Kamaraj College of Engineering and Technology (KCET), Virudhunagar is a self-financing institution established in the year 1998 by a group of philanthropists at Virudhunagar in Tamil Nadu, named after the great leader and son of the soil, "Karmaveerar K. Kamarajar". KCET is located 8 Kms away from Virudhunagar on NH-44 to Madurai. KCET is a non-profitable Institution, approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. "Born to Serve" is its motto. The Institute is offering Quality Technical Education over two decades with the continuous support of the visionary members of the Managing Board.

About the HR Manual and Institutional Rules / Policies

The HR Manual and Institutional Rules/ Policies provide entire guidelines regarding Human Resources of the **KAMARAJ College of Engineering and Technology**. It will be beneficial to the staff members to have an insight into the transparency of the system and procedures followed in this Institution, thus facilitating them to work with more renewed enthusiasm.

Any amendments in the contents of HR Manual and Institutional Rules/ Policies should be done by the following procedure.

The Secretary of the Kamaraj College of Engineering and Technology Managing Board shall discuss about the need for amendments to be made with full details in a General Body Meeting of Managing Board as a subject in the Agenda with 21 days prior notice and the suggestions / recommendations should get included in the agenda for discussion during the next meeting of the Governing Body by the Principal to obtain its approval. The same should be again get ratified in the next General Body Meeting of the Managing Board and then only, the amendments can be implemented.

KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY
PART I - HUMAN RESOURCES MANUAL
INDEX

CHAPTER - 1

INTRODUCTION

1.1 "The College" means Kamaraj College of Engineering and Technology, K.Vellakulam (near Virudhunagar), Madurai District.

1.2 "Premises" means the entire premises of the office of Kamaraj College of Engineering and Technology, which includes departments, laboratories, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas and precincts attached to the office of the Kamaraj College of Engineering and Technology.

1.3 "Board of Management (BoM)", which is the principal entity of the Management of Kamaraj College of Engineering and Technology, constituted as per Memorandum and Articles of Association of Kamaraj College of Engineering and Technology Managing Board that governs all the activities of the Institute and gives approval for all the administrative matters.

1.4 "Chairman" means the Secretary of the Kamaraj College of Engineering and Technology by virtue of the office held by him / her.

1.5 "Management" means the Board constituted by the Board of Management that includes Office Bearers and the Principal as members who have the authority to enforce the rules and regulations in the college from time to time.

1.6 "Employer" is the Chairman of Kamaraj College of Engineering and Technology, empowered and vested with powers by the Board of Management to be of service to the Institute.

1.7 "Competent Authority" means the Chairman or any Faculty / Staff nominated by the Board of Management as the case may be for specific purposes.

1.8 "Appellate Authority" means the President of the Kamaraj College of Engineering and Technology Managing Board.

1.9 "Governing Body" is the highest decision making forum of the Institute to govern all the academic and administrative matters, constituted as per UGC norms and shall have at least twelve members including the Chairman and the Ex-Officio Principal. The Registered Trust shall nominate five members including the Chairman. One member, who is a renowned Industrialist / Technologist / Educationist shall be nominated by the Management. Apart from the above seven members, there will be a Nominee of UGC, Nominee of the affiliating University, a Nominee of the State Government and two faculty members of the Institute nominated by the Principal based on seniority.

1.10 The number of members in the Governing Body can be increased equally by adding nominees of the Registered Trust and by adding equal number of Educationists from the Region. Special invitees can be invited toparticipate as member (Industrialist / Educationist / Technologist) in the meetings of the Governing Body. However, the total number of members of the Governing Body shall not exceed 21

1.11 "Principal" of the Institute is the Member Secretary of the Governing Body and all other statutory bodies such as Standing Committee and Finance Committee.

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

1.13 "Appointing Authority and Disciplinary Authority", under these rules means the Chairman to be of service to the Institute.

1.14 This Human Resources Manual is subject to revision by the Board of Management with suitable amendments based on its recommendations and the members of the Governing Body.

CHAPTER - 2

RECRUITMENT AND SELECTION POLICY

2.1 TEACHING, ADMINISTRATIVE AND NON-TEACHING STAFF

Classification of Employees

An "Employee" shall be classified as:

Teaching	Administrative	Non-Teaching
• Permanent	• Permanent	• Permanent
• Probationer	• Probationer	• Probationer
• Guest Faculty	• Contract (After retirement from KCET)	• Contract (After Retirement From KCET)
• Adjunct Faculty		
• Visiting Faculty		
• Contract (After Retirement from KCET)		

- "Permanent" employee means one who has completed the specified period of probation or the extended period of probation satisfactorily, and been given the confirmation of probation in writing by the Appointing Authority.

- "Probationer" employee means one who is appointed on probation generally for 2 years (probation period) but not given the confirmation of probation in writing by the Appointing Authority.

- "Visiting" faculty means a faculty who is regularly employed at another Institution being engaged for teaching / research work by invitation for a certain period, generally for an academic year.

- "Adjunct" faculty means a faculty with a high profile, who is unlikely to be in the payroll of the Institute, but offers his / her services free. For instance, he / she may continue to supervise Ph.D. students upon retirement or offer other services of his/her expertise to the Institute pro-bono.

- "Guest" faculty means a faculty who is invited to teach course(s) for a specific period in which the work period lasting for a series of lectures. Based on their performance, the Institute shall appoint them as permanent faculty if they met the eligibility criteria.

- Retired teaching faculty / non-teaching staff who are physically fit and whose services are considered necessary and beneficial to the Institute, the Management may reappoint the teaching / non-teaching employee on contractual basis for a period of one year with consolidated salary as fixed by Chairman with the approval of the managing board and the tenure shall be extended up to the 65 years based on the requirement.

2.2 Selection and Appointment

Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. Vacancy Position / Posts required for each department concerned will be approved by the Chairman, based on the recommendations given by the HoD and Principal as per the needs of each department satisfying the norms of Affiliating University / AICTE / UGC.

2.2.1 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 / College Website 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. Recruitment is normally done twice in a year during April / May and November / December.

2.2.2 ELIGIBILITY CRITERIA FOR TEACHING POSITIONS

Assistant Professor (Cadre I – Entry Level)

Qualification	Experience
For Engineering / Technology: First Class Bachelor's and Master's Degree in relevant branch. Ph.D. is desirable.	Fresh Appointment, experience is not required. Having valid GATE score is preferable.
For Science and Humanities: First Class B.Sc.,/ B.A. and M. Sc. / M. A. / M. Phil. in the relevant subject. Valid Score in SET or NET is preferable.	

Assistant Professor (Cadre II – Senior Scale)

Qualification	Experience
For Engineering and Technology: First Class Bachelor's and Master's Degree in relevant branch. Ph.D. is desirable.	3 years of experience at Assistant Professor level. One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE). Valid GATE Score is preferable.
For Science and Humanities: First Class B.Sc.,/B.A., and M. Sc. / M. A. / M. Phil. in therelevant subject. Valid Score in SET or NET is preferable	3 years of experience at Assistant Professor level. One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).

Assistant Professor (Cadre III – Selection Grade)

Qualification	Experience
For Engineering and Technology: First Class Bachelor's and Master's Degree in relevant branch. Ph.D. is desirable.	5 years of experience at Assistant Professor level. Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE). Valid GATE Score is preferable.
For Science and Humanities: First Class B.Sc.,/B.A./and M. Sc. / M. A. / M. Phil. in the relevant subject. Valid Score in SET or NET is preferable	5 years of experience at Assistant Professor level. Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).

Associate Professor

Qualification	Experience
For Engineering and Technology: Ph.D. is Mandatory. First Class at Bachelor's or Master's Degree (or both) in Engineering / Technology in relevant branch.	8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience. Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).
For Science and Humanities: Ph.D. is Mandatory. First Class M. Sc. / M. A. / M. Phil. in the relevant subject.	8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience. Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).

Professor

Qualification	Experience
For Engineering and Technology: Ph.D. is Mandatory. First Class at Bachelor's or Master's Degree (or both) in relevant branch.	10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level. Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).
For Science and Humanities: Ph.D. is Mandatory . First Class M. Sc. / M. A. /M. Phil. in the relevant subject.	10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level. Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).

Principal

Qualification	Experience
Ph.D. is Mandatory. First Class in Bachelor's and Master's Degree in Engineering / Technology	15 years of experience in teaching / research / industry out of which at least 3 years of experience at Professor level. Having good academic record and publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. Post Ph.D. publications and guiding research scholars are highly desirable.

2.2.3 ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

I. Administrative Office Staff

Sl.No	Name of the Post	Qualification Prescribed
1.	Administrative Officer	Master Degree in Arts or Commerce / Business Administration Having working Knowledge and skills in Computer operations - MS Office 15 years of experience in KCET Administrative Office.
2.	Accountant	Bachelor Degree in Arts or Commerce Having basic Knowledge in Computer Operations – MS Office Having 9 Years of Service in KCET Administrative Office as a Clerk with knowledge in Accountancy
3.	Clerk	Bachelor Degree in Arts or Science or Commerce Having basic knowledge in Computer operations - MS Office
4.	Senior Clerk	Bachelor Degree in Arts or Science or Commerce Having basic knowledge in Computer operations - MS Office Having 9 years of service in KCET Administrative Office as a Clerk
5.	Senior Assistant	Upto +2 Qualification 6 years of service in KCET Administrative Office
6.	Assistant	Upto +2 Qualification
7	Senior Technician	A three year Engineering Diploma in concerned branch of study ITI from Government recognized institutes in the respective field Having 6 years of service in KCET Administrative Office as a Clerk

II. Department Staff

Sl.No	Name of the Post	Qualification Prescribed
1.	Technician (Degree)	Bachelor Degree in Arts or Science
2.	Technician (Diploma) A/c Mechanic / Electrician	A three year Engineering Diploma in concerned branch of study Certificate Courses related to Engineering disciplines
3.	Technician (ITI / Assistant / Electrician	ITI from Government recognized institutes in the respective field
4.	Instructor (Diploma / Degree)	10 years of experience as a Technician in KCET.
5.	Instructor (ITI)	10 years of experience as a Technician in KCET.
6.	Instructor (IQAC)	Bachelor Degree in Arts or Science
7.	Supervisor (Civil / Electrical with 'C' Certificate)	Diploma in Civil/ Electrical Engineering Should have C License Electrical Supervisor Competency Certificate Minimum 5 years of Experience in the field of erection and maintenance of High Voltage sites/ Experience in the construction Site.
8.	Attender (Lady)	Upto +2 Qualification
9.	Assistant / Bus Mechanic	Upto +2 Qualification
10.	Binder/ Clerk with ITI	Upto +2 Qualification ITI from Government recognized institutes in the respective field
11.	Assistant Librarian/ Clerk with Diploma / Clerk / Residential Hostel Assistant	M.L.I.Sc Degree from a recognized University / Institute Bachelor Degree in Arts or Science or Commerce A three year Diploma in any discipline Having basic knowledge in Computer operations - MS Office
12.	Nurse	Certificate Course
13.	Site Engineer (Civil/ Electrical)	Diploma/Bachelor Degree in Civil / Electrical Engineering. Minimum 3 years of Experience in the construction Site. Minimum 5 years of Experience in the construction site for diploma candidates Electrical Engineer should have Wireman License/ C License

III. Others

Sl.No	Name of the Post	Qualification Prescribed
14.	Language Trainer	M.A. English Literature with good Articulation M.A. with good Articulation and with BEC Vantage
15.	Aptitude Trainer	B.E. / B.Tech. / M.Sc.,/M. E. / M. Tech.,
16.	Assistant Physical Education Director/ Directress	D.P.Ed. / M.P.Ed. Degree from a recognized University / Institute
17.	Physical Education Director	M.P.Ed. Degree from a recognized University / Institute Ph.D. is essential University / Institute in the Inter-University/ Inter-Collegiate competitions / State and/ or National Championships At least 5 years of experience at the level of Assistant Physical Education Director
18.	Librarian	MLIS / M.Phil / M.Sc. (Information Science) Ph.D. is essential 5 Years Experience at the level of Assistant Librarian

2.2.4 Counting of Past Experience for Appointment / Promotion

Continuous experience of more than one year and above alone will be considered for counting as past experience.

Experience	Counted as
Experience after qualifying M. E. / M. Tech. or M. A. / M. Sc. / M.Phil.	**PG Level**
	Industrial Experience - Full experience
	Universities - Full experience
	Engineering Colleges – Full Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	Full time Research Associate / Post - Doctoral Fellow – Full Experience
	Previous Teaching experience (before Ph.D.) – Full experience
	Defence Experience – 25 percent of Actual experience under non relevant area; 100 percent of Actual experience in relevant area
Experience after Qualifying B. E. / B.Tech. / B. A. / B. Sc.	**UG Level**
	Industrial Experience - Half of the actual Experience
	Engineering Colleges – Half of the actual Experience
	Polytechnic College - Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	School experience will not be considered.

Note:

While calculating the total past experience for salary fixation, a total of 6 months and above will be treated as one year while a period less than 6 months is not taken into account.

2.2.5 Selection of Teaching and Non-Teaching Employees

Mode of Selection of Regular Faculty

- Direct recruitment to all cadres is based strictly on merit.

- Minimum qualification stipulated by AICTE shall be adopted only if candidates with higher qualification are not available.

- The Institute shall have a strong policy of recruiting candidates with Ph.D. degree for all teaching positions.

- If Ph.D. qualified candidates are not available for a programme, candidates with qualification prescribed by UGC / AICTE shall be recruited.

  2.2.5.1 Such recruited candidates shall register for Ph.D. within one year of joining. If they fail to register for Ph.D., they shall not be allowed to continue in service beyond 2 years.

  2.2.5.2 Such candidates have to complete the Ph.D. degree in a maximum period of 7 years from the date of joining.

In all the cases, the following procedures are to be followed:

- At the end of each semester, the HoDs review the faculty position in their departments and prepare a manpower requirement list.

- The manpower requirement list is presented to the Principal and the Principal discusses the requirement in the HoD's meeting and finalize the list.

- The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements can be released in the leading newspapers / College Website

- The applications received (should contain photocopy of mark sheets from Xth Std. onwards) are duly scrutinized by HoD and then scrutinized applications are to be forwarded to the Principal.

- Candidates should have 65 percent of marks or 6.5 CGPA in UG & PG and 60 percent marks in HSE / Diploma, and also they should not have any history of arrears to the qualifying examination shall only be short listed. In extra-ordinary situation, if the candidate is found to be efficient and also non-availability of suitable candidates in certain branches, special permission may be given to such candidate in consultation with Chairman / Principal.

- Letter of intimation is to be sent by the Principal to the members of the Selection committee for conducting the Selection Process.

- Short listed applicants are intimated to attend a written test, 15 minutes of classroom teaching demonstration and screening by interview on a specified date and time.

- The choice is made by the Selection Committee after interviewing the eligible candidates.

- The Selection Committee finalizes the selection of candidates based on written test, teaching demonstration, interview performance and the decision is intimated to the Chairman for further action to get the approval from the Governing Body.

- The selected candidates will be given the provisional offer of appointment by the Chairman subject to the approval of Governing Body.

- The selected candidates are required to fill in the Joining Report which is signed by their respective HoD and the Principal in the prescribed format along with the following enclosures:

  a. Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.

  b. Relieving letter from the previous employer, if any.

  c. Evidence of date of Birth / Proof of age

  d. Three copies of the candidate's colour photograph.

e. One set of copies of the SSLC / HSC / Diploma / UG / PG / M.Phil. / Ph.D. certificates duly self-attested and experience certificates (if any or claimed). Originals of the above certificates are to be produced for verification.

f. Copy of PAN Card and Aadhaar Card.

g. Any other documents specified by the Management.

2.2.6 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:

2.2.6.1 Certified extract from Register of Birth and Deaths
2.2.6.2 Secondary School Leaving Certificate
2.2.6.3 Matriculation Certificate
2.2.6.4 Any other document acceptable to the Management

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

2.2.7 Composition of Selection Committee:

Every regular recruitment Selection Committee for selection of teaching staff shall consist of the following members:

2.2.7.1   Chairman and the Office bearers
2.2.7.2   Principal
2.2.7.3   External two subject experts (Professor / Associate Professor Level)nominated by the Academic Council
2.2.7.4   The concerned Head of the Department
2.2.7.5   Internal Subject Expert (Senior level) as nominated by Principal.

- The meetings of the Selection Committee shall be convened by the Principal with the prior approval of the Chairman of the Institute.

- Four members of the Selection Committee shall form the quorum including the Chairman.

- If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

2.2.8 Scale of Pay for Teaching Faculty

A teaching faculty shall be appointed in accordance with the existing UGC / AICTE / Affiliating University norms. This does not include the faculty appointed on deputation / ad-hoc basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Managing Board from timeto time as given below:

Category	Pay Scale	AGP
Assistant Professor	Rs.15,600 – Rs.39,100	Rs.6,000/-
Assistant Professor (Senior Scale)	Rs.15,600 – Rs.39,100	Rs.7,000/-
Assistant Professor (Selection Grade)	Rs.15,600 – Rs.39,100	Rs.8,000/-
Associate Professor	Rs.37,400 – Rs.67,000	Rs.9,000/-
Professor	Rs.43,000 – Rs.67,000	Rs. 10,000 /-

Note:

a. Structure of Salary Fixation: The salary is fixed for all regular teaching faculty as follows:

(Basic Pay in the Pay Band (A) + Grade Pay (B)) + 20 percent DA* + 7 percent HRA* (rounded to the nearest 100 at the higher side) + Performance Allowance (as applicable and as per stated norms in the Service Rules) + 3 percent increment for every completed year of service.

* As fixed by the Managing Board General Body as applicable from time to time.

b. Pay for the selected candidates shall be fixed by the Selection Committee as per the norms fixed by the Managing Board for the respective post and as approved by the Governing Body based upon the qualification and experience of the candidate and other achievements.

c. For all the regular teaching faculty, the management approved DA is applicable (20 percent) after the Grade Pay. The increase in Dearness Allowance will be fixed by the Managing Board General Body as applicable from time to time. For all the teaching faculty, 7 percent of basic pay will be given as HRA rounded to nearest 100 Rupees on the higher side and will be revised by the recommendation of Managing Board General Body. Performance Allowance (PA) for teaching faculty shall be fixed as per performance criteria (self-appraisal score) and as per the norms stated in the Service Rules.

d. Post Ph.D Experience will be accounted with effect from the date of submission of their provisional certificate/course completion certificate to the administrative office.

e. Annual increment of 3 percent of (Basic + Grade Pay) will be given for the entire regular teaching faculty as per the terms stated in the appointment order.

f. It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.

g. Every person appointed shall be certified to be of sound mental and physical health for service by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by the management approved Medical Officer. If on such an examination, the employee is found to be suffering from any disease or complaint that is infectious or of an objectionable nature, which continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his / her services.

h. During any unforeseen challenges in the environmental conditions for a long period or any pandemic or critical situation, the salary for all teaching faculty will be fixed by the Managing Board General Body till the prevailing conditions become normal.

2.2.9 Scale of Pay for Non-Teaching Staff

A non-teaching staff (administrative and technical) shall be appointed in accordance with the norms as approved by the Governing Body. This does not include the staff appointed on ad-hoc basis. The pay scales of the regular non- teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Governing Body from time to time as given below:

Non Teaching Staffs (With DA Scheme)

NON - TEACHING STAFF SALARY NORMS

DA Schedule

KCET Service From 2nd Year onwards	20 %
KCET Service From 3rd Year onwards	24 %
KCET Service From 4th Year onwards	28 %
KCET Service From 5th Year onwards	32 %
KCET Service From 6th Year onwards	36 %
KCET Service From 7th Year onwards	40 %
KCET Service From 8th Year onwards	44 %
KCET Service From 9th Year onwards	48 %
KCET Service From 10th Year onwards	52 %
KCET Service From 11th Year onwards	56%
KCET Service From 12th Year onwards	60%

•   Regular non-teaching staff will be eligible for annual increment from third year of service and DA is applicable at minimum rate of 20 percent after completion of one year of service and for every additional year of service 4% of DA will be raised to the maximum of 60 percent.

Scale of Pay:

I. Administrative Office Staff

Sl.No	Name of the Post	Basic Pay	AGP
1.	Administrative Officer	Rs. 29,800/-	Rs.6,000/-
2.	Accountant	Rs. 8,600/-	Rs.4,200/-
3.	Clerk	Rs. 7,400/-	Rs.2,400/-
4.	Senior Clerk	Rs. 8,600/-	Rs.4,200/-
5.	Senior Assistant	Rs. 6,600/-	Rs.2,400/-
6.	Assistant	Rs. 5,900/-	Rs.2,000/-
7.	Senior Technician	Rs.8,000/-	Rs.2,400/-

II. Department Staff

Sl.No	Name of the Post	Basic Pay	AGP
1.	Technician (Degree)	Rs. 7,400/-	Rs. 2,400/-
2.	Technician (Diploma)/ A/c Mechanic / Electrician	Rs. 7,200/-	Rs. 1,900/-
3.	Technician (ITI) / Assistant / Electrician	Rs. 6,600/-	Rs. 1,900/-
4.	Instructor (Diploma /Degree)	Rs. 8,000/-	Rs. 2,400/-
5.	Instructor (ITI)	Rs. 6,900/-	Rs. 2,400/-
6.	Instructor (IQAC)	Rs. 8,000/-	Rs. 2,400/-
7.	Electrical Supervisor with "C" Certificate	Rs. 7,900/-	Rs. 2,400/-
8.	Attender (Lady)	Rs. 5,000/-	Rs. 2,000/-
9.	Assistant / Bus Mechanic	Rs. 5,900/-	Rs. 2,000/-
10.	Binder/ Clerk with ITI,	Rs. 6,600/-	Rs. 1,900/-
11.	Assistant Librarian/ Clerk with Diploma / Clerk / Residential Hostel Assistant	Rs. 7,400/-	Rs. 2,400/-
12.	Nurse	Rs. 6,700/-	Rs. 2,400/-
13.	Site Engineer (Civil)	Consolidated Pay – 22,000/-	
14.	Site Engineer Electrical)	Consolidated Pay – 25,000/-	

III. Others

Sl.No	Name of the Post	Basic Pay	AGP
14.	Language Trainer	Consolidated Pay Rs. 18,000/- + Rs. 1,000/- Increment every year	
15.	Aptitude Trainer	Consolidated Pay Rs. 15,000/- + Rs. 1,000/- Increment every year	

Sl.No	Category	Pay Scale	AGP
16.	Physical Education Director	Rs.15,600 - Rs.39,100	Rs.6,000/-
17.	Librarian	Rs.15,600 - Rs.39,100	Rs.6,000/-

Non-teaching staff (except consolidated salary class) will be eligible

for annual increment from fourth year of service

Note:

a. Regular non-teaching staff will be eligible for annual increment from third year of service and DA is applicable at minimum rate of 20 percent after completion of one year of service and for every additional year of service 4% of DA will be raised to the maximum of 60 percent.

b. While appointing special posts like System Administrator, Site Engineers, Electrical Supervisor, Assistant Physical Directress etc., salary may be fixed based on the experience of the candidates and as recommended by the selection committee.

c. During any unforeseen challenges in the environmental conditions for a long period or any pandemic or critical situation, the salary for all non-teaching staff will be fixed by the Managing Board General Body till the prevailing conditions become normal.

d. Annual increment of 3 percent of (Basic + Grade Pay) will be given for all the regular non-teaching staff as per the terms stated in the appointment Order.

2.2.10 Allowances

Administrative allowances for the posts such as HoDs, Principal, Placement Officer, Training Organiser, Placement Organiser, Controller of Examination and Dean shall be as fixed by the Managing Board from time to time

2.2.11 Probation

- All employees irrespective of their cadre will be on probation for a period of two years when they are recruited for the posts. During the period of probation, the employee will be assessed on their performance. The status of employment will be confirmed after the successful completion of probationary period.

- Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HoDs to correct the same. If he / she continues to be deficient in his / her 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.

- Recommendation for extension of probation / confirmation of an employee shall be forwarded by the Principal to the Chairman of the Institution. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

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

CHAPTER - 3

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

3.1   General

The Performance Based Appraisal System stipulated by UGC / AICTE is closely followed and all faculty members have to estimate their self-appraisal score, which will be verified by the respective HoD and the members of the staff-appraisal committee.

Performance Based Appraisal form for every employee is generally filled up at the end of every academic year. The Appraisal Form and the Confidential Report are the documented evidence on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee in writing and acknowledgement shall be obtained. The provision of annual increment, performance allowance, promotion of the employee is based on performance as indicated in the self- appraisal report

Performance Based Appraisal form is generally to be filled up by the faculty membersfor every academic year (July to June) at the end of June and the report is to be submitted to Principal through HoD on or before 10th July.

3.2   Performance Criteria (Key Result Area) for Teaching Faculty:

The following performance criteria (Key Result Area) are expected from the Teaching Faculty.

3.2.1 Professor / Associate Professor

a. One or more scholars had been awarded Ph.D. degree and consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, additional two publications in SCI / SCIE journals for every period of 3 years.

b. Two papers are to be published in International or National Journal with at least one publication in a reputed peer-reviewed SCI / SCIE journal during the course of every appraisal year.

c. National / International Conference / Workshop is to be organized in single / multi-disciplines in every two years duly funded by Government / Private Agencies.

d. Two papers are to be presented in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.

e. One Book / one or two chapters in a book is to be published or Book(s) edited, which are to be published by reputed International / National Publishers (like Elsevier / McGraw Hill, etc.,) over a period of three years.

f. Atleast one externally funded research / consultancy project is to be obtained over a period of three years.

g. The pass percentage of the class handled should be consistently more than 75 percent every year.

h. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.

i. Evidence of peer recognition in terms of Invited talks, keynote address / prestigious committee membership, etc.

3.2.2 Assistant Professor (Selection Grade)

a. Consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, additional one publication in SCI / SCIE journal in every 2 years.

b. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE journal during the course of every appraisal year.

c. Two papers are to be presented in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.

d. Atleast one externally funded research / consultancy project is to be obtained or applied over a period of three years.

e. The pass percentage of the class handled should be consistently more than 75 percent every year.

f. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.

g. Industrial Visits are to be organized for the students every year.

3.2.3 Assistant Professor (Senior Scale / Entry Level)

a. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE / SCOPUS journal during the course of every two years.

b. One paper is to be presented in a National or International conference organized by a reputed research institution preferably in higher learning institution during the course of the assessment year.

c. The pass percentage of the class handled should be consistently more than 75 percent every year.

d. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.

e. Industrial Visits are to be organized for the students every year.

3.2.4   Annual Increment

- 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 satisfactory.

- The performance appraisal score will be intimated to the staff concerned to make awareness of the employee's own strengths and weaknesses and to facilitate improvement in the performance.

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

- The increment date will be postponed in proportion to the number of days the employee has availed leave on Loss of Pay (LoP) from 7th day onwards.(one month delay for 7-30 days LoP, two months delay for 31-60 days LoP, three months delay for more than 60 days LoP)

- An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1st July (for all regular employees) of every year.

3.3   Non- Teaching Staff Performance Appraisal System

The performance criteria for the non-teaching staff are defined in their respective appointment orders. The staff performance will be evaluated by the staff's Subordinate, Colleague, Superior (HoD) and the Performance Appraisal Review carried out by the Administrative Office.

Appraisal based on	Value (%)
Subordinate	5
Colleague	15
HoD	40
Administrative Office	40

3.4   Promotion Policy

- The Management 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.

- Availability of posts will be based on the statutory requirement of the norms stipulated by UGC / AICTE / Affiliated University. All the promotions should be made through appropriate Selection Committee.

- For promotion of Assistant Professor to Associate Professor , the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification, taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee. Preference will be given to internal candidates having station experience of more than 10 years.

- For promotion of Associate Professor to Professor, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification, taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee. Preference will be given to internal candidates having station experience of more than 15 years.

- An employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall not be promoted until he is unconditionally reinstated or exonerated.

- One of the Professors in the Department shall be recommended by the Principal to the Governing Body as Head of the Department/Dean/CoE/ Associate Dean/Deputy CoE based on his/her score obtained in the performance Based Appraisal System with the consent of the Chairman. However, Associate Professors with 15 years of station experienced can be considered.

3.5 Transfers

- In general, a staff member selected for appointment is attached to the department to which he / she was selected.

- However all employees are liable for transfer from one department to another at the sole discretion of the Management or with the approval of the Governing Body with proper justifications in the interest of the Institute and depending upon the need and exigency.

- All employees are liable for shifting from one discipline / function, centre, department, section, branch etc., to another 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 transfer requested by an employee for his personal reasons.

- 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 / her service.

3.6 Retirement

- Every teaching and non-teaching staff of the Institute will retire from service on completing 59 years of age. However, a retired teaching faculty can be re-employed on consolidated pay as decided by the Management up to the age of 65 considering his / her physical fitness and the meritorious service of the faculty. Such appointment shall be extended every year up to the age of 65.

- Retired teaching faculty / non-teaching staff who are physically fit and whose services are considered necessary and beneficial to the Institute, the Management may reappoint the teaching / non-teaching employee on contractual basis for a period of one year with consolidated salary and the tenure shall be extended up to the 65 years based on the requirement.

- A faculty, who is holding any administrative position at the time of retirement, shall be reappointed as a teaching faculty based on his / her willingness in the respective department up to the age of 65 provided his / her service is deemed to be necessary to the Institute.

- In respect of a teaching faculty attaining the age of retirement on a particular day, he / she shall continue on his / her own willingness till end of the month or may be reappointed with the permission of Chairman till the end of academic year.

- 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 to receive duty pay for the holiday. The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule.

3.7   Resignation of Service

- If an employee desires to resign, he / she must give notice for resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily be allowed to resign during the course of an academic year.

- A faculty member can give notice of resignation only in the month of March so that the resignation will be processed and the employee will be relieved on 30th June of the same year i.e., 3 months after the submission of resignation letter or subject to the discretion of the Management.

- A Probationary / confirmed teaching employee can request for relieving during any period subject to he / she agrees to pay three months Gross salary if agreed by the authorities.

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

- 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 / she 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.

- On receipt of the notice of resignation, the Principal shall advise the concerned authorities to stop the payments, issue of materials, etc., to the employee. No service certificates, testimonials, etc., are to be issued until the resignation is accepted and once the letter of acceptance is given, the accounts will be settled.

- When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his / her dues to the College, hand over the documents, cash, equipment, library books and other properties held in his / her custody, vacate the quarters occupied by him / her to obtain the No Dues certificate to that effect. The Management reserves the right to recover the outstanding amounts to the College from the dues to the employee or as decided by the Management.

- The exception to the rule is when a female employee resigns on the reason that her marriage is scheduled.

- After all the formalities are completed and the No Dues certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

3.8   Abandonment of Service

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

3.9   Termination of Service

No notice will be required to be given in case the service of an employee is terminated for the reason such as misconduct / indiscipline / negligence of service / non-performance. The Management shall relieve such employee without notice but with 3 months' salary compensation.

CHAPTER - 4

DUTIES AND RESPONSIBILITIES

4.1 General

The following are the duties and responsibilities of the various members of the Management, faculty and administrative staff of the Kamaraj College of Engineering and Technology, Virudhunagar. They follow conjointly with the Act and the Statutes of the Institute without any contradiction.

4.2 Major Functions and Responsibilities of Governing Body

4.2.1 Constitution of Governing Body

The Governing Body for the Kamaraj College of Engineering and Technology is constituted as per the UGC guidelines as shown in the following table to look into the administrative and academic activities of the Institution.

No. of Member(s)	Category	Nature
1+4=5	Chairman (1)	Secretary of the Managing Board
	Management (4)	President, Vice President, Joint Secretary and Treasurer.
2	Teachers of the College	Nominated by the Principal based on seniority by rotation
4+5+1 =10	Members (4)	Nominated by the management
	Members (4+1)	Educationist/ Industrialist/ Technologist
	Special Invitee (1)	Nominated by the Managing Board (Preferably Educationist)
1	UGC Nominee	Nominated by the UGC
1	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1	University Nominee	Nominated by the Affiliating University
1	Principal of College	Member Secretary
Total 21		

Composition of Finance Committee:

No. of Member(s)	Category
1	Principal (Chairman)
1	One person to be nominated by the Governing Body of the college for a period of two years
1	Finance Officer of the affiliating University
1	One senior-most teacher of the college to be nominated in rotation by the principal for two years.
Total 4	

Term: Term of the Finance Committee as specified by UGC

Meetings: The Finance Committee shall meet at least twice a year during first week of April and October

Functions of the Finance Committee:

The Finance Committee shall forward the resolutions passed in its meetings to the Governing Body:

a) To consider the budget estimates relating to any grants received from Government / Non-Government   organizations, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and

b) To consider the audited accounts for the above.

4.2.2 Functions and Responsibilities of the Governing Body

The Governing Body shall give directions to the College Management in all academic, administrative and Research activities.

- The Governing Body shall guide the Institute while fulfilling the objectives for which the college has been granted autonomous status.

- The Governing Body shall introduce scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.

- The Governing Body shall approve new programmes of study leading to degrees and / or diplomas.

- All recruitments of Teaching Faculty / Principal shall be approved by the Governing Body in accordance with the policies laid down by the AICTE / UGC and the Affiliating University from time to time.

- The Governing Body shall approve the annual budget of the Institute with the concern of the Board of Management through the Finance Committee.

- The Governing Body shall perform such other functions and introduce committees, as may be necessary and deemed fit for the proper development of the Institute.

- The Governing Body shall formulate academic objectives of the Institution and guide the Institute towards the achievement of the same.

- The Governing Body shall examine the recommendations of the Academic Council and take appropriate decisions to improve the academic standards of the Institute.

- The Governing Body shall monitor academic, research and other related activities of the Institute and provide suggestions and recommendations for consistent and conducive academic environment.

- The Governing Body shall prepare strategic plans for strengthening of finance, infrastructural development and recruitment process.

- The Governing Body shall consider the recommendations of the staff selection committee and approve the same.

- The Governing Body shall consider the letters and notifications received from the University, Government, DoTE, AICTE, UGC etc. and suggest appropriate actions to implement policy decisions.

- The Governing Body shall suggest suitable strategies to improve admission status and to formulate admission policies.

- The Governing Body shall encourage and facilitate the Institute to apply for Accreditations / Certifications / Ranking.

- The Governing Body shall facilitate and encourage the faculty to apply for research projects / funded projects / consultancy / proposals

- The Governing Body shall monitor the skill development programmes for the students and faculty development programmes and guiding the Institute appropriately to achieve the end objectives.

- The Governing Body shall facilitate starting of new UG / PG programmes, deciding on discontinuing any existing programmes and increase / decrease intake into any UG / PG programme.

- The Governing Body shall consider the recommendations of Academic Committees and direct the authorities for implementation.

- The Governing Body shall scrutinize the Self Appraisal score and the recommendations of the members of the Faculty Appraisal Committee to take decisions on the capacity building of the faculty.

- The Governing Body shall facilitate tie-up with foreign Universities / industries through MoUs to make vibrant collaborations.

- The Governing Body shall examine the budget proposals and accord approval and pass the annual budget.

- The Governing Body shall facilitate checking the audited income and expenditure statements and approve the same.

- The Governing Body shall consider and facilitate the Institute to resolve legal / court cases, if any.

- The Governing Body shall scrutinize the recommendations of the disciplinary committees and suggest appropriate actions based on the severity of the issues.

- The Governing Body shall take decisions on the amendment of rules, regulations and policies of the Institute as per the norms of the statutory bodies.

4.3 Roles and Responsibilities of the Principal

- The Principal shall be the Head of all academic activities of the Institute.
- The Principal shall develop a long term model for the Institution and work for realizing the Vision of the Institution in close association with the top management.

- The Principal shall be responsible for developing policies towards effective teaching, research and extension activities of the Institute.

- The Principal shall supervise the effective functioning of the Dean (Academic Courses) / Controller of Examinations / Dean (Research) / Dean (Student Affairs), Heads of various Departments, Coordinators of various activities and Administrative Staff of the Institute.

- The Principal shall receive all the communications from the Government / AICTE / UGC / Affiliating University and responsible for the implementation of the action plan to satisfy the orders such received with the consent of the Chairman regularly / immediately for such actions.

- The Principal shall facilitate all functions of the College by accommodating relevant norms / rules / regulations illustrated in this HR Manual with a view to create learning friendly and research specific environment.

- The Principal shall discuss with the Chairman regarding the requirement of any infrastructure / equipment well in advance before preparing annual budget and get it included.

- The Principal shall submit a report of utilization of funds allotted for all departments in the particular year to the Chairman before preparing the next year's annual budget.

- The Principal shall assist the Chairman in preparing the annual budget for the next year in the month of January itself so that it can be finalized within the month of February.

- The Principal shall be aware of the financial burden to the Institute and plan accordingly to prepare the budget proposals.

- The Principal shall bring to the notice of the Chairman on any unauthorized expenditure or other financial irregularities and suggest appropriate action to be taken against person(s) at fault.

- The Principal shall prepare a weekly report of the leave / absent register of all employees with the help of the Administrative Officer and submit the same to the Chairman on every Monday.

- The Principal shall implement all the decisions of the Chairman through the Deans, HoDs, Administrative Officer and other coordinators within the stipulated time.

- The Principal shall communicate the decisions of various meetings of the Institute to the concerned members within a time limit of three days.

- The Principal shall assist the Chairman / Management in making policies and taking decisions on setting goals and achieving them using the resources available to develop infrastructural facilities, amenities for the students and research laboratories for the faculty with international ambience.

- The Principal shall co-ordinate all the activities related to the Institute with the Anna University, AICTE / UGC, State Government / DoTE and NBA for Affiliation, National Ranking, Accreditation and other related works.

- The Principal shall execute the mission to achieve the goals adopting the policy of the Governing Body giving top priority for discipline and quality education.

- The Principal shall facilitate for the Admission of students under Government / Management / NRI Quota.

- The Principal shall arrange periodical meetings with the Deans / HoDs / Faculty / Administrative Staff to monitor the progress and growth with the aim of raising the status towards Institute of Excellence.

- The Principal shall report the important events of the Institute regularly to the Chairman.

- The Principal shall suggest effective internal controls in the financial and accounting system with the approval of the Chairman.

- The Principal shall implement all decisions of the Chairman and the Board of Management within seven days from the date the decisions were made.

- The Principal shall be responsible for planning manpower for effective execution of long as well as short term teaching and administrative activities.

- The Principal shall inspect the academic departments and guide them towards effective & purposeful functioning.

- The Principal shall represent the College in various International, National, State and regional level bodies, societies, councils, meetings as required.

- The Principal shall improve the environmental conditions of the campus to bring conducive environment for study and work.

- The Principal shall take necessary steps to improve the status of placement / higher education and to prepare the students for high end entrance examinations.

- The Principal shall develop a strong association with industries, research and consultancy establishments and signing MoUs aimed at improving specific strengths of the Institution.

- The Principal shall get the Industrialists and educationalists for the Governing Body and other advisory bodies of the Institution with the consent of the Chairman.

- The Principal shall coordinate with the Chairman for the recruitment of Teaching and Non-Teaching Staff.

- The Principal shall be the Chief Warden of both boys and girls hostels.
- The Principal shall take necessary steps to conduct the events such as College Day, Sports Day, Hostel Day and Graduation Day etc.

- The Principal shall focus on building an image for the Institution at an overall level.

- The Principal shall exhibit the true qualities of a leader by being a role model.

- The Principal shall work with the faculty and staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

- The Principal shall be responsible to maintain discipline between staff / students and other employees in the entire campus.

- The Principal shall be very transparent with the Chairman and other office bearers of the Managing Board.

- The Principal shall attend other works assigned by the Management and Governing Body and could take up many more functions suiting to the requirements and needs of the Institution from time to time.

4.4   Office of the Dean (Research)

4.4.1   Formation of Research Advisory Board

The Research Advisory Board is to be constituted for framing the guidelines and for issuance of directions or instructions to carry research work by the scholars efficiently and for monitoring the integrity of the quality of the work. The constitution of the Research Advisory Board is as follows:

No. of Members	Category	Nature
1	Chairperson	Principal
1	Member	Dean (Academic Courses)
1	Member	Controller of Examinations
1	Member	Senior Faculty - Nominated by the Head of the Institution based on seniority by rotation for a period of two years
1	Member	Educationist / Industrialist - Nominated by the Management
1	Member	Academic Expert - Nominated by the Academic Council for a period of two years
1	Member	Associate Dean (Research)
1	Member Secretary	Dean (Research)

The members nominated for this Board have to be approved by the Academic Council and then by the Governing Body.

- This Board shall be vested with powers to monitor the complete activities of each scholar and examine all matters from admission to award of Ph.D. Degree as per regulations stipulated by the Affiliating University.

- This Board shall meet once in a semester and the minutes of the meeting should be brought to Academic Council for approval / ratification / information as applicable.

- The Board shall be vested with powers to include new norms in addition to the prevailing rules and regulations stipulated by the Affiliating University in accordance with the conduct of comprehensive examination.

- The recommendations of the Board shall be briefed out in the Academic Council by the Dean (Research) and subsequently will be discussed in the Governing Body.

- The income and expenditure statement due to Institutional Fee, organizing Doctoral Committee meetings and infrastructural development shall be submitted by Dean (Research) to this Board for its approval.

4.4.2   The major roles of Research Advisory Board:

- To make recommendations on strategic and policy matters with respect to research programmes.

- Each member will serve the board for three years unless otherwise stated.

- To make recommendations on the infrastructural development for the research activities proposed by the Faculty / Research Scholars.

- To make recommendations / suggestions on the eligibility criteria before applying to the Affiliating University for Research Centre Recognition.

- To scrutinize the eligibility norms of the faculty towards obtaining Supervisor status from the Affiliating University.

- To make recommendations on the constitution of Doctoral Committees.

- To make recommendations / suggestions on the list of examiners (Indian / Foreign) for thesis evaluation and conduct of viva voce examination before submitting to the Affiliating University.

- Sitting Fee, Hospitability Charges and Travelling Allowance shall be provided by the Institute to the members participating in the meetings.

4.4.3   Roles and Responsibilities of Dean (Research)

The Head of the Institution shall recommend any 3 Professors / Associate Professor with 15 years of Station Experience to the Governing Body to consider as the Dean (Research) for a period of three years from the date of appointment and forward the recommendation to the members of the Managing Board.

- The Dean (Research) should manage effectively and efficiently the research programmes and administration affairs of the research centres of the Institution.

- The Dean (Research) shall create an environment conducive to intellectual and research growth.

- The Dean (Research) shall identify opportunities for externally funded R&D projects, apply for funding, submit project proposals and follow up with the funding agencies for securing sanction of projects.

- The Dean (Research) shall prepare R&D budget including seed money for faculty for research, incentives, project cost and funds for budget proposals.

- The Dean (Research) shall submit reports to Head of the Institution every semester on the progress of R&D activities, status of sponsored research project proposals and the actions to be taken to meet the targeted performance.

- The Dean (Research) shall identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

- The Dean (Research) shall ensure that the laboratory facilities are being utilized optimally through R&D / consultancy related activities.

- The Dean (Research) shall identify prioritized research areas based on the expertise available in the Institute.

- The Dean (Research) shall take additional measures to check for the competence of the research scholars in their area of research before allowing them to appear for comprehensive examination.

- The Dean (Research) shall invite eminent professors / researchers to interact with the faculty and students.

- The Dean (Research) shall facilitate national and international conferences in association with the concerned departments and shall invite eminent scientists / technologists in specialized / emerging areas for key note addresses and for participation.

- The Dean (Research) shall develop plans, and co-ordinate efforts of departments of the Institute to obtain recognition for their research activities by national and international agencies such as UGC, DST, ICSSR, ICHR, etc.

- The Dean (Research) shall fix yearly targets for research publications by the faculty in the peer reviewed journals and regularly monitor the progress towards achievement of targets.

- The Dean (Research) shall maintain database of paper presentations, paper publications and publication of books by the faculty of all the departments.

- The Dean (Research) shall motivate the eligible faculty to guide research scholars.

- The Dean (Research) shall establish policies to check malpractices and misconduct in research.

- The Dean (Research) shall encourage the faculty to utilize their expertise for consultancy services.

- The Dean (Research) shall constitute the Institutional Review Board for scrutiny of project proposals and certification.

- The Dean (Research) shall initiate and co-ordinate signing of MoUs with other institutions and industries for collaborative research with an objective to enhance the quality and output of teaching-learning, research and development activities.

- The Dean (Research) shall convene the meeting of the Research Advisory Board once in a semester.

- Dean (Research) shall promote the functions of the Institute-Industry Interaction Cell and shall be Chairperson for all the meetings organized by it.

- In the absence of Dean (Research), the Associate Dean (Research) will be in-charge for research related activities.

4.5   Office of the Dean (Academic Courses)

4.5.1 Formation of the Academic Council

The Academic Council for the Kamaraj College of Engineering and Technology is constituted as per the UGC guidelines (Clause 12 - Governance of an Autonomous College in Revised Guidelines for Autonomous Colleges as on 19.01.2018) as shown in the following Table to look into the academic, research, and examination related activities of the Institute.

Academic Council (30 members)

No. of Member(s)	Category	Nature
1	Principal	Chairman
14	Heads of Departments	HoDs of all Engineering and Science & Humanities Departments
4	Faculty	Four teachers of the college representing different cadres (Professor – 2, Associate Professor – 1 and Assistant Professor – 1) by rotation based on seniority of service in the college
4	Experts	Four experts / academicians from outside the college representing industries, reputed institutions in the areas of Engineering, Sciences etc., to be nominated by the Governing Council
3	University Nominee	Three nominees of the Affiliating University not less than the rank of Professors
1	Convener & Member Secretary	Dean (Academic Courses)

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

4.5.2 Functions of the Academic Council:

The Academic Council shall have powers to:

a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

c) Make rules, regulations and functions of the Research Advisory Board, and the Executive Council for the Examination System.

d) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

e) Recommend to the Governing Body, the proposals for institution of new programmes of study.

f) Recommend to the Governing Body, the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

g) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

h) Perform such other functions as may be assigned by the Governing Body.

4.5.3 Roles and Responsibilities of Dean (Academic Courses)

The Head of the Institution shall recommend any 3 Professors / Associate Professor with 15 years of Station Experience to the Governing Body to consider as the Dean (Academic Courses) for a period of three years from the date of appointment and forward the recommendation to the members of the Managing Board for approval.

- Dean (Academic Courses) shall work as a overall mentor for students, teaching and non-teaching staff members of the Institute.

- Dean (Academic Courses) shall be the Convener of the Academic Council and conduct the proceedings of the meeting and Chairperson of the Performance Analysis Committee (PAC) and conduct both meetings once in every semester.

- Dean (Academic Courses) shall look after the Academic Regulations (approved by Academic Council) relating to all courses of study offered by the Institute.

- Dean (Academic Courses) shall facilitate the formation of Board of Studies for each department with the consent of the Principal and the respective Head of the Department.

- Dean (Academic Courses) shall convene the meetings of the Board of Studies of all departments with the consent of the HoDs and communicate the resolutions to the Academic Council through the Principal.

- Dean (Academic Courses) shall develop guidelines common for all departments for subject and workload allocations and inform the HoDs for effective implementation.

- Dean (Academic Courses) shall arrange to conduct with the consent of the Principal, the internal academic audit once in a semester and the external academic audit once in a year and the suggestions and recommendations shall be collectively submitted to the Performance Analysis Committee (PAC) and communicate the resolutions of PAC to the Principal for further action.

- Dean (Academic Courses) shall convene the meeting of the Performance Analysis Committee with the consent of the Controller of Examinations, once in a semester preferably before declaration of end semester results to analyse the performance of students of all courses.

- Dean (Academic Courses) shall prepare the Academic Calendar with the consent of all HoDs well in advance before the commencement of every academic year and present the same to the Principal for further action.

- Dean (Academic Courses) shall be responsible for preparation of time-tables with the consent of HoDs for all courses in compliance with the Regulations.

- Dean (Academic Courses) shall monitor the allocation of Faculty Advisor to a group of students at the department level while students are entering into the Institute every year.

- Dean (Academic Courses) shall assist the Principal to conduct periodical HoD and staff meetings to monitor the academic performance of the Institute.

- Dean (Academic Courses) shall be the Chairperson of the Mentors Forum, which shall be organized once in a semester to consolidate the students' requirements and communicate to the Board of Studies or to Academic Council or to take appropriate decision using his / her discretionary powers.

- Dean (Academic Courses) shall monitor the quality of teaching of all faculty and the instructional methodologies adopted by each faculty and communicate the consolidated rewards / remarks to the Performance Analysis Committee.

- Dean (Academic Courses) shall be responsible to approve Institute level electives and Allied electives proposed by HoDs, faculty as well as students every semester in compliance with the Regulations.

- Dean (Academic Courses) shall monitor the students those are undergoing approved online courses every semester and forward the results to the Controller of Examinations for further processing.

- Dean (Academic Courses) shall design and organize the skill development and training programmes / value added programmes as per curricular, co-curricular and industrial requirement along with HoDs and Placement officer.

- Dean (Academic Courses) shall encourage and motivate the students and faculty for a good teamwork and create professional development opportunities for all.

- Dean (Academic Courses) shall collect the feedback from the students confidentially about all academic activities and the teaching-learning methodologies at the end of each academic year and submit the collective report to the Principal for further action.

- Dean (Academic Courses) shall prepare a department-wise analytical report of the results of end semester examinations in collaboration with respective HoDs and Controller of Examinations and submit the same to the Principal for further action.

- Dean (Academic Courses) shall coordinate the meeting of the Staff Appraisal Committee with the consent of the Chairman / Principal every year to monitor the progress of each faculty, preferably towards the end of odd semester and consolidated reports shall be presented to the Academic Council.

- Dean (Academic Courses) shall assist the Principal towards interaction with industries, leading institutions and research organizations in the National and International level and sign MoU.

- Dean (Academic Courses) shall coordinate and monitor the activities of Internal Quality Assurance Cell of the Institute and take necessary quality measures.

- Dean (Academic Courses) shall take necessary steps to conduct Graduation Day and Fresher's Induction Day functions in consultation with the Principal.

- Dean (Academic Courses) shall prepare and getting approval from the Management in association with the Principal regarding budget allocation for various academic activities.

- Dean (Academic Courses) shall support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE / UGC, NBA, Affiliating University, DoTE, DST, CSIR, Tamil Nadu State Council for Science and Technology and other authorities.

- Dean (Academic Courses) shall assist the Principal in the preparation of agenda and notes for the periodical meetings of the Governing Body and provide support in planning and creation of infrastructural facilities for the development of the Institute.

- Dean (Academic Courses) shall work with all faculty closely to understand their problems and concerns and take care of their requirements.

- Dean (Academic Courses) shall perform such other academic related duties as and when arise or instructed by the Principal to meet the standards of quality technical education.

- In the absence of Dean (Academic Courses), the Associate Dean (Academic Courses) will be in-charge for academic related activities.

4.6   Office of the Controller of Examinations

4.6.1   Formation of Executive Council

An Executive Council is constituted for framing the guidelines and for issuance of directions or instructions to conduct the examinations efficiently and for monitoring the integrity of the examination system. The constitution of the Executive Council is as follows:

No. of Member(s)	Category	Nature
1	Chairperson	Principal
1	Member (Ex-Officio)	Dean (Academic Courses)
2	Member	Senior Faculty - Nominated by the Head of the Institution based on seniority by rotation for a period of two years
1	Member	Educationist / Industrialist - Nominated by the Management
2	Member	Academic Experts - Nominated by the Academic Council for a period of two years
1	Member	Additional Deputy Controller of Examination
1	Member	Deputy Controller of Examinations
1	Member Secretary	Controller of Examinations

The members nominated for this Executive Council have to be approved by the Academic Council and then by the Governing Body.

4.6.2   The major roles of the Executive Council are:

- To meet once at every beginning of the Semester.

- To frame the guidelines of conducting examinations every semester and to recommend modifications required if any from time to time.

- To approve the list of subject experts (internal / external) for question paper setting and the list of examiners (internal / external) for evaluation of answer scripts as recommended by BoS of the respective departments.

- To examine the quality of question papers and the evaluation system.

- To scrutinize the recommendations of the Performance Analysis Committee.

- To verify and approve the income and expenditure statement every semester.

- To recommend the budgetary proposal towards conduct of examinations.

- To fix the fee for supplementary examination, revaluation of answer scripts, reappearance registration, redoing of courses, challenging the valuation, grade sheets and for transcripts.

- To recommend the remuneration towards question paper setting, valuation, invigilation, conduct of viva-voce examination and other examination related activities.

The minutes of each meeting of the Executive Council are to be reviewed by the Academic Council to take appropriate action, such as to send the results to the University for the Award of the degree, send the recommendations to the Finance Committee / Governing Body for its approval and redirect certain academic matters to the concerned BoS for improvement.

The Head of the Institution shall recommend any 3 Professors / Associate Professor with 15 years of Station Experience to the Governing Body to consider one among them as the Controller of Examinations for a period of three years from the date of appointment and forward the recommendation to the members of the Managing Board for approval.

4.6.3 The major roles and responsibilities of the Controller of Examinations are:

- To look after the entire process of examinations and results processing.

- To submit all the results with tabulated mark registers to the Dean (Academic Courses) before declaration of results for elaborate discussion about the performance in the Performance Analysis Committee.

- To publish the results with the consent of the Head of the Institution.

- To convene the meeting of the Executive Council at the beginning of every semester.

- To prepare the schedules for the Internal Assessment / Practical / End Semester (regular and arrear) / Supplementary examinations for every semester with the consent of Dean (Academic Courses).

- To monitor the entire process of conduct of internal assessment examinations.

- To prepare the time-table for end semester examinations with due care to avoid any discrepancy.

- To communicate the schedules of End Semester Examinations (regular / arrear / supplementary) to the Controller of Examinations, Anna University at least two weeks before the commencement.

- To prepare various proforma documents and forms for record keeping and monitoring all examination related activities.

- To circulate all the examination related forms on time to the respective Head of the Department.

- To design unique formats for printing Grade Sheets / Question papers / Answer sheets.

- To exercise general supervision over the conduct of examinations of the Institute.

- To make arrangements for question papers setting and printing with confidentiality.

- To make arrangements for the valuation and revaluation of the answer scripts with the prescribed time schedule as per the Academic Calendar.

- To submit the approved results to the affiliating University within stipulated time.

- To constantly review the system of examinations in order to enhance the quality of the system.

- To constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students.

- Controller of Examinations shall process the remuneration / claim forms towards payment for the question paper setters and examiners and for other contingent matters connected with examinations.

- To convene the internal audit once in a semester and external audit once in an academic year and take necessary steps as action plan to overcome deficiencies, if any.

- Controller of Examinations shall communicate the malpractices, if any identified, during end semester examinations to the Anna University with the recommendation of Internal Enquiry Committee and submit the details to the Complaints Appeal Committee for further action.

- To perform any other matter connected with examinations from time to time as assigned by the Head of the Institution.

Further, the Controller of Examinations shall follow the guidelines with respect to pre-examination, during examination and post-examination processes, which have been laid down in the Examination Manual.

When the office of the Controller of Examinations is vacant or when he / she is by reason of his / her illness or absence for any other cause unable to perform the duties of the office, the duties of Controller of Examinations shall be performed by the Deputy Controller of Examinations

4.7   Roles and Responsibilities of Dean (Student Affairs)

The Head of the Institution shall recommend any 3 Professors / Associate Professor with 15 years of Station Experience to the Governing Body to consider one among them as the Dean (Student Affairs) fora period of three years from the date of appointment and forward the recommendation to the members of the Managing Board for approval.

- Dean (Student Affairs) shall support the Head of the Institution to ensure discipline among the students inside and outside the campus and coordinate the same with the hostel wardens.

- Dean (Student Affairs) shall be the Chairperson of the Anti-Ragging Committee and maintain a ragging free campus.

- Dean (Student Affairs) shall encourage healthy living and bring positive relationships among students and the campus community.

- Dean (Student Affairs) shall plan and organize various co-curricular, extra-curricular activities and all the skill based training programmes such as technical, analytical reasoning, logical, linguistic, body language training activities for the students towards placement.

- Dean (Student Affairs) shall be the mentor and manage all the events organized by the students in the campus and prepare the budgets along with the student representatives and make arrangements for provision of funds.

- Dean (Student Affairs) shall analyse the placement data to gather an understanding for future trends.

- Dean (Student Affairs) shall facilitate to arrange along with faculty members for internship, pre-placement talk, and final placement of students.

- Dean (Student Affairs) shall conduct enquiries of students indulged in indiscipline along with the co-ordination of the Principal

- Dean (Student Affairs) shall organize students' counselling and other related activities.

- Dean (Student Affairs) shall liaise with the parents / guardians about the progress and problems of the students in coordination with the Dean (Academic Courses).

- Dean (Student Affairs) shall interact with students to keep them informed about the latest market trends and skill demands so that they can update themselves and prepare best for their career.

- Dean (Student Affairs) shall boost up students morale and counsel them before they undergo summer and final placement activities.

- Dean (Student Affairs) shall maintain a complete Alumni database.

- Dean (Student Affairs) shall manage alumni association activities and build relationships with alumni through seminars, annual meets, etc.

- Dean (Student Affairs) shall take efforts to bring news bulletins, brochures preparation / distribution, etc.

- Dean (Student Affairs) shall plan for accommodation of parents and family members of students during Admission, Convocation, etc.

- Dean (Student Affairs) shall promote the functions of the Alumni Cell, Training and Placement Cell and shall be the Chairperson for all the meetings organized by those sections.

- In the absence of Dean (Student Affairs), the Associate Dean (Student Affairs) will be in-charge for students' related activities.

4.8 Roles and Responsibilities of Heads of the Departments

The Head of the academic Department is overall responsible for establishing an ideal and conducive learning environment in the department and promoting the departmental activities to achieve its objectives and in turn, the objectives of the Institute. The following are the duties and responsibilities of the Heads of the Departments:

- The Head of the Department (HoD) shall strive to maintain overall discipline of the students with the involvement of faculty / staff members of the department.

- The HoD shall coordinate all the activities of the faculty / staff in the department to offer quality education to the students.

- The HoD shall allocate course works (both theory and practicals) considering the competency level, domain interest or willingness of the faculty members.

- The HoD shall prepare and finalize the academic time-table, internal examination time-table in association with the faculty members of the department.

- The HoD shall coordinate semester by semester development of schedule of course offerings.

- The HoD shall ensure smooth conduct of internal / external examinations including question paper setting, continuous assessment of theory and practicals.

- The HoD shall check periodically the tutorial sessions conducted and quality of continuous assessment and give suitable suggestions for improvements.

- The HoD shall encourage the faculty members to develop the laboratory facilities as per the curricula requirement and to maintain the existing facilities.

- The HoD shall make arrangements to meet the requirements of the department such as faculty / staff, equipment, departmental library books, text books and other infrastructure facilities.

- The HoD shall facilitate each faculty in the preparation and processing of self-appraisal of performance and forward the same with recommendations to the Head of the Institution through Dean (Academic Courses).

- The HoD shall identify the talented students and encourage them to pursue for higher studies / extreme opportunities towards career growth.

- The HoD shall encourage the faculty members to apply for research / consultancy projects to various Government / Private funding agencies and to execute the activities for successful completion of the work.

- The HoD shall encourage the faculty members to publish research articles in reputed / peer reviewed journals.

- The HoD shall convene and chair the faculty meetings, at least, once in a month with a quorum of 50 percent of faculty strength and shall maintain the agenda and minutes of the meetings.

- The HoD shall convene and chair the meetings of the Department Purchase Committee to discuss the purchase of equipment and utilization of funds allocated to the department in the Annual Budget.

- The HoD shall maintain a Stock Register for consumable / non-consumable goods purchased by the department. The HoD shall make necessary arrangements for stock verification at the end of every financial year with the involvement of the faculty / staff members of the department and shall report the same to the Dean (Academic Courses).

- The HoD shall monitor and maintain discipline among the faculty, students and research scholars. Whenever infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Dean (Academic Courses) and the Principal for appropriate action at their end.

- The HoD shall attend all the meetings of Heads of the Departments chaired by the Principal / Dean (Academic Courses). If, for any reason, the Head of the Department is not able to attend the meeting, a faculty member shall be deputed by the HoD to attend the same. The HoD shall exchange the information discussed / deliberation of such Heads of the Departments meetings in the faculty meetings for smooth / effective academic administration / delivery.

The Head of the Department shall maintain the following records:

   a. Attendance registers of the Research Scholars in the department
   b. Attendance registers of the Students
   c. Agenda and minutes of the meetings with faculty

  d. Agenda and minutes of the Department Purchase Committee

  e. Separate File for each faculty and staff member of the department

  f. Stock registers

- The HoD shall maintain all records as stipulated by the NBA / NAAC / NIRF or any other National / International agencies for ranking and accreditation.

- The HoD shall arrange, organize and facilitate faculty members for conducting seminars / workshops / conferences and extension activities.

- The HoD shall conduct regular research meetings and facilitate healthy discussion on the research works carried out by the research scholars and the faculty.

- The HoD shall develop strategic and futuristic plans in association with the faculty members for the progress of the department.

- The HoD shall sanction Casual Leave and leave to attend other Official Duty to the faculty / staff as per the norms of the Institution.

- The HoD shall assist the Dean (Research) to develop Industry – Institute interaction.

- The HoD shall check the course files maintained by the faculty members periodically and suggest corrective measures.

- The HoD shall prepare and review course evaluation and programme evaluation reports with the help of faculty members and present the same to Performance Analysis Committee chaired by Dean (Academic Courses).

- The HoD shall collect the CO-PO-PSO attainment reports from each faculty for each course in every semester, the consolidated remarks, suggestions and recommendations to tune the course outcomes, the quality of the syllabus and curriculum time to time and shall communicate the same to Dean (Academic Courses) for further action.

- The HoD shall participate actively in the Performance Analysis Committee and give suggestions / recommendations for improvement of courses and programmes.

- The HoD shall have frequent monitoring of Institute's Website for its proper and regular updates.

- The HoD shall ensure the overall maintenance and cleanliness of the department.

- The HoD shall forward all the applications / requisitions of faculty members to the higher authorities with appropriate guiding comments / recommendations for effective / smooth administration.

4.9   Roles and Responsibilities of the Faculty

Every faculty is expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him / her from time to time and will conform to such directions that shall be given to him / her by their superiors. The teaching work load will be allotted by the HoD after taking into account of the interests of the faculty members.

The following are the duties and responsibilities of the faculty appointed in the academic departments of the Institution:

- The faculty of the Kamaraj College of Engineering and Technology shall carry out teaching, research and extension activities for the development of the department, Institute and in turn to the society.

- The faculty shall devote their entire time to the work assigned to them by the authorities of the Institute.

- The faculty shall build research infrastructure in the department by obtaining research grants from funding agencies.

- The faculty shall prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.

- The faculty shall participate in all meetings and departmental activities organized by the Head of the Department regarding curriculum development, laboratory maintenance, department library, periodical stock verification, department purchase, organize and conduct of seminars / conference / workshop etc.

- The faculty shall strive nurturing of Industry - Institute interface and other academic activities.

- The faculty shall do attend Faculty Development Programmes every year, do publish research articles in peer reviewed journals and do attend online courses in the thrust areas conducted by reputed institutions to enrich and update their knowledge.

- The faculty shall be self-disciplined and shall maintain discipline among the students in the class rooms and laboratories and should not show partiality to any group of students or individual student.

- The faculty should go to the class in time and engage the full period and should not leave the class early.

- The faculty should take care of slow learners and pay special attention to their needs by conduction special classes.

- The faculty who has been designated as Faculty Advisor should update the students' personal files regularly and put up for inspection by the HoD / Principal / Dean (Academic Courses) as the case may be.

- Every faculty should maintain students' attendance records.

- The faculty shall inform to the Class Advisor or Faculty Advisor about the regular absentees, slow learners, objectionable behaviour etc.

- The faculty shall prepare the lesson plan once the subject is allotted. The lesson plan and the course file should be approved by the HoD and Dean (Academic Courses). The course file consists of preface about the subject to be handled, lecture notes, hand-outs, Power Point Presentation slides, test / assessment question papers, two model answer scripts for each test / assessment, assignments, previous year University question papers and feedback analysis report etc.

- The faculty shall prepare the course file in the prescribed format for each semester for all the subjects handled by them and keep the same for stipulated period of time as instructed by the superiors.

- The faculty shall correct the test / assessment papers within three days from the date of the examination and the marks shall be submitted to the Controller of Examinations through HoD.

- Each faculty should have a good knowledge of the accreditation process and its requirements.

- Each faculty shall fill up the self-assessment form for performance appraisal and submit the same to the HoD every year.

- The faculty shall plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities and in turn for the benefit of the Society.

- The faculty shall undertake the administrative responsibilities of the Institute whenever required in addition to regular teaching and research works.

- The faculty shall send any correspondence or communicate to the higher / competent authorities only through the Head of the Department or with prior approval.

- The faculty shall obtain prior permission from the Head of the Department for availing any Leave and On-Duty permission for attending other Official Duties (OD).

- The faculty shall enter all purchases in their research projects and other grants in the common Bill Passing Register and Stock Register of the department; shall return all the non-recurring items to the department at the time of departure from the service.

- The faculty shall prepare laboratory manuals for conducting practical classes and shall help the students for clarifying their doubts.

- They should also take up additional responsibilities assigned to them by the Principal / Dean (Academic Courses) and Chairman from time to time.

4.10   Roles and Responsibilities of the Faculty Advisor / Mentor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearance (arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities of the faculty advisor / mentor shall be:

- The Faculty Advisor shall be familiar with the personal history of assigned students including educational and family background.

- The Faculty Advisor shall inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.

- The Faculty Advisor shall guide in the process of enrollment and registration ofthe courses.

- The Faculty Advisor shall authorize the final registration of the courses at the beginning of each semester.

- The Faculty Advisor shall monitor the academic and general performance of the students including attendance and to counsel them accordingly.

- The Faculty Advisor shall collect and maintain the academic and co-curricular records of the students.

- The Faculty Advisor shall explain to the students, the importance of participation in the class activities and explain the importance of mid-semester examination and its consequence in the end semester examination.

- The Faculty Advisor shall explain the importance of laboratory exercises and their correlation with theory.

- The Faculty Advisor shall help the students to explore the career fields in their branch of study and provide information about higher education and job opportunities.

- The Faculty Advisor shall assist the students at regular intervals to make adequate self-evaluation and explain the importance of self-motivation to do well in career and subsequently in life.

- The Faculty Advisor shall counsel the students whose progress is unsatisfactory and monitor the interim and final performance of them and liaise with parents whenever required.

4.11   Roles and Responsibilities of the Class Advisor

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the HoD of the department concerned. The Class Advisor is the ex-officio member and the Convener of the meetings of the class committee.

The responsibilities for the Class Advisor shall be:

• The Class Advisor shall act as the channel of communication between the HoD and the students of the respective class.

• The Class Advisor shall collect and maintain various details such as attendance, assessment marks and long leave particulars.

• The Class Advisor shall help the Chairperson of the class committee in planning and conduct of the class committee meetings.

• The Class Advisor shall monitor the academic performance of the students including attendance and to inform the class committee.

• The Class Advisor shall insist the importance of not missing even one lecture, as continuity is important in engineering education.

• The Class Advisor shall make the students fully aware of their responsibility to meet the requirement of regulations as well as performance standards and also insist the importance of acquiring high academic credentials in the development of their career.

• The Class Advisor shall coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO – PSO attainment.

• The Class Advisor shall attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

- The Class Advisor shall act as a mentor, counsellor and role model in resolving students' related difficulties.

- The Class Advisor shall identify good students and motivate them to excel and collect information regarding weaker students from the teachers who are handling the classes and arrange remedial classes and counselling sessions in consultation with the HoD.

- The Class Advisor shall call the parents of the students whose attendance is less than 75 percent and arrange to ensure parents meet the HoD particularly while student's attendance is less than 65 percent.

- The Class Advisor shall assist the department's HoD towards computation of internal marks of the corresponding class and ensure circulation of the same among the students for their signatures and the same shall be dispatched to the Office of the Controller of Examinations with attendance details.

- The Class Advisor shall assist the HoD towards computation of semester attendance of the corresponding class at the end of the semester.

- The Class Advisor shall assist the HoD and Account Section to ensure no fee defaulters in the class.

- The Class Advisor shall perform any other duty that may be assigned by the corresponding HoD from time to time.

4.12   Roles & Responsibilities of Coordinator, Internal Quality Assurance Cell

- The Coordinator, Internal Quality Assurance Cell (IQAC) shall disseminate information on various quality parameters of engineering education.

- The Coordinator, IQAC shall coordinate the documentation of various programmes / activities leading to quality improvement.

- The Coordinator, IQAC shall prepare the Annual Quality Assurance Report of the Institute every year, upload the same in the Institute's Website and submit the same to NAAC with appropriate quality parameters.

- The Coordinator, IQAC shall call for Performance Based Appraisal System Proforma along with evidences every year from the faculty members and coordinate the scrutiny of the filled-in proforma through appropriately constituted committee.

- The Coordinator, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities and shall execute the decisions arrived / recommendations from the members in time.

- The Coordinator, IQAC shall provide information to NAAC by preparing the Re-accreditation Assessment Report (RAR).

- The Coordinator, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the Institute in close association with higher authorities.

- The Coordinator, IQAC shall arrange for feedback responses from the students on evaluation of performance of their teachers and analysing the same in coordination with the HoDs of the concerned departments and provide the processed report to the concerned faculty through HoD.

- The Coordinator, IQAC shall conduct of inter and intra college workshops and seminars on quality related themes and promote the quality culture of the Institute and assist quality audit process.

4.13 Roles and Responsibilities of the Librarian

- The Librarian shall be responsible for all activities of the Library such as purchase of books and journals, their maintenance, classification, stock maintenance including Stock Register and making entries of lost, old and unusable books.

- The Librarian shall depute assistants for effective surveillance of reading rooms, stocks, computer facilities and security personnel at entry and exit points.

- The Librarian shall monitor and maintain the discipline and decorum inside the library.

- The Librarian shall make arrangements for annual stock verification.

- The Librarian shall conduct awareness programmes for faculty, non-teaching staff and students on usage of Library, e-books, INFLIBNET, e-journals, N-List, DELNET, NDL etc.

- The Librarian shall organize various activities such as Library Week or introduce clubs such as Reading Club essentially to develop a vibrant reading culture among the students, faculty and staff.

- The Librarian shall be responsible for the maintenance of digital library, server, INFLIBNET services, DELNET and uploading of theses in 'Shodhganga', D-Space server uploads, e-question modification, maintenance of EZproxy, updating Library Website periodically and renewal of e-journals and e-books subscriptions.

- The Librarian shall purchase books and journals on the recommendations of the academic departments under the budget amount allocated to the departments.

- The Librarian shall prepare the annual budget for the Library and submit the same to the Principal through Dean (Academic Courses) for further processing.

- The Librarian shall purchase all other general books including Encyclopaedia on the recommendations of at least two Heads of the Departments and Dean (Academic Courses).

- The Librarian shall ensure the availability of reprographic facilities.

- The Librarian shall remove obsolete book materials based on the recommendations of the members of the Library Committee, securing the old books through rebinding and make binding arrangements for important back volumes.

- The Librarian shall ensure that the Library is getting face shifting according to the technological innovations and developments on par with other Libraries of National and International repute.

- The Librarian shall introduce library automation and digitization of library and strive to keep the integrity through proper maintenance.

- The Librarian shall ensure the availability of academic regulations, course files, laboratory workbooks, syllabus copies and thesis / dissertation reports.

- The Librarian shall take effective steps to interlink all the departments and hostels through Internet to share the resources.

- The Librarian shall coordinate with the departmental library in-charge for smooth functioning of the department library.

- The Librarian shall take efforts to interlink with other Libraries in the country for inter-library book borrowing system.

- The Librarian shall furnish the required data on all matters relating to Library during accreditation, ranking and affiliation process.

- The Librarian shall perform any other work or duties related to library that may be assigned from time to time by the higher authorities.

4.14 Roles and Responsibilities of the Administrative Officer / Superintendent

The Administrative Officer / Superintendent has the overall responsibility for monitoring, managing and supervising the office personnel of the Institute.

Other major responsibilities include:

- The Administrative Officer shall cooperate with the Principal / Chairman towards admission process and monitor the admissions through Management Quota / DOTE / Transfer of college / Readmissions and Lateral Entry.

- The Administrative Officer shall be responsible to collect all the admission related documents including students' data, joint declaration by students and parents, etc., as per college rules and regulations.

- The Administrative Officer shall send the list of admitted students through regular / management quota / lateral entry modes to the Dean (Academic Courses) /Controller of Examinations / HoDs with the consent of Principal / Chairman.

- The Administrative Officer shall monitor the entries for the fee collection and receival of funds from other sources in the ERP software and prepare the reports and submit the same to the Chairman / Principal periodically.

- The Administrative Officer shall maintain the students' files which include basic data, semester-wise progress reports, grievances reports (if any), leave particulars, break of study (if any), achievements, fee details and alumni details.

- The Administrative Officer shall maintain all the employees' personal files which include the application details, copy of the appointment order, joining report, self-attested copies of the certificates, leave particulars, discipline related matters (if any) and salary details.

- The Administrative Officer shall maintain registers for inward and outward correspondences with all required details.

- The Administrative Officer shall issue ID card / bus pass / railway concession forms together with Bonafide Certificate.

- The Administrative Officer shall maintain the register for employees' entry and leaving times, retrieving the information from Biometric System.

- The Administrative Officer shall monitor teaching and non-teaching staff members' attendance / leave / permission details and submit the report to Principal / Chairman periodically.

- The Administrative Officer shall maintain the details of Employees' Provident Fund, Pension Scheme and Employees' State Insurance for all employees.

- The Administrative Officer shall maintain the notice boards and display of information.

- The Administrative Officer shall keep the inventory of office equipment and furniture, assign unique asset number and coordinate annual verification of the assets.

- The Administrative Officer shall maintain the office purchase registers, stores and issues of stationery items through proper procedure.

- The Administrative Officer shall collect the suggestion slips from the drop box and submit the same to the Chairman through the Principal with proper records for further action.

- The Administrative Officer shall assist the Principal and other officials in the preparation of reports to AICTE / UGC / Affiliating University / DoTE / Government / Accreditation and Ranking agencies.

- The Administrative Officer shall upload the necessary Institutional documents in AICTE / UGC / Anna University / DOTE / Higher Education Web portal for Institutional Annual Approval / Affiliation with the guidance and consent of the Principal/Chairman.

- The Administrative Officer shall do periodical shuffling of ministerial and contingency staff across departments / sections in coordination with the Deans / HoDs following proper procedures.

- The Administrative Officer shall take initiatives for repairing and maintaining of vehicles, furniture, sanitary fittings and electrical and plumbing works.

- The Administrative Officer shall monitor the maintenance activities, Security personnel and the function of Canteen periodically and prepare performance reports and devise future plans for improvement towards bringing perfection.

- The Administrative Officer shall monitor the transportation activities and fix the bus routes, allocate buses and drivers on the routes and ensure the fuel efficiency of transport vehicles and optimum use of college resources.

- The Administrative Officer shall collect the financial requirements from the Principal to conduct the meetings of the Statutory Bodies, Governing Body, Academic Council and Board of Studies.

- The Administrative Officer shall collect the text book requirements / course material details from the Dean (Academic Courses) and collect quotations from various suppliers and submit the comparative statement to the Chairman through the Principal for further action.

- The Administrative Officer shall consolidate the Annual Budget for the Institute and Hostels with the consultation of Principal and submit to the Chairman along with the previous year expenditure statement / Actual Receipts and Expenses reports, monthly comparison statements for further action.

- The Administrative Officer shall submit the bank balance statement to the Principal / Chairman daily.

- The Administrative Officer shall monitor day to day activities of Hostel / Mess / Canteen / Xerox Centre.

- The Administrative Officer shall maintain monthly imprest amount for College / Board / Canteen / Hostel / Mess with the consent of the Principal / Chairman.

- The Administrative Officer shall monitor Bank reconciliation statement of College / General / Hostel / Mess / Treasurer Managing Board / Over Draft / Government Funded Projects / Principal Account and other Bank Loan Accounts.

- The Administrative Officer shall prepare monthly salary bill for the teaching / non-teaching staff members and for other workers.

- The Administrative Officer shall be responsible for all Income Tax related activities of the Institute.

- The Administrative Officer shall be responsible to do the monthly EPF / ESI and IT remittance.

- The Administrative Officer shall be responsible to remit the Building Tax / Land Tax / Building Licence fee to the Panchayat periodically.

- The Administrative Officer shall be responsible for getting approval / consent from the Tamilnadu Pollution Control Board / Sanitary Certificate / Fire Safety Certificate / Town Planning approval from Panchayat, DTCP etc.

- The Administrative Officer shall do other functions assigned by the Chairman / Treasurer / Office Bearers / Head of the Institution / Deans.

- The Administrative Officer shall look after the Students Section of the Institute and through his / her office, keep the records pertaining to each student from the date of admission till the date of graduation.

- The Administrative Officer shall look into the scholarship and disbursal management.

- The Administrative Officer shall be responsible to take necessary action to receive the sanction of BC / MBC / SC Scholarship / First Generation Graduate/ Post Matric Scholarship / Prime Minister Scholarship from the concerned, with the guidance and consent of the Principal.

- The Administrative Officer shall prepare conduct and transfer certificates to the students.

- The Administrative Officer shall release the caution deposit (College / Hostel) through Administrative Officer with the consent of the Principal/Chairman to the students after they complete the course.

- The Administrative Officer shall assist the Principal on legal matters.

4.15 Roles and Responsibilities of Technical Staff
(Electrician, Plumber, Carpenter, Instructor, Computer Operator, Telephone Operator, Laboratory Assistant)

- The Technical Staff shall assist in installation, operation and maintenance of laboratory equipment and their calibrations.

- The Technical Staff shall maintain the inventory of consumables and help in purchasing of consumables for laboratories and Workshops as per requirement.

- The Technical Staff shall take necessary steps for proper supply of water and electricity in the campus.

- The Technical Staff shall assist the faculty while conducting practical classes and the researchers while doing experiments in the laboratories and provide support for the faculty carrying out consultancy and testing works in respect of projects especially in design and fabrication works.

- The Technical Staff shall take additional responsibilities at the times of organising functions / seminars / workshops / conferences by assisting in the operation of telephones, intercom, Internet and Audio Visual aids.

4.16   Roles and Responsibilities of Laboratory In-charge

The Laboratory in-charge is basically a technical staff who is assigned to look after the specific laboratory based on his / her domain knowledge and responsible for safety and upkeep of all the equipment in the laboratory as listed in the inventory.

- The Laboratory in-charge shall maintain the following documents:

    a) Inventory of the laboratory
    b) Laboratory Time Table for UG / PG practical classes
    c) Log book for daily usage
    d) Complaint Register
    e) Laboratory manuals and
    f) List of Experiments for each practical course

- The Laboratory in-charge shall ensure proper discipline in the laboratory with respect to the following:

    a) No bags or eatables are allowed inside the laboratory.
    b) Unnecessary talking and movements of the students are avoided.
    c) Chairs / Stools are placed in proper position at the end of each practical session. Equipment are switched off or made inactive as per the procedure at the end of each practical session.
    d) All fans / lights / Air-conditioner wherever not needed are in OFF condition.
    e) Entire laboratory room and the equipment are maintained in neat and clean condition at all times.

- The Laboratory in-charge shall facilitate procurement of necessary consumable items well before the commencement of the semester by sending requisition to the HoD.

- The Laboratory in-charge shall ensure adequate infrastructural facilities in the laboratory.

- The Laboratory in-charge shall coordinate periodical testing of equipment in the laboratory.

- The Laboratory in-charge shall assist the class teachers in conducting the practical classes.

- The Laboratory in-charge shall take appropriate measures to prevent unauthorized use of laboratory equipment.

- The Laboratory in-charge shall keep suitable motivation boards and list of experiments in the laboratory.

- The Laboratory in-charge should be conversant with all the laboratory experiments and exercises.

- The Laboratory in-charge should be conversant with the locking procedure of the laboratory, emergency procedures in case of fire, accident and maintain the keys of cupboards and doors of the laboratory.

- The Laboratory in-charge shall report to the HoD of the respective department.

4.17 Roles and Responsibilities of Technician / Laboratory Assistant

- The Technician / Laboratory Assistant shall assist the Laboratory in-charge in the maintenance, repair and troubleshoot, calibration, fabrication and installation of various equipments.

- The Technician / Laboratory Assistant shall distribute various components / parts to the students for use in laboratory exercises.

- The Technician / Laboratory Assistant shall help the students to assure proper handling and operation of equipments in the laboratory.

- The Technician / Laboratory Assistant shall have the responsibility to find out the missing / damaged items and suggest further action to compensate the loss.

- The Technician / Laboratory Assistant shall report the matter in writing immediately to the Laboratory in-charge / HoD as soon as they come to know about the missing / damaged items in the laboratory.

- The Technician / Laboratory Assistant shall identify the students those who are responsible for any breakage / loss and facilitate to recover costs.

- The Technician / Laboratory Assistant shall maintain the stock register and the documentation in coordination with Laboratory in-charge.

- The Technician / Laboratory Assistant shall make entries about the missing / damaged items in the respective stock registers.

- The Technician / Laboratory Assistant shall have sufficient skills towards the use of power tools such as hand drill, drill press, soldering etc., while installing new equipment.

- The Technician / Laboratory Assistant shall maintain the warranty, service and repair records of all equipment in the Laboratory.

- The Technician / Laboratory Assistant shall perform any other duty assigned by the Laboratory in-charge / HoD.

4.18   Roles and Responsibilities of the Physical Director

- The Physical Director shall be the Head of the Physical Education Department and shall co-coordinate with the staff to ensure effective functioning of the department.

- The Physical Director shall report to Head of the Institution.

- The Physical Director shall be responsible in identifying the sports capability / proficiency / skills / interests of the students and accordingly to create sports infrastructural facilities and upkeep of the same.

- The Physical Director shall ensure proper use of sports material and facilities and smooth conduct of sports.

- The Physical Director shall purchase the sport items by coordinating with Administrative Officer.

- The Physical Director shall organize and conduct University level and State level tournaments, intra and inter-collegiate sports, University competitions and encourage the students to participate in the tournaments.

- The Physical Director shall prepare the annual budget for sports.

- The Physical Director shall ensure discipline among students in the campus and make the campus as non-ragging campus.

- The Physical Director shall ensure the availability of medical facilities in the campus.

- The Physical Director shall attend all the meetings at the University regarding physical education.

4.19 Roles and Responsibilities of Warden (Men's and Women's Hostel)

The following are the duties and responsibilities of the Warden. The Principal shall be the Warden of both Men's and Women's Hostels.

- The Warden shall periodically monitor the maintenance works, discipline, cleanliness and other aspects of general administration of all the hostels of the institution.

- The Warden shall provide guidance to Deputy Wardens (Men and Women) in administering the hostels and hostel mess.

- The Warden shall arrange internal auditing of mess accounts and decide upon the financial management of the hostels and the hostel mess.

- The Warden shall recruit cooks, mess boys and girls, waiters, hostel attenders and other mess related workers who will be under direct control of Deputy Wardens (Men and Women) of Hostels through outsourcing with prior approvals from the Management.

- Any other duty in addition to those mentioned above concerning the hostel mess management, which may be deemed fit, may be assigned to the Warden by the Management. The Warden may assign such duties to Deputy Wardens (Men and Women) based on the work load.

- The Warden shall monitor the income and outflow of funds of the following mess and hostel accounts:
    a. Mess Account
    b. Hostel Fund Account
    c. Miscellaneous Fund Account.

- The Warden shall observe the established rules of financial propriety inter se while incurring or authorizing the expenditure out of hostel funds.

- The Warden shall observe strict economy at every stage of Hostel administration.

- Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.

- The expenditure should not be more than the occasion demands.

- The Warden shall constitute the Hostel Committee (Men and Women) to look in to the following matters:

    a. To frame policies on the running of the hostels, messes and other facilities within the hostel.

    b. To ensure that no ragging takes place in the hostels and maintain a ragging free environment.

    c. To plan for upgradation of facilities in the hostels.

d. To ensure maintenance of discipline in and around the Hostel.

e. All disciplinary action of boarders or reward giving action will be finally decided by the Warden on the recommendations of the Hostel Committee. The Hostel Committee may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, or such other rules on reference to it for final decision.

4.20 Roles and Responsibilities of Deputy Warden (Men's and Women's Hostel):

The Deputy Warden shall perform the duties as assigned by the Warden from time to time and shall function under the over-all charge of the Warden. The following are the duties and responsibilities of the Deputy Warden, in addition to specific duties assigned by the Warden.

- The Deputy Warden shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.

- The Deputy Warden shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.

- The Deputy Warden shall inspect Hostel Rooms along with the Matron / Attender and monitor the regularity of inmates during study hours.

- The Deputy Warden shall be individually and collectively responsible for the smooth functioning of the Hostels.

- The Deputy Warden shall be available in the hostel office every day at specified hours.

- The Deputy Warden shall promptly take appropriate actions within his / her power on all cases of misbehaviour, indiscipline and sickness of the residents and report to Warden and other higher authorities for the cases beyond his / her powers.

- The Deputy Warden can impose fine for the misbehaviour of the residents, damage or loss caused by them up to the limits prescribed by the Hostel Committee.

- The Deputy Warden shall chair the meetings of the Students in the Hostel which will be held regularly.

- The Deputy Warden can transfer a resident from one room of the Hostel to another.

- The Deputy Warden shall be responsible for the maintenance of imprest accounts and for the custody of imprest money.

- The Deputy Warden shall recommend to the Warden / Administrative Officer for the refund of all kinds of caution deposit / security money deposit.

- The Deputy Warden shall assist Warden / Administrative Officer to ensure timely completion of all financial transactions pertaining to the Hostels and to examine the bank reconciliation statement.

- The Deputy Warden shall be responsible for proper pursuance of complaints relating to civil / electrical works, repairs / replacement of furniture, fittings, etc.

- The Deputy Warden shall estimate overtime allowance in accordance with the rules and forward the same to Warden.

- The Deputy Warden shall take action for the eviction of resident students in consultation with the Warden and Hostel Committee, if necessary.

4.21   Roles and Responsibilities of the Accountant

The Accountant shall work under the guidance of Administrative Officer and shall assist him / her in the following activities:

- Maintaining all income and expenditure particulars of the Institute in appropriate cashbooks, ledgers / registers.

- Maintaining the bank account details, monthly income and expenditure statements and petty cash accounts and advances.

- Keeping the financial records for all kinds of deposits and refunds.
- Keeping the cheque books of all the accounts and making appropriate entries in the front pages of the cheque book immediately after issue of cheques.
- Maintaining the accounts of the research grants received from AICTE / DST / CSIR etc.
- Assisting in the preparation of Utilisation Certificate for the funded projects after completion of proper auditing procedures.
- Assisting during the internal audit process once in every month and external audit process once in a year.
- Assisting in the preparation of the annual budget.
- Verifying all the bills prepared before submission.
- Assisting in the preparation of monthly salary statement and acquaintances.
- Assisting in the preparation of income tax statements for all the employees of the Institute during March every year to enable filing of income tax returns.
- Attending to the subject of income tax and performing TDS at source for all payment transactions.
- Supervising the challan writing, remittance to the bank and postal accounts (if any).
- Assisting in the preparation of daily receipts, challans and keep the remittance details and reconcile the same every month during internal audit process.
- Assisting in the preparation of the audit reports and replies for both internal and external audits.
- Keeping the following records in safe custody:

  a. Bill books / receipt books
  b. Files pertaining to accounts / purchases
  c. Registers
  d. Cash books
  e. Ledgers
  f. Vouchers
  g. Cheque books / Pass books
  h. Bank challans
  i. Fixed Deposit certificates
  j. Other important office documents

CHAPTER – 5

CONDUCT RULES

5.1   General

These rules may be called as the conduct rules for the employees of Kamaraj College of Engineering & Technology and shall apply to every employee of the Institute.

- Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may vary from time to time.

- Every employee shall at all times maintain absolute integrity, devotion to duty, confirm to and abide by the rules and regulations, comply with and obey all lawful orders and directions for the official duties issued by the designated authorities.

- Employees should not involve in any activity which is anti-secular or anti-social, which tends to create communal disharmony.

- Every employee shall serve the Institute honestly and faithfully and shall endeavour to promote the interest of the Institute.

- Every employee shall show courtesy and attention in all transactions and not to do anything which is unbecoming of the Institute's employee.

- No employee of the college shall enter into any partnership, accept any fees, or endowment whatsoever from any part other than the College, except with the prior permission of the Head of the Institution.

- Every employee shall obtain prior permission from the Head of the Institution / competent authority for undertaking honorary work of a social and charitable nature or work of a scientific character.

- An employee shall not solicit or accept any gift from a constituent of the College or from 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.

- Every employee shall maintain the 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 superior officer in the discharge of his duties.

- No employee shall propagate / indulge in communal or sectarian activity.

- No employee shall discriminate against persons on the grounds of caste, creed, language, etc.

- No employee shall induce the students to go for strike or protest against any of the faculty or the management.

5.2　A Role Model Faculty

The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself / herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the DOs and DON'Ts are listed below:

Do's

- Reach the Institute a few minutes before the scheduled time.

- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.

- Ensure that proper discipline and decorum is maintained in the class room.

- Introduce the subject to the students, its importance and applications in the very first class itself.

- Teach in interactive manner (more in discussion mode), as far as possible.

- Refrain from giving dictation or copying from the book / notes on to the board.

- Practice ICT aided teaching methodologies and maintain necessary records for documentation.

- Provide good practical examples.

- Provide references for further reading (maintain record).

- Make the students to get practiced to present seminars on referenced topics.

- Teach some topics beyond the syllabus.

- Take up the role of Mentors (maintain record), and help students to the best of your ability.

Don'ts

- let off the class before time unless there is a justifiable reason.

- be harsh ever or disrespectful to the students or their parents.

- be disrespectful to your superiors and colleagues.

- let bureaucracy affect your functioning, bring out the matter in writing / verbally to your superiors immediately.

- act in a manner prejudicial to the interest of the Institute, good order and discipline.

- indulge in any act of vindication which may affect the organizational culture / climate.

5.3   Misconduct

The term 'misconduct' denotes an offence or an act on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution. The following acts shall be treated as misconduct on the part of an employee:

- Late attendance or absence from duty without notice or permission.

- Not wearing uniform allotted by the Institute (if applicable) and / or Identity card during working hours.

- After marking attendance, leaving the place of work during working hours without permission.

- Laziness, inefficiency or carelessness in work or sleeping while on duty.

- Obtaining leave or attempting to obtain leave on false pretences.

- Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Institution or that of any others.

- Borrowing or lending money in the College premises.

- Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance and noise in the college premises.

- Failure to report a disease in an employee which may endanger others.

- Using institutional facilities unauthorized for personal gain.

- Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.

- Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the Principal / Head of Department.

- Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.

- Unauthorized handling, misuse, mishandling of a machine, apparatus, equipment or material

- Using indecent language, making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.

- Insubordination or disobedience whether alone or in union with others; on-compliance of an order of a superior, or instigating others to insubordination or disobedience.

- Refusal to accept or obey an order of transfer from one job to another or from one department to another.

- Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time.

- Unauthorized use of the name, address, telephone or any other description of the Institute.

- Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the college or others or attempting to do so.

- Tampering with the records of the Institute, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.

- Disclosing to an unauthorized person, without written permission of the competent authority, information affecting the interest of the college with regard to procedures, practices and functioning of the institution.

- Gambling within the premises of institution.

- Bringing liquor or other intoxicants, including addictive / drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition.

- Intimidating other employees by threats, pressures or other means, with a view to preventing them from attending their duties or to join in a group.

- Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the competent authority.

- Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the competent authority.

- Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.

- Delay in the performance of work or go slow in work or instigating thereof.

- Misbehaving with students / colleagues / superiors.

- Poor performance in teaching.

- Instigating the students against the College Authority.

- Writing of anonymous letters and threatening, threatening through social media criticizing the superior or any colleague, peer or any subordinate staff of the Institute.

- Assisting or promoting any political movement or activity inside the college premises.

5.4   Discipline

- The Chairman shall place an employee under suspension when disciplinary proceedings against him / her are contemplated or pending or a case against him / her in respect of any criminal offence is under investigation, inquiry or trail.

- An employee who is 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 of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

- An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the Chairman.

- In a case where in a number of teaching or non-teaching staff commits any misconduct in discharge of their duties, the Chairman got discretion to award punishment based on the recommendations of the Enquiry Committee constituted by him with the Head of the Institution as convenor.

CHAPTER – 6

LEAVE RULES

6.1 Types of Leave

The employees are entitled for the following types of leave:

- Casual Leave
- Vacation (For Teaching and Non-teaching Staff)
- Compensation Leave
- Medical Leave
- Maternity Leave
- Study Leave
- Special Leave
- On Duty
- Extra-ordinary Leave on Loss of Pay

6.2 Casual Leave (CL)

6.2.1 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 proportionate to the months of service in the said Academic year. (i.e., one day CL on completion of a month). Staff member is eligible to avail casual leave only after completion of one month service from the date of joining.

6.2.2 Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction.

6.2.3 Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on the reporting day for duty.

6.2.4 Non submission of Leave Form for three days from the reporting day for duty will be accounted as Loss of pay.

6.2.5 Leave without information to the concerned Head or without prior application in the appropriate form will be seriously dealt with. In case of unforeseen situations, the employee shall avail casual leave, informing to the concerned HoD or sanctioning authority through phone / email / SMS.

6.2.6 Absent from duty for three consecutive days without prior permission or sanction will not be permitted.

6.2.7 Causal leave cannot be combined with any other type of leave except Compensatory off and / or Study Leave.

6.2.8 Casual leave can only be suffixed or prefixed with holidays / weekly off days.

6.2.9 In case an employee is out of station, he / she should mention the same in the leave application and give the address and contact details.

6.2.10 A single spell of casual leave shall not exceed 9 consecutive days at a time. However in special cases like medical grounds, marriage, etc., the decision of the Head of the Institution is final.

6.2.11 Casual leave cannot be carried over to the next year, if it is not availed during the academic year.

6.2.12 It is the responsibility of the teaching faculty to make alternative arrangements for his / her duties as per schedule on the day(s) of casual leave. The HoD of the concerned department should ensure the same.

6.2.13 The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as "Loss of Pay". If a staff absents himself / herself from duty for seven days and more shall be treated as abandonment of service as mentioned in the Clause 3.8.

6.2.14 Non-teaching employees are entitled to avail special casual leave for three days in an academic year.

6.3   Vacation (for teaching faculty)

6.3.1 The faculty members who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 40 days every year in two spells (10 days at winter and 30 days at summer) if and only if the employee has put at least 180 days of actual work in that year,

6.3.2 Intervening Government public holidays, non-working Saturdays and Sundays will be included in the vacation period.

6.3.3 Casual leave cannot be combined with vacation.

6.3.4 Vacation period as mentioned above is inclusive of common vacation declared by the Institution.

6.4   Vacation (for non-teaching staff)

6.4.1 All regular administrative and technical staff who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.

6.4.2 All other non-teaching staff appointed on contractual basis are entitled to avail vacation during summer or winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.

6.4.3 A faculty / staff who has not availed vacation or forced to work during vacation cannot compensate the same during regular working days and such non-availed period cannot be carried forward to the next winter or summer.

6.5 Non-Vacation Staff

The following members are not eligible for vacation. They are declared as non-vacation staff:

- Head of the Institution
- Deans, HoDs and the administrative / technical staff attached to them

The non-vacation staff are permitted to avail a maximum of 15 days leave in a year in addition to 12 days casual leave with prior permission subject to condition that not more than 8 days of leave shall be allowed at a time.

6.6 Compensation Leave

6.6.1 The teaching faculty who attended duty on holidays as per the Institute's requirement are entitled to compensate the same within the current academic year and such compensatory leave cannot be carried forward to the next academic year.

6.6.2 The administrative staff who attended duty on holidays are eligible to get remuneration as compensation in addition to their regular salary.

6.7   Medical Leave

6.7.1 All employees who completed two years of service including successful completion of the probationary period are eligible for sanction of 15 days of medical leave for every completed year of service.

6.7.2 Medical leave can be availed only in the case of surgery, accident related injury, hospitalization for ailments, fever due to any infectious diseases where hospitalization is not necessary and during pregnancy based on the medical certificate.

6.7.3 To claim medical leave, the requisition letter should be accompanied with proper medical certificate.

6.7.4 Medical leave can be carried over to next year to a maximum of 180 days that can be availed during the entire service.

6.8   Maternity Leave

6.8.1 Maternity leave shall be granted for a maximum period of 90 days. Such sanction is restricted to two children only.

6.8.2 All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave.

6.8.3 Maternity leave will not be granted during probationary period and it shall be only on loss of pay.

6.8.4 Maternity Leave Salary will be released with the monthly salary when the employee is reporting for duty.

6.9   Study Leave

6.9.1 A faculty member may be granted a maximum of 24 months of study leave in his / her entire service in one or two spells within three years from the date of joining for higher studies. Such leave is applicable only for pursuing higher studies without salary.

6.9.2 The employee has to execute a bond to serve the Institute for a period of two years on the completion of leave even such study leave is less than 24 months.

6.9.3 The faculty member shall resign from current position to proceed for higher studies without a bond.

6.9.4 For Pursuing Ph.D.

All faculty who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee are entitled to the following benefits:

Course Work:

Two half days per week is permitted during the course work period. One full day per week is permitted if the supervisor's work place is more than 60 km away from the Institute during the period of course work.

Thesis work:

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

Thesis Submission and Viva Voce Examination:

Paid leave for the preparation of synopsis, submission of the thesis, and to attend Viva Voce examination is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor.

6.9.5 For the faculty who are pursuing part-time Ph.D. in other institutions, where one semester residential requirement is insisted, study leave shall be granted for a period of six months without salary.

6.10 Special Leave

Special Leave may be granted to an employee with salary for cases such as marriage including his / her son's or daughter's marriage etc., for a maximum period of seven days and it has to be approved by the Chairman based on the recommendations of the HoD and Principal.

6.11 Leave on Loss of Pay

6.11.1 Absence without permission and without making alternative arrangement for regular academic duties will be treated as Leave on Loss of Pay.

6.11.2 If any staff member avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If acceptable supporting documents in evidence of justifying such excess leave are not provided and the availed excess leave is more than seven days at a stretch in a year, it will be considered as a Break-in-Service. The decision of the Chairman shall be final in such cases.

6.11.3 If any staff member is absent from duty consecutively for more than seven days without prior permission, such case will be construed as an abandonment of service.

6.11.4 No yearly increment is provided to the employee if he or she availed more than one break-in-service within a year and the employee cannot avail vacation in the current academic year.

6.11.5 The LLP shall be prefixed and / or suffixed with either Government holiday / Sunday or any other holiday announced**.**

6.12 On Duty

6.12.1 On Duty (OD) will be granted when staff members are required to go out for official duty such as examination related works, attending meetings of Board of Studies and Academic Council and delivering invited lectures or to participate in seminars, conferences, summer and winter schools, refresher courses, orientation courses etc., as approved by the Principal / Dean (Academic Courses).

6.12.2 The requisition letter to obtain permission for OD must be accompanied by the official invitation / order from the organizing body or conference / workshop brochure with approval status of registration.

6.12.3 Request for OD without prior permission or approval by the Principal / Dean (Academic Courses) will not be entertained.

6.12.4 The absence on OD will be recorded in the service registers, only after the staff submits the proof for attending the event or the report on attending / presenting paper in the conference / seminar / workshop to the Principal / Dean (Academic Courses) through the HoD.

6.12.5 If a staff is absent for regular duty without prior approval or sanction and wishes to claim the absence is as On Duty, he / she should inform the same to the HoD of the respective department through email or by message with proper evidence of performing Institute related work or attending any academic event as permissible for On Duty. In such case, the OD forms should be submitted to the competent authority through proper channel on the day he / she returns for the duty.

6.12.6 Number of days for such OD is limited to 25 calendar days in an academic year. If availed in excess whatever the case may be, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LLP. However the absence on OD shall exceed the limit for reasons assigned by the Head of the Department / Institution.

6.12.7 The Principal / Dean (Academic Courses) / Competent Authority shall have the rights to cancel the OD sanctioned earlier, for any emergency work in the Institution.

General

No leave other than casual leave will be granted to an employee once notice of resignation is given by him / her and such employee will not be given any On Duty assignment including study leave.

Undertaking by the Employee

Every faculty / staff should carefully read and understand the above "Duties and Responsibilities" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as given below: "I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of noncompliance with any of the above I will be relieved from the employment of Kamaraj College of Engineering & Technology".

Signature:

Name & Designation:

Date:

KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY
PART II - SERVICE RULES
INDEX

Kamaraj College of Engineering and Technology, Virudhunagar Service Rules

The Motto of our Institute is "Born to Serve".

VISION OF THE INSTITUTION

To make this Institution the unique of its kind in the field of **Research and Development activities** in this part of world.

MISSION OF THE INSTITUTION

To impart **highly innovative and technical knowledge** to the urban and unreachable rural student folks through **"Total Quality Education"**.

QUALITY POLICY OF THE INSTITUTION

Kamaraj College of Engineering and Technology committed to impart Quality Technical Education imbibed with **proficiency, human values and continual improvement**.

OBJECTIVES OF THE INSTITUTION

- To impart **value based technical education** with social responsibilities and ethics to the urban and unreachable rural students.

- To bring excellence in engineering education and to empower students to become globally competent.

- To inculcate the **research and innovation culture** in the young minds to bring academic excellence and habituate **lifelong learning**.

- To promote **entrepreneur skills** with leadership qualities.

The Institute is serving with well qualified and dedicated faculty and having well-furnished infrastructure.

The service rules of the Institution portray the responsibilities of the various centres, the in-charge of various centres and national schemes, work time schedules, and the procedure to estimate the self-appraisal score of each faculty.

S1.0 Responsibilities of the Faculty in Class Room

- Faculty are the role models or key players in the class room.

- The behaviour of each student starts from the class room.

- Nothing can be learnt in a messy or hectic atmosphere.

- Both teachers and students should accept and consistently observe the set of rules to overcome the potential barriers of both organizational problems and trouble making circumstances.

- Discipline should be acknowledged as a prerequisite for smooth and meaningful learning.

- Each faculty should facilitate an optimal learning environment in the class room.

- Each faculty should start a class with good discipline plan.

- Each faculty and student should be motivated by a sense of professionalism.

- Well-disciplined class room will always stimulate the students to act the way as we wish.

- The strategies followed by every teacher in maintaining the discipline may vary. But how the teacher tries to teach his / her students effectively should be constant.

- Each faculty should set the class room as per the learning requirement.

- The instructive role of a teacher always makes the classroom be more disciplined.

Many students, for some reasons, do exhibit unethical behaviours in their classrooms. The faculty needs to think about why unwanted and disruptive behaviours of the students are happening in the class. It is mainly because of the failure scheme of teaching procedures that the faculty follows and the lack of mutualcooperation between students and the teacher or among the students. Each faculty should know the importance of establishing a rapport with his / her students.

S2.0   Work Time Schedules

S2.1   Timings for Attendance

Session	Timing
Morning	Before 08.45 a.m. (For Teaching / Non-Teaching / Staff) Before 09.15 a.m. (For Administrative Staff)
Evening	After 4.00 p.m. (For Teaching Staff)
	After 5.45 p.m. (For Non-Teaching Staff)
	After 6.30 p.m. (For Administrative Staff)

S2.2   Working Hours

The working hours for each category of employees are given below: (as decided from time to time)

Category	From	To	Lunch Break	Weekly Off
Teaching Staff	08.45 a.m.	04.00 p.m.	12.40 p.m. - 01.30 p.m.	Second Saturday and Sunday
Non-Teaching Staff	08.45 a.m.	05.45 p.m.	01.30 p.m. - 02.00 p.m.	Second Saturday & Sunday
Administrative Staff	09.15 a.m.	06.30 p.m.	01.45 p.m. - 02.30 p.m.	Sunday
Lab Attenders	08.45 a.m.	05.45 p.m.	01.15 p.m. - 02.00 p.m.	Second Saturday & Sunday
Admin. Office Attenders	09.15 a.m.	06.30 p.m.	01.45 p.m. - 02.30 p.m.	Sunday

Depending upon the exigencies of the work, the faculty / staff members concerned are expected to be available beyond the office hours indicated above.

S3.0   Internal Quality Assurance Cell

The core functionalities of the Internal Quality Assurance Cell (IQAC) will include the following:

- IQAC shall focus towards streamlining the activities and processes of the Institute for its continuous developments in standards and achievement.

- IQAC shall strive to achieve quality enhancement with a conducive academic environment and an effective quality culture with establishment of best practices.

- IQAC shall facilitate to build an organized methodology of documentation, establish procedures and guidelines to collect data on various rubrics / parameters with respect to affiliation, accreditation and ranking policies.

- IQAC shall organize quality initiative programmes for the faculty and students with a focus to bridge the gap between industries and the institute.

- IQAC shall inculcate quality awareness and credibility for external accreditation within each stakeholder of the Institution.

- IQAC shall bring coordination among various departments and activities of the institution and accumulate all the good practices for the innovative development of the institution.

- IQAC shall maintain and coordinate using its own Website, whose link is associated with the Institute's Website to inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data regularly.

S4.0   Grievance Redressal Committee

The Grievance Redressal Cell is established to ensure transparency in admissions and with a paramount objective of preventing unfair practices. It is a mechanism to provide redressal of grievances to innocent and aggrieved students, in exercise of the power conferred under Clause 1 of Section 23 of the All India Council of Technical Education Act 1987 (52 of 1987).

The responsibilities of this committee are as follows:

- To formulate general and transparent guidelines to resolve grievances of the students and other stakeholders.

- To bring awareness of the Centralized Public Grievance Redress and Monitoring System (CPGRAMS), which is centralized portal maintained by the Department of Administrative Reforms and Public Grievances.

- To device a suitable mechanism for time bound and result oriented redressal of grievances. Every stated grievance is expected to be resolved within a maximum period of 15 working days.

- To provide a flexible and conducive system towards immediate and hassle free recourse to have the students' grievances redressed.

S5.0 National Cadet Corps (NCC)

The National Cadet Corps aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the nation regardless of which career they choose. NCC also provides a conducive environment to motivate young Indians to join the armed forces.

S5.1 Roles and Responsibilities of NCC Officer

- To teach NCC subjects to the cadets and make them confident and committed.

- To conduct parades on pre-stipulated date and time.

- To conduct activities to provide value based contributions towards society in terms of social development.

- To enrol of cadets.

- To motivate the cadets to remain with NCC and to join in armed forces as the career.

- To facilitate for the provision of healthy refreshments to the cadets during parades.

- To keep liaison with the NCC Unit and to attend conferences at Battalion.

- To undertake adventure activities for the development of leadership qualities.

- To prepare the cadets for annual camps and NCC Certificate examinations.

S6.0 National Service Scheme

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs and Sports. It provides opportunity to the students of technical education to take part in various Government related community service activities and programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. The motto of NSS is NOT ME BUT YOU.

S6.1 Roles and Responsibilities of the NSS Co-ordinator

- To plan for NSS regular activities and special camping programme.

- To ensure that the NSS volunteers complete the prescribed hours in regular activities and participate in special camping programmes as per requirements.

- To supervise the work of NSS volunteers

- To maintain the necessary records and registers prescribed by programme coordinator of the affiliating University.

- To ensure that the basic aims of NSS programme i.e., personality development of NSS volunteers, interaction with different classes of the society, which should take place harmoniously.

- To ensure that NSS volunteers and community are benefitted from the activities of the NSS unit.

- To assume the responsibility for the equipment purchased out of NSS funds.

- To spend the NSS grants as per administrative and financial directives of NSS programme coordinator.

- To submit the reports to the NSS regional centre, programme coordinator, NSS state liaison officer and Training, Orientation and Research Centre / Training and Orientation Centre periodically.

- To ensure the submission of accounts on time.

- To liaise with the officials of NSS unit while executing projects and activities.

- To convene regular meetings of the college advisory committee in consultation with the Principal as laid down in the NSS manual.

S7.0 Youth Red Cross

S7.1 Roles and Responsibilities of Youth Red Cross (YRC) Coordinator

- The YRC Coordinator shall look into the awareness and promotion of general health among all the students and employees

- The YRC Coordinator shall initiate health activities in the campus such as HIV and AIDS campaigns, accident prevention and first aid etc., and conduct community reach programmes.

- The YRC Coordinator shall promote services to the community and facilitate community based social welfare activities, environmental activities and disaster preparedness programme.

- The YRC Coordinator shall inform to the youth members and others about the role and the duties of the Red Cross and encourage them to contribute.

- The YRC Coordinator shall maintain the enrolment register of volunteers and maintain their attendance registers.

- The YRC Coordinator shall disseminate of information about the International Red Cross and Red Crescent Movement, their fundamental principles, four Geneva conventions, the guidelines on the use of their emblems, and the promotion of understanding of International Humanitarian Law.

- The YRC Coordinator shall maintain the membership funds and remittance as per orders and the Income and expenditure registers.

- The YRC Coordinator shall maintain the stock registers and the project activity reports.

- The YRC Coordinator shall maintain a directory for blood donors.

S8.0 Industry-Institute Interactions

The main aim of the Industry Institute Interaction (III) cell is to bridge the gap between the industries and the institutes by strengthening the industry – institute interaction. It is felt that there is a need for innovative vision and new methodologies to execute the strategies to fulfil the goal of quality education and to meet the requirement of Industry 4.0 standards. Transformation in technical education is the need of the hour to meet the requirements of Industries. Students and especially the faculty should be motivated to adopt new technologies. They should be made to utilize the knowledge gained towards projects and research possibilities. Each institute should possess one or two industrial hubs and motivate the students to involve in start-up activities. It is highly expected from the industries to enable the students of technical institutions to choose or to become fervent to new technological domains in the thrust areas not only for their professional career but also for their higher education. These targets shall be accomplished to the core value of the system through consistent performance with appropriate strategic plans and support from Industries. Schemes should be formulated to introduce industry-oriented training through value added and skill development programmes beyond regular curriculum and syllabus with adaptive and upgraded initiatives to solve real-time challenges for the development of technical education.

S8.1 Roles and Responsibilities of Industry Institute Interaction Cell (III Cell) Co-ordinator

- To have frequent meeting with industrial experts to obtain their views to face the challenges in the current system and to bring revolution unanimously not only to upgrade the facilities but also to prepare the students to face the challenges of digital transformation and to develop entrepreneurial skills.

- To formulate relevant rubrics to be collected from the industries for their employees who are actually the Alumni of the Institute to enable to measure the Institute's performance through evaluation of Programme Educational Objectives.

- To look into the placement opportunities for all the students and all related activities in terms of registration, seminars, mock interviews etc.

- To initiate appropriate activities to make Industry-Institute linkage very strong.

- To organize customized trainings, and certificate courses etc.

- To arrange summer internships for the students in the industry.

- To arrange research internships for the final year students at research organizations.

- To organize or arrange industrial trainings for the faculty.

- To organize or arrange training for industry personnel / operators.

- To report to the Principal through Dean (Student Affairs) for all the activities.

S9.0 ACADEMIC AUDITING

Academic auditing is mandatory for both semesters at the department and institute levels. Internal and external Peer Review Committees are to be constituted with the approval of the Governing Body. Internal Peer Review Committee has to audit the functioning of all departments semester-wise and will submit the reports to the Governing Body as well as to the members of External Peer Review Committee, while they are meeting once in an academic year to perform external academic auditing at institute level.

The purpose of academic auditing is to monitor the course delivery, percentage of syllabus coverage, course plan adherence, quality of question papers for internal and external examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation. At the department level auditing, the minutes of the meetings of class and course committees are to be scrutinized and the action taken based on the minutes are to be verified. The other important activities to be audited are as follows:

- Faculty – Students Ratio

- Conduct of Board of Studies Meetings and the verification of the minutes of each meeting

- Action taken based on the minutes of the meetings of Academic Council

- Curriculum design and syllabus formation

- Teaching and Learning process

- Research activities including publications

- Projects and Consultancy works

- Observations by the various stakeholders

- Schedule of classes and Faculty Time Table

- Attendance of students

- Infrastructural facilities

- Stock Verification in accordance with the Purchase Orders

- Industrial inputs and involvement

- Quality of Assignments / Internal Examination Questions

- Subject / practical coverage as per course plan

- Frequency of conducting Value added Courses and Skill Development Programmes in the thrust areas

- Evaluation of internal and external examinations / assignments

- Evaluation of students' performance in practical classes

- Performance of students in Internal and External examinations

- CO-PO-PSO attainment and improvements based on the recommendations of various stakeholders

- Attainment of Programme Educational Objectives

- Maintenance of Course File by each faculty

- Performance of students in the previous semester

- Curricular and Extra-curricular activities

- Faculty evaluation by students

- Intimation about the progress of students to their parents

- Feedback from students and stake holders

- Role of Alumni in academic development

The faculty self-appraisal reports and the fair evaluation of faculty by HoDs are subject to academic auditing. The reports of academic audits are to be submitted to the Academic Council and subsequently to the Governing Body to get their approval for implementation.

S10.0 Roles and Responsibilities of Systems Administrator

- The Systems Administrator shall discharge the duties under directions of the Heads of the Departments, Computer Science and Engineering and Information Technology.

- The Systems Administrator shall configure and monitor the servers and tune the performance of the campus network.

- The Systems Administrator shall facilitating development and maintenance of the Institute's Website and updating the same

- The Systems Administrator shall be responsible for installation of new hardware and software in all the departments / centres and wherever applicable within the Institute.

- The Systems Administrator shall be responsible to maintain the software for the systems in the campus including operating system updates, patches, and configuration changes.

- The Systems Administrator shall monitor and maintain the campus wide networking and the Internet services.

- The Systems Administrator shall configure the e-mail server and create unique e-mail ID for all employees of the campus and maintain the same in a secured manner.

- The Systems Administrator shall organize practical workshop / training programmes for the faculty and students when new hardware / software is installed in the campus and while integrating new technologies with the existing systems.

- The Systems Administrator shall help the faculty while using modern ICT tools to handle classes / seminar.

- The Systems Administrator shall assist the Management to record the important events / programmes / meetings.

- The Systems Administrator shall be responsible to take backup of important data and files in the Server.

- The Systems Administrator shall update user account information by adding, removing and resetting passwords.

- The Systems Administrator shall be responsible for maintaining security of software / e-mail server / Web server / systems / networks and data stored in the Server and for the maintenance of CCTV in the college campus.

- The Systems Administrator shall assist the Principal / Deans / HoDs while procuring new systems and software.

- The Systems Administrator shall perform any other work assigned by the higher authorities from time to time.

- The Systems Administrator shall monitor the system logs and identify the potential issues with computer systems.

- The Systems Administrator shall perform routine audits of systems and software.

- The Systems Administrator shall perform backup of data and files in the server as well as from the PCs and Laptops of higher officials with their concern and permission.

- The System Administrator shall perform other duties as assigned by the higher officials from time to time.

S11.0 Alumni Cell

S11.1 Roles and Responsibilities of Alumni Cell Coordinator

- To act as liaison among current students, alumni and the placement cell.

- To develop and maintain a good relationship between alumni and the institution.

- To guide the present students in their career development and professional growth by arranging Alumni meetings twice every year in the college campus.

- To organize guest lectures through / by alumni to update students on the advancements in various domains and thrust areas of engineering and technology.

- To contact the alumni of each department and to find various opportunities that may be available to students for internships, placements, etc., in the organization in which alumni are working.

- To request the alumni to attend the Alumni Association meeting whenever it is being organised by the institute.

- To maintain the database of all alumni details of all departments and to share the same to the placement cell whenever it is requested.

- To keep close contact with alumni who have gone for higher education (or completed) in India or abroad and enquire their performance in higher studies and share the same with the HoDs of the concerned departments of the alumni, and the placements cell. Passes this information to the students concerned on request.

- To share the information about the higher education details of alumni to the current students who are interested to pursue higher studies in India or abroad.

- To report to the Principal through Dean (Student Affairs) for all the activities.