KCG
COLLEGE OF TECHNOLOGY

(A Unit of Hindustan Group of Institutions)
(Affiliated to Anna University, Approved by Government of Tamil Nadu & AICTE – New Delhi)

POLICY AND PROCEDURE MANUAL

Department of Human Resource Development
KCG COLLEGE OF TECHNOLOGY (KCG)
KCG Nagar, Rajiv Gandhi Salai, Karapakkam,
Chennai 600 097
Phone: 044-24503232 / 3140

Website: www.kcgcollege.ac.in

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CHAPTER - I

INTRODUCTION AND OBJECTIVES

1.1 INTRODUCTION

1.1.1 HINDUSTAN GROUP OF INSTITUTIONS

The Hindustan Group of Institutions was founded in 1966 by Late Dr. K.C.G.Verghese. Way back in the sixties, he created the need for an institution that offers non formal technical education and set up Hindustan Engineering Training Centre (HETC). Today, the Hindustan Group includes several institutions unified by the founder's vision of imparting quality education in the fields of Engineering, Aviation, Applied Sciences and Management. Each of these institutions has ideal infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with, in the field of education.

The Hindustan Group consists of

- Hindustan Institute of Engineering Technology – Polytechnic and Aviation Colleges
- Hindustan Institute of Technology and Science (Hindustan University)
- KCG College of Technology
- Hindustan College of Arts and Science
- Orient Flight School
- Hindustan International School (CIE)
- Hindustan International School (CBSE)
- Hindustan First Grade College, Mysuru

Your presence on our campus, we are sure, will add more value to our services both to the students and to the society at large. Our core philosophy is rooted in the belief that education, beyond imparting knowledge must nurture the holistic development of the entire personality. Together we shall strive to fulfill the expectations of the students, parents, our management and society. We wish you a long and fruitful career as part of the Hindustan family.

1.1.2 COLLEGE OVERVIEW

KCG College of Technology, formerly known as National Institute of Technology and Science, was founded in 1998 to fulfill the Founder-Chairman's vision of “Making Every Man a Success and no Man a Failure”. It is a Christian minority institution, affiliated to Anna University, Chennai and approved by AICTE, New Delhi vide Lr. No.730-52-307 (E)/ET/97 dated 19-12-1997 and Govt. of Tamil Nadu, vide Lr. No.G.O.Ms.No.109 dated 23-03-1998. The College has been certified as an ISO 9001:2008 Institution.

1.1.3 AFFILIATION & ACCREDITATION

The College is affiliated to Anna University, Chennai as per the Government of Tamil Nadu notification for conducting four year B E./ B Tech Degree Programs and two year M E Programs.. Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science and Engineering courses of this College have been accredited by the National Board of Accreditation (NBA) & Institute of Engineers.

1.1.4 COLLEGE CAMPUS

The campus of KCG College of Technology is beautifully landscaped in a lush green stretch of land spread over 50 acres at Karapakkam, which is about 10 km from Adyar on the Rajiv Gandhi Salai (Old Mahabalipuram Road), the IT corridor of Chennai. The college operates a fleet of buses connecting all parts of the city for the convenience of the students and staff. Besides this, the college is well connected to different parts of the city by public transport buses.

Website: www.kcgcollege.ac.in

1.1.5 ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of the Chairperson of Hindustan Group of Institutions (HGI), Dr Elizabeth Verghese, former Joint Chief Engineer of the Highways Department, Government of Tamil Nadu.

1.1.6 GOVERNING COUNCIL

1.	Dr. Elizabeth Verghese	Chairperson
2.	Dr. Anand Jacob Verghese	Member
3.	Dr. Aby Sam	Member
4.	Mr. Ashok Verghese	Member
5.	Dr. Annie Jacob	Member
6.	Prof. (Dr.) Kuncheria P. Isaac Vice-Chancellor, Hindustan University,Padur	Member (Educationalist)
7.	Regional Officer, SRO, AICTE Shastri Bhavan, 26, Haddows Road Nungambakkam, Chennai 600 006.	Member (AICTE Nominee)
8.	Mr.Anand Sundaresan Vice Chairman & Managing Director, Schwing Stetter (India) Pvt Ltd	Member (Industrialist)
9.	Dr A Rajadurai Dean, MIT Campus,Anna University, Chennai 600 044.	Member (University Nominee)
10.	Commissioner of Technical Education Directorate of Technical Education, Guindy, Chennai 600 025.	Member (Govt. of Tamil Nadu Nominee)
11.	Dr.J Sreerambabu Asst. Director, Planning Directorate of Technical Education, Chennai 600 025.	Member (Govt. of Tamil Nadu Nominee)
12.	Dr.Sumathi Poobal, Professor & Vice-Principal KCG College of Technology, Chennai	Member (Faculty)
13.	Ms.Linu Sam, Asst.Professor, S&H,KCG College of Technology, Chennai.	Member (Faculty)
14.	Dr. C Chinnaraj Professor & Registrar,KCG College of Technology, Chennai	Member (Faculty)
15.	Dr G Sambandan Professor – Advisor,Dept. of Electrical and Electronics Engg. KCG College of Technology, Chennai	Special Invitee
16.	Dr K Sarukesi Dean Academic, KCG College of Technology, Chennai	Special Invitee
17.	Dr.G Prabhakaran Principal,KCG College of Technology, Chennai 600 097	Member Secretary

1.1.7 MANAGEMENT TEAM

Chairperson	Dr Elizabeth Verghese
Director & CEO	Dr Anand Jacob Verghese
Director	Dr Aby Sam
Director	Dr Annie Jacob
Director – Research	Dr G Ilavazhagan
Principal	Dr G Prabhakaran
Vice-Principal (Acad)	Dr Sumathi Poobal
Dean (Acad) & HoD (S&H)	Dr K Ramanathan
Dean (Student Affairs)	Dr Anita Manuel
HoD (Aero)	Dr Asad Ahmed
HoD (Mech)	Dr S Ramesh
HoD (EEE)	Dr P Deiva Sundari
HoD (ECE) & Head Research	Dr V Thulasi Bai
HoD (CSE)	Dr M Krishnamurthy
HoD (IT)	Dr J Frank Vijay
HoD (Civil)	Mr J John Alexander
HoD (E & I)	Dr N Bharathi
HoD – Incharge (ME – MFE)	Dr N Govindaraju
HoD – Incharge (ME – ED)	Dr D Easu
HoD – Incharge (ME – PED)	Dr P S Mayurappriyan
HoD – Incharge (ME – VLSI)	Dr J Raja Paul Perinbam
HoD – Incharge (ME –Comm System)	Dr Deepa Jose
HoD – Incharge (ME – CSE)	Dr M Krishnamurthy
HoD – Incharge (MCA)	Mr S Ramanayagam
Head, Higher Education Cell	Dr Albert P Rayan
Head, Training Cell	Dr N Vanathi
Head, Placement	Prof B Thirumaran
Registrar	Dr C Chinnaraj
Dy Registrar (HR & Admin)	Mr G Suresh
Admin Manager	Mr R Rajkumar
Librarian	Mr Joseph Anbu Raj
Physical Director	Mr N Prem Kumar
Accounts Manager	Mr Sonu K Jacob

1.1.8 MILESTONES

KCG College of Technology was founded by Late Dr K C G Verghese, eminent educationalist and philanthropist in 1998. Dr KCG Verghese's noble vision, innovative mind, untiring enthusiasm, profound commitment to the cause of education, and leadership qualities made him translate his dreams into reality and achieve wonders in the field of higher education. His Vision statement "To Make Every Man A Success, No Man A Failure" clearly defines the mission of teachers. We seek to produce graduates who will think innovatively, communicate effectively, act ethically and participate meaningfully in a rapidly changing world. Today, KCG College of Technology acts as a springboard for thousands of aspirants for a worldwide career.

1998-99	**B E** – Mechanical Engineering **B E** – Electrical & Electronics Engineering **B E** – Electronics & Communication Engineering **B E** – Computer Science & Engineering	AICTE Approval dated 19-Dec-97 for commencement of courses
2000-01	**B E** – Electronics & Communication Engineering **B E** – Computer Science & Engineering	AICTE Approval dated 21-Jun-00 for increase in intake
2001-02	**B E** – Computer Science & Engineering	AICTE Approval dated 22-Jun-01for increase in intake
	B E - Information Technology	AICTE Approval dated 22-Jun-01for increase / commencement of new course
2002-03	**B E** – Electrical & Electronics Engineering **B E** – Electronics & Communication Engineering	AICTE Approval dated 19-Jun-02 for increase in intake
2004-05	**B E** – Mechanical Engineering	AICTE Approval dated 30-Sep-04 for increase in intake
2006-07	**B E** – Computer Science & Engineering **B E** - Information Technology	AICTE Approval dated 23-Aug-06 for increase in intake
	Master of Computer Applications **M E** – Engineering Design **M E** – VLSI Design,	AICTE Approval dated 4-Sep-06 for commencement of courses
	NBA accreditation - Electrical, Computer Science & Mechanical	NBA Letter dated 27-Jul-06 / 28-Aug-06
2007-08	**B E** - Aeronautical Engineering	AICTE Approval dated 2-Aug-07 for commencement of course
	B E – Electronics & Communication Engineering **B E** – Mechanical Engineering	AICTE Approval dated 2-Aug-07 for increase in intake
2008-09	**B E** – Mechanical Engineering	Anna University **Permanent Affiliation** – Letter dated 29-May-09

2009-10	Launching of Innovation Cell and Entrepreneur Cell	
	B E – Computer Science & Engineering	Anna University **Permanent Affiliation** – Letter dated 29-Dec-09
2010-11	**M E** – Computer Science	AICTE Approval dated 23-Aug-10 for commencement of course
2011-12	**B E** – Civil Engineering **M E** – Communication Systems	AICTE Approval dated 1-Sep-11 for commencement of courses
	NBA accreditation - Electrical, Electronics, Computer Science & Mechanical	NBA Letter dated 28-Mar-12
2012-13	**B E** – Electronics and Instrumentation	AICTE Approval dated 1-Sep-11 for commencement of course
	B E – Aeronautical **B E** – Electrical & Electronics **M E** – VLSI Design **M E** – Computer Science	AICTE Approval dated 1-Sep-11 for increase in intake
2013-14	**B E** - Civil	AICTE Approval dated 19-May-13 for increase in intake
	M E – Manufacturing **M E –** Power Electronics and Drives	AICTE Approval dated 19-May-13 for Commencement of Courses
	B E – Information Technology	Anna University **Permanent Affiliation** – Letter dated 10-Nov-14

In addition to the above, the Institution has the following Anna University Recognized Research Centers for Ph D Programs –

a. Mechanical Engineering	**Letter dated 4-Jul-13 / Renewed on 10-Aug-16**
b. Computer Science and Engineering	**Letter dated 14-Jan-15**
c. Electronics and Communication Engineering	**Letter dated 14-Jan-15**
d. Physics	**Letter dated 14-Jan-15**
e. Electrical and Electronics Engineering	**Letter dated 16-Apr-16**

1.1.9 PROFESSIONAL BODIES

The Institution is a Member of:

a. Aeronautical Society of India (ASI)
b. Computer Society of India (CSI).
c. Confederation of Indian Industries (CII)
d. Federation of Indian Chambers of Commerce and Industries (FICCI)
e. Institution of Engineers India (IE)
f. Indian Society for Technical Education (ISTE)
g. Society of Automotive Engineers (SAE)
h. Madras Management Association (MMA)
i. National Entrepreneurship Network

Renewable energy club was started on March 2007 at our college with the grants of MNES and TEDA, the club was formerly inaugurated by Dr. R. Sethumathavan, Professor, Centre of Energy Studies, Anna University. The Institute is also a member of NEN and has an active i-Cell and e-Cell.

1.1.10 CO-AND EXTRA CURRICULAR ACTIVITIES

a. National Service Scheme

b. Youth Red Cross

c. National Cadet Corps (Infantry)

1.1.11 ALUMNI ASSOCIATION

All the students graduating from KCG College of Technology are automatically enrolled as members of Alumni Association. The alumni members will have access to the use of college facilities such as library, gym, tennis court, etc. The members meet periodically and share their experiences.

1.1.12 ACHIEVEMENTS

MoUs have been signed with the following companies (to name a few):

- Invictus Technology Solutions
- Ramco Systems
- Hare Information Technology Solutions Pvt. Ltd.
- Infosys Technologies Limited
- Omnex Quality Academy India Pvt.Ltd.
- Kriatec Services (P) Limited

- CADD Centre Software Solutions Pvt. Ltd.
- Nirmal Biogen Technology
- LinuXpert Systems
- Energreen Power Ltd.
- Enkem Engineers Pvt. Ltd.
- Barry Wehmiller International Resources
- Oracle
- Tessolve
- Caddam Technologies
- NIIT – Prometric
- IMorph
- Active member of National Entrepreneurship Network
- Associated with Infosys for Campus Connect and Wipro for Mission 10X
- Active i-cell & e-cell to enhance innovative abilities of the students.
- Funding from department of Science & Technology, Govt of India to establish Innovation Entrepreneurship Development Centre.
- Central Leather Research Institute
- SJMSOM (IIT Bombay) - to name a few.

1.1.13 COMMUNICATION – ENABLING SYSTEMS

The following systems are available in the campus to enable effective communication.

- Intercom facility
- LAN – Local Area Network
- Internet Service and intranet service.
- E-mail – Each staff has an official email ID
- Phone calls (Only for official purpose)
- Wi –Fi access

1.2 OBJECTIVES

The Policy & Procedure Manual of KCG College of Technology (KCG) is based upon the belief that the success of the Institution is primarily dependent on its staff and that the development of their potential is beneficial both to staff as well as the Institution.

Based on the above, a comprehensive set of Polices and Procedure Instructions has been laid down in the subsequent pages of this Manual which aims at attracting, retaining and motivating staff to achieve higher goals and attain greater opportunities for advancement in their career with the Institution. Management and employees are required to comply with the policies and procedures of this Manual. This Manual supersedes all previous Policies and Procedures approved and or communicated.

The Institution reserves the right to amend or update the contents of this Manual to reflect current conditions. Employees will be notified in writing of any changes implemented.

This Manual is a private and confidential document and is the sole property of the Institution. It is not intended for public circulation. All employees are required to sign a Code of Conduct and a Confidentiality Agreement, to protect the confidentiality of the Institution's information.

No part of this Manual should be copied, reproduced, distributed, or printed without prior approval of the Principal. Contents of this Manual are confidential and are intended for internal use only.

The objectives of documenting policies and instructions are:

- To ensure consistency in their interpretation and implementation
- To apply all norms on an equitable basis throughout the Institution
- To provide transparency in all matters concerning Staff

1.2.1 REVIEW AND REVISION

This Manual may be reviewed every three years or at shorter intervals if deemed necessary.
Human Resources Department will initiate the review of this manual and seek appropriate approvals. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval as per the Director & CEO / Chairperson.

1.2.2 INTERPRETATION

The Governing Council (GC) shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this Manual in the event of any doubt in interpretation.

1.2.3 DISPENSATION

Any dispensation from the Manual will require the approval of the Director & CEO / Chairperson.

1.2.4 MAINTENANCE AND DISTRIBUTION OF MANUAL

The Human Resources Department is the custodian of this Manual. All enquiries and matters related to this Manual should be addressed to the **Chief HR Officer of the Group**. Each HR Manual will be individually numbered. The HR Division will maintain a record of the distribution of the HR Manual.

All updates will reflect the revision date and will be copied to the authorized users as mentioned above.
The CHRO will maintain a record of all updates to the HR Manual and circulate all revisions and updates.

CHAPTER - II

MOTTO, VISION, MISSION, QUALITY POLICY

MOTTO

"To make every man a success and no man a failure"

VISION

KCG aspires to become a globally recognized centre of excellence for science, technology & engineering education, committed to quality teaching, learning and research while ensuring for every student a unique educational experience which will promote leadership, job creation, social commitment and service to nation building.

MISSION

To disseminate knowledge in a rigorous and intellectually stimulating environment.
To facilitate socially responsive research, innovation and entrepreneurship.
To foster holistic development and professional competency.
To nurture the virtue of service and an ethical value system in the young minds.

QUALITY POLICY

KCG College of Technology, committed to achieving excellence in technical education and producing responsible citizens and progressive leaders, strives to achieve the institution goal by

- Focusing on the overall development of the students and strengthening their capacities and leadership abilities
- Creating a conducive environment for effective teaching, active learning and purposeful research
- Incorporating value-added programs to the curriculum and improving the job prospects of the students
- Periodically evaluating the effectiveness of the programs offered at the institute and responding positively to the needs of the industry
- Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation, and
- Continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement.

QUALITY POLICY OF HUMAN RESOURCE DEPARTMENT

1. To provide quality human resources (both Teaching and Non-Teaching) to the Institution based on the manpower requirement through an effective selection process.
2. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
3. To motivate staff members to pursue higher studies (P G / Ph D)
4. To promote Staff Welfare Programs and to create a progressive environment in the Institution.
5. To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.
6. To recognize the service of the staff members and to motivate them through a rewarding system.

CHAPTER - III

PRELIMINARY

1: DEFINITIONS

1.1 "Governing Council" (GC) is the principal organ of the Management of KCG, and gives the approval for all academic and administrative matters.

1.2 "Chairman" means the Chairman / Chairperson of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him / her.

1.3 "Premises" means the entire premises of the office of KCG, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, guest houses, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of KCG.

1.4 "Management" means, the members of the Management Team (MT), viz., Chairperson / Director & CEO / Directors and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.

1.5 "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means Director & CEO, Directors, Principal, Vice Principal, Registrar, Deans, Heads of Departments or any authority empowered and vested with powers by the GC to be of service to KCG.

1.6 "Appellate Authority" means authority higher than the Competent Authority (Chairperson).

1.7 "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in KCG.

1.8 "Appraisal / Promotional Committee" is the Committee nominated by the Management to recommend to the Competent Authority, promotions or special increments, on the basis of performance reports.

1.9 "Employer" is the Management of KCG.

1.10 "Establishment / Institution / College" means KCG, its branches and other units or institutions run / owned / managed by KCG in India and abroad.

1.11 The words "Employer", "Management" and "KCG" shall for all purposes mean the same (i.e.) the Management of KCG, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.

1.12 "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to Human Resources.

1.13 "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of KCG for the purpose of displaying notice(s).

1.14 "Habitual" means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 3 (three) months.

1.15 Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.

1.16 Singular terms denote plural forms unless otherwise mentioned.

1.17 "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.

1.18 "Leave" means authorized absence with or without pay.

1.19 "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal / Registrar.

2. CLASSIFICATION OF EMPLOYEES

2.1 "Employee" shall be classified as:

(a) Permanent
(b) Probationer
(c) Temporary
(d) Adjunct
(e) Part Time
(f) Visiting
(g) On-Contract
(h) Casual
(i) Substitute
(j) Trainee

2.2 A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal / Registrar.

2.3 A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal / Registrar.

(**NOTE:** A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)

2.4 A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.

2.5 An "Adjunct" employee is a faculty hired by the Institution to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Professional / Scientist / Engineer having recognition at national / international level and having outstanding published work.

2.6 A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.

2.7 A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.

2.8 An "On-Contract" employee means a person appointed on contractual employment for a specified period.

2.9 A “Casual” employee is one who is employed on a day-to-day basis for work that is occasional or c asual in nature.

2.10 A “Substitute” employee is one who is engaged in the place of a permanent employee who is temporarily absent.

2.11 A “Trainee” employee is hired by the Institution to impart training for a particular period of time.

NOTE: Employees covered in item No. 2.4 to 2.11 are not entitled to benefits provided to other classes of employees unless specifically provided in the letter of appointment.

CHAPTER – IV

ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES & DECENTRALIZATION OF POWERS

1. ADMINISTRATION POLICY

1.1 Official Languages

1.1.1 All written communication within the Institution will be in English or Tamil language (if required by local authorities).

1.1.2 All employees shall verbally communicate either with each other or with clients in the English or Tamil language or the language understood by him.

1.1.3 All publications for external circulation issued by the Institution shall be reviewed by the Dean Student Affairs / Director & CEO for English content and suitability

1.1.4 All internal communication shall be printed or written in English and in Tamil language (if required by the law).

1.1.5 All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the caller or receiver.

1.1.6 All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

1.2 Telephone Use and Coverage

1.2.1 It is the policy of the Institution to ensure that there is a procedure for proper Telephone use and coverage for official purpose. During scheduled working hours, telephone coverage must be maintained in all Departments.

1.2.2 Official call messages will be taken for incoming telephone calls by the Department Secretaries, if not available in the Department / if busy in taking classes. Employees may return telephone calls immediately on return to their desk.

1.2.3 If staff is unavailable to answer the telephone, in cases where all staff is involved in an activity outside the Department, then the Department Secretary or the Front Desk Staff is to be alerted to receive the incoming calls.

1.2.4 Visitors / Business clients should not answer telephones in the Academic Block areas but may receive calls from the other areas of the Institution.

1.3 Personal calls

1.3.1 Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms / Laboratories / Library.

1.3.2 The concerned Department Secretary is required to be authorized to handle emergency personal calls when the staff is away in the Class Room / Laboratories / Library.

1.3.3 In such an event, the name and number of the caller shall be recorded, and the person concerned will revert to the caller when free to do so.

1.3.4 All other personal calls should not be encouraged during the course of the Institution timing.

1.4 International / Long Distance calls

1.4.1 Only staff authorized by the Director & CEO / Director is eligible to make international calls which are charged to the Institution.

1.4.2 Such calls may only be made only for official business purpose

1.5 Handling telephone at Lunch Breaks

1.5.1 It is advised that staff of a particular department do not proceed for a meal break in a single group.

1.5.2 In case the above occurs for other business related reasons, telephone coverage should be ensured during the period of a meal break.

1.6 Employee personal telephone nos.

1.6.1 Staff must notify their Head of the Department / HRD of any change in their home telephone number(s) or mobile number within immediately on change.

1.7 Telephone Etiquettes

1.7.1 The telephone must be answered in a professional manner within the second ring.

1.7.2 The telephone is a very personal method of communicating and callers are very sensitive to the way they are handled

1.7.3 Any staff attending a telephone call holds the responsibility of courteousness, taking messages, providing any required help to the caller and ensuring that they follow this procedure at all times and are made aware of their individual responsibilities for managing telephone calls.

1.8 Notice Board

1.8.1 It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Tamil.

1.8.2 Posting on Employee Notice / Bulletin Boards / Posters / Display of Information--

1.8.2.1 No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.

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1.8.2.2 All the Employee related information displayed on the notice board should be in English.

1.8.2.3 Duty Roaster and Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.. All Notices / Internal Memo's / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to the Hindustan Group / subject connected with the Students, Examinations, Competitions, etc. only.

1.8.2.4 All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Registrar / HoD before the same is displayed.

1.8.2.5 The undated Notices / Other information will remain posted for a maximum of 15 days.

1.8.2.6 The Principal / Registrar / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.

1.8.2.7 Advertisements / Posters / Display of information, etc of any kind from the commercial companies will not be accepted / displayed.

1.9 Communication

1.9.1 Channels of communication within the Institution are to be Clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.

1.9.2 It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intentions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institution's & Departmental goals and objectives.

1.9.3 The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees' comments and suggestions are encouraged and facilitated.

1.9.4 Confidentiality should be maintained in all official and Employee related matters.

1.10 Employee Identification Cards

1.10.1 To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.

1.10.2 All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:

Name, Photograph, Designation, Department, Date of Joining, Address & Blood Group.

1.10.3 Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.

1.10.4 When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the HR Department.

1.11 Fire Prevention

1.11.1 Following recommendations are to be followed by all the Departments to ensure a safe fire-free environment in the campus:-

- Free access to fire extinguishers.
- Light should never be shielded with linen or other combustible material.
- The **NO SMOKING** rule shall be enforced throughout the Institution.
- Doors of inflammable liquid storage rooms / LPG Cylinders must be kept closed and latched at all times.
- Always familiarize yourself with fire procedures.

1.12 Workplace Violence

1.12.1 Violent acts occurring in the workplace greatly affect the individual's feelings of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.

1.12.2 An act of violence may be of any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.

1.12.3 A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.

1.12.4 Workplace includes all Institution facilities, viz., Canteen / Hostel / Campus Store / Play Area, etc., and off-campus locations where Employees are engaged in Institution business.

1.12.5 Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and Registrar or the Principal.

1.13 No Smoking

1.13.1 Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

1.13 Lost & Found

1.13.1 Any Employee finding anything in the Institution premises should deposit the same with the Vigilance Officer / Campus Manager, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.

1.13.2 Any item reported as being "lost" will be investigated by Security. A box will be kept for "Lost Items". Such box will detail as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the Vigilance Officer, only after obtaining approval from the Principal / Registrar.

1.14 Confidentiality

1.14.1 No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information which may come to his knowledge in the course of his employment with the Institution or its associates / sister companies. This shall apply both during the period of employment and thereafter.

1.14.2 Members of the staff, except where necessary, shall not, without the prior written consent of the Director & CEO retain in their private possession, any papers / documents / records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

1.15 Reporting

1.15.1 Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

2. SERVICE CONDITIONS

2.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

2.2 Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Registrar or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.

2.3 Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Registrar.

2.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the College from time to time.

2.5 Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his / her performance.

2.6 All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

3. WELFARE FACILITIES FOR STAFF:

3.1 Staff members are covered under Provident Fund. The staff covered under the Provident Fund Scheme are eligible for Family Pension subject to the rules of the Provident Fund. Staff members who are exempted under this Act are also covered under the P.F.

3.2 For Non-teaching Technical and Admn Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.

3.3 Personal Accident Insurance provided to all staff members.

3.4 Staff quarters are provided at the minimum charges towards accommodation and electricity.

3.5 Air-conditioned vehicle is provided to the HoDs, Senior Faculty members from their residence to the Campus.

3,6 Free Transport for select staff and Bus In-charge.

3.7 Emergency loans are given to employees for medical emergencies / emergencies caused due to natural calamities.

3.8 Interest-free salary advances for festivals.

3.9 Free boarding and Lodging for certain faculties, Staff holding Warden / Assistant Warden post.

3.10 Separate quarter is provided to the Security Guards / Campus Driver in the Institution Campus free of cost.

3.11 Free / Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.

3.12 Subsidized food is given to the drivers.

3.13 Statutory payments to all eligible employees.

3.14 Provision of a separate a/c Dining Hall for the benefit of staff members.

3.15 Rs. 2,500/- is given as death relief to the staff (depending upon the category) in the event of the death of their parents, spouse or children. In case of the death of an employee, the Institution takes care of a sizeable portion of the expenses for funeral, etc.,

3.16 In the event of the death of an employee, while in service his dependent will be considered for employment, depending on individual merits subject to the availability of the posts.

3.17 The Drivers / select staff are given ex-gratia amount not exceeding one month Basic Pay and D.A during Deepavali festival.

3.18 Three sets of stitched uniforms are provided to the supporting staff and the maintenance staff per academic year.

3.19 One pair of Shock Proof Shoes with two pairs of socks are provided to. Electricians. Attenders / Security Guards and Drivers are also given one pair of shoes and two pairs of socks.

3.20 Free Tea / Coffee is provided to the Administrative staff during both the sessions.

3.21 Medical Room is available in the campus. Free consultations and free treatment and medicine are provided by the Doctor to the staff and students.

3.22 Staff and students are permitted free travel by for Training Programs, meetings, etc.,

3.23 Internet facility is made available in the campus.

3.24 Special permission is granted to the staff participating in indoor or outdoor games during intercollegiate tournaments.

4. DECENTRALIZATION OF POWERS

4.1 Finance Part - Imprest amount is given as mentioned below:

Imprest cash is given to each HoD to meet out urgent requirements like permitting staff members to attend Seminar / Workshop within Chennai, conveyance for arranging guest lecture, consumable purchase of small value, maintenance and upkeep of their departments, etc. Imprest amount should not be used for capital purchase under any circumstances.

Category	Imprest amount
Principal	Rs. 50,000/-
HoD	Rs. 10,000/-
Transport	Rs.3,000/-

4.2 **Administration Authority of HoD**

Every HoD is given powers in the areas specified below:-

4.2.1 Selection of Staff (Teaching / Non-Teaching) for their departments
4.2.2 Designing of curriculum and recommendation for introduction of new courses.
4.2.3 Allotment of workload.
4.2.4 Assignment of additional workload.
4.2.5 Setting up of labs, in line with the Anna University requirements.
4.2.6 Nominating staff to attend training Program / Faculty Development Program (both internal and external)
4.2.7 Freedom to conduct in-house and outside symposium / training Programs
4.2.8 Recommending leave / O.D. for the department staff
4.2.9 Recommending of equipment to be purchased.
4.2.10 Screening of quotations and selection of suppliers for purchasing consumables.
4.2.11 Research and Development proposal.
4.2.12 Product development proposal
4.2.13 Redressal of department staff grievances
4.2.14 Counselling
4.2.15 Procurement of books pertaining to the department.
4.2.16 Free hand to monitor and discipline the students.
4.2.17 To conduct motivational and other training Programs for staff and students
4.2.18 Implementation of ISO methodologies and to ensure qualitative education to the students.

CHAPTER – V

SELECTION & APPOINTMENT OF EMPLOYEES

SELECTION & APPOINTMENT POLICY

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

The Selection and Appointment Policy is based on the following principles:

- We recruit the best talent available based STRICTLY on merit.
- Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience.
- We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.
- We do not re-hire staff who have been terminated with a cause by the Institution
- We should always ensure that managers and staff involved in the recruitment process do not succumb to any pressure that can result in compromising the quality of staff to be hired.

1. SELECTION / APPOINTMENT:

1.1 All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.

1.2 Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee.

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

(a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
(b) Promotion of existing employees from the lower cadres as per Promotion Policy.
(c) From any other source as determined by the Appointing Authority.

1.4 Each staff should serve for at least a minimum period of one academic year or as per the terms and conditions mentioned in his Appointment Order.

1.5 Minimum Qualification for each Teaching Post:

1. Assistant Professor: (A.P – I)

Qualification	Experience
First Class Degree either in Bachelors or in Master Degree in Engineering / Technology, MCA, M Phil (S & H)	0 – 5 years

2. Assistant Professor (Senior Scale): (A.P – II)

Qualification	Experience
First Class Degree either in Bachelors or in Master Degree in Engineering / Technology	5 years
First Class M Phil (S & H) / MCA	7 years
Ph D in MCA / S & H	0 – 5 years

3. Assistant Professor (Selection Grade): (A.P – III)

Qualification	Experience
First Class Degree either in Bachelors or in Master Degree in Engineering / Technology	10 years
Ph D in Engineering / Technology	Fresh
First Class M Phil. (for S & H), MCA	12 years
Ph D in M Phil (for S & H), MCA	5 years

4. Associate Professor:

Qualification	Experience
Ph D Degree with first class Bachelor's or Master's Degree in Engineering / Technology	5 years

First Class Master Degree in Engineering / Technology + Ph D Registration / Completion of Course Work and Publication of 1 International Journal	15 years
Ph D Degree with first class Bachelor's or Master's Degree in S&H / MCA	12 years

5. **Professor:**

Qualification	Experience
Ph D Degree with first class Bachelor's or Master's Degree in Engineering / Technology,	10 years of teaching / research / industry experience out of which 5 years as Associate Professor.
Ph D Degree with first class Bachelor's or Master's Degree in S&H / MCA,	17 years experience

6. Adjunct Faculty:

Qualification	Experience
Candidate for Adjunct Faculty from industry should have relevant professional qualification (as applicable to regular faculty)	10 – 15 years of experience from industry / organization satisfying the following norms – • Teaching and research organizations of State / Central Government Institutions / Universities; • Central and State Public Sector Undertakings (PSUs); • Reputed Industries; • Civil Servants (IAS / IPS / officials from Central and Provincial Services) and professionals and officials from professional councils; • NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.

1.6 Counting of Experience for appointment / promotion:

Experience	Weightage
Teaching experience in Universities / Engineering Institutions / Reputed Industries / Overseas Experience	Actual experience (100%)

Teaching experience in Polytechnic / Arts & Science College / Private Institutes / Schools / General Industry	Half of the Actual experience (50%) – however in certain meritorious cases, 100% weightage was given as last year
Part time / Visiting Employment	One-fourth of the Actual Experience (25%)

For the purpose of calculation of experience, documentary evidence such as Appointment Order / Relieving Order and Experience Certificate is mandatory. Principal / HR Department will decide on the actual experience taking into account the proof submitted. Only completed year of service will be taken into account for the purpose of salary fixation – if a person has 6.10 years experience, it will be construed as 6 years experience only. However in certain cases, the 10 month experience was considered as one full year and full weightage would be given for Industry / other teaching experience.

1.7 Selection of Teaching and Non-Teaching Employees:

(a) Mode of Selection of Regular Faculty:

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

(i) At the end of each semester, the HoDs review the staff position in their departments and prepare a manpower requirement list.
(ii) The manpower requirement list is presented to the Principal.
(iii) The Principal discusses the requirement in the HoD's meeting and finalize the decision, taking into account the increase in in-take / new course / staff leaving, etc.
(iv) The manpower requirement list is forwarded to the Management Team for approval. After the approval, advertisements are released in the leading newspapers.
(v) The applications received are duly scrutinized.
(vi) Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process.
(vii) Shortlisted applicants are intimated to attend the interview on a specified date and time.
(viii) The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
(ix) The Selection Committee finalizes the selection of candidates,
(x) The selected candidates will be given the Offer of Appointment by the Department of HRD, subject to the submission of the candidate's degree certificate in the original.
(xi) Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate as a token of acceptance of the offer.
(xii) Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by their respective HoD, Department of HRD and the Principal in the prescribed format along with the following enclosures:

(a) Certificate of physical fitness;
(b) Relieving letter from the previous employer, if any.
(c) Evidence of date of birth / proof of age.
(d) Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
(e) Publication copies / copies of participation certificates.
(f) Three copies of the candidate's colour photograph.
(g) Aadhaar Card Copy / PAN Card Copy / Residence Proof;
(h) Highest Original Degree Certificate, if not submitted earlier.
(i) Any other documents specified by the Principal.

Note: Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

(a) Certified extract from Register of Births and Deaths;
(b) School Leaving Certificate / Matriculation Certificate;
(c) PAN Card / Aadhaar Card; and
(d) Passport

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

(xiii) The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".

As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods.

(b) Composition of Selection Committee:

1. Every Selection Committee shall consist of the following members:

For appointment of Professors:

i. Director & CEO – Chairman
ii. Director – Vice Chairman
iii. Principal / Vice Principal;
iv. Chief HR Officer;
v. External Expert; and
vi. Dy Registrar

For appointment of Associate Professor and, Assistant Professor

i. Director & CEO – Chairman
ii. Director – Vice Chairman
iii. Principal
iv. Vice Principal / Registrar
v. HoD and Senior Faculty of the Concerned Department
vi. Dy Registrar

2. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

(c) Mode of Selection of Technical / Non-Teaching staff:

All positions are advertised in the press / on-line portals. After scrutiny of the applications received, the eligible candidates are shortlisted and intimated to appear for a personal interview. The Selection Committee consists of the following:

(i) Director & CEO – Chairman
(ii) Director – Vice Chairman
(iii) Principal
(iv) Vice Principal / Registrar
(v) Head of the Department / Senior Faculty.
(vi) Dy Registrar

CHAPTER – VI

POST SELECTION PROCESS

1. Procedure:

1.1 The selected candidate who received the Offer letter should report for duty to the Principal on the specified date, as mentioned in the offer letter.

1.2 The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.

1.3 PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.

1.4 Each staff member is required to open a Bank account with the Union Bank of India, Guindy, Industrial Estate), for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.

1.5 The Appointment Order will be issued by the HR Department to the newly-joined staff who has to execute the service contract., if required.

1.6 The HoD will brief the newly joined staff about the department formalities and the workload.

1.7 Email ID will be created for the staff by the ERP Team within a week's time.

1.8 Identity Card will be provided for each staff.

1.9 Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.

1.10 Induction program will be organized by the HR Department on the subsequent week to explain the rules and regulations of the Institution. The Induction kit will also be provided with all details.

1.11 Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

2 Records of Service – Staff Personal File

2.1 A Staff Personal File for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the Institution.

2.2 The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.

2.3 Any change in the address should be intimated immediately by the employee.

2.4 All activities of an employee in his official position shall be recorded in this file, which will be maintained by the HR Department.

3 Identity Card

3.1 Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Principal. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.

3.2 The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., Residential Address. The said identity card shall be issued duly signed by the authority concerned.

3.3 If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee.

3.4 When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the HR Department before his accounts are settled.

CHAPTER – VII

TERMS OF EMPLOYMENT / LEAVE RULES

1. Probation:

1.1 All employees irrespective of their cadre will be on probation for a period of six months / one year when they are recruited for the posts or when they are promoted to higher grade / post.

1.2 During the period of probation, the employees will be assessed on their performance.

1.3 Deficiencies in the performance will be notified to the employee concerned and he will be advised suitably by their respective HODs to correct / rectify the same.

1.4 If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.

1.5 Recommendation for extension of probation / confirmation of an employee shall be approved by the Registrar / Principal. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

1.6 The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.

1.7 The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.

1.8 However, the extension or reduction of the probation period is at the discretion of the Principal.

2. Confirmation

2.1 If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.

2.2 In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

3. Working Hours

3.1 The College shall function from 8.30 AM to 4.30 PM for Faculty. However for Non-teaching Technical and Administration Staff it will be and from 8.00 AM to 5 PM. On Saturday, the Non-Teaching Technical / Admin staff alone will work between 8.30 AM and 01.00 PM. Saturday and Sunday are holidays for Teaching Staff alone.

The Lunch break will be for 50 Minutes depending upon the Time Table for Teaching / Non-Teaching Technical staff and between 01.00 and 01.40 pm for Admin Staff.

4. Attendance

4.1 Every employee shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified. He shall register his attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Department of HRD both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.

4.2 Employees should normally obtain permission beforehand to arrive the Institution late or leave early.

4.3 For non-teaching staff, habitual absence or late attendance will entail penal provision.

4.4 Employees are expected to be present in their respective Departments at least 10 minutes in advance before the working hours.

5. Finger Print (Bio-metric) Attendance Rules:

5.1 Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. There are four Finger Print Attendance Recorder machines, which record the attendance of the staff. All staff members are required to mark their attendance both in the morning and evening sessions.

5.2 Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance.

5.3 Staff who come late due to Permission or Leave or On Duty have to sign in the "Time In and Time Out Register" maintained at the Department of HRD.

5.4 Staff should be available in the college premises during the entire period of office hours, on all working days.

5.5 If a staff member is on any kind of leave has to be out of station, he should intimate the Principal / Registrar his exact out station address and phone numbers in his leave application.

5.6 The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

6. Staff Dress Code

Men	:	Tucked shirt & Trousers with formal shoes
Women	:	Saree
Senior staff	:	College logo shirt with jacket for all official events / functions

7. Duties and Responsibilities of Faculty:

A. Academic
B. Research and Consultancy
C. Administration
D. Extension Services

A. Academic:

- ✓ Class room lectures
- ✓ Instruction in laboratories / guidance
- ✓ Curriculum development
- ✓ Developing resource materials and laboratory development, manuals, etc.,
- ✓ Students' assessment and evaluation
- ✓ Participation in co-curricular and extracurricular activities.
- ✓ Students counseling
- ✓ Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.
- ✓ Publication of books, journals
- ✓ Upgrading by pursuing higher studies and keeping abreast with the developments in his own field.
- ✓ Conduct of examinations.
- ✓ To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets

B. Research and Consultancy:

- ✓ Research and development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs.
- ✓ Providing industry consultancy and testing service, active participation in promoting industry-institution interaction.

C. Administration:

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and
- ✓ promotional activity at both departmental and institutional level.
  Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty-students' societies.
- ✓ Planning / Development of schedules for classes both at departmental / institutional levels
- ✓ Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

D. Extension Services:

- ✓ Interaction with industries / service institutions, promote community service and sports activities amongst students
- ✓ Help, devote, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, promote entrepreneurship and job creation.

8. General Instructions to the Faculty:

(a) In the Department:

1) The faculty member should always first talk to the HoD and keep the HoD in confidence about his professional and official activities.

2) The subjects will be allotted by the HoD after taking into account the faculty member's aptitude.

3) In addition to teaching, the faculty member should take additional responsibilities as assigned by the HoD in academic, co-curricular or extracurricular activities.

4) Every faculty member should maintain the students' attendance records manually and the absentees roll number should be noted every day in the ERP software as soon as the classes / laboratory hours are over.

5) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the 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.

6) The faculty member should make himself presentable. The faculty member should show no partiality to any segment / individual student.

7) The Faculty Advisor must update the student's personal file regularly and put up for inspection by HoD appropriate authority as the case may be.

8) Faculty Adviser / Counsellor:
To help the students plan their courses of study and for general advice on the academic program, the HoD will attach 20 students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Advisers shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him and counsel them periodically. If necessary, the Faculty Adviser may also discuss with or inform the parents about the progress of the students. They are also required to maintain appropriate records of their counseling session with the students.

9) Faculty should send progress reports to the parents periodically and update the performance of the students.

10) Faculty should compulsorily become member in Professional Body. All Professors should be a member in International Professional Body. Professional membership can be of different associations. Minimum 80% of membership should be National and 20% should be International in a department.

(b) Class Room Teaching:

1) Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.

2) The faculty member should get the lesson plan and course file approved by the HoD and the Principal The course file should consist of the preface, previous year University question papers, notes, handouts, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.

3) The students' Log Book must be regularly updated and put up for inspection by HoD / Principal as the case may be.

4) The faculty member should go to the class at least five minutes early.

5) The faculty member should engage the full 50 minutes class / lab and should not leave the class early.

6) The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.

7) The faculty member should encourage students to be interactive in class.

8) The faculty member should practice / rehearse the lecture well before going to the class.

9) The faculty member should make use of LCD, OHP, etc., as teaching aids in addition to using Social Media / digital on-line tools.

10) The faculty member should encourage students to ask doubts / questions.

11) The faculty member should get feedback from students and adjust his teaching appropriately.

12) The faculty member should take care of the academically weak students and pay special attention to their needs.

13) In analytically-oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.

14) The faculty member shall give two-mark questions with answers for each unit.

15) The faculty member should sign in the class log book every day after he finishes the lecture.

16) The faculty member should interact with the Class Coordinator or Counselor and inform him about the habitual absentees, academically weak students, objectionable behavior, etc.,

17) The faculty member should always aim for 100% pass results in his subjects and work accordingly.

18) The faculty member should visit the library regularly and read the latest journals / magazines in his specialization field and keep him/herself abreast of the latest advancements.

19) The faculty member should make himself available to students for doubt clearance.

20) The faculty member should motivate the students and bring out the creativity / originality in them.

(c) Laboratory:

1) The faculty member handling laboratory classes must perform the experiments personally before leaving for vacation and be experienced with the procedures before making the students perform the experiments in the ensuing Semesters.

2) Whenever possible, additional experiments to clarify or enlighten the students must be given.

3) The lab / observation records must be corrected then and there or at least by the next lab class.

4) The faculty should ensure adherence to the lab dress code of the students in the lab.

5) For each lab there should be a Faculty In-charge and Lab In-charge.

6) The staff should ensure that adequate time is given to students for all practicals.

9. Awareness About Anna University Norms

9.1 It is mandatory on the part of the staff members to be familiar with the Anna University current regulations with regard to academic activities, award of internal marks, maintenance of records and attendance. A copy of the Anna University regulations is available in each department. By visiting Anna university website (www.annauniv.edu / www.annatech.ac.in) the updated norms are to be familiarized by all.

10. Class Committee

10.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process.

10.2 The class committee shall be constituted within the first week of each semester. At least 4 student representatives (usually 2 boys and 2girls) shall be included in the class committee.

10.3 The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee. The functions of the class committee include –

10.4 Solving problems experienced by students in the class room and in the laboratories.

10.5 Clarifying the regulations of the degree program and the details of rules therein which should be displayed on college Notice-Board.

10.6 Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

10.7 Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

10.8 Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

10.9 Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

10.10 The class committee for a class under a particular branch is normally constituted by the head of the department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.

10.11 The Principal may participate in any class committee of the institution.

10.12 The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned.

10.13 If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Principal.

10.14 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations.

10.15 Two or three subsequent meetings may be held in a semester at suitable intervals.

10.16 The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.

10.17 During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

11. Course Committee for Common Courses

11.1 Each common theory course offered to more than one discipline or group shall have a "Course Committee" with one of them nominated as Course Coordinator.

11.2 The nomination of the course Coordinator shall be made by the HoD / Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments.

11.3 The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.

11.4 Where ever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11.5 The committee on common courses, after the evaluation of the end-semester examination papers of common courses shall decide on the range of marks for awarding letter grades as per clause

12. Test / Exam:

12.1 Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.

12.2 During invigilation, the faculty member should be continuously moving around. He should not sit in a place for a prolonged time. Faculty members should maintain silence in the hall. He should watch the students closely so that they don't indulge in any malpractice in the exam hall.

12.3 Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. In the case of internal test / model exams, the Class Coordinator and the HoD concerned should be informed.

12.4 The test papers must be corrected within three days from the date of examinations and the mark list should be submitted to the HoD who forwards it to the Principal's office. The corrected papers are to be handed over to the students.

12.5 The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

13. General Instructions to Invigilators:

13.1 Invigilators are requested to report at the examination office at 9.20 a.m. for the forenoon session and 1.20 p.m. for the afternoon session.

13.2 Invigilators are requested to ensure that the cover given to them contains exact number of answer booklets as number of students mentioned in the seating arrangement sheet. If any mismatch or any damaged sheet found, it should be reported to the exam cell.

13.3 Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangements sheet.

13.4 Invigilators should instruct the students to leave their bags / cell phones / shoes, etc., outside the hall before entering.

13.5 Invigilators can allow students to enter into examination hall during the first 10 minutes.

13.6 Invigilators should not allow students to leave the exam hall during the first 2 hrs 30 minutes.

13.7 Invigilators should count the answer booklet before leaving the hall after completion of examination.

13.8 Invigilators have to verify the signatures of the candidate both in the attendance sheet and hall ticket.

13.9 Instruct the students to fill their register numbers carefully in the space provided.

13.10 Invigilators should carefully verify and ensure that the register number. In the answer booklet and hall ticket are one and the same.

13.11 The following details have to be carefully verified by the invigilators:

Name of the candidate / Degree & Branch / Sub code and title / No. of pages used (at the time of submission) / date and session.

13.12 After verifying all details in the answer booklet, the invigilators should sign with date and he has to write his name in the space provided.

13.13 Insist the students to strike out the unused pages in the answer booklet.

13.14 The register number in the attendance sheet should be verified with that in the hall ticket.

13.15 Invigilator must verify the answer booklet number.

13.16 Invigilator has to write "AB" for Absentee.

13.17 Invigilator has to ensure that all presentees have signed against their name.

13.18 After verifying all details such as serial number of the answer booklet, signature, etc., in the attendance sheet, invigilator has to sign with date in the space provided.

13.19 Check the register number in the attendance sheet and answer book with that of the hall ticket.

13.20 Invigilators should check hall ticket / register number / answer book No. before signing on first page.

13.21 Invigilators are required to be alert and ensure strict vigil during the examination.

13.22 Invigilators are requested not to use mobile phone inside the examination hall.

13.23 Invigilators are not supposed to go out of the examination hall for any work.

13.24 Kindly do not allow / entertain any other faculty who is not part of the examination duty.

13.25 Any incident of malpractice if noted should be immediately brought to the notice of the examination office.

14. Minimum Workload per week for teaching staff (in hours):

Category	Theory includes tutorial (in credits)	Practical (in credits)	Total credits per week	No. of Theory subjects to be handled	No. of practical classes to be handled
Dean	8	-	8	1	NIL
Professor / HoD	8	-	8	1	NIL
Asso. Prof., Asst. Prof.	11 10	3 6	14 16	2	8 periods

Note: All Teaching Staff may have to handle two theory subjects, as and when required.

15. The duties and responsibilities for the non-teaching staff are mentioned in their Appointment Order according to their category.

LEAVE RULES

1. Types of Leave

The employees are entitled for the following types of leave:

(a) Casual Leave
(b) Vacation Leave (For Teaching staff)
(c) Earned Leave (For Non-teaching Technical and Admin staff).
(d) Medical Leave
(e) Maternity Leave
(f) Special Leave
(g) Leave on Loss of Pay

- The Leave Year shall be January – December and the Leave shall not matter of right be claimed as a and need to be granted.
- A staff member shall not normally or on any pretence absent himself from his duties without prior permission of his superior officer authorized to give permission.
- Leave of any kind will not be sanctioned when the services of the staff are work or needed for the college when there is an unfinished job involving the employee.
- Leave will be strictly monitored and will not be granted while class in session unless in emergencies
- Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the Department of HRD and the respective HOD before 9.00 a.m. Leave information will not be entertained after 9.00 a.m. and such absence will be treated as unauthorized.

1.1 **Casual Leave (CL)**

1.1.1 Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted in proportion to the months of service in the said calendar year. (i.e. one day CL on completion of a month). For Non-teaching staff, CL is eligible only on successful completion of six months during the probation period.

1.1.2 Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied for at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.

1.1.3 Casual Leave cannot be clubbed with any other type of leave except Special Leave or Compensatory Off.

1.1.4 In a month a maximum of 3 CLs and / or C/offs shall be granted, provided if the staff has the requisite leave on credit. A single spell of CL / C/off shall not exceed 3 days at a time.

1.1.5 CL is based on Working Days. Therefore, in calculating the total CL, intervening holidays will not be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.

1.1.6 CL cannot be carried over to the next year if it is not availed during the year.

1.1.7 For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective HoD / Principal / Registrar).

1.1.8 It is the responsibility of the HoD / Class Teacher to make alternative arrangements for the classes missed because of the CL of any teaching staff. The HoD would monitor and ensure that no class is left unattended.

1.1.9 The staff member taking leave without prior permission or without any information will be considered as absent and the same will be treated as “Loss of Pay”. If the staff absents himself from duty for seven days and more shall be treated as abandonment of service.

1.1.10 Availing CL / Coff on a Working day prior and after the declared holidays – if the declared holidays are more than 3 continuously in a month (including weekly holidays) it is not permitted. For example, if the college is closed on Monday and Tuesday for Diwali (say, 15th & 16th Oct), no CL / Coff is permitted either on Friday (12th) or on Wednesday (17th) – however for regular week-ends, they can avail either the prefix (Friday) or suffix (Monday) and not both. Similarly, no CL / Coff is permitted, if a working day is falling in between two holidays.

1.1.11 No Leave is permitted either on the first or on the last working day of the Semester.

1.2 Vacation Leave (For Teaching Staff)

1.2.1 The Vacation Period is defined as –

Winter	1st Dec to 1st January
Summer	1st April to 15th June

1.2.2 These Rules govern the availing of vacation leave for each Leave Year from 1st January to 31st December The total number of VL days for members of faculty (teaching staff) shall not exceed 30 calendar days (Thirty), for a continuous service of 12 months in the institution as on 30th June of the respective Academic Year.

1.2.3 These 30 days can be availed for a maximum of 10 days in the annual vacation period in December. The balance 20 days can be availed in the summer vacation period in the months of May, June or July.

1.2.4 However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the Institution.

1.2.5 A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th June. i.e. from 1st July to 30th June of the academic year.

1.2.6 During the period of probation, no VL is granted.

1.2.7 The staff member has to apply for VL in advance – the HoD will submit the Vacation Slot to the Principal for approval before any VL is granted. While doing so, he shall ensure that the Department is completely manned during the Vacation Period, so that no Department work is hampered.

1.2.8 The University Invigilation work, if any, during the vacation period shall be treated as part of VL.

1.2.9 While calculating the number of days of vacation leave, all intervening declared holidays, including that of the Institution, and Sundays will be included.

1.2.10 The VL normally commence on a weekday except Monday

1.2.11 VL cannot be combined with any other Leave.

1.2.12 In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her.

1.2.13 If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal / Registrar, the same can be utilized at a later part of the year, subject to approval.

1.2.14 Any unused part of VL by faculty cannot be carried over to the next academic year.

1.3 Earned Leave (For Non-Teaching Technical / Admn Staff)

1.3.1 All Non-Teaching Technical / Admn staff, on completion of one year of confirmed (regular rolls) service, are entitled for Earned Leave (EL) for 20 days in a year (i.e. 10 days during Summer Vacation and 10 days during Winter Vacation). Supporting staff are entitled for 20 days EL in a year.

1.3.2 Earned Leave is normally allowed during vacation periods.

1.3.3 EL will be credited to the account of the staff at the end of each leave year and can be availed of only in the succeeding year.

1.3.4 EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,

1.3.5 EL can be carried forward up to a maximum period of 40 days. EL exceeding the above days in addition to the leave earned for the particular year will automatically lapse.

1.3.6 Encashment of EL is not permitted.

1.3.7 Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave.

1.3.8 EL cannot be combined with any other leave.

1.3.9 No extension of EL will normally be granted.

1.3.10 The EL normally commence on a weekday except Monday

1.4 Medical Leave

1.4.1 Staff members are eligible for three (3) Calendar days Medical Leave in a Leave Year after completion of one year. Staff availing ML should produce Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty

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1.5 Maternity Leave

1.5.1 As per norms.

1.5.2 A woman employee can avail maternity leave along with VL / EL as applicable to her credit provided she has not availed their VL / EL in the respective year subject to the approval of the Principal / Registrar.

1.5.3 The decision of the Principal / Registrar will be final in sanctioning of such Maternity Leave.

1.6 Special Leave:

1.6.1 Special leave to a maximum of three (3) working days can be availed and is sanctioned in the following cases for the staff who are on regular rolls:

a. Marriage of self

b. Bereavement in the family Viz. parents, parents-in-law, spouse, children.

1.6.2 This leave can be availed only once in 3 years, after completion of probation period and can be combined with CL only. The individual has to make alternate arrangement for his/her class during such leave.

1.7 Leave on Loss of Pay:

1.7.1 Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

1.7.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If such LOP is more than 7 days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal / Registrar shall be final in such cases.

1.7.3 If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service.

1.7.4 Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year.

1.7.5 If staff avails LOP for 10 or more days in a year in excess of the eligible leave, increment, if any, shall be deferred by three months.

1.8 Compensation Off

1.8.1 The faculty can avail C.off for genuine reason(s) for every worked day on a non working day. Such C.off day can be availed during the Exam period only, thus not affecting his class work. C.off cannot be combined with any other leave except CL. Unutilized C.off will lapse at the end of the Semester.

1.8.2 C.off should be applied for in advance.

1.9 Permission:

1.9.1 Permission for short absence not exceeding one hour on any working day or two half-hours on any two working days, either after starting working hour or before ending working hour may be granted at the discretion of the Principal / Registrar per month.

1.9.2 If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half a day CL for 2 short absences and one day CL for 3 short absences. If CL is not in credit, it shall be treated as LOP.

1.10 On Duty:

1.10.1 On Duty (OD) will be granted when staff members are required to go out on official duties as approved by the Principal / Registrar. When staff members go for examination Universities other than Anna University and work for Hindustan Group of Institutions, OD will not be granted.

1.10.2 Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Institution may bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval of the Principal / Registrar. The staff members have to submit the Faculty Development Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level organized by reputed Institutions only.

1.10.3 Number of days of such OD for university practical external duty, theory papers valuation, seminar / conference / workshop participation is limited to 12 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.

1.10.4 In addition to the above, a faculty member is eligible for 12 calendar days of OD in a year for officially invited Anna University / Hindustan University external examination invigilation works, AUR, Examination Squad Duty and Valuation Duty. In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD's.

1.10.5 This is apart from the eligible OD for pursuing Ph D for staff members who have executed the bond with the Institution.

1.10.6 The Principal / Registrar shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.

1.11 For Pursuing Ph D:

1.11.1 All faculty members who are pursuing Ph D in the Institution / Hindustan University / Government Universities / IITs after signing a Deed of Indemnity-cum-Guarantee, are entitled to the following benefits:

Course work: One full day or two half days per week OD is permitted during the course work period.

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

Thesis submission & Viva: For preparation of synopsis, submission of the thesis and Viva – a maximum of 15 days.

1.12 For Pursuing ME:

1,12.1 Staff willing to do ME course are allowed to avail one day study leave in a week during their project work.

1.13 Staff members are encouraged to acquire higher qualifications under QIP / other schemes of UGC / AICTE / Anna or Hindustan University / KCG.

1.14. General

1.14.1 No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Institution the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services subject to conditions mentioned in Clause 20 of Chapter III.

1.15 Retirement

1.15.1 Every teaching and non-teaching staff of the Institution will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re -employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis.

1.15.2 Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure.

1.15.3 In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

NOTE:

(i) In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.

(ii) The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings.

1.16 Resignation / Termination of Service

1.16.1 If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.

1.16.2 The following shall be the notice period for resignation:

(a) A 'Trainee' employee shall give at least one month's notice or stipend in lieu of notice, if the training period is more than one year.

(b) A 'Probationary' teaching employee or a 'Confirmed' teaching employee shall give three months' notice or salary in lieu of notice.

(c) A 'Probationary' non-teaching employee or a 'Confirmed' non-teaching employee shall give one month's notice or salary in lieu of notice.

1.16.3 A faculty can submit his resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Principal / Registrar.

1.16.4 The Institution reserves the right to accept or reject the resignation with effect from the day it deemed fit,, irrespective of the notice-period given by the employee.

1.16.5 Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.

1.16.6 On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.

1.16.7 When the letter of acceptance of resignation is communicated by the Institution to the employee concerned, the employee shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Institution reserves the right to recover all such outstanding amounts and the value of the property of the Institution from the amounts due to the employee or in any other manner decided by the Institution.

1.16.8 After all the formalities as detailed in 1.16.7 are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

1.17 Abandonment of Service

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

1.18 Termination of Service

1.18,1 The Principal / Registrar shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons without notice period and compensation:-

- Serious misconduct and willful negligence of duty;
- Gross insubordination;
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude.
- In all such termination cases, the staff member will not be eligible for any terminal benefit.

CHAPTER – VIII

INDUCTION & TRAINING PROGRAM

1 INDUCTION PROGRAM

1.1 HR Division is responsible for the structured induction of staff in order to ensure their smooth and easy assimilation into the Institution.

1.2 The Dy Registrar will welcome the new staff and brief him on the Institution, its history, general rules, facilities and human resource policies and procedures.

1.3 A memo informing the Institution staff about the new staff member joining will be circulated under the signature of the Pro Chancellor / Director or Head of HR depending on the grade of the person. The respective Department Heads may issue such memos in the case of staff joining their Departments in grades below Manager

1.4 For staff joining in Manager level and above an induction program will be prepared jointly by HR and their respective department covering an orientation to various departments and sections of the Institution.

1.5 HR Division should identify staff with an extremely positive attitude and train them to assist new staff in their initial period of service within the Institution.

1.6 The Induction program is conducted for all the new Teaching and Non-Teaching staff, who join duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.,

1.7 The Induction Program focuses on the following topics:

- Vision and Mission
- Quality Policy
- Service guidelines
- Do's and Don'ts
- Help Desks
- Facilities Available
- Career Opportunities
- Recognition of Service

1.8 In addition to the above, the following topics will be discussed in detail:

- Introduction to the Hindustan Group of Institutions
- ISO Procedures and Requirements
- Departmental Procedures
- Imparting Pedagogical knowledge and Student's Psychology
- Counseling Procedures
- Library Information Resources
- Campus Infrastructure, Co-curricular, Extra Curricular activities

1.9 Recurrent Workshops and Training Programs are held to motivate and upgrade the pedagogical skills, leadership and managerial / technical skills also.

2. TRAINING AND DEVELOPMENT PROGRAM

2.1 Staff members are given training on technical areas and on soft skills periodically according to their needs. Training feed backs are collected and effectiveness of the program is monitored through follow-up sessions.

2.2 Each faculty has to undergo a three-day Faculty Development / Orientation Program (FDP) organized by the Institution when they join for duties, which gives necessary inputs about teaching methodology. The key focus areas of the FDP are given below:

- Teaching Learning process
- Core competencies for Teaching
- Quality Management of Education System
- Aspiring for Leadership
- Emotional Governance
- Managerial games including group discussions

2.3 Trainers assess the performance of each participant after they give a presentation in the FDP. Their presentations are video-recorded and replayed before the participants for assessing each participant's strength and weakness on factors such as:

- The organized way of teaching
- The examples given
- The level of participation
- The use of Audio Visual aids
- Body Language
- Eye contact
- Loudness and voice clarity.
- Self-confidence
- Dress Code
- Involvement and enthusiasm

2.4 The feedback about each participant is given by the trainer for corrective action and the same will be taken into account during the follow-up to measure the improvement in the participant's effectiveness.

2.5 CAREER OPPORTUNITIES:

2.5.1 The Institution provides a platform for the faculty development activities by sponsoring the faculty for:

- attending Training Programs (in-house as well as external);
- attending conferences for participating, paper presentation (national as well as international level);.
- pursuing higher studies like Post Graduation, Ph D in any Indian Government University / IISc / IIT / Hindustan University;
- pursuing short-term courses, certificates courses, etc.;
- for publishing books, articles in journals, professional newsletters, etc.;
- promoting research and consultancy activities;
- Promoting innovative projects, funded projects, patents, etc.; and
- Promoting product development activities.

2.6 SPONSORSHIP FOR ATTENDING TRAINING PRGRAMS

2.6.1 **External training Program:** Staff member who has completed one year of service is permitted to attend external training Program and their absence from duty in this regard will be treated as 'on-duty'. Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training Program to other staff members and students.

2.6.1.1 In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the Staff Development Form / agreement executed in this regard, the amount spent for the staff member for imparting the training will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

2.6.2 **Internal training Program:** Training Program conducted in our Campus for the staff members (technical / soft-skills training Program) are called as Internal training Program. Staff members including those who have not completed one year of service are permitted for attending the Internal Training Program. The terms and conditions prescribed in respect of the External Training Program will apply to those staff members who leave the institution before the completion of the stipulated period.

2.6.3 **Travel grant for presenting research papers in other States / abroad:** Faculty will be permitted to attend seminars, conferences, workshops, etc., in other states, abroad for presenting their research papers and a portion of the expenses in this regard will be borne by the Institution.

2.6.4 In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the agreement executed in this regard, the amount spent for the staff member for presenting their research papers will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

2.7 FOR PURSUING Ph D:

2.7.1 Faculty who are willing to pursue Ph D in premier institutions like IIT / IISc; / Government Universities / Hindustan University, with the approval of the Principal has to execute a bond valuing Rs. 3,00,000/- (Rupees Three Lakhs only) for serving the Institution for a minimum period of three (3) years after obtaining Ph D.

2.7.2 The same rule is applicable to the faculty who joins this Institution while pursuing his Ph D in other Universities, provided he desires to utilize the benefits provided by the Institution.

2.7.3 If the faculty leaves the Institution by breaching the bond executed by him the bond value has to be remitted by the faculty concerned.

2.7.4 **Eligibility:** Staff member who has completed three (3) years of service in the Group alone is eligible.

2.7.5 Staff up to a limit of 25% of the total staff strength of the Department shall be allowed to pursue higher education. For purpose of calculation of 25%, the staff who are already pursuing higher education shall also be taken into account. In other words, in any given date, the total no. of staff who shall pursue higher education shall not exceed 25% of the total strength of the Department depending on seniority and merit.

2.8 FOR PURSUING P G

2.8.1 Faculty are permitted to do their PG course (internal study) on completion of one year of service in this Institution / Hindustan University alone.

Note: The staff member pursuing ME has to execute a bond valuing Rs. 2,00,000/- (Rupees Two Lakhs only) for serving the Institution for a minimum period of three years after obtaining PG degree.

If the faculty leaves the Institution by breaching the bond executed by him, the bond value has to be remitted by the faculty concerned.

2.9 Staff members are encouraged to acquire higher qualifications under QIP / other schemes of UGC / AICTE / Anna or Hindustan University / KCG.

Note:
For career advancement, staff can contact the HRD for pursuing their Master's Degree and Doctoral Degree.

CHAPTER – IX

COMPENSATION & BENEFITS

1. Scale of Pay

1.1 A candidate is appointed to a post at the Institution provided the post is in accordance with the existing UGC / AICTE norms. This does not include the staff appointed on deputation / adhoc / on-Contract / temporary basis.

1.2 The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time. Currently the following are the scales as per the sixth pay commission:

Teaching category:

Category (Engg Discipline)	2016-17
Assistant Professor	15,600 – 39,100 (Academic Grade Pay: Rs. 6,000/-) Annual Increment – 3% of Basic & AGP
Asst. Prof. (Senior Scale)	15,600 – 39,100 (Academic Grade Pay: Rs. 7,000/-) Annual Increment – 3% of Basic & AGP
Asst. Prof. (Selection Grade)	15,600 – 39,100 (Academic Grade Pay: Rs.8,000/-) Annual Increment – 3% of Basic & AGP
Associate Professor	Rs. 37,400 – 67,000 (Grade Pay: Rs. 9,000/-) Annual Increment – 3% of Basic & AGP
Professor	Rs. 37,400 – 67,000 (Academic Grade Pay: Rs. 10,000/-) Annual Increment – Rs.2,000/- (From 13th year onwards for M E + Ph D)
Sr Professor / Professor Emeritus	Rs. 37,400 – 67,000 (Academic Grade Pay: Rs. 12,000/-) Annual Increment – Rs.2,500/- (From 18th year onwards for M E + Ph D)
Adjunct Faculty	Adhoc basis

Note: Faculty who are submitting their highest degree / provisional certificate (M E / Ph.D.) during the course of the Academic Year, will become eligible for revision in emoluments effective next Academic Year only – however, when a person, at the time of joining, has submitted his thesis and is waiting for viva voce, his salary would be increased, subject to approval at the time of interview, immediately on submission of the Ph D Provisional Certificate.

Non-Teaching Technical and Admn category:

TECHNICAL / ADMN STAFF	
Workshop Superintendent (PG Degree / UG Engineering Degree Qualification) **Admin I**	Rs. 9300 – 25,625 (Increment ranges from 425 – 1000)
Lab Instructor – Grade – I (Diploma Qualification) **Admin II**	Rs. 6750 – 20375 – (Increment ranges from 325 – 1000)
Lab Instructor – Grade II (Graduates) **Admin III**	Rs. 5250 – 14,725 – (Increment ranges from 200 – 750)
Lab Instructor – Grade - IIII (ITI / PUC) **Admin IV**	Rs.4800 – 12,475 –(Increment ranges from 150 – 575)

However, for the first three years the staff will be provided adhoc pay only.

1.3 Pay Fixation

1.3..1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Management for the respective post based upon the qualification and experience of the candidate in compliance with AICTE norms.

1.3.2 Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Institution / Society.

1.4 Annual Increment

1.4.1 Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution.

1.4.2 In case an employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract, provided his work and conduct are satisfactory.

1.4.3 The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.

1.4.4 The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Principal / Registrar after necessary enquiry. The period for which the increment should be withheld will be decided by the Principal / Registrar who are the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period.

1.4.5 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.

1.4.6 The increment date will be postponed by three months if he was on leave on loss of pay for 10 days.

1.4.7 An increment which accrues on a day other than the first date of a month shall be given on the month when the employee completes one year of service (however it is to be noted that the date of joining is between 1st and 15th, the increments will accrue from that month onwards and if it is 16th and afterward, it will be effective from the succeeding month only) and subsequent increments will be regulated from 1st July of every year.

1.5 Promotion Policy

1.5.1 Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the Institution. Seniority and a minimum 75% score in appraisal system will be the deciding factors for promotions.

1.5.2 Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also form part of the Promotion criteria.

1.5.3 No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he is unconditionally reinstated or exonerated.

1.6 Faculty Development

1.6.1 Staff members may be permitted for higher studies (Ph.D. Part-Time) on seniority and merit basis. Such of those staff members have to execute a bond agreeing that they will serve in the institution for a period of three years from the date of submission of the thesis.

1.6.2 Every year Maximum of 2 Faculty member from each department may be permitted for Ph.D. (Part Time) program. A maximum of 25% of total faculty members is permitted in each department to carry out Ph.D. at any one point of time.

1.6.3 Faculty pursuing their higher studies on part-time basis with permission may avail on-duty leave (OD) after making suitable alternate arrangements for their duty. The on-duty leave shall be accounted as stay outside the campus.

1.6.4 Staff members are permitted to attend Seminar / Conference / Training / STTP / workshop and present a seminar before the relevant audience after returning from the program as a part of department activity.

1.6.5 Staff members are encouraged to attend / present technical papers in the international / national conferences conducted in India and Abroad. Each staff member is eligible to get sponsorship from the college depending upon their involvement in the developmental activities of the institution subject to a maximum of 3 per semester. Staff member are encouraged to publish technical papers in peer reviewed journals. The first author of the institute faculty for each journal paper will be awarded appropriate incentive in cash or kind as per policy of institution.

1.6.6 For deputation to seminar/conference/workshop organized within Chennai, the registration fee only will be paid by the college. No TA/DA will be paid. For out station, registration fee, Traveling allowance (TA) will be paid by college on production of tickets/receipts as per eligibility / actual (whichever is less).

1.6.7 The Principal / Dean / Vice-Principal / Registrar / HoDs are eligible for travel by air or by car on road and will be paid on production of tickets/receipts. Professor / Associate professor are eligible for travel by 2nd AC sleeper by train and Assistant Professor are eligible for travel by 3rd AC sleeper by train and will be paid on production of tickets.

1.6.8 In case of travel by road, actual bus fare will be paid on production of tickets. Lodging and Boarding charges will be paid on actual hotel / guest house receipts. Normally reimbursement of payment will only be entertained. However, Principal / Registrar may sanction advance payments on case by case.

1.6.9 Career Advancement System is the policy of the Institution to develop and groom employees for higher position. Opportunities for promotion exist at every level.

1.6.10 Promotion is based on annual performance report, acquiring higher qualification, contribution to the development of the Institution, years of service, competency and shall not be influenced by the employee's race, religion or gender. Faculty need to appear before the selection committee consisting of subject experts from other Institutions / Industry / and the respective HoD, Principal and Director & CEO for considering promotion.

1.6.11 Faculties are encouraged to do research project and apply for funding to the appropriate agencies for funding. Faculties are also suggested to apply for FDP/MODROP/RPS etc., with AICTE. The Principal Coordinator of sanctioned project / scheme will be rewarded appropriately in cash or kind as per policy of institution.

1.6.12 Faculties generating external revenues through training / consultancies will be paid honorarium / allowances as per the policies of institution.

1.7 Transfers

1.7.1 All employees are liable for transfer / deputation from one unit / department to another unit / department of the Hindustan Group of Institutions at the sole discretion of the Management in close coordination with the Principal / Registrar.

1.7.2 All employees are liable to being shifted from one discipline / function, department, section, branch, etc., to another of the Hindustan Group of Institutions, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his personal reasons.

1.7.3 In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service.

1.7.4 The Institution may grant special scale or allowance on transfer / deputation depending on the merit of the case.

CHAPTER – X

PERFORMANCE, RECOGNITION AND REWARDS

1. Performance Appraisal System

1.1 Annual Appraisal of every employee is conducted in the month of February. The Appraisal Form / Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meetings itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.

1.2 Half-yearly appraisal of the teaching faculty is generally filled up at the end of the Odd Semester and for the newly joined staff, a review at the end of the three month period is taken.

1.3 Teaching faculty Performance Appraisal System:

1.3.1 The Teaching faculty performance appraisal system is based on the following parameters:

- **Qualification** of the staff;
- **Experience;**
- **Pass Percentage** (which also includes the number of distinctions obtained, First class holders) of the classes handled by them;
- **Students' Attendance** in the class;
- **Evaluation of** the teachers by the students;
- **Self-developmental activities** such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference / International Conference, Paper presentation in National Conference / International Conference;
- **Developmental Programs** conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services;
- **Research activities undergone;**
- **Industry Institution Interaction activities;**
- **Publication** in refereed **journals** (i.e. in National / International refereed Journals);
- **Publication** of **Books**, Article in Magazines, Article in Professional newsletters, etc.,;
- **Student Developmental activities** such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the-syllabus areas, Counseling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on soft skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
- **Professional Standings** (Member of any Professional body, Any program conducted by the Professional body in the Campus)
- **Administrative assignments** at Institution level / Department level
- Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective HoD and the appraisal committee members.

1.3.2 The following will be the panel members for conducting the annual appraisal meetings –

Head of the Department
Senior Professor / External Expert
Vice Principal / Registrar
Principal
Director

1.3.3 The HoD will mark the appraisal scores.

1.3.4 For Teaching and Non-teaching Technical and Admin Staff, a Peer Review Committee will be formed for each Department with the following, to evaluate the staff's performance with the subordinates and colleagues: -

Principal / Vice Principal
HoD
Professor from another Department
HR Department Representative
Director (Ex-officio Member)

This Committee will give overall confirmation on the evaluation.

1.4 Training

1.4.1 After the Performance Appraisal Meeting, the Head of the Department shall write confidential report for all staff and submit to the Principal for approval.

1.4.2 Based on report, deputation of faculty to higher studies / training needs / rewards will be considered.

1.5. Performance Criteria (KRA) for teaching staff:

1.5.1 All the faculty members should be a member of a Professional Society / Body.

15.2 The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions, as per the Institution norms for the subsequent years in addition to setting up of specific tasks for completion. However, in certain cases, publication of books is not considered mandatory.

1.5.2.1 Dean / Sr Professor / Professor Emeritus Category:

(a) Supervision of Ph D research scholars, wherever required.

(b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.

(c) To organize a National (or) International Conference per year.

(d) One Book publication over a period of three years.

(e) One externally -funded research / consultancy project (minimum Rs.10 lakhs), to be obtained over a period of three years.

(f) Students' Evaluation and Result percentage of the class handled should be a minimum of 80%

(g) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

(h) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,

(i) Evidence of leadership in the academic field such as launching new programs / Industry- Institute collaboration / others of significant nature.

(j) To make students participate in national / international competitions.

1.5.2.2 Professor Category:

(a) Supervision of Ph D research scholars, wherever required.

(b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.

(c) To organize one funded National (or) International Conference in two years.

(d) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a refereed Conference during the course of the academic year.

(e) One Book publication over a period of three years.

(f) One externally-funded research / consultancy project (minimum Rs.10 lakhs), to be obtained over a period of three years.

(g) Students Evaluation and Result percentage of the class handled should be a minimum of 80%

(h) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

(i) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,

(j) To make students participate in national / international competitions.

1.5.2.3 Associate Professor category:

(a) Supervision of Ph D scholars. (For those who are Ph D holders).

(b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.

(c) To organize one funded National (or) International Conference (or) Workshop in two years.

(d) Two papers to be presented / accepted for presentation in a National (or) International with Conference at least one of them being a refereed Conference during the course of the assessment year.

(e) One Book publication over a period of three years.

(f) One funded research / consultancy project to be obtained over a period of three years.

(g) Students' Evaluation and Result percentage of the class handled should be a minimum of 80% and 75% respectively. External Class Evaluation score should be 80%.

(h) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

1.5.2.4 Assistant Professor (Selection Grade) category:

(a) Supervision of Ph D scholars (For those who are PhD holders)

(b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.

(c) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a refereed Conference during the course of the assessment year.

(d) One externally-funded project to be obtained / applied over a period of three years.

(e) Students' Evaluation and Result percentage of the class handled should be a minimum of 75%.External Class Evaluation score should be 75%.

(f) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

1.5.2.5 Assistant Professor (Senior Scale) category:

(a) One paper published / accepted for publication in National / International Journal over a period of the last three years.

(b) Two papers presented / accepted in National / International Conferences with at least one of them being conducted in an established University / professional society / conference / during the course of the assessment year.

(c) Students' Evaluation and Result percentage of the class handled should be a minimum of 75%.External Class Evaluation score should be 70%.

(d) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

(e) To attend to extra / co-curricular activities of the students.

1.5.2.6 Assistant Professor category:

(a) One paper published / accepted for publication in a National / International Journal over a period of the last three years.

(b) One paper presented / accepted for presentation in a National / International Conference during the course of the assessment year.

(c) Students' Evaluation and Result percentage of the class handled should be a minimum of 75% and 70% respectively. External Class Evaluation score should be 70%.

(d) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually / jointly) per year.

(e) To participate in the Student Club activities and to be a Mentor in at least one Club.

1.6 Promotion Policy for Teaching staff:

Particulars	Ph D Supervision	Publication		Paper presentation in Conference		Books	Funded Projects	Evaluation Score
		International	National	International	National			
AP 1			1		1			SF – 75% ECE – 70% R – 70%
	To arrange a minimum of one guest lecture / seminar-class for each subject handled and to organize one Industrial Visit (Individually / Jointly) per year							
AP 2		1	1 / yr	1	1 / yr			SF – 75% ECE – 70% R – 75%
	To arrange a minimum of one guest lecture / seminar-class for each subject handled by them and to organize one Industrial Visit (Individually / Jointly) per year							
AP 3	1 (for Ph D holders)	1 / yr	2	1	2 / yr		1	SF – 75% ECE – 75% R – 75%
Associate Professor	1 (for Ph D holders)	1 / yr	1 / yr	1 / yr To organize 1 National / International conference / Workshop per year	1 / yr	1	1	SF – 80% ECE – 80% R – 75%
Professor	3	2 / yr	2 / yr	1 / yr Organizing National / International conference 1 / yr & paper presenting in the conference 3 / yr	2 / yr	1	1	SF – 80% R – 80%
Sr. Professor / Professor Emeritus (Professor + 5 years exp OR Dean)	5	2 / yr	2 / yr	Organizing National / International conference 2 / yr		1	2	SF – 80% R – 80%

Key:

(a) SF – Students Feed back
(b) ECE – External Class Evaluation
(c) R – Semester Results per subject handled

1.6.1 Promotion from Assistant Professor (AP) to Associative Professor cadre is considered based on vacancy and subject to the candidate having Ph D qualification in the respective domain and put in 5 years of continuous service or 12 years of continuous service in AP with a condition that they need to register for Ph D within one years and acquire PhD within 5 years thereafter in their respective domain. They also need to appear for self appraisal interview.

1.6.2 Promotion from Associative Professor (ASP) to Professor Cadre is considered based on vacancy and subject to the candidate having Ph D qualification in the respective domain and put in 13 years of continuous service of which at least 5 years as Associative Professor. Staff needs to have journal papers having good impact factor in post Ph D period. They also need to appear for self appraisal interview.

1.6.3 Promotions will be regulated as per promotion policy rules. The Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.

1.6.4 The promotion panel will consist of Management Representative, Principal, Vice Principal / Dean, domain experts, HoD's of respective department and decision of the panel is final.

1.7 Incentive for Research / Publication of Books

1.7.1 Cash incentive for publishing in refereed National / International journals is paid as a one time payment in a particular academic year as given below:

PUBLICATION IN INTERNATIONAL JOURNALS (for eg. Publication in Journals such as IEEE, IEE, ASME, ASChE, etc.,) / Anna Univ Annexure Journals	
Main Author	Rs. 5,000/- per publication
Co-Author	Rs. 2,000/- per publication

PUBLICATION IN NATIONAL JOURNALS (for eg. Publication in Journals such as Institutions of Engineers, IETE, IISC, etc.,)	
Main Author	Rs. 2,000/- per publication
Co-Author	Rs. 1,000/- per publication

PUBLICATION of Books in line with the Anna University Syllabus	
Main Author	Rs. 5,000/- per publication
Co-Author (Staff / Student)	Rs. 2,000/- per publication

Note: All such publications should bear the name of the Department and the Institution to become eligible for the above incentive.

1.7.2 Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Institution. In the event of any breach of confidentially, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Institution.

1.7.3 The Chief Coordinator for externally-funded projects will be eligible for an appropriate special incentive, as a consolidated amount for projects valued up to Rs.30 lakhs. For projects above Rs.30 lakhs, an appropriate monthly allowance will be given based on the nature of the project.

1.7.4 Similarly, patents filed / grants obtained under TBI will also qualify for special one time incentives depending on the value.

1.7.5 For conducting GATE / IAS Coaching after College Hours and on Holidays – 60 (for Institution) : 40 (for the faculty)

1.8 Recognition of Service:

1.8.1 The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

Awards given to the teaching staff are the following:

a) Best Teaching
b) Producing 100% results
c) 100% attendance
d) Publishing books
e) Publishing Articles in refereed Journals.
f) Encouragement award for acquiring additional qualifications
g) Achievement awards for obtaining funded projects
h) Award for doing Innovative projects
i) Incentive for each research publication in refereed National /International journal as a Main Author / Co-Author.
j) Award for promoting research activity.
k) Incentive for conducting value-added training programs / courses / Faculty Development Programs and Summer / Winter Workshops.

Awards for Non-teaching staff:

a) Best Technical staff
b) Best Administrative staff
c) Best Supporting staff
d) 100% Attendance Award
e) Well maintained Lab Award
f) Zero Defect Lab Award

General Awards for Teaching and Non-Teaching staff:

a) **Sports Award**.

- Best Sportsman Award
- Best Department Award for the department excelling in all aspects.

1.9 Consultancy:

Faculty, who are doing the consultancy activities will be paid Consultancy charges at the following rates:

With Institution support - 70:30 (i.e. 70% of the Consultancy revenue to the Institution and 30% to the faculty concerned)

Without Institution support – 30:70 (i.e. 30% of the Consultancy revenue to the Institution and 70% to the faculty concerned)

CHAPTER – XI

CODE OF CONDUCT & DISCIPLINE

1. General

1.1 Every employee shall :

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.

1.2 Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.

1.3 Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

1.4 Endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

1.5 Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

1.6 Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

1.7 An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.

1.8 Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.

1.9 No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

1.10 **No employee shall**:

1.10.1 Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the

1.10.2 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.

1.10.3 Misuse the amenities provided by him by the Institution for the discharge of his official duties.

1.10.4 Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates.

1.10.5 Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

1.11 **No employee shall**:-

(a) Propagate / indulge in communal or sectarian activity or indiscrimination of any sort.
(b) Discriminate against persons on the grounds of caste, creed, language, etc.,
(c) Indulge in or encourage any form of malpractice.
(d) Accept private tuition.

1.12 No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government / MHRD.

1.13 Properties of the Institution

1.13.1 Every employee shall:-

Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

1.13.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.

1.13.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.

1.13.4 Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In- charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.

1.13.5 In the event of Natural Calamity / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff are required to ensure the safety of the equipment / Institution property and will also report of their own safety and that of the students.

1.14 Unauthorized Possession of Goods, Etc.,

1.14.1 An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Institution or kept in stock in the Institution. Any individual possessing such goods by improper means will be found culpable. The Principal / Registrar may confiscate such goods and disciplinary action will be taken as deemed fit.

1.15 Unauthorized Persons in the Premises:

1.15.1 An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the Institution premises forthwith unless required to stay back by the Principal / Registrar. Such employees shall not enter the Institution premises without permission.

1.16 Possession / Consumption of Intoxicating Drinks and Narcotics:

1.16.1 Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the / Principal / Registrar by the Vigilance Officer.

1.17 Participation in Politics and Elections

1.17.1 No employee shall:

Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

1.17.2 Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Institution.

1.18 Demonstration and Strikes

1.18.1 No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

1.19 Connection with Press, Radio And Television

1.19.1 No employee shall, except with the prior permission of the Institution or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the Institution or detrimental to the image / interests of the Institution.

1.20 Criticism of Management / other staff and students

1.20.1 No employee shall criticize the Management either in the press or over the radio or on any public platform. He will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

1.21 Unauthorized communication of information

1.21.1 No employee shall, except in accordance with any general or special order of the Institution, or in the bona fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by the Institution.

1.22 Unauthorized publication of Official documents

1.22.1 No employee while in service of the Institution, or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the Institution.

1.23 Fund Raising Program inside the Campus

1.23.1 No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

1.24 Invention and Patents

1.24.1 No employee of the Institution shall, without the prior consent of the Institution either during his service or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Institution / association with Institution duties.

1.25 Others

1.25.1 Employees shall not possess lethal weapons.

1.25.2 Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the Institution.

1.25.3 Employees shall observe safety / health norms notified by the Institution from time to time.

1.25.4 No member of the staff shall apply, during the period of his service in this institution for an appointment outside or send an application for study or training, except with the prior permission of the Principal / Registrar. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal / Registrar reserves the right to refuse the forwarding of such applications based on service condition.

1.25.5 The Principal / Registrar shall have the right to place any staff under suspension on charges of misconduct.

1.25.6 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal / Registrar has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal / Registrar.

1.25.7 For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.25.8 In any meeting or assembly, decorum should be maintained and difference of opinion, if expressed any, shall be politely in diplomatic words without hurting the feelings of others.

1.25.9 Staff members should get prior permission from the Principal / Registrar to contact any outside agency or government departments for any matter related to the college / hostels.

1.25.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of drawl of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary.

1.25.11 Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format.

1,25.12 All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

1.26 DISCIPLINARY ACTION:

1.26.1 Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore entail disciplinary action.

1.26.2 Without prejudice to the general meaning of the term 'misconduct', the following acts of omission and commission shall be treated as "misconduct", in respect of an employee.

1.26.3 Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.

1.26.4 Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.

1.26.5 Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such agitational activities.

1.26.6 Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.

1.26.7 Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.

1.26.8 Accepting or offering bribes or any illegal gratification.

1.26.9 Habitual:

(i) Absence without leave, or absence without leave for more than seven consecutive days.

(ii) Late attendance or habitually leaving work before time or abandonment of the place of duty.

(iii) Breach of rule or office order of the Institution.

(iv) Negligence or neglect of work.

1.26.10 Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.

1.26.11 Drunkenness or disorderly behavior in the Institution premises and public places, affecting the reputation of the Institution.

1.26.12 Sleeping while on duty.

1.26.13 Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Registrar.

1.26.14 Attending or holding any unauthorized meeting within the Institution premises.

1.26.15 Unauthorized disclosure of information about the business or affairs of the Institution.

1.26.16 Gambling within the Institution premises.

1.26.17 Conviction in a criminal court.

1.26.18 Making false statements on matters related to his employment in the Institution or willful suppression of facts at the time of employment or during the course of service in the Institution.

1.26.19 Attempting or causing bodily injury or intimidation to any employee / officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.

1.26.20 Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.

1.26.21 Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).

1.26.22 Carrying on money lending or any other private business within the premises of the Institution.

1.26.23 Participation in any movement prejudicial to the interests of the Institution.

1.26.24 Habitual indebtedness or insolvency.

1.26.25 Abetment of or attempt at abetment of any act which amounts to misconduct.

1.26.26 Misusing or mishandling any machine, apparatus or equipment.

1.26.27 Using the Institution facilities, including men and material unauthorizedly for personal gain.

1.26.28 Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.

1.26.29 Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.

1.26.30 Forging the signature of another employee in the attendance register.

1.26.31 Tampering with any of the records of the Institution.

1.26.32 Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practising a work-to-rule performance.

1.26.33 Acts of immorality within the premises of the Institution.

1.26.34 Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.

1.26.35 Not wearing specified uniform while on duty.

1.26.36 Not wearing Identity Card while on duty.

1.26.37 Unauthorized use of cell phone in the Campus.

1.26.38 Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Institution.

1.26.39 Organizing or attending any meetings during the working hours, which are not official and authorized.

1.26.40 Violation of any service rules / instructions by the appropriate authority.

NOTE: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Institution will come under the purview of the term “misconduct”.

1.27 INQUIRIES – PROCEDURE & PUNISHMENT

1.27.1 The Management has authorized and delegated powers to the Principal / Registrar for the purpose of administering these Service Rules or for ordering an enquiry. The Principal / Registrar also has the right to mete out punishment to the offenders.

1.27.2 Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal / Registrar for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Principal / Registrar for further action.

1.27.3 Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.

1.27.4 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

1.27.5 If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.

1.27.6 If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

1.27.7 An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the Institution or any one authorized by him.

1.27.8 While awarding punishment, the Principal / Registrar may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Institutiont shall be served on the employee concerned.

1.27.9 In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

CHAPTER – XII

GRIEVANCE POLICY AND REDRESSAL FORUMS

1. Grievance Redressal

1.1 Any staff having any specific grievance concerned with their Academic / Administration activity can address his problem to the Department of HRD in writing through the concerned Department Head. Their grievances are routed through to the Principal. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

2. Counseling Cell:

2.1 A separate Counseling Cell has been constituted for redressing the grievances of the staff and students with the following members:

a) Vice Principal (Academic)
b) Dean (Academic)
c) Dean (Students' Affairs)
d) Dy Registrar

3. Suggestion System:

3.1 The staff members are encouraged to post any suggestion pertaining to improvement in institutional matters and issues. These suggestions can be submitted in writing to the Principal in a sealed envelope. If any staff does not want his name to be identified, he can do so in order to protect his identity.

4. Women's Grievances Redressal Cell:

4.1 This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the Institution.

Objectives:

(a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behavior.
(b) Bring about attitudinal and behavioral changes in the teenage female youth of the Institution.
(c) Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
(d) Conduct programs for ladies to empower them financially, emotionally, mentally and physically.
(e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
(f) Initiate action against particular grievances in respect of unfair treatment due to gender bias.

5. Appeals and Review

5.1 The staff member of the College is welcome to submit their appeals or grievances if any to the Principal / Management for review and redress on any of the above.

5.2 The decision of Principal / Registrar will be final on all such appeal and review.

CHAPTER – XIII

COLLEGE COMMITTEES / CLUBS

1.1 Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Each staff member is given a responsibility in any one or more committees to participate and to contribute for the development of the Institution, as a whole Some of the Committees are -

Discipline, Anti-Ragging, Academic, Time Table, Syllabus Coverage, Research & Development, University Examinations, Library, Transport, Sports, Cultural, Campus Publications, Technical Association, Hospitality, Campus Maintenance, Grievance Redressal (Staff), General Grievance Cell (Students), Grievance Redressal Cell for Women, Grievance Cell (Exam), Hostel Placement, Alumni and Industrial Visit, Stores and Purchase, NSS, NCC, YRC, Placement, and Training, etc.

1.2 In addition to the above, the Institution has various Clubs, like Aeromodelling Club, Fitness Club, Music Club, etc., in which also, the staff are expected to serve.

CHAPTER – XIV

LIBRARY

a. The library is the integral part of intellectual power of our Institution. Library has an area of about 7,000 sq.ft. The college library is well equipped, with more than 43,000 books, more than 900 back volumes, about 2000 project reports, previous year question papers and nearly 1900 multimedia packages like CD's and DVD's. Further, the Library subscribes to a large number of Indian and Foreign technical journals and periodicals besides a good collection of light reading materials. The library also provides online access to journals. The library is kept open on all working days from 8.30 am to 7.00 pm and on Saturdays between 8.30 am and 1.00 pm. It is kept open during vacation. The books can be borrowed and returned between 10 am and 3 pm on all working days.

b. The Digital Library provides the users the advanced facility like CD –ROM search and browse through INTERNET. The online journals (such as IEEE, Elsevier) can be accessed through the state-of-the art computers available in the Digital Library.

i. The Digital Library services unit has 20 advanced Apple computers and 10 i-pads with high speed internet connection.

ii. The library also provides documentation reprographic services to the users.

iii. Department libraries are available in each department with a sizable collection of text books, reference books, etc.,

iv. The Library has Institutional Membership with Anna University Library, British Council Library, American Library, DELNET and MAWBNET.

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CHAPTER XV

HELP DESK / EXTRA CURRICULAR ACTIVITIES / OTHER FACILITIES

HELP DESK

Dept.	Contact person	Phone Extn Nos.	Email Id (Internet)	Contact for
HRD	Dy Registrar (HR & Admn)	111 / 115	dradmin@kcgcollege.com	Joining Formalities / Orientation Program Collecting appointment orders, office orders, etc., Availing leave, Permission Applying for On duty (OD) Addressing suggestions regarding Institutional Development Addressing grievances
Accounts	Sr Accountant	120	accounts@kcgcollege.com	Salary Opening a bank account Income Tax / TDS, to obtain Form 16, etc., Processing bills, Suspense, Imprest cash, etc.,
Stores	Stores & Purchase Officer	126	stores@kcgcollege.com	Procurement of Capital / consumable items for the department / lab Placing purchase orders Getting department requirements such as stationery, etc.,
Library	Librarian	123	library@kcgcollege.com	Borrowing books Reference of journal, magazines, etc.,
Library hours : 8.30 a.m. to 5.00 p.m. (Monday to Friday) 8.30 a.m. to 01.00 p.m. (Saturday)				
Hostel	Manager – Admn / Campus Supervisor	110	manageradmin@kcgcollege.com	Requirement of hostel accommodation / mess facility
Medical	Campus Doctor	110	-	Getting treatment for sickness, consultation, etc.,
Campus Doctor is available on Tuesdays / Thursdays between 10.00 am and 1.00 pm – however for immediate medical requirement, the Institution has a tie up with a nearby hospital				
Transport	Transport In-charge	110	transport@kcgcollege.com	Knowing the bus routes, timing / boarding point, Transport requisition, etc.,
Routes operated: (1) Avadi (2) Mogappair (3) Korattur (4) Ayanavaram, (5) Periyar Nagar (6) Thiruvotriyur, (7) Triplicane (8) Mylapore (9) Mandaveli (10) East Coat Road (11) Tambaram I (12) Tambaram II (13) East Tambaram (14) Chengalpet (15) Kodambakkam (16) Koyambedu (17) Porur (18) West Mambalam (19) Madipakkam I (20) Madipakkam II (21) Adambakkam (22) Velacherry – full details available in the college web page				

b. Extra Curricular activities:

NCC, NSS, FITNESS CLUB, HORSE RIDING CLUB, IOT CLUB, PHOTOGRAPHY CLUB, SPORTS CLUB, TOASTMASTERS CLUB, ETC., are available.

c. For conducting official meetings, seminars, symposium, guest lectures, etc., there are separate halls such as Conference Halls, A/c Seminar Theatres, Auditoriums are available.

d. **BANKING**

Banking facilities including 24x7 ATM (Union Bank) are available in the campus

e. **CANTEEN:**

Canteen facilities are available for staff and students and the service timings are:

Session	From	To
Morning	7.30 a.m.	8.15 a.m.
Lunch *	11.45 a.m.	1.40 p.m.
Evening	3.45 p.m.	5.00 p.m.

* Lunch break is for 50 minutes depending upon the time table.

In addition to the above, snacks / hot beverages are also available in the campus stores / Kiosks

Tea Break timings:

Time Table	Break timings
4 + 4 (4 hours in the morning session and 4 hours in the evening session)	10.10 a.m. to 10.20 a.m.

Note: In case of lab periods extending up to 3 periods, the ten-minute break can be positioned at the end of the lab period.

f. **HOSTEL**

Hostel facilities are provided to both staff and students. There are one gents' hostels and two girls' hostels attached with dinning halls in addition to staff Guest Houses.

g. **SPORTS**

Sports fields are available for both Indoor and Outdoor games.
Indoor games - Billiards, Table Tennis, Badminton, Chess, Carom, Gym, etc,

Outdoor games – Basket ball, Volley ball, Hand Ball, Tennis, Hockey, Football, Cricket, etc,

h. **UTILITY CORNER**:

ATM, Internet Café, Air / Train / Bus / Cab booking, Fax, Courier service, are available in the campus.

i. **INTERNET CAFÉ**

Internet connection is provided to each department to access on-line academic references. Wi-Fi facility is available in the campus.

j **Do's and**

Don'ts Do's:

To wear identity cards in the Campus.

Dress Code: To come in formal attire.

Men	:	Tucked shirt & Trousers with formal shoes
Women	:	Saree
Senior staff	:	College logo shirt with jacket for all official events / functions

To follow institution timings

8.30 a.m. to 4.10 p.m. (Monday to Friday)
Saturday and Sunday holidays only for teaching staff

Institution timings may change as per the time table.

For Non-Teaching Technical and Admin staff 8.00 a.m. to 5.00 p.m. (i.e. from Monday to Friday).

Saturdays - 8.30 a.m. to 01.00 p.m.

Sunday is a Holiday.

To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.

To ensure safe custody and return in good condition the Management properties such as files, materials, documents or copies of any nature whatsoever belonging to the Management; failing which the Management shall have the right to recover the cost of the items from the staff.

To be punctual.

To ensure code of conduct.

To be sincere and loyal to the Institution

To prepare well for the classes.

To make the classes interactive and interesting.

To follow lesson plan.

To follow the procedures laid down in the ISO Manual. (ISO Manual is available in each department).

To arrive to the respective class at least five minutes in advance.

To take attendance of the students by their names.

To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.

To visit Central Library / Department Library to update knowledge. To utilize free hours in the library.

To monitor the cleanliness of the class rooms / laboratories.

To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.

To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the Department of HRD for updation of the staff record.

To ensure that all research content of project, either by staff or student, remains the Intellectual Property of Hindustan Group of Institutions at all times.

To provide information with regard to additional qualification, change of address with necessary proof, to the Department of HRD for updating the individual staff record.

Don'ts:

Do not use mobile phones in the Campus during the working hours

Do not take frequent leave, which disrupts the functioning of the department.

Do not engage in private commitments during the working hours.

Do not violate the rules and regulations of the Institution that are in force from time to time.

"COMING TOGETHER IS A BEGINNING;
STAYING TOGETHER IS PROGRESS;
WORKING TOGETHER IS SUCCESS"

- Henry Ford

Let us all join hands to work
And while we enjoy the working time and space
Let us bring immense joy to ourselves
And glory and accolades to Hindustan Group

Best of luck and Wish You all Success !