

SERVICE RULES

1. APPLICATION

These Service Rules are applicable to all employees of Annai Vailankanni College of Engineering (AVCE), academic, administrative and maintenance. Employees of the College are also bound by rules, regulations and procedures as are in force at the time of their appointment and as may be modified from time to time thereafter.

2. Definitions

In the service rules, unless there is anything repugnant to the subject or context,

2.1 “Academic Year” means Year beginning with 1st of June of a Calendar year and ending with 31st May of the following Calendar Year.

2.2 “University” means Anna University, Chennai

2.3 “College” means Annai Vailankanni College of Engineering (AVCE) situated at A.V.K Nagar, Pothaiyadi Salai, Pottalkulam, Azhagappapuram Post, Kanyakumari District.

2.4 “Governing Council” means the body constituted for the general administration of the College as provided for in the Manual of General Administration.

2.5 “Competent authority” is the person duly authorized by the Management of the College or by the Chairman.

2.6 “Employees” means all persons in whole time and part time employment of the Trust / College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labor force and contingent staff, whether permanent, officiating or temporary.

2.7 “Non-Vacation Staff” means all employees other than vacation staff.

2.8 “Principal” means the Principal of AVCE.

2.9 “Rules” means the Service Rules hereunder.

3. APPLICABILITY

If any provision in the General administration Rules of Annai Vailankanni College of Engineering, repugnant to any other provisions applicable to any particular categories of employees the provisions of these rules will prevail.

4. CATEGORIES OF EMPLOYEES

4.1. TEACHING

- a. Principal
- b. Vice Principal
- c. IQAC Coordinator
- d. Dean
- e. Head of the Department
- f. Professor
- g. Associate Professor
- h. Assistant Professor
- i. Placement officer
- j. Physical Director
- k. Librarian

4.2. NON – TEACHING (ACADEMIC)

- a. Skilled/Lab Assistant
- b. Placement trainer

4.3. ADMINISTRATION

- a. Campus Manager
- b. Office Superintendent
- c. Purchase Officer
- d. Personnel Officer
- e. Verification Officer
- f. System Administrator
- g. Accountant
- h. Assistant
- i. Junior Assistant
- j. Office Assistant

4.4. MAINTENANCE

- a. Estate Officer
- b. Technical Assistant (Plumber)
- c. Technical Assistant (Electrician)
- d. Carpenter
- e. Gardener
- f. Security
- g. Sanitary Worker

4.5. TRANSPORT

- a. Transport Officer
- b. Head Driver
- c. Driver
- d. Driving Instructor
- e. Bus Manager
- f. Mechanic

5. CLASSIFICATION OF EMPLOYEES

Employees shall be classified as:

- a. Permanent
- b. Probationary
- c. Temporary
- d. Contract
- e. Part-time
- f. Casual / Daily wages
- g. Visiting Professor

5.1. PERMANENT

- a. Permanent employee is one who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the Competent Authority.
- b. On the satisfactory completion of the period of probation, regularization order shall

be issued by the chairman to the employee.

- c. Being a Self-financed institution, all appointments will be subjected to the following conditions.

The management has discretionary powers to terminate any appointment because of

- i. Cessation of the post/ programme.
- ii. Lack of sufficient number of students for the particular course.
- iii. Change of curriculum/ syllabus or any other unforeseen circumstances.

In the case of change of curriculum/syllabus, in deserving circumstances guidelines given by the Governing Council from time to time will be implemented.

5.2. 'PROBATIONARY' is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof.

5.3. 'TEMPORARY' employee is one who is appointed for a fixed or specified period of time:

- a. in work which is essentially of a temporary nature, or
- b. to fill temporarily in a regular post, or
- c. to cope up with a temporary increase in work, or d. for any other reason.

A temporary employee shall be entitled only to the benefits as specified in the terms of employment.

5.4. 'CONTRACT' employee is one who is employed on contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be entitled only to the benefits as specified, in writing, in the terms of contract.

5.5. 'PART-TIME' employee is one who is employed to do work for less than the normal period of working hours. He shall be entitled to benefits only as specified, in writing, in the letter of appointment.

5.6. 'CASUAL/DAILY WAGES': employee is one who is employed on a day-by-day basis for the work of an occasional or casual nature. A casual employee shall not be entitled to benefits provided to other classes of employees.

6. RECRUITMENT

All the recruitments will be done through open competition following the AICTE/University norms and the selection procedures of the management.

7. EMPLOYMENT

- 7.1 Only a person who has received a letter of appointment duly signed by the Competent Authority shall be deemed to be an employee of the College.
- 7.2 The appointee shall produce her/his original certificates and one set of attested copies thereof at the time of joining duty and those documents should be made available as and when required for scrutiny.
- 7.3 Unless, in any particular case, it be otherwise distinctly provided the employee's time is entirely at the disposal of the College and he may be employed in any manner required by the competent Authority, without claim for additional remuneration.
- 7.4 Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, s/he is required to be on probation for a period of two years from the date of selecting him/her as a probationer.
- 7.5 During the period of probation the services of a probationer may be terminated at any time without notice or compensation in lieu of notice, and without assigning any reason. No appeal shall lie against such termination.
- 7.6 If during the period of probation, the employee's performance of the duties assigned to him has been found to be satisfactory his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority. If, at the end of such an extended period, the probationer's work is still found to be unsatisfactory, his/her services shall be dispensed with, without assigning any reason whatsoever.
- 7.7 No employee is entitled to be treated as a regular employee by reason alone of his having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.
- 7.8 A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of two years thereafter and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Competent Authority.
- 7.9 The promotion of an employee from a lower post to a higher post shall be at the discretion of the Governing Council and will be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the job.
- 7.10 Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders on this behalf.

8. BIO-DATA

It shall be incumbent on every employee to furnish, in writing his/her correct and complete bio data in the prescribed form to the Competent Authority for the purpose of record, and also thereafter promptly to notify, in writing, any subsequent changes in the data furnished. Any suppression/distortion of material facts is reason enough for termination

9. RECORD OF AGE

The date of birth of an employee, as furnished by him at the time of joining duty, should be supported by the School Leaving Certificate, The age of the employee verified as above and accepted and recorded by the Governing Council shall be conclusive proof of the age of the employee for all questions concerning his/her employment including retirement.

10. CHANGE OF ADDRESS

Whenever any change occurs in the residential address of an employee she/he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the appropriate sections of the administrative office of the College.

11. LEAVING CAMPUS

No employee shall, ordinarily, while on leave or under suspension, leave the campus without prior permission of his leave sanctioning authority. If an employee wishes to leave the station for any reason, while applying for such leave, she/he should communicate to the chairman/authorities the out-station address at which he may be contacted, if Necessary.

12. IDENTIFICATION OF EMPLOYEES

Every employee will be provided with an Identification Badge/Card and she/he shall show it on demand to any person authorized to inspect the same. The employee, while in the College, is required to display such a badge on his person. When the employee ceases to be in employment, s/he shall surrender his/her identification badge/card to the office before his accounts are settled. If an employee loses or damages his/her badge/card during his/her service, s/he shall pay a fee as may be, prescribed from time to time, to meet the cost of replacement.

13. CODE OF CONDUCT AND DISCIPLINE IN GENERAL

13.1 Unless it is explicitly stated, the staff employed in the College shall be at the disposal of the College during all the working hours and s/he shall serve it in such capacity and at such places as s/he may from time to time be directed.

13.2 Any member of the staff employed in this College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to him/her by any person or persons under whose jurisdiction superintendence or control s/he may be placed from time to time.

13.3 The members of the staff employed in this College shall furnish either at the time

of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management modify.

13.4 The members of the staff shall be constantly aware of the 'Quality Policy' of the institution and work with consistency for its realization. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of AICTE, UGC, Anna University and all concerned agencies and laws concerned with running a minority higher education institution.

14. CODE OF CONDUCT AND DISCIPLINE IN PARTICULAR:

- 14.1. Each member of the staff should possess outstanding qualities so as to mould students as excellent persons and the staff shall be a role model to them.
- 14.2. All the members of the staff shall be neatly dressed, observing the dress code of the College besides wearing the identity card.
- 14.3. They shall discharge their duties efficiently and diligently so that the student community may be given a high quality of training in keeping with the Vision, Mission, Values, Motto and Quality policy of the College.
- 14.4. They shall not absent themselves from their duties except when necessary and with prior permission.
- 14.5. Every staff member shall be found in his/her specified working place. Leaving the work place is allowed only with prior permission and after recording the same in the movement register.
- 14.6. Every member shall not only conform in letter to the rules and regulations of the College as regards their job description but also observe the spirit of those prescriptions.
- 14.7. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- 14.8. No member of the staff shall be engaged in gambling or betting either in the College premises or in any public place.
- 14.9. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage in the College Premises.
- 14.10. No member of the staff shall be for any reason found guilty of giving or taking bribe or illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.
- 14.11. No one shall indulge in misbehavior or victimize or show partiality to any of the students of the College.
- 14.12. No member of the staff shall be involved either directly or indirectly in any

criminal activities. If they are involved in criminal proceedings the management shall be apprised of it.

- 14.13.** If any member is arrested on any charge she/he shall be considered to be under suspension from the date of when released on bail the member should convince the management of his/her bonafide to be reinstated. If acquitted she shall be reinstated in service.
- 14.14.** Any member convicted in a court of law on criminal charges shall have his/her services influenced by his/her superior author with respect to his/her service terminated.
- 14.15.** No staff member shall bring or attempt to exert any political or social pressure or other influences on his/ her superior author in respect of his/her service interests.
- 14.16.** No member of the staff shall be a member of any political party and neither shall s/he contest any political election nor shall s/he get involved in any political activity within the College campus. Elections for teacher constituencies are exempted.
- 14.17.** No member shall engage directly or indirectly in any trade, running tutorial or coaching classes, technical, driving schools or private consultancies or any work of remunerative nature.
- 14.18.** Any work of honorary nature like doing research, writing books or undertaking work of an academic nature, may be done without prejudice to the work in the College, provided the management is duly informed of it.
- 14.19.** No member of the staff may apply for employment elsewhere without the permission of the management.
- 14.20.** No member of the staff shall engage himself herself in a mass signature campaign.
- 14.21.** No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.
- 14.22.** No member of the staff shall engage himself/herself in any protest against management like slow down work, mass casual leave, strike or any other interruption or discontinuance of work.
- 14.23.** The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the College.
- 14.24.** No member of the staff shall indulge in destructive criticism of policies of the management either in speech or in writing neither shall she associate himself/herself with those who are engaged in similar destructive activities. S/he shall not ventilate any grievance through the press, leaflets, hand bills etc.
- 14.25.** No member of the staff shall damage or attempt to cause damage to the property

of the College and bring loss to it.

- 14.26.** No member of the staff shall disobey the orders of the management or superiors, neither have s/he refused to accept any communication from the management.
- 14.27.** No one shall knowingly make any false statements in any document pertaining to his/her employment in the College.
- 14.28.** No representation of grievances is to be made to the management except through proper channels.
- 14.29.** No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV on a topic related to the College/ management without prior sanction from the management.
- 14.30.** None shall make use of any matter of confidential nature which s/he has acquired as an employee in the College.
- 14.31.** Every member shall hold the development and success of the College very dear to him/her and shall come forward with suggestions and proposals for its growth. S/he shall generously give his/her best so that the College will ever fulfill the mission the founders have envisaged for it.
- 14.32.** Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.
- 14.33.** Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.
- 14.34.** Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of their religion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.
- 14.35.** Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.
- 14.36.** The members of the staff shall speak respectfully of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 14.37.** The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during

the parent-teachers interaction meetings or through other means whenever it is needed.

- 14.38. The members of the staff shall recognize and remember that education is a public service and uphold their responsibilities to the public.
- 14.39. The members of the staff shall be interested in the emancipation of the society, be aware of the prevailing social issues and involve in such activities professionally as to provide valuable and timely solutions for the same without prejudice to their duties in the institution with the permission and guidance of the authorities of the institution.
- 14.40. Achievements and drawbacks on the part of the teaching and other staff will be recorded at the end of every semester which will be considered for the career development of the staff within the college.

15. RULES AND GUIDELINES FOR THE TEACHING STAFF

- 15.1. **Hours of work:** The regular working hours for the College shall be 9.00 AM to 03.40 PM with a lunch break between 12.30 pm and 1.00 pm during weekdays. Depending upon the exigencies of the work, the staff members concerned are expected to be available beyond the office hours indicated above.
- 15.2. **Attendance:** All staff members are required to record their attendance in the registers provided at the respective department in the morning when they come in. If anyone is late, he is required to sign the late attendance register and record the time of arrival. A maximum of two late-entries in a calendar month are allowed. Thereafter, half-a-day casual leave will be deducted for every subsequent late-arrival.
- 15.3. **Dress Code:** All male members of the Staff are required to wear full trousers with full-sleeved Shirts tucked in and are expected to be in shoes. The lady members of the Staff are required to be dressed in saree. All have to wear the ID card conspicuously around the neck, in a manner readable by others

16. DUTIES AND RESPONSIBILITIES

16.1. PRINCIPAL

The Principal is the one who is fully responsible for the academic performance of the College under the guidance, direction and control of the Chairman. "Academic" means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies.

S/he will lead the personnel of the college for the quality development of the institution in the fields of Academic, Research and Discipline. S/he is responsible to create an ambiance conducive for the best performance of the staff and the students and to develop best practices that sustain high standards and social responsibility and thus lead the college towards the realization of its vision, mission, and quality policy abiding

by the salient values of the college.

- 16.1.1.** S/he shall be familiar and have thorough knowledge of all the rules, regulations, norms, guidelines and directions of AICTE, the University, Government of Tamil Nadu/Government of India, DOTE, Accreditation Agencies, Research Funding Agencies and related agencies and the demands of the law that apply to the establishment and running of a minority institution of higher education and all the clauses of the Manual of General Administration of the College.
- 16.1.2.** S/he will cooperate with the Chairman to steer the institution towards the fulfillment of its vision, mission, and quality policy with his academic leadership in accordance with the rules of the Central and State Governments and their relevant agencies, Affiliating University, and institutional Manual imbibing the spirit and principles of different accrediting agencies and the directions by the Governing Council from time to time.
- 16.1.3.** S/he is responsible for following the government rules with regard to admission, syllabus, number of working days, examination and the results etc. Along with this, he/she is duty bound to reach the academic objectives of the college, i.e. the standards the management sets as regards to the quality education to be imparted in the College. In these matters it is the full responsibility of the Principal to creatively plan and devise ways and means to achieve this target. This is his/her domain. This includes the curricular, co-curricular and extra-curricular activities.
- 16.1.4.** S/he will correspond with all academic bodies of the Government in consultation with the Chairman.
- 16.1.5.** Before every academic year s/he will initiate a process in the College and set academic targets in the light of the vision and mission and values of the college and the academic objectives set by the management, and accordingly plan academic activities and see that they are included in the handbook of the college for that year. Academic targets include yearly inspirational themes, new campus policies to be followed, targeted results, research projects, publications, conferences etc., and based on these, the programmes and activities for the academic year will be finalized.
- 16.1.6.** Any alteration/deviation from what is given in the handbook as regards College timings, working days and holidays should be made only with the consent of the chairman.
- 16.1.7.** The quality standards set by the college, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the principal to all and be diligently executed.
- 16.1.8.** S/he has to ensure that each staff member carries out her/his responsibilities

effectively and strict discipline is maintained as regards the class work, examinations, coaching for weak students, student counseling, periodic tests, industrial visits, association activities etc. S/he briefs the chairman about the progress of the staff on a regular basis and brings the indiscipline among the staff to his notice, if any.

- 16.1.9.** S/he will initiate steps to analyze the results of the internal tests and university examinations and will take appropriate measures to improve the results.
- 16.1.10.** S/he will assist the chairman to develop an effective, valid and reliable staff assessment tool and feedback system and effectively conduct the assessment involving all the stakeholders, getting assistance and cooperation from the IQAC.
- 16.1.11.** S/he will make arrangements to summarize the results of the feedback, and assist the chairman in the analysis of the feedback and to communicate fruits of the feedback to each staff member, and will ensure the improvement of the staff with proper follow up and guidance.
- 16.1.12.** The Principal is expected to represent the management and its vision and mind to the staff and to motivate and lead them, being at the forefront, to be faithful to their duties and to the institution. He/she will regularly report to the chairman of the improvement of the staff and assist him/her in awarding incentives and initiating disciplinary procedures.
- 16.1.13.** Student discipline is her/his responsibility. However, the chairman shall be kept informed of all major acts of indiscipline. When steps are initiated to award major punishments the consent of the chairman should be obtained at every stage.
- 16.1.14.** S/he will make sure that all the members of the faculty submits her/his API (Academic Performance Index) score report with related evidence as customized for this institution in November and May, every year.
- 16.1.15.** S/he is responsible to assess the staff requirements of the college and give proposals to the management for the appointment of adequate and qualified staff and make best use of the appointed staff by allotting proper duties to them and to ensure that the staff gets sufficient in- service training. S/he is responsible to encourage the professional development of the staff qualitatively, both in teaching and research, by prescribing proper FDPs in-campus, online and training in other eminent institutions, to the staff appropriate to their syllabus and caliber and ensure their realization.
- 16.1.16.** It is her /his responsibility to maintain a high morale and discipline among the staff through appropriate motivation programmes, reinforcements and fair treatment of all. He/she should ensure that a culture of democratic decision making, subsidiary is in place, encouraging everyone to develop their career, skills and personality and giving fair chance to take up appropriate

responsibilities and leadership which can go a long way in keeping the morale of the staff high.

- 16.1.17.** It is her /his responsibility to evolve the job description for each category of staff and to establish rules and procedures for each department. S/he will initiate every new member of the staff to her/ his job and to the code of conduct, the work culture of the College and the expectations of the management.
- 16.1.18.** With the help of the Vice Principal, IQAC and HoDs, s/he will supervise the work efficiency of the staff both teaching and non-teaching. In view of this and to coordinate all the activities, regular meetings with the HODs, other staff and with the faculty advisors of various associations shall be held and reports shall be submitted to the chairman regularly.
- 16.1.19.** At the end of every academic year, s/he will get the requirements of each department from the HoDs and of the different sections of the college and scrutinize gravity of these requirements and place them before the chairman with her/his comments for the allocation of appropriate funds for the respective purposes and that supplies are made when required.
- 16.1.20.** S/he will make sure that all the departments and sections of the college develop equally in quality, equipment and infrastructure, avoiding imbalanced growth of one or few departments or sections.
- 16.1.21.** The Principal is responsible to lead and coordinate all the committees, cells and clubs pertaining to the curricular, co-curricular and extra-curricular activities of the college to their maximum efficiency for the best development of the students of the college.
- 16.1.22.** The Principal should make sure that the records of all the alumni are up-to-date and systematic alumni meetings are arranged periodically as departmental chapters and city chapters and annually as college general body.
- 16.1.23.** In the month of March of every year, s/he will finalize programmes for the curricular, co-curricular and extracurricular activities for the upcoming academic year and propose a budget for the same and get it approved by the Chairman.
- 16.1.24.** S/he is authorized to sanction Casual Leave and grant permissions.
- 16.1.25.** S/he has an overall responsibility for the safety and upkeep of all the assets of the College.
- 16.1.26.** S/he will prepare the annual report of the institution and place it in the Governing Council of the college for approval.
- 16.1.27.** S/he is responsible for keeping a college diary of all the events of the college and to develop an archive, with all the documents and media evidence.

- 16.1.28.** S/he is responsible for organizing and conducting the Parents-Teachers interaction meeting at different levels with the assistance of the HoDs and faculty and to get the feedback from the students.
- 16.1.29.** S/he is responsible to make sure that every department of the college conducts at least one national and international conference every year.
- 16.1.30.** S/he will be the president of IQAC and so has the responsibility to lead and motivate all to achieve excellence and s/he is responsible to efficiently guide the IQAC towards systematically keeping all the records and files and to present them to the authorities.
- 16.1.31.** S/he has to strictly observe all the rules of the government/university in all academic matters and cases of exemption should be brought to the notice of the chairman for guidance.
- 16.1.32.** S/he shall take effective initiatives to develop innovative researches among the staff and students, making sure that the researches fructify into funded projects, life-enhancing patentable products and ensuring a place of global eminence for the college. Applying for at least one patent every year from each department should be a realizable target.
- 16.1.33.** The Principal is to take potent initiatives for industry-institutional relationship. S/he is expected to get in touch with different industries and encourage the staff to do so, and to take efforts for setting up industry sponsored research laboratories and finding possible avenues for in-campus training and internships for the students which may facilitate updated technical training and placement opportunities to the students.
- 16.1.34.** One of the emerging areas the Principal has to focus on is collaboration with institutions of international repute, foreign and inland, paving way for collaborative research, students' exchange and chances of higher studies for the students of the institution. Signing up MoUs of long term relationships should be a priority.
- 16.1.35.** As a practical aid for the progression of the students, the Principal has to see that proper motivation and initiation is given to the students to write GATE, IES, IAS and other competitive exams by all the departments.
- 16.1.36.** The Principal has the duty to guide and encourage maximum placement for the students contacting different industries and institutions, facilitate training in skill development and arranging for in-campus and off-campus drives, with the aid of the Placement and Training cell.
- 16.1.37.** S/he will have regular briefing sessions at least once in a week with the chairman and submit a written report so that he may be kept informed of all the developments and may give necessary guidance.

- 16.1.38.** The Principal is responsible for arranging a weekly meeting of the Academic Administrative Body consisting of the chairman, Principal, Vice Principal, Dean and IQAC Coordinator. Activities of the college will be evaluated and planned in this meeting for the smooth running of the college and the execution of the decisions of the Governing Council.
- 16.1.39.** The Principal is duty bound to lead the institution, with the help of the IQAC and other sections of the college, in the preparation for accreditation (NAAC, NBA and others) and in preparing and presenting regular reports to the accrediting agencies in time. It is expected that s/he should ensure that at least half of the departments of the college remain NBA accredited.
- 16.1.40.** As the academic head of the institution, s/he is to direct and guide the college office personnel and other non-teaching staff and monitor their services in their respective areas for the efficient running of the institution in consonance with the chairman.
- 16.1.41.** The Principal is responsible for the dissemination of the dictates of the manual and the relevant decisions of the Governing Council and the administrative meetings, to the concerned staff and students, for the strict adherence to them.

16.2. VICE-PRINCIPAL

The management, when it deems necessary, appoints a Vice-Principal to the college to assist the Principal in the healthy administration of the college.

- 16.2.1.** The Vice-Principal acts with the administrative powers of the Principal in the absence of the Principal.
- 16.2.2.** The Principal, with the approval of the management, shares some of her/his responsibilities with the Vice-Principal and puts her/him in charge of some sections of the activities in the practical running of the college. The Vice-Principal always works in close association with the Principal.

16.3. IQAC COORDINATOR

IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the staff, in accordance with the guidance and direction of the chairman and in consonance with the vision, mission, and quality policy of the institution.

The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, ABET, etc.

- 16.3.1.** S/he has an affable relationship with the management, principal and all teaching and non- teaching staff members of the institution and is ready to interact with the people in the institution without any reluctance or reservation.
- 16.3.2.** S/he introduces high standard benchmarks and good practices and inspires the personnel of the institution and the students to rise up to realize such high standards.
- 16.3.3.** S/he shall direct, guide and monitor the efficient functioning of the IQAC cell in accordance with the guidelines prescribed by the relevant agencies, with which she/he should be thorough.
- 16.3.4.** S/he prepares the minutes of the IQAC meetings, and places the report in the next meeting. s/he also places the compliance report of the decision taken in the IQAC and uploads them in the website.
- 16.3.5.** It is her/his duty to upload the annual quality assurance reports (AQAR) related to the achievements of the institution through the implementation of the plans, strategies and decisions for the quality improvement of the college in the college website and send the same to the NAAC.
- 16.3.6.** S/he ensures the relevance, necessity and quality of the enrichment programs, value added courses and research efforts that the faculty arranges.
- 16.3.7.** S/he ensures that the academic and administrative activities of the institution are timely, efficient and progressive and organizes these effectively for the best outcome.
- 16.3.8.** S/he evolves mechanisms and procedures for the reliability and integrity of evaluation processes.
- 16.3.9.** S/he submits timely reports and gets proper guidance and direction from the chairman and efficiently arranges for the adequacy, maintenance and functioning of all the support structures and services of the institution by periodical audits and by responding to feedback.
- 16.3.10.** S/he plans necessary strategies and activities to implement the quality benchmarks/parameters, approved by the management, for various academic and administrative activities together with the Principal, Deans and HoDs and others who head different sections and groups of the college.
- 16.3.11.** S/he endeavors diligently, to create a facilitative learner-centric environment, conducive to quality education for knowledge acquisition, skill development, research and creation of innovative products.
- 16.3.12.** S/he arranges for regular and systematic feedback about different aspects and activities of the college from all the stakeholders of the institution and other related agencies including industries and educational experts.

- 16.3.13.** S/he assiduously collects and codifies feedback for analysis, arranges analysis meetings and brings the findings to the notice of the authorities of the institution for responsive action for quality improvement.
- 16.3.14.** S/he is responsible for arranging proper documentation and recording of all the programs and activities of the college and developing standard filing systems at various levels of the college.
- 16.3.15.** S/he helps the Principal in enhancing the institution into a nodal agency to qualify and equip itself to impart quality related programmes to other agencies or institutions.
- 16.3.16.** S/he oversees the development, maintenance and updating of the institutional database through MIS (Management Information System), so that every data pertaining to the institutional activities are registered and recorded.
- 16.3.17.** S/he is responsible to develop and put into practice quality campus culture and intellectual habits with innovative and value based best practices for the integral development of the students and the eminence of the institution.
- 16.3.18.** S/he develops and keeps a dynamic and responsive system for quality changes in the institution, by regularly accessing the benchmarks and directions given by the concerned agencies of assessment and accreditation in their websites and other modes of communication.
- 16.3.19.** On the whole, the primary task of the IQAC and its Coordinator is to be a catalyst of quality development and to establish a dynamic system for conscious, consistent and continuous improvement in the overall performance of the institution.

DEAN

- 16.3.20.** When the management deems it proper and necessary for the efficient running of the college, it appoints Deans, putting them responsible over certain areas of activities of the college, clearly prescribing their duties and responsibilities. They will carry out their duties in close association with the Principal and the chairman, wielding a respectable place above the HoDs in the chain of authorities.

HEAD OF THE DEPARTMENT (HOD)

- 16.3.21.** The Head of Department is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal. This includes curricular, co-curricular and extra-curricular activities besides the IQAC requirements.
- 16.3.22.** HoD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field of engineering and in furtherance of the vision, mission and objectives of the college, and

communicates it to the staff and students of the department.

- 16.3.23.** Prior to the beginning of each academic year, the HoD, in association with the Principal and with the assistance of the faculty of her/his department, considering the annual objectives given by the management, sets targets for the year, finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.
- 16.3.24.** S/he places the requirements regarding the manpower, equipment, space and other needs before the Principal well in time.
- 16.3.25.** S/he submits the proposals for Industrial Visits and Study Tour (in the case of fourth year students) to the chairman with the permission of the Principal at the beginning of each semester for approval.
- 16.3.26.** S/he, in collaboration with the staff of the department, places proposals for new additional courses, value added courses, enrichment courses etc., based on the reports of systematic feedback from the stakeholders and proper need analysis, to the chairman through the Principal in the beginning of every academic year.
- 16.3.27.** S/he shall follow the procedures prescribed by the College for the purchase of goods and equipment for her/ his department.
- 16.3.28.** Once the goods and equipment are delivered s/he has to ensure that they are in accordance to the description and specification of the PO (Purchase Order), and that they are taken charge of and entered in the stock registers; after completing all such formalities, arrangement is to be made for the settlement of the bills.
- 16.3.29.** S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.
- 16.3.30.** It is her/his responsibility to allocate duty to the staff and set the timetable.
- 16.3.31.** S/he is responsible for students' attendance, granting OD and leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.
- 16.3.32.** S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, and that coaching for the slow-learners, student mentoring and counseling, monthly periodic tests, industrial visits, in-plant training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.
- 16.3.33.** The HoD has the responsibility to review the performance of each staff of her/his department, teaching and non-teaching, with regard to their curricular, co-curricular and extra-curricular activities and report of her/his effectiveness and deficiencies to the Principal and chairman, in that order, time

to time and submit a confidential written report at the end of each semester in the format prescribed with due explanations.

- 16.3.34.** The HoD has the responsibility to orient and integrate the new staff appointed in the respective department and to counsel and guide those staff, especially those who have deficiencies in communication skills or controlling classes for improvement.
- 16.3.35.** In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate and creative teaching methods are followed with ICT usage, and to make sure that the students understand the concepts, find avenues for new researches and get inspirations to apply what they learn innovatively.
- 16.3.36.** It is the duty of the HoD to see that all the laboratories connected to the department are well maintained and equipment are systematically displayed, and experiments are conducted for the full benefit of the students, and the personnel involved are faithful to their duties.
- 16.3.37.** It is the duty of the HoD to analyze the examination and internal tests results with the staff of her/his department, and to initiate appropriate corrective strategies, with the guidance of the Principal, to attain the achievement targets set for the department. Result analysis should be done with the students too, to get their cooperation for better results.
- 16.3.38.** It is her/his duty to ensure the discipline of the staff and students in the department. When necessary s/he will refer cases to the Principal to be dealt with. (Discipline in the sense of 1. following the rules and code of conduct of the institution and not causing any disturbance in the smooth running of the institution and its system, 2. general conduct and performance of duties in genuine commitment, with proper manners, and positive ethical, moral and professional standards, 3. having single focus to the meritorious achievement of the purpose of being part of the institution, in line with its vision and mission).
- 16.3.39.** S/he brings to the notice of the Principal the status of the achievement and discipline of the students of her/his Department periodically, and gets guidance for their improvement.
- 16.3.40.** All official communications related to his/her department are routed through the HoD.
- 16.3.41.** S/he conducts faculty and other related meetings regularly and decisions are taken with due democratic consultation and are recorded systematically.
- 16.3.42.** It is the duty of the HoD to systematically keep all the registers, files, decisions and data with proper cataloging and index, connected to the activities of the department and ensure that they are kept up-to-date and complete.

- 16.3.43.** The HoD is responsible to ensure the total cooperation of her/his department to the IQAC and its efforts to evaluate the teaching quality of the faculty, following its guidance and giving all the data required by it in proper format.
- 16.3.44.** The HoD is duty bound to take efforts to bring in endowments, sponsorships with the help of the staff of the department to assure the quality and sustainable growth of the department.
- 16.3.45.** The HoD is duty bound to arrange for proper growth of the department in industry-institution relationship, in-plant training of students, internships, placement and training services, and to arrange for MoUs and long term agreements to that effect with relevant institutions and industries with the cooperation of the departmental staff.
- 16.3.46.** The HoD is duty bound to work for the growth of research, publications, attainment of patents, preparing and sending projects for funding, consultancy services etc. with the cooperation of the departmental staff.
- 16.3.47.** The HoD has the duty of arranging regular parent-teachers interaction meetings in consultation with the principal and promoting cooperation of the parents for the academic success and professional formation of the students.
- 16.3.48.** The HoD has the duty of having a systematic record of all the alumni and their present status, and for arranging regular departmental alumni meetings, especially summer meetings and encouraging all the alumni to attend the annual alumni meetings.
- 16.3.49.** The HoD takes creative efforts for the development of quality innovations and best practices in the activities of the department.
- 16.3.50.** S/he will keep the Principal informed of all the important happenings in the department, and at the same time, inform all the staff of her/his department, and if necessary the students too, all the communications given by the Principal and relevant decisions of the management
- 16.3.51.** It is the duty of the HoD to see that the department satisfies the best standards and criteria of accreditation bodies such as NAAC and NBA.
- 16.3.52.** S/he will hand over charges with all the keys, documents, registers and files to the person appointed by the management to replace her/him as HoD forthwith, as per the rotation policy of the college.
- 16.3.53.** S/he is duty-bound to undertake any other duty pertained to the vision and mission of the institution that may be assigned to her/him by the management or by the Principal.
- 16.3.54.** The management, when it deems necessary, may appoint assistant HoDs and persons for other responsibilities, to share the responsibilities of the HoD, for the quality administration of the department.

16.4. TEACHING STAFF

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. They are primarily responsible for the all-round growth of the students of the institution with optimal knowledge, practical skills, highest research caliber, with healthy personality, social principles, values and civility, who serve the society finding a worthy place in the job market or academics or as an entrepreneur.

Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques, that students have mastery over the subjects and are inspired for further search for knowledge, initiate innovative research, practical application for the enhancement of the society. Teachers are to be masters, guides, mentors and leaders and well respected significant other in the life of the students.

- 16.4.1.** It is only through advanced preparation that the teachers can perform their job efficiently. In view of this the teachers have to prepare themselves by reading books, periodicals, journals to improve their own knowledge and understanding. They should attend all the training programmes organized by the College.
- 16.4.2.** The teachers prepare the course files according to the framework given by the IQAC and best practices of teaching and get them approved even before the beginning of the course and the framework has to be communicated to the students, so that the students also prepare themselves for classes.
- 16.4.3.** Preparation of classes should be done sufficiently in advance, since there may be unexpected demands from the authorities on their free time on the College campus. Remote preparation for the classes is to be done outside the College hours.
- 16.4.4.** Teachers are expected to follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and make sure the expected outcomes are realized in the students.
- 16.4.5.** Teachers are expected to present themselves for Teaching – Learning evaluation as directed by the management and to take the comments given by way of evaluation seriously and keep improving their teaching methods and pedagogy accordingly.
- 16.4.6.** Teachers are expected to be constantly evolving as good teachers and strengthen their teaching by using the various e-materials available in our college and arranging for enrichment programs, which are to be mentioned in the

course-file itself.

- 16.4.7.** Teachers have to keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
- 16.4.8.** Teachers have to get continuous feedback from their students about all the attributes and functions of a good teacher, and especially to evaluate attainment of COs and POs.
- 16.4.9.** Teachers are to follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Class Quiz, Assignments, Mini-projects, Class tests etc. The centralized internal examinations, with the practice of preparing two sets of questions, strict evaluation is to be adhered faithfully.
- 16.4.10.** Teachers are duty bound to identify the caliber of the students well in time and plan and execute special strategies for slow-learners, gifted students and average students, that they achieve their maximum in the examinations and other areas bringing laurels to the institution.
- 16.4.11.** They are expected to serve as class-coordinators whenever such responsibility is given to them. She/he will convene the class committee meetings regularly to assess the teaching quality of the teachers handling concerned classes, the learning levels of the students, the teaching pedagogy to be improved and the other requirements of the students for further improvement of the teaching-learning process.
- 16.4.12.** It is the responsibility of every teacher to equip her/himself by being up-to-date in their field and familiarize her/himself with new teaching methods, proper usage of ICT and research methodology by attending appropriate FDPs and online certificate courses.
- 16.4.13.** It is mandatory that all the teaching staff who have completed PhD should obtain guide-ship and guide PhD candidates as it is an important service one expert can do to society and to the scientific field.
- 16.4.14.** The faculty members who guide PhD candidates are expected to guide only the students admitted by the college. They are to inform and get permission from the chairman, whenever they serve as co-guides with staff belonging to other institutions. They are expected to keep the highest academic and ethical standards in line with the vision and mission of the college, avoiding all the unhealthy practices frowned upon by the scientific community. A copy of the dissertation or thesis of the research students should be submitted to the college at the completion of the degree.
- 16.4.15.** All the teaching staff is expected to keep doing innovative research in their respective areas of interest, publish quality articles, and come out with products

worthy of patents so as to maintain a healthy scientific research ambiance in the college.

- 16.4.16.** Collaborative research is encouraged among the faculty members by way of developing research groups among the faculty with similar interests. Research collaboration could be also inter-disciplinary, with professors from other departments, other colleges and universities inland and abroad.
- 16.4.17.** The researchers are to be abreast with the expectations of various research funding agencies, government or private, prepare and send innovative and viable projects consistent to their priorities and send them for funding.
- 16.4.18.** The teaching staff is expected to inspire the students to involve in research, projects for social emancipation showing the social relevance of their subjects and possibilities for socially relevant innovations.
- 16.4.19.** It is the responsibility of the teachers who teach particular subjects to guide and monitor the students so that they practically understand the concepts by doing proper experiments in the lab and initiate new research projects and it would be a matter of appreciation if many students take up course projects in their particular subject.
- 16.4.20.** The teaching staff who are in-charge of laboratories are duty bound to faithfully conduct in person all the experiments prescribed in the syllabus and those deemed necessary for the full understanding of the subjects. They are also responsible to manage the non teaching staff related to the particular lab, so as to ensure the systematic maintenance of the lab and the equipment therein, cleanliness of the lab and its surroundings, etc.
- 16.4.21.** It is the responsibility of the teaching staff to get feedback from the stakeholders like industries and alumni about the current curriculum and add additional syllabus (at least 20%) from recent developments in the field and suggest revisions in the curriculum to the university.
- 16.4.22.** It is the responsibility of the teaching staff primarily to look for industries for internship and in-plant training for the students in their particular areas of study and encourage the students to do their mandatory projects in such areas. They are expected to be in good rapport with at least few standard companies connected to their areas of study.
- 16.4.23.** The teaching staff is expected to develop long-term understanding with industries and institutions by arranging for MoUs and contribute to the development of the department by soliciting endowments.
- 16.4.24.** All the members of the teaching staff are expected to serve as mentors also.
- 16.4.25.** A good relationship with the parents will help the teaching staff in their commitment to the students. For this reason, the teachers should see that all the

parents are kept informed of the performance and conduct of the students. They should attend the parent-teacher interaction meetings arranged by the department without fail.

- 16.4.26.** The teachers have to make every effort so that the pass percentage is very high worthy of an eminent institution and the number of rank holders is increased. Talented and gifted students should be identified, motivated and assisted with special strategies and programs to encourage creative achievements besides to get high ranks in the examinations.
- 16.4.27.** The teachers are expected to take up value education classes to the students where the syllabus and pedagogy proposed for this purpose by the college could be used.
- 16.4.28.** The teachers are expected to be mature and courteous in their behavior and exhibit excellent manners worthy of their profession as they relate with other staff and with the students, and to follow the dress code of the college.
- 16.4.29.** The teachers have to be role models to the students. The students should be able to imbibe the culture of study and research from them. The students should find their teachers as guides, counselors and well-wishers. The teachers should also set a good example in good manners both in word and action. The teachers should be highly impartial and should also be seen to be impartial. Any penalizing out of feeling of hurt or vengeance is out of place. Public humiliation by word or action, and disparaging remarks do not go with the role of the teachers.
- 16.4.30.** It is the responsibility of the teaching staff to ensure proper discipline and control in the class.
- 16.4.31.** They have to mark and feed the attendance into the respective automation system of the college. Attendance should be monitored and cases of irregularity should be brought to the notice of the HOD and appropriate follow-up measures are to be taken. If they are not satisfied with the measures taken by the HOD, the Principal and the chairman should be alerted in that order.
- 16.4.32.** The teacher should be strict in the class but at the same time establish cordial rapport with the students so that strictness does not hinder an interactive approach and accessibility to the teacher or dissuade the students from getting their doubts clarified.
- 16.4.33.** In case of miss-behavior of students in the class they should be personally counseled and the mentor should be informed. If still the misbehavior persists the matter should be taken to the HOD and the Principal in that order.
- 16.4.34.** The teaching staff in charge of the particular laboratory, are responsible for maintaining the usage register and stock register of lab equipment/ furniture, consumable stock register and breakage register etc. in the laboratory and

workshop.

- 16.4.35.** They are responsible to assess the annual requirements of the materials and other needs of the particular lab and communicate the same in proper format to the HoD with necessary specifications and details and justify the essentiality of the requirement.
- 16.4.36.** The teaching staff is responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises. They shall generously take up responsibilities given by the principal in this regard and cooperate with all the programmes of the various associations.
- 16.4.37.** They shall give sincere co-operation for conducting industrial visits, placement training, in- plant training, educational tours, conferences, symposia etc.
- 16.4.38.** All the teaching faculty who guide students for assignments and projects should see that every student does her/his projects and assignments on their own, with the help of her/ his guide. Getting inauthentic outside help is totally prohibited.
- 16.4.39.** They regularly enter genuine and complete data into the automation systems of the college as expected from them within the stipulated time, and submit reports expected of them likewise.
- 16.4.40.** They are expected to present their API scores with evidential documents and show the quality of their continuous improvement and fidelity to their profession in the month of May every year.
- 16.4.41.** They shall come forward with new proposals and suggestions for the improvement of the department. They shall suggest books, journals and AV (Audio-Visual) materials of good quality essential for the College to maintain its standard.
- 16.4.42.** In the class and outside they shall always speak in English and they shall see to it that the students do the same so that their mastery in the language and communication skills will enable them to be competitive in the job market.

16.5. MENTOR

- 16.5.1.** Mentors are the local guardians of the students in the College. They will continue to guide the students they are in charge of, till the students leave the College.
- 16.5.2.** Mentors are to regularly meet the students under their care, develop a quality professional rapport, get to know their strengths and weaknesses with regard to their studies and personality, understand their family and cultural backgrounds, and to assist them for their optimal development.

- 16.5.3.** Accepting the uniqueness of every student unconditionally, with a conviction that every student can achieve great things, they sit with the students empathetically and assist them to know themselves (their assets and liabilities), and plan with them strategies for the successful completion of the course and a rewarding professional life in the future in the very beginning of their studies in this college.
- 16.5.4.** The Mentors take keen interest to meet the students under their care to understand whether they are comfortable with the teaching in the beginning of the semester, encourage them before the examinations, assess their achievements after the internal exams and plan strategies for improvement, etc.
- 16.5.5.** Mentors are to identify the problems as regards to the students' learning and the development of their personality and counsel them and suggest strategies appropriately so that they can get over the problems easily.
- 16.5.6.** They have the responsibility to refer students for professional counseling and healthcare when they deem it necessary and bring to the notice of the Principal or chairman if they come across serious issues that need special attention.
- 16.5.7.** They will be faithful to the best practices of mentorship, keep up the ethical and professional standards of a mentor, like keeping confidentiality, respecting privacy, practice of informed consent, decent professional relationship, unprejudiced approach, non-manipulation of the relationship and privileged information they come across for their advantage.
- 16.5.8.** They will collect leave letters and monitor attendance in the class.
- 16.5.9.** They will monitor the progress of the students by making note of the marks scored in the internal tests and university exams, help the HoD to communicate them to the parents of the students and counsel the students to ensure improvement.
- 16.5.10.** They will mention in the faculty meetings the general problems they come across among the students (without divulging personal matters in any way) and help to evolve appropriate remedies.
- 16.5.11.** They will collect general feedback from the teachers concerning their wards and advise the latter accordingly.
- 16.5.12.** If after repeated counseling no improvement is seen in a student, especially in their academic achievements and discipline, the matter must be brought to the knowledge of higher authorities.
- 16.5.13.** Mentors are to submit or upload regular reports about their service in the proper format given, without divulging any privileged information.
- 16.5.14.** Mentors will maintain the Student Records with necessary provisions for

confidentiality.

16.6. DIRECTOR OF PHYSICAL EDUCATION

- 16.6.1.** Physical education being an important aspect of the formation of students and their character building, the Director of Physical Education, together with her/his colleagues, shall devise ways and means by which the students will take interest in physical training, sports and games and the talented ones should be encouraged and motivated to become sports persons of repute.
- 16.6.2.** The physical education schedule/programme will be guided by the requirements of the university and the national sports organization, the goals set by the management and the specific needs of the students of the College.
- 16.6.3.** Guided by the above s/he shall prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view of incorporating physical exercises in their schedule.
- 16.6.4.** S/he will lead the Sports Committee set up by the college and its activities. S/he will also start appropriate clubs for different sports and games to encourage involvement of the students and the staff.
- 16.6.5.** S/he shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sports skills.
- 16.6.6.** S/he shall evolve long-term plans so that the College has all the necessary infrastructural facilities for sports and games. Based on this plan s/he shall assist the management to allocate sufficient funds and take steps to realize them. S/he also sees that all the facilities available for the development of physical health in the college (like the Gym etc.) are made best use for the benefit of the students. S/he shall give his/her whole hearted assistance in implementing all the physical education and sports schemes of the college.
- 16.6.7.** At the beginning of every year s/he shall prepare a budget for that year and with due approval from the concerned authority utilize the funds.
- 16.6.8.** The students with sports talents should be identified at the earliest and formed into teams. Special coaching is to be given so that the College may attain excellence in the field of sports and games.
- 16.6.9.** Without seriously affecting their academic career the sportsmen/sportswomen should be taken to as many competitions as possible.
- 16.6.10.** S/he shall attend all important sports meetings so that the College is in the sports/games stream.
- 16.6.11.** S/he shall maintain attendance and program registers for physical education

activities and shall maintain a stock register of all items of sports and games and is responsible for their safe custody.

- 16.6.12.** S/he is responsible for the clean and appropriate maintenance of all the sports facilities of the college, grounds, indoor stadia, gym etc.
- 16.6.13.** S/he shall organize and conduct the annual College sports meet.
- 16.6.14.** S/he shall furnish a semester-wise report of his/her department to the chairman through the Principal.
- 16.6.15.** Student discipline is a special responsibility given to him/her presently. Under the guidance and direction of the Principal and in assistance to the discipline committee of the college, s/he shall supervise discipline on the campus. Though the Principal, HoDs, Teachers and especially the Discipline Committee are responsible for maintaining discipline, s/he shall assist them to monitor the irregularities of the students, including, late arrivals and early departures, without uniform, misbehavior with co-students of both gender, ragging, eve-teasing, debunking of classes, damaging College property, groupism and conflict among students etc.
- 16.6.16.** S/he will inform of these aberrations to appropriate authorities and deal with them.
- 16.6.17.** S/he will be a member of the disciplinary committee of the College.

16.7. LIBRARIAN

- 16.7.1.** Library is the storehouse of knowledge and the most important department of the College. It is there that the students and staff update their knowledge and get new inspiration.
- 16.7.2.** The Librarian is responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.
- 16.7.3.** The Librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate numbers lest the students and staff should feel handicapped.
- 16.7.4.** Every year, at the beginning of the even semester, s/he should consult all the HoDs and prepare a list of books and journals, and other relevant digital and e-materials which are necessary for handling subjects in the following year, discuss the needs in the Library Development Committee to finalize and submit them in the month of January to the chairman through the Principal for

procurement.

- 16.7.5.** S/he shall also see that enough books and other materials are available for the holistic development of the students, especially inspirational books on value based life, personality development, entrepreneurship, social involvement, spirituality etc., together with books on modern and classical literature and materials from other fields that enrich the young minds. S/he shall prepare a budget for the library every year in the month of February taking into account the various needs of the library such as resource materials, infrastructure, and facilities including maintenance and present it to the chairman through proper channel.
- 16.7.6.** The Librarian shall be responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together with the computers, media equipment, furniture and fittings in the library and reading room.
- 16.7.7.** The Librarian shall clearly explain to the staff and the students the classification system being used in the library and the way to find out books using the automated system, and have explicit posters explaining these for all to see.
- 16.7.8.** Numbering the books and other materials according to the classification system, with Bar Coding and OPAC is the sole responsibility of the Librarian. It is also her/his responsibility to see that the books are kept in their right place, subject-wise according to the classification system, with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.
- 16.7.9.** The Librarian shall distinctly provide special sections in the library, such as reference section from where books cannot be lent out, journal section, reading launch, reprography, computers and audiovisual section for referring e-journals, new arrivals section where new arrivals are exhibited etc.
- 16.7.10.** The Librarian is responsible for the maintenance of proper accession register, stock register, issue register, library tickets, automated system and other records necessary and for keeping them always up-to-date.
- 16.7.11.** S/he shall maintain a Master Library Register as well as subject wise register. A Master register should contain the price of each book as is available in the copy of the invoice received along with the goods received note. The Master Library Register contains the following columns.
 - a. Sl. No (Access No)
 - b. Book No
 - c. Title of the Book
 - d. Author's Name

- e. Vol.& Edition
- f. Name of Publishers
- g. Price & Date of Purchase
- h. Remarks

- 16.7.12.** The registers maintained subject-wise shall contain all particulars as are in the Master Register excepting the price of the books. The total number of books as per the Master Register shall tally with the subject-wise registers.
- 16.7.13.** S/he shall keep in his/her custody a copy of the price list of all books bought.
- 16.7.14.** As a part of her/his responsibility to develop the library, s/he shall take efforts to solicit donations of books and other materials that are needed for the students and the library, issue receipt certificates with the signature of the chairman to the donors and keep a distinct register for donated materials and books with donor details.
- 16.7.15.** S/he shall ensure that no book goes out of the library without making an entry into the concerned register & computer and getting an acknowledgement. While issuing the books the tickets will be collected and kept along with the title card.
- 16.7.16.** S/he shall monitor that the books are returned on schedule. When there is unreasonable delay, the matter should be taken up with the HoD and the Principal in that order.
- 16.7.17.** S/he shall collect a fine as fixed by the management for belated return of books and settle accounts every month.
- 16.7.18.** If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
- 16.7.19.** S/he shall never allow anyone to replace the books once pulled out.
- 16.7.20.** S/he shall maintain all files pertained to the library properly.
- 16.7.21.** S/he shall ensure that no student has library dues at the end of every year and that Course Completion Certificate or any other certificates are not issued at the end of the Course for the students with library dues.
- 16.7.22.** S/he shall not issue books after the release of hall tickets.
- 16.7.23.** S/he shall properly enter and number of all magazines/ newspapers subscribed or received free in a register and delete from the register those sent for sale, without being bound, as waste paper.
- 16.7.24.** It is the responsibility of the librarian to develop the reading habit of the students and provide them with all assistance to do their study and research in the library.

- 16.7.25.** S/he shall collect important news items appearing in newspapers/ magazines and display them for the benefit of the staff and students and arrange them subject wise and get them bound and keep them available to those who need them.
- 16.7.26.** S/he shall collect all the issues of the important periodicals and journals yearly, as suggested by the departments, and get them bound and make them available as back volumes.
- 16.7.27.** S/he shall in consultation with the HODs and in coordination with the Principal arrange the library hours and monitor whether the departments make good use of them.
- 16.7.28.** It is his/her responsibility to keep the library open at least one hour before and two hours after the College hours and during intervals and during holidays. The duty hours of the library staff including the librarian shall accordingly be arranged in collaboration with the Principal and with the approval of the chairman.
- 16.7.29.** Maintaining discipline in the library is his/her responsibility. Only during the library hours the staff deputed from the department will assist him/ her in this regard.
- 16.7.30.** The librarian is expected to be in the library during the working hours and a movement register is to be maintained to note the absence of the librarian and other library staff. In her/his absence or leave, s/he is to give the charges to the assistant librarian.

16.8. PLACEMENT OFFICER

- 16.8.1.** The placement officer arranges maximum possible placements for the students of the College. This s/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.
- 16.8.2.** S/he arranges in and off campus interviews and assists the departments in arranging in-plant training and internships for the students.

16.9. CAMPUS MANAGER

- 16.9.1.** S/he assesses every student even from the first year onwards and develops a consultation with the chairman and Principal to properly organize the office and allocate duties among the office staff in such a way that s/he can take full responsibility for the smooth and efficient functioning of the office.
- 16.9.2.** It is her/his responsibility to ensure the smooth functioning of the systems and the correct adoption of the procedures in the office.
- 16.9.3.** Though the the office in consultation with the chairman in all administrative, academic and financial affairs, s/he takes instructions on

academic matters from the Principal and on financial matters from the Manager.

- 16.9.4.** S/he is to be up-to-date with all the rules and regulations of the Government, University, the AICTE and other related agencies and has to give appropriate guidance when required.
- 16.9.5.** S/he is held responsible for the correctness of payments, the dispatch of letters, the distribution of letters received, putting up of files etc.
- 16.9.6.** S/he is to hold the responsibilities of PRO (Public Relations Officer), in the absence of the PRO.
- 16.9.7.** S/he organizes the procurement, semester indents, annual stock verification and disposal of unserviceable articles and stores items/ records in consultation with the Principal.
- 16.9.8.** It is the duty of the Office Superintendent to alert and remind the higher authorities whenever the activities of the office get delayed, missed or when they digress from the budget, policies etc.
- 16.9.9.** S/he must have full control over the office, furniture, stores and records and has the responsibility to keep them clean and safe systematically.
- 16.9.10.** S/he carries out any other duty assigned to her/ him by her/ his higher authorities.
- 16.9.11.** S/he shall be responsible for the discipline in the office. Violations should be brought to the notice of the Principal and chairman, in that order.

16.10. SYSTEM ADMINISTRATOR

- 16.10.1.** System Administrator is responsible for the upkeep, configuration, and reliable operation of computer systems, especially multi user computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.
- 16.10.2.** S/he ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and s/he performs all the duties proper to a system administrator regularly.
- 16.10.3.** In order to keep the systems under her/his care in optimum working condition, as guided by the management, s/he acquires, installs or upgrades the computer components and software within the limits of the budget.
- 16.10.4.** S/he is also responsible to keep up the security policies, troubleshoot and to give technical assistance for projects and training to the staff.
- 16.10.5.** System Administrator is responsible for the automation of all the

academic and administrative activities of the institution and to maintain them up-to-date and in optimum working condition.

16.10.6. He/she writes the necessary software for the automation of administration, practical, viable and secure and maintains them and modifies them whenever it is necessary. If need be s/he also suggests purchase of standard software to aid administration.

16.10.7. S/he is to secure summary statements of administrative activities weekly, monthly and yearly and submit all of them to the chairman, and give relevant reports to the Principal and Manager, for evaluation and further planning.

16.10.8. S/he is to make sure that the automation system is complete and up-to-date with relevant data and those who are responsible to upload data do so in time. Failures are to be brought to the notice of the authorities at the earliest.

16.10.9. S/he is responsible for the maintenance of the database of the college, college website and upload information about the important events into it and keep them updated regularly.

16.10.10. S/he is responsible for keeping backup for all the information and data in the automation system.

16.10.11. Automation of administrative activities and maintenance of website etc. are part of the task of the office and therefore the System Administrator is directly accountable to the Office Superintendent and her/his higher authorities.

16.11. OTHER ADMINISTRATIVE STAFF

16.11.1. The administrative staff of the College share the functioning of the Office, within the college and other sections of the office (ex: Exam Cell, IQAC etc.) each according to the job entrusted to her/her to the entire satisfaction of the management, and other relevant authorities.

16.11.2. Those who work within the office will be directly accountable to the Office Superintendent and those who work in other sections of the office will be accountable to their respective supervisors.

16.11.3. They are responsible for the full execution of the tasks entrusted to them as per the work allotment, alerting the appropriate authorities through the Office Superintendent on pending and urgent/scheduled matters and for taking necessary instructions from them.

16.11.4. It is their duty to complete the job within the stipulated time.

16.11.5. They are to carry out any work entrusted to them by their superiors.

16.12. RECEPTIONIST CUM TELEPHONE OPERATOR

- 16.12.1.** The receptionist cum telephone operator is the person encountered by anyone who approaches the college first and so s/he plays a very vital role in projecting a correct and positive image of the College.
- 16.12.2.** S/he keeps herself/himself fully informed of all necessary details about the College that a visitor or an enquirer has to be supplied with.
- 16.12.3.** S/he has to be courteous and considerate to all who need assistance and guide them with necessary details.
- 16.12.4.** S/he is totally responsible for the management of the intercom facility of the college. S/he takes all the incoming calls, courteously responds to them and gets messages from them, and if necessary connects them to the particular authority, first informing the authority about the caller.
- 16.12.5.** S/he shall pass on in time the incoming and outgoing messages correctly to the person the messages are meant to reach.
- 16.12.6.** S/he has to bring to the notice of the authorities about the visits or calls that are important or unusual.
- 16.12.7.** S/he keeps a record of all the visitors or callers (with their numbers) systematically and their purpose of approaching the institution.

16.13. LAB INSTRUCTOR/ COMPUTER OPERATOR/ SKILLED ASSISTANT/ LAB ASSISTANT.

- 16.13.1.** Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.
- 16.13.2.** S/he displays and demonstrates the practical methods to the students.
- 16.13.3.** S/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.
- 16.13.4.** S/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.
- 16.13.5.** S/he is responsible to keep the lab and the equipment ready for the practical experiments well in time as guided by the faculty member who conducts the experiment. S/he is also responsible to ensure that periodical calibration of

the sensitive machines and equipment are done following the schedules proper.

- 16.13.6.** In case of repairs, the same may be reported to the staff-in- charge.
- 16.13.7.** S/he is responsible for issuing and receiving the tools/kits and the materials for practical use.
- 16.13.8.** S/he is responsible for conservation of electricity and wholesome maintenance of the lab/s under her/his care. In case of breakages or loss she/he recommends suitable recovery of the cost through the staff in- charge (lab in-charge).
- 16.13.9.** S/he maintains logbooks for each machine/equipment with the particulars such as time run, maintenance carried out, break downs, replacements etc.
- 16.13.10.** S/he is responsible for student discipline in the workshop/lab.
- 16.13.11.** S/he keeps an inventory of all the materials of the laboratory and notes down the changes whenever materials are added or removed.
- 16.13.12.** S/he has to carry out any other duty that may be assigned by the staff/lab in-charge or any higher authorities.

16.14. LIBRARY ASSISTANT

- 16.14.1.** The library assistant will assist the librarian and the assistant librarian in the up-keep and functioning of the library so that the services of the library are maximized, and so follow their guidance and direction diligently.
- 16.14.2.** The Library Assistant is responsible for the opening and closing of the library on time and for keeping the racks, books and furniture clean.
- 16.14.3.** S/he is to carry out any duty entrusted to her/him by higher authorities.

16.15. OFFICE ASSISTANTS

- 16.15.1.** Office assistants are at the service of the office and the authority therein where they are allotted.
- 16.15.2.** They are responsible for the opening and closing of the office of their service, and for the cleanliness and up-keep of the particular office and places around. S/he assists the superior concerned in all the activities connected to maintaining the office and its files systematically in order.
- 16.15.3.** While working in the office of an authority, Office Assistants are to receive the visitors courteously, seat them in the right place and inform them to the authority and let them in with the permission of the authority.

- 16.15.4. They should be present in the place of service well in advance and leave the place only after the superior leaves.
- 16.15.5. They are also responsible for the mannered and appropriate hospitality, such as presenting with a tea, shown to the guests of the office he/she is serving in.
- 16.15.6. They are to carry out the instructions of the higher authorities.

16.16. TECHNICAL ASSISTANT

- 16.16.1. Technical assistants are those employees appointed, based on their technical qualifications or expertise, for the maintenance of the infrastructure of the college, such as electricians, plumbers, carpenters etc..
- 16.16.2. Technical assistants are to serve under the direction and guidance of the Estate Officer and other administrative authorities of the college.
- 16.16.3. They are duty bound to come and attend to the work given by the Estate Officer and other authorities of the management even on holidays and beyond duty hours, especially for repairs and rectification of conveniences and in urgent needs.

16.17. PERSONNEL IN TRANSPORT SERVICES

The Transport Services, in AVCE, consists of Bus Transit System to fetch the students to and fro between their home and the college, Diesel Bunk, Mechanical and Service Shed, and Driving School. The Transport Office of the college plans, directs and monitors all the transport services of the college, with the guidance of the Transport Committee of the Governing Council. The Transport Officer is put in charge to direct and monitor all the activities connected with Transport Services of the College, as guided by the Transport Cell, in consultation with and permission from the chairman.

16.17.1. TRANSPORT OFFICER

- 16.17.1.1. The Transport Officer is the person put in charge of the college transport services by the management, from among the staff or by special appointment, who will lead the Transport Cell of the college. S/he will organize, direct and monitor all the activities connected with Transport Services of the College. All the staff connected to the transport services will be accountable to her/him.
- 16.17.1.2. S/he will work in collaboration with the Transport Committee of the Governing Council, and get their approval for all the new and important decisions.

- 16.17.1.3.** S/he will be assisted by the Head Driver in all the activities of bus services and maintenance of the college vehicles.
- 16.17.1.4.** The Transport Officer is responsible to deal with situations that erupt, like in the case of an accident, getting guidance from the management.
- 16.17.1.5.** In the absence of the Transport Officer, the Head Driver, will be given her/his responsibilities by the management.
- 16.17.1.6.** S/he will represent the college to the Government offices and officers connected with the Transport Services of the College and all the dealings therewith.
- 16.17.1.7.** S/he regularly checks the logbooks and registers and stock registers connected with Transport Services and takes corrective measures when anomalies are found.
- 16.17.1.8.** S/he will facilitate buying and selling vehicles and other things as directed by concerned committees and the management.
- 16.17.1.9.** S/he regularly supervises the activities of the Driving school, Petrol Bunk, Mechanical shed and Service Station and reports to the management of notable issues.

16.17.2. HEAD DRIVER

- 16.17.2.1.** Head Driver allots routes and gives charge of particular buses to the drivers, and effects necessary reshuffles whenever necessary, so that the transport system works smoothly for the convenience of the students.
- 16.17.2.2.** It is the duty of the Head Driver to arrange alternative drivers whenever a driver goes on leave or is not able to drive for any other reason.
- 16.17.2.3.** The Head Driver is responsible to physically inspect every vehicle of the college daily, to find out casual damages and lapses in the regular maintenance, to report to the transport officer and arrange for proper upkeep.
- 16.17.2.4.** He is responsible to monitor the trip-sheet cum logbook and the maintenance sheet of the driver's every day and insists them to set things right if found wrong. If he is not satisfied he may report to the Transport Officer.
- 16.17.2.5.** It is his duty to preserve a register of maintenance schedules for all the vehicles of the college, such as oil change, insurance, tyre change, air and break checkup and especially annual FC and remind the transport committee in time about them and arrange for actions necessary with their permission.

16.17.2.6. He is responsible to immediately respond and attend to any untoward incidents/accidents, report to the Transport Officer, who in turn intimates to the management and transport committee and seek their guidance and if necessary to bring in legal advice or other helps, and manage and settle the situation on behalf of the college, that the students are safe and interests of the college are well protected. He, after proper permission from the authorities, has to make necessary arrangements for the purchase of standard materials and for the sale of scrap materials.

16.17.2.7. The Head Driver also works as a spare driver as when required. He will be specially called in for driving vehicles for special guests, management personnel, and Industrial Visits and Tours of the students; the bus specially set apart for Industrial Visits will be under his charge.

16.17.2.8. The Head Driver is also in charge of the Mechanical Shed and Service station. He monitors the clean and quality maintenance of the sheds and the instruments therein. He keeps a stock register of the instruments, machines and tools that belong to the college, being used there.

16.17.3. DRIVERS

16.17.3.1. Drivers bring the students from different parts of our district and beyond to the institution safely and in time, and bring them safely to wherever they travel for industrial visits, placement drives, study tours etc. They are the caretakers and custodians of the buses given in their charge

16.17.3.2. Drivers of the vehicles have to take full responsibility for whatever happens to the vehicle he is given charge of.

16.17.3.3. Drivers should be sufficiently ahead of time at the parking place to check the working condition of the vehicle.

16.17.3.4. Strict punctuality should be maintained by the drivers. Buses should be started on time and should reach the destinations too on time. They are expected to keep the stipulated time for each of the stops, as they take and drop students at different stops.

16.17.3.5. No one, except the authorized persons, should be allowed to accompany the bus to the night parking place or to board the bus from there.

16.17.3.6. Drivers should not have any private dealings with any student or staff or any one inside the campus.

16.17.3.7. Whenever drivers park the bus and leave it, the shutters should be closed and the doors locked.

16.17.3.8. Driver should maintain the logbook and trip-sheets wherein the details of

the trips and events including readings of the odometer, details of the attendance, and other happenings are noted. He should also carry out his duties of maintenance daily and faithfully and note it in the list given for supervision.

- 16.17.3.9.** The buses should be cleaned and kept ready for the following trip.
- 16.17.3.10.** If any mechanical and other defects are noticed in the bus it is the responsibility of the driver to draw the attention of the Transport Officer of it for setting them right, and if necessary, inform to the Manager and the chairman in that order, for it is the driver who will be held responsible for whatever defect in the vehicle that has not been attended to.
- 16.17.3.11.** Compensation will be claimed by the management from the driver in charge for any damages on the vehicle.
- 16.17.3.12.** As soon as the daily maintenance of the vehicle is over, all the regularized drivers should immediately report themselves to the work entrusted to them by the management to be carried out during the hours they don't drive college buses. They should be available there and should leave those places even on duty only after recording their movements in the register. The college can assign to the drivers other works also through the Office Superintendent and the Estate Officer whenever necessary.
- 16.17.3.13.** The driver can normally take any leave, including for emergencies, only after proper information to and permission of the Transport Officer who will forward the leave letter to the proper authority. For medical leave, proper leave letter should be submitted to the chairman through the Principal, forwarded by the Transport Officer.
- 16.17.3.14.** It is the responsibility of the driver to draw the attention of the Transport Officer about all the maintenance schedules, insurance, taxes, F.C. etc.
- 16.17.3.15.** Drivers are expected to keep a high standard of driving practices, being careful to follow the traffic rules, keeping the comfort of the passengers, i.e. the students in mind. Rough driving and speeding up are punishable offenses.
- 16.17.3.16.** While on duty the driver should always be in uniform with an identity card. They are expected to put on the identity card and be in uniform within the campus, on duty or otherwise.
- 16.17.3.17.** Regular checkups will be arranged by the Transport Committee of the Governing Council and the Transport Cell of the College, so as to ascertain the speed limits, traffic rules and driving etiquettes are maintained, besides for monitoring the unauthorized travels.

16.17.4. BUS MANAGER

16.17.4.1. Bus-managers are responsible for the smooth and disciplined journey of the students in the bus. He notes and reports regularly about the behavior and demeanors of those who journey in the bus to the Transport Cell.

16.17.4.2. All decisions about admitting students into the bus, checking their passes, etc. are the responsibility of the bus-manager. In cases of emergency he is allowed to admit students without pass and inform each case to the office about it.

16.17.4.3. It is his duty to help the driver in his driving, such as cautioning about the sides, cautioning over speeding, signaling as the driver takes the bus backwards, etc.

16.17.4.4. Bus-manager reaches the starting point in time and accompanies the driver to the last stop where the bus is parked.

16.17.5. DRIVING INSTRUCTOR

16.17.5.1. It is his duty to teach and train students who enroll themselves for driving practice in the national and international rules and give them proper and enough driving practice according to the necessary rules and take them to the RTO office for testing for license.

16.17.5.2. S/he should ensure the safety and security of the students, enrolled for driving practice, maintain proper registers required including attendance registers etc. and give to the Transport Cell for inspection.

16.17.5.3. Strict Discipline and Good Manners is expected from the Driving Instructors with regard to their behavior with the students, staff and the public.

16.17.5.4. Driving Instructors are responsible for the maintenance of the vehicles given in their care and the office, tools and the premises used for the driving school.

16.17.5.5. It is her/his responsibility for getting learning and driving licenses from the Government for those driving-students to satisfy the requirements for the same after enough practice.

16.18. SECURITY STAFF

16.18.1. Security personnel play an important supportive role in managing the campus, maintaining discipline and safeguarding the materials belonging to the college. They are to deal with people courteously and kindly with necessary

professional strictness.

- 16.18.2.** Security staff should be faithful to his stipulated duties and schedules and is to move from his place of duty only after the next one replaces him. Being absent to the duty, by finishing early, coming late and absenting himself during the duty hours are punishable offenses.
- 16.18.3.** Security personnel are responsible for regularizing the parking of the vehicles within the stipulated places and according to the instructions given by the Estate Officer and/or the higher authorities.
- 16.18.4.** It is the duty of the security personnel who occupy the two entrances to check and allow all the vehicles that come in and go out, and to note the registration plate numbers and the purposes faithfully and present the same to the Estate Officer for inspection regularly.
- 16.18.5.** They are not to allow unauthorized vehicles to enter into the campus, without permission from the concerned authorities; nor are they to allow any vehicles to go out of the campus without permission, and they are to immediately inform the Estate Officer of any aberrations or suspicious entries.
- 16.18.6.** All the cars, bikes and other vehicles that belong to the college and to the staff and students, are to be registered with the college and vehicles other than those are to get a special pass card to get into the college campus and which is to be returned as they go out.
- 16.18.7.** The security personnel should not allow any person or vehicle to carry materials from the college without prior express permission from the Estate Officer and other concerned authorities. Stringent action will be taken on the particular security staff if the college meets with any loss in such manner.
- 16.18.8.** The security personnel are not to have any personal relationship or understanding with the staff or students, or the hired workers of the college. If they are seen to deal with any person from inside or outside of the college other than professionally, their eligibility to continue to work in this college becomes questionable.
- 16.18.9.** The security personnel should not allow any student studying in the college out, across the gates without gate-pass duly signed by concerned authorities, or in the case of the staff without punching, during class hours. If they are met with resistance from any staff or student while carrying out such duties, they are to bring the incident and person to the notice of the Principal or the chairman at the earliest. They are duty-bound to report to the authorities if any staff, student, workers or outsiders get in or go out of the campus through other ways than the official gates.
- 16.18.10.** The security personnel are to be in full uniform given by the college during all the duty hours, and are to keep up their physical fitness appropriate for their

duties.

- 16.18.11.** They are responsible to check whether all the doors have been closed and lights and gadgets have been put off after the working hours and do the needful, and inform the authorities about the authorities.
- 16.18.12.** The particular security staff who is responsible for putting on and putting off the lights on the verandas and roads during the night hours, should take utmost care to conserve electricity. In the same way, the one who is in-charge of managing the water pumps should be careful to fill up the tanks with enough water in time and not to waste water and energy by way of overflows.

16.19. GARDENERS AND FARMERS

- 16.19.1.** It is the duty of the gardeners to create a serene and beautiful environment for study by developing green, beautiful, and blossoming gardens within the college campus. They work under the guidance of the Campus Manager.
- 16.19.2.** Only organic methods are to be used in the maintenance of the gardens and all the other kinds of farming within the campus.
- 16.19.3.** To keep the gardens blossoming, separate nurseries are to be maintained for developing seedlings that fresh and appropriate plantations could be done for every season.
- 16.19.4.** It is the duty of the gardeners to mow and shape the grass and other plants regularly.
- 16.19.5.** They should make enough arrangements to water the plants even on holidays, and manure them regularly so that the plants grow lush and green.
- 16.19.6.** Trees and border plants are to be planted along the sides of the roads and cultivation of rare herbals could be given importance.
- 16.19.7.** Whenever and wherever it is possible, coconut trees, palms, plantains, vegetable etc. are to be cultivated within the campus and the land that are given for the use of the college. Farmers, specially appointed for such purpose carry out such tasks.
- 16.19.8.** The personnel working in the garden are also in charge for the Botanical labeling of the trees and plants gracefully, and for the Green Audit of the Campus every year, and to keep up the carbon neutrality of the campus and for the maintenance of the water bodies within the campus.

16.20. OTHER BASIC STAFF (SWEEPERS AND SANITARY WORKERS)

- 16.20.1.** Those in-charge of keeping the premises and the sanitary arrangements clean are expected to arrive early enough and carry out the cleaning work in the place allotted to them well in advance.
- 16.20.2.** When they finish their work, they are responsible to get the signature from the staff responsible to monitor the specified place and arrangements.
- 16.20.3.** They are to work under the guidance and instruction of the Campus Manager and the higher authorities.
- 16.20.4.** They are expected to keep the systematic garbage-disposal system followed in the college as one of the best practices.
- 16.20.5.** Our college campus has been declared “plastic-waste-free” campus. Therefore the cleaning personnel are expected to collect all the plastic wastes diligently and place them in the specific place arranged for it.

17. GENERAL

17.1. LEAVE RULES

- 17.1.1.** Leave means permitted absence from duty. The chairman is the leave sanctioning authority, however, the Principal sanctions casual leave as a delegate of the chairman.
- 17.1.2.** Applications for leave shall be made in the prescribed form.
- 17.1.3.** Leave applications shall be submitted through proper channel. Leave cannot ordinarily be claimed simply without considering the needs of the job. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it.
- 17.1.4.** An employee on leave can extend or shorten the period of leave granted to her/ him only with the permission of the authority, which granted her/ him leave.
- 17.1.5.** An employee on leave may not take any outside service or accept any employment during the leave period.

17.2. PUNCTUALITY IN ATTENDANCE AND PERMISSIONS

- 17.2.1.** Staff members shall sign the attendance register, on working days before their duty time fixed by the Competent Authority.
- 17.2.2.** Permissions may be granted for an hour a day, twice in a month by the Principal as provided for by him.

17.2.3. Availing permission for a third time or coming late for a third time in a month shall be treated as half a day Casual Leave.

17.3. CASUAL LEAVE

17.3.1. Casual Leave can be granted for 12 days in a calendar year. However, Casual Leave cannot be granted more than three days continuously.

17.3.2. In the case of planned casual leave, application for leave shall be submitted one day prior to availing leave. On unavoidable circumstances, such as sudden illness or unforeseen urgency, the application shall be submitted before duty time on the first day of the leave. Leave can be refused for belated submission of leave application. It is the responsibility of the incumbent to see that the leave application reaches the competent authority before the time specified.

17.3.3. An employee may be allowed to avail casual leave for half a day too.

17.4. EARNED LEAVE

17.4.1. Only the administrative staff are eligible for earned leave in a calendar year at the rate of 12 days (one day per month).

17.4.2. It can be availed of only after the prior sanctioning of the leave by the Competent Authority.

17.4.3. Earned Leave cannot be applied for half a day and earned leaves cannot be taken more than three days at a time.

17.4.4. Public holidays can be prefixed or suffixed to earned leave with prior permission. Public holidays falling within the period of earned leave will be treated as earned leave. Earned leave cannot be combined with any other leave.

17.5. MEDICAL LEAVE

17.5.1. Medical leave is admissible only to any confirmed illness, after completion of at least one year of probation. The number of days of medical leave, a staff is eligible, is calculated for each of her/his completed 1 year as 30 days, to a maximum of 180 days for more than 20 years of service as follows.

17.5.2. Medical leave can be granted on medical grounds subject to the production of medical certificates from a registered medical practitioner.

17.5.3. Medical leave shall be sanctioned on genuine medical reasons only. Medical leave will not be sanctioned for other reasons like examination, marriage,

house construction, family function etc.

- 17.5.4.** On expiry of the medical leave, the applicant should produce a fitness certificate from a registered medical practitioner for rejoining duty.

17.6. MATERNITY LEAVE

- 17.6.1.** Married women members of the staff who are in regular service are eligible for 180 days of maternity leave with full pay, for a maximum of two times, and those on temporary/contract service, however, can also avail maternity leave but with 50% of pay.

17.7. COMPENSATORY LEAVE

- 17.7.1.** When a member of the staff is prevented from enjoying public holidays for doing duties connected with the College, such a person may request the chairman in writing for compensatory leave credit in the prescribed form within 7 days from the day of extra work, through the Principal who gives details of the extra work done.
- 17.7.2.** Half-a-day is credited for every 7 hours of extra-work, including on public holidays.
- 17.7.3.** Extra-work in a public holiday can credit a maximum of half-a-day only, including the public holidays.
- 17.7.4.** Such a leave can be affixed to any kind of leave.

17.8. MARRIAGE LEAVE

A leave of 10 days (with pay) shall be granted for the marriage of the members of the staff.

17.9. STUDY LEAVE

- 17.9.1.** Study leave may be granted to the staff members who are in regular service to undergo essential courses pertaining to the area of his/her specialization and research at the discretion of the chairman.
- 17.9.2.** Study leave could be of two types. 1. When the College sends a staff for a course as a part of Faculty Development Program. 2. When a faculty member requests for study leave to attend a course in her/ his area specialization or to

do PhD.

- 17.9.3.** Study leave can be granted for a maximum of two years only.
- 17.9.4.** Application for study leave shall be submitted to the chairman through the Principal with details of the course of study and the examination which the applicant prepares to undergo during the period of study leave.
- 17.9.5.** The applicant will give an undertaking in a stamped paper to serve for a fixed period of time in the institution as prescribed by the management after the successful completion of the course.
- 17.9.6.** On completion of a course of study, a certificate of completion in the proper form together with the certificate of examination passed or in the case of a special course of study, indicating the date of commencement and termination of the course with remarks, if any, from the authority in charge of the course or study shall be furnished to the management before rejoining duty.
- 17.9.7.** The member on study leave will be on loss of pay.
- 17.9.8.** The period of leave may count as a service period for the purpose of promotion and increment.
- 17.9.9.** After completing the course of study, the staff member shall be permitted to join duty with an advance notice of one month. In case a member discontinues the course s/he will be allowed to rejoin duty only after the expiry of the period of appointment of the substitute.
- 17.9.10.** Members of the staff cannot have a claim for automatic promotion after acquiring higher qualification.
- 17.9.11.** By virtue of her/his higher qualification her/his seniority position will not be elevated unless through a process of selection/promotion.

17.10. LIEN LEAVE

- 17.10.1.** Lien leave can be availed by the staff who gets a chance to teach as a visiting professor in an eminent university or an industry, foreign or inland, for a maximum of one year.

17.11. VACATION

- 17.11.1.** Members of teaching and technical non-teaching staff are eligible for 15 days of vacation during the end of first semester and 21 days during the end of second semester as the schedule of the university permits. However, vacation

days can be reduced for special important needs of the college. The vacation days are to be availed in two or three parts during the available holidays whenever the university schedule permits, adjusting with other members of the staff without disturbing the smooth running of the college. The Principal will make necessary schedules in understanding with particular staff and with permission from the chairman.

17.12. GENERAL RULES

- 17.12.1.** Other Duty permissions are granted by the Principal to the staff. Requests for permission to go out for other duty, during working hours, shall be submitted through proper channel in the prescribed form in person before the period of other duty.
- 17.12.2.** No general permission will be granted to attend personal functions of the members of the staff. Casual leave for such functions will be granted only subject to the condition that the normal working of the institution is not affected.
- 17.12.3.** During leisure hours, staff members shall occupy the seats allotted to them. A note in the appropriate register indicating where he/she can be found should be left when a teaching staff leaves his/her allotted seat.
- 17.12.4.** Leaving the classroom before the ringing of the bell indicating the end of a period is subversive of orderliness.
- 17.12.5.** Cancellation of classes can only be done by the Principal. Alteration of class work by members of the staff should be done only with the prior permission of the Head of Department.
- 17.12.6.** Student attendance markings should be done immediately after the completion of the period, in the prescribed form & register available in each department and be uploaded into the automation system.

18. TEST/EXAM

- 18.1** During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
- 18.2** Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Chief Superintendent. (Class co-ordinator and HOD concerned in the case of class test/Model Examination).
- 18.3** The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not

have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

19. SPECIAL INCENTIVE TO FACULTY

19.1. National Events

Selection based on peer review of the full paper. Evidence to this effect should be produced.

- 19.1.1.** Event registration fee and TA/DA as applicable will be provided.
- 19.1.2.** Absence will be treated as on duty.
- 19.1.3.** A maximum of two times per teacher per year, subject to availability of budgeted funds, on a first-come first-served basis, can be considered.
- 19.1.4.** Preference will be given to those invited to chair sessions.
- 19.1.5.** Preference will be given to those below 35 years of age, if papers are accepted, when both faculty aging below 35 and above 35 go to the same conference.

19.2. INTERNATIONAL EVENTS

Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect must be produced.

- 19.2.1.** Registration fee, 75% of economy class return air-fare and DA of Rs. 4000/- per day for a maximum of three days will be given to each teacher, and subject to a maximum of Rs.10,000/- per person. To such deputation, the paper presenters should return back and serve the institution for at least two years, otherwise the sanctioned amount is to be refunded to the Institution.
- 19.2.2.** One person can avail this facility only, once in three years.
- 19.2.3.** Preference will be given to those below 45 years of age on first come, first served basis and subject to availability of budgeted funds.
- 19.2.4.** Only in exceptional circumstances those above the age of 60 would be deputed for the conferences at the discretion of the management.

20. RESEARCH / PUBLICATIONS

20.1. FUNDED PROJECTS

An incentive of 10% of the value of funded projects will be given to the staff for meeting travel and other expenditure related to the project.

20.2. PUBLICATION OF TEXT-BOOKS AND RESEARCH ARTICLES

20.3.1 For every good text-book published in the relevant subjects, the authors of the book will be given an incentive of Rs.3,000/-

20.3.2 Rs.5,000/- for each paper published in any of the Anna University Annexure 1 list of Journals. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal.

20.3.3 Rs.2,000/- for each paper published in any of the Scopus Indexed Journals. In case the Journal is not as per the Scopus list, a designated committee shall ascertain the international standing of the Journal.

20.3 INCENTIVE FOR PRESENTING A PAPER AT NATIONAL/ INTERNATIONAL SEMINARS/CONFERENCES:

20.3.1 Cash award of Rs.1,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

20.3.1 Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

20.4. DEPUTATION FOR HIGHER STUDIES:

20.4.1. Not more than 2 members of faculty of any department will be deputed for post-graduate studies in the part-time mode in any one year.

20.4.2. Those deputed for the PG studies as mentioned above will be required to execute a service bond for 3 years from the date of obtaining the provisional certificate. If they leave the service before the end of the bond period, they will pay the salary for the reminder period not served.

20.4.3. Not more than 1 member of the faculty of any department will be deputed for Ph.D programs with a relief of 2 days in a week in terms of work-load in the department. They will also be reimbursed the tuition fee remitted for the course work. Such candidates have to execute a bond with the conditions stipulated as in the bond.

20.4.4. All persons deputed for Ph.D programs will execute a service bond to serve for 3 years from the date they complete their viva-voce examination. If they leave the service before the expiry of such a bond period, they will have to pay the remainder of the salary of such a period of default.

20.4.5. Deputations for all the above programs will be based on merit, contribution made in the college and also the seniority position of the staff in the department.

21. RESIGNATION/TERMINATION OF SERVICE

- 21.4.** A member of the Staff shall have his/her service terminated by giving three month notice or three month salary in lieu thereof, in case of temporary appointments or during probationary period. In case of staff on permanent service, the staff shall have to tender his/her resignation by giving three months notice or three months salary in lieu thereof. The notice shall be co-terminus with the end of the semester/academic year.
- 21.5.** The Chairman has the power to terminate the services of a member of the college for any of the following reasons:
- a) Serious misconduct and willful negligence of duty.
 - b) Gross insubordination.
 - c) Physical or mental unfitness.
 - d) Participation in any criminal offense involving moral turpitude
- 21.6.** The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if they resign in the vacation period.

22. REPEAL

When these Rules come into force, the existing Service Rules stand repealed.

23. UNDERTAKING BY THE MEMBER

Every member of the faculty 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 non-compliance with any of the above I will be relieved from the employment of Annai Vailankanni Engineering College”.

Signature:

Name & Designation:

Date: