotions, or disciplinary actions hinge solely on the self-appraisal report, which reflects performance, non-performance, or mis-performance.
- Faculty members submit the Annual Appraisal Report by January 31, following the IQAC-approved PBAS format.

3.2 Performance Criteria (Key Result Area) for Teaching Faculty:

3.2.1 Professor / Associate Professor

- The faculty, having received a Ph.D. and demonstrating consistent research supervision, can act as a Joint Supervisor if their department isn't a recognized Research Centre. Otherwise, they must publish two papers in SCI/SCIE journals every three years.
- Each appraisal year requires the publication of two papers in International or National Journals, with at least one in a reputable SCI/SCIE journal.
- Organizing a National/International Conference/Workshop biennially in single/multi-disciplines, funded by Government/Private Agencies, is mandated.
- Presenting two papers in National or International conferences, with one in a reputed institution, is expected during the assessment year.
- Publishing a book or contributing chapters to a book by esteemed International/National Publishers (Elsevier/McGraw Hill, etc.) within three years is required.
- Securing at least one externally funded research/consultancy project over three years is necessary.




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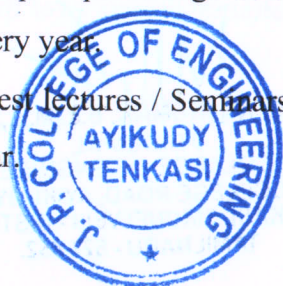
- Maintaining a class pass percentage consistently above 75% each year is essential.
- Organizing Guest lectures, Seminars, and Skill Development Programmes annually is expected.
- Providing evidence of peer recognition through Invited talks, keynote addresses, prestigious committee memberships, etc., is required.

3.2.2 Assistant Professor (Selection Grade)

- Consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, additional one publication in SCI / SCIE journal in every 2 years.
- Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE journal during the course of every appraisal year.
- Two papers are to be presented in person in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.
- Atleast one externally funded research / consultancy project is to be obtained or applied over a period of three years.
- The pass percentage of the class handled should be consistently more than 75 percent every year.
- Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- Industrial Visits are to be organized for the students every year.

3.2.3 Assistant Professor (Senior Scale / Entry Level)

- At least one research article is to be published in a peer-reviewed and reputed SCI / SCIE / SCOPUS journal during the course of every two years.
- One paper is to be presented in person in a National or International conference organized by a reputed research institution preferably in higher learning institution during the course of the assessment year.
- The pass percentage of the class handled should be consistently more than 75 percent every year.
- Guest lectures / Seminars / Skill Development Programmes are to be organized every year.



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- Industrial Visits are to be organized for the students every year.

3.2.4 Annual Increment

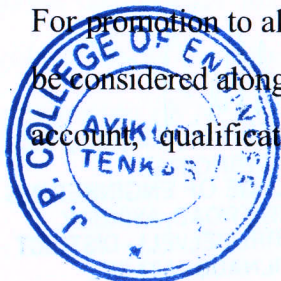
- Annual increment according to the scale applicable to the employee shall be granted after every year of service, if the work and the conduct of the employee are satisfactory.
- The performance appraisal score will be intimated to the staff concerned to make awareness of the employee's own strengths and weaknesses and to facilitate improvement in the performance.
- When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, the increment will fall due after the employee completes one year of service in the higher post.
- The increment date will be postponed in proportion to the number of days the employee is on leave on Loss of Pay.
- An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and
- subsequent increments will be regulated from 1st July (for all regular employees) of every year.

3.3 Non- Teaching Staff Performance Appraisal System

The performance criteria for the non-teaching staff are defined in their respective appointment orders. The staff performance will be evaluated by the staff's Subordinate, Colleague, Superior (HoD) and the Performance Appraisal Review carried out by the Administrative Office.

3.4 Promotion Policy

- The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.
- Availability of posts will be based on the statutory requirement of the norms stipulated by UGC / AICTE / Affiliating University. All the promotions should be made through appropriate Selection Committee.
- For promotion to all higher positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification, taking into account, qualification, experience, academic and research contributions, projects



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executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

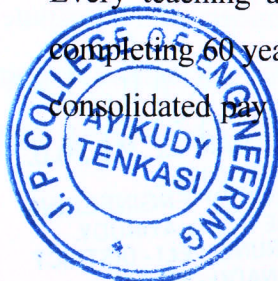
- However promotion may be given irrespective of vacancy, provided the candidate fulfils all the requirement as per UGC / AICTE norms and recommended by the Selection Committee.
- An employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall not be promoted until he is unconditionally reinstated or exonerated.
- One of the Professors / Associate Professors in the Department shall be appointed as Head of the Department based on the merit by the Principal with the approval of the Chairman.

3.5 Transfers

- In general, a staff member selected for appointment is attached to the department to which he / she was selected.
- However all employees are liable for transfer from one department to another at the sole discretion of the Management or with the approval of the Governing Council with proper justifications in the interest of the Institute and depending upon the need and exigency.
- All employees are liable for shifting from one discipline / function, centre, department, section, branch etc., to another provided that such transfer does not adversely affect the nature of duties as per the terms of appointment.
- The salary of the individual concerned shall remain intact except in the case of transfer requested by an employee for his personal reasons.
- In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his / her service.

3.6 Retirement

- Every teaching and non-teaching staff of the Institute will retire from service on completing 60 years of age. However, a retired teaching faculty can be re-employed on consolidated pay as decided by the Management up to the age of 65 considering his /



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her physical fitness and the meritorious service of the faculty. Such appointment shall be extended every year up to the age of 65.

- Retired teaching faculty / non-teaching staff who are physically fit and whose services are considered necessary and beneficial to the Institute, the Management may reappoint the teaching / non-teaching employee on contractual basis for a period of one year with consolidated salary and the tenure shall be extended up to the 65 years based on the requirement.
- A faculty who is holding any administrative position at the time of retirement, shall be reappointed as a teaching faculty based on his / her willingness in the respective department up to the age of 65 provided his / her service is deemed to be necessary to the Institute.
- In respect of a teaching faculty attaining the age of retirement on a particular day, he / she shall continue on his / her own willingness till end of the month or may be reappointed with the permission of Chairman till the end of academic year.
- In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed to receive duty pay for the holiday. The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule.

3.7 Abandonment of Service

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

3.8 Termination of Service

No notice will be required to be given in case the service of an employee is terminated for the reason such as misconduct / indiscipline / negligence of service/ non-performance. The Management shall relieve such employee without notice but with 3 months' salary compensation.




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CHAPTER - 4

DUTIES AND RESPONSIBILITIES

4.1 General

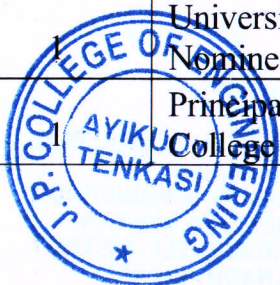
The following are the duties and responsibilities of the various members of the Management, faculty and administrative / non-teaching staff members of the JP College of Engineering, Chennai. They follow conjointly with the Rules and Policies of the affiliating University and the policies of the Institute without any contradiction.

4.2 Major Functions and Responsibilities of Governing Council

4.2.1 Constitution of Governing Council

The Governing Council for the JP College of Engineering is constituted as per the AICTE guidelines as shown in the following Table to look into the administrative and academic activities of the Institute.

No. of Member(s)	Category	Nature
7	Management	Founder (DMI Foundations) – Chairman
		Representatives from DMI Foundations: Managing Trustee / Correspondent / Director / Administrator
2	Teachers of the College	Nominated by the Principal based on seniority by rotation
1	Educationist	Nominated by the Management
1	Industrialist	Nominated by the Management
1	AICTE (Southern Region) Nominee	Nominated by Southern Regional Office, AICTE
1	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education
1	University Nominee	Nominated by the Affiliating University
1	Principal of College	Member Secretary



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4.2.2 Functions and Responsibilities of the Governing Council

- The Governing Council provides comprehensive directives to the College Management across academic, administrative, and research domains.
- Guiding the Institute to realize its vision, the Governing Council monitors and guides all activities to achieve overarching goals.
- Scholarships, fellowships, studentships, and awards are facilitated by the Governing Council based on Competent Authorities' recommendations.
- Approval of proposals for new courses/programs falls within the purview of the Governing Council.
- All recruitments for Teaching Faculty/Principal adhere to AICTE/UGC policies and Affiliating University guidelines, overseen by the Governing Council.
- Annual budgets gain approval from the Governing Council in consultation with the Finance Committee.
- The Governing Council introduces necessary functions and committees for the Institute's proper development.
- Formulating academic objectives, the Governing Council guides the Institute towards their achievement.
- Recommendations from departments/stakeholders are examined for decisions to enhance academic standards.
- Monitoring academic, research, and related activities, the Governing Council offers suggestions for a consistent and conducive academic environment.
- Strategic plans for financial strengthening, infrastructure development, and recruitment processes are prepared by the Governing Council.
- Recommendations from the staff selection committee receive approval from the Governing Council.
- Letters and notifications from various authorities are considered, and the Governing Council suggests appropriate actions for policy implementation.




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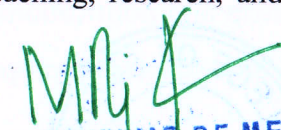


- Strategies for improving admission status and formulating admission policies are recommended by the Governing Council.
- Encouraging Accreditations, Certifications, and Rankings, the Governing Council facilitates the Institute's application.
- Faculty is encouraged to apply for research projects, funded projects, consultancy, and proposals by the Governing Council.
- Monitoring skill development and faculty development programs, the Governing Council guides the Institute towards achieving objectives.
- Initiatives for starting new UG/PG programs, discontinuing existing programs, and adjusting intake are undertaken by the Governing Council.
- Recommendations from Academic Committees are considered, and the Governing Council directs authorities for implementation.
- Scrutinizing Self Appraisal scores and Faculty Appraisal Committee recommendations, the Governing Council makes decisions on faculty capacity building.
- Facilitating collaborations with foreign Universities/industries through MoUs is overseen by the Governing Council.
- Examination and approval of budget proposals, auditing income and expenditure statements, and resolving legal/court cases fall within the purview of the Governing Council.
- Scrutinizing disciplinary committee recommendations, the Governing Council suggests appropriate actions based on issue severity.
- Decision-making on amendments to rules, regulations, and policies align with statutory body norms under the oversight of the Governing Council.

4.3 Powers and Responsibilities of the Principal

- The Principal serves as the head of all academic activities, developing a long-term model to realize the institution's vision.
- Responsible for formulating policies for effective teaching, research, and extension activities.




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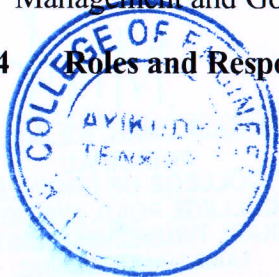
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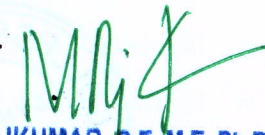
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- Supervises the functioning of department heads, coordinators, faculty, and administrative/non-teaching staff.
- Manages communications from government bodies, ensuring implementation of action plans with Chairman's consent.
- Facilitates adherence to HR Manual norms for a learning-friendly environment.
- Collaborates with Chairman for infrastructure/equipment needs and submits annual budget reports.
- Assists Chairman in annual budget preparation, prioritizing financial planning, and reporting unauthorized expenditures.
- Prepares weekly leave/absent reports for all employees.
- Implements Chairman's decisions through HoDs and administrative officers.
- Communicates decisions from Institute meetings to concerned members promptly.
- Coordinates activities with Anna University, AICTE/UGC, State Government/DoTE, and NBA for affiliation and accreditation.
- Executes the mission, prioritizing discipline and quality education.
- Facilitates student admissions under various quotas and organizes regular meetings to monitor progress.
- Represents the college in national and international bodies, improving campus environmental conditions.
- Enhances placement/higher education status and prepares students for entrance examinations. Establishes associations with industries, research, and consultancy establishments through MoUs.
- Coordinates with Chairman for recruitment and serves as Chief Warden of hostels.
- Organizes events like College Day, Sports Day, Hostel Day, and Graduation Day.
- Focuses on building the institution's overall image and serves as a role model.
- Works with faculty and staff, addressing concerns and maintaining transparency with management.
- Ensures discipline among staff/students and attends to additional tasks assigned by the Management and Governing Council.

4.4 Roles and Responsibilities of the Research Coordinator




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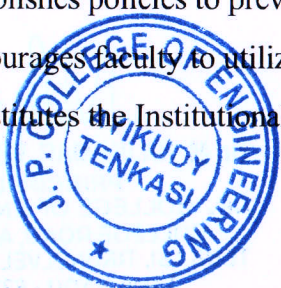
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- The Research Coordinator oversees the entire journey of each research scholar, ensuring compliance with University regulations from admission to Ph.D. award.
- Recommends infrastructural development for research proposed by faculty and scholars.
- Provides suggestions on eligibility criteria for Research Centre Recognition.
- Scrutinizes faculty eligibility for Supervisor status from the Affiliating University.
- Makes recommendations on the constitution of Doctoral Committees.
- Advises on the selection of examiners for thesis evaluation and viva voce examinations.
- Manages the income and expenditure for all research activities, maintaining financial statements.
- Efficiently administers research programs and centers, fostering intellectual and research growth.
- Identifies opportunities for external R&D projects, applies for funding, and manages R&D budgets.
- Submits semester reports to the Principal on R&D progress, sponsored project proposals, and actions needed.
- Identifies infrastructure needs for research, start-ups, and prototype development.
- Ensures optimal utilization of laboratory facilities through R&D and consultancy activities.
- Identifies prioritized research areas based on Institute expertise.
- Checks the competence of research scholars before comprehensive examinations.
- Invites eminent professors/researchers for interactions and facilitates national/international conferences.
- Coordinates with departments for recognition of research activities by national/international agencies.
- Sets yearly targets for faculty research publications and monitors progress.
- Maintains a database of faculty paper presentations, publications, and books.
- Motivates eligible faculty to guide research scholars.
- Establishes policies to prevent malpractices and misconduct in research.
- Encourages faculty to utilize expertise for consultancy services.
- Constitutes the Institutional Review Board for project scrutiny and certification.



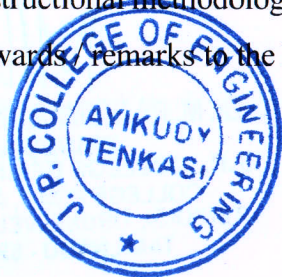
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- Initiates MoUs with institutions and industries for collaborative research.
- Reports all research-related events and activities to the Principal.

4.5 Roles and Responsibilities of Academic Coordinator

- Academic Coordinator shall work as a mentor for students, teaching and non-teaching staff members of the Institute.
- Academic Coordinator shall be the Convener for the meeting of the Performance Analysis Committee chaired by the Principal.
- Academic Coordinator shall look after the Academic Regulations of the Affiliating University relating to all courses of study offered by the Institute.
- Academic Coordinator shall convene the meeting of the Performance Analysis Committee with the consent of the Principal, once in a semester to analyse the performance of the students of all courses.
- Academic Coordinator shall arrange to conduct with the consent of the Principal, the internal academic audit once in a semester and the external academic audit once in a year and the suggestions and recommendations shall be collectively submitted to the Performance Analysis Committee (PAC) and communicate the resolutions of PAC to the Governing Council.
- Academic Coordinator shall look after the Students Section of the Institute and through his / her office, keep the records pertaining to each student from the date of admission till the date of graduation.
- Academic Coordinator shall look into the scholarship and disbursal management.
- Academic Coordinator shall prepare the Academic Calendar with the consent of all HoDs well in advance before the commencement of every academic year and present the same to the Principal for further action.
- Academic Coordinator shall be the Chairman of the Mentors Forum, which shall be organized once in a semester to consolidate the students' requirements and communicate to the Governing Council through Principal to take appropriate decisions.
- Academic Coordinator shall monitor the quality of teaching of all faculty and the instructional methodologies adopted by each faculty and communicate the consolidated rewards / remarks to the Performance Analysis Committee.




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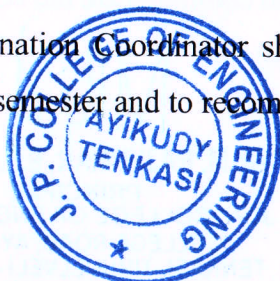
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- Academic Coordinator shall be responsible to approve Institute level electives and Allied electives proposed by HoDs, faculty as well as students every semester in compliance with the Regulations.
- Academic Coordinator shall encourage and motivate the students and faculty for a good teamwork and create professional development opportunities for all.
- Academic Coordinator shall coordinate the meeting of the Staff Appraisal Committee with the consent of the Principal every year to monitor the progress of each faculty, preferably towards the end of odd semester and consolidated reports shall be presented to the Governing Council.
- Academic Coordinator shall assist the Principal towards interaction with industries, leading institutions and research organizations in the National and International level and sign MoU.
- Academic Coordinator shall assist the Principal to conduct periodical HoD and staff meetings to monitor the academic performance of the Institute.
- Academic Coordinator shall take necessary steps to conduct Graduation Day and Fresher's Induction Day Functions in consultation with the Principal.
- Academic Coordinator shall prepare and getting approval from the Management in association with the Principal regarding budget allocation for various academic activities.
- Academic Coordinator shall support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE / UGC, NBA, Affiliating University, DoTE, DST, CSIR, Tamil Nadu State Council for Science and Technology and other authorities.
- Academic Coordinator shall assist the Principal in the preparation of agenda and notes for the periodical meetings of the Governing Council and provide support in planning and creation of infrastructural facilities for the development of the Institute.
- Academic Coordinator shall perform such other academic related duties as and when arise or instructed by the Principal to meet the standards of quality technical education.

4.6 Roles and Responsibilities of the Examination Coordinator

- Examination Coordinator shall frame the guidelines of conducting internal assessments every semester and to recommend modifications required if any from time to time.



[Signature]
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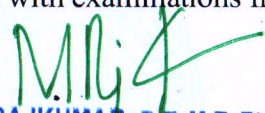
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- Examination Coordinator shall facilitate to examine the quality of question papers for the internal assessments and the evaluation system.
- Examination Coordinator shall scrutinize the recommendations of the Performance Analysis Committee.
- Examination Coordinator shall verify and approve the income and expenditure statement regarding conduct of assessments / examinations every semester and shall monitor the budget towards conduct of the examinations.
- Examination Coordinator shall submit all the results of internal assessments to the Academic Coordinator and the end semester results provided by the affiliating University for elaborate discussion about the performance in the Performance Analysis Committee.
- Examination Coordinator shall prepare the schedules for the Internal Assessments with the consent of Academic Coordinator and follow the schedules provided by the affiliating University for Practical / End Semester (regular and arrear) examinations for every semester.
- Examination Coordinator shall monitor the entire process of conduct of internal assessment examinations.
- Examination Coordinator shall prepare various proforma documents and forms for record keeping and monitoring all examination related activities.
- Examination Coordinator shall circulate all the examination related forms on time to the respective Head of the Department.
- Examination Coordinator shall exercise general supervision over the conduct of examinations of the Institute.
- Examination Coordinator shall submit the approved results of the internal assessments to the affiliating University through Principal within stipulated time.
- Examination Coordinator shall constantly review the internal assessment pattern in order to enhance the quality of the academic system.
- Examination Coordinator shall communicate the malpractices, if any identified, during end semester examinations to the Anna University through Principal with the recommendation of Internal Enquiry Committee and submit the details to the Complaints Appeal Committee for further action.
- Examination Coordinator shall perform any other matter connected with examinations from time to time as assigned by the Principal.




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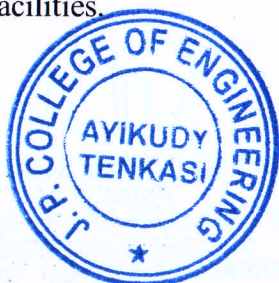


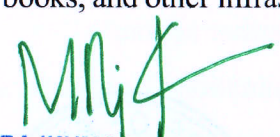
- Further, the Examination Coordinator shall follow the guidelines with respect to “during examination” and “post examination” processes, which have been laid down by the affiliating University.

4.7 Duties and Responsibilities of Heads of the Departments

The Head of the academic Department is overall responsible for establishing an ideal and conducive learning environment in the department and promoting the departmental activities to achieve its objectives and in turn, the objectives of the Institute. The following are the duties and responsibilities of the Heads of the Departments:

- The Head of the Department (HoD) shall strive to maintain overall discipline of the students with the involvement of faculty / staff members of the department.
- The HoD shall coordinate all the activities of the faculty / staff in the department to offer quality education to the students.
- The HoD shall allocate course works (both theory and practicals) considering the competency level, domain interest or willingness of the faculty members.
- The HoD shall prepare and finalize the academic time-table, internal examination time-table in association with the faculty members of the department and forward the same to the Principal through academic and examination coordinators.
- The HoD shall coordinate semester by semester development of schedule of course offerings.
- The HoD shall assist the Examination Coordinator to ensure smooth conduct of internal / external examinations including question paper setting, continuous assessment of theory and practicals.
- The HoD shall check periodically the tutorial sessions conducted and quality of continuous assessment and give suitable suggestions for improvements.
- The HoD shall encourage the faculty members to develop the laboratory facilities as per the curricula requirement and to maintain the existing facilities.
- The HoD shall make arrangements to meet the requirements of the department such as faculty / staff, equipment, departmental library books, text books, and other infrastructure facilities.




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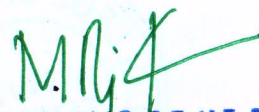
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- The HoD shall facilitate each faculty in the preparation and processing of self-appraisal of performance and forward the same with recommendations to the Principal through Academic Coordinator.
- The HoD shall identify the talented students and encourage them to pursue for higher studies / extreme opportunities towards career growth.
- The HoD shall encourage the faculty members in association with Research Coordinator to apply for research / consultancy projects to various Government / Private funding agencies and to execute the activities for successful completion of the work.
- The HoD shall encourage the faculty members to publish research articles in reputed / peer reviewed journals.
- The HoD shall convene and chair the faculty meetings, at least, once in a month with a quorum of 50 percent of faculty strength and shall maintain the agenda and minutes of the meetings.
- The HoD shall convene and chair the meetings of the Department Purchase Committee to discuss the purchase of equipment and utilization of funds allocated to the department in the Annual Budget.
- The HoD shall maintain a Stock Register for consumable / non-consumable goods purchased by the department. The HoD shall make necessary arrangements for stock verification at the end of every financial year with the involvement of the faculty / staff members of the department and shall report the same to the Principal through Academic Coordinator.
- The HoD shall monitor and maintain discipline among the faculty, students and research scholars. Whenever infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Academic Coordinator and the Principal for appropriate action at their end.
- The HoD shall attend all the meetings of Heads of the Departments chaired by the Principal / Academic Coordinator. If, for any reason, the Head of the Department is not able to attend the meeting, a faculty member shall be deputed by the HoD to attend the same. The HoD shall exchange the information discussed / deliberation of such Heads of the Departments meetings in the faculty meetings for smooth / effective academic administration / delivery.

The Head of the Department shall maintain the following records:




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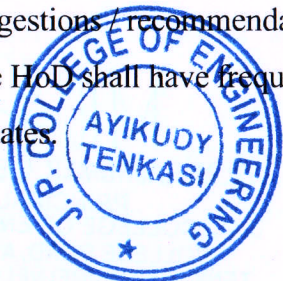
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- a. Attendance registers of the Research Scholars in the department
 - b. Attendance registers of the Students
 - c. Agenda and minutes of the meetings with faculty
 - d. Agenda and minutes of the Department Purchase Committee
 - e. Separate File for each faculty and staff member of the department
 - f. Stock registers
- The HoD shall maintain all records as stipulated by the NBA / NAAC / NIRF or any other National / International agencies for ranking and accreditation.
 - The HoD shall arrange, organize and facilitate faculty members for conducting seminars / workshops / conferences and other extension activities.
 - The HoD shall assist the Research Coordinator in conducting regular research meetings and facilitate healthy discussion on the research works carried out by the research scholars and the faculty.
 - The HoD shall develop strategic and futuristic plans in association with the faculty members for the progress of the department.
 - The HoD shall sanction Casual Leave and leave to attend other Official Duty to the faculty / staff as per the norms of the Institution.
 - The HoD shall assist the Research Coordinator to develop Industry – Institute interaction.
 - The HoD shall check the course files maintained by the faculty members periodically and suggest corrective measures.
 - The HoD shall prepare and review course evaluation and programme evaluation reports with the help of Academic Coordinator and faculty members and present the same to Performance Analysis Committee chaired by Principal.
 - The HoD shall collect the CO-PO-PSO attainment reports from each faculty for each course in every semester, the consolidated remarks, suggestions and recommendations to tune the course outcomes and shall communicate the same to Academic Coordinator for further action.
 - The HoD shall participate actively in the Performance Analysis Committee and give suggestions / recommendations for improvement of courses and programmes.
 - The HoD shall have frequent monitoring of Institute's Website for its proper and regular updates.



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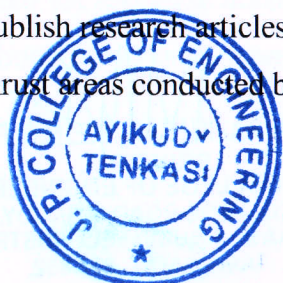


- The HoD shall ensure the overall maintenance and cleanliness of the department.
- The HoD shall forward all the applications / requisitions of faculty members to the higher authorities with appropriate guiding comments / recommendations for effective / smooth administration.

4.8 Duties and Responsibilities of Faculty members

Every faculty member is expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him / her from time to time and will conform to such directions that shall be given to him / her by their superiors. The teaching work load will be allotted by the HoD after taking into account of the interests of the faculty members.

- The following are the duties and responsibilities of faculty member appointed in an academic department of the Institution:
 - The faculty member of the JP College of Engineering shall carry out teaching, research and extension activities for the development of the department, Institute and in turn to the society.
 - The faculty members shall devote their entire time to the work assigned to them by the authorities of the Institute.
 - The faculty member shall build research infrastructure in the department by obtaining research grants from funding agencies.
 - The faculty member shall prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.
 - The faculty member shall participate in all meetings and departmental activities organized by the Head of the Department regarding laboratory development and maintenance, department library, periodical stock verification, department purchase, organize and conduct of seminars / conference / workshop etc.
 - The faculty member shall strive nurturing of Industry - Institute interface and other academic activities.
 - The faculty member shall do attend Faculty Development Programmes every year, do publish research articles in peer reviewed journals and do attend online courses in the thrust areas conducted by reputed institutions to enrich and update their knowledge.



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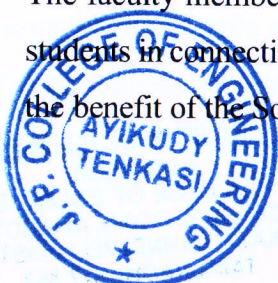
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- The faculty member shall be self-disciplined and shall maintain discipline among the students in the class rooms and laboratories and should not show partiality to any group of students or individual student.
- The faculty member should go to the class in time and engage the full period and should not leave the class early.
- The faculty member should take care of slow learners and pay special attention to their needs by conducting special classes.
- The faculty member who has been designated as Mentor should update the students' personal files regularly and put up for inspection by the HoD / Principal / Academic Coordinator as the case may be.
- Every faculty member should maintain students' attendance records.
- The faculty member shall inform to the Class Advisor or Mentor about the regular absentees, slow learners, students with objectionable behaviour etc.
- The faculty member shall prepare the lesson plan once the subject is allotted. The lesson plan and the course file should be approved by the HoD and Academic Coordinator. The course file consists of preface about the subject to be handled, lecture notes, hand-outs, Power Point Presentation slides, test / assessment question papers, two model answer scripts for each test / assessment, assignments, previous year University question papers and feedback analysis report etc.
- The faculty members shall prepare the course file in the prescribed format for each semester for all the subjects handled by them and keep the same for stipulated period of time as instructed by the superiors.
- The faculty member shall correct the assessment papers within 3 days from the date of the examination and the marks shall be submitted to the Examination Coordinator through HoD collectively before entering into AU portal.
- Each faculty should have a good knowledge of the accreditation process and its requirements.
- Each faculty shall fill up the self-assessment form for performance appraisal and submit the same to the HoD every year.
- The faculty member shall plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities and in turn for the benefit of the Society.



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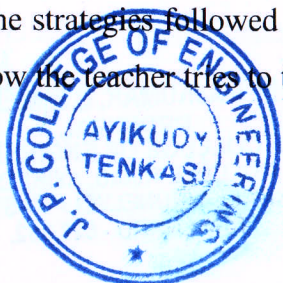
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- The faculty member shall undertake the administrative responsibilities of the Institute whenever required in addition to regular teaching and research works.
- The faculty member shall send any correspondence or communicate to the higher / competent authorities only through the Head of the Department or with prior approval.
- The faculty member shall obtain prior permission from the Head of the Department for availing any Leave and On-Duty permission for attending other Official Duties (OD).
- The faculty member shall enter all purchases in their research projects and other grants in the common Bill Passing Register and Stock Register of the department; shall return all the non-recurring items to the department at the time of departure from the service.
- The faculty member shall prepare laboratory manuals for conducting practical classes and shall help the students for clarifying their doubts.
- They should also take up additional responsibilities assigned to them by the HoD / Principal / Academic Coordinator and Chairman from time to time.

4.9 Responsibilities of the Faculty in Class Room

- Faculty are the role models or key players in the class room.
- The behaviour of each student starts from the class room.
- Nothing can be learnt in a messy or hectic atmosphere.
- Both teachers and students should accept and consistently observe the set of rules to overcome the potential barriers of both organizational problems and trouble making circumstances.
- Discipline should be acknowledged as a prerequisite for smooth and meaningful learning.
- Each faculty should facilitate an optimal learning environment in the class room.
- Each faculty should start a class with good discipline plan.
- Each faculty and student should be motivated by a sense of professionalism.
- Well-disciplined class room will always stimulate the students to act the way as we wish.
- The strategies followed by every teacher in maintaining the discipline may vary. But how the teacher tries to teach his / her students effectively should be constant.



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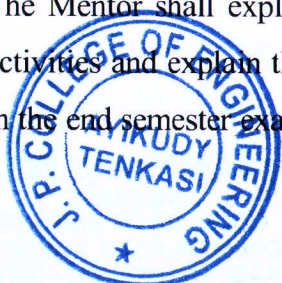
- Each faculty should set the class room as per the learning requirement.
- The instructive role of a teacher always makes the classroom be more disciplined.

Many students, for some reasons, do exhibit unethical behaviours in their classrooms. The faculty need to think about why unwanted and disruptive behaviours of the students are happening in the class. It is mainly because of the failure scheme of teaching procedures that the faculty follow and the lack of mutual cooperation between students and the teacher or among the students. Each faculty should know the importance of establishing a rapport with his / her students.

4.10 Duties and Responsibilities of the Mentor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance (arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities of the Mentor shall be:

- The Mentor shall be familiar with the personal history of assigned students including educational and family background.
- The Mentor shall inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.
- The Mentor shall guide in the process of enrollment and registration of the courses.
- The Mentor shall authorize the final registration of the courses at the beginning of each semester.
- The Mentor shall monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- The Mentor shall collect and maintain the academic and co-curricular records of the students.
- The Mentor shall explain to the students, the importance of participation in the class activities and explain the importance of mid-semester examination and its consequence in the end semester examination.



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- The Mentor shall explain the importance of laboratory exercises and their correlation with theory.
- The Mentor shall help the students to explore the career fields in their branch of study and provide information about higher education and job opportunities.
- The Mentor shall assist the students at regular intervals to make adequate self-evaluation and explain the importance of self-motivation to do well in career and subsequently in life.
- The Mentor shall counsel the students whose progress is unsatisfactory and monitor the interim and final performance of them and liaise with parents whenever required.

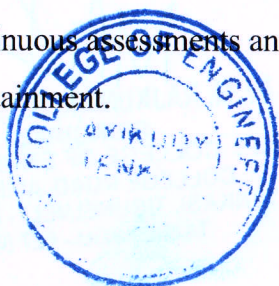
4.11 Duties and Responsibilities of the Class Advisor

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the HoD of the department concerned. The Class Advisor is the ex-officio member and the Convener of the meetings of the class committee.

The responsibilities for the Class Advisor shall be:

The Class Advisor shall act as the channel of communication between the HoD and the students of the respective class.

- The Class Advisor shall collect and maintain various details such as attendance, assessment marks and long leave particulars.
- The Class Advisor shall help the Chairperson of the class committee in planning and conduct of the class committee meetings.
- The Class Advisor shall monitor the academic performance of the students including attendance and to inform the class committee.
- The Class Advisor shall insist the importance of not missing even one lecture, as continuity is important in engineering education.
- The Class Advisor shall make the students fully aware of their responsibility to meet the requirement of regulations as well as performance standards and also insist the importance of acquiring high academic credentials in the development of their career.
- The Class Advisor shall coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO – PSO attainment.




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- The Class Advisor shall attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- The Class Advisor shall act as a mentor, counsellor and role model in resolving students' related difficulties.
- The Class Advisor shall identify good students and motivate them to excel and collect information regarding weaker students from the teachers who are handling the classes and arrange remedial classes and counselling sessions in consultation with the HoD.
- The Class Advisor shall call the parents of the students whose attendance is less than 75 percent and arrange to ensure parents meet the HoD particularly while student's attendance is less than 65 percent.
- The Class Advisor shall assist the department's HoD towards computation of internal marks of the corresponding class and ensure circulation of the same among the students for their signatures and the same shall be dispatched to the Examination Coordinator with attendance details collectively.
- The Class Advisor shall assist the HoD towards computation of semester attendance of the corresponding class at the end of the semester.
- The Class Advisor shall assist the HoD and Account Section to ensure no fee defaulters in the class.
- The Class Advisor shall perform any other duty that may be assigned by the corresponding HoD from time to time.

4.12 Internal Quality Assurance Cell

The core functionalities of the Internal Quality Assurance Cell (IQAC) will include the following:

- IQAC shall focus towards streamlining the activities and processes of the Institute for its continuous developments in standards and achievement.
- IQAC shall strive to achieve quality enhancement with a conducive academic environment and an effective quality culture with establishment of best practices.
- IQAC shall facilitate to build an organized methodology of documentation, establish procedures and guidelines to collect data on various rubrics / parameters with respect to affiliation, accreditation and ranking policies.




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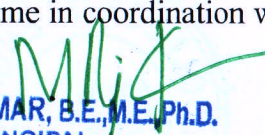


- IQAC shall organize quality initiative programmes for the faculty and students with a focus to bridge the gap between industries and the institute.
- IQAC shall inculcate quality awareness and credibility for external accreditation within each stakeholder of the Institution.
- IQAC shall bring coordination among various departments and activities of the institution and accumulate all the good practices for the innovative development of the institution.
- IQAC shall maintain and coordinate using its own Website, whose link is associated with the Institute's Website to inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data regularly.

4.13 Duties & Responsibilities of Coordinator, Internal Quality Assurance Cell

- The Coordinator, Internal Quality Assurance Cell (IQAC) shall disseminate information on various quality parameters of engineering education.
- He / She shall coordinate the documentation of various programmes / activities leading to quality improvement.
- The Coordinator, IQAC shall prepare the Annual Quality Assurance Report of the Institute every year, upload the same in the Institute's Website and submit the same to NAAC with appropriate quality parameters.
- The Coordinator, IQAC shall call for Performance Based Appraisal System Proforma along with evidences every year from the faculty members and coordinate the scrutiny of the filled-in proforma through appropriately constituted committee.
- The Coordinator, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities and shall execute the decisions arrived / recommendations from the members in time.
- The Coordinator, IQAC shall provide information to NAAC by preparing the Re-accreditation Assessment Report (RAR).
- The Coordinator, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the Institute in close association with higher authorities.
- The Coordinator, IQAC shall arrange for feedback responses from the students on evaluation of performance of their teachers and analysing the same in coordination with




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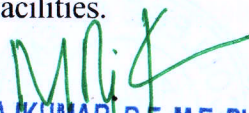
the HoDs of the concerned departments and provide the processed report to the concerned faculty through HoD.

- The Coordinator, IQAC shall conduct of inter and intra college workshops and seminars on quality related themes and promote the quality culture of the Institute and assist quality audit process.

4.14 Duties and Responsibilities of the Librarian

- The Librarian shall be responsible for all activities of the Library such as purchase of books and journals, their maintenance, classification, stock maintenance including Stock Register and making entries of lost, old and unusable books.
- The Librarian shall depute assistants for effective surveillance of reading rooms, stocks, computer facilities and security personnel at entry and exit points.
- The Librarian shall monitor and maintain the discipline and decorum inside the library.
- The Librarian shall make arrangements for annual stock verification.
- The Librarian shall conduct awareness programmes for faculty, non-teaching staff and students on usage of Library, e-books, INFLIBNET, e-journals, N-List, DELNET, NDL etc.
- The Librarian shall organize various activities such as Library Week or introduce clubs such as Reading Club essentially to develop a vibrant reading culture among the students, faculty and staff.
- The Librarian shall be responsible for the maintenance of digital library, server, INFLIBNET services, DELNET and uploading of theses in 'Shodhganga', D-Space server uploads, e-question modification, maintenance of EZproxy, updating Library Website periodically and renewal of e-journals and e-books subscriptions.
- The Librarian shall purchase books and journals on the recommendations of the academic departments under the budget amount allocated to the departments.
- The Librarian shall prepare the annual budget for the Library and submit the same to the Principal for further processing.
- The Librarian shall purchase all other general books including Encyclopaedia on the recommendations of at least two Heads of the Departments and Academic Coordinator.
- The Librarian shall ensure the availability of reprographic facilities.




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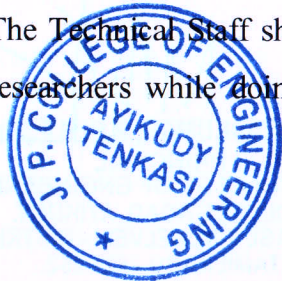


- The Librarian shall remove obsolete books based on the recommendations of the members of the Library Committee, securing the old books through rebinding and make binding arrangements for important back volumes.
- The Librarian shall ensure that the Library is getting face shifting according to the technological innovations and developments on par with other Libraries of National and International repute.
- The Librarian shall introduce library automation and digitization of library and strive to keep the integrity through proper maintenance.
- The Librarian shall ensure the availability of academic regulations, course files, laboratory workbooks, syllabus copies and thesis / dissertation reports.
- The Librarian shall take effective steps to interlink all the departments and hostels through Internet to share the resources.
- The Librarian shall coordinate with the departmental library in-charge for smooth functioning of the department library.
- The Librarian shall take efforts to interlink with other Libraries in the country for inter-library book borrowing system.
- The Librarian shall furnish the required data on all matters relating to Library during accreditation, ranking and affiliation process.
- The Librarian shall perform any other work or duties related to library that may be assigned from time to time by the higher authorities.

4.15 Duties and Responsibilities of Technical Staff

(Electrician, Plumber, Carpenter, Instructor, Computer Operator, Telephone Operator, Laboratory Assistant)

- The Technical Staff shall assist in installation, operation and maintenance of laboratory equipment and their calibrations.
- The Technical Staff shall maintain the inventory of consumables and help in purchasing of consumables for laboratories and Workshops as per requirement.
- The Technical Staff shall take necessary steps for proper supply of water and electricity in the campus.
- The Technical Staff shall assist the faculty while conducting practical classes and the researchers while doing experiments in the laboratories and provide support for the



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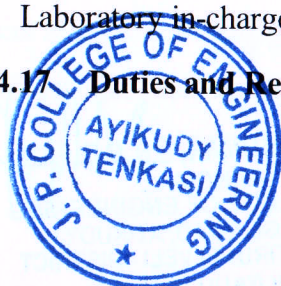
faculty carrying out consultancy and testing works in respect of projects especially in design and fabrication works.

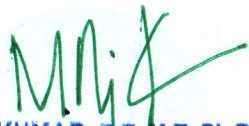
- The Technical Staff shall take additional responsibilities at the times of organising functions / seminars / workshops / conferences by assisting in the operation of telephones, intercom, Internet and Audio Visual aids.

4.16 Duties and Responsibilities of Technician / Laboratory Assistant

- The Technician / Laboratory Assistant shall assist the Laboratory in-charge in the maintenance, repair and troubleshoot, calibration, fabrication and installation of various equipments.
- The Technician / Laboratory Assistant shall distribute various components / parts to the students for use in laboratory exercises.
- The Technician / Laboratory Assistant shall help the students to assure proper handling and operation of equipments in the laboratory.
- The Technician / Laboratory Assistant shall have the responsibility to find out the missing / damaged items and suggest further action to compensate the loss.
- The Technician / Laboratory Assistant shall report the matter in writing immediately to the Laboratory in-charge / HoD as soon as they come to know about the missing / damaged items in the laboratory.
- The Technician / Laboratory Assistant shall identify the students those who are responsible for any breakage / loss and facilitate to recover costs.
- The Technician / Laboratory Assistant shall maintain the stock register and the documentation in coordination with Laboratory in-charge.
- The Technician / Laboratory Assistant shall make entries about the missing / damaged items in the respective stock registers.
- The Technician / Laboratory Assistant shall have sufficient skills towards the use of power tools such as hand drill, drill press, soldering etc., while installing new equipment.
- The Technician / Laboratory Assistant shall maintain the warranty, service and repair records of all equipment in the Laboratory.
- The Technician / Laboratory Assistant shall perform any other duty assigned by the Laboratory in-charge / HoD.

4.17 Duties and Responsibilities of the Physical Director




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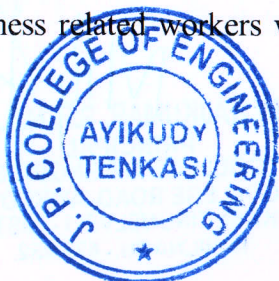


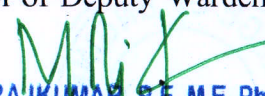
- The Physical Director shall be the Head of the Physical Education Department and shall co-coordinate with the staff to ensure effective functioning of the department.
- The Physical Director shall report to Principal.
- The Physical Director shall be responsible in identifying the sports capability / proficiency / skills / interests of the students and accordingly to create sports infrastructural facilities and upkeep of the same.
- The Physical Director shall ensure proper use of sports material and facilities and smooth conduct of sports.
- The Physical Director shall purchase the sport items by coordinating with Superintendent (Administration).
- The Physical Director shall organize and conduct University level and State level tournaments, intra and inter-collegiate sports, University competitions and encourage the students to participate in the tournaments.
- The Physical Director shall prepare the annual budget for sports.
- The Physical Director shall ensure discipline among students in the campus and make the campus as non-ragging campus.
- The Physical Director shall ensure the availability of medical facilities in the campus.
- The Physical Director shall attend all the meetings at the University regarding physical education

4.18 Duties and Responsibilities of Warden (Men's and Women's Hostel)

The following are the duties and responsibilities of the Warden. The Principal shall be the Warden of both Men's and Women's Hostels.

- The Warden shall periodically monitor the maintenance works, discipline, cleanliness and other aspects of general administration of all the hostels of the institution.
- The Warden shall provide guidance to Deputy Wardens (Men and Women) in administering the hostels and hostel mess.
- The Warden shall arrange internal auditing of mess accounts and decide upon the financial management of the hostels and the hostel mess.
- The Warden shall recruit cooks, mess boys and girls, waiters, hostel attenders and other mess related workers who will be under direct control of Deputy Wardens (Men and




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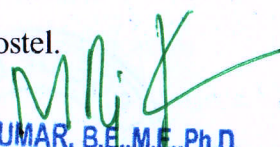
Women) of Hostels through outsourcing with prior approvals from the Chairman / Management.

- Any other duty in addition to those mentioned above concerning the hostel mess management, which may be deemed fit, may be assigned to the Warden by the Management. The Warden may assign such duties to Deputy Wardens (Men and Women) based on the work load.

The Warden shall monitor and operate the funds of the following accounts:

- a. Mess Account
 - b. Hostel Fund Account
 - c. Miscellaneous Fund Account.
- The Warden shall observe the established rules of financial propriety inter se while incurring or authorizing the expenditure out of hostel funds.
 - The Warden shall observe strict economy at every stage of Hostel administration.
 - Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.
 - The expenditure should not be more than the occasion demands.
 - Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his / her own advantage.
 - Money out of the hostel fund should not be utilized for the benefit of a particular person.
 - The amount of allowances granted to meet the expenditure of a particular type should be so regulated that the allowances are not on the whole source of profit to the recipients
 - The Warden shall constitute the Hostel Committee (Men and Women) to look in to the following matters:
 - a. To frame policies on the running of the hostels, messes and other facilities within the hostel.
 - b. To ensure that no ragging takes place in the hostels and maintain a ragging free environment.
 - c. To plan for upgradation of facilities in the hostels.
 - d. To ensure maintenance of discipline in and around the Hostel.




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- e. All disciplinary action of boarders or reward giving action will be finally decided by the Warden on the recommendations of the Hostel Committee. The Hostel Committee may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, or such other rules on reference to it for final decision.

4.19 Duties and Responsibilities of the Accountant

- The Accountant shall be responsible for maintaining all income and expenditure particulars of the Institute in appropriate cashbooks, ledgers / registers.
- The Accountant shall be responsible for holding the bank account details, monthly income and expenditure statements and maintaining petty cash accounts and advances.
- The Accountant shall be responsible for keeping the financial records for all kinds of deposits and refunds.
- The Accountant shall be responsible for holding the cheque books of all the accounts in his / her custody and making appropriate entries in the front pages of the cheque book immediately after issue of cheques.
- The Accountant shall maintain the accounts of the research grants received from AICTE / DST / CSIR etc.
- The Accountant shall issue Utilisation Certificate for the funded projects after completion of proper auditing procedures.
- The Accountant shall initiate and assist the internal audit process once in every month and external audit process once in a year.
- The Accountant shall assist the Principal in the preparation of the annual budget.
- The Accountant shall verify all the bills prepared and submitted.
- The Accountant shall settle all the bills through the Finance Officer.
- The Accountant shall assist in the preparation of monthly salary statement and acquaintances.
- The Accountant shall prepare income tax statements for all the employees of the Institute during March every year to enable filing of income tax returns.
- The Accountant shall attend to the subject of income tax and performing TDS at source for all payment transactions.




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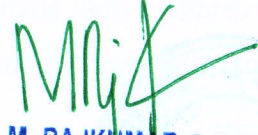


- The Accountant shall supervise the challan writing, remittance to the bank and postal accounts (if any).
- The Accountant shall prepare daily receipts, challans and keep the remittance details and reconcile the same every month during internal audit process.
- The Accountant shall prepare the audit reports and replies for both internal and external audits.
- The Accountant shall be responsible of keeping the following records in safe custody:
 - a. Bill books / receipt books
 - b. Files pertaining to accounts / purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / Pass books
 - h. Bank challans
 - i. Fixed Deposit certificates
 - j. Other important office documents

4.20 Grievance Redressal Committee

- The Grievance Redressal Cell is established to-ensure transparency in admissions and with a paramount objective of preventing unfair practices. It is a mechanism to provide redressal of grievances to innocent and aggrieved students, in exercise of the power conferred under Clause 1 of Section 23 of the All India Council of Technical Education Act 1987 (52 of 1987). The responsibilities of this committee are as follows:
- To formulate general and transparent guidelines to resolve grievances of the students and other stakeholders.
- To bring awareness of the Centralized Public Grievance Redress and Monitoring System (CPGRAMS), which is centralized portal maintained by the Department of Administrative Reforms and Public Grievances.




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- To devise a suitable mechanism for time bound and result oriented redressal of grievances. Every stated grievance is expected to be resolved within a maximum period of 15 working days.
- To provide a flexible and conducive system towards immediate and hassle free recourse to have the students' grievances redressed.

4.21 National Cadet Corps (NCC)

The National Cadet Corps aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the nation regardless of which career they choose. NCC also provides a conducive environment to motivate young Indians to join the armed forces.

4.22 Roles and Responsibilities of NCC Officer

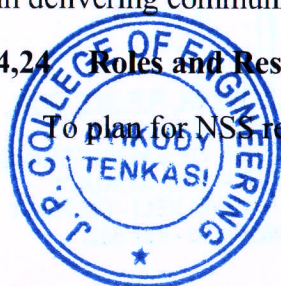
- To teach NCC subjects to the cadets and make them confident and committed.
- To conduct parades on pre-stipulated date and time.
- To conduct activities to provide value based contributions towards society in terms of social development.
- To enrol of cadets.
- To motivate the cadets to remain with NCC and to join in armed forces as the career.
- To facilitate for the provision of healthy refreshments to the cadets during parades.
- To keep liaison with the NCC Unit and to attend conferences at Battalion.
- To undertake adventure activities for the development of leadership qualities.
- To prepare the cadets for annual camps and NCC Certificate examinations.

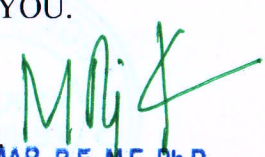
4.23 National Service Scheme

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs and Sports. It provides opportunity to the students of technical education to take part in various Government let community service activities and programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. The motto of NSS is NOT ME BUT YOU.

4.24 Roles and Responsibilities of the NSS Co-ordinator

To plan for NSS regular activities and special camping programme.




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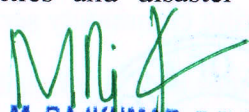
- To ensure that the NSS volunteers complete the prescribed hours in regular activities and participate in special camping programmes as per requirements.
- To supervise the work of NSS volunteers
- To maintain the necessary records and registers prescribed by programme coordinator of the affiliating University.
- To ensure that the basic aims of NSS programme i.e., personality development of NSS volunteers, interaction with different classes of the society, which should take place harmoniously.
- To ensure that NSS volunteers and community are benefitted from the activities of the NSS unit.
- To assume the responsibility for the equipment purchased out of NSS funds.
- To spend the NSS grants as per administrative and financial directives of NSS programme coordinator.
- To submit the reports to the NSS regional centre, programme coordinator, NSS state liaison officer and Training, Orientation and Research Centre / Training and Orientation Centre periodically.
- To ensure the submission of accounts on time.
- To liaise with the officials of NSS unit while executing projects and activities.
- To convene regular meetings of the college advisory committee in consultation with the Principal as laid down in the NSS manual.

4.25 Youth Red Cross

Roles and Responsibilities of Youth Red Cross (YRC) Coordinator

- The YRC Coordinator shall look into the awareness and promotion of general health among all the students and employees
- The YRC Coordinator shall initiate health activities in the campus such as HIV and AIDS campaigns, accident prevention and first aid etc., and conduct community reach programmes.
- The YRC Coordinator shall promote services to the community and facilitate community based social welfare activities, environmental activities and disaster preparedness programme.




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- The YRC Coordinator shall inform to the youth members and others about the role and the duties of the Red Cross and encourage them to contribute.
- The YRC Coordinator shall maintain the enrolment register of volunteers and maintain their attendance registers.
- The YRC Coordinator shall disseminate of information about the International Red Cross and Red Crescent Movement, their fundamental principles, four Geneva conventions, the guidelines on the use of their emblems, and the promotion of understanding of International Humanitarian Law.
- The YRC Coordinator shall maintain the membership funds and remittance as per orders and the Income and expenditure registers.
- The YRC Coordinator shall maintain the stock registers and the project activity reports.
- The YRC Coordinator shall maintain a directory for blood donors.

4.26 Industry-Institute Interactions

The main aim of the Industry Institute Interaction (III) cell is to bridge the gap between the industries and the institutes by strengthening the industry – institute interaction. It is felt that there is a need for innovative vision and new methodologies to execute the strategies to fulfil the goal of quality education and to meet the requirement of Industry 4.0 standards. Transformation in technical education is the need of the hour to meet the requirements of Industries. Students and especially the faculty should be motivated to adopt new technologies. They should be made to utilize the knowledge gained towards projects and research possibilities. Each institute should possess one or two industrial hubs and motivate the students to involve in start-up activities. It is highly expected from the industries to enable the students of technical institutions to choose or to become fervent to new technological domains in the thrust areas not only for their professional career but also for their higher education. These targets shall be accomplished to the core value of the system through consistent performance with appropriate strategic plans and support from Industries. Schemes should be formulated to introduce industry-oriented training through value added and skill development programmes beyond regular curriculum and syllabus with adaptive and upgraded initiatives to solve real-time challenges for the development of technical education.



M.R.K.

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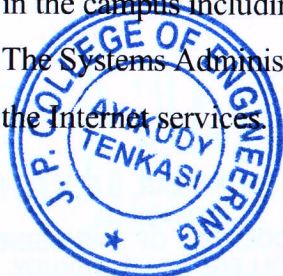


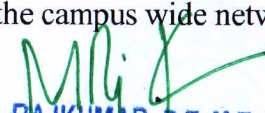
4.27 Roles and Responsibilities of Industry Institute Interaction Cell (III Cell) Co-ordinator

- To have frequent meeting with industrial experts to obtain their views to face the challenges in the current system and to bring revolution unanimously not only to upgrade the facilities but also to prepare the students to face the challenges of digital transformation and to develop entrepreneurial skills.
- To formulate relevant rubrics to be collected from the industries for their employees who are actually the Alumni of the Institute to enable to measure the Institute's performance through evaluation of Programme Educational Objectives.
- To look into the placement opportunities for all the students and all related activities in terms of registration, seminars, mock interviews etc.
- To initiate appropriate activities to make Industry-Institute linkage very strong.
- To organize customized trainings, and certificate courses etc.
- To arrange summer internships for the students in the industry.
- To arrange research internships for the final year students at research organizations.
- To organize or arrange industrial trainings for the faculty.
- To organize or arrange training for industry personnel / operators
- To report to the Principal through Academic Coordinator for all the activities.

4.28 Roles and Responsibilities of Systems Administrator

- The Systems Administrator shall discharge the duties under directions of the Heads of the Departments, Computer Science and Engineering and Information Technology.
- The Systems Administrator shall configure and monitor the servers and tune the performance of the campus network.
- The Systems Administrator shall facilitating development and maintenance of the Institute's Website and updating the same
- The Systems Administrator shall be responsible for installation of new hardware and software in all the departments / centres and wherever applicable within the Institute.
- The Systems Administrator shall be responsible to maintain the software for the systems in the campus including operating system updates, patches, and configuration changes.
- The Systems Administrator shall monitor and maintain the campus wide networking and the Internet services.




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- The Systems Administrator shall configure the e-mail server and create unique e-mail ID for all employees of the campus and maintain the same in a secured manner.
- The Systems Administrator shall organize practical workshop / training programmes for the faculty and students when new hardware / software is installed in the campus and while integrating new technologies with the existing systems.
- The Systems Administrator shall help the faculty while using modern ICT tools to handle classes / seminar.
- The Systems Administrator shall assist the Management to record the important events / programmes / meetings.
- The Systems Administrator shall be responsible to take backup of important data and files in the Server.
- The Systems Administrator shall update user account information by adding, removing and resetting passwords.
- The Systems Administrator shall be responsible for maintaining security of software / e-mail server / Web server / systems / networks and data stored in the Server.
- The Systems Administrator shall assist the Principal / Coordinators / HoDs while procuring new systems and software.
- The Systems Administrator shall perform any other work assigned by the higher authorities from time to time.
- The Systems Administrator shall monitor the system logs and identify the potential issues with computer systems.
- The Systems Administrator shall perform routine audits of systems and software.
- The Systems Administrator shall perform backup of data and files in the server as well as from the PCs and Laptops of higher officials with their concern and permission.
- The System Administrator shall perform other duties as assigned by the higher officials from time to time.

4.29 Alumni Cell

Roles and Responsibilities of Alumni Cell Coordinator

- To act as liaison among current students, alumni and the placement cell.
- To develop and maintain a good relationship between alumni and the institution.




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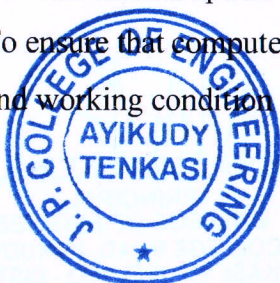


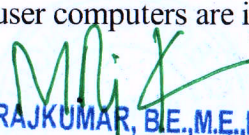
- To guide the present students in their career development and professional growth by arranging Alumni meeting.
- To organize guest lectures through / by alumni to update students on the advancements in various domains and thrust areas of engineering and technology.
- To contact the alumni of each department and to find various opportunities that may be available to students for internships, placements, etc., in the organization in which alumni are working.
- To request the alumni to attend the Alumni Association meeting whenever it is being organised by the institute.
- To maintain the database of all alumni details of all departments and to share the same to the placement cell whenever it is requested.
- To keep close contact with alumni who have gone for higher education (or completed) in India or abroad and enquire their performance in higher studies and share the same with the HoDs of the concerned departments of the alumni, and the placements cell. Passes this information to the students concerned on request.
- To share the information about the higher education details of alumni to the current students who are interested to pursue higher studies in India or abroad.
- To report to the Principal through Academic Coordinator for all the activities.

4.30 Roles and Responsibilities of ERP Coordinator

Coordinating ERP software implementation and then put the same into use is a challenging task. At initial stages, it has to be considered as a full time activity and not 'by the way' activity. Success of ERP depends on its continuous use and monitoring. Preferably the ERP Coordinator should have basic IT skills. He should know how to manage the others to complete the job in the given time. Implementation of ERP is a special task to carry out the complete institutional transformation. The major roles of the ERP Coordinator includes:

- To identify the need based modules in the ERP system required for the institution
- To maintain the data collected in the ERP system
- To provide appropriate security in the ERP system by assigning user rights and passwords
- To monitor and update of the ERP system regularly
- To ensure that computer server network, Internet connection, user computers are in good and working condition




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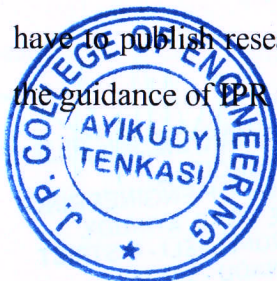
- To monitor the master file creation and certification activity
- To monitor the data entry by the users for the test run
- To maintain a logbook of training and recording who are all attended the training and for how many hours
- To present in all the meetings and training sessions
- To report to the Principal through Academic Coordinator for all the activities.

The ERP coordinator has to conduct regular meetings with the ERP team members and update the following:

- a. Assigning modules to the team, based on requirements
- b. Collect requirement specification report from the team and conduct initial meeting based on the report.
- c. Approve the design of the module.
- d. Collect the report after internal testing and track the testing report
- e. Maintain documentation of the module
- f. Maintain a feedback report of the module
- g. Conduct a meeting with the team regarding correction and prevention of problems
- h. Reporting the status to the next level of the Institute hierarchy

4.31 Intellectual Property Rights Cell

Innovation is a continuous process of learning and an outcome of a good innovation may lead to a great invention. To protect the new invention properly, an Intellectual Property Rights (IPR) Cell is to be established towards the development of an individual, business empire and in turn the Indian nation. Intellectual Property Rights gained a paramount importance for protecting Inventions and a tool to leverage a Business. As a budding engineer of today who will be a prospective future innovator needs to be aware of the creation and protection of the intangible properties which will result in an Intellectual property. The new IPR policy of the Government of India recognizes the abundance of creative and innovative energies that flow in India, and the need to channelize these energies towards a better and brighter future for all. The research scholars and the faculty have to publish research papers and file patents at National and International levels with the guidance of IPR Cell.



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The IPR cell committee is to be constituted with the following members:

- Principal (Chairperson)
- Representatives from research scholars (6 members including Faculty) Research Coordinator
- External Experts (2 members) to be nominated by the Principal Academic Coordinator

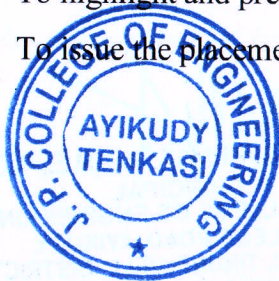
The IPR cell shall coordinate the following activities:

- Organizing periodical awareness seminars on IPR for the benefit of the undergraduate, postgraduate students and research scholars.
- Conducting workshops on IPR.
- Conducting workshops on patent searches using the free patent databases. Celebrating the IPR day on 26th April each year
- Bringing out a handbook detailing the basics of IPR
- Writing proposals to get funds to conduct seminar / workshop / conferences related to IPR from various funding agencies.

4.32 Training and Placement Cell

Roles and Responsibilities of the Placement Officer

- To look after the training and placement activities of students in association with training and placement organizers.
- To understand the skill set of students and connect them with companies accordingly.
- To have close liaison with industries through connecting with Human Resource officials for the placement of students.
- To organize value added programmes in the thrust areas and as per the industrial requirements in association with the Coordinator, Institute-Industry Interaction Cell.
- To build strong rapport with the HRs of several industries, the Placement Officers of other institutions, and especially with the students.
- To visit the industries and understanding their skill and talent requirements.
- To interact with the past recruiters and potential future recruiters.
- To highlight and present the talent of the students to all industries.
- To issue the placement guidelines to the students in the beginning of the sixth semester.



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- To understand the expectations of the organizations and communicating the same to the training organizers.
- To organize workshops to inculcate entrepreneurial skills and to initiate interests among the students to promote start-ups.
- To arrange training programmes for improvising necessary skills to face the interview, clearing aptitude tests, and improving the soft skills of the students.
- To connect with alumni regarding opportunities for them and from them.
- To ensure about the achievement of yearly target requirement on the
- number of opportunities and the number of unique offers for every year.
- To collect the feedback about the students from the organizations / industries those who have visited the campus for placement.
- To convey the feedback from HRs to students, training organizer and Student Placement Coordinator, so that they can work together and bring betterment.
- To report to the Principal through Academic Coordinator for all the activities.

4.33 Roles and Responsibilities of Placement Organizer

- To design and printing or placement brochure.
- To develop and execute the placement strategy.
- To coordinate all the activities related to placement.
- To organize the recruitment drives by informing the students about the recruitment, accomplishing registration, accompanying the HR throughout the day of recruitment, checking all the arrangements prior to the day of recruitment, and getting things done like system requirements and interview / off-line test requirements.
- To collect the answer scripts / questions from the students after the online test / regular test.
- To observe the experience of the students in the interview.
- To maintain students' resume and the corporate database.
- To maintain the files regarding companies visited, offer letters, Governing Council related data, and NBA related data.

4.34 Academic Auditing

Academic auditing is mandatory for both semesters at the department and institute levels. Internal and external Peer Review Committees are to be constituted with the



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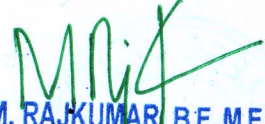


approval of the Governing Council. Internal Peer Review Committee has to audit the functioning of all departments semester-wise and will submit the reports to the Governing Council as well as to the members of External Peer Review Committee, while they are meeting once in an academic year to perform external academic auditing at institute level.

The purpose of academic auditing is to monitor the course delivery, percentage of syllabus coverage, course plan adherence, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation. At the department level auditing, the minutes of the meetings of class and course committees are to be scrutinized and the action taken based on the minutes are to be verified. Other important activities to be audited are as follows:

- Faculty – Students Ratio
- Conduct of Class Committee Meetings and the verification of the minutes of each meeting
- Action taken based on the minutes of the meetings of Department Consultative Committee and meetings with HoDs / Coordinators
- Introduction of new Value Added Programmes and syllabus formation
- Teaching and Learning process
- Research activities including publications
- Projects and Consultancy works
- Observations by the various stakeholders
- Schedule of classes and Faculty Time
- Table Attendance of students
- Infrastructural facilities
- Stock Verification in accordance with the Purchase Orders
- Industrial inputs and involvement
- Quality of Assignments / Internal Examination
- Questions Subject / practical coverage as per course plan
- Frequency of conducting Value added Courses and Skill Development Programmes in the thrust areas
- Evaluation of internal examinations / assignments




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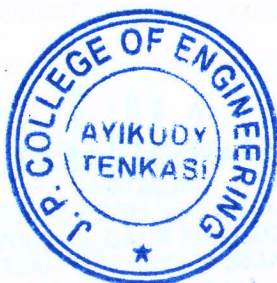
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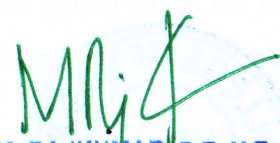
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- Evaluation of students' performance in practical classes
- Performance of students in Internal and External examinations
- CO-PO-PSO attainment and improvements based on the recommendations of various stakeholders
- Attainment of Programme Educational
- Objectives Maintenance of Course File by each faculty
- Performance of students in the previous semester
- Curricular and Extra-curricular
- activities Faculty evaluation by students
- Faculty Self Appraisal
- Intimation about the progress of students to their parents Feedback from students and stake holders
- Role of Alumni in academic development

The reports of academic audits are to be submitted to the Principal / Chairman and subsequently to the Governing Council to get their approval for implementation.




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CHAPTER – 5

CONDUCT RULES

5.1 General

- These rules may be called as the conduct rules for the employees of JP College of Engineering and shall apply to every employee of the Institute.
- Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may vary from time to time.
- Every employee shall at all times maintain absolute integrity, devotion to duty, confirm to and abide by the rules and regulations, comply with and obey all lawful orders and directions for the official duties issued by the designated authorities.
- Employees should not involve in any activity which is anti-secular or anti-social, which tends to create communal disharmony.
- Every employee shall serve the Institute honestly and faithfully and shall endeavour to promote the interest of the Institute.
- Every employee shall show courtesy and attention in all transactions and not to do anything which is unbecoming of the Institute's employee.
- No employee of the college shall enter into any partnership, accept any fees or endowment whatsoever from any part other than the College, except with the prior permission of the Head of the Institution.
- Every employee shall obtain prior permission from the Head of the Institution / competent authority for undertaking honorary work of a social and charitable nature or work of a scientific character.
- An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- Every employee shall maintain the secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless



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compelled to do so by a judicial or other authority or unless instructed to do so by superior officer in the discharge of his duties.

- No employee shall propagate / indulge in communal or sectarian activity.
- No employee shall discriminate against persons on the grounds of caste, creed, language, etc.
- No employee shall induce the students to go for strike or protest against any of the faculty or the management.

5.2 A Role Model Faculty

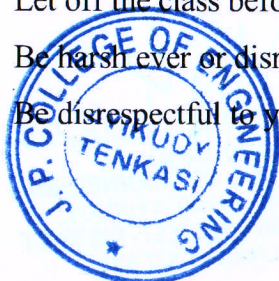
The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself / herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the DOs and DON'Ts are listed below:

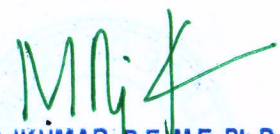
Do's

- Reach the Institute a few minutes before the scheduled time.
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.
- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book / notes on to the board.
- Practice ICT aided teaching methodologies and maintain necessary records for documentation.
- Provide good practical examples.
- Provide references for further reading (maintain record).
- Train the students to present seminars on referenced topics.
- Teach some topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of your ability.

Don'ts

- Let off the class before time unless there is a justifiable reason.
- Be harsh ever or disrespectful to the students or their parents.
- Be disrespectful to your superiors and colleagues.




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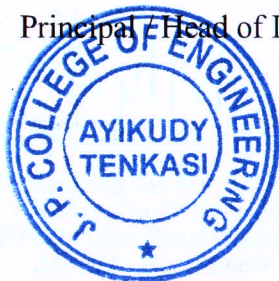


- Let bureaucracy affect your functioning, bring out the matter in writing / verbally to your superiors immediately.
- Act in a manner prejudicial to the interest of the Institute, good order and discipline.
- Indulge in any act of vindication which may affect the organizational culture / climate.

5.3 Misconduct

The term 'misconduct' denotes an offence or an act on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution. The following acts shall be treated as misconduct on the part of an employee:

- Late attendance or absence from duty without notice or permission.
- Not wearing uniform allotted by the Institute (if applicable) and / or Identity card during working hours.
- After marking attendance, leaving the place of work during working hours without permission.
- Laziness, inefficiency or carelessness in work or sleeping while on duty.
- Obtaining leave or attempting to obtain leave on false pretences.
- Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Institution or that of any others.
- Borrowing or lending money in the College premises.
- Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance and noise in the college premises.
- Failure to report a disease in an employee which may endanger others.
- Using institutional facilities unauthorized for personal gain.
- Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the Principal / Head of Department.



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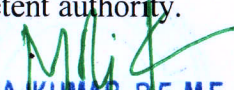
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- Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- Unauthorized handling, misuse, mishandling of a machine, apparatus, equipment or material
- Using indecent language, making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
- Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
- Refusal to accept or obey an order of transfer from one job to another or from one department to another.
- Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time.
- Unauthorized use of the name, address, telephone or any other description of the Institute.
- Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the college or others or attempting to do so.
- Tampering with the records of the Institute, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
- Disclosing to an unauthorized person, without written permission of the competent authority, information affecting the interest of the college with regard to procedures, practices and functioning of the institution.
- Gambling within the premises of institution.
- Bringing liquor or other intoxicants, including addictive / drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition.
- Intimidating other employees by threats, pressures or other means, with a view to preventing them from attending their duties or to join in a group.
- Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the competent authority.
- Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the competent authority.




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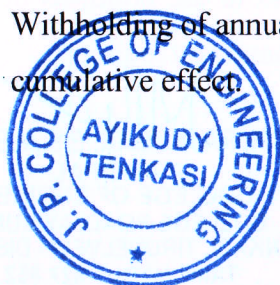
- Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- Delay in the performance of work or go slow in work or instigating thereof.
- Misbehaving with students / colleagues / superiors.
- Poor performance in teaching.
- Instigating the students against the College Authority.
- Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the Institute.
- Assisting or promoting any political movement or activity inside the college premises.

5.4 Discipline

- The Chairman shall place an employee under suspension when disciplinary proceedings against him / her are contemplated or pending or a case against him / her in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- In a case where in a number of teaching or non-teaching staff commit any misconduct in discharge of their duties, the Chairman got discretion to award punishment based on the recommendations of the Inquiry Committee constituted by him with the Head of the Institution as convenor.

5.4.1 Penalties for Minor Misdemeanour

- Censure
- Warning
- Withholding an increment or promotion to the next higher grade.
- Withholding of annual increment including stoppage at an efficiency bar with or without cumulative effect.



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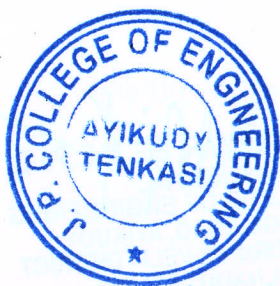
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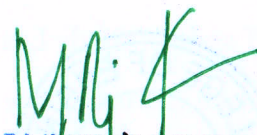


- Recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered.
- Suspension for a period of 3 to 6 months without pay and allowance.

5.4.2 Penalties for Major Misdemeanour

- Reduction of three to ten increments depending on the nature of misconduct.
- The cut in the increments is cumulative and irrevocable.
- Reduction to a lower post or grade or to a lower pay scale.
- Compulsory retirement from the service.
- Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the college.
- Dismissal from service, which debars the employee from future employment in any capacity in the college.




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CHAPTER – 6

LEAVE RULES

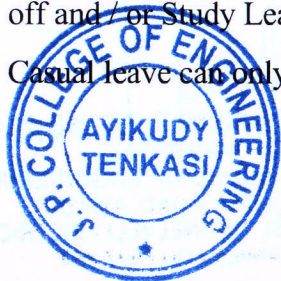
6.1 Types of Leave

The employees are entitled for the following types of leave:

- Casual Leave
 - Vacation (For Teaching and Non-teaching Staff)
 - Compensation Leave
 - Medical Leave
 - Maternity Leave
 - Study Leave
 - Special Leave On-Duty
- Extra-ordinary Leave on Loss of Pay

6.2 Casual Leave (CL)

- Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said Academic year. (i.e., one day CL on completion of a month). Staff member is eligible to avail casual leave only after completion of one month service from the date of joining.
- Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction.
- Leave without information to the concerned Head or without prior application in the appropriate form will be seriously dealt with. In case of unforeseen situations, the employee shall avail casual leave, informing to the concerned HoD or sanctioning authority through phone / email / SMS.
- Absent from duty for three consecutive days without prior permission or sanction will not be permitted.
- Causal leave cannot be combined with any other type of leave except Compensatory off and / or Study Leave.
- Casual leave can only be suffixed or prefixed with holidays / weekly off days.



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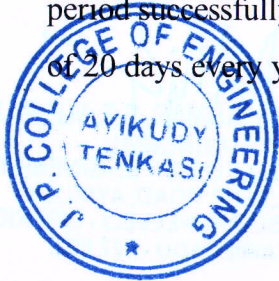
- In case an employee is out of station, he / she should mention the same in the leave application and give the address and contact details.
- A single spell of casual leave shall not exceed 9 consecutive days at a time. However in special cases like medical grounds, marriage, etc., the decision of the Head of the Institution is final.
- Casual leave cannot be carried over to the next year, if it is not availed during the academic year.
- It is the responsibility of the teaching faculty to make alternative arrangements for his / her duties as per schedule on the day(s) of casual leave. The HoD of the concerned department should ensure the same.
- The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as “Loss of Pay”. If a staff absents himself / herself from duty for seven days and more, it shall be treated as abandonment of service as mentioned in the Clause 3.8.
- Non-teaching employees are entitled to avail special casual leave for three days in an academic year.

6.3 Vacation (for teaching faculty)

- The faculty members who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 40 days every year in two spells (10 days at winter and 30 days at summer) if and only if the employee has put at least 180 days of actual work in that year,
- Intervening Government public holidays, non-working Saturdays and Sundays will be included in the vacation period.
- Casual leave cannot be combined with vacation.
- Vacation period as mentioned above is inclusive of common vacation declared by the Institution.

6.4 Vacation (for non-teaching staff)

- All regular administrative and technical staff who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on



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their workload and depending upon the need of their presence at the Institute during vacation period.

- All other non-teaching staff appointed on contractual basis are entitled to avail vacation during summer or winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.
- A faculty / staff who has not availed vacation or forced to work during vacation cannot compensate the same during regular working days and such non-availed period cannot be carried forward to the next winter or summer.

6.5 Compensation Leave

- The teaching faculty who attended duty on holidays as per the Institute's requirement are entitled to compensate the same within the current academic year and such compensatory leave cannot be carried forward to the next academic year.
- The administrative staff who attended duty on holidays are eligible to get remuneration as compensation in addition to their regular salary.

6.6 Medical Leave

- All employees who completed two years of service including successful completion of the probationary period are eligible for sanction of 15 days of medical leave for every completed year of service.
- Medical leave can be availed only in the case of surgery, accident related injury, hospitalization for ailments, and fever due to any infectious disease where hospitalization is not necessary and during pregnancy based on the medical certificate.
- To claim medical leave, the requisition letter should be accompanied with proper medical certificate.
- Medical leave can be carried over to next year to a maximum of 180 days that can be availed during the entire service.

6.7 Maternity Leave

- Maternity leave shall be granted for a maximum period of 90 days. Such sanction is restricted to two children only.




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- All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave.
- Maternity leave will not be granted during probationary period and it shall be only on loss of pay.
- Maternity Leave Salary will be released with the monthly salary when the employee is reporting for duty.

6.8 Study Leave

For Pursuing Ph.D.

All faculty who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee are entitled to the following benefits:

Course Work:

Two and half days per week is permitted during the course work period. One full day per week is permitted if the supervisor's work place is more than 60 km away from the Institute during the period of course work.

Thesis work:

One full day per month is allowed for discussion with the Ph. D Supervisor.

Thesis Submission and Viva Voce Examination:

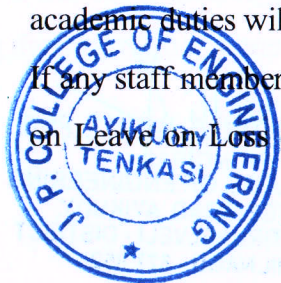
Paid leave for the preparation of synopsis, submission of the thesis, and to attend Viva Voce examination is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor.

6.9 Special Leave

- Special Leave may be granted to an employee with salary for cases such as marriage including his / her son's or daughter's marriage etc., for a maximum period of seven days and it has to be approved by the Chairman based on the recommendations of the HoD and Principal.

6.10 Leave on Loss of Pay

- Absence without permission and without making alternative arrangement for regular academic duties will be treated as Leave on Loss of Pay.
- If any staff member avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If acceptable supporting documents in evidence of



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justifying such excess leave are not provided and the availed excess leave is more than seven days at a stretch in a year, it will be considered as a Break-in-Service. The decision of the Chairman shall be final in such cases.

- If any staff member is absent from duty consecutively for more than seven days without prior permission, such case will be construed as an abandonment of service.
- No yearly increment is provided to the employee if he or she availed more than one break-in-service within a year and the employee cannot avail vacation in the current academic year.
- The LLP shall be prefixed and / or suffixed with either Government holiday/ Sunday or any other holiday announced.

6.11 On Duty

- On Duty (OD) will be granted when staff members are required to go out for official duty such as examination related works, attending meetings of Board of Studies and Academic Council and delivering invited lectures or to participate in seminars, conferences, summer and winter schools, refresher courses, orientation courses etc., as approved by the Principal / Coordinator (Academic Courses).
- The requisition letter to obtain permission for OD must be accompanied by the official invitation / order from the organizing body or conference / workshop brochure with approval status of registration.
- Request for OD without prior permission or approval by the Principal / Coordinator (Academic Courses) will not be entertained.
- The absence on OD will be recorded in the service registers, only after the staff submits the proof for attending the event or the report on attending / presenting paper in the conference / seminar / workshop to the Principal / Coordinator (Academic Courses) through the HoD.
- If a staff is absent for regular duty without prior approval or sanction and wishes to claim the absence is as On Duty, he / she should inform the same to the HoD of the respective department through email or by message with proper evidence of performing Institute related work or attending any academic event as permissible for On Duty. In such case, the OD forms should be submitted to the competent authority through proper channel on the day he / she returns for the duty.



[Signature]
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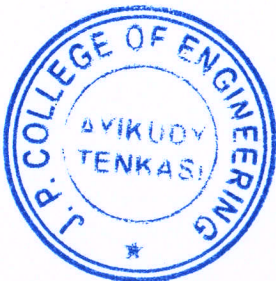
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- Number of days for such OD is limited to 25 calendar days in an academic year. If availed in excess whatever the case may be, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LLP. However, the absence on OD shall exceed the limit for reasons assigned by the Head of the Department / Institution.
- The Principal / Coordinator (Academic Courses) / Competent Authority shall have the rights to cancel the OD sanctioned earlier, for any emergency work in the Institution.




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