

# Rules and Regulations

( Revised on June 2019 )

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## **GENERAL INSTRUCTIONS TO THE FACULTY**

(w.e.f June 2019)

01. The normal College working hours is 8.50 a.m. to 5.00 p.m. Staff members have to sign the attendance register without fail twice a day before 8.50 a.m. in the morning session and after 5.00 p.m. in the evening session.
02. The staff members will be issued ID card. It is mandatory of every staff to wear the ID card whenever, he/she is inside the campus.
03. Staff member should always maintain the dignity of profession inside and also outside the college campus.
04. For availing college bus facility the staff member have to contact the transport in-charge.
05. Hostel accommodation if required will be provided with Principal's approval. If accommodation availed, the staff should be ready to take up the responsibility to assist the Hostel warden in routine activities of the Hostel.
06. The Dress code for the ladies faculty is saree - stitched culturally, for gent's staff formal shirt and pants, tucked in with shoes.
07. Permission of monthly twice is only allowed for a maximum of one hour that too for unavoidable circumstances.
08. Late coming will not be entertained.
09. While joining the college the staff member should submit the necessary copies of certificates to the office.
10. Staff member will not be relieved in the middle of the semester.

## **DUTIES AND RESPONSIBILITIES OF FACULTY**

(w.e.f June 2019)

01. The staff members should always discuss with the HOD and keep him / her in confidence about professional and personal activities.
02. The teaching load would be allotted by the HOD after taking into account the staff member's interests and competency/skill matrix.
03. In addition to teaching, the staff member should take other responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
04. Whenever a staff intends to take leave, the teacher should get the leave sanctioned in prior and with proper alternate arrangements made for class /lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
05. Once the subject is allotted the staff should prepare the lecture notes, manuals and other materials as per the format and get it approved by HOD and Principal.
06. The staff shall create a Google classroom for the subject handled, add the respective class students to it, upload the approved lesson plan, subject details, study materials, assignment and assessment details or submit in private group.
07. The record of class work must be regularly updated and put up for inspection by HOD/Principal as the case may be.
08. In the record of class work, the lesson plan must be either pasted or written prior to the beginning of each semester. The dates column to be filled as and when the lecture is done.

9. The staff should go to class at least 5 minutes before and enter the class without delay.
10. The staff is never supposed to use mobile phones inside the class room premises. They are expected to be the role model for the students in all aspects.
11. As soon as the teacher enters the class, attendance should be taken. If any student comes late, he/she may be permitted to attend the class but attendance need not be given.
12. The staff should engage the full period and should not leave the class early.
13. The staff ideally should revise for first few minutes, the lessons of the last lecture then should describe about the what topics they are going to learn in another one or two minutes, explain then the topics well up to 20 minutes and break the monotony by giving short talk for few minutes, then resume the class for another 20 minutes, in the last 5 minutes a discussion of today's topics and in addition should speak what will be discussed in the next class.
14. The staff should have good control over students.
15. The staff should be strict but not harsh. Never use harsh words which wound the feeling of students.
16. The staff should encourage students asking doubts/ questions and clear it.
17. The staff should cultivate to include interesting examples in the lecture, in order to break the monotony or introduce more video lectures.
18. The staff going for laboratory class must perform the experiments personally and be confident with the results before assigning to students. A lab manual must be prepared detailing the experiments.

19. Whenever possible, additional experiments to clarify the theory or to fill the curriculum gap or to enlighten the students knowledge must be given.
20. The lab observations/records must be corrected then and there.
21. While setting question paper, the staff member should also prepare the answer key and scheme of evaluation and get it approved by HOD.
22. The test papers must be corrected within 3 days from the date of examination and marks submitted to the HOD/Principal.
23. During Invigilation, the staff should be continuously moving around. He/she should not sit in a place for a prolonged time and should watch closely so that no student does any malpractice in the exam.
24. Whenever any malpractice is noticed, the staff should get a written statement from the student and inform the Chief Superintendent.(Class Advisor/Counselor and HOD concerned in the case of cyclic test).
25. The staff should not show partiality to any segment/individual student.
26. The staff must give one or two seminar or as required by the curriculum on the latest topics in each semester.
27. The staff should interact with the Class Advisor / Counselor and inform him / her about the habitual absentees, academically weak students, misbehavior etc.
28. The staff should take care of academically slow learners and pay special attention to their needs in the evening hours.
29. The staff should always aim for 100% pass results in his / her subjects and work accordingly.

30. The staff should motivate the students and bring out the creativity/originality in the students.
31. The staff should get the feedback from the students and adjust the teaching methodology.
32. In problem oriented subjects, regular tutorials must be conducted.
33. The staff should regularly visit library and read the latest journals/ magazines in his / her specialty and keep him/her updated of latest advancements.
34. All documents must be prepared and maintained as per the specified formats.
35. The staff should handle all his/her duties, effectively, such as class room work, maintenance of laboratories / workshops, handling theory and laboratory classes, usage of interactive smart boards, virtual classroom and social media for learning processes to the satisfaction of the HoD/Principal.
36. The faculty members are encouraged to undergo sufficient FDP every year.
37. The senior faculty members are encouraged to visit reputed industries in order to have a good industry-institute interaction.
38. The faculty members are expected to contribute to their best possible extent, in line with the college initiative, to get all the students placed.
39. All the staff are encouraged to actively participate and contribute in all the available social media (whatsapp, telegram, Official facebook page, etc.) forum available.

## **DUTIES AND RESPONSIBILITIES OF CLASS ADVISOR / COUNSELLOR**

(w.e.f June 2019)

1. Class counselors are instructed to establish a good rapport with their students and parents such that a good triangular relationship is established among, Class counselors, students and Parents.
2. The Class counselors will be the first point of contact for every one who would like to know about the students.
3. The Class counselors should be aware of all the information about the profile of their students.
4. The Class counselors shall time to time keep the parents and students posted on the academic and personal progress (like attendance, cyclic test marks, arrear details, value added courses, re-opening and closing dates in each semesters, college fees, examination fees etc.) details through letters, SMS, E-mail or orally.
5. The Class counselors are responsible for the academic and personal progress of their students till they get certified.
6. Class counselors should help their students in getting groomed to face the placement process and to come out in flying colors.





## **POLICIES FOR PROMOTION (w.e.f June 2019)**

The promotion policies are followed as per AICTE norms.

The following factors are taken into account:

1. Potential to assume higher responsibilities
2. Promotion and increment is given to staff based on experience, overall performance and self-appraisal.
3. Annual increments and promotions in the grades are implemented by the management.
4. The Management takes effective decisions and provides appraisal details to the concerned staff member by incorporating the decisions in the proceedings of the meetings of the managing committee to make them aware of the improvements and action plan of the Institution.

**(w.e.f June 2019)**

### **1. Principal ( Rs.37400 -1600-67000 )**

#### **Minimum Qualification**

- a. Bachelor's and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either in Bachelor's or Master's level
- b. Minimum of 20 years relevant experience in teaching / research / industry

**OR**

Minimum 16 years of experience with PhD or equivalent in which at least 3 years as Post PhD experience.

**2. Head of the Department, ( Rs.16400-450-20900 -500-22400)**

**Minimum Qualification**

- a. Bachelor's and Master's degree in appropriate branch in Engineering / Technology with First Class or equivalent either in Bachelor's or Master's level.

AND

- b. Minimum of 10 -12 years relevant experience in teaching / research / industry

**3. Lecturer (Selection Grade) (Rs.16400-450-20900)**

**Minimum Qualification**

**Engineering and Technology**

- a. Qualification as prescribed for lecturer necessarily with Master's degree and Minimum of 10-12 years experience in teaching / research / industry

**Science and Humanities**

- b. Qualification as prescribed for lecturer and clear the NET/SLET/SET and Minimum of 10 years experience in teaching / research / industry

**4. Lecturer (Senior Scale) (Rs.12000-420-18300)**

**Minimum Qualification**

**Engineering and Technology**

- a. Qualification as prescribed for lecturer and Minimum of 5- 6 years experience in teaching / research / industry

**Science and Humanities**

- b. Qualification as prescribed for lecturer and Minimum of 5-6 years experience in teaching / research / industry

**5. Lecturer (Rs.10000-325-15200)**

**Minimum Qualification**

**Engineering and Technology**

- a. Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent.

OR

If candidate has Master degree, first class or equivalent is required at bachelor's or Master degree.

**Science and Humanities**

- a. Masters degree in appropriate subject with first class or equivalent at Bachelor's or Master's level

**6. Assistant Librarian (Rs.10000-325-15200)**

**Minimum Qualification**

Masters degree in Library Science / Information Science / Documentation Science

OR

An Equivalent professional degree with at least First class with knowledge of computerization of library

**7. Physical Director (Rs.10000-325-15200)**

**Minimum Qualification**

- b. Masters degree in Physical Education with first class or equivalent at Bachelor's or Master's level

OR

An Equivalent degree with at least First class with recognized University / Institution

**8. Instructor (Rs.8000–275- Rs.13500)**

**Minimum Qualification**

- a. Diploma / B.Sc in appropriate branch  
b. First Class or equivalent Grade in Diploma or B.Sc.,  
c.

**9. Lab Technician (Rs.5000 –200- Rs.8000)**

**Minimum Qualification**

Diploma / ITI / B.Sc in appropriate branch

### LEAVE POLICIES (w.e.f June 2019)

S. No.	Leave	Teaching	Non Teaching
1.	Casual Leave (CL)	12 Days/Year	12 Days/Year
2.	Medical Leave (ML)	8Days/year (can be accumulated upto 90 Days)	8Days/year (can be accumulated upto 90 Days)
3.	Maternity Leave (MAL)	3 months with half pay for 3-6 years experience 3 months with full pay for above 6 years of experience	3 months with half pay for 3-6 years experience 3 months with full pay for above 6 years of experience
4.	Vacation Leave (VL)	Winter – 2 weeks Summer – 3 weeks	Winter – 1 week Summer – 2 weeks
5.	On Duty(OD)	As per govt order such as exam duty, valuation etc.,/ institution order such as for purchase of items, seminar ,workshop, training, conference etc., *No of days as applicable	As per govt order such as exam duty, approval work etc.,/ institution order such as for purchase of items, workshop, training etc.,  *No of days as applicable

6.	<b>Special leave(SL)</b>	In case of any accident in working environment. Minimum of half day and maximum up to 2 months In case of staff members pursuing higher studies, on exam days	In case of any accident in working environment. Minimum of half day and maximum up to 2 months In case of staff members pursuing higher studies, on exam days
7.	<b>Compensation Leave(CoL)</b>	As allowed by Head of Institution for compensation of working hours in holidays, equal to his/her hours of work.	As allowed by Head of Institution for compensation of working hours in holidays, equal to his/her hours of work.

## **RULES OF RECRUITMENT OF FACULTY**

1. Teachers are recruited as per DOTE and AICTE norms.
2. Before the commencement of each semester, vacancy positions are identified by the concerned Head of the Departments and the same is submitted to the Management for recruitment through the Principal.
3. Advertisements are published in the leading daily Tamil and English Newspapers.
4. Applications are invited from eligible candidates and they are scrutinized by the respective Head of the Departments and the Principal.
5. Shortlisted candidates are called for personal interview.
6. The interview panel comprises of Chairman, CEO, Principal, Head of the Departments, Professors and subject experts.
7. Based on their performance in interview, faculty members are recruited
8. Finally they will be issued appointment orders by the Chairman.



## **PURCHASE POLICY**

1. Based on the curriculum & syllabus, the respective departments will submit a request to the Principal and Management for the purchase of Equipments if any before the commencement of summer and winter vacation.
2. After the formal approval from the Principal and Management the Department will receive the sample quotations from the leading suppliers for finalizing the specifications of the equipments based on the requirements.
3. Based on the quotations received, a detailed specification will be finalized.
4. Department will prepare a comparative statement based on the quotations highlighting, the specification of the equipments, basic price, tax, duties, terms and conditions, delivery schedule and payment terms.
5. The CEO / Management representative/Advisor, Principal, Head scrutinize the comparative statement and will recommend the name of the supplier to whom the purchase order can be released based on quoted price, matching the required specifications, reputation of the supplier, warranty offered, service support offered by the supplier etc. to the chairman.
6. Based on the recommendation given, a purchase order will be prepared and the same will be handed over to the short listed supplier for the supply of the equipment.