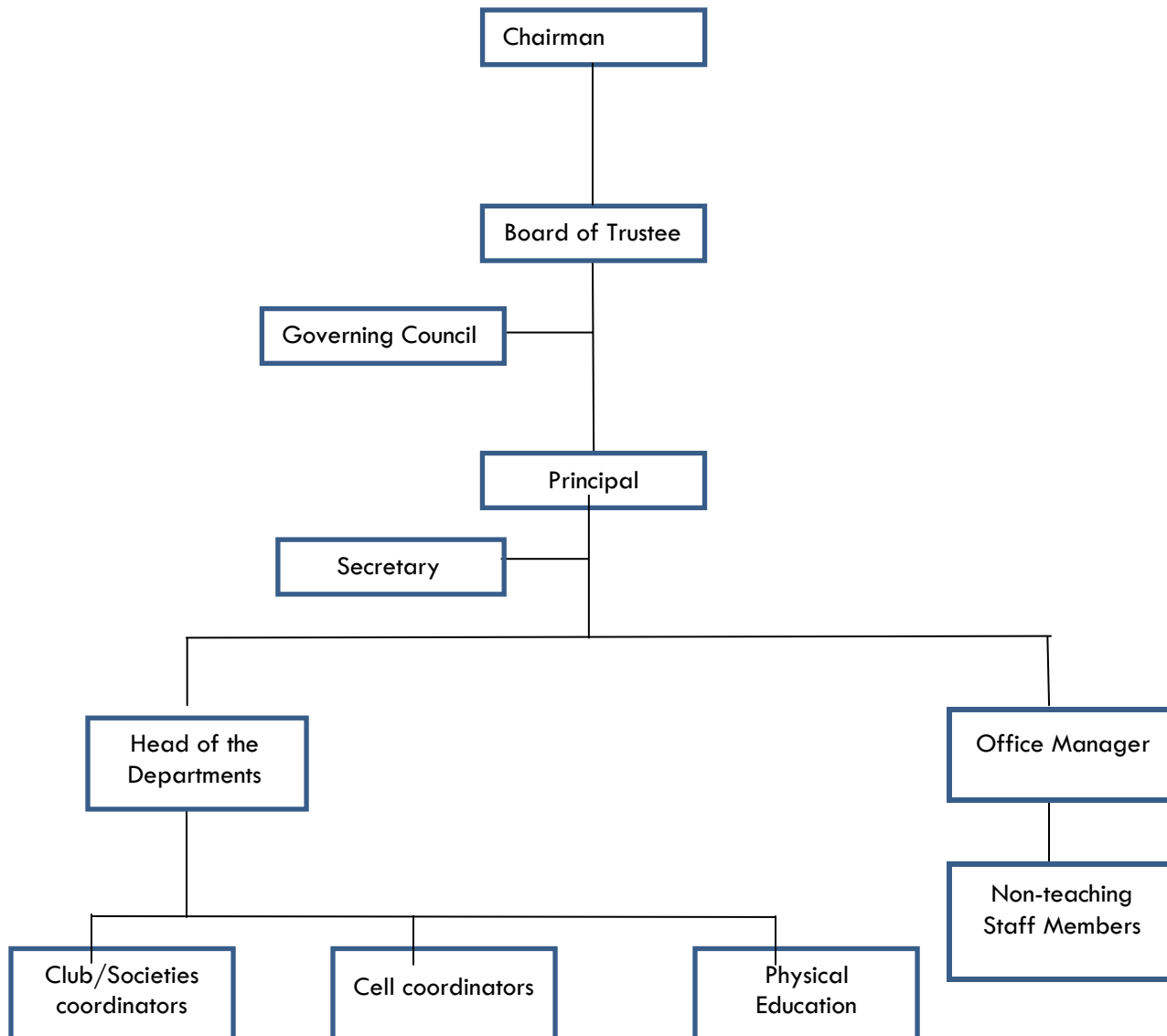




6.2 Strategy Development and Deployment

6.2.2 Organogram of the Institution





Criterion 6- Governance, Leadership and Management

6.2.2 Service rules, procedures, recruitment, promotional policies

Recruitment Process

The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the Institution Management and norms of the statutory bodies. The process goes as follows:

- Faculty requirement need is prepared at the department level by HoDs which are scrutinized and finalized by the Principal.
- The consolidated faculty requirement is then sent to Management for approval.
- Applications for various posts are invited through advertisement in the newspapers, and head of the concerned department scrutinizes the applications and short list the candidates.
- The head of the department finalise the date of the interview in consultation with the Principal.
- The interview date is informed to the shortlisted candidates.
- Selection Committee is constituted as per the norms of the affiliating University. The Committee finalise and recommend suitable candidates based on their performance.

Service Rules of the institution

- The copies of the institutional hand book containing Service rules, Procedures, Recruitment and Promotion Policies are circulated among all the staff (both Teaching and Non-teaching) for their information.
- The same is also available in the Institution website.

Instructions to the Staff Members

1.1 Working Days and Working Hours

The Working days are from Monday to Friday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations Sundays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

1.2 On all Working days, the Class work will be from 9.00 am to 4.30 pm.

All Faculty members and Non-teaching Staff have to reach the College campus before 8.50 am and leave the campus after 4.30 pm. They need to mark their finger print in biometric and note time in the Attendance software in the respective department both in the morning during arrival and in the evening before departure. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class

1.2 Dress Code and General Appearance

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts and wear formal belt and black/brown shoes. Lady Faculty members should wear formal Saree with Blouse and formal Chappals/Cut- shoes. All the faculty members are expected to come groomed properly. They should also wear a white coat while taking a class and laboratory.. Non-Teaching Staff shall wear formal dress with formal Shoes/ Chappals. All should wear their identity cards regularly.

1.3 Coffee break/Tea break and Lunch interval

There will be a coffee break/tea break for a period of 15 minutes both in the forenoon and in the afternoon as given in the time table. The lunch interval will be for a period of 40 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for office staff and library staff shall be between 12.35 to 1.15 pm. Lunch will be provided to both teaching and non-teaching staff in the staff canteen at subsidized rate.

1.4 Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. **All are responsible in conserving the energy.**

1.5 Leave / Absenteeism / Permission & Casual Leave (CL)

Each faculty member & non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year.

- Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/Incharge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

(a) Absenteeism

- **Leave without written prior permission/oral information will be treated as 'Absent'.**

(b) On-DUTY Leave (OD):

- The Faculty members shall avail the following on-duty leave with prior permission from the principal:
- Hall Superintendent / University Representative duty for Anna University examinations: 20 days per semester.
- External Examiner duty for Anna University examinations – eligible faculty members shall be permitted as per the order received from the zonal office.
- Central Evaluation duty for Anna University examinations – approved evaluators shall be permitted as per the order received from the zonal office.
- Research project presentation/consultancy assignment/participation in conference/seminar/workshop/FDP etc. –10 days per semester.
- The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

(c) Earned Leave:

Faculty members and non - teaching staff members who have completed **1 year of service** in our Institution are eligible for a **Earned leave of 2 days per semester**.

(d) Vacation Leave:

- Faculty members who have completed 1 year of service in our Institution are eligible for a vacation leave of 2 weeks during summer and vacation leave of 1 week during winter.
- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 10-days during summer.

(e) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty member and non-teaching staff member shall avail 2 such permissions in a month.

1.6 Academic Work

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Anna University's academic schedule shall be prepared by the principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.
- Time table shall be prepared by each department and implemented after due approval from the HOD and the Principal.
- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.
- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos/ and other e-learning modules for facilitating enhanced learning by the students.
- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.
- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.
- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honoured per semester and a certificate of appreciation.
- The overall performance of the faculty members will be linked to their increments and promotions. Participation in Workshops, FDP, Conferences / Seminars/ and Publications in Journals
- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses, Lodging expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals

1.7 Participation in Workshops, FDP, Conferences/ Seminars/ and Publications in Journals

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- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals

1.8 Participation in Sponsored Research and Consultancy work

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency. The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-.

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 60% of the revenue earned and the remaining 40% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities. If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

1.9 Organizing Workshops, FDP, Conferences /Seminars/ Guest lectures

- Each department shall organize at least one conference/seminar/workshop, FDP, etc., during every academic year.
- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

1.10 Encouraging faculty members to pursue Higher Studies (Ph.D.)

- Faculty members interested in pursuing Ph.D. on Part- Time basis shall submit an application to the management through the principal seeking permission for registration.

- The college shall grant 5 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

1.11 Assessment, Promotion policy

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors. The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

1.12 Self-Discipline, Work ethics and involvement

Discipline, Ethics and Dignity at work place. staff are permitted to use Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They should not resign in the middle of the semester/academic year. They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abiding the college rules, university regulations and AICTE norms in force from time to time. The faculty member(s) who violate the college rules and university regulations and indulge in any indisciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

Note: All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of

leave and recommended by the HOD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application should be submitted as soon as they resume for duty. The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal's office when they resume duty.

These rules and regulations are subject to change from time to time

2 General Instructions to the Staff Members

2.1 General Instructions:

- Make sure you are in the class on time – never be late. The first period is to be engaged from the first minute – don't be walking on the corridors after the bell is rung.
- Take your own chalk and duster to the class (Can be collected from Mr. Naresh). Never send students out to get things you need for your class.
- Medium of instruction is to be strictly in English only.
- Keep all the windows and doors open in the class. This is extremely important. Even if an LCD Projector/OHP is being used, all doors and windows are to be kept open.
- Clean the board after your lecture is over – this is basic teaching etiquette.
- Please switch off unnecessary electrical appliances (fans, tube-lights) when not in use – wherever you find them.
- All periods are to be conducted in a dignified manner. No unnecessary noise should come from any class. If a staff experiences any difficulty in conducting the class in such manner, bring it to the notice of the Director/Principal/HOD's.
- Never take your mobile phones to the class. Do not take it and put it in silent mode. The complete concentration of the staff has to be in the delivery of the subject.

- Staff members are expected to be role models to students – in all aspects – both on and off campus. Dress neatly – wear ID card & shoes at all times. The ID Card must be out of the pocket at all times. Make sure that your clothes are formal - well pressed and neat. Shirts are to be tucked in. Look well-groomed and clean shaven. This applies even to the non-teaching staff.
- If the office of the Chairman/Director/Principal/Registrar/Academic Coordinator/HOD's requests any details (of files, etc.,) or summons you, make sure that you oblige immediately. Penalties will be enforced for non-compliance
- Never share confidential information with others – Do not keep confidential details on your pen drive.
- Staff members are not to take unnecessary leave. Never inform leave over phone unless it is unavoidable emergency.
- Wish all your superiors and fellow staff members. Respond warmly when a student wishes you – this is basic courtesy.
- Listen to students for their feedback. Their needs are to be taken care of. Bring to the notice of the Director and Principal any such needs. Take a personal interest in their development and well-being.
- Staff grievances are to be reported to the HOD's/Principal. If there is inadequate response, kindly bring it to the notice of the Director/Chairman.

2.2 Attendance Instructions:

- Discourage students from coming late to the class. Attendance roll call is to be the first affair of the lecture hour. It must be completed within the first 5 minutes and during the roll call, call the students by their name and not the roll/SPR No.
- Attendance must be taken very carefully and Lab attendance is to be taken during the first and last lab periods. If a student is absent in either the first or last lab period, the student should be marked absent for the entire 3 Periods/session.
- Enter the attendance details into the computer in the Attendance Software the same day.
- Class coordinators are to monitor if any student who is present in the forenoon periods is absent in the afternoon periods and bring this information to the notice of the

Director/Principal immediately. This means that the class coordinators should visit their respective classes at least once in the forenoon and once in the afternoon session and verify the attendance.

- The attendance log sheets must be photocopied and submitted to Mrs. Melda after every Cycle Test and the original should be filed in the course log book.
- Class coordinators are to collect the leave letters from students. Leave letters have to be submitted in advance unless the cause is an emergency. ODs should be submitted before the student takes leave – and Medical Certificates are to be submitted on the very next day the student attends class. OD Forms and Medical Certificates are to be submitted on the same day it is received to Mrs. Melda. The forms are available at the photocopying center.

2.3 Lab Instructions:

- Students should not be allowed to work in the lab without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID Card, send the student to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.
- All the Laboratory exercises are to be completed – do not leave anything out. If any equipment/consumable is needed for conduct of the lab, inform the Director, Principal and HOD about it immediately.
- Staff that handle labs that involve programming (Computer, Electronics, etc.) should make sure that the student writes the algorithm and draws the flowchart in the observation note and the record note.
- Students without Observation and Record Notes are not to be allowed in the lab. Those with incomplete observation/record notes should not be allowed in the lab.
- Make sure that the student completes the observation note in the same lab session and the record note must be submitted during the next session without fail.
- No breaks during lab. If a student requests a break, don't send them during the regular break but when the scheduled break is not in effect.

2.4 Lecture Instructions:

- Students should not be allowed in the class without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID Card, the student should be sent

to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.

- Ensure that you have prepared for the entire lecture period. Not a single minute should be wasted
- Under no circumstances staff members should not let students out of the class even if the lecture is over. Keep them engaged – revise previous topics. Use the time gainfully.
- Don't exceed your lecture period (even if a break/lunch follows the period) – it causes inconvenience to students as well as the next staff.
- Make sure that the Lesson Plan is completely written before you engage the classes and stick to it. The entire syllabus is to be completed within the stipulated time.
- The percentage of the portion to be completed before each cyclic/model test is given in the Semester Lesson Plan. Follow it, and inform the Director/Principal/HOD if completion is behind schedule and give a plan for completion of syllabus.
- Use a variety of teaching aids to keep the class lively. Things that may be used are
 - a. Smartboard
 - b. White Board
 - c. Equipment from the Labs for demonstration, etc..
- Download animation, pictures from the Internet to enhance your lectures. Make sure that you visit the NPTEL website and search for lectures related to your subject. Make sure that you go through the complete series before you go for the first lecture period. (Google NPTEL for the website)
- Course Log Book should be taken to the class – syllabus completion will be verified to see if it is in line with the Lesson Plan.
- Class visits will be random – and visits will be made by the Chairman/Director/Principal/Academic Coordinator/HOD's.
- HOD's are to verify the completion of the syllabus every week. Details of subjects which are not in conformance to the Lesson Plan are to be brought to the notice of the Principal/Director/Academic Coordinator. Once in two weeks, the completion will be verified by the Principal. The Director will verify the same once a month.
- Ensure that all the notes of the students are corrected every week by the staff. Write comments and sign the last page signifying that the notes till that page are complete

2.5 Test/Retest/Examination Instructions:

- Staff members are to keep track of the dates when they are to conduct their fortnightly tests and retests.
- To start with, write the questions for the weekly test on the board. Printed question papers may be provided later on. Answer sheets will be provided from the Exam Section. However, one printed copy of the question papers of all tests are to be filed in the corresponding log book.
- All test papers are to be promptly evaluated and given to the students.
- All test/retest papers after correction (within 2 days of the exam) must be submitted for verification (along the marks log sheet) to the HOD/Principal/Director. Verification should be done within a day of submission of the corrected answer sheets to the HOD's. It should be given back to the student after verification.
- The students should be encouraged to file the answer sheets for future reference. During evaluation of answer scripts, write feedback.
- It is the responsibility of the staff to ensure that all their students pass all the fortnightly tests. If they fail in the test, retests must be conducted till the students pass.
- Submit the photocopy of the Marks Log Sheet in the Course Log Book at the end of every fortnightly test/cyclic test/exam to the Examination Cell. Do not submit the statement of marks in any other format. If any department/Director/Principal/etc., requests for a copy of the marks, the photocopy of the Marks Log Sheet only should be submitted and not in any other format.