HR POLICY MANUAL



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This HR Policy Manual has been developed to provide you with essential information and resolve your common questions and concerns. This manual is published and maintained as a guide for the employees so that human resources matters can be handled more consistently and equitably throughout the campus. However, the handbook's contents are not intended to create a contract or agreement between the organization and the employee.

The policies stated in this manual are subject to change at any time at the organisation's sole discretion. The updated information regarding any policy changes will be conveyed from time to time.

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Vision & Mission

Vision

- To be the preferred choice of students who aspire to become Engineers of the highest calibre.

Mission

- Provide world-class physical and digital infrastructure and learning environment.
- Develop the competencies of students to make them job-ready and entrepreneurs.
- Facilitate mental, physical, emotional and spiritual development of students and ensure their holistic development.
- Preserve the environment through the implementation of eco-friendly and sustainable practices.
- Serve the community through skill development and other need-based services.
- Establish sustainable partnerships with industries and R&D laboratories for mutual benefit.

Quality Policy

To be the leading institution in providing engineering education and create a platform for students to enhance their technical skills, provide an opportunity for a career, research and development.

Core Values

- To make man whole
- Academic excellence
- Integrity, diversity, and leadership development
- Service to the nation
- Motivation to face futuristic challenges

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1 - SERVICE RECORDS

1.1 SERVICE CONDITIONS FOR THE STAFF

1.1.1 Every staff should abide by the conditions stated herein and such conditions as may be stipulated from time to time by the authority.

1.1.2 Every staff member serves efficiently, honestly, and meticulously under the orders or instructions of the Principal or other officers under whom they shall, from time to time, be placed. They shall . discharge all duties pertaining to the office and perform in such a manner which may be required of their or which is necessary to be done in their capacity as aforesaid.

1.1.3 Every member of the staff shall devote their whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be 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.

1.1.4 Notwithstanding anything mentioned above, whenever the college undertakes consultation work for any private firm or institution, such staff members, as required, will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

1.1.5 Any staff member, on the appointment, except on contract,shall be on probation for six months.

1.1.6 Staff attendance should be maintained every day using the biometric system before the commencement of regular class hours and at the end of the working hours for the day unless they are on duty outside the campus or on leave.

1.1.7 Staff should be available on the college premises during office hours, on all working days.

1.1.8 If a staff member on any leave/vacation has to be out of station, they should inform the Principal/Designated Authority about their address and phone numbers in their leave/vacation application.

1.1.9 In case a teaching or non-teaching staff member commits any misconduct in discharging their duties, the Principal/Director has the discretion to award punishment such as a warning or withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Principal.

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

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

1.1.12 Staff members should get prior permission from Principal/management to contact any outside agency or government department for any matter related to the college/hostels.

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

1.1.14 If and when relinquishing their job, staff members shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.1.15 All staff members shall be governed by general rules/norms practiced by the college from time to time.

2 - METHOD OF RECRUITMENT

2.1 SCREENING

2.1.1 Recruitment is usually done twice a year, during April/May and November/December.

2.1.2 Vacancies are advertised through leading newspapers – both English and Tamil and online job portals.

2.1.3 The respective screening committee screen the applications.

2.1.4 Short-listed candidates are informed by telephone by HR Department.

2.1.5 At times, Walk-in interviews are also conducted for immediate postings.

2.2 INTERVIEW

2.2.1 The first round is an online objective test conducted by the department with technical and communication questions.

2.2.2 The second Stage Interview Committee consists of the Principal, Director, subject experts, and respective Heads of the department.

2.2.3 The short-listed candidates shall be called for a personal interview, and selection is made on merit.

2.3 PAY FIXATION

2.3.1 Pay for the selected candidates is fixed based on the qualification and experience of the candidate as per norms of the statutory bodies.

2.3.2

S.No	Designation	Basic Pay	Grade Pay	Other allowances
1	Assistant Professor	Rs.15,600	Rs.6000	Based on experience and competency
2	Senior Assistant Professor	Rs..28300	Rs.8000	
3	Associate Professor	Rs.37,400	Rs.9000	
4	Professor	Rs.37,400	Rs.10,000	

2.3.3 Higher Pay Packages for exceptional candidates are recommended by the selection committee subject to the chairman's approval.

3 - PROVISIONS & RULES RELATING TO LEAVE/ PERMISSION

3.1 OBJECTIVE

3.1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

3.2 ELIGIBILITY & APPLICABILITY

3.2.1 All employees on regular rolls of the college.

3.3 GENERAL POLICIES

3.3.1 For the purpose of leave, "Year" shall mean the Calendar Year starts on 1st January and ends on 31st December.
Categories of leave available to the employees are:

- Casual leave (CL)
- Compensatory leave (COL)
- On duty (OD)
- Vacation leave (VL)
- Leave on the loss of pay (LOP)
- Marriage leave (ML)
- Maternity leave (MTL)
- Study leave (SL)
- Permission
- Earned leave (EL)

3.3.2 Availing of leave should be with proper notice so that the work of the college does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities shall use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

3.3.3 Leave of any kind can be taken after the competent authority sanctions them.

3.3.4 Leave accounts of all staff members are maintained in the Administrative Office.

3.3.5 Sanctioning authority: The college's Principal is competent to grant all kinds of leaves to employees. The Principal may delegate this power to Heads for administrative convenience. The Director of the college is the competent authority to sanction the leave of the Principal.

3.3.6 All staff members, particularly those in responsible positions, are expected to use leave based on needs and not with the intent to use up all the leave provided for in the rules.

3.4 CASUAL LEAVE (CL)

3.4.1 Every employee can avail of 12 days of Casual leave in a year. Staff members can avail of 1 day of CL per month. The lapsed CL in a month will be carried over to the next month.

3.4.2 If an employee joins duty during the year, such leave will be granted after a month of service. (i.e., one day CL on completion of a month)

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

3.4.4 Under ordinary circumstances, CL must be applied at least two days in advance. However, if casual leave is availed in an emergency, the same has to be informed to the Principal's office and HOD at the earliest possible. The classes and other duties, if any, are to be assigned to other competent staff.

3.4.5 Leave taken without proper intimation & approval and leave taken to meet with Unforeseen realities for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with loss of pay.

3.5 COMPENSATORY LEAVE(COL)

3.5.1 All employees are eligible for compensatory leave for work performed in the field or at the place of duty on official holidays to complete assigned work.

3.5.2 Prior approval is to be obtained in writing from the Principal for work on holidays, and the same is to be noted to the administrative & HR office. However, compensatory leave towards unscheduled hours of work due to urgency, entrusted to staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within a day from the date/period of carrying out such work.

3.5.3 To avail COL for a full day, you need to work a minimum of 7 hours, as the same applied for half day, work with a minimum of 4 hours.

3.5.4 Compensatory leave may be availed within one month of the work. The unutilized COL will automatically lapse after one month from the actual working date

3.5.5 Compensatory leave cannot be split into half days.

3.5.6 Compensatory leave will not be granted to any staff for Special Classes, Educational Tours, University Practical Examinations, Accreditation, Inspection of AICTE / University, other bodies, etc. Remunerative work is excluded from the provision

3.5.7 The number of compensatory holidays or leave that may be granted to an employee shall not exceed eight days in an academic year

3.6 ON OTHERDUTY (OD)

3.6.1 The college can permit any faculty member to take special assignments with other Colleges or industrial units for a specific period or to attend seminars/faculty development programmes /winter or summer training programmes with prior approval from the Head of the Department and Principal.

3.6.2 Faculty can avail ten days on duty in an academic year to attend central valuation / external examiner for practical examinations in other colleges connected with the university during the college working days. Faculty can avail a maximum of 3 days continuous on duty for examinations-related work.

3.6.3 Faculty can avail ten days on duty in an academic year for attending seminars, workshops, FDPs, NPTEL Exams and conferences.

3.6.4 Faculty members pursuing PhD can avail of ten days on-duty in an academic year.

3.6.5 Faculty members acting as doctoral committee members and Subject Experts for PhD viva voce examination can avail on duty.

3.6.6 OD is ordinarily applied at least two days in advance with evidence through HOD and Principal. The classes and other duties, if any, are assigned to other staff.

3.6.7 OD taken without proper intimation and approval shall be considered as leave with loss of pay.

3.6.8 If OD is availed in excess, the excess days will be treated as CL/LoP.

3.6.9 The Principal shall have the right to cancel the OD sanctioned earlier for emergency work in the college.

3.7 VACATION LEAVE (VL)

3.7.1 These rules govern the availing of vacation leave for each semester. The Principal shall decide the maximum duration and number of days.

3.7.2 Vacation Leave (VL) applies only to faculty members with the following eligible service.

Eligible Service	No of Days
Above 2 years	30 days (15 days winter + 15 days summer)
Between 1 to 2 years	18 days (9 days winter + 9 days summer)

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

3.7.4 The staff member has to apply for VL in advance – The HoDs will submit the vacations lot to the Principal for approval before any VL is granted. While doing so, he/she shall ensure that the department is completely managed during the vacation period so that no department work is hampered.

3.7.5 VL cannot be combined with any other Leave.

3.7.6 If any staff member is not permitted from availing VL in the college's interest by the Principal's orders, the same can be utilized later in the year, subject to approval.

3.7.7 VL can be availed in two spells. When all or majority of the staff are opting for the same spell, and if the HOD feels that it would disrupt the normal functioning of the department, the HOD can direct the staff to avail VL without affecting regular work.

3.7.8 All declared holidays and Sundays (prefix, suffix and intervening) will be included in vacation leave.

3.7.9 It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of preparatory exam papers, the conduct of semester coaching classes and valuation are not disrupted while they are proceeding on vacation leave.

3.7.10 Any unutilized VL cannot be carried over to the next academic year.

3.7.11 The authorities can cancel the vacation leave of a staff member if their presence becomes necessary for official work.

3.8 MARRIAGE LEAVE (ML)

3.8.1 A Male/Female employee of the institution, who has completed at least two years of continuous and satisfactory service, is eligible for marriage leave for a maximum of one week, subject to prior approval of the Principal/ Designated Authority.

3.8.2 The staff member concerned shall apply for marriage leave in advance.

3.9 LEAVE ON LOSS OF PAY (LOP)

3.9.1 Absence without prior permission and without making alternative arrangements for class or other essential duties will be treated as leave on loss of pay.

3.9.2 Any leave availed more than the prescribed limit shall be deemed leave on loss of pay (LOP). If such LOP is more than ten days at a stretch in a year, it will be considered a break-in service unless supporting documents in evidence justifying the excess leave are provided. The decision of the Principal shall be final in such case.

3.9.3 Two such breaks in services within one year will make the staff member ineligible for a pay increment and for availing vacation leave/OD/other leaves in the next academic year.

3.10 MATERNITY LEAVE (MTL)

3.10.1 A woman employee of the institution, who has completed at least two years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety)days, subject to prior approval of the Principal/Designated Authority with salary.

3.10.2 Maternity leave will be available only 2 times during the employee's service.

3.10.3 The employee shall inform the HOD & Principal at least eight weeks before proceeding on leave.

3.11 STUDY LEAVE(SL)

3.11.1 A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the college on return for three years. Otherwise, he/she shall resign to pursue higher studies without a bond.

3.11.2 Study leave shall ordinarily be granted only to the faculty who have completed at least three years of service.

3.12 RULES RELATINGTO APPLYING FOR PERMISSION

3.12.1 Permission for short absences not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.12.2 If the number of permission for short absences exceeds 2 in a month, it shall be considered as half-day CL for the third permission.

3.12.3 Permission Timings

- MORNING – 9.00 AM- 10.00 AM
- EVENING – 3.30 PM- 4.30 PM

3.12.4 Permission must be applied and approved by the authorities before availing it.

3.13 EARNED LEAVE (EL)

3.13.1 Faculty members and non-teaching staff members who have completed one year of service in college are eligible for earned leave (EL) of 2 days per semester.

3.13.2 EL can be carried over to the next year if it is not availed during that year.

3.13.3 Faculty members can avail of EL along with CL.

3.13.4 EL is to be ordinarily applied at least two days in advance. However, if earned leave is taken as an emergency, the same has to be informed to the Principal's office and HOD at the earliest possible. The classes and other duties, if any, are to be assigned to other competent staff.

4 - CONDUCT & DISCIPLINE

4.1 CONDUCT

4.1.1 Every employee shall always maintain absolute integrity and devotion to duty and do nothing unbecoming of an educational institution employee.

4.1.2 Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities under whose superintendence or control he/she is placed.

4.1.3 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in the course of his/her duties.

4.1.4 Every employee shall endeavour to promote the interest of the college and shall not act in any manner prejudicial thereto.

4.1.5 No employee shall be a member or be otherwise associated with any political party or organisation which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner, any political movement or activity.

4.1.6 No employee shall join or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

4.1.7 No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character, the employee shall obtain prior permission from the authority.

4.1.8 Obligation to maintain secrecy -Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college's staff, unless 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.

4.1.9 An employee of the college shall not, without the prior permission of the Principal/Designated Authority, engage in any trade or business or venture by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or leave, whether stipendiary or honorary.

4.1.10 No college employee shall enter into any partnership or accept any fees, endowment or commission from any party other than the college except with the prior permission of the Principal / Director.

4.1.11 Acceptance of gifts - An employee shall not solicit or accept any gift from a college constituent or any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the college.

4.2 DISCIPLINE

4.2.1 The Principal/Director or any other competent authority may suspend an employee when disciplinary proceedings against him are contemplated or are pending, or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

4.2.2 An employee detained in police or judicial custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours or sentenced to a term of imprisonment exceeding 48 hours by a court will be removed from service immediately.

4.2.3 An order of suspension made or deemed to have been made shall remain in force until it is modified or revoked by the competent authority.

5 - APPEALS AND REVIEWS

5.1 The staff members of the college are welcome to submit their appeals or grievances, if any, to the Principal/Director for review and redressal.

6 - GENERAL

6.1 The Faculty member should come to the college at least 10 minutes before the commencement of classes (8.50 AM) and leave the college not earlier than 15 minutes after the end of the last hour (4.45 PM).

6.2 Faculty members are expected to follow the rules and regulations of the college as prevalent from time to time.

6.3 Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences after obtaining necessary permission from the Principal/Management.

6.4 Faculty Members should attempt to publish textbooks and research papers in reputed International / Indian Journals / Conferences.

6.5 The Faculty Members are expected to prepare academically to meet all the challenges and requirements in the teaching methodology so that the input may be helpful to the student community.

6.6 Groupism of any kind should be avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

7 - DEPARTMENT

7.1 The HoD will allot workload after considering the faculty member's specialisation and interest.

7.2 In addition to teaching, the Faculty member should take additional responsibilities as assigned by the Principal/Dean/HoD in academic, co-curricular or extracurricular activities.

7.3 Every faculty member must give a research talk/spot lecture at least once each semester to other faculty members in the department.

7.4 Every faculty member should maintain the course file properly with regular updation.

7.5 Whenever a faculty member intends to take leave, the Faculty member should get the leave sanctioned in advance with proper alternate arrangements made for class/lab/invigilation. In an emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

7.6 The faculty advisor must regularly update the student's file in the counselling record and put it up for inspection by HOD/Principal.

8 - CLASSROOM TEACHING

8.1 Once the subject is allotted, the Faculty member should prepare power point presentation for the lecture hour-wise lesson plan.

8.2 The Faculty member should get the lesson plan and course file approved by HOD.

8.3 The course file should consist of a preface, Teaching learning process, semester plan, previous year university question papers,/exam question papers, two model Assignments, OBE activities, and content beyond the syllabus (if any).

8.4 The Faculty Member's course file must be regularly updated and put up for inspection by HOD/Principal.

8.5 The Faculty member should refer to more books other than textbooks and prepare his/her detailed lecture notes. The Faculty member should not dictate the notes in the class.

8.6 Faculty members should focus on principles, objectives, examples, applications, advantages, recent trends and scope for their subjects.

8.7 The Faculty member should engage the class fully and not leave early.

8.8 The Faculty member should encourage students asking doubts/questions.

8.9 The Faculty member should get feedback from students and act /adjust the teaching appropriately.

8.10 The Faculty member should take care of slow learners and pay special attention to their needs in special/remedial classes.

8.11 In problem-oriented subjects, regular tutorials have to be conducted.

8.12 The Faculty member should interact with the class coordinator or faculty advisor and inform them about absentees, slow learners, and objectionable behaviour.

8.13 The Faculty Members should always aim for 100% results in their subjects in internal and university examinations and work accordingly.

8.14 The Faculty member should motivate the students and bring out the creativity/originality in the students.

9 - LABORATORY

9.1 The Faculty member going to laboratory class must perform the experiments personally and be satisfied with the results before asking the students to do the experiments.

9.2 The Faculty member going to laboratory class should ask a minimum of 5 viva-voce questions to each student regarding their experiments.

9.3 Content beyond the experiments (additional experiments) may be given whenever possible.

9.4 The lab observations/records must be corrected on that day, and students should complete their record work before coming to the next class.

10- INTERNAL TESTS / EXAMINATIONS

10.1 While setting the question paper, the Faculty member should also prepare the marking scheme and submit it to HOD for approval.

10.2 Whenever any malpractice is noticed, the faculty member should inform to exam cell coordinator/HOD for further action.

10.3 The test papers must be corrected within two days from the examination date, and marks must be submitted to the HOD for forwarding to the Principal with remarks.

11 - STUDENT - FACULTY RELATIONSHIP

11.1 The Faculty member should have a good relationship with the students.

11.2 As soon as the Faculty member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers, the teacher should try to correct the student through personal counselling, and if it does not bring any change, the student must be directed to meet the class coordinator / HOD.

11.3 The Faculty member should deal with students' insubordination maturely.

11.4 The Faculty member should be strict but not harsh. Never use harsh words which would hurt the feeling of the students.

12 - HIGHER EDUCATION FOR STAFF MEMBERS

12.1 Faculty members can take study leave to complete their course, and the period will be considered based on their experience in this institution.

12.2 Non-Teaching Staff Members are also allowed and sponsored for their higher studies with consideration.

13 - STAFF TOUR

13.1 Staff Tour is arranged for all teaching and non-teaching faculty members once a year.

13.2 Transport and accommodation are provided for teaching and non-teaching staff members free of cost in the hotel.

14 - STAFF SPORTS

14.1 Staff sports are conducted during the sports day, and the winners are awarded medals.

14.2 Staff members can participate in sports events inside and outside the college. The college will sponsor participation.

15 - FINANCIAL ASSISTANCE

15.1 Faculty members are financially supported for presenting papers at conferences/attending Seminars, workshops, FDP, and STTP with a full registration fee and TA/DA.

15.2 The Lab Technicians/Demonstrators are financially supported for presenting a paper at conferences and attending seminars and workshops with a full registration fee and TA/DA.

15.3 Teaching and Non-teaching staff members can avail of subsidised/free transportation/accommodation in the college and hostel.

15.4 NPTEL exam fees are reimbursed for faculty members who have successfully received Elite Certification.

15.5 Teaching and Non-teaching staff members can avail on duty for external Sports events with TA/DA.

16 - YEARLY INCREMENTS

16.1 Staff members are eligible for the increments prescribed at the end of the 12-month service in the institution.

16.2 Increments shall be based on their contributions/performance and results achieved in the university examinations, students' feedback, and additional responsibilities at the discretion of the management.

17 - GROUP INSURANCEPOLICY

17.1 The management has taken a personal accident insurance policy for the staff members with the following benefits.

- Faculty personal accident hospitalisation expenses can be claimed up to a maximum of Rs.1,00,000/-.
- In case of death due to a personal accident, Rs.2,00,000/- can be claimed.

18 - RESIGNATION / TERMINATION OF SERVICE

18.1 Faculty members can get relieved at the end of an academic year with three months notice

18.2 In case of resignation during the middle of an academic year, they have to give three-month notice or pay three -months' salary.

18.3 The management has the authority to terminate the services of a college staff member for any of the following reasons.

- Severe misconduct and willful negligence of duty
- Gross in subordination
- Physical or mentally unfit
- Participation in any criminal offence involving moral turpitude

18.4 In such termination cases, rule 1 will not be applicable, and the staff member will not be eligible for any benefit.

18.5 If the management wants to relieve any faculty from the service for reasons other than rule 3, they will be given one month's salary or one month's notice.

18.6 The employee shall not be granted any leave except casual leave during the notice Period.

ANNEXURE – I

ROLES AND RESPONSIBILITIES
PRINCIPAL

Asthe head of the college, the Principal should have the vision and leadership ability to ensure the continuous growth of the college.

Academic

- To monitor and conduct the academic activities of the college with the guidance of the management
- To plan and take necessary actions to improve academic results.
- To promote industry institution interaction, research & development activities.
- To maintain cordial relations with staff members, students, parents and all those directly and indirectly connected to the institution.
- Monitors admission, regular class works and placement activities
- Purchase of College equipment, supplies, and stationery.
- Supervise hostel and office staff

Administration

- Prepare long-term and short-term plans and present them to the top management.
- To monitor the auditing and inspections of the institution conducted by regulatory bodies such as AICTE, the government, and Anna University.
- To conduct the periodical meetings of the HoDs & faculty members for the effective administration of the institution.
- To make the employee and students aware of the institution's rules, policies and procedures and see to it that they are enforced.
- To initiate recruitment of teaching and non-teaching staff members as per rules laid down by the institution.

- Approves and ensures the implementation of the department's & College's academic calendar for the Odd and Even semester.
- To sanction the leave of the faculty members as per the norms.
- To review the internal test analysis report and initiates necessary corrective actions.
- Periodically conducts department-level SWOT Analysis and takes necessary action for further improvement.
- To monitor the college website with complete information.
- To execute any other work assigned by the management

Finance

- To recommend budget allocation for the departments as requested by the Head of Departments to the Governing body.
- To authorise cash advances for urgent purchases required in the college.
- Ensure that allfinancial transactions are conducted as per the norms.

Promotion of Co-curricular and Extracurricular Activities

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, and cultural and sports events with the assistance of HoD and staff members

HEAD OF THE DEPARTMENT

- Responsible for all the academic affairs of the department.
- Report to the Principal regarding all department requirements, such as Faculty members, supporting staff, equipment, books & journals and maintenance.
- Represent the department and will report to the Principal all the requirements and shortcomings for the development and proper functioning of the department during HoD's meetings.
- Prepare department budget.
- Arrange Guest Lecturer/Extension Lectures, Workshops, and Conferences.
- Responsible for collaboration with other institutions, Universities and industries.

TEACHING STAFF

- Stay well-informed with the recent advances and developments in education and research.
- Participate in the broader community as committee and club members, consultants, content speakers and experts.
- Organise conferences and seminars for the professional development of students in their group.
- Participate in various academic and administrative works at the department and college levels.
- Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
- Submits research proposals and publish research papers in reputed journals.

TECHNICAL STAFF

- Assist the faculty in conducting laboratory classes.
- Provide all the technical support and set up the laboratory equipment.
- Arrange all the specimens that are necessary for the laboratory classes and examinations. Arrange and maintain all the laboratory's records, stock register and breakage register.
- Works under the supervision and instruction of the faculty in charge of the laboratory.
- Maintains the laboratory equipment and hardware, ensuring it is correctly cared for, performing maintenance and repairs, and replacing equipment when necessary.
- Laboratory Technicians prepare and organise all data and findings.

TRAINING & PLACEMENT OFFICER

- The placement officer is responsible for all the activities relating to the student's placement, like training programmes, interacting with various companies, industries, and corporate and organising drives.
- Provides the list of students eligible for placements from time to time to the Placements Cell
- Identifies and provides training as per the needs of students
- Arrange campus interviews with reputed companies.
- Prepares database of some top international/national companies consisting of their addresses, details of operations, expectations, and their HR team for which some students could be utilised services.
- Assists students in developing/clarifying their academic and career interests and their short and long-term goals through individual counselling and group sessions.

- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum, as well as coordinate Project Work/ Summer Training/internship programs.
- Generation of awareness among the students regarding the future career options available to them

OFFICE MANAGER

- Responsible for the administration of the campus.
- Responsible for transport, canteen, and hostel mess.
- Maintain records and documentation pertaining to the work area.
- To look after the maintenance of the services and ensure optimisation.
- Act as a coordinator for all the activities relating to the maintenance of the college

OFFICE STAFF

- Track the process of various Student scholarships from the government.
- Maintains the staff member leave records like casual leave, vacation, on duty &permission.
- Implements HR policy of the Institution.
- Assists in interviewing as per HoD's requirement with college-constituted selection committee support.
- Take care of all admission approval procedures and communicates with universities in person.
- Maintains the student fees collection and processes payroll for the faculty and staff.

SYSTEM ADMINISTRATOR

- Manage all the activities relating to Computer systems and networking.
- Repair and maintenance of the Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for the availability of an internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.

LIBRARIAN

- Responsible for the overall functioning of the library.
- Maintains documentation of books, journals, magazines, newspapers, CDs & library materials
- Prepare periodical requirements of books and journals for students and faculty members.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and reports to the Principal for any discrepancy.

PHYSICAL EDUCATION DIRECTOR

- Responsible for all the activities related to Physical Education.
- Arrange physical fitness camp (yoga) for the students and staff.
- Responsible for procuring and maintaining sports goods, play fields, and other items related to Physical Education.
- Coordinates Intra College and Inter College, Inter-University, and Inter State competitions for different sports.

HOSTEL WARDEN

- Assist the Principal (Chief Warden) in all hostel-related activities.
- Responsible for allotment of rooms to the students.
- Responsible for maintenance of a hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing students from the hostel.
- Reports to the Principal in case of any indiscipline or misbehaviour by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for first-aid in case of any emergency and arrange for hospitalisation of student/staff.

MOUNT ZION
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