



# PSN ENGINEERING COLLEGE

Melathediyoar, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

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## Human Resource Policy & Administrative Manual

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# **PSN ENGINEERING COLLEGE**

## **ORGANISATIONAL GOALS**

We are committed to,

- a. Provide socially relevant and value-added professional education to Engineering and Management students.
- b. Satisfy the Stake Holders and continually improving the effectiveness of Quality Management System by Understanding the requirements of Interested Parties, Effective Risks and Opportunities Management.
- c. Comply with all the applicable legal and statutory requirements.

# **PSN ENGINEERING COLLEGE**

## **ORGANISATIONAL STURCTURE AND ADMINISTRATION**

### **I. THE BOARD OF TRUSTEES, PSN EDUCATIONAL AND CHARITABLE TRUST:**

They shall meet at least 3 times a year to discuss various matters and to give approval for the same in respect to the PSN GROUP OF INSTITUTION

- a. Budget for the year based on a year plan.
- b. Approval for starting new courses.
- c. Setting targets and tasks for a review period of 4 months.
- d. Reviewing the performance of each PSN Institution and departments in the light of the targets set for each Institution / Departments during the earlier period of review.
- e. Fixing staff strength.
- f. Salary Structure.

The Director and the principal of each Institution shall be invited to make presentations to the Trustees on the various matters of the agenda. The Director and Principal shall send proposals for the agenda at least 15 days before each meeting with complete documentation.

### **II. Governing Body**

This is statutory requirement of the AICTE. This council shall meet twice a year to review and approve the following:

- a. Budget for the year.
- b. Staff appointments.
- c. To review the performance of Institution.

The Director / Principal, is the member of the Council and shall prepare the agenda and arrange for the convening of the meeting in consultation with the chairman of the Governing Council.

## PLANNING & REVIEW SYSTEM

Each Head of the Institution or Head of the Department should have his own dreams as to how he desires to lead the Institution / Department in consonance with the vision during the year. Then, he makes plans consultation with his team. The team works out the tasks and then formulates the programmes to achieve the tasks. Each programme is broken into the schedules, which will be called as review period.

The plan for each department is discussed and finalized by the Head of the Department with the Head of the Institution who after due verification submits the entire draft plan to the director. The Director then, after due verification, submits that, as his plan for each Institution for the year. The same shall be discussed by the governing Council and shall be approved with modifications. The Governing Council shall set tasks for the director and the Head of each Institution based on that plan. The budget and staff strength requirement (Teaching and Non-teaching staff) shall also be approved along with that. The Head of the Institution then allots the tasks to each Head of the Departments with the time frame, budget and sanctioned staff strength to accomplish each approved programme.

At the beginning of each review period, the Head and the person responsible to accomplish the tasks or get the work done meet and tasks shall be distributed on discussion and the same shall be recorded in the file of the person. At every review period, a performance review shall be conducted by the concerned head and due noting shall be made in the review file, for correction or for appreciation. During each review period, which will be indicated in the original plan, a review will be made by the concerned authority and recorded appropriately. Monthly reports to the chairman shall be sent based on these review reports.

If necessary, new policies will be formulated by the governing Council encompassing any new plans. Modification of policies of the Institution, if required, may be represented to the Governing Council while presenting the plan. This plan will be submitted by 28<sup>th</sup> February every year.

The following schedule shall be followed for the effective review of the various systems of the college and hostel.

Ready Reckoned for Review Systems:

S.no	Reviewer	Persons to be reviewed	Period/time	Action to be taken/Remark
1.	Mentor	Students	Immediately after Model / University Exam	Please refer check list 1.
2	H.O.D	Staff	10 days after the model exam result/unit. Exam result	Please refer check list 2.
3	Warden	Tutor	Once in a week	Please refer check list 3.

4.	Principal	H.O.D's	Once in a Month	To review the performance of students & staff with regard to items 1 to 3.
5.	Chief Warden	Wardens	Once in a month	To review the performance of Wardens with regard to Sl.No.3
6.	Staff Recruitment and Services Affairs Committee	Staff	Once in a month	To review the performance of staff who have completed one year of service for grant to Increment. For matters to be reviewed, please refer performance appraisal policy.
7.	Director	Principal	Once in 3Months	To review the performance of the Principal.
8.	Governing council / Board of Trustees	Director /Principal	As decided by the members	To review the performance of the Director / Principal
9.	Students	Faculty	Twice in a semester (first after 40 days; second in the last week of the semester)	To review the performance of Individuals.

## **Check list1**

### **List of matters to be reviewed**

#### **1. MENTOR –STUDENTS REVIEW**

Period of review: From..... To.....

	DATA	Reasons for Failure	Promise given by Individual students
<b>I. Academics</b> a) Performance in University Examination b) Class Test Marks c) Assignments d) Seminars e) Projects f) Special Classes g) Extra computer Courses h) Computer Centre usage			

## **Check list 2**

### **LIST OF MATTERS TO BE REVIEWED**

#### **2.HOD STAFF REVIEW**

Period of review: From.....To.....

		DATA	Reasons	Promise given by staff for improving the Performance of students
	<p>I.Academics</p> <ul style="list-style-type: none"><li>a) Class Test Marks</li><li>b) Assignments</li><li>c) Seminars</li><li>d) Special Classes</li></ul> <p>II. Regulations</p> <ul style="list-style-type: none"><li>a) Violation of Dress code by any student</li><li>b) Violation of Timings</li><li>c) Unauthorized Absence</li><li>d) Misbehavior</li><li>e) Attendance percentage</li></ul> <p>III. Value in calculation</p> <ul style="list-style-type: none"><li>a) Counseling Activities to the Students</li></ul> <p>IV. General</p> <ul style="list-style-type: none"><li>a) Sports &amp; Games</li><li>b) Extra Curricular Activities</li></ul>			

### **Check list 3**

#### **List OF MATTERS TO BE REVIEWED**

#### **3. WARDEN–TUTOR REVIEW**

Period of Review: From..... To.....

	DATA	Reasons	Promise given by Tutor to improve the performance of students.
a) Behaviour of students during study hours b) Unauthorized absence c) Violation of hostel rules d) Misbehavior e) Any other matter			

#### **MENTOR– WARD SYSTEM:**

For the effective monitoring of the welfare of the students, 20–25 students will be attached to be a faculty member called Mentor for a period of three years (starting from II year) by the H.O.D concerned. For class with student strength of 30 or less, the students will be attached to one Mentor who will also be the class teacher for them.

1. They will function as campus parents for their wards give them all encouragement, support and guidance by monitoring their academic performance, behaviour, adherence to campus regulations & identifying their talents & aptitude and channelling those for the benefit of the ward and the institution.
2. Mentors shall keep the record of wards under their care in the following format.

- a) Name :
- b) Roll. No. :
- c) University Reg. Number :
- d) Hostel Address / Local Address :
- e) Address of Local Guardian with phone No. :
- f) Address of parents with phone number :
- g) Occupation of their parents:
- h) Family Back ground:



- i) Proficiency in extra-curricular activities :
- j) Objectives in life :
- k) Details of the Scholarship / Awards:
- l) Hobbies :
- m) Blood Group:
- n) Health Conditions :
- o) Extra Courses Studied :

3 . To facilitate point (1) they will maintain the following records as end when available at the time of each review

	DATA	REVIEW
<b>I.ACADEMICS</b> <ul style="list-style-type: none"> <li>a) University Performance</li> <li>b) Class Test marks</li> <li>c) Assignments</li> <li>d) Seminars</li> <li>e) Project</li> <li>f) Special Classes</li> <li>g) Extra Computer Courses</li> <li>h) Computer Centre usage</li> </ul>		
<b>II.REGULATIONS</b>		
<b>III.GENERAL</b>		

4 .The Mentor shall have formal and informal meetings with their wards. Formal meeting shall be arranged once in a month especially after model and university exam results. They shall informally meet their wards at least once in a week.

5. They shall interact with the parents whenever they visit the college.

6. The mentor shall daily collect the list of their wards who are absent for that day from the department office. They shall can and counsel the students who are absent for that day on day to day basis. They shall also make a note in the personal file of the individuals that Mr./Mrs..... has been counselled on .....” with regard to his/her personal problem.

## **COLLEGE COMMITTEES**

For the effective administration of the Institute and hostel affairs, the following committees have been instituted in the PSN Engineering College.

1. Administrative Affairs Committee
2. Time Table Committee
3. NSS Activities
4. University Examination Committee
5. Disciplinary Action Committee
6. Placement & training Committee
7. Library Committee
8. Publicity & promotional Committee
9. Research Committee
10. Scholarship Committee
11. Sports and Games Committee
12. Extracurricular Activities Committee
13. Reception Committee
14. Hostel Administrative Committee
15. Finance Committee
16. Staff Recruitment and Service Affairs Committee
17. Admissions Committee
18. Anti-Ragging Committee
19. Complaints cum Redressal Committee

### **1. ADMINISTRATIVE AFFAIRS COMMITTEE**

- a) Shall take decisions on all matters relating to the college and the Hostel administration based on the policies, rules and regulations enumerated in the Administrative Manual / Quality Manual.
- b) Shall review, approve or ratify all decisions taken by various other committees in the campus and by controlling officers of the college and Hostels.
- c) Shall submit their recommendations to the chairman on system or policies, which need to be framed or modified for the institution, through the director of the Institution.
- d) Shall ensure that all its decisions are minute and conveyed to the Director PSNEC, on a regular basis in writing for information and for any guidance.

- e) Shall authorize the principal to seek for any external help from District Officials or other authorities both internal and external during emergency circumstances in the campus.
- f) Shall review all publications, advertisements, and news releases before the same is published.
- g) Shall decide on transfers of staff with in the institutions awarding increments to staff other than those in the Administrative Committee, deciding on the sponsorship for higher studies (as per the approved policies), appointments of Heads of Department and controlling officers.
- h) Shall take decisions on disciplinary action on staff and students of PSNEC.
- i) Shall invite any person to the meeting for specific discussions.
- j) Shall base their decisions on the availability of the funds and after reviewing the absolute necessity for expenditure.
- k) The Administrative Committee shall meet once in every month(say 1<sup>st</sup> Saturday F.N) or as and when situation demands.

### **Structure of the Committee:**

1. Chairman
2. Vice Chairman
3. Director
4. Principal
5. Vice Principal
6. Dean
7. Administrative Officer

## **2. TIME TABLE COMMITTEE**

### **Objectives:**

The time table committee shall compute total work load of each department and draw time tables of individual departments based on commonly evolved norms and solve all inter departmental adjustment problems relating to time tabling work. The time tabling committee will also study faculty requirements of each department and will make future projections based on norms drawn up by the institute from time to time. (Current norms staff to take 18 to 20hrs/week and 3staff for labs as possible)

Class room requirements, furniture for class rooms and optimum utilization of facilities by pooling up resources available will also be taken up by the committee.

The committee will frame time table for the ensuing semester and will draw up an academic plan as soon as the institute closes at the end of the current semester (at least within 2 weeks of closure) before the officers proceed on leave or on holidays.

### **Structure:**

The time table committee shall be constituted as shown below:

1. Convener—one faculty at professor Level
2. Member from Mechanical Engineering Department
3. Member from Mechanical &Automation Engineering Department
4. Member from Electronics and Communication Engineering Department
5. Member from Automobile Engineering Department
6. Member from Computer Science and Engineering Department
7. Member from Information Technology Department
8. Member from Civil Engineering Department
9. Member from Agricultural Engineering Department
10. Member from Master of Business Administration Department
11. Member from Science & Humanity Department

The Director / Principal who shall hold the charges for 2 semesters shall nominate the Convener. The HOD shall nominate the members from each department for a period of 2semesters.

### **Frequency of Meetings:**

The Convener shall hold meetings depending upon problems to be sorted out. However, they shall frequently meet during semester holidays to frame the time table. The convener shall keep the master time table, individual staff time table and the class room time tables ready before the commencement of vacation.

### **3.NSS ACTIVITIES COMMITTEE**

#### **Objectives:**

NSS Officer shall periodically conduct NSS programs to train the students in the following areas:

1. Adult Education
2. Creation of awareness among public regarding issue like AIDS, Health problems, Family Planning, etc.
3. Conducting ten days camp programs to improve the living conditions of poor people.

#### **Structure of the Committee:**

The NSS Committee shall consist of the following members.

1. NSS Officer -A faculty member at Assistant Professor level
2. Chairman–Extra- curricular act. -Ex-officio Member
3. Physical Director -Ex –officio Member
4. One Male faculty
5. One Female faculty
6. One non-teaching staff

The director / Principal shall nominate the NSS Officer. The nominated faculty shall apply to the NSS Coordinator, Anna University for orientation program. The Director / Principal shall nominate the other members for a period of three years.

#### **4. UNIVERSITY EXAMINATION COMMITTEE**

##### **Objectives:**

1. To co-ordinate with external examiners, university authorities and local authorities for the smooth conduct of examinations.
2. To make the hall arrangements for the theory and practical University examinations.
3. To make arrangements for the transport and food for the examiners.
4. To settle the university examination accounts on the last day of the semester Examination.
5. To plan for the future requirements of the examination section.
6. To monitor the use of university stationery items according to the rules and regulations of Anna University.

##### **Structure:**

The University examination committee shall consist of the following members.

1. Convener
2. Co-convener
3. Co-convener
4. Member from Mechanical Engineering Department
5. Member from Mechanical & Automation Engineering Department
6. Member from Electronics and Communication Engineering Department
7. Member from Automobile Engineering Department
8. Member from Computer Science and Engineering Department
9. Member from Information Technology Department
10. Member from Civil Engineering Department
11. Member from Agricultural Engineering Department
12. Member from Master of Business Administration Department
13. Member from Science & Humanity Department

The Convener shall be nominated by the Director/Principal and he /she shall hold the charge for 6 semesters. The Co-conveners shall be nominated by the Convener with the approval of the Director/Principal. The HOD concerned shall nominate the department nominees for a period of 6 semesters.

## **5. DISCIPLINARY ACTION COMMITTEE**

### **Objective:**

To maintain the peace in the campus by suggesting suitable corrective measures on the staff and the students who do not fall in line with the founding principles of this institute.

After any enquiry, the Director / Principal shall convene a meeting with the disciplinary action committee. The committee shall decide the nature of the punishment to be awarded to the staff / students concerned based on the nature of the crime and the past record.

### **Structure:**

The committee shall consist of the following members

1. Chairman – Professor Level
2. Members – persons (Concerned HOD and another member)

The chairman shall be nominated by the Director/Principal for a period of 4 semesters.

## **6. PLACEMENT & TRAINING COMMITTEE**

### **Objectives:**

1. The committee shall take necessary steps to prepare all the final-year B.E students, and second year MBA students for facing selection interviews and GDs for obtaining jobs. It will take all the steps necessary to find placement for as many students as possible. It will also help the I MBA and II MBA students in finding placement for their project work.
2. The committee shall make arrangements for preparing the students to face TOFEL, GMAT, GATE and other competitive examinations.
3. The committee shall also make arrangements for special lectures on personality development and leadership skills.
4. The committee shall also make arrangements for the printing of placement brochures.

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**Structure:**

- 1) Convener        -Placement Officer
- 2) Members        -One nominee from each department
- 3) Members        -One student nominee from each department

The Convener will be nominated by the director / Principal for a period of 6 semesters. The HOD concerned will nominate the other members. The HOD concerned will also nominate the student members for a period of one year.

**Frequency of Meeting:**

The committee will meet once in a fortnight.

**7. LIBRARY COMMITTEE****Objective:**

- 1) To improve existing facilities and to make library user friendly in its function.
- 2) To give suggestions regarding library timings, improvement of facilities, Re-organisation of library, addition of books and journals, addition of specialised Sectors, arrangement of book exhibitions, video collection programmes, audio tapes, etc.
- 3) To monitor the funds allotted for the library.

**Structure:**

The committee shall consist of

1. Convenor        -One of the HOD
2. Secretary        -Librarian
3. Member        -One nominee from each department
4. Member        -One student nominee from each department

The convenor and the members shall be nominated by the Director / Principal for a period of 4 semesters. The HOD concerned shall nominate the student members for a period of one year.



**Frequency of Meeting:**

Once in a month

**8. PUBLICITY & PROMOTIONAL COMMITTEE****Objective:**

- 1) To print college magazines, hostel prospectus, college calendar, Newsletters and any official publications such as invitations, etc.
- 2) To give wider publicity about the college functions and other related meetings to the public, Government offices
- 3) To make necessary arrangements for press coverage during all college functions.

**Structure:**

- 1) Convener -One faculty at the level of Professor / Assistant Professor
- 2) P.R.O -Ex-officio Member
- 3) Members (5) - Nominated by the principal for a period of four semesters

The convener shall be nominated by the Director / Principal for a period of 3years.

**Frequency of Meetings:**

As and when required.

**9. RESEARCH COMMITTEE****Objectives:**

- 1) To encourage faculty to take up sponsored research projects and to suggest the facilities to be added for enhancing the research climate in the campus.
- 2) To organize lectures for faculty to encourage them to take up sponsored research projects.
- 3) To organize lectures for faculty and students lectures on topics of relevance for research such internal & guest faculty.
- 4) To review & advise on the research projects carried out in the institute.

5) To collect information about the funding and sponsoring agencies & make available the same to faculty.

6) To encourage publication of research papers by faculty.

**Structure:**

1) Convener- One HOD nominated by the Director / Principal for a period of 3 years

2) Members (4 Nos.)- Senior faculty members with Ph.D qualification nominated by the, Director/Principal for a period of three years.

**Frequency of meetings:**

Once in a month

**10. SCHOLARSHIP COMMITTEE**

**Objectives:**

1. To identify the students for the award of various endowment scholarship.
2. To send thanks giving letters to the donors informing about the details of the scholarship awarded.
3. To renew the deposits immediately after maturity.
4. To motivate students, staff and others to create endowment amounts.

**Structure:**

Convener – One of the head of the department nominated by the Director / Principal for a period of 3 years.

Chief Warden -Ex-officio Member

Warden(L.H) -Ex-officio member

HOD/Counseling -Ex- officio member

Department Nominee- One faculty from each department nominated by HOD for a period of three years.

**Frequency of Meetings:**

Once in a month

## **11. SPORTS AND GAMES COMMITTEE**

### **Objectives:**

1. To arrange for regular meetings (once in two weeks) to discuss various issues related to sports & games.
2. To organise the various sports and games programmes for each academic year.
3. To organise the open tournaments.
4. To motivate all the students and staff to participate in sports and games.
5. To monitor the expenditure and to see that the budget allotted is not exceeded.
6. To make arrangements for periodically conducting coaching camps for the students.

### **Structure:**

1. Convener - One senior faculty nominated by the Director / Principal for a period of two years.
2. Members Secretary - Physical Director
3. Joint Secretary - Physical Directress
4. Two male staff member - Nominated by the Director / Principal for a period of two years.
5. Two female staff members - Nominated by the Director / Principal for a period of two years.
6. Student Member (Boys) - One from each class nominated by the physical Director for the year.
7. Student Member (Girls) - -do-

## **12. EXTRA CURRICULAR ACTIVITIES COMMITTEE:**

### **Objectives:**

1. To train the students in the various extra-curricular activities such as Art, Elocution, Singing, poetry, Drama and others.
2. To provide an opportunity for the students to participate in various events connected to extra-curricular activities by organising different competitions in the college.

3. To encourage the students to participate in intercollegiate competitions regularly conducted in various colleges all over the State.
4. To inculcate leadership qualities in the students by encouraging them to take part in and organize the extra-curricular activities.
5. To brighten up the social life in the campus by organising special competitions among the different hostellers.
6. To offer social service to the poor and the illiterate in the campus neighbourhood through student service club.
7. To train aspirants in the extra-curricular activities.
8. To encourage the budding poets by giving them opportunity to publish their works.

**Structure:**

1. Convener - One senior faculty member by the Director / Principal for a Period of 3 years
2. Members - Three male staff members nominated by the Director / Principal for 3 years.
3. Members - Three female staff members nominated by the Director / Principal for 3 years.
4. Student Members - Five male students nominated by Convener for one year
5. Student Members - Five female students nominated by Convener one year.

**13. RECEPTION COMMITTEE**

**Objectives:**

1. To organise a grand and rapturous reception to the Founders and their families whenever they visit PSNEC.

2. To receive eminent people like chief guests, politicians, etc who come to PSNEC.
3. To ensure that proper reception is accorded to the committees that visit the institutions off (or) on.
4. To see to the comfort of the parents who visit the college.
5. To co-ordinate with the office of the Public Relation Officer (PRO) in arranging transport and accommodation to the visitors.

**Structure:**

- 1) Convener -One senior faculty nominated by the Director / Principal for a Period of 3 years.
- 2) Members (staff) - Ten staff members nominated by the Director / Principal for a period of 3 years.
- 3) Members (Students) -20 students nominated by Chairman extra curricular Activities for a period of one year.

**Frequency of Meeting:**

As and when required.

**14. HOSTEL ADMINISTRATIVE COMMITTEE**

**Objectives:**

The Committee takes all the policy decisions of the hostels.

1. To frame rules and regulations for the hostels.
2. To admit inmates into the hostels.
3. To sanction leave of absence of the students.
4. To award suitable punishment to the students who violate the hostel rules and Regulations.
5. To suggest and select wardens and Resident Tutors for the hostels.
6. To select hostel student representatives of each branch.

**Structure:**

Chairman

Director

Chief Warden

Heads of Dept. of various branch

Two lady Tutors one from each hostel

Two Gent Tutors one from each hostel

**Frequency:**

Once in a fortnight

**15. FINANCE COMMITTEE****Objectives:**

1. To approve and forward the budgets prepared by the various heads of the departments to the managing Trustee for his approval.
2. To monitor the overall expenditure so that it does not exceed the budget amount.
3. To reallocate the funds whenever it is necessary.
4. This committee shall be responsible for the purchase of consumable and non-consumable items.

**Structure:**

Chairman

Director

Principal

All HOD's

Administrative Officer

Accounts Officer

**Frequency of Meetings:**

Once in a month

## **16. STAFF RECRUITMENT AND SERVICE AFFAIRS COMMITTEE**

### **Objectives:**

1. To recruit faculty members on temporary basis whenever there is a need.
2. To recruit staff members for approved posts whenever vacancy arises.
3. This committee shall evaluate the performance of staff members for sanction of increment and regularization of increments.
4. This committee shall recommend suitable punishments for the staff members to the principal who violate the rules and regulations of the institute.

### **Structure:**

Chairman  
Director  
Principal  
Administrative Officer  
Concern Department Head  
Expert Member

### **Frequency of Meetings:**

Once in a month

## **17. ADMISSIONS COMMITTEE**

### **Objectives:**

1. To admit suitable candidates for the Degree courses.
2. To make arrangements for conducting entrance exams for the selection of students.
3. To make arrangements for the verification of their certificates at the time of admissions.
4. To make arrangements for releasing advertisements in newspapers and magazines at appropriate times.
5. To give wide publicity to these courses in other schools to draw the attention of the final year students.

### **Structure:**

Chairman  
Director  
Principal  
All HOD's

Account Officer & Administrative Officer  
Public Relation Officer  
One senior faculty appointed by  
Principal / Director  
Two staff nominees  
Two staff members from student section

**Frequency of Meetings:**

As and when required

**18. ANTI RAGGING COMMITTEE**

**Objectives:**

- The duty of this committee is to take necessary steps to eliminate the ragging.
- Every year before commencing first year classes this committee should give enough awareness about anti ragging to all senior students.

**Structure:**

Director/Principal  
Two HOD's  
One staff from concerned department  
Two lady staff members  
Administrative Officer

**Frequency of Meetings:**

As and when required

**19. COMPLAINTS CUM REDRESSAL COMMITTEE:**

**Objectives:**

- The duty of this committee is to address all the complaints received from the staff as well as the students.
- This committee should lead by the senior lady faculty member.
- It is required on the case of sexual harassment a third party either an NGO or an outside activist may be included.

**Structure:**

One Professor  
One Assistant Professor



One NTS Representative

Three Senior Lady Staff members Should be headed by one senior lady member.

50% of the membership of the committee should be represented by ladies.

**Frequency of Meetings:**

As and when required.

**NOTE:**

**THE MANAGEMENT HOLDS THE RIGHT REGARDING THE  
APPOINTMENT OR REMOVAL OF THE MEMBERS AND OR  
RECASTING THE COMMITTEE AT ANY TIME**

**STUDENT AFFAIRS COMMITTEE**

**I. Class Representatives:**

Each class shall have the class representative chosen on consensus and the Approval by the Class Advisor, HOD and the Director/Principal.

**(A) The class representatives' role shall be as follows**

1. He/ she is to act respectability bringing due honour to the post bestowed on him/her by the fellow students, the class advisor, HOD, and Director/Principal.
2. He/she shall bring the requirements and suggestion and any other matter of the whole class regarding the study, training and placement programmes and other matters to the HOD's concerned.

The HOD shall review the matter in the light of the policies of the Institution and the earlier decision given by himself by the Director/Principal and take suitable action, if warranted. If the matter requires policy decision from the Principal, the HOD shall bring it to the notice of the Principal and get a decision and shall communicate the same to the class concerned.

If a policy decision required concerning a matter affects the whole college, then the Director/Principal may discuss it in the administrative committee for advisory assistance for him to take a final decision.

Apart from this/ there will be periodical meeting of class representatives and the HOD. The agenda of the meeting shall be approved by the HOD. Only those matters pertaining to the policies of the departments, the semester and the year plan shall be discussed.

3. He/she shall be responsible to guide the students in his/her class to abide by the policies of the institute in order to derive maximum benefits from the provision made in the institution for the well being of the students and for being successful in the academic endeavours.
4. He/ She shall help plan for the conduct of all Institution and department programs, functions, dignitary's visits and soon.

#### **B) Engineering Association representatives:**

Each Engineering Association shall have the following representatives chosen on consensus based on their academic performance.

Secretary                      - 4<sup>th</sup> year

Joint Secretary-    3<sup>rd</sup> year

Treasurer                      -2<sup>nd</sup> year

The Joint Secretary shall take over the charge of Secretary at end of the Academic year.

#### **C) In the Hostel:**

The following Committees shall be formed in the hostel for the smooth functioning of the hostel. These committees can take care of the general, sports, spiritual and mess affairs.

#### **HOSTEL WELFARE COMMITTEE:**

This committee shall consist of all the wardens and one Tutor from each block & floor. Any student can approach the committee members for his/her problems and the committee shall solve the problems individually then and there.

### **SERVICE / MAINTENANCES SLIPS:**

Service requisition slips will be available with the Tutors or in the Hostel Office and the students can fill the slips and submit the same to the Tutor or to the Hostel Office complaint Box. The warden / Jt. Chief Warden will make necessary arrangement for attending those jobs immediately.

### **RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS**

#### **I. PLANNING:**

1. He/she will report to the Director/Principal on all matters.
2. He/she shall ensure smooth and effective functioning of the Department and he/she shall be the Controlling officer for all the Staff and Students in the Department.
3. He / She shall conduct Faculty / Non-Teaching staff meetings at least once in a fortnight. The discussions and resolutions made are to be recorded and a copy shall be sent to the Director/Principal.
4. He/she shall get the goals and action plans from the staff members at least one week prior to the commencement of each semester. He / She shall monitor the same.
5. He / She shall prepare the details of faculty / staff requirement for every academic year and submit the same to the Director / Principal by the 31<sup>st</sup> of March every year.
6. He/she shall keep necessary infrastructural facilities available to the teaching and non-Teaching staff of his/her department.
7. He/she will obtain from the Administrative Coordinator, the official copy of the syllabus of the subjects to be taught for his / her branch students and officially communicate the same to the faculty members.
8. He/ she shall convene a meeting on the day next to the last working day and allocate the subjects to the staff member.
9. He/she must make arrangements for the repair of furniture in the departments through the Administrative Officer; must also make arrangements for the purchase of furniture required for staff members through Administrative Officer.
10. He/she shall ensure that the time-table for the Classes is prepared within a week after the last working day and the same is communicated to the faculty members.
11. He/She shall ensure that Faculty members are allotted for all the subjects /Laboratory courses and that no subject is left untaught.
12. He/ she shall appoint senior faculty members as faculty advisors to the classes.

13. He / she shall prepare brochure, leaflets, etc. To promote campus interviews and suitable placements for the students of the department.
14. He /She shall ensure that meaningful co-curricular activities (Seminars, Guest lectures & Industrial Visits) are organized.
15. He/she shall streamline all educational tour programmes of the Department. He/she shall restrict the number of days of tour as per the details given below.
16. Only final year students may be allowed to prefix or suffix holidays. But the total number of days shall not exceed six.

Year	Number of working days
1	1
2	2
3	3
4	4

17. He/she shall fix updates to conduct periodical tests to the students of his/her department.
18. He/She shall recommend his/her department students to be accommodated in the hostel and monitor the behaviour of the students of his/her department, who are staying in the hostel.
19. He/ She shall plan and prepare well in advance documents, papers and necessary write-ups to be officially submitted to the inspection Commission.
20. He/ She shall prepare monthly report of his/ her department and submit the same positively to the Principal before the 2<sup>nd</sup> of every month.
21. He/ She shall ensure that a minimum of two members of the faculty are available in the department during the vacation period.
22. He/She shall arrange to conduct department level in-service programmes to the faculty members and non-teaching staff to have some working knowledge of computers.
23. HOD will hand over all the important documents to the Principal's office in person to avoid the loss of documents.
24. He/ She shall arrange for a meeting of the Class Advisors once in a fortnight to discuss common problems and issues relating to students of the department to evolve strategies towards solving student problems in the department.

25. The HOD gives effective leadership to the department by setting clear cut objectives at the beginning of each semester and ensures that these targets are reached at the end of each session.

## **II. REVIEW & FOLLOW UP ACTION –**

### **(a) Daily**

1. He/She shall ensure 100% attendance every day and review the same in case of any absentee.
2. He/ She shall ensure that proper alternate arrangements are made when the staff members are allowed to go on leave/O.D.
3. He/She shall solve the issues raised by the Staff or Students of the Department, at his/ her level, if applicable. If necessary, the matters shall be taken to the Director/ Principal and proper solution found at the earliest. No issue shall be left unattended/unresolved.

### **(b) Periodical**

1. He / She shall monitor and follow periodically the syllabus coverage (details as entered by the individual faculty in the syllabus coverage register) by the individual faculty members.
2. He / She shall announce well in advance the dates to conduct periodical tests to the students of his/her department.
3. He / She shall ensure that the periodical tests (Monthly/Model/Assessment) are properly conducted and the answer sheets are returned to the students with in three days from the date of the last examination. The mark lists are also to be submitted by the faculty in the same time period to the HOD.
4. He / she shall ensure that the progress reports are sent to the parents along with the class advisor remarks after the monthly/ model assessment tests.
5. He/she shall identify the weak students/bright students and take necessary steps to bring out very good results.
6. He/She shall have a discussion with the class advisor on the performance of the students in the Periodical test, immediately after the test is over.
7. He/She shall make arrangements to correct the irregularity in student's attendance.
8. He/She shall monitor the "Weekly attendance percentage" of students.
9. He/she shall evaluate the performance of the staff member s of his/her department at the end of every semester and shall arrange to conduct necessary improvement programmes.

### **III.ACADEMIC**

1. He/She is authorized to sanction all leave for the students.
2. He/She is authorized to sanction any type of leave for the faculty not exceeding 3 days and any type of leave not exceeding 6 days for others staff members (leave exceeding the above limit can be suitably recommended to the principal). He/She will maintain a C.L. register.
3. He / She is authorized to sanction “On Duty leave” for staff members for one day.
4. He/She shall analyze 100% results in the University examinations.
5. He/ she shall nominate Student / Staff bearers for various committees of his department.
6. He/She shall monitor the behavior of students in the hostel.
7. He / She is authorized to issue memos to the students and staff who are under his/her in the department.

### **IV.MONETARY**

1. He/She shall prepare and submit a draft of the budget (for various requirements of the Department including the library books.) for the subsequent financial year and submit the same to the Director /Principal by 31<sup>st</sup> January every year and defend the same before the Finance Committee who will sanction the budget.
2. He /She Shall ensure that the budget amount allocated for the purchase if equipment's/consumables/Library books is properly utilized.
3. He/ She shall from time to time inform the funding agencies about the progress of the sponsored projects.
4. He/ She is authorized to operate the impress account. The impress amount will be fixed periodically by the Director/Principal.

#### **GENERAL:**

1. He/She shall attend the college functions. The total accountability of the department (Personnel, its functioning and short falls) rests with the HOD.
2. HOD shall maintain a grievance committee to solve students and staff problems in a very objective manner.
3. He/ She must obtain a letter from the staff members who come late and forward the same to the Director/Principal. Three days of such permissions will be treated equivalent to half day C.L.
4. HOD's are responsible for the overall development of the staff and their performance through counseling, continuous evaluation and performance appraisals.

5. The HOD's shall ensure that the following matters are attended before the beginning of academic year/semester.
- a) Allotment of all subjects to all faculties without leaving even one subject untaught.
  - b) Lesson instruction plan should be prepared for each subject pertaining to the time table by sub title / chapter wise units to be taught, tutorials, test seminar, etc. On each day of instruction. The same should be cyclostyled and given to each student on the first lecture class itself for all subjects.
  - c) To verify whether the text books & reference books are available in the library as per University syllabus. Each faculty is to inspect and certify this.
  - d) Tasks for the semester to be set for each staff member.
  - e) Assign responsibilities to Class Teachers to take charge of all infrastructures, materials required for the conduct of the class under their personal care.
  - f) Mentors appointment to be finalised indicating the allotted students to eachmentor. The list of mentors and the corresponding students is to be submitted to the director/Principal.
  - g) Auditorium seating plan of class wise students / mentor to be made available to each HOD, Mentor, Notice Boards.
    - \* Files of each student for each mentor
    - \* Back ground information material to be obtained from the students and made available in each file both in the department/office
    - \* Format of review by each Mentor of each student.
  - h) Class Teachers to be appointed and their personal files opened.
  - i) Review pattern for each staff to be devised and information to be recorded in each file which is to be available with each HOD.
  - j) Tasks for the department to be finalised for the semester by HOD's which shall include results, instruction, extra coaching, industrial visits, association meetings, seminars and activities, mentor counseling of troublesome students and failures, tests, placement, staff seminars, publishing papers and books scouting and inducting new staff and giving the details to the Director/Principal, etc.

- k) Lab manuals in bound form for all labs are to be prepared, if not prepared already. Familiarity of each faculty concerned with each experiment is to be checked.
- l) All equipment's required for the labs to be installed and checked see that they are in good working condition.
- m) To keep the Administrative Manual with policies supplied to you and make available for the use of staff. All the staff members should be familiar with the Administrative Manual.
- n) College calendar to be issued to all students.

### **RESPONSIBILITIES OF THE FACULTY**

- I. GENER THEY MUST BE MODELS TO THE STUDENTS IN ALL ASPECTS, INCLUDING THE DRESS CODE ALSO**
- II. ACADEMIC**

- 1. After subject allotment the Faculty member should obtain the official copy of the syllabus from the HOD in person.
- 2. He/ She will prepare the lecture schedule taking into account the actual number of working days available in the semester and submit it to the HOD for approval, 10 days prior to the commencement of classes.
- 3. He/She will have to complete the syllabus prescribed within the available working days.
- 4. The attendance of the class handled shall be maintained in the personal attendance register of the Faculty member. The attendance slip is to be deposited in the department office on the same day.
- 5. The syllabus for the periodical tests (monthly & model tests) shall be announced and question paper is set accordingly. The marks of these tests shall be handed over to the HOD within one day from the date of the last examination. The corrected answer scripts shall also be returned to the students in the same time period. Retest should be conducted to improve the performance of the students.
- 6. Suitable entries must be in the syllabus coverage register, everyweek.



7. Any other duties assigned by the HOD/Principal, from time to time shall be attended by him/her.
8. He/She will involve himself/herself/ in the internal and university examinations as assigned by the HOD.
9. Faculty members should enter the following particulars in assessment register after taking the classes in the same day itself:
  - a) Attendance of the students
  - b) Topics covered on that day
10. They should also maintain the individual attendance registers
11. They must involve themselves voluntarily in all the activities of the department & institute to facilitate their personal growth in the institution.
12. They shall assist the HOD in the general development of the department such as framing of the timetables, preparation of the budget, ordering of equipment, development of labs, organizing student tours, etc.

### **III. POWERS**

1. He / She is empowered to issue warning letters/ memos to students, in consultation with the Class Advisor, and the approval of the HOD when ever required.
2. He/She should mark a student absent for a class.
  - a) If a student comes late
  - b) If the student does not follow the dress code
  - c) If a student does not bring the observation /record/note/ manual /calculator/drawing instruments to the respective class.
  - d) If the student disturbs the class in any manner.
3. He shall also issue memos to the students who were absent for examinations without the prior permission of the HOD.

### **TECHNICAL:**

1. They must present at least one paper in National Seminar / Conference /Journal in an academic year to be eligible for increment. They are also encouraged to write books.
2. The labs -in –charge shall prepare the lab manuals.
3. They should follow the college timings.
4. They should not leave the class free on any account.

5. They should not leave the department without making proper entries in the movement register.
6. They should not entertain personal visitors during college hours. They can meet the visitors in the visitors' lounge near the Principals' office.
7. They should sign the register kept in the department office.
8. They have to participate in all college activities and functions and take active role in counseling the students.

### **RESPONSIBILITIES OF CLASS TEACHER**

#### **I. ACADEMIC**

1. The class Teacher shall also be one of the Mentor for a class.
2. Shall monitor the proper engagement of the periods of the irrespective classes.
3. Shall monitor the up keep of the physical facilities in the irrespective class rooms.
4. Shall arrange for the distribution of the University mark statement to the students as and when the same is received.
5. Shall arrange for the conduct of monthly/ model tests for the class.
6. Shall assist the H.O.D in preparing the result analysis after each semester exam.
7. Shall plan tour/industrial visit well in advance. He shall arrange to get the permission from appropriate authorities. He shall also make arrangements for the accommodation and transport.
8. Shall obtain necessary undertakings from students/accompanying staff/parents before finalizing the arrangements before the student's leave for tour.
9. Shall maintain the Master Register and keep the master register in his / her safe custody.
10. Class teacher will arrange to distribute feedback forms twice in a semester one at the beginning and one at the end to obtain feedback of faculty members teaching them as well as their academic problems. Class teacher identify the individual academic problems of the students and take necessary remedial measures by arranging extra classes, library help, individual attention and encouragement.

## **II. POWERS**

1. On receiving a complaint from any source, regarding the misbehaviour of a student in his (class teacher) class, he will personally enquire into the incident and initiate further disciplinary proceedings in consultation with the HOD.
2. He is empowered to issue warning letter / memo to the student in consultation with the HOD wherever applicable. A copy of the letter should be communicated to the HOD.
3. He is empowered to sanction leave for the student's up to 2 days, provided the leave sanctioned is not suffixed or prefixed with declared Institute holidays. For other types of leave, he will be there commending authority.

## **III. GENERAL**

1. For every 20 students, a class teacher is nominated for all three years of their study in this institute.
2. Class Teacher will interact with the students at least once in a week.
3. Class Teacher must solve all problems of the students at his level. If the problem needs the attention of the HOD, then he shall immediately refer the problem. The students are free to meet their class teacher at any time to share their grievances and the class teacher must solve the problems then and there.

## **RESPONSIBILITIES OF CHAIRMAN, EXTRA- CURRICULAR ACTIVITIES**

1. He shall arrange for identifying the 'talents' in the following areas as soon as the fresher are admitted.
  - Drama
  - Skits
  - Music
  - Arts
  - Literature
  - Instrumentalist

2. He shall arrange for training the students team who represent college in programmes/competitions conducted by other colleges/organization. For this purpose, he will form a 'cultural team' comprising of the 'best talents.
3. He shall arrange for conducting local competitions among different Student Houses. The aim of such intercourse competitions will be to identify the best talents among the students.
4. He shall also arrange for bringing out the in-house magazine, ensuing contributions from students, faculty and others.
5. He shall co-ordinate with the Heads of the various departments.
6. He shall be the faculty in-charge for the clubs/association mentioned below:
  - Students Service Club
  - Blood Donors Club
7. He shall co-ordinate with the faculty members who have got skills in the extracurricular are as and involve them in various activities.
8. He shall be in-charge for conduction of the following programmers in the campus.
  - Independence Day Celebration
  - Republic day Celebration
  - Functions connected with local public

#### **RESPONSIBILITIES OF CLERK / ASSISTANT ATTACHED TO DEPARTMENT**

1. He/She shall report to the HOD.
2. He/She will carry out all the typing works and file keeping connected with the department.
3. He/She will be responsible for dispatching to the Director/Principal's office the Monthly report before 3<sup>rd</sup> of every month.
4. He/ She shall ensure that circulars and notices are sent to the persons concerned in time.
5. He/She maintain the stock register for the stationery items received by the department.

6. He/She shall enter the marks of the periodical test / University examination as soon as the marks are made available to the department.
7. He/she make arrangements in the display of the monthly attendance particulars of the students in the Board on the first working day of every month.
8. He/She shall prepare the budget for stationery required for the department and submit the same to the HOD before 25<sup>th</sup> Jan every year.
9. He shall maintain records of consultancy work in the department.
10. He Shall maintain records of research projects done in the department.
11. He shall assist the HOD in maintaining the department library.

#### **RESPONSIBILITIES OF ATTENDERS / LAB ASSISTANTS**

1. He shall report to the Head of the Department.
2. He shall keep the department office /HOD's room neat and tidy.
3. He shall attend to any work assigned by the H.O.D from time to time.
4. He shall make the Hall arrangements for the conduct of model examinations.
5. He shall be responsible for opening and closing of the class rooms and office room.
6. He shall clean the Desk/Bench/Fans and electrical appliance and blackboards.  
He shall shift the furniture whenever required.
7. He shall shift the furniture whenever required.

#### **DUTIES AND RESPONSIBILITIES OF MECHANICS / TECHNICIANS / ARTISANS**

1. To clean the machines on a daily basis.
2. To service the equipment in his lab and keep all the equipment in working condition.
3. He must maintain consumables register.
4. He must note the breakage of equipment and prepare the recovery list.
5. They must involve themselves in the Consultancy/Project work also.
6. They must assist faculty in all academic work and in student projects.
7. He must keep the lab neat and tidy.
8. They shall not engage themselves in any student evaluation work.

## **RESPONSIBILITIES OF HOSTEL OFFICIALS AND STAFF**

### **RESPONSIBILITIES OF CHIEF WARDEN:**

20. The Director / Principal shall appoint a Chief Warden to assist him in the administration of Hostels.
21. As **CHIEF WARDEN** of Hostels, the Director/Principal shall appoint any one of the senior faculty of the Institute or any other suitable person as Joint Chief Warden, who shall assist the director/Principal in the administration of the hostels with the help of WARDENS / RESIDENT TUTORS of both Men's and Women's hostels.
22. Chief Warden shall have supervisory powers of all the hostel staff mentioned in the hostel administration chart.
23. Chief Warden shall coordinate the work of WARDENS by convening wardens meeting twice in a month and submits the minutes of the meeting or any other report, whenever called for, by the Chief Warden for necessary action.
24. Chief Warden shall recommend admission/dismissal of the students in consultation with or based on the reports submitted by the HOD's / Wardens / and or Hostel Administration Committee.
25. Chief Warden shall recommend all hostel maintenance bills to the Chairman Warden for payment subject to the budget provisions made available to him.
26. Chief Warden shall forward all the monthly mess bills signed by the Resident Warden or warden's in-charge of the messes of hostels.
27. Chief Warden shall be responsible to prepare and submit the monthly mess bills/the mess statements to the Admin. Officer before the end of every month.
28. Chief Warden shall arrange for collection of mess fee arrears, whenever intimated by the Principal's office, with the help of the Resident wardens or warden's in-charge of the messes.
29. Chief Warden shall forward the reports on the work of hostel staff, under the control of Resident warden or wardens of the hostel for necessary action.
30. Chief Warden shall be responsible for sending reports on the work of the hostel office staff, whenever necessary arises.

12. Chief Warden shall form student welfare committees under the chairmanship of wardens of the hostels. Also, he shall convene sub-committees of student's for various welfare activities, and establish a cordial and loving relationship among staff and students the campus for the smooth running of the hostel.

Responsible for:

1. Hostel admissions/rejection of students, staff, etc.
2. Hostel budget operations
3. Hostel accounts and payments (bills, certification along with Accounts officer, Bursar and payment by both)
4. Room allocation through Wardens
5. Discipline matters through Wardens/Hostel Administration Committee.
6. Services through officials and Wardens.

#### **RESPONSIBILITIES OF THE WARDEN**

1. He/She shall frequently visit the hostel and interact with the students.
2. He/She shall ensure disciplined conduct of the inmates.
3. He/ She shall promptly address any grievance / complaint from the inmates and take remedial steps in consultation with Joint Chief Warden.
4. He/ She shall initiate disciplinary proceeding against the misbehaving students according to the standard procedures.
5. He / She shall occasionally dine along with the students in the hostel Mess and offer suggestions to the Mess Authorities / Joint Chief Warden for bettering the quality.

#### **RESPONSIBILITIES OF RESIDENT TUTORS:**

1. He/She shall assist / help the students under his/her care in all aspects.
2. He/she shall help the students who are weak in studies and also co-ordinate with the Head of the Department for arranging special coaching classes.
3. He/She shall make necessary arrangements for providing medical aids to the students in times of emergency.

4. He/She shall be responsible for maintaining the discipline.
5. He/she shall ensure that the students maintain the silence hour. He/She shall also take attendance between 8.30p.m & 9.00p.m, on all the working days and between 9.30p.m. &10.00p.m. on all Sundays and Holidays.
6. He/ She shall extend his service to the Warden (Mess) for maintaining the discipline in mess hall.
7. He/She shall send the absentees list every day to the warden for necessary action and advice.
8. When a student commits mistake for the first time the SRA will counsel him and advise him not to repeat the same. The SRA shall issue a warning letter to the student and get an apology letter from the student.

**POWERS:**

1. He/She shall sanction late permission upto 11.00p.m. for only genuine reasons. However, late permission can be given not more than two times in a month.
2. He/ She shall sanction weekend holidays once in a month. On special reasons, he/ she shall forward the leave application to the Warden; if any student seeks leave more than once in a month.
3. He/ she is authorised to issue warning letters to students who violate the hostel rules.
4. He/She shall assist the warden in all the matters concerning the hostel administration.



## **STAFF RECRUITMENT AND REGULARIZATION PROCEDURE**

### **1. Creation of posts:**

Number of posts, both teaching and non-teaching categories are sanctioned by the Board of Trustees based on the recommendations of the Director/ Principal. The format for submission of proposals is as detailed as earlier under the “Planning Function”.

### **2. Recruitment Procedure**

#### **(a) Faculty**

Through the Governing council is the appointing authority through its chairman, it is felt that the serving HOD's and other faculty members of the college should be involved in the matter of recruitment of faculty. The HODs either through their personal contact or on the recommendations of the faculty shall sponsor suitable candidates, after satisfying himself in regard to the teaching abilities and qualifications of a prospective candidate, who will be interviewed by the selection committee for formalizing the appointment through effective screening procedures. When no such candidates are available, the HODs may advise the selection committee to resort to advertisement in the newspaper to select and fill up the vacant posts.

#### **All faculty positions shall be filled only by selection and not by promotion**

As a matter of principle all members of faculty will be appointed for one year initially on temporary basis. This period will also be considered as the probation for the new member of the faculty. At the end of one year, the staff recruitment and service affairs committee will evaluate the performance of the temporary member and will submit suitable recommendations to the chairman of the College governing council for appropriate decisions.

The governing council of the college believes in incentives in the form of promotions to the right candidates whose teaching abilities, innovative methods teaching and the zeal to research and develop have made imprints on the campus. To

Carry forward this belief, seniority will be the secondary factor in promotions and this factor will be put in force when two candidates are equal in evaluations. The faculty members will submit necessary applications to the higher posts whenever such vacancies are notified and their applications will be processed on the basis of merits and merits alone and will be considered for appointed of found suitable without any regard to the seniority of other members of faculty in the department concerned or the institutions.

The staff recruitment and service affairs committee will after due screening procedures submit suitable recommendations to the chairman of the college governing council. The college governing council or its chairman reserves their right to accept or reject and or modify such recommendations by committee.

#### **(b) Administrative Posts**

The candidates for the administrative posts will be selected/ nominated by the Committee prescribed for Faculty selection.

#### **(c) Temporary Appointment**

When faculty are not in places as per the sanctioned strength (as approved by the Faculty Selection Committee's Chairman), in order to meet the contingencies/requirements of the college, the Director/Principal can make temporary appointments for a period valid till the end of the Semester. He shall however, strictly follow the qualification norms set by the Faculty Selection Committee, even for these appointments. If he is satisfied with their performance, he shall then make arrangements for these candidates to appear before the selection committee before the end of that Semester. On no account, candidates rejected by the Selection committee are appointed even for a temporary period by the Director /Principal.

No appointment shall be valid unless approved/ratified by the Selection Committee. The temporary appointment order shall state this, clearly.

The Director/Principal shall arrange to get the approval of the Chairman, Faculty Selection Committee by fax/courier in case of senior Professors giving their full bio-

Data and the copy of their filled-up application form with his recommendations, including the benefits, service conditions, responsibilities to be given to them.

DESIGNATION	QUALIFICATION	EXPERIENCE
Director/Principal/ Head of Institution	<ul style="list-style-type: none"> <li>❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering &amp; Technology</li> <li>❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals</li> </ul>	Minimum 15 years of experience teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor
Professor	<div>Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch</div> <div style="text-align: center;"><b>AND</b></div> <div>At least 6 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved list of journals and at least 2 successful Ph.D. guided as supervisor/ Co-supervisor till the date of eligibility of promotions.</div> <div style="text-align: center;"><b>OR</b></div> <div>At least 10 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE Approved list of journals till the date of eligibility of promotions.</div>	Minimum of 10 years of experience in teaching/research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
Associate Professor	<div>Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.</div> <div style="text-align: center;"><b>OR</b></div> <div>At least 6 research publications in SCI/SCIE/UGC/AICTE approved list of journals</div>	

The Director / Principal shall keep the Chairman PSNEC, Chairman, Selection Committee informed about every temporary appointment with the bio-data and the copy of the temporary appointment. Every time such appointment is made, the Faculty strength in relation to the approved staff strength may also be submitted along with that.

The Director/ Principal being the Secretary of the Faculty Selection Committee, shall initiate the selection process each time in consultation with the Chairman, Faculty selection Committee, by bringing to his notice, the vacancy position and the requirement there after.

### **3. Issue of Appointment Orders**

While giving the appointment order to the Senior Professors, a list specific responsibilities and tasks are to be given to them by the Director/ Principal, with a specific time frame while reviewing their performance periodically, the status of their Work and the tasks may be reviewed by the Director /Principal and suitable guidance given by him in that regard. The copy of that review and the directions given may be submitted to the Management through the Director, which shall form part of the periodic report of the Director/Principal.

While each faculty joins duty, general responsibilities and specific tasks are to be given to them in writing, which may be reviewed by the Head of the Department and the Principal, periodically record along with the directions given for the future.

The Chairman, PSNEC shall issue the appointment orders for all other Faculty positions.

Nomination of Controlling officers / Head of Departments: Orders will be issued by the Director/Principal in consultation with the Chairman.

### **4. Service Conditions for Faculty**

A) The General service conditions for all the faculty members of the PSNEC will be as follows:

1. They are governed by the rules and regulations of PSNEC which are in force and modified from time to time.
2. They are not permitted to leave the Institution during the middle of a semester.
3. Notice Period

In case of Temporary employees - One month notice period required

In case of those on probation -One month notice required

In case of those who are approved probationer -One month's notice or one month's Salary in lieu of notice is required oneitherside.

## **B) SERVICE CERTIFICATE WILL NOT BE ISSUED TO STAFF WHO DO NOT COMPLY WITH THE ABOVE REGULATIONS**

For the rest of service conditions, the staff of PSNEC is divided into three categories:

### **a. Faculty on Temporary Basis**

The faculty member with U.G. qualification will be on temporary basis on scale. They shall become eligible to be considered to be placed on probation only if they satisfy the norms for regular appointment.

### **b. Faculty on Probation**

Any faculty member on appointment / re-designation on regular scale of pay with the intention of regularization at a later date will be kept on probation for a period deemed fit by the management, but not less than one year.

- i. The period of probation will be considered from the date of joining as a probationer.
- ii. The probation period may be extended or services terminated by the management, in case their attendance, conduct, work progress are not satisfactory as per the assessment made.
- iii. They will not be eligible for any increment during the period of probation.

### **c. Faculty on Approved Probation**

The faculty members who have successfully completed their probation period will come under this category.

Orders on successful completion of probation will be issued by the Director/Principal, after proper evaluation by the Committee comprising of Director / Principal and the HOD based on the appraisal report from the HOD, student appraisal and self-appraisal. Orders shall be issued after approval of the Chairman. All the relevant records shall be submitted.

### 5.Emoluments:

The scale of pay for faculty positions will be as per the norms of the Institution and other allowances will be fixed by the management as per the norms of the Institution as approved by the Board of Trustees.

Department	Qualification	Additional increment
Science & Humanities	M.Sc., with NET/SLET/ Ph.D (Science) (Ph.D. Candidates shall be exempted from the requirement of SLET/NET).	1 Increment 2 Increments (if one increment has not been given for M.Phil)
Engineering	M.E/M.Tech Ph.D (Tech.)	1 Increments 2 Increments(if two Increments have not been given for M.E)
Management Studies	M.Phil., Ph.D	1 Increment 2 Increments(If two increments have not Been given for MBA)

Any additional increments shall be given for holding the higher qualifications as shown under:

**a) For Appointment as Assistant Professor**

These increments shall be given only on the production of Provisional Certificate by the faculty member.

**For Appointment as Assistant Professor**

Department	Qualification	Additional increment
Engineering	Ph.D	Increments

**6.Sanction of Increment**

*Please refer performance appraisal policy,*

Before sanctioning yearly increments for staff, the following points are to be considered:

1. Leave without pay if any, during the period will postpone the due date of increment according to the period of leave without pay. The day of accordance will be the first of the month in which the due date of increment falls.
2. Any special increment sanctioned to the staff members in appreciation of their effort or recognition of higher studies will not alter the due date of increment.
3. Any disciplinary action taken against the staff concerned should be taken into consideration at the time of increment as well as at the time of selection for higher posts. Annual increments will not be considered for sanction while the process of disciplinary action is on.
4. List of staff for whom increments are due should be send by the Director /Principal along with a full-fledged performance appraisal report to the chairman for scrutiny and the final approval of chairman.
5. For the sanction of the increment, one should satisfy the following:
  - a) Satisfactory performance of duty
  - b) In case of teaching faculty, a minimum of one paper to be published

- c) He should not have received any adverse remarks
  - d) Evaluation of staff by students must be satisfactory
6. All degree certificates (original) to be submitted to the office by all faculty members.
  7. Staff members who become approved probations will be eligible for PF from the day they are made Approved Probationer. They will be given 12% of their basic pay as employer's contribution subject to a maximum of Rs.780/-per month.



## **PERFORMANCE APPRAISAL OF THE STAFF**

For every organization to achieve the goals for which it has been established, constant review of the performance is imperative. This enables the Management to guide the Officials of the Institutions who are responsible for the achievements of the goals of the PSNEC.

### **Self Appraisal**

- a) Student Appraisal
- b) By the Immediate Authority
  - i. Chairman, Director, Principal & HOD for all faculty members.
  - ii. Chairman, Director & principal for HOD's

The staffs are the backbone of the institution. The performance of the staff is the performance of the institution. In this regard, the Institutional takes are split & given to each staff relevantly. Each staff member shall be given the tasks in writing for the year and for each month (review period) by the immediate authority before the beginning of the year. The tasks shall be based on the approved yearly action plan and the appraisal budget.

During the review period, the appraising authority shall conduct a review of the performance of the staff member and record the same with regard to each task specifically and then record the review report suggestions, against each task. Then the tasks shall be set for the next review period.

The review report should reflect the status of the matters relating to each task with regard to group of students for which the staff member is responsible.

The consolidated report shall then reflect the status of all the students and the institution. The Non-teaching staff shall have relevant review points.

The matters recorded in the personal file of each staff member, their view reports (at each level) and the status of those matters in the institution should match absolutely.

The performance review shall be done by (i) Self (ii) Students (iii) By immediate authority. This shall be computerized. The review report should be specific and not have a “goods & bads”

The actual task format, review format, person to review, period of review, reporting format to each level, compliance reporting system are given below.

Increment, selection for higher posts & special awards shall be based only on the performance review reports. Final approval shall be given by Chairman.

### PERFORMANCE APPRAISAL FORM

#### PSN ENGINEERING COLLEGE, TIRUNELVELI - 627152

#### Self Performance Appraisal Form

Academic Year 2021-22

(TEACHING FACULTY)

#### FORM – A

(To be filled in by the faculty member)

Name :

Date of Birth :

Designation :

Highest Qualification :

Department /Centre :

Date of Joining the Institute :

Present post held from :

**I. Teaching performance :**

**(30)**

Sl. No.	Semester	Subject Code	Name of the Subject taught	Class strength	Result produced (Pass %)	Marks
1						
2						
3						
Average Total						

(\*80% ≤ = 10, 61-79% = 5 and 50-60% = 2 Marks)

#### II. Supervisory support provided:

**(05)**

a) Projects supervised / guided at B.Tech./M.E./M.Tech./MBA: (01 Mark for Each Batch)

Sl. No.	Title of Project	Name(s) of the Student(s)	Semester	Status (completed / in progress)	Date of Submission	Marks
1.						
2.						
3.						
Total						

**III. Activities organized (Seminars /Workshops/Conferences/Symposia/ FDPs, Continuing Education Programmes, VAC etc.): (Level of Participation as Convener/Org.Secretary/Coordinator) (05)**

Sl. No.	Title of Programme	Duration	Sponsor(s)	Level (International/ National)	Marks
1.					
2.					
3.					
Total					

( 01 Mark for Each Activity)

**IV. Activities participated (Seminars /Workshops/Conferences/Symposia/Continuing FDPs, Education Programmes, etc. (1 Mark for Each Activity): (05)**

Sl. No.	Title of Programme	Duration	Organising Institute	Level (International/National)	Marks
1.					
2.					
3.					
Total					

**V. Papers presented in Seminars /Workshops/Conferences/Symposia/Continuing FDPs, Education Programmes, etc. (02 Mark for Each Activity) (10)**

Sl. No.	Title of paper	Name of Conference / Seminar	Duration	Details of Organizing Institute	Marks
1.					
2.					
3.					
Total					

**VI. Papers publications: (SCI/ AU Annexure -10, Scopus/UGC Care– 05 & others - 02) (10)**

Sl. No.	Title of Paper	Author(s)	Journal Publication details	Index/Impact Factor	Marks
1.					
2.					
Total					

**VII. Research publications/Books, Monographs, Lab manuals authored, etc.: (5 Mark for Each Title) (10)**

Sl. No.	Title of Book/ Monograph / Lab Manual	Author(s)	Journal/Conference /Publisher details	Level (International, National)	Marks
1.					
2.					
Total					

**VIII. N.S.S./ Sports /Industrial Visits / Career Guidance / Counseling / Placement Training / Warden/ HOD Activities: (1 Mark for Each Activity, Max -5 Marks) (05)**

Sl.No.	Position held	Period	Activities carried out	Marks
1.				
2.				
Total				

**IX. Funded Projects (Govt/Non Govt Agencies) (Each Project – 10 Marks) (10)**

Sl.No.	Position held (PI/Co PI)	Period	Agency	Activities carried out	Amount	Marks
1.						
2.						
Total						

**X. Consultancy Projects: (PI- Principal Investigator/Co-PI) (Each Project – 5 Marks) (05)**

Sl.No.	Position held (PI/Co PI)	Period	Agency/Company	Activities carried out	Amount	Marks
1.						
2.						
Total						

**XI.Achievements /Awards/Recognition/Others during the Academic year(please specify): (05)**

Total Marks Scored =

	100
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**XII.Overall self-appraisal: Poor / Satisfactory / Average / Good / Excellent / Outstanding**

**XIII. Identification of Training needs (please tick the relevant need for improvement):**

- Participation in FDP / SDP / STTP in the subject area
- Participation and presentation of papers in conference / seminars / symposia
- Subject specific training and updating
- Higher Education for qualification upgrading
- Any others (specify)

**Note:**

*All Information provided above to be supported with relevant Proof of Document*

I hereby declare that the information provided is true and correct. I also understand that any wilful Dishonesty may render for refusal of this application.

**Date:**

**Signature of the Faculty**

**FORM - B**  
**(To be filled by the Reporting Officer)**

**Name of the Faculty Member :**  
**Department :**  
**Designation :**

**I. Academic Performance :** Poor / Satisfactory / Average / Good / Excellent / Outstanding

**II. Attitude and Interpersonal Skills** (give ratings on a 5-point scale with '5' being the best '1' the poor)

1	Initiative: self-starter, able to work with interest and self-discipline	
2	Responsibility: understands duties, accepts responsibilities readily	
3	Punctuality: arrives on time, available fully during working hours	
4	Commitment: committed to his/her work and completes tasks on time	
5	Loyalty: supports and follows Institute's policies and guidelines	
6	Professional development: keeps updating knowledge regularly	
7	Oral communication: speaks effectively in English with students, colleagues and higher authorities	
8	Written communication: quality of letter drafting, modalities	
9	Team work: effective in a team work, takes initiative	
10	Leadership: gives clear directions and listens to co-workers	
11	Maturity	
12	Temperament	
13	Relationship with students	
14	Relationship with fellow faculty and staff members	
15	Relationship with higher officers and management	
	<b>Overall rating</b>	

**III. Brief comments by the Reporting Officer**

**IV. Remarks of Reviewing Officer**

**Signature of the Reporting Officer**

**Signature of the Reviewing Officer**

**Comments of the Principal**

### **MATTERS OF REVIEW:**

1. a) Review of results in the subjects that are being handled with reference to the target of 100% passes.

(Here review concerning the effectiveness of the instruction given and the systems adopted by the staff member towards achieving 100% results in that Subject may be made).

c) Comparison with results of the previous group in the subject handled.

2. Identifications and special support given to university rank obtained.

3. Publishing/presenting papers.

4. a) Review of journals by the staff

b) How far the students were motivated to review the journals.

5. Special seminars organized in campus /out of campus.

6. Contribution to placement activities.

7. Contribution towards development of laboratories, instructional methods and general administration.

8. Contribution towards hostel administration, discipline in the class room and campus.

9. Self-discipline with regard to handling of classes, attendance, conduct of tests etc.

10. Arranging visiting faculty Guest speakers to enhance the level of coaching in one's subject qualitatively.

11. Contribution towards setting up of an efficient library system.

12. Contribution towards the introduction of new computer packages and systems.

13. Contribution towards extra-curricular activities in the Institution.

14. Participating in the corporate activities in the Campus, such as part in organizing special functions etc.

15. Contributions to the overall development of the Institution.

16. Any other contribution.

After the review is made by concerned faculty member regarding his/ her own performance along with the review made by the faculty member concerning his

/her performance, the Director/ Principal / Academic Coordinator shall arrange for are view by the students relating to the matters concerning them and also give their review regarding all matters concerned them and also give their review regarding all matter concerned each individual faculty member. Finally, a consolidated report concerning these 16 matters should be prepared. This report shall be first reviewed by the principal and steps shall be taken by them to correct all the lapses and the inadequacies in the performance of the faculty members concerned. The Principal shall then incorporate all these details in their report to the Director, giving the following overall picture of performance and status of affairs:

1. Specific details about the performance of the Institution in terms of the matters referred to, above.
2. The performance of each Department / individual faculty member regard to their contributions/failure in contributing to the achieving of the goals.
3. The details of the performance appraisal of the faculty members shall besent to the Chairman, Staff Recruitment and Services Affairs Committee by the Principal for approval. After obtaining the approval, the Principal shall regularize the services of the faculty member.

## **POLICY ON STAFF TRANSFER**

A person seeking transfer from one institution to the other institution shall apply through the Head of the Parent Institution to the host Institution. If vacancy is available in the other institution, the staff shall be called for an interview and his suitability can be ascertained. Once the person seeking transfer is found suitable for the new post, approval shall be obtained by the head of the host institution for transfer from competent authority given below and the staff shall be appointed for the new post on probation.

<b>Post</b>	<b>Approving Authority</b>
Faculty	Chairman
Non-teaching	Chairman

### **Benefits:**

1. P.F. shall be continued.
2. Leave account will be transferred to the new institution.
3. If the person transferred is an approval probationer at the time of relief, he will continue to enjoy the privileges of approval probationer even though he will be under probation in the new institution.
4. If the person transferred is under probation in the parent institution, he will be under probation in the host institution also and he/ she shall be given the privileges of probationer only in the new institution.
5. The person transferred shall be deemed to have joined the new institution on the date of joining of the parent institution.



### **INDUCTION OF NEW STAFF**

1. A member of staff whether teaching or non-teaching on joining duty afresh shall report to the Director/ Principal and submit a joining report.
2. The Principal, after the initial briefing, shall direct him/her to the Administrative Officer (A.O).
3. The A.O shall arrange for a brief campus trip (for 10-15 minutes to show the different location of the campus to the new appointee).
4. Also, the A.O shall introduce the new appointee to the Director and warden (if hostel accommodation, if required) for special briefing on PSNEC vision.
5. The appointee will then be taken to the HOD concerned by the A.O.
6. The H.O.D will brief the newly joined staff members regarding the visions and goals of the institution.

### **SYSTEMS FOR RELIEVING STAFF**

1. The staff member who wishes to leave the institution shall submit the resignation through the head of the department concerned.
2. Unless the H.O.D clearly certifies that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional burden to other staff members, the staff members will have to stay on till the end of that semester.
3. The staff in charge of the establishment section shall forward a note to the Director / Principal indicating clearly the notice period required and given along with other remarks if any.
4. When the above documents are clear, the Director/ Principal shall inform the Chairman, Staff Recruitment and Services Committee and accept the resignation and direct the staff member to obtain "No Due Certificate" in proforma E1.
5. After getting the duty filled in "No Due Certificate" Director/Principal will give the approval for relieving the Staff.
6. The Director/Principal shall give a service certificate and salary certificate with the approval of the Chairman. (Due form staff)

**PSN ENGINEERING COLLEGE**  
(Approved by AICTE & Affiliated to Anna University)  
Melathediyoar, Tirunelveli - 627 152

**TEACHING STAFF LEAVING (No Dues) FORMAT**

**Date:**

**Staff Name:**

**Designation / Department:**

**College office**

a) Staff Section (Mr.PARAMUTHURAJ) :

b) CASHIER :

2. Library :

**3.Department**

a. Lab Materials Submitted to the HODs :

b. Table Key (HOD) :

c. Subject finished / Alternation :

d. Association fund :

e. File :

HOD Remarks :

**4.Book Store**

a) ID Card :

5. IQAC Cell :

6. Exam Cell :

**HOD :**

**PRINCIPAL**

## **POLICY FOR HIGHER STUDIES FOR FACULTY**

The administration encourages the members of the faculty to execute higher studies. The revised policy for sending faculty members for higher education is given below.

### **1. CLASSIFICATION OF DEPUTATION FOR HIGHER STUDIES**

The candidates may be permitted to do M.E/M.Tech. or Ph.D. Programmes. The programmes are classified in to three categories.

**Category A:** Part time programme offered in other institutes (Evening)-M.E/M.Tech.

**Category B:** Part-time programme offered in other institutes–Ph.D.

**Category C:** Full-time Programme in other institute

**Category D:** Full time programme at other Institutes

	<b>Part time at other Institution category–A</b>	<b>Part time at other Institution category–B</b>	<b>Part time at other Institution category–C</b>
Eligibility	<b><u>M.E/M.Tech</u></b> B.E' s with 3 years of teaching experience at PSNEC, who have rendered exceptional service for the Institution may be considered to be permitted to do evening courses without detriment to daily department/institutional Work	<b><u>Ph.D</u></b> M.E's with 2 years of teaching experience at PSNEC, who have rendered exceptional service for the Institution.	B.E's with 3 years of Teaching experience at PSNEC who have rendered exceptional service for the Institution.
Stipend	50 % of the last pay drawn as consolidated pay till the faculty member submits one's dissertation.	Fullsalary	50 % of the last pay drawn as consolidated pay till the faculty member submits one's dissertation.
Conditions	After obtaining the degree, they should work for 2 years at PSNEC & execute a bond.	After obtaining the degree they should work for 3 years at PSNEC and execute a bond.	After obtaining the degree, they should work for 2 years at PSNEC & Execute a bond.

Any leave utilized by a faculty member in excess will not be treated as leave, for

higher studies.

**Category–D Full Time at other Institutes:**

The faculty who has made their own arrangements for M.E/M.Tech/Ph.D. studies can be given leave on loss of pay. They have to execute a bond for the value of his/ her 5 months basic pay in case of M.E / M. Tech. and 10 months of basic pay for Ph.D.

Two increments for M.E and additional 3 increments for Ph.D shall be granted and the duration a will not be counted as service period.

**NON-TEACHING STAFF:**

The non-teaching staff who desire to go for higher studies (which will be useful to PSNEC) can be deputed subject to the following norms:

Staff Strength	NTS that can be deputed
1 -7	1 in 2 years
8-12	1 in 1 year
13 and above	2 in 1 year

Out of the staffs who apply for studies, seniority of service at PSNEC and those who have rendered exceptional service for the Institution will be given preference. For those who have availed this facility once, the seniority will be counted from that day they have submitted the certificate for the earlier course.

## **STAFF WORK LOAD POLICY**

**The PSNEC work load for the faculty shall be allotted as shown below:**

<b>Activity</b>	<b>Hours per week</b>			
	<b>Principal</b>	<b>HOD</b>	<b>Professor</b>	<b>Others</b>
Contact Hours (Instruction)	4	8	14	20
Research, Administration Developmental, Counseling Activities	33	26	20	8

If professors are involved in approved research projects leading to publication of papers or profitable consultancy then their contact hours shall be 14 hours per week.

This shall apply to all departments of B.E/MBA & M.E.

1. 20-22 hours/week of actual contact hours of instruction for all category staff.
2. Two theory and two labs / drawing / workshop for the faculty under the “Other category”. (3 staff per drawing and 2 staff for practical)
3. No extra allowance for HOD’s Officers any level in the college.
4. All Saturdays except 2<sup>nd</sup> and 4<sup>th</sup> Saturday shall be half working days for all teaching and non-teaching staff. Maintenance work, administrative meetings, staff performance review, staff seminars shall be held on the Saturday. The programme for each Saturday should be planned department wise well ahead of time and a copy shall be submitted to the Director/Principal for review.
5. Senior professors shall take subjects for students at their entry level (ie) 1<sup>st</sup>/2<sup>nd</sup> year.
6. This shall be the load for all staff paid a full salary placed on scale.

Note:

- a) Visiting faculty have to make own arrangement for their transport.
- b) Visiting faculty should not take more than 2 hours per day.
- c) Remuneration will be given on completion of the duties for the month.

Staff strength shall be approved by the Chairman & Governing Council only based on the above norms.

### **SANCTIONED FACULTY STRENGTH FOR THE PRESENT COURSES**

Staff strength shall be approved by the Chairman & Governing Council only based on the AICTE norms.

#### **I. MECHANICAL ENGINEERING B.E COURSE:**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1
B. Associate Professor	3
C. Assistant Professor	8
<b>Grand total</b>	<b>12</b>

#### **II. MECHANICAL & AUTOMATION ENGINEERING**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

### **III. AUTOMOBILE ENGINEERING**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

### **IV. ELECTRONICS & COMMUNICATION ENGINEERING**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

### **V. INFORMATION TECHNOLOGY**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

### **VI. COMPUTER SCIENCE ENGINEERING**

<b>POST</b>	<b>TOTAL NO. OF POSTS</b>
A. Professor	1

B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

**VII. CIVIL ENGINEERING**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	6
<b>Grand total</b>	<b>9</b>

**VIII. AGRICULTURAL ENGINEERING**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Associate Professor	1
C. Assistant Professor	4
<b>Grand total</b>	<b>6</b>

**IX. DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Associate Professor	2
C. Assistant Professor	4
<b>Grand total</b>	<b>7</b>



**X. SCIENCE & HUMANITIES**

POST	TOTAL NO. OF POSTS
A. Professor	2
B. Associate Professor	8
C. Assistant Professor	12
<b>Grand total</b>	<b>24</b>

**XI. DEPARTMENT OF PHYSICAL EDUCATION**

POST	TOTAL NO. OF POSTS
A. Director	1
B. Instructress/Instructor	4
<b>Grand total</b>	<b>5</b>

**XII. M.E COMPUTER SCIENCE ENGINEERING:**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Assistant Professor	1
<b>Grand total</b>	<b>2</b>

**XIII. M.E COMPUTER SCIENCE ENGINEERING WITH SPECILISATION IN NETWORKS**

POST	TOTAL NO.OFPOSTS
A.Assistant Professor	1
<b>Grand total</b>	<b>1</b>

**XIV. M.E STRUCTURAL ENGINEERING**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Assistant Professor	1
<b>Grand total</b>	<b>2</b>

**XV. M.E VLSI DESIGN**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Assistant Professor	1
<b>Grand total</b>	<b>2</b>

**XVI. M.E AUTOMOBILE ENGINEERING**

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Assistant Professor	1
<b>Grand total</b>	<b>2</b>

**XVII. LIBRARY**

POST	TOTAL NO. OF POSTS
A. Librarian	1
B. Assistant Librarian	4
<b>Grand total</b>	<b>5</b>

## **LEAVE POLICY**

The management considers that a liberal leave policy is an incentive to the employees and that the productivity of the employee will considerably increase on return from such leave.

Though teaching staffs have been placed on higher pedestal in relation to the concessions, a conscious approach has been made in this policy to offer these concessions to the non-teaching staff also in parity with the teaching staff relying on the principles of equality. Leave should be availed only after it is sanctioned by the appropriate authority upon proper application submitted well in advance so that the administration does not suffer on account of unexpected absence of the employee.

Whenever an employee proposes to go on leave, he/she must make local arrangements in consultation with the HODs concerned /A.O, to perform duties in his / her absence.

### **RESTRAINT**

Leave cannot be claimed as a matter of right. Leave could be granted subject to the exigency of the service.

### **CASUAL LEAVE**

This leave is granted for limited spells not exceeding two days in a row to attend emergencies and sudden ill-health. Un-availed leave at the end of the academic /calendar year will lapse and it will not be carried forward to the next year.

TEACHING STAFF casual will be allowed for eight days in an **academic year** subject to the limitation of four days in a semester.

Non-teaching staff: twelve days of casual leave will be allowed in a **calendar year** on the basis of one day for every month of spent service.

**Temporary employees:** temporary employees and those new employees who joined service in the course of the year can avail this leave in proportion to the full calendar months of service in that year.

Casual leave cannot be combined with any kind of leave other than Sundays and declared holidays.

## **PERMISSION**

All the staff members are availed with 2 permissions for one month for hour both morning (8.50 to 09.45AM) and evening (3.40 to 4.40PM). However, the permissions are not availed in a day consider as half a day leave.

In the time of availing permission, the staff members should alter their classes and ensure the same.

## **EARNED LEAVE**

Every member of the teaching staff will be earned leave for each academic year applying the following formula.

Earned leave:  $2/11$  days of duty minus number of days of vacation enjoyed during the academic year.

Duty means all days in the academic year with the following exceptions.

- Earned leave availed if any
- Leave on loss of pay.
- Medical leave and finally vacation period.

NOTE: casual leave and public holidays will be counted as duty.

## **NON-TEACHING STAFF**

Every member of NTS will earn 5 days every half year of service ending 30<sup>th</sup> June and 31<sup>st</sup> December.

## **GENERAL CONDITIONS:**

1. The un-availed leave could be accumulated to the mark of 50 days and the leave earned beyond this limit will lapse.
2. The employees who have put in less than two years are not eligible for this leave.
3. If the member avails leave on loss of pay during any semester / half year he will not earn any leave under this category for that semester / half year.
4. Those employees who have been punished for deficiency of service and other misdemeanors will not be eligible for this concession for one year from the date of punishment order.
5. Broken half/year/semester will not be taken into account for allowing for benefit.

6. Credits of leave so earned under this category will be made in the individual's account at the beginning of the next semester / half year.
7. Credits available in one account will automatically lapse if the employee leaves this organization.
  - a) On his own accord
  - b) On being sent out by the management for any reason
  - c) On superannuation

### **MEDICAL LEAVE WITH PAY**

Those employees both teaching and non-teaching staff who have completed two years of unblemished service to this organization, will be eligible for medical leave for a total period of three months for the rest of service in this organization.

### **FEATURES OF THE SCHEME:**

1. Should not have undergone any kind of punishment during the tenure in this organization.
2. The leave will not be sanctioned for a period exceeding 20 days at a time.
3. There should be an interval of two years in between the two spells of medical leave.
4. Application for this leave should accompany a medical certificate issued by a reputed and registered medical practitioner relevant to the ailment for which treatment is planned.
5. General ill health is not eligible for this benefit. A specific disease and a planned treatment for such disease will qualify for sanction of this leave.
6. The un-availed leave at the time of his exit from the organization for what so ever reasons will lapse.
7. Those employees who submitted the leave application with the medical certificate will be sanctioned this leave with pay at the rates applicable at the time of submission of the application.
8. Management has got the right to refuse or to modify this benefit when the exigencies of service are not conducive to allow this benefit to individual employees.

### **MATERNITY LEAVE:**

Married women employees who have put in not less than two years in this college will be granted maternity leave for a period not exceeding 60(sixty) days from the date of confinement. This leave entails leave salary at the usual rates of salary payable for that period. This leave will be granted only for two confinements in the whole service of the employee.

### **VACATION LEAVE:**

The faculty members who have put in not less than one year are eligible for the vacation leave. This leave will be sanctioned up to 15(fifteen) days in the winter and 30(thirty) days in the summer.

### **ON DUTY FOR UNIVERSITY ASSIGNMENTS:**

The faculty members who are recommended by the college administration to take up by the university assignment such as external examiner, valuation of answer sheets etc will be allowed on duty permission.

This permission must be obtained on the previous day of 'duty' by submitting a written application with the copy of university's letter. The permission will be accorded only for the period mentioned in the university letter.

No ratification of the absence for the unauthorized duty will be done.

The faculty members shall not arrange these duties through their own sources and in such cases 'permission' cannot be taken for granted. The director will decide individual cases based on merits and the procedures approved by the college. If he decides that the faculty member had willfully violated the rules the period of unauthorized duty will be treated as the willful absence from duty and disciplinary action will be taken beside pay cut for the absence.

### **ON DUTY FOR ATTENDING SEMINARS / CONFERENCES / WORKSHOPS AND DELIVERING GUEST LECTURES.**

The members of faculty will be allowed to attend seminars/conferences/workshops and deliver guest lectures and their period of absence from duty will be treated as 'on duty' subject to the following conditions.

1. The subject of seminar/conference/Guest Lectures must have relevance to the subject taught by the member concerned.
2. 'On Duty' will be allowed subject to the maximum of two days at a time including travel time on the basis of factors involved.
3. Each member may be allowed 'on duty' on three occasions in an academic year. This rule is inserted just to give every member of the faculty in a particular department an opportunity to widen his vision by attending such programmes.
4. Prior permission in writing must be obtained from the Director to attend these programmes. A copy of the invitation from the organizers must be enclosed to the application seeking permission. No ratifications for unauthorized participations will be allowed. And such cases will invite disciplinary action against the member concerned besides pay cut for the day(s) involved.

## **PURCHASE POLICY**

### **1. STATEMENT OF POLICY**

To meet the needs of the institution and to proceed with the purchase, at the most competitive cost it is necessary to establish an effective procurement machinery to buy goods and services. All consumable items must be purchased one week before the commencement of each semester.

### **2. PURCHASE OF CONSUMABLES AND NON-CONSUMABLES**

- a) The purchase requirements should normally be projected in time.

Requisition for the following category should be made in the indent form. Financial clearance and administrative approval is to be obtained by the Principal and the form should be sent to the purchase officer. The form should be accompanied by a list of genuine manufacturer and dealers of materials and equipment.

<b>S No.</b>	<b>Category of Items</b>	<b>Indent to be raised by</b>	<b>Financial Clearance</b>	<b>Recommendation</b>	<b>Sanctioning</b>
1.	Non-Consumable	Lab→i/c HOD	Principal in consultation with accounts section & Administrative Officer	Director	Chairman
2.	Consumable	Labi/c →HOD		Director	Chairman
3.	Printing	Admin Officer		Director	Chairman
4.	Maintenance item	Maintenance i/C		Director	Chairman
5.	Hostel furniture	Warden		Director	Chairman
6.	Books	Librarian		Director	Chairman
7.	Stores	Store Keeper		Director	Chairman

a. In case of stationery item, the requisition should be made in the form by the concerned HOD / Principal indicating justification for the requirement to Principal/Director.

b) On receipt of purchase requisition from the department the purchase officer shall take quotations from the reputed suppliers. These suppliers may be addressed to furnish their quotation within the stipulated time. In the case of urgency quotation may be called over phone from those firms which should be followed by confirmation by them.

**c) Quotations for the purchase should be obtained as shown below**

<b>S.No</b>	<b>Value of purchase</b>	<b>No of quotations required</b>
1	Purchase up to Rs.5000	3 quotations
2	Purchase from Rs. 5000toRs.100000	4 quotations
3	Purchase above Rs.100000/-	Minimum 4 sealed quotations (Tender)

d) After receiving the quotation from the reputed suppliers, a comparative statement shall be prepared after negotiation based on the price quoted by the suppliers with information regarding the terms and conditions relating to the delivery mode, terms of payment, discount etc.

e) Based on the comparative statement the lowest quotation may be recommended with a certificate from the officer raising the indent regarding the correctness of specification. If there is a need for choosing a supplier who has not quoted the lowest price the same should be justified.

f.) The purchase officer will arrange to get the sanction of the items and will place the purchase order to the supplier with the term and conditions acceptable to us to be signed by the Principal/Director.

### **3. MAINTENANCE:**

For routine /normal maintenance, the above procedure (clause2) is to be followed.

However, in cases of breakdown of lab equipment during the term days or emergency maintenance, the controlling officer of the section/laboratory should convince the Principal/Director in the cases of lab equipment's other maintenance are empowered to approve the maintenance action.

- For the maintenance costing less than Rs. 2,500/- the Principal is permitted to negotiate and finalize.
- For the expenditure more than Rs. 2,500/- the Principal will negotiate and finalize.

### **4. PASSING OF BILLS**

After receiving the materials as per the specification mentioned in the purchase order and inspection of goods by the H.O.D and lab in charge and recording the particulars in the stock register/fixed Assets register, the bill/invoice shall be forwarded to the



Accounts department along with the copies of the P.O and sanction order to pass the bill / invoice.

The following details should be filled up by the concerned head of the department behind the bill after receiving inspecting and stocking the materials.

1. Date of receipt of goods
2. Received the materials in good working condition and conforming to the specification
3. Materials supplied is as per the order
4. Payment may be made
5. Stock register no
6. Signature of Head of the Department

This certificate should be given only after the H.O.D is fully satisfied with the materials received.

## **5. REGISTERS**

### **a) Stock Register:**

Separate stock register should be maintained by each department for all consumables. Each materials purchased should be recorded separately in the register in detail. Re-order level will be determined after considering the weekly/monthly consumption and delivery period required.

Consumption of material should be recorded by issuing material requisition.

### **b) Asset Register:**

Each department should maintain an asset register. All non-consumables and books shall be recorded separately in the register in detail.

c) Stock & Asset register should be verified every year in December/May and verification report prepared every year.

## **6. WRITING OFF & SURVEY REPORT: LOSSES & DAMAGE**

Chairman shall constitute a Survey/Condemnation board consisting of three members to ascertain the condition & serviceability of the stock under the Chairmanship of Chairman. The board will prepare a survey report and recommend the unserviceable store for further disposal. The survey board will also inspect and ascertain the reasons for losses & damages and recommend suitable action for writing off or recovery.

**PP-1**

.PSNEC/AO/PRE-Rev 0

Name of the Institution :

**PURCHASE REQUISTION**

1. Indent No. & Date :  
2. Indenting Department & Lab :  
3. Materials Required : Consumable/Non-Consumable

S.No	Item with Specification	Quantity required	Stock Position	Quantity to be ordered	Estimated Price

Budget Available :  
When Required :  
Purpose :  
Any other information/Source of supply :

**Labi/c**

**SIGNATUREOF HOD**

**RECOMMENDING AUTHORITY**

**(In consultation with accounts section)**

**PRINCIPAL**

**Director**

**APPROVED / NOT APPROVED**

**Chairman**

**PP2**

**PSNEC/AO/SIF Rev.0**

Name of the institution:

**STATIONERY INDENT**

1. Indent No. & Date :
2. Indenting Department & Lab :
3. Stationery Required :

S.No	Item	Quantity	Estimated Value	Purpose

**REQUIRED BY**

**HOD**

**PRINCIPAL**

**Director**

**Chairman**

**Receiver's Signature**

**PP-3**

**PSNEC/AO/SOFRev.0**

Name of the Institution:

**SANCTION ORDER FROM**

1. Department / Name :
2. Description of purchase / work :
3. When it is required and purpose :
4. Present stock position :
5. Name of the supplier recommended :
6. Whether quotations obtained and comparative  
Statement prepared :
7. Whether the purchase order/work order  
to be placed with the lowest quotation, if not,  
justification for recommending a supplier who  
has not quoted the lowest price :

8. Total Value of Purchase / Work :
9. Terms of Delivery :
10. 0258793+
11. Terms of Payment :
12. Budget available as per budget  
Register page No..... :

**PURCHASE OFFICER**

**OFFICERRASING**

**PRINCIPAL**

**THE INDENT PP1**

**DIRECTOR**

**CHAIRMAN**

**PP-4**

**PSNEC/AO/POFRev.0**

**PURCHASE ORDER**

**To Address**

Indents no.

P. O. No.

Date:

Attn:

Dear Sir/Madam,

Sub: Supply of

Ref: (1) Your quotation no.

Dated:

(2) Our enquiry No.

Dated:

We are pleased to accept your offer cited for the following material.

Kindly supply ordered material as per specification given below:

S.No	Material No	Particulars	Quantity	Rate	Amount

**TERMS & CONDITION:**

1. Delivery of the material destination
2. Prices inclusive of all taxes
3. Payment terms
  - a) Payment will be made by crossed cheque in the name cited on the bill
  - b) Payment after delivery and verification.
4. Delivery period:
5. Warranty:
6. Validity:

**Principal/Director****PSNEC/AO/MRS****PP-6****Name of the Institution:****MATERIAL REQUISITION SLIP****Department:****Lab:****Date:**

S.NO	Material Particulars	Quantity Required	Purpose or to whom required

**STAFF I/C****HOD****PRINCIPAL****RECEIVER'S SIGNATURE****PSNEC/AO/IR****PM-1**

Name of the institution:

**INVENTORY REGISTER:**

Brief Description of item: \_\_\_\_\_

S.No	Registration Number	Date of Purchase /Issue	Cost per unit	Quantity	Location

## **TELEPHONE POLICY**

### **College Telephone Facilities**

1. The campus Telephone Board will only have provision to make local calls. The Board shall maintain a register for all calls connected and the same shall be tallied with the telephone bill every month. The operators will be held personally accountable for any deviation personal calls made during emergency by a staff will have to be compensated by them.
2. The board shall be manned all the 24 hours 7 days a week through an 8 hour shift by 3 operators with another extra operator to take care of holidays and weekly day off.
3. Provides directdialing facility only for,

Director

Principal

Vice Principal

Chief warden

Security Officer

Public Relations Officer

Administrative Officer

## **TRAVELLING ALLOWANCE AND DAILY ALLOWANCE TO STAFF**

1. Travelling Allowance and Daily Allowance granted to an Officer/Staff is to compensate the cost of journey and the cost of boarding and lodging expenses incurred by him during the tours undertaken for official purposes.

2. To avail Travelling allowance or Daily Allowance, there must be a specific job or assignment to be accomplished at the place of visit/tour.

### 3. Travelling Allowance:

<u>Employee Class</u>	<u>Mode of Travel</u>	<u>Local Conveyance</u>
Grade A	: A/C III Class or below	Auto
Grade B	: A/C III Class or below	Auto
Grade C	: I Class / 3 tier AC / II Sleeper	Auto
Grade D	: II Sleeper	Bus

Note:

- i. The claim for Bed roll shall be allowed.
- ii. The charges for Rail travel shall include Reservation / Sleeper charges.
- iii. If travel is performed in bus irrespective of the class and actual fare paid shall be reimbursed.

### **6. Daily Allowance:**

The daily allowance consists of Boarding and Lodging

#### **Boarding**

The Boarding is to compensate the food expenses incurred during official tour and will be restricted to the limit fixed under Boarding.

## **Lodging**

The lodging is to compensate the lodging charges incurred during official tour. The claim for lodging shall be for actual amount subject to the maximum fixed and supported by the receipt for payment of Hotel / Guest House bill. If the receipt for lodging is not produced or in case of separate own arrangement the allowance under lodging shall be allowed at the rate of 40% of maximum fixed under lodging.

In case of absence or fraction of absence from head quarters which is less than 24 hours, the daily allowance will be calculated as shown below:

<u>Absence</u>	<u>D.A. Allowed</u>
0 to 6 hours	30%
6 to 12 hours	70%
12 to 24 hours	100%

The following is the maximum limit for boarding and lodging:

<b>City Class</b>	<b>A</b>		<b>B</b>		<b>C</b>	
<b>Employee Group</b>	<b>L</b>	<b>B</b>	<b>L</b>	<b>B</b>	<b>L</b>	<b>B</b>
A	600	200	400	150	350	120
B	500	150	350	130	300	110
C & D	500	120	350	110	300	100

## **5. LOCAL CONVEYANCE:**

Journey performed within the limits of Tirunelveli etc. will not be treated as journey on tour and hence TA / DA is not applicable. Actual fare for staff will be provided if travelled by bus. If travelled by PSNEC vehicle no T.A. will be paid. If travelled by own vehicle T.A @ Rs. 1.50 per km for two-wheeler and Rs.3.50 for four-Wheeler (Group A & B officers) will be paid on specific approval of the Chairman / Director



/ Principal. The Director / Principal shall permit the individual to travel in his own vehicle based on need and for the benefit of the Institution.

For journey performed within the limit of Tirunelveli, Bata will be paid as noted below:

- a) Group A & B                      - Claim based on actual bills limited to the Boarding for C class cities
- b) Group C & D                      -Less than 6 hours      -Rs. 20/-  
6 to 9 hours -Rs. 40/-  
More than 9 hours -Rs. 60/-

#### **6. T.A & D.A for Studies:**

The T.A & D.A shall be paid in specific cases like Extra-Curricular activities, sports, etc, after the approval of the Chairman.

#### **Annexure –1**

#### **EMPLOYEE GRADE:**

GRADE/ GROUP	GRADE/ GROUP
<b><u>Grade A</u></b> Director / Principal	<b><u>Grade C</u></b> Assistant Professors Lecturers All other Teaching Staff
<b><u>Grade B</u></b> Vice Principal, professors Administrative Officer PRO	<b><u>Grade D</u></b> All Non-Teaching Staff

## **Annexure – II**

### **CITY CLASS:**

<b>CLASS – A</b>	<b>CLASS - B</b>	<b>CLASS - C</b>
Delhi Mumbai Calcutta	All state Head quarters & Chennai	All other places

### **TRAVEL ALLOWANCE TO EXPERTS / VISITING FACULTY**

#### **A. Experts.**

The experts invited to participate in various seminars / conferences and other programmes will be allowed Train fare from their place of residence to the college and Honorarium at the rates below.

<b>S.No</b>	<b>Category</b>	<b>Train fare</b>	<b>Honorarium</b>
1	Experts from National level Institutes.	First Class A.C	Rs.1000/-
2	From other Institutes	Second Class A.C	Rs.500/-
3	From other colleges within The state	Third A.C	Rs.500/-

#### **B. VISITING FACULTY**

Generally, the T.A and other reimbursable cost is included in the agreement entered with the faculty who have been drafted to visit the college on the agreed days to teach. In respect of other visiting faculty whose visits are planned for a specific occasion, the above rates under item A Will be applicable.

## **POLICY ON CONSULTANCY**

Faculty members can undertake consultancy work in the areas of their interest, with the HOD and with the Director / Principal's approval.

The proceeds from the consultancy project will be shared as follows.

Projects where Institutional facilities (infrastructure) are utilised.

To the consultancy Coordinator	-25%
To the Institution	-30%
To the HOD	-10%
To the department Budget (For academic oriented development)	-10%
To the Lab Asst / Typist /Attender	-15%
To the Director / Principal	-05%
To Office Staff	-05%

Projects where Institutional facilities (infrastructure) are not utilised.

To the Consultancy Team	-60%
To the Institution	-40%

## **PROCEDURE FOR CONDUCTING ENQUIRY**

1. The enquiry officer must first verify the following documents to check for technical flaw (i.e) he must see whether his appointment order has been signed by a competent authority, whether the statements given by the student & witness were signed, etc.  
Documents to be checked:
  - a) Appointment order
  - b) Charge Sheet
  - c) Reply given by the Charges Student
  - d) Written statements of witness
2. If these documents are not received, they should be called for.
3. The inquiry officer then should send a notice to the charged student for appearing before him in person on the day and time fixed by him within 20 working days

from the date of receipt by him of the charge sheet. The inquiry officer must also give particulars regarding the presenting officer if any.

4. The undisputed documents may be taken on record directly. Documents, which are not admitted by the charged student, have to be introduced through witness who can prove the genuineness of documents.

#### **GUIDELINES FOR INITIATING DISCIPLINARY ACTION ON STAFF**

- ❖ The HOD shall ensure that all staff adheres to this code of conduct / procedure of administration of the students.
- ❖ Apart from this, the HOD shall ensure that all staff themselves adhere to the institutional rules governing their conduct including dress code, adherence to time and job requirements, fulfilling of their tasks on schedule, handling of finances / institutional property, being subject to authority, etc.
- ❖ If they fail to adhere to or fail to enforce the Institution's administrative systems (to be checked on a day to day basis) they shall be issued a memo by the Director / Principal / HOD which shall be recorded in their personal files.
- ❖ The authority who issues the memo shall conduct an enquiry (to be done on a day to day basis) and take suitable action which shall include warning, loss of pay, suspension or more stringent action.
- ❖ This will apply to all levels of staff, from a Professor to the lowest level staff. The HOD shall adhere to these requirements even if he has to force disciplinary proceeding on a senior staff in his/ her department under him / her.
- ❖ A report shall be submitted to the higher authority for information and ratification.

#### **CONTROLLING OFFICERS:**

The same procedure as above shall be adopted by the Director / Principal with regard to these officers both teaching and non-teaching.

#### **GUIDELINES FOR INITIATING DISCIPLINARY ACTION ON STUDENTS**

1. On receipt of a complaint regarding the misbehavior / misconduct / violation of rules of a student, charges can be framed against the student and the student may be asked to submit his explanation to the Director / principal within 48 hours.
2. If the charges are not admitted, an enquiry committee consisting of three faculty members may be appointed by the director /Principal.
3. If it is not possible to appoint a local committee then the Director / Principal may appoint an external enquiry officer. In such cases a local presenting officer may also be appointed who will present the case to the enquiry officer. The following documents may be forwarded to the enquiry officer.

- a) Copy of the charge sheet and the statements given by the staff / authority about the misbehaviour
  - b) Copy of the statement given by the defence
  - c) Copy of witness if any
  - d) Copy of the appointment order of the presenting officer.
4. For major offences, the student may be suspended with pending enquiry.
  5. Then the inquiry officer shall call be charged student and asks series of questions recording all the questions and the answers given by the charged student. The signature of the charged students is to be obtained on every page.
  6. Then the witness should be called and he must be asked to give his evidences in writing. His statements must also be recorded. The charged student must be allowed to cross examine the witness and these statements also must be recorded and signatures of both witness and the charged student must be obtained on each page.

After the conclusion of the inquiry, the inquiry officer has to prepare a report in the following format.

- i. Introductory
- ii. Defence assistance availed of by the CO and his participation in the inquiry
- iii. The charges and substances of imputation of misconduct
- iv. Case of the DA
- v. Case of the CO
- vi. Analysis and assessment of evidence
- vii. Findings and decision against each charge.

Memo to be issued by each teacher through a computerized format to a student and a copy shall be sent to the class teacher / HOD / Principal / Parent immediately, when he / she is found violating any rule of college / hostel however small it may be such as

Violation of Dress code

Late attendance

Missing tests/Giving blank sheets / failing to secure pass

mark failing to submit assignments / records

Absence without permission even for one period in the class, for an hour (hostel) (permission from staff and HOD)

Misconduct, Misdeed, Misdemeanour and Insubordination.

**Step I.** Memo can be issued by any authority or faculty, whether they belong to the department of the delinquent student or not. No study need be made as to whether the misconduct needs issuance of memo is not.

**Step II.** From the date on which memo is issued, irrespective of time, he/she will be placed on suspension (marked absent day by day).

**Step III.** Enquiry will be conducted by whoever issued the memo on his/her convenience and when satisfied with the explanation or after necessary punishment is accorded or when the delinquent student repents shall remove the suspension. However, all enquiries should be properly recorded on paper and necessary undertakings obtained with signatures and orders written by the disciplinary authority. The same shall be entered in the computer also. The disciplinary authority is the person who issued the memo.

**Step IV.** The attendance lost on account of step III shall stay. It shall not be condoned on any account by any superior authority.

This entire system shall be computerized and make “Online” to enable all records to be available at any time for any authority.

There should be security systems built in for access/modification by each level of authority and the time period within which each (entry, modification, closing the file etc.) could be done by each authority.

The computer shall show only the computerized final attendance which may be submitted to the university.

#### **PROCEDURES TO TAKE CORRECTIVE MEASURES FOR DISCIPLINARY PROBLEMS:**

1. When a student commits a mistake for the first time, he/ she will be counseled by the concerned Senior Resident Tutor.
2. When the student repeats the same for the second time, the SRA will give a complaint to the concerned warden and a memo will be issued by the warden and the copy of the memo shall be sent to the concerned HOD and the HOD of counseling. The HOD (Counseling) will make arrangement for counseling them.
3. When the student involves himself again in further disciplinary act, the matter will be dealt by the disciplinary committee. The disciplinary committee will follow the procedures prescribed for them and recommend suitable action.

## **TECHNICAL ASSOCIATION POLICY**

### **1. AIM**

Every department, when has students, is required to have a department association for furthering the cause of their field of study.

The technical heads of the leading industries are to be invited to give talk on the latest in the technology and take the knowledge of students beyond the syllabi. The HRD heads of the institutions can also be invited to give them a first-hand account of what we are. All the activities of the association will be aimed to

- To expose the students to the latest in the industry
- To improve the industry interaction
- To improve the standing of placement

Association activities should be planned well in advance such as guest lectures by experts from various industries in the areas of personality development. Quiz programmes, managerial skill development, leadership qualities, career guidance, management games, industrial visits and others, conducted by the Association will be an additional input to the students. Hence, the college should have programs every week sponsored by this department one activity per week.

### **7. EXECUTIVE COMMITTEE OF THE ASSOCIATION:**

Patrons	: Chairman
Chairman	: Director / Principal
President	: HOD
Advisor	: A Senior Faculty of the Department
*Secretary	: Final year B.E student
* Treasurer	: Third Year B.E student
*Jt. Secretary	: II. B.E Student
* Members	: 2 members from each class including the office bearer, preferably one gent and lady students.

\*Those will be chosen through consensus by Class Advisor and HOD.

### **8.FUND MANAGEMENT**

a) A fee for association activities of various departments will be collected from the students at the time of semester fee payment in each semester and the amount will be decided on a year-by-year basis at the HOD's meeting.

The following policy guidelines are issued for its operations.

b) Savings bank account for the association will be opened by the departments in each branch with cheque issuing facility. The account will be operated with 2 signatories, out of the following 3 persons.

(i) President

(ii) Treasurer

(iii) Advisor

c) The amount collected from the students will be transferred to the respective association account of the department. If there are any funds remaining at the end of the year it will be carried through to the next year.

d) The expenditure is proportioned as follows:

- |                                     |                   |
|-------------------------------------|-------------------|
| i. Inaugural & Valedictory Meetings | :15 % each        |
| ii. Special program                 | :30 %             |
| iii. Other Lecture / Seminar        | :max. of 10% each |

e) For all the special programmes, the associations are advised to explore the possibilities of sponsorship for extra expenses. The income and expenditure also is to be properly accounted along with the income as per clause 3 (a).

f) A cash book will be opened and all the transactions should be initiated by the Advisor and HOD.

g) All expenses have to be approved through a meeting of the above executive committee by way of resolution and the minutes are to be recorded properly in a separate file.

h) All payment vouchers and receipt vouchers are to be filled separately.

i) At the end of each month an income and expenditure statement should be placed on the notice board for the information of the students and sent to Director along with activities report.

j) At the end of each semester, an audit will be done comprising of 3 students who are not in the Executive Committee and the audit report is also to be placed on the notice board and made available to the Director to be recorded in the college office.



## **POLICY FOR FACULTY DEVELOPMENT**

### **A. Sponsoring PSNEC Faculty Members for Master degree PSNEC**

As per the Institute policy, all lecturers must have Master level degrees as their minimum qualifications. Due to difficulties in getting qualified faculty members, at present temporary appointments of lecturers are made from among the bachelor degree holders. This scheme facilitates all such lecturers with bachelor's degree, having minimum two year of service with to be sponsored for Master's degree programme in the institute for courses offered by the Institute itself.

### **THE TERMS SHALL BE AS FOLLOWS:**

1. During the period of study in the institute, their academic load towards teaching & laboratory shall be suitably adjusted to avoid conflict with their study programme.
2. The fee for their course of study shall be paid by them in two equal installments.
3. During their period of study, they shall be paid their full salary and earn the normal increments in the lecturer's scale, if their performance is satisfactory.
4. After the successful completion of the master degree, they shall be reviewed and placed at the appropriate stage in the scale for lecturers.
5. They shall execute a bond to serve the institution for a further minimum period of four years.

### **B. SPONSORING FACULTY MEMBERS FOR MASTER DEGREE IN OTHER INSTITUTIONS:**

A faculty member with proven record of good performance in academic assignment and commitment to the institute desiring to take up Master's degree programme in a specialized area / course not available in PSNEC shall be sponsored if the individual secures admission.

1. The entire fee for the course (Subject to maximum of Rs.15,000/ semester) along with a special allowance of Rs.3000/- per year shall be paid to the individual.
2. The staff will be granted extraordinary leave without pay.
3. If permissible by the institution where the higher study is pursued, the individual shall do his project work during fourth semester at PSNEC.
4. During the time he/ she take up full academic load of lecturer and so will be paid the full salary.

5. On successful completion of the Master's degree, the individual shall be reviewed and placed appropriately in the Assistant Professor's scale.
6. The individual shall execute a bond to serve the institution for a further minimum period of four years.

**c. Sponsoring students who have registered for Master's degree programs:**

PSNEC depending upon the need and merit of the case may also sponsor students who have secured admission for Master's Degree programme in PSNEC or in other institutions.

1. The entire fee for the course (subject to a maximum of Rs.15,000/- semester) and a special allowance of Rs.3000/-per semester shall be paid to the individuals.
2. If permissible by the Institution where the higher study is pursued the individual shall do project work in PSNEC during fourth semester.
3. During this period, he/ she shall take up full academic load of Assistant Professor in PSNEC and for this will be paid a salary which shall be the starting basic in the level of lecturer on temporary basis.
4. On successful completion of the Master's degree, the individual shall be reviewed and placed appropriately in the Assistant Professor's Scale in PSNEC.
5. The individual shall execute a bond to serve the institution for a further minimum period of four years.

**D. Sponsoring PSNEC faculty members for part-time doctoral programme:**

1. The PSNEC faculty with proven good record of performance and commitment to the Institute shall be sponsored for doctoral program in other institutions in areas of interest to PSNEC.

2. All those Sponsored shall be paid their full salary and the institute will pay their fee (Subject to a maximum of Rs.15000/-year) and a special allowance of Rs.5000/-per year for a maximum of three years.

3. PSCEC shall make available the existing facilities of the institute for the research efforts and shall consider, on merit, augmentation of facilities within the Institute budget.

4. The institute shall also encourage and promote external financial assistance for the research activities in the Institute.

5. On successful completion of the Doctoral degree, the individual shall be reviewed & appropriately placed in the Assistant Professor or Professor Scale.

6. The individual shall execute a bond to serve the institution for a further minimum period of three years.

**E. Sponsoring PSNEC faculty members for full-time doctoral program:**

1. The PSNEC faculty with proven good record of performance and commitment to the Institute shall be sponsored for Doctoral program in other institutions in areas of interest to PSNEC.

2. All those sponsored and who do not receive any financial assistance from the concerned institution or other agencies shall be paid a sum equaling their basic salary, each month. PSNEC will pay the tuition fee all the selected individuals (Subject to a maximum of Rs.15000/- year) and a special allowance of Rs.5000/- per year for a maximum of three years.

3. On successful completion of the Doctoral degree, the individual shall be reviewed & appropriately placed in the scale as per the rules of the institution.

4. The individual shall execute a bond to serve the institution for a further minimum period of five years.

5. The cases requiring full time study shall be considered on a case by–case basis.

**F. Selection Committee:**

There shall be a special Selection Committee of experts to select eligible candidates for sponsorship for both Master's Degree and Doctoral degree programmes. Proposals of this committee shall have the approval of the Board of Management.

**Procedure for the promotion of teaching Staff:**

The eligible faculty members have to apply for the post in the prescribed format to the Director/Principal through the Head of the Department concerned.

The Director/Principal shall arrange to call such candidates for an interview if vacancies are available. When vacancy is not available, the Director/ Principal shall get the approval of the Chairman for temporarily creating an additional post and then shall arrange for an interview. However, the management has the right to promote any person depending on the efficiency/performance of the individual and the requirements. He/ she shall have served as a member of at least five of any organizing committee every year.

**Procedure for the promotion of Non-Teaching Staff:**

The staff members who have completed ten years of service in the same cadre may apply to the Director/ Principal through the HOD in the prescribed format for the next higher post.

The Director/ Principal will arrange for an interview if vacancy is available. The committee shall consist of the following members.

- 1) Chairman
- 2) Director
- 3) Principal
- 4) HOD's concerned

When vacancy is not available, the Director/ Principal shall get the approval of the Chairman for temporarily creating additional post and then shall arrange for an interview.