



# **STELLA MARY'S COLLEGE OF ENGINEERING**

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629 202

## **INSTITUTIONAL POLICY MANUAL**



**ADMINISTRATIVE POLICY DOCUMENT**

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# 1. INTRODUCTION

## 1.1 PREAMBLE

### PURPOSE AND SCOPE

The Administration Manual for Stella Mary's College of Engineering is a comprehensive guide designed to provide clear, consistent, and efficient administrative procedures and policies to support the academic and operational functions of the institution. This manual serves as a foundational document for faculty, staff, and administrators, ensuring that all processes align with the college's mission, values, and strategic goals.

### KEY OBJECTIVES

**Standardization:** To establish standardized procedures across various administrative functions, promoting uniformity and reducing ambiguities in day-to-day operations.

**Efficiency:** To streamline administrative tasks, thereby enhancing productivity and allowing staff to focus on core educational and support activities.

**Compliance:** To ensure adherence to all relevant local, state, and federal regulations, as well as accreditation requirements.

**Transparency:** To provide a transparent framework for decision-making processes, fostering an environment of trust and accountability.

**Support:** To serve as a reliable resource for addressing administrative queries and resolving operational issues effectively.

### STRUCTURE OF THE MANUAL

The manual is organized into several key sections, each addressing a specific aspect of the college's administration:

**Governance and Leadership:** Outlines the roles and responsibilities of the governing bodies, administrative leaders, and key committees within the college.

**Academic Policies:** Details the policies related to curriculum development, academic standards, faculty appointments, and evaluation processes.

**Student Affairs:** Covers policies and procedures related to student admissions, enrollment, records management, and student support services.

**Human Resources:** Includes guidelines for recruitment, hiring, onboarding, performance evaluation, and professional development of staff and faculty.

**Financial Management:** Provides protocols for budgeting, financial planning, procurement, and auditing to ensure fiscal responsibility.

**Facilities and Safety:** Addresses the maintenance and management of campus facilities, including safety protocols and emergency preparedness.

**Information Technology:** Describes the policies for IT infrastructure, data management, and cybersecurity.

**External Relations:** Covers the procedures for engaging with external stakeholders, including industry partnerships, alumni relations, and public communications.

## **IMPLEMENTATION AND REVIEW**

The administration manual is a living document that will be periodically reviewed and updated to reflect changes in policies, technological advancements, and evolving best practices. Regular training sessions and workshops will be conducted to ensure that all members of the college community are familiar with the manual's contents and can apply them effectively in their roles.

## **2. ORGANIZATIONAL STRUCTURE AND GOVERNANCE**

### **2.1 About the Institution**

Stella Mary's college of Engineering is a private, self-financed co-educational college established in 2012. It is promoted by Nova Educational Trust & founded by the renowned business entrepreneur of Kanyakumari District, Dr. Nazareth Charles with a view to providing value-based quality education. The college is located amidst a beautiful eco-friendly ambience and set in sylvan surroundings, an oasis of peace and calm. The college is only miles away from the Azhikal Sea Shore, Manavalakurichy, Kanyakumari District, Tamil Nadu. The institution is accredited by NAAC in the year 2020 and the Department of Mechanical Engineering and Computer Science & Engineering are accredited by NBA in the year 2022. The institution offers six UG programmes and three PG programmes. The institute is recognized with 4-star rating by Institution's Innovation Council and MSME incubation centre.

## 2.2 VISION, MISSION, OBJECTIVES AND CORE VALUES

### 2.2.1 VISION

To be a beacon of academic excellence, empowering future innovators with technical mastery to harness technology for positive global change.

### 2.2.2 MISSION

- To cultivate a vibrant learning environment where students delve into the frontiers of **technical knowledge**, hone their **problem-solving skills**, and embrace **innovation** to transform ideas into solutions that address **global challenges**.
- To bridge the gap between technical brilliance and **real-world impact** by forging **strong industry partnerships**, fostering **cutting-edge research**, and nurturing **entrepreneurial drive** in our students, empowering them to build a better future through technology.
- To ignite the spark of **intellectual curiosity** within every student, equip them with the **tools and knowledge** to become pioneers in their chosen fields, and guide them towards **ethical and responsible** use of technology for the **betterment of humanity**.

### 2.2.3 INSTITUTE OBJECTIVES

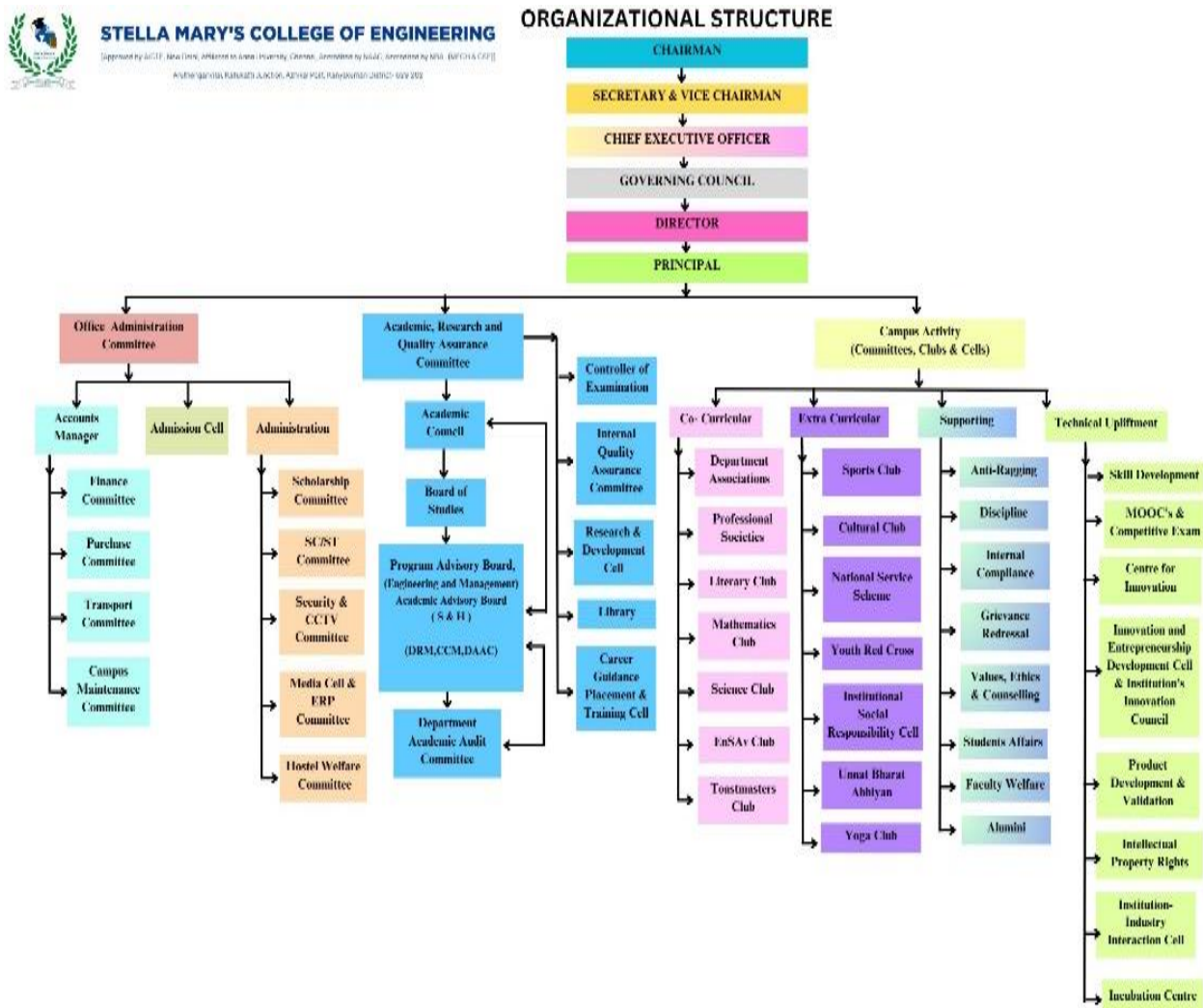
- ❖ Maintain consistently high academic excellence across all educational programs.
- ❖ Equip students with cutting-edge technical abilities needed for innovation on a global scale.
- ❖ Foster an environment conducive to active learning and nurturing creativity.
- ❖ Inspire students to transform their ideas into tangible, practical solutions.
- ❖ Build robust partnerships with industries to provide students real-world experiential opportunities.
- ❖ Cultivate an entrepreneurial mindset among students that encourages innovative thinking.
- ❖ Spark curiosity and a passion for lifelong learning in students.
- ❖ Provide students with the tools and skills required to develop into effective leaders.
- ❖ Emphasize ethical considerations in the development and application of technology.
- ❖ Promote a culture of collaboration and shared commitment to creating positive global impact.

## 2.2.4 CORE VALUES

Stella Mary's aims to shape each of its students into responsible and productive citizens for the nation. It does this by providing training in cutting-edge technologies, while fostering an environment of academic integrity and ethical principles for both teachers and learners to conduct their research and experiments transparently and honestly. Ultimately, the goal is to enable sustainable technological advancement across the nation through the ethical exploration and application of advanced technologies by its students and faculty.

## 2.3 Organizational Structure

The following chart shows the decentralization and delegation process of the



### 3. MANAGEMENT COMMITTEE

The Management Committee serves as the implementing and reviewing body responsible for making recommendations to the Governing Council. Its primary role is to formulate policies for the Governing Council's consideration. The composition of the Management Committee includes the following members:

1. Chairman :Dr. Nazerath Charles
2. Secretary & Vice-Chairman :Mrs. Sumitha Carol Judeson
3. CEO :Mr. Carol Judeson

**Frequency of Meeting:** The Management Committee meets on a semi-annual basis at minimum, but can convene more frequently if required. During these meetings, they review and implement policies, as well as evaluate activities related to academics, administration, maintenance, and development. The committee then provides recommendations to the Governing Council on actions that could enhance performance in the relevant areas. Minutes are recorded during the meetings and disseminated afterwards. Periodically, the decisions made are communicated to the Head of Institution through the proper channels.

**Functions:** The roles and responsibilities of the management committee are to,

1. Advise on formulating high-quality policies, strategies, vision and mission statements at the institutional level.
2. Establish guidelines for the effective functioning of bodies like the NBA/NAAC Academic Council, IQAC, Finance and Audit Committees, and Governing Council.
3. Provide guidance on matters pertaining to education, management, infrastructure, accounting, audits, finances, budgeting, industry collaboration, consulting, Research & development, and extension activities.
4. Maintain the appropriate student-teacher ratio and ensure proper staff allocation.
5. Outline procedures, metrics and types of inputs to be gathered from stakeholders to promote welfare and shared interests.
6. Initiate disciplinary actions against faculty and students through CEO.
7. Recommend introducing new programs/courses, modifying existing course intakes and provide guidelines for establishing new facilities, procuring equipment & materials.
8. Deliberate and decide on any other relevant matters that may arise.



9. Periodically communicate the decisions taken by the management committee to the Governing Council for necessary recommendations

### **3.1 CHAIRMAN**

As the honorary administrator, the Chairman preside over all Stella Mary's College of Engineering meetings and carries out all policy decisions. In all formal conventions and before any State or Central Government Statutory Regulatory Authority, the Chairman speaks on behalf of Stella Mary's College of Engineering. In addition to overseeing academics and the institution's overall expansion, the Chairman leads all formal trips to outside organizations. The

#### **Roles and Responsibilities of the Chairman:**

1. Advise on implementing cutting-edge practices across all administrative and academic domains.
2. Provide guidance on forming strategic partnerships to bridge identified academic gaps.
3. Offer strategic advice to attract highly competent professionals, administrators and admissions personnel.
4. Annually address stakeholders, staff, alumni and students on institutional policies and progress.
5. Guide the Secretary & Vice Chairman and CEO on policies, budgets and generating R&D revenue.
6. Communicate the vision's blueprint and roadmap to stakeholders on multiple occasions.
7. Encourage faculty to apply for sponsored research initiatives, grants, rankings, certifications and accreditations.
8. Recommend the introduction of new undergraduate and postgraduate programs, academic flexibility/diversity, national/international collaborations, foreign assignments, and staff/student exchange programs.
9. Suggest the appointment of auditors, seek advice on legal/court cases, and establish service rules for the institution.
10. Advise on investments in movable/immovable properties and related title transfers.

11. Accept and approve endowments received for specific purposes.
12. Provide basic inputs to develop the institution's vision, mission, and quality policies.
13. Recommend appointments for the positions of Director, Principal, Professor Emeritus, and Visiting Professors under government schemes and issue relevant orders.
14. Exercise discretionary powers to appoint, withdraw, transfer, separate, dismiss, terminate, reinstate the Principal, Professors, Heads of Departments.
15. Fix the fees and other charges payable by students as per recommendations of the Finance Committee, as approved by the State Government/University from time to time.
16. Appoint an auditor and provide guidelines for mandatory financial disclosures.
17. Approve investments in movable/immovable properties and related title transfers.

### **3.2 SECRETARY & VICE CHAIRMAN**

The Secretary & Vice Chairman is the ultimate authority in all matters concerning Stella Mary's College of Engineering. She plays a pivotal role as a nerve centre for the well being and continuous development of the institution.

The Roles and Responsibilities are to,

- Monitor the functioning of the institutional Head (Principal) and Director.
- Execute decisions of the Management Committee after ratification in the Governing Council.
- Perceive any other role or responsibility at the discretion of the Chairman and Members.

### **3.3 CHIEF EXECUTIVE OFFICER (CEO)**

The Chief Executive Officer (CEO) of Stella Mary's typically holds a significant leadership position responsible for overseeing various aspects of the institution's operations in consultation with the Chairman & Vice Chairman. The roles and responsibilities are as follows,

- **Vision and Strategy:** The CEO sets the overall vision and strategic direction of the college. This involves long-term planning to ensure the institution stays competitive and relevant in the field of engineering education.

- **Leadership and Management:** The CEO provides leadership to the administrative and academic staff, ensuring that everyone is aligned with the college's mission and goals. They may also oversee hiring, performance evaluations, and professional development of staff.
- **Financial Management:** Responsible for the financial health of the institution, the CEO develops and manages budgets, allocates resources efficiently, and seeks funding opportunities through grants, donations, or partnerships.
- **Academic Excellence:** Ensuring the quality of education is a key responsibility. The CEO works closely with Director, HoI, Heads and faculty to develop and maintain rigorous academic programs, curriculum development, and assessment processes.
- **Student Success and Support:** The CEO oversees initiatives aimed at supporting student success, including academic advising, career counseling, extracurricular activities and student services.
- **Community Engagement and Partnerships:** Building and maintaining relationships with industry partners, alumni, government agencies, and the local community is crucial. The HOI & Heads will submit the fundraising proposals, collaboration agreements and outreach activities to CEO for approval and implementation.
- **Regulatory Compliance:** Ensuring compliance with regulatory standards set by accreditation bodies, government agencies, and educational boards is essential to maintain the college's reputation and accreditation status.
- **Innovation and Research:** Encouraging and supporting research activities among faculty and students, as well as fostering innovation and entrepreneurship within the college community.
- **Facilities and Infrastructure:** Overseeing the maintenance, renovation, and expansion of campus facilities and infrastructure to provide a conducive environment for teaching, learning, and research.
- **Crisis Management:** Being prepared to handle crises or emergencies that may arise, such as natural disasters, financial challenges, or safety concerns, with effective communication and decision-making.
- Represent the institution in all transactions with governments, statutory bodies, other institutions, or concerned individuals on all matters.

- Represent and delegate the institution to statutory agencies such as AICTE, Department of Technical Education, Affiliating University and Welfare Boards, along with a team.
- Exercise discretionary powers to appoint, withdraw, transfer, separate, dismiss, terminate, reinstate the Principal, Professors, Heads of Departments, Conveners of Committee, Club/Cells, change locations, designations and compensation based on the severity of cases.
- Exercise discretionary powers to waive fee arrears for students.
- Sanction all types of leaves for the Director & Principal.
- Open and operate bank accounts with the Principal/Conveners of Committee, Club/Cells/Coordinator for tuition fees, examinations, associations, projects, and state/central government schemes.
- Approve and release salaries, financial transactions, and other expenditure bills.
- Adapt innovative practices in all areas of academics and administration.
- Develop strategic alliances to bridge gaps through industry-institution interfaces.
- Appoint members for the Governing Council, Academic Council, IQAC, Finance Committee, Internal Audit Committee and other committees.
- Lead the institution towards Research & Development, consultancy, innovation, incubation, and entrepreneurship.
- Lay down measures to attract, maintain, and sustain highly qualified faculty above the norms. Ensure the implementation of policy decisions and important instructions.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates upon approval of the Governing Council.
- Instruct team members to formulate academic strategies for the institution and guide staff in the right direction.
- Examine recommendations of the Academic Council and submit them to the Governing Council for implementation.
- Guide the preparation of a strategic plan for academics, research, training, development, and extension activities.
- Advise on starting new programs, closure of existing programs, and increasing/decreasing intake in any program.

- Call for, examine, and sanction the budget, allocating funds under various Heads.
- Approve service rules, emoluments, and traveling allowances for teaching and non-teaching staff as per prevailing norms and discretion.
- Advise the Director and Principal on redressing grievances of students/staff and stand for the institution and government as per existing acts and amendments.
- Approve international alliances, student-faculty exchange programs, and foreign travel grants.
- Authorize the Director/Principal to procure equipment, stationery, and any other financial commitments necessary to run the institution from time to time.

Overall, the CEO of Stella Mary's plays a multifaceted role, balancing academic excellence, financial sustainability, community engagement and institutional growth. He serve as the public face of the institution and are accountable for the overall success and reputation.

## **4. ADMINISTRATIVE COMMITTEE**

### **4.1 Governing Council**

**Functions:** The Governing Council serves as the overall custodian of the institution. Its role and responsibilities are to:

- Adopt innovative practices across all areas of academic administration.
- Develop strategic alliances to bridge gaps through industry-institution interfaces.
- Lay down staff selection and recruitment procedures, particularly aimed at attracting, maintaining, and sustaining highly qualified faculty exceeding University/AICTE requirements.
- Approve the recommendations of the Staff Selection Committee.
- Implement important instructions and policy decisions received from Anna University, Director of Technical Education (DOTE), the Government, AICTE and UGC, etc.
- Institute scholarships, fellowships, studentships, medals, prizes, and certificates based on recommendations from the Academic Council.
- Formulate academic strategies for the institution and guide the staff towards achieving them.

- Examine recommendations from the Academic Council for implementation and prepare a roadmap to achieve the institution's goals.
- Monitor the academics, research, training & development, and extension activities of the institution.
- Prepare strategic plans for financial, infrastructural, and staffing areas.
- Facilitate accreditation, certification, and ranking processes.
- Encourage and facilitate faculty in applying for various sponsored research projects/proposals.
- Facilitate the introduction of new programs, closure of existing programs, and increase/decrease in intake for any program.
- Examine budget proposals, approve budgets, auditors, accounts, and financial statements.
- Advise the Head of the Institution regarding legal issues or court cases, if any.
- Lay down service conditions, emoluments as per council norms, and traveling allowances for teaching and non-teaching staff in accordance with University statutes/ordinances/regulations/rules and State Government provisions.
- Regulate and enforce disciplinary procedures among students and staff members.
- Approve investments in movable/immovable properties and related title transfers.
- Appoint committees/councils/cells for smooth functioning and development of the institution.
- Recommend grievance redressal mechanisms for students and staff.
- Delegate administrative and financial powers to the Director, Principal, Heads of Departments, and other functionaries.
- Approve the annual report of the college.
- Ensure infrastructural resources as prescribed by AICTE/ Anna University norms and standards.
- Formulate strategies for promotion, demotion, performance appraisal system, QIP, deputation, staff encouragement or awards/rewards/incentives, and disciplinary actions.
- Accept and approve endowments for specific purpose(s).

- Approve student-faculty exchange programs, foreign travel grants/tours/assignments for research paper presentations.
- Perceive any other role or responsibility at the discretion of the Chairman and Governing Council members.

### **Members of Governing Council**

The Members of the Governing Council of a college shall be:

- 1 Chairman – A technical expert either an entrepreneur or an industrialist or an Educationist of repute
- 2 to 5 – Members to be nominated by the Registered Society / Trust
- 6 & 7 - Two eminent professionals from the area of Engineering & Technology
- 8 & 9 – Two academicians of excellence.
- 10 – Faculty from the University / affiliated colleges
- 11 – Member Secretary – Principal (ex-officio)

**Frequency of Meeting:** With the approval of the Chairman, the Convenor convenes meetings of the Governing Council at minimum once per year and additionally as needed. The Convenor, in consultation with the Chairman, prepares the agenda for the meetings well in advance and circulates it to members. The Convenor is responsible for maintaining accurate minutes of the meetings as well as tracking and reporting on actions taken based on those meetings.

**Quorum:** One-half of the members constitute the quorum for the Governing Council meetings. However, if a quorum is not formed within half an hour before the scheduled meeting time, the meeting is automatically adjourned and rescheduled for the next convenient date.

**Term:** The term of the Governing Council for internal members and members nominated by statutory bodies is three years. The term of the nominee for other organization is six years.

## **4.2 DIRECTOR**

The Director to monitor the development in academic, administrative and developmental activities by keeping himself abreast of the latest trends in education

### **Functions:**

The Director's roles and responsibilities aimed at the overall development of the institute. These include formulating the vision, mission, planning and policy development; curriculum design and academic administration; overseeing general administration and financial management; infrastructure expansion; engaging with stakeholders; facilitating campus recruitment, training and placements; fostering societal/community involvement; nurturing industry connections; promoting innovation, incubation and entrepreneurship; facilitating research and development collaborations and consultancy projects; securing funding; establishing professional/technical associations; promoting sports and extracurricular activities; implementing welfare initiatives for students, staff and stakeholders; and driving institutional branding and promotion efforts. The specific roles and responsibilities under each of these broad areas are further defined.

### **Vision, Mission, Planning and Policy Development**

- Strive to obtain better ranks from various ranking agencies such as ARIIA, NIRF, Anna University, etc.
- Provide authentic information to private national & international rating agencies.
- Provide suitable authentic information to Government Agencies upon request/demand.
- Ensure to arrange / organize/ host national/ international workshops/ conferences/ seminars/ webinars/ symposiums/ FDPs/ SDPs/ Conventions etc., through the Principal/ HEADs.
- Identify key parameters for metrics/levels, performance indicators, result areas, success factors.
- Recommend resource persons for all programs, preferably from Industry/ Profession/ Academia/ Premier Bodies/ R&D/ NBA/ UGC/ NAAC/ AICTE.
- Create an atmosphere for stakeholders to compete with professional global societal challenges by tapping necessary resources from private and government funding agencies.



- Monitor the status of implementation of various policies/initiatives.
- Discuss with the Principal matters arising out of all and seek clarifications if needed.

### **General Administration**

- Assist in meticulously executing the rules of discipline, regulations, and policies as per directives.
- Ensure harmonious relationships between staff and students through effective team building, leadership, and motivation.
- Monitor continuous appraisal of institutional functioning and provide remedial measures/suggestions.
- Ensure staff cooperation and coordination during expert team visits from internal and external agencies by providing proper evidence/documents/files/equipment.
- Take responsibility for overall and phase-wise development of the institution.
- Assist in identifying a foolproof end-to-end security mechanism through campus automation.
- Implement the recommended compensation policy.
- Ensure delivery of authenticated RTI information, Ragging Policy, Women Protection, Internal Complaints Wing, and cases of Sexual Harassment for staff and students.
- Assist in the procurement of stationery, equipment and other items as per norms.
- Organize induction programs for new staff and students.
- Analyze and interpret feedback from stakeholders for necessary remedial initiatives.

### **Financial Administration**

- Arrange for statutory and internal audits for all academic/administrative/cells/ad-hoc units.
- Implement policies on the use of non-conventional, renewable, and alternate power supply.
- Assist in the procurement, utilization, mobilization of funds and bridging any gaps.
- Announce various scholarships, awards, and rewards to both students and staff.
- Assist in the preparation of budgetary guidelines with the Head of Institution/Head of Department/Professors in preparation & consolidation.
- Encourage and reward students/staff toward online certification courses.

- Ensure the release of accounts for payment to suppliers upon approval from the Secretary.
- Provide operational guidelines/policies for R&D and extension Services for various sponsored/ non-sponsored private/government projects.
- Provide guidelines for contingencies and non-planned expenditures in various departments/ cells.
- Provide guidelines for utilization of funds generated by private and government consultancies.
- Sanction and approve incentives for R&D, consultancy, and extension services.

### **Infrastructure Development**

- Establish facilities for extracurricular activities and make necessary funding arrangements/ sponsorships from industry/professional bodies.
- Ensure safe custody of campus infrastructure by all means.
- To maintain the functioning of a fully automated LMS by enriching library resources.
- Integrate e-learning platforms like MOOCs/PODCAST/NPTEL/SWAYAM and secure certification for students/staff through self-learning and ICT usage.
- Establish advanced laboratories for practice/design/drawing courses.
- Establish industry-oriented laboratory courses with active MOUs/Tie-ups.

### **Stakeholder Interaction & Involvement**

- Maintain cordial relationships with overseas alumni, arrange frequent interactions through Skype/webinars/studio recordings/other sources.
- Maintain cordial relations with domestic alumni and motivate them to continuously interact with student groups on various occasions.
- Interact with stakeholders and collect feedback for constructive improvement.
- Get the policies & ideas approved in the Academic Council & Governing Council and entrust the same to Heads/Senior faculty in the interest of students.
- Assist in organizing Annual Day, Technical Fest, Cultural Day, Traditional Day and other important professional and cultural events.
- Host meetings with members from Industry/Academic/Professional/R&D/Incubation sectors etc.

- Interact, arrange and preside over internal Student Council meetings comprising internal and external experts.
- Identify best practices in various areas of academics, R&D, recruitment, and administration.

### **Campus Recruitment Training and Placement**

- Invite resource persons/experts from all stakeholder segments for career guidance to students.
- Supervise the special drive training for students on higher education.
- Supervise the functioning of the Training & Placement Cell in exploring new frontiers & opportunities for students.
- Create a conducive environment for alumni to interact, guide, counsel, and mentor student groups towards higher education, employment, projects, research, and entrepreneurship.

### **Societal/ Social Interaction and Involvement**

- Cultivate positive relationships with media outlets to raise public awareness and promote the institution's activities across all domains.
- Organize community outreach initiatives such as programs for rural literacy, digital literacy, computer skills, and utilizing local technologies and resources.
- Engage students in various social outreach efforts like Swachh Bharat, environmental conservation, clean water access, waste management, eco-friendliness, and traffic safety awareness.

### **Industry Interaction**

- Motivate and encourage Professors, and senior faculty members to actively pursue and apply for various funding programs and schemes offered by organizations such as NBA, AICTE, UGC, NAAC, SERB, DST, MHRD, and the Government.
- Actively seek and establish tie-ups/MOUs with industries and organizations around Tamil Nadu.
- Develop community outreach initiatives, UBA, Rural child education programs, and employment-related activities.

### **R&D Interaction, Consultancy and Funding**

- Assist the Head of Institution towards research & development, extension activities, and consultancy services.
- Guide the Heads of Departments to prepare R&D proposals and pursue consultancy opportunities in association with senior faculty.
- Establish multi-disciplinary R&D centers with the support of the Head of Institution, Department Heads, Deans, and Professors.

### **Student, Staff and Stakeholder Welfare Initiatives/Incentives**

- Oversee and ensure proper implementation of various compensation and employee welfare policies within the institution.
- Encourage and provide rewards/incentives for students and staff to participate in various events and competitions, fostering a spirit of sportsmanship.
- Provide necessary facilities and incentives to external stakeholders (e.g., industry partners, community organizations) involved in various mutually beneficial programs and collaborations.

### **Institutional Promotion**

- Ensure the institutional website is innovatively designed, regularly maintained, and updated with the latest information.
- Act as the spokesperson and figureHead in maintaining relations with the media.
- Ensure coverage of various on-campus and off-campus events, activities, and programs through print, electronic, and social media channels, and publish the same.
- Leverage various digital platforms to attract and engage with the student community and faculty.
- Design, maintain, and regularly update the institution's social media presence (Facebook, Twitter, LinkedIn, WhatsApp, Instagram, etc.) to establish distinctiveness, build image, and promote the brand.
- Connect and interact with stakeholders through social media to showcase the institution's insights and accomplishments.

### **4.3 PRINCIPAL**

As the academic and administrative Head, the Principal spearheads the institute's growth and progress. They provide leadership and motivation to staff and students, fostering a conducive environment for excellence across all spheres of activity within the campus. The Principal implements various policies approved by the Director. They serve as the Convenor of the Governing Body, chair the Academic Council and Finance Committee, and function as the Chief Controller of Examinations. The Principal oversees admissions, examinations, and evaluation processes to ensure smooth operational flow. They hold the authority to nominate Deans, Heads of Departments, Coordinators, and other administrative functionaries. The Principal's key responsibilities encompass inspiring stakeholders, implementing institutional policies, stewarding academic administration and examinations, and appointing leadership roles to drive the institute's advancement.

**Functions:** The roles and responsibilities of the Principal are to

#### **A. Academic Administration**

1. Appraise on all institutional matters to the CEO & Director/Secretary & Correspondent.
2. Frame objectives, policies, procedures to regulate and monitor the academic and administration activities with the approval of Governing Council for smooth functioning of the Institution.
3. Update, ensure and comply with the provisions of govt. acts and bylaws of affiliated organizations.
4. Provide guidelines for optimum utilization of resources, long-term & operational plans and mobilization of funds for sponsored research and to support for audits.
5. Monitor the admission process with due focus on professional awareness programmes to attract quality students and arrange for induction programme for freshmen. Conduct surprise visits and inspections to all departments/cells/committees at any time without any prior notice.
6. Provide required manpower for the timely completion of tasks related to the exams, academic assignments and any other contingencies.
7. Convene various meetings with the Governing Council, Academic Council, Boards of Studies, Examination Committee, Finance Committee, College Advisory Committee, IQAC, Anti-Ragging Committee, RTI and any other committees as the case may be

- and record minutes of meeting and intimate action taken report to the concerned staff.
8. Develop functional systems for academic administration, finance, innovation, industry institute interaction, training & extension and R&D etc.
  9. Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
  10. Work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
  11. Individually and collectively responsible to the Governing Council, Academic Council, State Government, AICTE/UGC/AU, students and others take holders for the design and development of curriculum and academic regulations for all programs/courses to meet the global challenges.
  12. Represent/ participate in public/private forums and share intelligence to guide Professors, Heads to organize the various local/regional/national/international programmes, activate links with professional bodies, industry and international alliances towards development of students, staff, faculty and other stakeholders.
  13. Develop recruitment, performance evaluation & appraisal, retirement procedures and conduct training need analysis of the staff, devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
  14. Conduct regular meetings with all Heads to evaluate feedback from stakeholders and take corrective measures, if necessary.
  15. Develop a consolidated timetable for the entire institution in coordination with various department Heads, cells, and committees.
  16. Monitor classwork, examinations, Co-curricular & Extra-curricular activities, education, training, R&D, extension & administration activities in coordination with Heads.
  17. Provide a framework to identify weak, slow-paced, and bright students, and offer necessary assistance through makeup tests, remedial classes, bridge courses, and special assignments in consultation with mentors, coordinators, and Heads.
  18. Review internal & external theory and practical examinations, and analyze the results.

19. Periodically obtain student feedback to establish a better learning environment.
20. Identify the list of students who have been condoned, detained/discontinued, re-admitted, or re-registered, and analyze the reasons in coordination with Heads and the Controller of Examinations.
21. Focus on campus recruitment training for students to enhance employability skills, professional communication skills, internships, employment opportunities, higher education, and entrepreneurship in coordination with the Training & Placement Cell and Industry-Institute Interaction Cell.
22. Look after the overall welfare of staff and students in coordination with various cells and committees, such as the Anti-Ragging Cell and Grievance Redressal Cell.
23. Seek activity reports from various departments, cells, committees, and projects periodically and submit necessary reports to the governing body.
24. Promote internal revenue generation (IRG) activities with the help of staff and students.

#### **B. General Administration**

1. Correspond with external agencies such as Govt., NBA, NAAC, UGC, government bodies and any other institutions as necessary.
2. Arrange and support with all the records to audit parties, inspection of AICTE/DTE/Anna University / NBA/NAAC/UGC/any other such boards and subsequently implement any suggestions made.
3. Procure equipment, electrification, library & lab infrastructure, furniture fixtures and any other requirements for the institution.
4. Ink MOUs for industry tie-ups, placement, training, workshops, internships and projects.
5. Redressal of grievances between and among students & staff members and stakeholders.
6. Maintain healthy relationship with parents/ guardians/ media/resource-persons/ consultants/ industry/ academia.
7. Maintain service records of probation, regularization, increments, promotion, demotion, discipline and performance appraisal of all the employees of the institution.

8. Arrange for performance appraisal & development of staff members through demos on micro teaching skills during summer and video shoot of lectures of senior faculty members.
9. Authorize leaves on approval of Heads and forward the same for sanction to the Director.
10. Initiate disciplinary proceedings against the staff, constitution of an enquiry committee, hold enquiry, impose punishments such as warning, seizure, cease, censure, withholding increments, promotion, fine and recovery. Recommend Governing Council for suspension, removal, dismissal from the services as case maybe.
11. Monitor the activities of the overall campus maintenance.
12. Sanction and approve various leave applications by staff as per guidelines.
13. Ensure preparation of consolidated monthly salary statements as per leave server reports.
14. Conduct regular meetings with staff, students, parents, alumni, and departments for continuous improvement.
15. Arrange for quality/safety/pollution/waste disposal control certifications from standard external bodies for various labs, campus facilities, and transportation.

### **C. Financial Administration**

1. Meet expenditure within the budget limits as laid down by the Governing Council.
2. Forward the details of Scholarships, staff attendance & salary disbursement statements and representations with financial commitments to the Accounts Manager.
3. Propose purchase of stationery, library books, periodicals, consumables and non consumables for laboratories, workshops etc as per guideline of Governing Council.
4. Recommend R&D incentives, travel grant, registration fees for various professional and academic training programmes, FDPs, Workshops, seminars, conferences at national and international level.
5. Forward advances, remittance & EPF drawls for staff for payments instructions to the Director.
6. Monitor the student's admission fee, tuition fee, examination fee and any other fee collections under the direction of GC/AU/AICTE/UGC/GOVT/NBA/NAAC and any other bodies.



7. Mobilize revenue from various research bodies for active research and entrepreneurial startups.
8. Prepare and submit annual budget in coordination with HEADs to the Director for approval and ensure the auditing of the accounts.
9. Liaison with AU/AICTE/UGC/GOVT/NBA/NAAC and all other bodies, departments and industries as necessary regarding financial matters.
10. Support staff & students financially to participate in national & international games & sports, seed capital for startups, seed money for R&D activities.

#### **D. Infrastructure Development**

- ❖ Estimate infrastructure requirements yearly for library, laboratories, buildings, classrooms, seminar halls, tutorial halls, smart classrooms, etc.
- ❖ Monitor the maintenance of all hostels, sign contracts with sub-contractors for different facilities.
- ❖ Arrange for assessment of building & land, legal approval requirements.

#### **E. Stakeholder Interaction & Involvement**

- Represent the institution as a Governing Council Member in Anna University.
- To ensure that regular meetings with parents & teachers to discuss the progress of their wards are conducted.

#### **F. Societal / Social Interaction and Involvement**

- Ensure that medical camps and blood donation drives are conducted.
- Design and implement digital/computer literacy camps for women, children, and adults in surrounding villages.
- Develop awareness programs focused on women's empowerment, protection, and available schemes/resources.
- Encourage student participation in central government electoral literacy programs.
- Identify village adoption schemes and provide necessary support and nourishment to villagers.
- Conduct programs on anti-ragging measures, consequences of eve teasing, ragging, harassment and provisions under Disha/Nirbhaya acts.
- Establish student foundations for societal interactions under NSS/NGOs/Government banners and reward/recognize participating students.

#### **G. Professional/Technical Society/Associations Establishment and Development**

- Establish and provide sponsorship for professional chapters, technical/professional associations, and related events.
- Oversee and monitor the activities of technical and professional societies, clubs, chapters and associations within the institution.
- Encourage and support student-staff startups by providing financial assistance and evaluating commercial viability in association with the innovation, incubation, and entrepreneurship cells.
- Ensure active student participation and involvement in various activities and initiatives by collaborating with faculty members across different departments.

#### **H. Student, Staff and Stakeholder welfare initiatives / incentives**

- Announce and confer merit awards to recognize outstanding achievements in academics, sports, games, technical activities, and cultural events.
- Ensure the implementation and administration of group insurance schemes, transport subsidies, and financial assistance programs for employees and stakeholders, as applicable.

#### **I. Institutional Promotion**

- Organize induction programs for new staff and students.
- Advise and encourage staff and students to participate in educational fairs, exhibitions, and technical/social events.

### **4.4 HEAD OF THE DEPARTMENT**

The Heads should be a well-disciplined, committed individual exhibiting strong leadership qualities. They motivate and inspire the departmental staff and students to effectively carry out their respective academic and administrative duties. The Heads report to the Principal regarding academics and various departmental activities, seek guidance and advice on academic and administrative matters. The Head is responsible for providing leadership and direction in running and monitoring all aspects of the department. Their key responsibilities include maintaining discipline, inspiring commitment, motivating personnel, reporting to higher authorities, seeking guidance, overseeing academics and administration and providing overall leadership for the smooth and efficient functioning of the department.

The roles and responsibilities are to

1. Plan, monitor and implement various academic schedules, timetables, laboratory logbooks, manuals, course files, and attendance registers in coordination with the concerned staff.
2. Maintain inter & intra departmental correspondence, files related to admission, academics and administration for BoS/NBA/NAAC/TN-Govt.
3. Design and develop syllabus, course structure, academic regulations, convene BOS meetings, obtain approvals from statutory bodies, maintain notices, minutes, action reports, and communicate to relevant parties.
4. Design modules/bridge courses/value addition courses/certification programs to enhance students' employability skills.
5. Prepare list of required laboratory equipment and arrange procurement.
6. Arrange special classes if needed for below average students.
7. Coordinate with committees for design and development of PEOs, POs, vision, mission, rubrics for achievement and assessment of department objectives and goals.
8. Maintain data on internships, projects, training & placement, employment, innovation and entrepreneurship in coordination with other cells and departments.
9. Maintain student database of admissions, scholarships, attendance, marks & results, awards, condonation, detention, readmission, discontinued and re-registered students.
10. Maintain staff database regarding qualifications, experience, leaves, appreciation, promotions, appraisals, awards, achievements and disciplinary information.
11. Supervise lab equipment maintenance, AMCs, calibrations, stock registers, submit lab master to affiliating university and support inspections.
12. Maintain list and documentation of hardware, software, facilities like UPS, networking, projectors, CCTV, audio systems, printers, scanners, furniture, ACs, electric equipment in classrooms, labs, halls, cabins, library etc.
13. Forward to Principal the staff leaves/permissions/ODs through ERP.
14. Conduct departmental/cell/committee meetings regularly with staff to discuss academic progress and maintain records.
15. Monitor discipline, attendance and academic performance of students daily.
16. Inform parents about ward's attendance, irregularities, indiscipline, exam performance and counsel them regularly.

17. Discuss department progress with Principal daily and seek advice.
18. Allocate subjects and workload among faculty unbiasedly before semester commencement.
19. Monitor syllabus completion regularly, prepare fortnightly reports and submit to Principal.
20. Collect internal exam answer booklets, award lists for theory and practical, and produce for inspections.
21. Arrange practical exams as per University academic calendar and ensure evaluated answer script submission to COE, AU through the chief superintendent Stella Mary's.
22. Recommend to Principal on student permissions/leaves through ERP after assessing complexity with mentor.
23. Responsible for overall discipline of students/staff, keeping watch on indiscipline and taking corrective measures.
24. Collect lesson plans from teaching staff before class commencement per format.
25. Ensure timetables are prepared per guidelines and disseminated to faculty and students in advance.
26. Interact with students fortnightly, consolidate their opinions/issues and report with solutions to Principal.
27. Verify staff attendance registers weekly and submit to Principal fortnightly.
28. Ensure faculty send IAT question papers confidentially with assignment marks to COE as per norms.
29. Implement suggested dress code culture among students and staff.
30. Collect subject-wise student feedback, analyze, and communicate to faculty/Principal for improvement.
31. Allot project guides to batches and frame review committee as per guidelines.
32. Allocate 20 students to each mentor at admission for career guidance throughout program.
33. Make arrangements for safe custody of equipment in classrooms, tutorials, labs, staff rooms before leaving.
34. Prepare annual department budget proposals in consultation with faculty and adhere to sanctioned limits.
35. Ensure all faculty use ICT and enhance their skills.
36. Ensure faculty submit course files/logs/handouts/PPTs/digital resources before semester start.
37. Motivate faculty to apply for R&D proposals, consultancies to agencies like AICTE, DST,

38. DRDO and ensure research guidance.
39. Organize conferences/workshops/seminars/guest lectures/visits/excursions through professional bodies for students.
40. Maintain harmonious relations to resolve student and staff grievances in the department.
41. Participate in any additional activities assigned by Principal/Director.
42. Sign MoUs for Industry-Institute Interaction, Campus Connect programs, establishment of R&D Centers, Incubation Cells, and Centers of Potential Excellence.

## **5. OFFICE COMMITTEES**

### **5.1 FINANCE COMMITTEE**

The Finance Committee advises the Governing Council on financial matters. It prepares and submits the income and expenditure statements in the prescribed format to the Governing Council.

**Functions:** Finance committee shall meet to appraise finance related matters and submit reports to the Governing Council. The roles and responsibilities are to

- Review and consolidate budget estimates related to various grants received/receivable from UGC/AICTE/Government/Private sources, as well as income from fees and other sources and expenditures.
- Invite budget proposals in the prescribed format from all departments/committees/cells/projects, prepare a tentative consolidated budget after analysis, and forward it to the governing body for approval.
- Develop a plan for optimum utilization of the approved budget.
- Prepare a budget for the day-to-day operations of the institution.
- Review the audited reports and upload them on the institute's website after approval from the governing body.
- Examine the accounts and expenditures to be incurred for old and new proposals.
- Take necessary measures to organize audits by auditors appointed by the governing body.
- Sanction expenditures to procure major equipment and/or construct new buildings after obtaining approval from the Governing Council.

- Recommend to the governing body the limits of recurring and non-recurring expenditures for the year based on the institute's income, resources, and loan proposals.
- Recommend to the governing body regarding investments and the management of assets and resources.
- Mobilize resources through donations from society, funding agencies, and various schemes.
- Propose honorariums, expert visits, traveling allowances, grants, R&D incentives, etc., and obtain approval from the Governing Council.
- Recommend to the governing body regarding appointments, increments, allowances, provident fund, and pay fixation for all staff members, including ministerial staff.
- Advise the governing body on matters related to the institute's funds.
- Advise on financial matters referred by the governing body, academic council, or any other authority, body or committee.
- Report to the Governing Council on any lapses or irregularities in financial matters.
- Prepare a detailed plan of activities that need funding for the academic year, as advised by the governing body.
- Ensure smooth administration by coordinating the activities of departments, cells, and committees.
- Devise policies for recruitment, promotion, demotion, transfer, and recommend necessary actions against poor performance.
- Prepare feedback on ongoing activities and forward it to the Governing Council.

**Composition of Finance Committee:**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One member nominated from the Governing Body	Member
3	Senior Faculty from Each Department	Members
4	Accounts Manager	Convenor

**Frequency of Meeting:** The finance committee convenes a minimum of two meetings per

financial year, with additional meetings scheduled as needed. One of the annual meetings takes place in March, dedicated to allocating the budget for the upcoming year. The second mandatory meeting occurs in September to review and assess the budget implementation so far. Prior to each meeting, the Convenor, in consultation with the Chairman, prepares the agenda and circulates it to members well in advance. The Convenor is responsible for documenting the minutes of the finance committee meetings as well as maintaining a report tracking the actions taken based on the committee's decisions. This structured process ensures fiscal discipline, with the committee playing a key role in budgetary planning, allocation, monitoring and course-correction.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The term of the members shall be five years.

## **5.2 PURCHASE COMMITTEE**

### **INTRODUCTION:**

This committee shall take the overall responsibility of developing and implementing strategies to bring in more proportionality, transparency and accountability in the procurement process in the institution.

### **OBJECTIVES:**

- Scrutinize quotations submitted by suppliers/service providers and provide recommendations to the authority for approval. Seek clarifications from suppliers/service providers where necessary.
- Provide necessary expertise, advice, and information to the authorities regarding the best quality of materials available in the market, supplier capabilities, and services.
- Request technical inputs from Heads of Departments and relevant staff as required, inviting them to participate in the procurement process related to their requirements.
- Verify the contacts received by the concerned Department laboratory in-charges and follow up with reputed material and equipment suppliers/service providers through networking, based on the department-wise requirements.

- Facilitate the administration of the procurement process to maintain an uninterrupted flow of materials/services to support the academic and development activities in the institute as per its plan.
- Develop and maintain good buyer-seller relationships with suppliers/service providers to obtain timely services at optimum costs.
- Ensure that all documentation is accurately completed.
- Ensure that the supplies/services quoted for comply with what was requested.
- Seek clarifications from suppliers/service providers where necessary.
- Ensure that all relevant documentation is prepared prior to the Purchase Committee (PC) meeting.

**Roles:**

**Tenure: 3 year**

- Purchase section makes arrangements for getting the quotations based on the indented specifications.
- Scrutinize the Comparative statements prepared by the laboratory in-charges, verified by Head of the Department from these quotations
- Based on the recommendations of the department, usually Head, purchase committee will deliberate on the quotations and recommend the company from which the items may be procured.
- Finalizes the competitive prices
- Places the Purchase Order
- Maintains the approval letters
- The committee meets as and when needed.

**Composition:**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One member nominated from the Governing Council	Member
3	Senior Faculty from Each Department	Members
4	Accounts Manager	Convenor

**Frequency of Meeting:** The committee shall meet four times a year and as the case may be.



The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

### **5.3 TRANSPORT COMMITTEE**

The Transport Committee is a committee that examines the expenditure, administration and policies of the Department for Transport.

#### **Roles and Responsibilities:**

- To coordinate various bus routes regularly with the assistance of route-in-charges.
- To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
- To inspect the condition of the buses and report for necessary action on a continuous basis.
- Co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.
- Provide transportation service to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of transportation facility.
- Coordinate various routes regularly with the assistance of route-in-charges.
- Supervise the daily transport operations and provide required instructions to the route-in-charges.
- Inspect the condition of the buses and report for necessary action on a continuous basis.
- Periodically checking the validity and expiration of documents of the transportation services used by the Institute.
- Allocation of service to a particular driver and in the event of the driver's absence a suitable alternative must be arranged immediately.

- All the services must be kept in excellent running condition and cleanliness must be ensured. Ensure to place a mechanism for the check up of the vehicles at regular and frequent intervals.
- Ensure that drivers stick to speed governors provided in the vehicles giving top most priority to safe driving.
- Any breakdown of a bus enroute to college or return, drivers should immediately inform the Transport In charge. In the event of such occurrences, the students travelling in such vehicle must be adjusted by other transport means.
- Ensure that the drivers should stick to the route allotted to them do not deviate. However, in exigencies, they can seek approval of Transport In charge duly informing him/her the situation faced by them.
- Drivers should cooperate with Transport Department officials whenever they are asked for and they should present all the requisite permissions / approvals / licenses, etc.
- Ensure that the drivers wear only the prescribed uniform during their duty hours.
- Ensure that drivers allow the students to travel only if they have valid transportation pass issued by the college.
- Ensure that the drivers conduct with students is in a decent and in pleasing manner.
- Transport In charge should ensure that all buses are having proper permissions / approvals / insurance. Expiry of any of the requisite must be informed to Administrative Officer at least one week aHead of the lapse.
- Ensure to intimate the tussle between students by duly stopping the bus immediately, to the administrative authorities.
- Maintain the records and files of the Study Visits / Educational Trips conducted and submit the same to the IQAC Committee.

### Composition

S.No.	Category	Status
1	The Chairman of Governing Body or his Nominee	Chairman
2	One nominee of Governing Body	Member
3	Head of the Institution	Member
4	Three senior faculty members nominated by HOI	Member

5	Admission Coordinator	Member
6	Transport In charge	Convenor

**Frequency of Meeting:** The committee shall meet four times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

#### 5.4 CAMPUS MAINTENANCE COMMITTEE

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.

##### Objectives

- To ensure proper maintenance of physical property and facilities in the campus
- Ordinary preventive maintenance
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of infrastructure and other facilities.

##### Roles and Responsibilities

- Develop a plan to respond quickly and appropriately to maintenance emergencies
- Co-ordinate maintenance work with concerned staff
- To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy

- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- Ensure cleanliness and neatness inside the campus.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One member nominated from the Governing Council	Member
3	Campus Supervisor	Convenor
4	Accounts Manager	Member

**Frequency of Meeting:** The committee shall meet four times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

### 5.5 ADMISSION COMMITTEE

The Admissions Committee formulates and executes the admission criteria and focus on creation of brand image for the institution through such promotional activities to attract good quality students for admission into all programs.

**Functions:** The role and responsibilities are to

1. Prepare well defined policies for admissions, brochures, prospectus and handouts for publicity.
2. Get acquainted with all the rules and regulations of admissions as prescribed by govt. and guide the students seeking admission accordingly.
3. Acquaint students and parents about institutional facilities during admission-enquiry.

4. Prepare plan for addressing intermediate/12th-standard/diploma/degree students as a career counseling activity.
5. Advertise in newspapers regarding admissions into all categories (convener, management, spot admissions) as per guidelines issued by Anna University / AICTE.
6. Get approved list of newly admitted students in all categories/programs from competent authority.
7. Advise on improvement of facilities based on stakeholder feedback during admissions.
8. Depute representatives to admission centers for counseling the students as and when required.
9. Maintain digitized student admission data and forward it to concerned department.
10. Guide the students to complete the admission procedure like paying fees, getting roll nos., transport, getting hostel admission, course registration, getting I-card, fulfilling eligibility criteria, getting time tables etc.

**Composition:**

S.No.	Category	Status
1	The Chairman of Governing Body or his Nominee	Chairman
2	One nominee of Governing Body	Member
3	Head of the Institution	Member
4	Admission Coordinator	Convenor
5	One Staff from each department	Member

**Frequency of Meeting:** The committee shall meet four times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

## **5.6 SCHOLARSHIP COMMITTEE**

A scholarship committee is a group typically formed by an educational institution, nonprofit organization, corporation, or other entity that awards scholarships. Their role is to review applications and select recipients for their organization's scholarship awards.

### **Roles & Responsibilities**

- To identify the students deserving the scholarship for their academic and non-academic performance.
- To provide the guidelines for selection of the students for scholarship assistance through official communication.
- To coordinate the process of offering academic scholarships to the students on the following criteria:
  - 25% and 50% concession in tuition fee for the students securing marks stipulated by the college management in higher secondary examination.
  - Concession in the tuition fee for the rank holders of the department getting admitted for post graduate courses.
  - Concession in the tuition fee for the alumni students getting admitted for post graduate courses.
  - Concession in the tuition fee for the students referred by alumni students.
  - Concession in the tuition fee for the son or daughter of Ex-service men.
- To intimate and coordinate the procedures for applying various government scholarships such as Tamil Nadu Government Adi Dravidic welfare scholarship, Minority scholarships, Central sector scholarship, Tamil Nadu Educational Trust Scholarships, Indira Gandhi scholarship for single girl child, State and Central government scholarships for research scholars.
- To motivate the students to apply for different scholarships.
- To identify the economically challenged students to continue their education through scholarship assistance.
- To achieve a competitive spirit among the students to receive the scholarships.
- To achieve an enhanced competitiveness among the students through various activities of the committee.

- To monitor the progress of the students receiving the academic and sports scholarship from college management through class advisors.
- To maintain the database of the students applying for academic and sports scholarships, documents related to the scrutiny, selection, monitoring and follow-up in coordination with concerned departments.
- To renew/withdraw the scholarships based on the students conduct and performance as per the college rules and regulations.
- To monitor the scholarship beneficiaries after their course of study to ensure the impact of scholarship offered during their course of study.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
- To comply with AICTE regulations for the establishment of the Committee for SC/ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act,1989,No.33of1989,dated11/09/1989)

**Composition:**

S.No.	Category	Name of the Faculty	Status	Contact No. & E- Mail Id
1.	Head of the Institution		Chairman	
2.	One Head/Senior Faculty		Convener	
3.	One faculty		Member	
4.	Hostel Deputy Wardens		Member	
5.	Scholarship section – In-charge		Member	
6.	One Student representative		Member	

**Frequency of Meeting:** The committee is required to convene meetings at least once a month, with additional meetings scheduled as necessary. The Convenor, in consultation with the chairperson, prepares and circulates the agenda for each meeting well in advance. The Convenor is responsible for maintaining the minutes of the meetings and preparing the action taken reports.

**Quorum:** Two-thirds of the committee members constitute a quorum for the meetings. If a quorum is not present within half an hour of the scheduled meeting time, the meeting shall be adjourned and rescheduled for the next convenient date.

**Term:** The tenure of the members shall be three years

### **5.7 SC/ST Committee**

The cell has been established to support and to bring students from such communities in the main stream. The committee also acts as a redressal forum for the students and employees belonging to the SC/ST category to reach out in case of any grievances that they may face and render them necessary help in solving their academic as well as administrative problems.

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#### **Objectives of the Committee**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
  - To take necessary steps of measuring for ensuring effective implementation of the policy & programmes/schemes of the State and Central Govt. for SC-ST, if any.
  - Guide the SC/ST students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and AICTE.
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#### **Composition**

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UGC Guidelines: [https://www.uvpce.ac.in/sites/uvpce.gnu.ac.in/files/pagefiles/Cir-Caste-Based-discrimination-20062018\\_0.pdf](https://www.uvpce.ac.in/sites/uvpce.gnu.ac.in/files/pagefiles/Cir-Caste-Based-discrimination-20062018_0.pdf)



S.No.	Category	Name of the Faculty	Status	Contact No. & E- Mail Id
1.	Head of the Institution		Chairman	
2.	One Head/Senior Faculty		Convener	
3.	One faculty		Member	
4.	Hostel Deputy Wardens		Member	
5.	Scholarship section – In-charge		Member	
6.	One Student representative		Member	

### **Functions**

- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the institution and render them necessary help in solving their academic as well as administrative problems.
- Students, especially belonging to SC/ST, if they have any issues on the above, may register their complaint either in the SC/ST Cell Committee office. The above Cell will meet once in a month and review all the complaints received and take/suggest remedial measures. Students are hereby requested to lodge a complaint with committee co-ordinator if there is any discrimination based on social origin.
- Analyse information on admissions, promote higher education through various coaching, training and employment of SC/ST, suffering economic, social and educational deprivations.

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### **STUDENTS-ROLES AND RESPONSIBILITIES**

- Student Co-Ordinator representing the entire SC/ST crews shall meaningfully interact and express the opinions and suggestions of the other students of the college in order to improve the effectiveness and help them to manage academic and personal issues of college life and policies & programmes/schemes of the State and Central Govt. for SC-ST, if any.
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- Student Co-Ordinator address the problems experienced by other students, especially belonging to SC/ST, if they have any issues on the above, may register their complaint either in the SC/ST Cell Committee meeting.
- Student Co-Ordinator act as a representative of other SC/ST students and discuss and circulate the necessary steps of measuring for ensuring effective implementation of the policy & programmes/schemes of the State and Central Govt. for SC-ST, if any.
- As per university guideline, college constitutes the committee. The cell gives different information to the students of SC/ST communities. Meeting are arranged by cell time to time.

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### Composition

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S.No.	Category	Name of the Faculty	Status	Contact No. & E- Mail Id
1.	Head of the Institution		Chairman	
2.	One Head/Senior Faculty		Convener	
3.	One faculty		Member	
4.	Hostel Deputy Wardens		Member	
5.	Scholarship section – In-charge		Member	
6.	One Student representative		Member	

**Frequency of Meeting:** The committee shall meet at least twice a month and as the case may be. The convener in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convener maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

## 5.8 SECURITY & CCTV COMMITTEE

The safety of our students is of prime importance. Our campus is monitored under 24X7 CCTV surveillance to keep a track of the activities of our students and also to get aware of any unnatural occurrences.

Our hostels are also equipped with CCTV cameras to confirm the safety of the students. the monitoring becomes highly intense on special days of occasions and events. Besides, the wardens and matrons also account for the security and well-being of our students.

Besides, all other corners of the college including **laboratories**, auditoriums, seminar halls, library and more, are vigorously monitored to ensure campus security.

The recordings of the CCTV are in the hands of the most trusted authorities of the college to make sure no hindering is done. Additionally, the live recordings of the camera are under the constant watch of the guards of our college to spot any unnatural activities and address them then and there.

We keep the entry of unauthorised individuals at bay and this is kept in an account by the campus security guards. Parents can be assured about the security of their wards and feel at peace while their children are inside our premises.

Strict actions are taken against individuals causing unnecessary panic or trying to break the campus security.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One faculty for the department of CSE	Convener
3	One faculty members from each department nominated by respective HOI	Member

**Frequency of Meeting:** The committee shall meet at least twice a month and as the case may be. The Convener in consultation with the chairman prepares and circulates the agenda

of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

## 5.9 ERP COMMITTEE

### COLLEGE INFORMATIVE SYSTEM COMMITTEE

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The committee's primary focus seems to be on transitioning the college's documentation and record-keeping processes to a digital, integrated, and centralized system. This initiative aims to enhance efficiency, accuracy, accessibility, and flexibility in managing and retrieving information related to the college's academic and administrative operations.

#### Role and Responsibilities

1. To digitize and integrate academic and non-academic documentation work.
2. To maintain up to date and accurate information of the college.
3. To improve efficiency and flexibility of college record management and to provide a common and or simple platform for everyone to access the student and employee information.

#### Composition

S.No.	Category	Status
1	One member from Governing Council	Chairman
2	One Teaching Staff Member nominated by Governing Council	Convenor
3	Director	Member
4	Head of the Institution	Member
5	One Teaching Staff Member from each department nominated by Head	Member

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda

of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

## **5.10 MEDIA & WEBSITE COMMITTEE**

The social media cell is single point-of-contact for coverage/communication/publication to press/media/ personnel/stakeholders about the college and its events such as traditional day, fresher's day, annual day, graduation day, guest lectures, workshops, technical fests, conferences and other interactive events. The cell maintains continuous relationship with external stakeholders through suitable media on all related activities. The cell also encourages students and faculty to cover the events and avail well equipped digital studio and software for recording, editing, compiling of various events, summaries, video-shoots, documentaries for media releases. The cell promotes institutional activities through various media-vehicles to attract prospective candidates in their admission process. The aim of the cell is to share intelligence, excellence, experiences, innovations, creativity of students/staff through this platform for answering queries, understand needs and stay connected with alumni/ parents/industry/other-stakeholders and also to attract prospective students/staff.

### **Role and Responsibilities**

- Be a primary source of information on academics, administration, R&D, innovations, etc.
- Promote events through website / facebook / twitter / instagram / linkedin / whatsapp / youtube/blog(s).
- Extend coverage activities i.e. cultural-events / NSS / blood donation / placement /alumni / HR-meets entrepreneurship / student / staff / department / institutional achievements/awards, etc.
- Issue press releases/bulletins to cover in print/digital/social media about all the activities.

- Update in bulletin boards of website, notice board and social media platforms on various campus activities/events in advance and provide blog on all events takes place

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Teaching Staff Member from each department nominated by Head	Member
3	One Non Teaching Staff Member from each department nominated by Head	Member
4	Two students from each department nominated by Head	Member
5	Convenor, Social Media Cell nominated by HOI	Convenor

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

### 5.11 HOSTEL WELFARE COMMITTEE

The hostel welfare committee is responsible for formulating guidelines to ensure smooth management and organization of all aspects of the hostel facilities. As part of its duties, the committee coordinates with the wardens, students, and faculty members for routine day-to-day activities and functioning of the hostels. The committee meticulously implements preventive and corrective measures to regularly monitor various facilities and services, including infrastructure, accommodation, food services, drinking water supply, medical facilities, counseling services, communication channels, internet and Wi-Fi connectivity, CCTV surveillance, transportation, housekeeping, sanitation, laundry services, amenities, generator backup, recreational facilities, and library. The committee's primary objective is to safeguard the welfare of the students residing in the hostels.

**Functions:**

- Formulate admission guidelines with disciplinary norms, and collect application forms along with undertakings from students and parents/guardians in the prescribed format during admission.
- Review digitized admission records, CCTV surveillance system, and form student-floor committees.
- Ensure a secure biometric entry and exit mechanism and prevent outside interference.
- Circulate the details of blacklisted students to parents/guardians, classrooms, and Heads of departments.
- Prepare an operational budget and forward it to the Principal for further recommendations.
- Monitor facilities such as infrastructure, accommodation, mess, drinking water, dispensary, counseling, communication, internet, Wi-Fi, CCTV surveillance, transportation, housekeeping, sanitation, drainage, plumbing, electricity, laundry, amenities, generators, recreation, and library.
- Conduct checks through squads to prohibit ragging, smoking, alcoholic consumption, use of narcotics/drugs, smuggling, and unnatural activities, and report the same to the Principal for necessary action.
- Invite quotations, negotiate, place orders, inspect deliveries and services, and process payments to suppliers.
- Monitor the display of daily menus, food quality, and nutritional standards, and suggest remedial measures.
- Establish tie-ups with hospitals, eminent doctors, and display their contact details prominently.
- Collect feedback on hostel facilities, analyze it, and suggest improvements in services.
- Bring any complaints or suggestions from students or staff to the notice of the Director.

**Composition:**

S.No.	Category	Status
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1	Head of the Institution	Chairman & Warden
2	One senior Faculty member	Convenor
3	Two male & Lady staff members	Member
4	One student from each Hostel representing each year	Member
5	Deputy Warden	Member

**Frequency of Meeting:** The committee is required to convene a meeting at least once in a month and additional meetings can be scheduled as necessary. The Convenor, in consultation with the chairperson, prepares and circulates the agenda for the meeting well in advance. The Convenor is responsible for maintaining the minutes of the meeting and preparing the action taken report.

**Quorum:** Two-thirds of the committee members constitute a quorum for the meeting. If a quorum is not present within half an hour of the scheduled meeting time, the meeting shall be adjourned and rescheduled for the next convenient date.

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

## 6. ACADEMICS COMMITTEE

### 6.1 ACADEMIC COUNCIL

The Academic Council serves as the principal body governing all academic matters at the institute. It holds sole responsibility for areas such as framing academic quality policies, developing strategies, and approving courses, regulations, syllabi, etc. The Council is chaired by the Principal of the institution. Its nominated members comprise representatives from the university, renowned academicians, working professionals from industries, Chairpersons of the Board of Studies across various departments, as well as senior, associate and assistant professors from within the institute. The decisions made by the Academic Council are subsequently presented to the Governing Body for final approval. Thus, the Council plays a pivotal role in shaping the institute's academic policies, standards and offerings by leveraging the collective expertise of its diverse membership spanning academia and industry.

**Functions:** The roles and responsibilities are to

**Composition:**

S.No.	Category	Status
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1	Head of the Institution	Chairman
2	Head of the Departments	Convenors
3	Two subject experts from outside the college to be nominated by the AC.	Member
4	One representative from industry/corporate sector/allied area relating to placement	Member
5	The Chairman, BoS, with the approval of the Principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

**Frequency of Meeting:** The Head of the Department as per the direction of the Principal schedules the meeting of the board of studies. The meeting may be scheduled as and when necessary, but atleast once a year to finalize the syllabi for various value added programs and certificate courses offered by the institution as a part of the Skill Development.

**Quorum:** Two-third of the members constitutes the quorum including university nominees. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

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

## 6.2 BOARD OF STUDIES

The Board of Studies is a core component of the college's academic system. It operates by strictly adhering to the guidelines set forth by statutory bodies such as AICTE, and Anna University for developing and restructuring curricula. The key functions of the Board of Studies include introducing new courses of study, determining the specifics of continuous assessment metHeads, recommending panels of examiners for the semester system, and more. The Board plays a crucial role in reviewing and suggesting revisions to syllabi and add-on courses proposed by the respective departments to align with industry needs. Through its meticulous adherence to regulatory guidelines and by leveraging departmental inputs, the Board of Studies ensures the curricula remains up-to-date and relevant for preparing students to meet professional demands.

**Functions:** The roles and responsibilities are to

1. Prepare / plan the syllabi for value added & certificate courses keeping in view the

objectives of the institute, interest of the stake holders and global requirement, for consideration and approval of the AC.

2. Suggest methodologies for innovative teaching, learning and evaluation techniques.
3. Discuss starting of new courses, programmes etc.to meet the global challenges.
4. Coordinate research, teaching, extension and other academic activities in the department/institute.
5. Submit a panel of experts for selection committees to the Academic Council for approval.
6. Any other function that may be assigned by the Academic Council.

**Composition:**

The constitution of Board of studies of every department:

S.No.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialization	Member
3	Two subject experts from outside the college to be nominated by the AC.	Member
4	One representative from industry/corporate sector/allied area relating to placement	Member
5	One post graduate meritorious alumnus to be nominated by the Principal.	Member
6	The chairman, BoS, with the approval of the principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

**Frequency of Meeting:** The Head of the department as per the direction of the Principal schedules the meeting of the board of studies. The meeting may be scheduled as and when necessary, but atleast twice a year.

**Quorum:** Two-third of the members constitutes the quorum including university nominees. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

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

**6.3 PROGRAM ADVISORY BOARD**

The Program Advisory Board (PAB) discusses about curriculum gap, following the the program outcomes (POs), program specific outcomes (PSOs) and program educational objectives (PEOs) framed by the University. All faculty members, industry and academic experts, students and alumni are members of PAC. The programme advisory board interacts and maintains liaison with key stakeholders. The programme advisory board is chaired by Head who receives the report of the Academic Council and monitors the progress of the program. The board develops and recommends new or revised goals, develops action plan for the semester & the Department Association and objectives of the program. The board also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions. Monitor the various activities like NPTEL, Spoken tutorial, FDP, STTP / Guest lecturers.

### **Role and Responsibilities**

1. To frame the POs, PSOs and PEOs
2. To ensure the alignment between PEOs and Mission statement
3. To work on improvement in students employability
4. To provide support for Entrepreneurship development for students
5. To assist for improving Industry Institute Interaction
6. To facilitate various co-curricular activities for overall development of students
7. To provide knowledge on topics beyond the syllabus and additional experiments to meet PEOs
8. Submission of report to the IQAC in the prescribed format

### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Department	Chairman & Convenor
2	All faculty from the Department	Member
3	All non teaching Staff from the Department	Member
4	One student from each Class nominated by Head	Member

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and

action taken report.

**Note:** To review the decisions taken in the PAB, Department Review Meeting (DRM) is conducted 15 days once

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

#### 6.4 Academic Advisory Board

The Academic advisory board is chaired by Head, Department of Science & Humanities who receives the report of the Academic Council and monitors the progress of the Department.

##### Roles & Responsibilities

- Develops action plan for the semester & the Department Association.
- Monitoring of Course plan and delivery.
- Verification of Faculty Dairy including Attendance Entry, Internal and IAT Marks, Syllabus Coverage, Identification of Slow Learners and above average performers and necessary actions.
- Monitor the various activities like participation of Staff & Students in NPTEL, Communication, FDP, STTP / Guest lecturers.
- Submission of report to the IQAC in the prescribed format

##### Composition

S.No.	Category	Status
1	Head of the Department	Chairman & Convenor
2	All faculty from the Department	Member
3	All non teaching Staff from the Department	Member
4	One student from each Class nominated by Head	Member

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

## **6.5 Department Advisory committee**

### **Objective:**

To ensure that the Vision and Mission of the Department are achieved by acting as a catalyst in improving the quality of the programs offered. This is a core committee of the department constituted to help the decision-making process of the matters pertaining to the department in Academic, Infrastructural facilities, student support systems, short and long term goals.

### **Composition**

Chairman: DAB Lead HOD

Faculty - Members (Professor & Associate level) Industry Chair

Academic Advisor from other Institute/University

**Meeting Frequency:** One time in a semester .

### **The roles and responsibilities of the DAB are as follows:**

Members of the committee are responsible for providing advice, assistance, support, and advocacy for

**1. Enhancing Career and Technical Education:** Advising on initiatives focused on improving and modernizing career and technical education to align with industry standards and advancements.

**2. Stakeholder Communication:** Engaging and maintaining connections with key stakeholders to ensure effective communication and collaboration.

**3. Curricular Review and Improvement:** Reviewing curriculum gaps and proposing plans to address these gaps to enhance the educational programs.

**4. Academic Infrastructure and Resources:** Recommending improvements in academic infrastructure, budget allocation, and ICT facilities to support educational objectives.

**5. Enhancement of Educational Objectives:** Providing input on refining Program Educational Objectives (PEOs), Program Outcomes (POs), course scheduling, and content to enhance educational outcomes.

**6. Quality Assurance:** Verifying curriculum design, instructional methodologies, assessment methods, and suggesting improvements for achieving educational objectives.

**7. Industry Collaboration:** Encouraging interactions between the institute and industries to bridge skill gaps and enhance employability.

**8. Quality Improvement Initiatives:** Proposing initiatives aimed at improving quality to ensure students' preparedness for employment.

**9. Monitoring and Advisory Role:** Advising on current and future program-related issues and ensuring the quality of the teaching-learning process through faculty development programs.

**10. Feedback Analysis:** Reviewing survey reports, analyzing feedback, and suggesting action plans for continuous improvement.

**11. Reporting and Effectiveness Evaluation:** Submitting reports to the Internal Quality Assurance Cell (IQAC) to evaluate the effectiveness of program implementations.

#### **6.6 Department Academic Audit Committee (DAAC)**

The Department Academic Audit Committee has a dual role – conducting comprehensive academic audits to maintain academic standards and integrity, as well as actively monitoring and preventing malpractices during internal assessment examinations through its squad team functions.

#### **Roles & Responsibilities**

1. Conducting Academic Audits:
  - The committee is responsible for carrying out academic audits, which likely involve reviewing and evaluating various academic processes, policies, and procedures within the department or institution.
  - Academic audits help ensure quality standards, compliance with regulations, and continuous improvement in academic matters.
2. Acting as a Squad Team:
  - The committee also functions as a squad team to monitor and check for any malpractices or irregularities during internal assessment examinations.
  - This role involves vigilance, investigation, and possibly taking disciplinary actions if malpractices are detected during these examinations.

### 3. Internal Assessment Examinations:

- The committee's squad team responsibilities are specifically focused on the internal assessment examinations conducted within the department or institution.
- Internal assessments are typically evaluations or tests that contribute to the overall grading or assessment of a course or program, apart from the final external examinations.

#### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty from the Department	Convenor
3	One Faculty from each Department	Member

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

## 6.7 EXAMINATION COMMITTEE

The Examinations Committee is responsible for formulating guidelines and policies to efficiently conduct, monitor, review and control the examination processes within the institute. Their key duties include improving the examination systems, appointing paper setters, examiners, and moderators for various examinations. The committee finalizes decisions related to condonation, detention, promotion, re-registration and re-admission of students based on their academic performance.

It prepares and publishes the schedules for all examinations to be conducted. The committee addresses any malpractice issues or grievances raised by students or staff pertaining to examinations. It oversees the entire examination lifecycle - evaluation, scrutiny, moderation,

tabulation and declaration of results. It handles applications for revaluation or challenge evaluation and issues relevant certificates to students. The committee also makes arrangements for the annual graduation ceremony.

In essence, the Examinations Committee frames policies, appoints examination personnel, prepares schedules, addresses grievances, conducts evaluations, declares results, issues certificates and organizes the convocation - aimed at ensuring smooth and transparent examination processes.

**Functions:** The role and responsibilities are to

1. Ensure paper setting, moderation, conduct of examination, digital evaluation, results processing, declaration of results and all examination-related works.
2. Conduct examinations smoothly under strict vigilance by timely execution of examination schedules.
3. Ensure suitable punishment based on the recommendations of the malpractice prevention committee for students.
4. Initiate appropriate punishment on violation of rules during the examination process to staff, paper setters, examiners, moderators, valuers, scrutinizers, referees or any other persons.
5. Hold periodical meetings in a semester or on emergencies to initiate necessary action.
6. Recommend examination process reforms from time to time in question paper settings, scheme of evaluation, digital valuation, expedite the results and issue of certificates.
7. Conduct post-audit at random for evaluation procedures.
8. Maintain compliance with moderation/grafting/grace-marks/publish the results in website/notification of revaluation/challenge valuation.
9. Declare the final results after revaluation/challenge valuation and distribution of relevant certificates.
10. Approve the financial estimates prepared by COE.

**Composition:** Examinations Committee consists of

S.No.	Category	Status
1	Chairman	Chairman



2	Controller of Examination	Convenor
3	Dy. Controller of Examination	Member
4	Department Exam Cell Coordinators	Member
5	One Non- Teaching Staff from Each Department	Member
6	One Non- Teaching Staff from Administration	Member

**Frequency of Meeting:** The committee shall meet atleast twice in each academic term or as and when required. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum including the university nominee. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

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

## **7. QUALITY ASSURANCE & RESEARCH COMMITTEE**

### **7.1 INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)**

Evaluating quality serves as a critical measure for identifying and implementing best practices and sound governance within an institution. The primary goal of the Internal Quality Assurance Cell (IQAC)

is to establish a systematic approach for conscious, consistent, and continuous enhancement of the institution's overall performance across all domains. The IQAC acts as a driving force to facilitate the transformation of students and faculty towards achieving professional eminence that can address the needs of the global community. Through its quality assurance mechanisms and initiatives, the IQAC plays a pivotal role in enabling the sustainable growth and advancement of the institution by elevating the skills and capabilities of its key stakeholders - the students and staff. It cultivates a culture of continuous improvement by assessing performance, pinpointing areas requiring intervention, and implementing measures to uphold the institution's standards in alignment with global benchmarks.

**Vision:** To build and ensure a quality culture for all round excellence in the educational

practices, processes and methods.

**Mission:** To establish benchmarks, rubrics, metrics and quality standards for continuous improvement through effective academic administrative systems to achieve accreditations /affiliations /rankings.

**Functions of IQAC:** the functions of IQAC are to

1. Develop and implement quality benchmarks/parameters/rubrics for evaluating and improving various academic and administrative activities of the institution.
2. Foster a quality culture by creating a learner-centric conducive environment for quality education and facilitating faculty growth to adopt required knowledge and technology for participatory teaching and learning processes.
3. Arrange for collection and analysis of feedback from students, parents, and other stakeholders on institutional processes related to quality.
4. Disseminate information on various quality parameters of higher education to all stakeholders.
5. Establish inter/intra institutional facilities to support workshops, seminars and quality circles/forums.
6. Document various programs/activities that lead to quality improvement within the institution.
7. Act as a nodal agency for quality-related activities, adoption and dissemination of best practices.
8. Develop and maintain the institutional database to enhance the quality of the management information system (MIS).
9. Arrange for periodical internal/external academic and administrative audits and maintain records.
10. Prepare the Annual Quality Assurance Report (AQAR), submit to NAAC after governing body approval, and host it on the website.

**The objectives of IQAC:** The objectives of IQAC are to

1. Develop a system for conscious, consistent and programmed action to improve the quality of academic and administrative performance of the institution.
2. Establish measures for effective functioning of institution through quality

enhancement, innovation and best practices.

3. Promote, promulgate and pronounce values and ethics in academics, research and consultancy.

**Mechanism of IQAC:** Inorder to achieve the objectives and bring quality culture, IQAC acts as a catalyst to

- ❖ Ensure timely and efficient execution of various academic, administrative, and financial tasks within the institution.
  - ❖ Develop and implement quality benchmarks/parameters to assess and improve the various academic and administrative activities of the institution.
  - ❖ Provide access and affordability to academic programs for various sections of society.
  - ❖ Optimize and integrate modern teaching and learning methodologies.
  - ❖ Create an environment that fosters credibility and trust in the institution's evaluation procedures.
  - ❖ Ensure the adequacy, proper maintenance, and allocation of support structures and services.
  - ❖ Share and exchange research & development knowledge and intelligence among the network of institutions in India and abroad.
  - ❖ Document and maintain information about various programs and activities leading to quality improvement within the institution.
  - ❖ Establish and showcase the relevance and quality of the institution's academic and research endeavors.
- 

#### **Benefits of IQAC:**

- ❖ The IQAC will facilitate and contribute towards achieving higher levels of clarity and focus in the institution's functioning, aimed at enhancing overall quality.
- ❖ It will internalize and promote a quality culture within the institution.
- ❖ The IQAC will coordinate various academic and administrative activities to adapt and implement best practices.
- ❖ It will enable effective decision-making processes to improve the institution's overall functioning.
- ❖ The IQAC will facilitate the adaptation of dynamic systems to incorporate quality changes in higher education institutions (HEIs).

- ❖ It will establish methodologies for systematic documentation and streamlined internal communication within the organization.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairperson
2	Faculty from Each Department representing the criterias	Member
3	One/two nominees from local society, Students and Alumni	Member
4	One/two nominees from Employers/Industrialists/stakeholders	Member
5	One of the senior faculties as the coordinator of the IQAC	Convenor

**Frequency of Meeting:** The Convenor convenes the meeting with the approval of the chairman at least twice a year and such other occasions as may be necessary. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

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

## 7.2 RESEARCH & DEVELOPMENT CELL (RDC)

### Introduction

The Research & Development (R&D) cell acts as a central hub, fostering collaboration across departments to facilitate academic endeavors, sponsored research, projects, and consultancy services. Committed to supporting students, staff, alumni, and stakeholders, the cell provides access to research labs and incubation centers, enabling individuals to present and publish papers in esteemed national and international conferences and journals, thereby advancing academic, professional, and career objectives.

At the forefront of innovation, the R&D cell engages in various activities such as workshops, symposiums, seminars, conferences, research publications, projects, innovations, patents, and intellectual property rights (IPR) endeavors across diverse fields. It also coordinates skill and

technology upgradation programs, promotes startups, entrepreneurial initiatives, and encourages participation in national and international technical competitions. In collaboration with the Innovation Incubation Entrepreneurship Cell (IIEC), the cell supports the establishment of new ventures.

Dedicated to excellence and the highest standards in scientific research, the R&D cell actively produces publications, patents, prototypes, and IPR filings. It strives to foster a robust research culture, harness global potential, strengthen knowledge foundations, and promote the creation of new R&D applications across multidisciplinary domains.

In line with its commitment to societal impact, the R&D cell, through initiatives like the Seed Money Scheme, creates an environment conducive to high-quality research. Empowering staff and students to engage in research pursuits, the R&D policy emphasizes adherence to rules and regulations governing research activities, ensuring ethical and responsible conduct for all involved individuals.

The research strategy of SMCE covers all major academic disciplines. Faculty and students are actively involved in research, as the university is

- Committed to research in key areas across science and humanities
- Specially focused on areas like Renewable energy, Computing, Concrete technology, Materials and Embedded systems.

**Functions:**

- Create an annual plan for R&D activities and develop incentives for researchers.
- Obtain budget approval for activities from the finance and planning committee and governing body.
- Compile a list of funding agencies supporting R&D projects.
- Encourage staff and students to publish papers and file patents.
- Motivate submissions of R&D proposals to various funding agencies within deadlines.
- Develop strategies for collaborative research with industry, government, and other institutions.
- Monitor R&D project progress across departments and address any issues.
- Foster relationships with industry for sponsored projects.

- Organize conferences, workshops, and training programs to enhance research skills.
- Promote self-employability through innovation and entrepreneurship initiatives.
- Emphasize publication in recognized journals for faculty.
- Maintain and update records of research activities.
- Establish a review committee for assessing quality of work and recommending incentives.
- Allocate funds to departments and researchers for R&D activities.
- Monitor proper utilization of research funds as per budget.
- Track R&D progress
- Monitor revenue generation from R&D projects and maintain financial records.

### Constitution

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Staff Member nominated by HOI	Convenor
3	One staff member from each department	Member

**Frequency of Meeting:** The committee shall meet atleast four times a year or as and when required. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two- Third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

### 7.3 Library

The purpose of the Library Committee is to act as a channel of communication between the institute library and its users. It shall assist in developing operational procedures, suggest measures for improvement and inculcate the habit of technical-readings and retrieve intelligence.

#### Role and Responsibilities

1. Monitor functioning of online public access catalogue (OPAC).

2. Request and collect library requirements from Heads before the beginning of semester.
3. Verify and approve the library requirements from all the departments as per norms.
4. Consolidate library requirements of all the departments within the budget limits and recommend.
5. Review the procedure for enquiry, quotations, scrutiny, negotiations, order, delivery, and payment.
6. Ensure process adopted for inspection, accession, stacking, and adding to LIS.
7. Inspect entries in accession register time to time and maintenance of e-records of issues/returns.
8. Conduct audit of books/journals/periodicals/equipment/resources/stock & accession registers.
9. Check display of new arrivals of books, journals, magazines, software, and any other e-resources.
10. Keep e-record of students and staff and visitors register with suggestions in the library.
11. Insist on timely subscription/renewal of all journals, e-resources, licenses, software, etc.
12. Observe availability & accessibility of DIGINET/ remote access/ reprography/ internet/ WiFi.
13. Visit and check reading room, AV/digital library with suitable PAS/Head gear system facilities.
14. Ensure access to digital resources like NDL/NPTEL/SWAYAM/ MOOCS/INDEST.
15. Ensure display of central library area/seating capacity/titles/volumes/journals/periodicals available.
16. Ensure addition of required titles, volumes, journals, periodicals, magazines, newspapers, AV-CD's, rare books, new/old manuscripts, e-resources, and infrastructure every year as per norms.
17. Bring any complaint/suggestion from the students/staff to the notice of the Director.

### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	All Heads	Member

3	One senior faculty and one student from each department	Member
4	Finance Officer	Member
5	Purchase committee Convenor	Member
6	Librarian	Convenor

**Frequency of Meeting:** The committee shall meet atleast four times in a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day

**Term:** The tenure of the members shall be three years.

#### **7.4 Career Guidance Placement & Training Cell (CGPTC)**

The Training & Placement Cell aims to guide students in selecting the right career path by providing knowledge, aptitude and skills aligned with global manpower requirements. The cell prepares students for the recruitment process and creates awareness among companies about potential hiring opportunities within the institute.

It offers infrastructural support to prospective recruiters for conducting interviews, hosting seminars, group discussions and written assessments. The cell firmly believes that employability, encompassing skills, attitude and practical experience, lays the foundation for entrepreneurship.

Hence, it imparts continuous training focused on learning skills, behavioral skills, life skills in addition to aptitude and communication skills. The cell pursues this objective through a four-phased training approach spanning primary, secondary, tertiary and advanced levels, systematically involving students across all engineering/management disciplines.

The Training & Placement Cell plays a crucial role in grooming students to become industry-ready professionals by facilitating career guidance, recruitment opportunities and infrastructural support for companies, and multi-dimensional skills training aligning with



global workforce needs.

**Vision:** Nurture the students with culture, values, ethics, sincerity and hard work that pave way for bright career and enable them to serve global society.

**Mission:** Endure students to develop the technical/professional/inter-personal/lateral-thinking skills through mentoring, industry interaction and counseling to succeed & advance in their career.

**Functions:** The roles and responsibilities are to

## **II. Career Guidance:**

- Establish a Center for Career Guidance & Counseling to organize professional counseling services for students.
- Create awareness about career advancement opportunities and develop professional, technical, and business communication skills.
- Display articles and information regarding competitive exams and industrial career opportunities on notice boards across the campus.
- Involve alumni and stakeholders to provide job opportunities in government, public, and private sectors for students.
- Arrange motivational talks and workshops with industry experts to share their expectations and insights.
- Create awareness about online assessments by providing central computer facilities for students.
- Conduct tests like psychometric, aptitude, reasoning, coding challenges, mock interviews, etc. to assess students' skills.
- Formulate placement teams with faculty coordinators to guide respective groups of students.
- Provide state-of-the-art facilities in the auditorium, seminar halls, and interview rooms for career guidance activities.
- Conduct competency mapping programs focused on higher education opportunities, employment, and entrepreneurship.

## **III. Training & Development**

- Design the curriculum by incorporating industry expectations and train students accordingly to meet those requirements.
- Provide training in communication skills, personality development at the entry-level stage of the program.
- Train students on aptitude, reasoning, verbal abilities, resume preparation, email writing, interview skills and conduct practice/mock sessions at the secondary level.
- Provide corporate training programs on group discussions, general knowledge, current affairs, technical and core aspects, etc. at the tertiary level to gear-up for recruitment processes.
- Offer need-based training tailored to specific industry requirements through online tests, technical and HR interview practice at an advanced level.
- Provide exposure to real-world work culture by organizing industrial visits every year.
- Focus on imparting training in foreign languages to enhance employability.
- Conduct training sessions in value-added courses to bridge the gap between industry and academia.
- Involve alumni in conducting competency mapping and career advancement programs to leverage their experience.

#### **IV. Placement**

- Manage databases in the required format for agencies involved in recruiting, ranking, affiliating, and accrediting, and coordinate with those agencies.
- Obtain lists of eligible students for jobs, projects, higher education, or entrepreneurship from department Heads and the controller of examinations, and provide guidance in their respective areas.
- Liaise with industries to facilitate internships, projects, seminars, visits, and recruitment opportunities.
- Maintain active memoranda of understanding with industries, universities, professional associations, and research & development agencies.
- Prepare monthly, quarterly, bi-annual, and annual reports detailing the number of training programs, workshops, seminars, guest lectures conducted, company visits,

list of selected students, alumni outreach, and leads generated. Submit these reports to the director, upload them to the website, and maintain records for AICTE, NBA, NAAC, Anna University, etc.

- Publish achievements related to training, placement, alumni, and entrepreneurship in the institute's newsletter, print media, and electronic media outlets.

## **V. Higher Education**

- Display information prominently in various locations about opportunities for higher studies at universities in India and abroad.
- Facilitate on-campus specialized training for entrance exams such as GRE, TOEFL, IELTS, GATE, CAT, etc.
- Provide a platform for students to interact with officials from foreign universities regarding their promotional programs, spot admissions, and scholarship opportunities.
- Conduct awareness programs in collaboration with various funding agencies to highlight opportunities for studying abroad.
- Organize awareness programs about course offerings and funding opportunities at premier national institutions and universities.

## **VI. Alumni**

- Establish, engage, maintain, and interact with the alumni association for overall institutional development.
- Create awareness among current students about the importance of the alumni association.
- Coordinate the process of outgoing students filling out the alumni information forms.
- Maintain regular interaction with alumni and a database to connect and reconnect with them.
- Strengthen alumni relations through social media and seek their advice through active participation.
- Conduct guest lectures by alumni to provide insights on employment opportunities.
- In association with alumni, extend support to needy/deserving students of the institute.
- Share intelligence and information on various aspects between the alumni and the

institute.

- Seek assistance from alumni in providing opportunities for student projects, internships, and placements.
- Involve alumni in curriculum design, education, training, research and development, consultancy, and extension services.

#### **VI. Interaction between industry and institute.**

1. Arrange guest-lecturers/workshops/training/R&D/consultancy/projects/internships/visits by signing of relevant MoUs with various industries.
2. Involve industry experts in curriculum-design and development.
3. Organize programs on innovation, incubation, IPR and entrepreneurship development.
4. Counsel and mentor by industry experts.
5. Conduct mock-interviews and GDs with the help of professional/industry associations.

#### **VII. Facilities for Recruiters**

1. Provide seminar halls to conduct pre-placement talks and computer labs for online tests.
2. Facilitate GD rooms and personal interview chambers.
3. Arrange student volunteers and logistics for the campus/pool drives.
4. Support with stationery and photocopying facilities.
5. Ensure proper hospitality for recruitment teams.

**Objectives:** The objectives of the Cell are to

1. Facilitate the campus recruitment with necessary industry interaction, MoUs, training and placement to the satisfaction of the stakeholders.
2. Arrange for prior interaction with placement organizations for acquaintance regarding recruitment and selection procedure.
3. Counsel/mentor/address the students needs for career development/clarify their academic and career interests, and their short/long term goals through individual counseling and group sessions.
4. Arrange for the maintenance of databases with details of students, companies, placement offers, compensation packages etc.

5. Organize periodic meetings with Human Resources Department of companies and TPO's to promote recruitments.

**Composition:**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	All HEADs	Member
3	Two faculty members from each department nominated by respective Head	Member
4	Training and Placement officer	Convenor
5	Minimum one from each department	Student Member

**Frequency of Meeting:** The committee shall meet at least twice a month and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years

## 8. CAMPUS ACTIVITY – CO-CURRICULAR COMMITTEES

### 8.1 DEPARTMENT ASSOCIATIONS

Department associations play a crucial role in fostering professional development, setting standards, advocating for their respective fields, and facilitating collaboration and knowledge sharing among members.

#### **Roles & Responsibilities**

- Develop and explore the student’s strengths and talents outside of academics.

- Giving opportunity to the students to build friendships and participate in group activities outside of the tight circle of the regular classroom.
- Advance the Educational and psychological values among the students.
- Providing a way to keep students supervised outside of academic hours.
- Building skills that are not necessarily taught in the classroom but are still important for the future.
- Develop the overall Personality to the students.
- Helping students develop stronger time-management and organisational skills

## **Roles & Responsibilities of the Committee Members**

### **Roles of Convenor**

- To Prepare the Events Year planner for organising the events.
- To organise the team members and conduct periodic meetings.
- To encourage the student members to bring -up their classmates' skills apart from curriculum activities.
- To conduct periodical, inter and intra Class/Department events like Group Discussion, Quiz, Seminar (Both General and Technical topics), Communication Skills events, mock Interview etc.
- Act as a signatory for the committee in all purposes.
- Serve as a spokesperson for the committee when required.
- To encourage the faculty members to coordinate with their department students.
- Chair Committee Meetings ensuring that they are run efficiently and effectively.
- Represent the committee and the college in matters involving the relevant Association.
- Prepare and submit an annual report to the committee.
- Ensure transparency in the related activities.
- To perform any other related duty assigned by Director/ Principal of the institution.

### **Roles of Faculty Member**

- Maintain records of the Committee and ensure effective management of committee's records.
- Maintain the committee membership list each year.
- Formulate and update the yearly calendar of events under the observation of coordinator of the committee.
- Communicate with respective Head of the Department regarding the activities of the cell.

- Identify the students who have leadership quality and propose their name to the coordinator as student representative.
- Report all the related activities to the coordinator of the committee.
- To assemble the target students for their skill development.
- Identify the performance of the students in individual as well all group wise.
- Encourage and award the token of best performance memento to the well performed students.
- Motivate the lagging students to improve their interpersonal skills.
- To create the documents as per topic and date wise.

### **Roles of Student Member**

- To identify interested students in association related activities.
- To help faculty members in inorganic different events on par of co-curricular activities.
- To follow up and implement the instructions given by Coordinator and Faculty members of the committee.
- To collect the data for each and every event under the guidance of the faculty member.

### **Composition**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Teaching Staff Member from each department nominated by Head	Member
3	One Non Teaching Staff Member from each department nominated by Head	Member
4	Two students from each department nominated by Head	Member
5	One Senior Faculty to lead the Association	Convenor

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

## 8.2 PROFESSIONAL SOCIETY

The Professional Societies committee is established with a view to give a platform for students to improve their technical skillsets with a focus on experiential learning, Create awareness of cutting edge technologies and enable them to contribute ideas and or develop technology interventions for betterment of mankind, Network with peers from other institutes as well as engineers in industry and leverage from the opportunity, Enable them to face the challenges in their professional career, Involve students in planning events with a focus on improving their technical skills like competitions / workshops etc.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Teaching Staff Member from each department nominated by Head	Member
3	One Non Teaching Staff Member from each department nominated by Head	Member
4	Two students from each department nominated by Head	Member
5	One Faculty nominated by HOI	Convenor

**Frequency of Meeting:** The committee shall meet at least Two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

## 8.3 LITERARY CLUB

Literary (English) club is a place for students to use English in fun environment. In the club the students will have an opportunity to practice many different skills based on real situations



moreover the Literary (English) club will encourage and support students to help each others to achieve the club activities

## OBJECTIVES

- To develop listening and speaking skills of the students
- To practice students to be an MC (Master of Ceremonies) in various situations
- To create a relaxed environment for the students
- To prepare students for the Listening test
- To prepare students for speech contest
- To facilitate students for a job interview in English
- To prepare the students for Group Discussions
- To prepare the students for reading competitions
- To mould the students with good Etiquettes, Body language, Good Manners & Character building.
- To inculcate among students a flair for the language and enhance their literary skills
- To induce reading habit in students
- To encourage students to become orators and display their intellectual, independent thinking skills and imbibe a sense of confidence
- To provide a platform for debating events
- To improve and encourage creative writing.

## Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	Senior Faculty from the Department of English	Convener
3	Minimum one Faculty from each Department	Member

**Frequency of Meeting:** The committee meets once in fortnight or as and when required. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** All members must be present for the meeting. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 8.4 MATHEMATICS CLUB

The aim of Mathematics Club is to provide opportunities to the students to showcase their mathematical skills making engineering easy and to explore short cut in maths beyond textbooks and apply it in day-to-day engineering applications.

### OBJECTIVE

1. To persuade students use appropriate mathematical language (notation, symbols, terminology) in both oral and written explanations
2. To encourage to choose and use ICT tools as appropriate and, where available, to enhance communication of their mathematical ideas
3. To organize seminar, Guest Lecturers , Quiz and Exhibition of Mathematical models

### Composition

S.No.	Category	Status
1	One Senior Staff	Convener
2	All Faculty from Department of Mathematics	Member

3	Minimum one student from each department	Student Member
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**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the Chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 8.5 SCIENCE CLUB

### INTRODUCTION

The Science Club was started with an aim intended to invite many eminent scientists who would share their experience with the students and motivate them to get scientific knowledge amongst the college students and local community. Activities are designed primarily to introduce students to undertake interesting/exciting science and technology projects. The Science Club consists of a group of students who want to explore the many branches of engineering, mathematics, and science. The club is open to all students.

### OBJECTIVE

The objective of the science club is to improve, advance and develop scientific education, thinking, research and attitude, cultivating the spirit of enquiry and generating a love of science for its own sake, to bridge the gap between formal education and a more comprehensive knowledge of science, endeavoring to make the study of science more interesting along with providing opportunities for the transmission of dry information into tangible knowledge.

### ETHOS OF THE CLUB

The Guiding Principles behind the scheme are a useful starting point for those wishing to develop their own activities. The five Guiding Principles govern how the activities have been developed:

- Solve a relevant, science-based problem, set within a scenario.
- Work in pairs or small groups or independently.
- Take part in practical, hands-on science activities.
- Think and talk about science, during the activity and when sharing their results.
- Share their results using a variety of media.

### THINGS TO DO IN A SCIENCE CLUB

- To Conduct Seminar, Workshop, Exhibition and Quiz competition to inculcate students knowledge in the field of science.
- To make students to acquire knowledge by giving lectures once in a month.
- Promote the use of IT in learning science.
- To encourage student to participate actively in the activities organized by the Science Club.
- To help the students to promote discussion on the recent innovation in the field of science once in a month.
- Decorating the walls of the classroom, library and laboratory with scientific pictures and charts prepared by students themselves.

### Composition

S.No.	Category	Status
1	One Senior Staff	Convener
2	One Faculty from each Department	Member
3	Minimum one Student from each department	Student Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convener in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convener maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient

day.

**Term:** The tenure of the members shall be Three years

## **8.6 ENSAV CLUB**

### **About-EnSAv club**

EnSAv club -SMCE was established in 2017 in association with Energy Efficiency Research Group (GREEN9) with 30 members. EnSAv (Energy Saving Avarness) Club allows the student to showcase their talents and concern towards energy conservations and importance of implementing renewable sources. Club was launched in Stella Mary's College of Engineering , with a motive to engage students and undertake various activities such as Energy auditing in the college, doing projects based on Renewable Energy Sources and present their ideas to conserve energy. Every year this club organizes several activities like Energy awareness campaign in rural areas, sticker campaign, paper presentation, poster presentation, seminars, guest lectures, quiz and drawing competition, etc. for students. The main objective of club is creating awareness on energy consumption among the society, students, and staff towards sustainable use of energy.

### **OBJECTIVES**

- To work towards UN Sustainable Development Goals (4, 7, 9, 11, 12, 13 & 17).
- To inculcate the entrepreneurial skills in students to implement their innovations abiding by the laws of nature to retain energy efficiency.
- To develop at least three innovative products / projects that provide solutions for making the world a better place.
- To organize a Model United Nation (MUN) per year, two inter / intra competitions and awareness programs for young minds to accelerate the global development rate.
- To disseminate Energy Audit activities in order to stimulate conservation practices among the inhabitants.

### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	One Senior Staff	Convener
2	One faculty from each Department	Member

3	Minimum one student from the department of EEE, Civil and Mechanical.	Member
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**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### **8.7 Toastmasters Club**

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. They are small groups of 20-40 people who meet regularly (usually weekly or bi-weekly) to practice and improve their public speaking abilities. Toastmasters clubs can be found in communities all around the world. Many companies and organizations also sponsor club meetings for employees. The self-paced program and peer feedback help members systematically improve their communication, public speaking and leadership abilities in a friendly club environment.

#### **Functions of the Club:**

- At club meetings, members take turns giving prepared speeches and receiving constructive feedback from other members. There are also impromptu speaking opportunities.
- The meeting roles like timer, grammarian, evaluator, etc rotate so members practice different skills.
- Toastmasters follows a structured educational program with different manuals and speech projects to work through to build a variety of speaking competencies.
- Clubs have a supportive, positive atmosphere that allows members to practice speaking in front of an audience and confront fears about public speaking.

- Membership dues are reasonable and provide access to educational materials and the opportunity to work through leadership roles.

### Composition

S.No.	Category	Status
1	One Senior Staff	Convener
2	One faculty from the Department of English	Member
3	Minimum one student from each department	Member

**Frequency of Meeting:** The Club shall meet atleast two times a year and as the case may be. The Convener in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convener maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 9. CAMPUS ACTIVITY – EXTRA CURRICULAR COMMITTEES

### 9.1 Department of Physical Education

The Department of Physical Education in Stella Mary’s is responsible for promoting and developing physical education and sports programs for students. The committee aims to encourage a healthy and active lifestyle among college students by providing opportunities for them to engage in physical activity and sports. The committee is usually made up of faculty members and student representatives who work together to organize sports events, tournaments, and other activities. They also oversee the use of college sports facilities, equipment, and resources. The committee plays a vital role in enhancing the overall physical fitness and wellness of the student body. It encourages teamwork, sportsmanship, and fair play, and provides a platform for students to showcase their talents and skills. The committee also works towards

ensuring the safety and well-being of students during physical education and sports activities by implementing appropriate safety measures and protocols. The committee often collaborates with other college committees and external organizations to expand and improve physical education and sports programs for students. Overall, the committee strives to create a supportive and inclusive environment where all students can participate and excel in physical education and sports activities. The committee meets twice the year mandatorily and as per needs.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	Director of Physical Education	Convenor
3	One member recommended by Governing Council	Member
4	One member from each department	Member

**Frequency of Meeting:** The cell shall meet atleast three times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### 9.2 Cultural Club

The Cultural Club of Stella Marys College of Engineering aims at helping the students to understand and accept themselves 'as they are'. Cultural activities help students to develop themselves in a desired field and prepare students for real life and strengthen their personal skills. When students are successful in cultural activities, it gives self-confidence to face the outer world and also help them to face their academic challenges in a much better way. In this way, our students develop as balanced individuals with good academic record and impressive personality.



## **Objectives**

The objectives of the club aim to,

- Provide a platform for students to showcase and appreciate various forms of art, literature, and cultural expression
- Organize and celebrate cultural and religious festivals, allowing students to share and experience different traditions.
- Encourage and support students interested in performing arts such as dance, drama, and music.
- Raise awareness about cultural issues, historical events, and societal norms
- Provide opportunities for students to connect with professionals and experts in various cultural fields.
- Bring about a voluntary change in the students

## **Functions:**

Some specific functions of Cultural club is to,

- Organize cultural events, festivals, or showcases to celebrate and share the diverse traditions, art, music, and dance forms present within the student body.
- Arrange dance and music performances, encouraging students to explore and share their talents in different cultural styles.
- Conduct competitions in various cultural categories such as traditional dress, folk dance, or cultural trivia to engage students in friendly competition.
- Encourage students to participate in external cultural events, competitions, or conferences to broaden their exposure.

## **Roles and Responsibilities:**

- **Event Planning and Execution:** Organize and execute cultural events, festivals, and performances.

- **Cultural Awareness and Sensitivity:** Promote cultural awareness and sensitivity within the college community and outside to the society.
- **Cultural Heritage Preservation :** Undertake initiatives to preserve and promote cultural heritage
- **Leadership Development:** Provide opportunities for students to take on leadership roles and make them to participate in Events organized by other institutions.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One staff member	Convenor
3	Minimum one Teaching Staff Member from each department nominated by Head based on willingness	Member
4	Two students (1 boy and 1 girl) from each department nominated by Head	Member
5	Coordinator,Social Media Cell nominated by HOI	Member

**Frequency of Meeting:** The committee shall meet once in two month of a year.The convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the staff members shall be three years.

### 9.3 National Service Scheme

National Service Scheme (NSS) is a permanent youth programme under the ministry of Youth Affairs and Sports, Government of India and funded by Government of Tamil Nadu and

Government of India in the ratio of 5:7. It aims to develop the personality of students through community service.

## **MOTTO**

The motto of NSS is "NOT ME BUT YOU". It underlines that the welfare of an individual is ultimately dependent on the welfare of the society as a whole. This expresses the essence of democratic living and upholds the need of selfless service and appreciation of the other man's point of view and also consideration for fellow human beings.

## **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One Staff interested for NSS	Convenor
3	One staff from each Department	Member
4	Minimum one Student from each department	Member

**Frequency of Meeting:** The cell shall meet at least two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## **9.4 Youth Red Cross**

The Youth Red Cross (YRC) is one of the avenue for the students to be pursued under personality and character development programme

## OBJECTIVE OF YRC

- To conduct social and health awareness programmes.
- Awareness on the care of their own health and that of others.
- To encourage the students to extend their humanitarian services to the society.
- To offer First Aid Training to all the YRC volunteers.
- To develop leadership quality among the students.
- The understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same.
- To offer First Aid Training to all the YRC volunteers.
- To inculcate in the youth of our country.
- To understand and acceptance of civic and human responsibilities
- To conduct Blood donation camp.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Staff interested for YRC	Convenor
3	One staff from each Department	Member
4	Minimum one Student from each department	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 9.5 INSTITUTIONAL SOCIAL RESPONSIBILITY CELL

The Institutional Social Responsibility Cell promotes social awareness, values, and environmentally responsible behavior among students. The goal of ISR is to nurture students with moral, ethical, and social values, and to provide service to society through activities. The key purpose of ISR is to make students the flag bearers of social change, and to bring about sustainable and inclusive growth and development.

### **Objectives of ISR Cell:**

- 1) To Inculcate Social awareness, values and environmentally responsible behaviour amongst students.
- 2) To nurture students as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society.

### **Functions of ISR Cell:**

- To create awareness among students and staff towards our responsibility for societal development.
- To arrange training/awareness programs for unprivileged school children, Orphanage, Old homage, etc.
- To develop need based educational projects for unprivileged school students, Orphanage, Old homage, etc.
- To organize training /awareness programs, social projects in association with social organization, clubs.
- To undertake activities, schemes for village development.
- To plan and execute projects for physically challenged persons.
- To arrange seminars/lectures by social workers for our ISR cell faculty and students.

### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
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1	Head of the Institution	Chairman
2	One Staff	Convenor
3	One Faculty from each department	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 9.6 UNNAT BHARAT ABHIYAN (UBA)

Ministry of Human Resources Development (MHRD), Government of India has launched the national program called Unnat Bharat Abhiyan (UBA), with the vision to involve professional and higher educational institutions in the development process of rural areas in the country to achieve sustainable development and better quality of life. Under the UBA programme every Participating Institute is to adopt a cluster of five villages in a District. The Mission of Unnat Bharat Abhiyan is to enable higher educational institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth.

### Roles and Responsibilities

- The main responsibility of a UBA cell will be primarily to develop linkage with selective rural clusters, involve in the planning process and to promote the requisite Science & Technology interventions to improvise and expedite the developmental efforts in those clusters.
- The Participating Institute (PI) will adopt at least five villages in consultation with the District Collectors for the development activities under the UBA.

- Participating Institutions are expected to do field studies, study the implementation of the Government schemes, and facilitate their better implementation so that they meet their objectives to the best.
- Participating Institution should engage interested faculties, students, NSS and other bodies of the institutes engaged in community activities.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty interested for UBA Activity	Convenor
3	Faculty interested for UBA Activity	Member

**Frequency of Meeting:** The Committee shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### 9.7 Yoga Club

The club motivates the students to participate in yogic practices through various activities. Yoga is a holistic approach toward better health. Yoga asana is the physical practice and postures of yoga. It helps to achieve physical and mental health.

### Objectives

- To spread the awareness about the benefits of yoga in life
- To teach the habit of meditation in youngsters so that they might experience more mental clarity and self-awareness.
- To give good health and wellness to the students.

- To improves posture, balance, control etc.
- To motivates and encourages you to give up on bad things like anger and frustration.
- To practice mental hygiene and possess emotional stability.
- To integrate moral values through yoga and meditation
- To attain higher level of consciousness.
- The art of practicing yoga helps in controlling an individual's mind, body and soul.
- It helps in increasing flexibility, muscle strength and body tone.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	Director of Physical Education	Convenor
3	Staff with Yoga Certification	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 10. CAMPUS ACTIVITY – SUPPORTING COMMITTEES

### 10.1 ANTI-RAGGING

The Anti-Ragging and Discipline committee initiates and implements various anti-ragging and disciplinary measures that are in line with provisions of the Anti-ragging Act issued by the government. The committee examines the complaints received on any disciplinary issues including ragging on any students/staff member and recommends suitable punishment as per act. Ragging in and around the college in any form is banned in order to maintain the healthy atmosphere. The committee constitutes various sub-committees/squads to vigil rowing/floor



inspection, busses, boarding/alighting points, surrounding bus-stops, auditorium, grounds, courtyards, parking places, entrance, terrace, corridors, canteen, library and hostels to maintain campus discipline.

**Objectives:**

1. To prohibit, prevent and eliminate ragging/indiscipline in all forms among students/staff by means of misconduct, misbehavior, un-parliamentary words/acts and indulging in any form of teasing/ill-treating/man-handling/rudeness/rowdyism.
2. To monitor, direct and oversee the functions and performance of the anti-ragging squads in prevention and curbing of ragging/indiscipline in the institution.
3. To recommend/suggest suitable punishments against individuals indulged in ragging/indiscipline.

**Function:** The roles and responsibilities are to

1. Display the posters, charts, banners and other materials stating evil nature, punishment of ragging and also on student's discipline at all conspicuous places.
2. Display round the clock helpline numbers to contact in case of ragging/in-disciplinary issues at all conspicuous places.
3. Provide mobile android application/SOS to all students/parents/staff in case of emergencies.
4. Create awareness about grievance redressal portal link provided in institute's website.
5. Conduct anti-ragging awareness programmes/camps in association with statutory bodies.
6. Involve students from seniors/fresher's jointly in value based cultural and other activities.
7. Ensure possible solutions through interaction, warning, counseling, mentoring, conciliation, etc related to ragging/indiscipline and intimate the same to the respective mentor/Head/HOI/Director/parent/guardian.
8. Report on the violation of disciplinary rules to the nearest police station on approval from HOI/Director.
9. Empower campus vigilance teams to conduct surprise visits/inspections/snapshots at all vulnerable places to avoid ragging and indiscipline.

10. Keep a close watch on the movement of trespassers/outside/strangers in the college campus.
11. Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
12. Conduct meetings on ragging/indiscipline issues and recommend appropriate action as per the “Prohibition of Ragging in Educational Institutions Act”.
13. Conduct regular meetings with Anti-ragging squad members, floor in-charges and student members to review the status in the campus, document it and submit the report to the Director.
14. Duties and Responsibilities of the Anti-Ragging Squad
  - a. Conduct rowing inspections in and around the campus.
  - b. Create awareness among the students about the repercussions and punishment for involvement in any act of ragging/indiscipline.
  - c. Bring to the notice of the anti-ragging committee any cases reported.
15. Duties and Responsibilities of the Anti-Ragging Floor In-charges
  - a. Conduct rowing inspections in the respective floors at regular intervals.
  - b. Monitor and warn the loitering of senior students near the first-year classrooms.
  - c. Inform the anti-ragging committee about any untoward incident witnessed.

**16. UGC Guidelines:** [https://www.ugc.ac.in/pdfnews/6225980\\_English.pdf](https://www.ugc.ac.in/pdfnews/6225980_English.pdf)

**17. AICTE Guidelines:** <https://www.aicte-india.org/grievance/anti>

**18. National Anti-Ragging Helpline:1800-180-5522 (24 X 7 Toll Free),** [helpline@antiragging.in](mailto:helpline@antiragging.in)

**Composition:**

S. No.	Category	Name of the Faculty	Status	Contact No. & E- Mail Id
1.	Principal & Head of the Institution		Chairman	
2.	Representatives from Civil administration		Coordinator	
3.	Representatives from Police administration		Member	
4.	Representatives from Local media		Member	
5.	NGO involved in youth activities		Member	

6.	Parent – Male		Member	
7.	Parent- Female		Member	
8.	Faculty – Male		Convenor	
9.			Member	
10.			Member	
11.	Faculty- Female		Member	
12.			Member	
13.	Student from I-Year		Member	
14.	Student from II-Year		Member	
15.	Student from III-Year		Member	
16.	Student from IV-Year		Member	
17.	Student Intern			
18.	Non-teaching staff - Male		Member	
19.	Non-teaching staff - Female		Member	
20	Coordinator Head nominated by Principal / Head of the Institution		Coordinator	

**ANTI RAGGING SQUAD**

**Composition of Anti-Ragging Squad nominated by Head of the Institution**

S. No	Category	Name of the Faculty	Designation	Status	Contact No. & E- Mail Id
1.	Head of the Institution		Principal & Professor	Chairman	
2.	One senior faculty nominated by HOI		Professor	Coordinator	
3.	One senior faculty from each Department		Professor	Member	
4.	One senior staff from the Department of Sports		Physical Director	Member	

**Frequency of Meeting:** The committee shall meet at least four times a year and as the case

may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## **10.2 DISCIPLINE COMMITTEE**

### **Functions**

- To maintain and enforce strict discipline within the college campus.
- All the students should wear their ID Cards while they are in the campus and their respective class rooms.
- In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
- In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.
- To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the Principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
- Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain complete silence in the library.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.

- If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
- If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.
- To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.

### **Specific Behavioural Guidelines**

1. It is impermissible to let the students enter the classroom without uniform.
2. It is impermissible to let the students enter the classrooms before 8.50 am.
3. It is impermissible to let the students enter the classroom during the breaks.
4. It is impermissible to bring cellular phones to the college premises. For urgent calls, students can contact their parents through the class coordinator.
5. It is not allowed for any student to leave the classroom without taking permission from the teacher.
6. After breaks, students must go directly to their classrooms.
7. If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
8. Resting, napping or sleeping is not allowed inside the classroom.
9. Homework assignments must be done as assigned on time.
10. Students are not allowed to touch or keep dangerous or harmful objects.
11. Students are not allowed to throw objects around the college.
12. Students respect other's feelings – no teasing, name calling, swearing, etc.
13. Students- respect other's person – no rough play, fighting, bullying, threats, harassing, etc.
14. Students– respect other's property – no theft, vandalism, etc.
15. Keep your college clean just as you would keep your house clean.
16. Throw rubbish in the bin, keep the place clean always.

### **Classroom Rules**

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. Keep hands and feet to yourself.
6. Respect the property of the college.
7. Respect the rights and property of others.
8. Act in a safe and responsible manner.

### **Dress Code**

- Girls should put up the hairs neatly.
- The wearing of chains is not permitted.
- Short trousers are not permitted.
- Students may not wear any jewelry especially hanging type ear rings
- Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times.

### **Mobile Policy**

1. Mobiles are prohibited within the college premises.
2. Parents should discourage their children from bringing mobile phones to college.
3. If a student is found using a mobile phone, for any purpose, the phone will be confiscated from the pupil.
4. As a general rule, students are not allowed to use the college telephones except for emergencies. To use the telephone, students should request permission from the class coordinator.

### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Staff from each department nominated by HOI	Member

**Frequency of meeting:** Once in a year (beginning of academic year) and as and when necessary. If required it meets more frequently otherwise not.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### **10.3 INTERNAL COMPLIANCE COMMITTEE**

An Internal Complaints Committee (ICC) is a mandatory committee that every employer in India must establish in their organization to address and investigate complaints related to sexual harassment at the workplace. The main purpose of the ICC is to provide a formal grievance redressal mechanism for victims of workplace sexual harassment as mandated under the Sexual Harassment of Women at Workplace Act, 2013 in India.

#### **Objectives:**

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

1. To monitor against sexual harassment of women at the Institute.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
3. To ensure in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
5. To create a secure physical and social environment to deter any act of sexual harassment.
6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

#### **Functions:**

1. On receipt of a complaint, ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as recording statements of any possible witnesses including the complainant.
2. ICC shall then submit the preliminary enquiry report to Convener/Disciplinary Authority along with all the original documents during the preliminary enquiry proceedings.
3. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Committee.
4. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
5. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
6. If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.
7. Convener of the Committee shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.
8. The Committee shall meet as often as may be needed and appropriate.
9. Frequency of meeting: Once in a year (beginning of academic year) and as and when necessary.

### **Composition**



S.No	Composition	Name of the Faculty	Category	Contact No. & E- Mail Id
1	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer - Chairperson		Convenor	
2	One Faculty from each department		Member	
3	From amongst employees committed to the cause of women/ having legal knowledge/ experience in social work (2 Nos.) - Members		Member	
4	From amongst NGO/ associations committed to the cause of women or a person familiar with the issue of Sexual Harassment - Member	NGO	Member	

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

#### 10.4 GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell (GRC) settles the genuine grievances of students, staff and parents to maintain healthy relationships between and amongst them. Based on complaint lodged by the aggrieved parties, the cell inquires and suggests the remedial action to be initiated, at the earliest.

**Functions:** The role and responsibilities are to

1. Conduct awareness programs on sources and consequences of grievances.
2. Resolve grievances of behavioral/academic issues between student-student, student-staff, staff-staff.
3. Deal with all categories of grievances of students/staff except on examination cell and HOI.
4. Advise staff/students to put their grievances in writing in the suggestion/drop box and/or to discuss personally with any of the members of the cell to solve the problem.
5. Enquire into the complaints received from the aggrieved students/staff about any incident including ragging and non-confidential examination matters.
6. Recommend on the punitive action i.e. counsel, penalty, levy, seize, impose, confiscate, sanction, remedy, etc to the Principal.
7. Convey the decision of the grievance cell to the complainant(s) through office of the Principal.
8. Provide an opportunity to be heard to the aggrieved party in case dissatisfied with the decision of the cell, aggrieved may appeal to the Principal within two days and no appeal entertained later.
9. Review the cases received/attended/pending and submit statistical report on the same to Director.
10. Document all the grievances referred to the cell at Director's office.

**Composition:**

Sl. No	Category	Name of the Faculty	Status	Contact No. & E-Mail ID
1.	University Nominee		Member	
2.	Senior Professor nominated by Principal		Coordinator	
3.	One coordinator from each department as nominated by HEAD – Member		Member	
4.	Student Representative-One from each Department		Member	

**Frequency of Meeting:** The committee should meet atleast four times during the academic

year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

**Term:** The tenure of the members shall be three years.

### **10.5 Values Ethics & Counselling Committee**

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times and practice. They enable the interpretation of “right and wrong” and provide ways to understand humans and organizations.

#### **Objectives of Professional Ethics & Human Values in Engineering**

- To understand the moral values that ought to guide the Engineering profession and resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- To develop a set of beliefs, attitudes and habits that engineers should display concerning morality.
- To create an awareness of Engineering Ethics and Human Values.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

#### **Composition of Members**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty from Each Department	Member
4.	One student from each Department	Member

**Frequency of Meeting:** The committee should meet at least four times during the academic year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

**Term:** The tenure of the members shall be three years.

## 10.6 STUDENT AFFAIRS COMMITTEE

### Objectives

1. The main objective of the Student Welfare Committee is to support and empower students in achieving their full potential, both academically and personally.
2. To provide a platform for students to voice their opinions, concerns and suggestions.
3. To organize various events and activities that promote physical, mental, emotional and social well-being of students.
4. To provide guidance and support to students facing personal or academic difficulties.
5. To promote a positive and inclusive campus culture.
6. To ensure that the college follows policies and practices that are fair and in the best interest of students.
7. To provide financial aid or other forms of assistance to students in need.
8. To organize workshops, seminars, and other educational programs that enhance the skills and knowledge of students.
9. To collaborate with other college committees and external organizations to provide additional resources and support to students.

10. The principal human values include

- a) Love & Compassion: Love manifests in sincere care for others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.
- b) Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self control, self-esteem etc. Its scope includes peace at the levels of individuals, society and the world.
- c) Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in-sincerity which can be seen in terms of commitment to work.
- d) Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.
- e) Righteousness: Righteousness is the backbone of core human values as it involves the conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.
- f) Renunciation: Renunciation connotes a caring attitude towards all living beings without any selfish motives. It is seen in the austerity, self-control, and selflessness of a person.
- g) Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.
- h) Peaceful co-existence: Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.
- i) Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. Values are to be learned through practices to form the foundation of strong human culture.

## Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty nominated by HOI including one lady faculty	Member
4	Two members from non-teaching staff nominated by HOI	Member

**Frequency of Meeting:** The committee should meet atleast four times during the academic year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

**Term:** The tenure of the members shall be three years.

## 10.7 FACULTY WELFARE COMMITTEE

The purpose of the Staff Welfare Committee (SWC) is to listen carefully, communicate and communicate Identify employee needs based on organization, beliefs, reasons, services and people community. The committee ensures that employees are deeply involved in the community Institutional issues that contribute to organizational success Improve employee growth, happiness and well-being through productive leadership. The Commission does this by encouraging active participation, open dialogue and cooperation between staff, faculty and organizational management.

### ROLES AND RESPONSIBILITIES

1. To provide a comfortable working environment for all employees.
2. To maintain high ethical standards by responding to employee needs.
3. To plan the general welfare of faculty and staff.
4. To create a healthy work environment and promote good relations among employees.
5. To collect and create a database of faculty and staff working on campus.

6. To provide the opportunity to participate in various workshops, seminars, symposiums and conferences conducted by various local/regional/state/extra-state institutions and institutions. Plan and organize regular programs and activities of the Faculty Development Program (FDP) and Human Resource Development Program (Management).
7. To organize employee motivational/leisure activities such as celebrations, picnics, etc.
8. To keep records and archives of all activities carried out and submit them to the IQAC Committee.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty nominated by Head including one lady faculty	Member
4	Two members from non-teaching staff nominated by HOI	Member

**Frequency of Meeting:** The committee should meet atleast four times during the academic year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

**Term:** The tenure of the members shall be three years.

### 10.8 ALUMNI

Alumni associations play a vital role in maintaining connections between graduates and their alma mater, fostering a sense of pride and loyalty, and supporting the institution's continued growth and success.

#### Objectives:

- To provide a forum for the old students of the College to meet and discuss the matters of common interest.
- To promote the interests of the College and its past and present students.
- To promote goodwill and mutual assistance among the members.
- To contribute to the cause of technical education by sharing the experience of those in the field.
- To help the authorities to improve the academic and cultural activities of the college.
- To co-operate with the students in literary, cultural and sports activities of the college.
- To help the members in employment and service matters without interfering in the policies of their employers.
- To arrange and conduct programmes of general and technical nature.
- To co- operate with other such bodies for the same ends.
- To promote other matters beneficial to prospects of the association.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty nominated by Head department wise	Member
4	One Alumni	Member

**Frequency of Meeting:** The committee should meet once in every academic year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

**Term:** The tenure of the members shall be three years.



## 11. CAMPUS ACTIVITY - TECHNICAL UPLIFTMENT COMMITTEES

### 11.1 SKILL DEVELOPMENT

Engineers often end up with abundant bookish knowledge but scant practical expertise. In order to equate this imbalance, the Skill Development Cell conducts various training sessions.

#### Objectives:

- To build-up confidence and impart appropriate knowledge on dismantling and assembling of appliances
- To know the real engineering behind appliances
- To have forward thinking in terms of re-engineering the mechanism of current appliances by meticulous research
- Mapping of academic knowledge to real-time engineering

#### Functions

- Framework the guidelines for design and implementation of skill development programs
- Encourage faculty and students to enrol for online courses
- Assist the implementation of skill development programs
- Serve as a resource with regards to all aspects of skill development courses and training
- Monitor outcomes of online courses, add on courses and sophisticated equipment training

#### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty from each Department	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenory in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken

report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 11.2 MOOC'S & COMPETITIVE EXAM COMMITTEE

Massive Open Online Courses (MOOCs) are quite new and most conspicuous trends in higher education. It represents learning phenomenon where learners access online educational multimedia materials, and get associated with enormous numbers of other learners via social engagement tools such as discussion forums. MOOCs is being served as online structured course platform, and glossaries, images, videos, and public repositories have been serving as pedagogical tools in that course platform. MOOCs offered hundreds of courses and witnessed millions of registered users across the world.

The Competitive Examination Committee prepares students for competitive exams like GATE, UPSC, MPSC, GRE, and TOEFL. The committee organizes activities to help students develop and increase their chances of success, including special lectures, competitions, and a supportive environment.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty from each Department	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenory in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### **11.3 Centre for Innovation**

CFI provides a platform for the students to showcase their project ideas and plans, and to see them through the whole process of making their idea a concrete reality, by providing them with a workspace, comprehensive inventory and guidance and assistance whenever necessary.

#### **Objective**

Promote Research and Development (R&D): Foster a culture of continuous research and development to explore new ideas, technologies, and solutions. This objective can include funding R&D projects, collaborating with academic institutions, and providing resources for experimentation and prototyping.

#### **Facilitate Cross-Disciplinary Collaboration:**

Encourage collaboration among individuals from diverse backgrounds, such as scientists, engineers, designers, and business experts, to promote the cross-pollination of ideas and expertise. This can lead to the generation of innovative solutions that address complex challenges.

#### **Support Entrepreneurship and Startups:**

Provide resources, mentorship, and networking opportunities for entrepreneurs and startups. This objective can help nurture new businesses and technologies, driving economic growth and job creation in the region.

#### **Drive Technology Transfer and Commercialization:**

Act as a bridge between research institutions and industry by facilitating the transfer of technology and knowledge from the research phase to commercial applications. This includes licensing intellectual property, creating spin-off companies, and connecting researchers with potential industry partners.

#### **Composition**

<b>S.No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One Senior Faculty	Convenor
3	One Faculty from each Department	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

#### **11.4 INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL**

The Innovation and Entrepreneurship Development Cell (IEDC) aims to mentor the students/staff through industry-society interactions to leverage and synergize the global resources and technologies to create innovative startups. The cell facilitates industry-society interactions to leverage global resources and technologies for creating innovative startups. It provides financial support to students, staff, and alumni for the development of innovations, startups, prototypes, process designs, and patents through seed funding, incubation, mentoring, training, and knowledge dissemination. These efforts involve collaboration with industry, R&D organizations, professionals, societal stakeholders, communities, and investors to foster innovation and entrepreneurship.

**Functions:** The roles and responsibilities are to

1. Create an innovation ecosystem for entrepreneurial start-ups/internships/projects.
2. Strive for success by achieving for better ranks in ARIIA, NIRF and other agencies.
3. Develop better cognitive ability for innovation and entrepreneurship activities.
4. Identify/reward innovations and share success stories through MHRD's-IIC.
5. Organize periodic ideation-day/workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
6. Create network with peers, NEN and EDIs.
7. Create an institution's innovation portal to highlight innovative projects of students/staff.
8. Organize Hackathons, idea competition, mini-challenges etc, with the involvement of industries.

9. Facilitate start-up ecosystem to identify the areas of focus and market relevance, build investor relations, business partnerships, leverage government programmes and accelerate initiatives.
10. Facilitate student's industrial internship through IIEC.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	IEDC Coordinator	Convenor
3	One Faculty from each department nominated by Head	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### 11.5 PRODUCT DEVELOPMENT & VALIDATION CELL

Product Development & Validation Cell is to equip engineering graduates as a manufacturing professionals to create and fabricate innovative engineering products by providing training for students to participate national and international level competition.

#### Objectives

- To provide Technical training to students in the area of manufacturing processes.
- Motivate and guide students to participate in National and International competitions.
- To take up societal and industrial problems and provide solution.
- To take up consultancy work from industries and generate revenue for developing the laboratory.
- To provide placements for the students through the applied lab.

## Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	PDVC Cell Coordinator	Convenor
3	One Faculty from each department nominated by Head	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 11.6 INTELLECTUAL PROPERTY RIGHTS

Intellectual Property (IP) is an intangible knowledge product and shall mean and include all results, conclusions, deductions, inventions, ideas, improvements, discoveries, enhancements, solutions, processes, modifications, know-how, data and information of every kind and description conceived, generated, made or reduced to practice as the case may be, designs, software programmes, genetically engineered microorganisms, business models and copyrightable work, resulting from the intellectual output of the faculty, staff, students, research scholars and other employees of the College.

### OBJECTIVES

The objectives of this Intellectual Property Right (IPR) Policy are to:

1. Create a conducive environment in Stella Mary's for development of IPs.
2. Provide a single window reference system for all the activities relating to IP generated through various activities carried out inside and outside on behalf of Stella Mary's.

3. Safeguard the inventor's intellectual property and provide incentives to the investors with fair IP management and culture.
4. Provide legal support, wherever necessary / possible, to defend and protect the intellectual property rights obtained by the Stella Mary's against any infringement/ unauthorized use.
5. Ensure that once the Inventors decide to explore the prospects of commercialization of IP, Inventors must disclose the same to the Institute, while continuing to keep the information confidential while / until patent application(s) is (are) being processed.
6. Enable Stella Mary's to make beneficial implementation of such developed IPs for the benefit of the inventors, the College, and the Nation at large.

### Composition

S.No.	Category	Status
1	Head of the Institution	Chairman
2	IPR Cell Coordinator	Convenor
3	One Faculty from each department nominated by Head	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

### 11.7 INSTITUTION INDUSTRY INTERACTION CELL

Institution Industry Interaction Cell (III Cell) has been functioning in the College from 17th September 2014. The function of the Cell is to promote closer interaction between the academic and Industrial fields. Industry Institute Interaction Cell is established to provide closer links with industries. The purpose of the cell is to find out the gap between need of the industry and end product of the institute. The cell is the bridge between the industry, the real world and the institute. Industrial exposure of Faculty is very much helpful to guide students about latest

industrial practices. Industries are able to know recent developments and inventions in their fields and implement projects for technologically driven economy.

### **Objectives**

- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
- To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
- Encouraging Engineers from industries to visit institution to deliver lectures
- Participation of experts from industries, in curriculum development
- To organize industrial visits for Faculty members and students
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- Industrial testing by Faculty and technician at site, or in laboratory
- To organize in-plant training for the students
- To identify the areas for executive development programmes in the areas of recent technological advances
- To assist the Departments in establishing rapport with industries for taking up mini projects and projects
- To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- To strengthen Alumni relations
- To assist the Training and Placement Division
- Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
- Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
- Visiting faculty from industries
- R&D Laboratories sponsored by industries at the institute



**Composition:**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	One Senior faculty	Convenor
3	One Faculty from each Department nominated by Head	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

**11.8 Incubation Centre**

Incubation Centre is a space for new age entrepreneurs and young minds to transform their innovative ideas into viable business propositions. Incubation will ensure that incubates have access to technological assistance which will be generated through mentors with multidisciplinary expertise. We encourage young enthusiasts with creative pursuits with an inherent zeal to be entrepreneurs to take advantage of this novel initiative.

**OBJECTIVES**

1. To create entrepreneurs, wealth and business aligning with national priorities
2. To promote new technology/knowledge/innovation based startups.
3. To provide a platform for speedy commercialization of technologies developed by the host institution or by any academic/technical/R&D institution
4. To build a vibrant startup ecosystem, by establishing a network between academia, financial institution, industries and other institutions.
5. To provide cost effective, value added services to startups like mentoring, legal, technical, intellectual property related services.

**Constitution**

S.No.	Category	Status
1	Head of the Institution	Chairman
2	Incubation Manager	Convenor
3	One Senior Faculty from each department nominated by Head	Member

**Frequency of Meeting:** The cell shall meet atleast two times a year and as the case may be. The Convenor in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The Convenor maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be Three years

## 12. HUMAN RESOURCE POLICY

Stella Mary's recruits staff once a year and also on need basis. The recruitment committee comprises of external & internal subject experts, Head and two senior staff members of the respective departments. The recruitment for all the posts are based on merit/performance achieved in the selection procedures conducted by the committees constituted for it. The recruitment process for regular posts commences with a notification/invitation to receive applications from the eligible candidates through an open advertisement/voluntary channels. However, temporary vacancies are filled through walk-in interviews by constitution of a separate selection committee with the Director, Principal, Head concerned and two experts in that field of specialization. In case of recruitment to senior positions at professor/associate professor level, the vacancies are filled by a special invitation to eminent persons those who are retired from premier academic/R&D/Govt. institutions and industry. The recruitment of technical/non-technical staff is done by a committee constituted with Director, Principal and Heads of respective departments. The minimum age for all regular/full-time employment with the institution is 18 years. No person below 18 years of age will be employed in the institution for any work under any circumstances.

## 12.1 CATEGORIZATION OF STAFF

Based on the functions they perform, the staff members of the institution are categorized under two broad Heads, namely,

- a. Teachingstaff.
- b. Non-teaching (technical and administrative) staff.

## 12.2 Appointing Authority

The Governing Council of Stella Mary's frames rules for all appointments and delegates the powers to Principal & Member Secretary to recruit, transfer and depute staff for all positions. The Management forms a staff selection committee for all teaching positions as per guidelines of GC. The committee includes the CEO, Director, Principal and other nominated members. The Chairman signs all the appointment orders being an ultimate appointing authority.

Staff recruitment is a crucial, responsible, critical and meticulous process; the Staff Selection Committee constituted specifically for execution of recruitment process in a scrupulous, fair and transparent manner.

## 12.3 Teaching Staff and Eligibility Procedures

The teaching Staff of the institute comprises the following categories:

- a. Director
- b. Principal
- c. Professors
- d. Associate Professors
- e. Assistant Professors
- f. Librarian
- g. Physical Education Director
- h. Any other category of post declared so by the Management.

**Qualifications and Experience:** The minimum qualifications, experience, requirements for various teaching posts, teacher student ratio (1:20) & (1:20) for Accredited programs and cadre ratio (1:2:6) are followed as prescribed by AICTE from time to time. The following are the criteria:

Sl. No	Cadre	Prescribed Qualifications and Experience
1	Assistant Professor	<p style="text-align: center;"><b><u>Engineering &amp; Technology</u></b></p> <p>First Class Master's Degree in the appropriate branch of Engineering / Technology (No minimum experience required).</p> <p style="text-align: center;"><b>or</b></p> <p>First Class Bachelor's degree in the appropriate branch of Engineering /Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech./ME within 5 years failing which the increments will be stopped until the post graduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.</p> <p style="text-align: center;"><b><u>Master of Business Administration</u></b></p> <p>First Class MBA Degree</p> <p style="text-align: center;"><b><u>Non-Engineering</u></b></p> <p>PhD in concerned subject or first class PG. in concerned subject with SET/ NET Qualification.(No minimum experience required).</p>
2	Associate Professor	<p style="text-align: center;"><b><u>Engineering &amp; Technology</u></b></p> <p>Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching/ Industry/Research at the level of Assistant professor or equivalent.</p> <p style="text-align: center;"><b>or</b></p> <p>First class at Master's level in the appropriate branch of Engineering/Technology with 5 years experience in teaching/Industry/Research at the level of assistant professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor. In the case of Universities/University departments and the institutions offering PG programs/Research, PhD is a must. For candidates from Industry, Professional experience in R&amp;D and patents would be desirable requirement failing which the increments will be stopped until Ph.D. is earned.</p> <p>Candidates from Industry/Profession with first class Bachelor's degree in the appropriate branch of Engineering/Technology or First Class Master's Degree in the appropriate branch of Engineering/Technology.</p> <p style="text-align: center;"><b>and</b></p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D.*degree and with 2 years experience at a position equivalent to Assistant Professor level would also be eligible.</p>

		<p style="text-align: center;"><b><u>Master of Business Administration</u></b></p> <p>Ph.D.degree with first class at Bachelor's and Master's level in Management and 2years experience in Teaching/Industry/ Research.</p> <p style="text-align: center;"><b>or</b></p> <p>First class Master's degree in Management with 5 years experience in teaching /industry/research at the level of Assistant Professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor.</p> <p>Candidates from Industry/Profession with first class masters degree in any area of Management/commerce.</p> <p style="text-align: center;"><b>and</b></p> <p>Professional work experience of 7 years in relevant industry.Such candidates will be required to obtain Ph.D.degree within a period of 7 years from the date of appointment as Assistant Professor.</p> <p style="text-align: center;"><b><u>Non-Engineering</u></b></p> <p>Ph.D.and first class Master degree in concerned subject along with a Minimum of 5years teaching experience at UG/PG or Engineering are eligible.</p>
3	Professor	<p><b><u>Engineering &amp; Technology</u></b></p> <p>Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 10 years experience in Teaching/ Industry/Research out of which 5 years must be at the level of Associate Professor and/or equivalent.</p> <p style="text-align: center;"><b>or</b></p> <p>Candidates from Industry/Profession with Master's degree in Engineering/ Technology and with professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Associate Professor would also be eligible.</p> <p style="text-align: center;"><b><u>Master of Business Administration</u></b></p> <p>Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class MBA/other relevant management related disciplines recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor. Candidates from Industry/Profession with First Class MBA/other relevant management related disciplines/PGDBM/PGDM programmes (minimum 2 years duration) recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE/AIU.</p> <p style="text-align: center;"><b>and</b></p> <p>Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years managerial experience of which at least 5years should be at a senior level comparable to that of an Assistant Professor would also be eligible.</p> <p style="text-align: center;"><b><u>Non-Engineering</u></b></p> <p>Ph.D.degree with first class Master's level in the relevant subject with10 Years experience in Teaching/ Industry/Research out of which 5 years must be at the level of Associate Professor and/or equivalent.</p>

4	<b>Librarian / Assistant Librarian</b>	<p>Qualifying in the National Level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.</p>
5	<b>Physical Director</b>	<p>A Master's degree level in Physical Education (two-year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record.</p> <p>Record of having represented the University/College at the inter-university/inter-collegiate competitions or state in national championships.</p> <p>Passed the physical fitness test.</p> <p>Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>
6	<b>Director / Principal /Head of Institute</b>	<p>Qualifications as above that is for the post of Professor, as applicable:</p> <p>Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential for holding the post of Director/Principal shall be 65 years.</p>

**Note:**

1. The eligibility criteria varies based on the changes stipulated by AICTE/UGC.

**Percentage Equivalence of Grade Points for a Ten Points Scale**

S.No.	GradePoint	Percentage of Marks
1	6.25	55
2	6.75	60
3	7.25	65
4	7.75	70
5	8.25	75

## **General Norms for Experience**

1. The teaching experience in engineering colleges, degree colleges, postgraduate colleges, and polytechnic colleges in the relevant subject only will be considered.
2. Teaching experience in schools, junior colleges, and private coaching centers, training centers will not be considered.
3. In case of industrial experience, experience from organizations having more than five crore turnover and registered as private limited and public limited companies only will be considered

### **12.4 Teaching staff Recruitment Procedure**

The vision of Stella Mary's, translated into organizational goals, aims to identify, recruit, and retain highly qualified, talented faculty/staff from diverse fields for various positions in all academic areas. This recruitment process will contribute directly to achieving the set goals and objectives. Vacant or new posts shall be filled through an open advertisement, invitation, or promotion of internal staff members, subject to sanction and approval by the Governing Body.

#### **The process of recruitment includes:**

- a) Search for prospective candidates
- b) Shortlist prospective candidates
- c) Preliminary Selection– Staff Selection Committee
- d) Final Selection– Interview and submission of selected candidates to Management Committee

#### **1. Search for Prospective Candidates:**

The process includes:

- a. Advertisement in leading newspapers/dailies in Tamil and English with the details of the openings/vacancies, eligibility criteria, scale of pay, and other conditions.
- b. Periodical updates of the vacancy positions in detail on the website.
- c. The faculty members can also refer potential candidates about the vacant positions.
- d. The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

### **Application Procedures:**

The eligible candidate has to submit the application through mail/ in-person as per norms in the administrative office within the stipulated time frame. The age limit is as per the AICTE/ UGC/ state government norms and subsequent orders in force. Retired personnel from teaching/ industry and R&D are also encouraged to apply for the posts. Incomplete or partially filled-in applications without the self-attested copies of the relevant documents summarily rejected.

The submission of documents should include,

- a. Duly filled-in application form (downloaded from the college website).
- b. Separate application for each post, if the candidate wishes to apply for more than one post.
- c. Fresh application, if the candidate applied for the same post before.
- d. Qualification, service, and other certificates along with OD/CMM/PC.
- e. Any other documents as per the prescribed norms.

### **2. Shortlisting of prospective candidates:**

Upon receipt of applications from candidates the administrative office consolidates & summarizes the relevant applicant's information and forwards it to the respective Heads.

#### **The shortlist process is two-fold, as detailed here under:**

- a. To reject applications that do not meet the eligibility criteria.
- b. To shortlist the potential/competent candidates based on eligibility criteria and recommend them for interviews to the Staff Selection Committee.

Academic track record, qualifications, teaching, industrial, and research potential experience based on the requirements of the respective departments and as per the parameters issued. The shortlisted candidates should be sent to the administrative officer in the order of merit along with their comments and observations as a part of the recruitment procedure. The shortlisted candidates may perform faculty eligibility test conducted by the institute followed by a technical demo cum interview.

### **3. Primary Selection-Staff Selection Committee:**

The Selection Committee is constituted as per the instructions of GC for each department



for selection of the shortlisted candidates through interview. The following are the members of the committee:

- a. Head of the Institution/Principal – Convenor of the Selection Committee
- b. Director - Member of the Selection Committee
- c. Head of the Department - Members of the Selection Committee
- d. Two Senior Faculty Members from the concerned Department as subject experts
- e. Subject Expert - Member of the Selection Committee (Preferably from AU)

The committee evaluates the prospective candidates for a particular position, and successful candidates, under their evaluative observations, are recommended for appointment. The selected candidates are issued offer letters to accept the same and join the institution within the stipulated time. The appointment orders are issued to candidates from whom the acceptance letters are received.

#### **4. Appointment of Principal**

A Committee is constituted with the following members under the chairmanship of the CEO of the Stella Mary's, to oversee the selection procedure. The members of the committee include

- a. Chairperson (Chairman & CEO of Stella Mary's)
- b. One nominee from affiliating university
- c. Two administrative experts (Principal) from outside of Stella Mary's
- d. SC/ST/OBC/Women/Differently Abled, if any

The desirous applicants for the post of Principal should be with an endorsement from previous/existing organization on the application. The committee interviews the new/internal candidates and recommends the selected candidate for appointment. The appointed faculty should upload the certificates of qualification, experience, relieving order of the previous immediate institution, appointment letter, in the Faculty Registration Portal of the Institution along with the joining report and a copy of the Faculty ID, which must be submitted in the Administrative Office.

#### **5. Appointment of Director**

A Committee is constituted with the following members under the chairmanship of the CEO of the Stella Mary's, to oversee the selection procedure. The members of the committee

include

- a. Chairperson (Management Committee)
- b. One nominee from affiliating university
- c. Two administrative experts (Principal) from outside of Stella Mary's
- d. SC/ST/OBC/Women/Differently Abled, if any

The desirous applicants for the post of Principal should be with an endorsement from previous/existing organization on the application. The committee interviews the new/internal candidates and recommends the selected candidate for appointment. The appointed faculty should upload the certificates of qualification, experience, relieving order of the previous immediate institution, appointment letter, in the Faculty Registration Portal of the Institution along with the joining report and a copy of the Faculty ID, which must be submitted in the Administrative Office.

#### **6. Appointment of Visiting Faculty/Adjunct Faculty/Trainer/Professor of Practice**

The candidature of an applicant for Adjunct Faculty position is discussed initially at department level and is forwarded to selection committee with specific comments about the suitability of candidature. If the Department recommends a candidate for Adjunct Faculty position, the selection committee comprises of the following members to examine the candidature:

- a. Director
- b. The Principal
- c. The Head of Department Concerned
- d. Senior Most Faculty
- e. One External Expert Member

The list of recommended candidates for a particular post is forwarded to the Chairman for further consideration and approval. The period of appointment is valid for a maximum of 3 years, as decided by the Chairman. The strength of adjunct faculty shall not exceed 25% of the sanctioned limit. The appointed adjunct faculty has to undertake the following responsibilities:

- a. Teaching conventional higher education, skill based and research courses.
- b. Training.
- c. Research.

- d. Services.
- e. Any other work as assigned by the HOI, time to time.

### 12.5 Non-Teaching Staff and Eligibility Procedures

The following comprise the Non-Teaching Staff positions along with the required qualification and Experience for each position:

S.No.	Category	Designation	Qualification
1	Administrative Staff	Administrative Officer	Master Degree or Degree from any recognized University. Knowledge of working in an educational institution.
		Accounts Officer	A Bachelors Degree with atleast 5years service in managing accounts in a reputed concern
		Librarian	Masters degree in library science/ information science/ documentation or an equivalent professional degree with atleast 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.
		Senior Assistant	A Bachelors Degree with atleast 5 years service in The lower category
		Junior Assistant/ Junior Assistant cum Typist	A Bachelors Degree with a knowledge eof (a) Typewriting English Higher Grade (b) Knowledge of MS Office
		Junior Assistant	A Bachelor’s degree with a knowledge of MS Office
		Data Entry Operator	Passed Higher Secondary with DCA/DTP Certificate
		Office Assistant	10 <sup>th</sup> Passed
2	Technical Staff	System Administrator	B.E./B.Tech.or equivalent in Computer Science with 5 to 6 years of experience in networking and system Administration.
		Lab Assistant	Diploma or ITI with 2 years of experience in the relevant field.
3	General Services	Works Supervisor	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
		Mechanic	Diploma with 3 years experience or ITI with 6 years of experience.
		Electrician	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
		Plumber	
		Drivers	10 <sup>th</sup> Passed with Heavy Vehicle License
Sweepers	10 <sup>th</sup> passed		

## **12.6 Non-Teaching Staff-Recruitment Procedure**

The Selection Committee is constituted by the Governing Council which interviews and shortlists/ selects/ recommends candidates for non-teaching posts. The selection committee comprises the following as its constituent members:

- a. Director
- b. Principal
- c. Respective Head of the Department

The procedure for recruitment of non-teaching staff includes:

The respective Head forwards the consolidated requirement of the department/ cell to the the Principal for recruitment. Applications are called through open advertisement, referrals and also by voluntary channel. A technical interview and demonstration of skills is conducted by a committee comprises of the Head and a senior faculty. However, temporary vacancies and candidates from voluntary applications are filled by selection of candidates through walk-in-interviews.

**Note:** For candidates with more experience, relaxation in qualification may be given by the Management subject to the ratification of the same by the Governing Council.

## **12.7 Offer Letter for Appointment**

The selected candidates under regular/full-time employment are issued an offer letter based on their recommendations of the Staff Selection Committee. The appointment order is issued by the Chairman on the day of joining. The Chairman may entrust the powers to the Principal to appoint any adhoc/contract/ part-time staff. All the adhoc/contract/part-time appointments are on consolidated-pay subject to TDS as per norms.

## **12.8 Re-Appointment**

Management can reappoint after superannuation of an employee for a further period of one-year and is extendable upon satisfactory working condition. No person is eligible for re-appointment under any circumstances if the employee is/was dismissed on disciplinary grounds.

## **12.9 Compliance requirements of the employee at the time of joining service**

A person is deemed to have joined in the service from the date on which the candidate reported at the office on any working day. The candidate shall join on or before the last date as

specified in the appointment order. In general all the joining reports are accepted only in the forenoon otherwise the service would be considered from the next working day for all service related matters.

The candidate should complete the necessary formalities in the Administrative office and report to concerned Head with no time and submit the following documents to consider the appointment & service in the institution

1. Latest Resume
2. A set of scanned copies of all the certificates
3. Passport Size Photos
4. Copies of AADHAAR and PAN card.
5. Educational details and relevant certificates of SSC, Inter/+2, B.E./B.Tech., MBA, MCA, M.Sc., MA, M.Tech., M.Phil., Ph.D., experience certificates, Ph.D. admission letter (if any), genuinity certificates and any other relevant certificates.
6. Relieving, service/experience certificate and payslips from previous organization/employer.
7. Joining report accepting to render a minimum of one year of service.
8. Upload of all the relevant documents such as, appointment order, qualification certificates, publications, PAN, AADHAAR etc. in Stella Mary's ERP.
9. Medical certificate issued by a doctor not below the rank of Asst. Civil Surgeon.

#### **12.10 Faculty Induction Programme**

All the fresh appointees should undergo an induction programme. The induction and training is conducted individually or in batches for newly joined staff

1. Introduce with the existing staff and in particular with the respective department.
2. Acquaint with the culture, norms, standards, affiliations, roles & responsibilities and expectations.
3. Facilitate the individuals with the curriculum, schedules, sessions and other academic matters.
4. Provide necessary awareness to adopt to the TLP process followed in the Institution.

#### **12.11 Service Records**

1. Introduce with the existing staff the cand in particular with the respective department.
2. Acquaint with the culture, norms, standards, affiliations, roles & responsibilities, and

expectations.

3. Facilitate the individuals with urriculum, schedules, sessions, and other academic matters.
4. Provide necessary awareness to adopt to the TLP process followed in the Institution.

### **12.12 Pay Fixation Procedures**

The basic compensation includes fixed pay, incentive pay and all other pay benefits as per statute. The following are the details:

#### **1. Pay Scales:**

a. **Teaching Staff:** AICTE scales of pay as applicable from time to time. Wherever thereis no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Council.

b. **All other Posts:** Scales, as prescribed by the governing council from time to time.

**2. Entitlement of Pay:** An employee is entitled for pay from the date of joining. The employee is not entitled to draw salary (other allowances, if any) from the day the employee is relieved from services.Salary is credited to the employee’s bank account on the day as fixed by the management every month.

**3. Allowances:** Allowances if any are as per norms and approved by GB.

**4. Pay Fixation:** An employee who is appointed for full-time regular post is entitled for a scale prescribed by AICTE and mentioned in appointment order. However, any special promotions, increments will be then and there added to basic pay only.

**5. Incentive Pay:** The outstanding performance of faculty members will be separately rewarded based on faculty appraisal.

**6. Increments:** Increments are fixed based on the qualification, experience and position at the time of appointment for all the cadres and annual increments will be granted as detailed below:

a. A basic minimum increment will be granted to each and every employee in their cadre as per norms subject to following conditions on submission of self-appraisal report through proper channel followed by a satisfactory-report from staff evaluation and assessment committee appointed for granting of increments and promotions.

b. The increment in case of teaching staff will be decided based on stakeholders feedback along with Head/HOI/Director. In the case of non-teaching staff, the tune

of increment will be decided based on their functional performance and recommendations of respective Heads and approved by management.

- c. A prescribed form will be given to all the staff members consisting different levels, parameters and metrics in line with API suggested by AICTE/UGC guidelines.
- d. The annual increments will be directly affected by excess use of all leaves/vacation/OD beyond a limit which may lead to cease of annual increments. However, in special cases management may exercise the discretion with intimation to GB.
- e. If any employee couldn't secure annual increment consecutively for three years whatsoever may be the reason may not be eligible for continuation of services in the institution and also for reappointment. In no case institute entertain the candidature for fresh appointments also.
- f. However, to those faculty members who secure Ph.D. in between academic year will be granted two increments in the existing cadre if they do not claim the same benefit on the submission of Ph.D. thesis at the beginning of the academic year or at the time of joining.
- g. Institute reserves the right to release the increments till the employee successfully completes the probation. The Chairman is the ultimate authority to sanction the increment for the Director, Principal and all other staff of the institute.

**7. Performance Appraisal Procedure:** There is an effective performance assessment mechanism is in place in the institution to appraise faculty performance based on Feedback from the students, colleagues, seniors, Head, Principal, other stakeholders, and R&D contributions of the faculty member. All the faculty members in general supposed to submit a self-appraisal report to Head on demand for assessment purpose in prescribed format which may be changed time to time based on the requirement of the institution. The assessment committee members forward their remarks to the Principal for further assessment and action followed by approval of the Management. The following table shows the category wise minimum score required

S. No.	Category	Maximum score	Minimum Score Required*		
			Assistant Professor	Associate Professor	Professor
1	Teaching, learning and Evaluation related activities	100	60	60	60
2	Co-curricular, extension and professional development Related activities.	50	30	30	30
3	Research & academic contributions	**	20	30	40

\* Minimum points required for award of annual increment under each category

\* There is no upper limit for the maximum API score for 3<sup>rd</sup> category.

- i) The committee after assessment may recommend one or more of the following initiatives
  - a. To continue in the present position.
  - b. To consider for promotion to a higher position.
  - c. To consider annual increment or hike in remuneration based on the performance.
  - d. To extend training period.
- ii) To terminate services. Appraisals are not applicable for employees who are appointed on ad-hoc, part-time, contract basis, visiting and adjunct faculty.
- iii) The faculty has to submit the self-appraisal form to the concerned Head, who in turn scrutinizes and discusses before the committee and hands over to the Principal. The remarks shall be sent to Chairman for final approval. For technical and non-teaching staff, the Head, Principal and Director will recommend to the CEO with their remarks for final approval.
- iv) The employee who received two show-cause notices from the Principal through Head is not eligible for any increment though they have submitted their self-appraisal form and no assessment should be carried out for a period of one year and the employee is summoned to review whether the services to be continued or not. The management may take appropriate decision based on the review petition of the employee.
- v) Continuous absenteeism, habitual latecomers and irregularities in attendance more than five days in a month under no case considered for assessment and sanction of increment.

**8. Withholding of Increment:** When the increment of an employee is with held due to disciplinary action that leads to postponement of future increments also. At the



discretion of Principal and Chairman, the cumulative affect of increments may be waive.

**9. Reduction of Pay:** When the pay of an employee is reduced based on performance assessment reports committee recommendations for a lower pay than that of existing pay due to continuous poor performance after many reminders at the discretion of the management.

**10. Advance Increments:** The Governing council is the ultimate authority to sanction advance increments. The Principal is a competent authority to offer higher basic pay to the deserving/existing employees and report the same to Governing Body for approval.

### **12.13 General Conditions of Service**

#### **1. Medical Fitness**

All the candidates whoever appointed in whatsoever may be the position must produce a medical certificate from an approved medical officer not less than the rank of assistant civil surgeon regarding their fitness and health, if anything found wrong at a later stage will be subjected for prosecution and no compensation will be offered further & recover previous compensation also.

#### **2. Whole-Time Employee**

a. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to employee by the Director & Principal even beyond the scheduled working hours, on holidays and Sundays.

b. All employees in general prohibited to undertake any work outside the institute and shall devote whole time to the service of the institute and execute such duties as may be assigned by the Director & Principal. The employee shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of the duties. However, this condition shall not be applied for R&D and consultancies undertaken with the prior permission of the Director & Principal and rules imposed by Governing Body.

### **3. Probation**

- a. All employees appointed to the regular post shall undergo on probation for a minimum period of one year without any break in the service unless and otherwise condoned by Director for confirmation of their appointment to avail the benefits offered by the institution.
- b. Employees appointed to a higher post by promotion shall also be on probation for a period of one year.
- c. The Principal shall have the right/power to extend the period of probation of any employee of the Institute for such period as may be found necessary with due approval from management.
- d. Any person appointed temporarily in any post and is subsequently considered for a regular post, the probation in those cases would be from the date of first appointment at the discretion of the Director.
- e. The services of employees on temporary/contract/ad-hoc basis can be terminated at any time without any notice.

### **3. Confirmation**

On satisfactory completion of probation including extended period may be confirmed by the Principal on approval from Governing Body, if no intimation is received from the Principal office, it means and includes the employee is still on probation

### **4. Seniority**

The seniority of an employee in a post is counted based on the merit order of the selection committee, in case of two or more persons selected & appointed on the same day to the same post.

### **5. Promotion**

The Principal call applications time to time from the eligible internal staff aspired for higher level positions in the institution and send the proposals for internal promotions based on the consideration of API and contributions made by the employee to the institution which in turn will be approved by the Governing Body.

The Principal constitutes a committee for selection of internal candidates for consideration of promotion based on their eligibility and contributions. All internal applications will be reviewed first at the department level and the shortlisted applicants go through a peer

review assessment process and appear before selection committee.

The following aspects are considered to decide on promotions:

- a. Promotions are made as and when vacancies occur in the next higher cadre of post.
- b. Promotion cannot be claimed as a matter of right.
- c. The Governing Body holds all the discretion to decide whether to fill a vacancy or not.
- d. All promotions are based on employee contribution, competency, seniority and sincerity.

## **6. Demotion**

The Principal has all the rights and discretion to demote an employee on disciplinary grounds as per norms and may waive punishment after a specified period for which salary may also affect on approval of Governing Council.

## **7. Transfers**

Any employee may be transferred on administrative grounds between departments either with/without any change in the cadre and the terms & conditions remain same.

## **8. Retirement**

- a. All staff members in general retire on superannuation as per government norms and at the discretion of Principal and Governing Council, the services of employee can be extended.
- b. The management of the institute extends the benefit of service for the entire month though the employee retires on the first day of the month.
- c. The institute communicates in written to the employee at least three months before the date of superannuation and no employee will be in administrative position during this period.
- d. No employee should accumulate more than 30 days of leave by the year of superannuation. However, the employees about to retire are not allowed to avail leave for more than nine days continuously. If any employee accumulates leaves beyond the norms are not en-cashable, enjoyable and should forgo.

## **9. Resignation**

- a. Any faculty with confirmed regular service shall give a notice of one month in case of resignation on personal grounds or they shall pay one months salary in lieu of notice. The date of notice of resignation would be the date on which the resignation is accepted/letter of resignation submitted whichever is earlier in the office on approval of the Principal and

GB. However, as a matter of policy no resignations are entertained in the middle of the semester.

b. Any support staff with confirmed regular service shall give a month's notice in case of resignation on personal grounds or they shall pay one month salary in lieu of notice. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief, whichever is earlier.

c. In-principle, QIP is allowed to all the staff members till the age of 50 years and the employee should put up a minimum service of three years within the age limit. The employees who awarded with higher qualification shall work for a minimum period of three years after the award of the degree. If there is no such possibility of extending three years of service the staff member liable to return the emoluments/benefits forgone by the institution on QIP. However, the Director has the right to waive the notice period or the compensation thereof.

d. The following conditions apply for resignation:

i) In general no resignation will be accepted in middle of the semester and academic year in case of faculty availed QIP.

ii) The letter of resignation has to be forwarded through proper channel.

iii) During the notice period no leaves will be allowed. If the employee is absent from the duties during the notice period, the notice period is extended.

iv) The faculty should submit a no-due certificate in the appropriate Proforma.

v) The institute issues a "relieving order" along with "service certificate" and returns the documents pertaining to the faculty.

#### **10. Applications for outside appointment**

a. A staff member, who is on probation, shall not be permitted to apply for outside jobs; if any staff applied for the same, should resign and remit notice period salary in advance to apply on such occasions.

b. The number of attempts restricted per faculty member is only two in their service, otherwise, at the discretion the Principal on approval may terminate without any notice.

c. Principal has every right to withhold such applications from such employees, till they get alternative in specific cadre.

### **12.14 List of documents to be submitted at the time of relieving**

- a. No-due certificate from all the departments.
- b. All the documents like counseling file, course file, ID card, college belongings, etc.
- c. All official apparatus issued to the employee to discharge the duties including and not limited to records / books / periodicals / mobile-phone / sim-card / data-card / laptop / desktop / pen-drive/CDs/login-credentials/passwords/stationery etc., and all other items that have officially been given to the employee either to the Head or any person authorized in this regard.
- d. Clearance certificate that all types of dues/advances taken during service have been paid.
- e. Vacate office/accommodation, hand over the keys and complete other formalities instantaneously before relieved/on-termination whichever is earlier and at the discretion of Principal.
- g. The document duly signed with the list of items/apparatus handed over to the person authorized by Principal.
- h. Exit interview form duly signed by the official who has conducted the exit interview and countersigned by HOI. This is a formality faced by every employee who resigns from the organization which is conducted by Head of any other department.

### **12.15 Biometric Attendance Policy**

The Biometric Attendance Monitoring System (BAMS) has been installed to cater to the stated needs i.e., improve the attendance efficiency, automated monitoring of leave records and over all working environment. This policy is applicable to all staff members invariably.

The rules for operation of the system are as follows:

1. The BAMS is monitored by the Principal with the help of receptionist.
2. Biometric machine has been installed in front of Principal.
3. It is mandatory to all the staff members to provide thumb impression along with physical signature in attendance register followed by personal report to respective Head within five minutes. .
4. In general the office hours are from 09:00 AM to 05:00 PM with 40 minutes of lunch break from 01:15 PM to 02:00 PM. The academic timings are from 09:00 AM to 04:20 PM with 40 minutes of lunch break from 12:35 PM to 01:15 PM and these timings are to

be scrupulously observed to maintain punctuality, sanction of OD/CL/vacation and linked to compensation.

5. The attendance of any staff member would be recognized only when the entries that are recorded at the times specified above. Any deviation will be treated as permission/late/half day leave and adjusted against to their leave account, except in cases obliged by the Principal. However, there are two one-hour permissions either early/late are permitted per month by the Principal at the discretion as per rules in force which may change from time to time.
6. Staff members wish to avail half-day CLs should make a note of that they shall mark in & out time during the lunch break only as specified.
7. Irregularities in attendance report if any should bring to the notice of the Principal then and there.
8. In case OD more than a half-day, the staff member should apply through ERP and inform the Principal through proper channel about the inability to mark attendance in ERP. In case emergency ODs of staff on forenoon should be marked soon after their arrival to the office.
9. All BAMS machines installed under CCTV surveillance and a disciplinary legal action is initiated against staff member if found unfair/tamper/malware-used against equipment/system.

### **12.16 Leave Rules**

**General:** Leave records are maintained on the basis of calendar year and leave is not a right. Leaves once sanctioned can be revoked or cancelled at the discretion of the Principal in case of emergencies. The staff leave record is maintained by ERP and all leaves must be applied & Processed through the ERP against class-work/duties assigned to them. Leave will not get escalated to the Head/Principal without the proper adjustment. Leaves cannot be applied after availing them as the system will not accept and such leaves will be considered as loss of pay.

The rules for applying leave areas follows:

- a. Leave shall be availed only on approval from the respective sanctioning authority.
- b. Application for the leave should be submitted through the respective Head of the Department.

- c. All leave applications should be submitted well in advance with alternate arrangements so as to avoid that the regular assignments are not affected.
- d. An employee can leave Headquarters only with prior approval from the Principal and should be in touch with concern Head and resume back to office in no time in case of any emergencies.
- e. The Chairman is the competent authority to sanction all types of leaves to the Director & Principal
- f. Head is the competent authority to forward the leaves applied by the staff and can refuse on administrative grounds looking into the Department works provided the request for the leaves and reason for not permitting to be appraised clearly to the Principal with proof of work assigned if any.

**Recall from Leave:** An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The unavailed period of leave will be credited to the account of the employee.

**Return to Duty on Expiry of Leave:** An employee on leave is prohibited to return to duty before the expiry of leave granted unless permitted in writing to do so by the authority sanctioning the leave. The employee shall return to duty on expiry of leave and is not permitted to merge/extend the leave.

### **12.17 Categories of Leaves**

The following are different categories of leaves for the staff members with confirmed regular service on successful completion of probation for each cadre of fresh appointment. The leaves to honorary positions after superannuation i.e., professor emeritus/visiting/adjunct are at the discretion of Principal.

#### **Casual Leave (CL)**

Casual leave is allowed for a period of 12 days to all the staff members in a calendar year. If any employee joins the institute in the middle of the calendar year, the quantum of casual leave admissible will be on pro-rata basis. It may be granted for a period not exceeding 5 days at a time, including holidays. Unutilized CL if any will automatically lapse on the last day of the calendar year. However, no staff member is allowed to put-on leave on first and last working days of calendar year. Staff can avail CL on prior approval with proper adjustment of their assignments, duties & responsibilities and should not be combined with any other leave. The

facility of half-day CLs is also available.

### **Medical Leave**

Medical leave is granted to all the employees. i.e., any critical illness which demands hospitalization of a minimum of seven days including date of admission/discharge subject to the submission of a valid proof of hospitalization. Special casual leave should not be combined with any other leave/vacation except OD.

### **Vacation & Privilege/Earned Leave**

1. All the teaching staff members are entitled for one week of vacation i.e., one week winter & one week summer subject to the service conditions as shown in table of guidelines for vacation.
2. Non-teaching staff members are eligible for vacation as per the stipulated the guidelines.
3. Unless & otherwise instructed by the Principal, all the faculty members shall avail vacation.
4. However, such leaves are entertained only during clear semester/vacation break on proper adjustment of special and additional responsibilities at the same cadre on approval of Head.
5. Staff members on temporary/ad-hoc/contract basis are not eligible for privilege leave and vacation.

### **On-Duty Leave**

#### **1. Academic leave:**

- i) Academic leave of 5 days in a year may be sanctioned at the discretion for the purpose of attending QIP/higher education i.e., SEE/viva-voce/pre-Ph.D./Ph.D. examinations but not for entrance tests and can't be carried forward to the next year in case of non-utilization. Such leave can not be treated as OD.
- ii) Aspirants of Ph.D./Post-Doc/M.Tech.courses before proceeding need to apply to the Principal with complete details of the program they intend to do through R&D committee. The Principal may consider based on the recommendations of the committee for some support case to case basis and no operational precedents are to be referred



## **2. On-duty leave:**

- iii) A maximum of 20 days of On-duty leave for faculty members may be granted by the Principal for the purpose of practical examination/valuation/AUR/BoS/AC/meetings, attend/ present papers at conferences, R&D works, seminars, workshops, TTP, SDP, etc. subject to condition( Experience of 0-5,5-10 & 10 & above years)
- iv) Application for OD should always be accompanied by the relevant correspondence.

### **Maternity Leave: (Applicable to full time regularized staff members)**

- a) Maternity leave is admissible to women employees only who have put-up at least two years of regular service in the institution and can be availed twice during their entire service period.
- b) The leave is not admissible in the case of a woman employee who has two or more surviving children.
- c) Maternity leave may be sanctioned up to 90 days for:
  - i) Women employees who have served at least two years in this college are eligible to avail maternity leave for 90 days, but the period will be counted for service. Provided they should continue in service for another two years.
  - ii) In all other cases it will be without pay and the service will not be counted.
  - iii) Salary will be paid only after the employee rejoins duty.
- v) Any violations to rule
- vi) Above liable to return the total monetary benefit claimed from the institution.

### **Marriage Leave**

Staff who have put in a minimum of two years of service are eligible for a special leave of seven days in case of marriage. However, in genuine reasons with genuine cases, the day of marriage will be considered as marriage leave.

### **Leave due to be reavement in family**

On sudden expiry of an employee's kith and kin, three days of special leave is permitted.

### **Compensatory Leave (CYCL)**

- a. All the staff members are eligible for CYCL at the rate of one day for every day subject to a maximum of five days in a calendar year for their duties on Sundays/holidays and in

case of non-remunerative duties that are assigned by Head on approval from Principal.  
No CYCL granted to any remunerative duties of any kind of examinations.

b. CYCLs cannot be combined with any other leave and lapse after three months.

### 12.18 GUIDELINES FOR LEAVES

S. No.	Leave Type	Maximum No. of Leaves per calendar year for Staff			Description		
		Teaching		Non-Teaching			
1	Casual Leave	12		12	Generally one in a month with permission.		
2	On Duty Leave	Experience (Years)	0-5	5-10	10 & Above	Duty if any assigned by the Competent Authorities	To attend AU duties, conferences/Paper-Presentations/ workshops/ seminars/FDP/ Ph.D.Course work Exam-4 days/DC Meeting/ Ph.D. viva-voce on prior approval and any additional days can be granted at the discretion of Principal. <b>Note:</b> El. Ir.-External Invigilator, Pl.Em. & Cl.Vn.-Practical Exam & Central Valuation, Re.Vn.-Revaluation, AUR-Anna University Representative, FDP-Faculty Development Program,STTP-Short Term Training Program,WP-Workshop,CE-Conference
		El. Ir.	8	8	-		
		Pl.Em. & Cl.Vn.	-	6	9		
		Re.Vn.	-	-	2		
		AUR	-	-	7		
		FDP/STTP/WP/CE	7	7	7		
<b>Total No. of Days</b>	<b>15</b>	<b>21</b>	<b>25</b>		* The on duty leave mentioned for FDP/STTP/WP/CE should be utilized only for the purpose		
3	Special/ Medical Leave/Marriage Leave	7		7	Any critical illness which demands hospitalization of a minimum period of seven days lead to temporary/ permanent disability of limbs supported by medical Certificate by family members.		

### 12.19 Guidelines for Vacation

All the staff members can avail the vacation as per the eligibility shown in the following table in an academic year. Vacation is sanctioned by the Director on recommendation of concerned HEADs followed by a declaration that they should continue their service for next twelve months. All violations lead to recovery of the vacation salary, cost of recruitment, notice period, identification period of substitute at the same position and at the same cadre as per affiliating body norms.

<b>S.No.</b>	<b>Category</b>	<b>Summer vacation</b>
1	Teaching Staff	One Week
2	Non Teaching Staff	One Week

However, the entitlement is subject to following stipulations:

- a. Heads have to prepare the vacation schedule for their staff as per norms by retaining 25% of staff excluding Head or i/c-Head during vacation period with prior approval from Principal.
- b. Non-teaching staff who do not avail the vacation are entitled for an additional PL i.e., 4 days PL for one week.

### **12.20 Unauthorized Leave/Absence**

In principle, any unauthorized absence ab initio void and liable for termination in case continued for ten days without any proper communication. Absence of the employee from duty without prior approval of any kind of leave shall be treated as absconded and the employee shall be liable for disciplinary action followed by prosecution. If an employee overstays or is absent after the expiry of approved leave, the employee shall not be entitled for pay and the extended days on which the employee abstained from work will be treated as Loss of Pay though there is leave on credit at the double rate of pay. However, even after loss of pay, it is the discretion of the institute to continue the service of the employee. The Principal is the competent authority to condone such cases if the absence of employee is justified with proper cause/reason.

### **12.21 Working Hours/Attendance/Late Reporting**

In general,

1. The office hours are from 09:00 AM to 05:00 PM with 40 minutes of lunch break from 01:15 PM to 02:00 PM.
2. The academic timings are from 09:00 AM to 04:10 PM with 50 minutes of lunch break from 12:35 PM to 01:15 PM.
3. Attendance of employees is monitored through ERP-STELLA MARY'S and every employee should record/mark the attendance in the morning before 9:00 AM & after 4:20 PM in the evening. The Principal may condone latecomers in genuine cases based on the recommendations of Head.
4. Staff reporting after 9.00 AM upto 9.10 AM will be considered as late reporting. Two late reporting is only accepted per month. In case of any third late reporting one permission will be

deducted and if fourth late reporting occurs the eligible second permission will be deducted.

### **12.22 Permission during working hours**

Two permissions of one hour each, in a calendar month shall be granted to staff members in case of emergencies. However, in both cases, it is the responsibility of the employee to adjust class-work/examination duties in coordination with class coordinator and Head. More than two permissions will lead to Casual leave/Loss of Pay.

### **12.23 Employee's Benefits and Welfare**

- a. The staff members are covered under Employment Provident Fund Scheme as per the act.
- b. The institute contributes 50% of group medical insurance premium to the interested staff.
- c. Separate dining area for staff/students both at canteen and department.
- d. Provision of canteen in the campus.
- e. Maternity leave benefit to the women employees.
- f. Free admission or fee concession for children of employee.
- g. Retreat once in a year to foster cooperation and brotherhood among the staff.

### **12.24 Awards**

The following are various awards/appreciations/recognitions/rewards for the staff:

- a. Best Teacher Award
- b. Best support staff Award
- c. Best-Mentorship Award (academics) for mentors if all their mentees pass in every semester without con donation
- d. Best-Mentorship Award (placement) for mentors if all their mentees get placement
- e. Best Service Award for 10 years (Silver), 20 years (Gold), and 30 years (Diamond)
- f. Award for achieving 100% results
- g. Award for 100% attendance
- h. Best Publication/R&D Publication Award
- i. Best R&D Award

## 12.25 Conduct Rules

All staff members should follow these rules invariably without fail.

1. Observe, abide, obey and comply with all the rules, regulations, orders and directions in force.
2. Maintain absolute-integrity, honesty, devotion, and be impartial & courteous in all official dealings with the Management, Director, Principal, staff, students and stakeholders.
3. Must adhere to the schedules unless permitted by the Principal.
4. Any false information provided such as but not limited to age/qualification/experience/credentials to get any appointment/promotions/benefits leads to immediate termination and prosecution.
5. Any absenteeism without permission treated as punishable-gross-negligence.
6. Should follow the code of conduct, dress-code and wear ID-Card when on duty.
7. Prohibited from politics & discrimination by caste/religion/region/tribe/gender/category/behavior.
8. Use of mobile-phones is strictly prohibited in class-rooms/lectures/meetings/exam-work/invigilation/corridors/verandahs. However, there are time-based relaxations to attend emergencies.
9. Male staff members should avoid close interaction and communication with female students/staff.
10. Misleading and providing false information to students and staff will be considered as misconduct and lead to disciplinary action.
11. The faculty should care, nurture and inspire the young learners to motivate them towards their academic needs and develop the young talents. Maintain healthy interaction with the students/staff and pay attention to their personal and professional problems.
12. Make effective use of ICT/digital resources so as to avoid the student-tendency towards unwanted chatting, murmuring, whispering, shouting and unfair behaviour with co-students/friends/others and to pay attention towards varied strata of students.
13. Should be present at least five minutes before the theory/labsession, engage the entire session and accessible/approachable/friendly with the students and provide any kind of academic assistance.
14. Continuous assessment through tests to be conducted at the end of every unit/topic as the case may be and collect feedback on the content delivered to enhance/improve TLP.

15. Continuously monitor the student's psychological behaviour to avoid unwanted depressions/mental-stress/other worries, counsel them and report the same to the parents/Principal.
16. Update technical skills through participation in workshops/FDPs/R&D programmes/seminars etc.
17. Exercise due diligence in discharge of duties and responsibilities as assigned by Principal.
18. Attend duties on public-holidays/Sundays/beyond-scheduled-hours on instructions of the Principal.
19. Shall not make any statement, publish, write and have recourse to any court of law or to the press/media for/against any official act of the Institute except on approval from the Principal.
20. Should not engage directly/indirectly in any trade/business/tuitions/coaching/employment outside.
21. Collection of funds/fees/subscriptions/donations/bribes of any kind is strictly prohibited for whatsoever may be the reason.
22. Collection of fees under the instructions of administrative office/exam branch by the department staff members should be deposited on the same day before 3.00 pm otherwise treated as theft if assigned to the Department Staff.
23. Shall not run/organize/conduct/write any editorial privately without approval from the Principal.
24. Shall not forward any grievance petition to Principal unless and otherwise the intensity of the case covered in petition and all petitions forward through proper channel only.
25. Shall not involve in any legal violations of any kind leading to police custody of more than 24 hours leads to automatic dismissal from services and disqualified for re-appointment in any cadre.
26. Any charge-sheet in any police station against employee may lead to suspension without pay during that period. However, reinstatement to the position will be done only after producing a clean certificate.
27. Committed-offences/derelection-of-duties that are detrimental to the interests of the institute shall be prosecuted and a punitive action initiated towards dismissal with recovery.

28. Shall not take part in any strike/gherao/picket/dharna/movement/similar activity will be severely viewed even in own-service-matters/politics/revolutions/terrorism that draws the attention of print/electronic/social/yellow media and any kind of support in such cases are restricted.
29. Any act of theft/fraud/dishonesty/misbehavior/malfunction leads to prosecution by the Director.
30. Strictly prohibited from gambling, consumption of alcohol/tobacco/drugs/smoking in public areas and office.
31. Avoid unusual-rest, sleeping, neglect of work, bribing, commissions, willful absence, street fights, distribution of pamphlets and canvassing against the institution, refusal to work, instigating quarrels, ragging, criminal activities, criticizing the management or institution, collecting/running chit funds or money schemes etc., the activists are terminated immediately from their jobs without any further notice.
32. An opportunity to be heard shall be given to the employee while exercising the power to impose any of the provisions of the rules, regulations and policies.
33. Deposit the original certificates like Diploma, B.E./ B.Tech., M.E.,M.B.A., Ph.D. etc, to the Principal at the time of joining duty for the purpose of inspections and visits by AU/ NBA/ NAAC/UGC etc. and not for any other purpose.
34. It is the obligation of every employee not to divulge directly/indirectly any information and shall maintain utmost confidentiality and secrecy of the society/institute/constituents; unless judicially compelled.
35. The following acts of commission/omissions shall be treated as misconduct.
  - a. Failure to exercise powers, rights, duties, and responsibilities.
  - b. Insubordination, disobedience and any unlawful acts.
  - c. Gross negligence in duties and responsibilities.
  - d. Trespassers and ransacks are prohibited to avoid damage to the property of institution.
  - e. Any act involving moral turpitude punishable under the provisions of the IPC.
  - f. Intemperate habits affecting the efficiency of the teaching work.

## **12.26 DISCIPLINARY ACTION PROCEDURES**

Any employee may be liable for disciplinary action in case of disobedience, misconduct and dereliction/negligence of duty on administrative grounds. However, a disciplinary action is initiated after giving a reasonable opportunity to be heard. On establishment of the misconduct of an employee one or more of the following disciplinary actions will be initiated.

- Issue of a Memo
  - Withholding increments/promotion
  - Recovery from salary on gross negligence of duty or breach of orders/rules.
  - Separation/Suspension/Demotion/Removal/Dismissal from the services.
1. If the Principal feels that it is necessary to hold an enquiry and constitute an enquiry committee which consist of three members i.e., Head and two senior faculty members from other departments. An employee can appeal to the Principal against any punishment awarded by the committee.
  2. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 10 days or more and not obeyed the instructions of Head.
  3. Terminated Staff member on disciplinary grounds are not eligible for reappointment and also for fresh appointment in the group of institutions for any post.

## **12.28 TERMINATION POLICY**

1. The services of a temporary employee may be terminated at any time without notice and without assigning any reasons whatsoever.
2. The management reserves the right to terminate the services of an employee whether probationer/regular on medical grounds by giving one month notice or one month pay in lieu of notice.
3. The management may terminate the services of any employee if they involved in any political activity/criminal case/in the event and it is proved by the competent committee so appointed for the purpose. The onus of disprove is the issue of employee only.



4. If any employee indulged in spread of negative/false information about the institute through Press/Media shall be liable for disciplinary action by the Principal followed by termination.
5. Unauthorized Private consultancy is a serious breach of contract unless there is an explicit permission from the Institute and liable to termination of services.
6. Consistent complaints on staff about poor performances supported by poor feedback from students/stakeholders leads to termination of services.
7. The service of an employee may also be terminated if the employee is unable to attend duties due to chronic medical disorder/disability by giving notice as per rules.
8. No employee shall abstain from the duties without written permission from competent authority. If an employee abstains from duty continuously for a period of ten days without prior permission the employee will be deemed to have deserted the post from the date of absence and the services shall be terminated with effect from the day of unauthorized absence without any benefits.
9. The employee shall submit no dues certificate on resignation/termination or on being relieved from service for full and final settlement.
10. The Chairman is the competent authority to waive off in part or in full any service-conditions at the discretion in exceptional cases. The Secretary can also waive off notice period and adjust unused leave in the account of the employee towards notice period.
11. A service record shall be maintained for each employee of the institution where all the service particulars are recorded.
12. In case of doubt or interpretation of a rule, the decision of the Principal will be final.
13. Notwithstanding to anything anywhere, any service rules which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
14. The Director is the ultimate authority to introduce, repeal or amend any of the service rules deems fit for day-to-day administration.

#### **12.28 DISCIPLINARY PROCEEDINGS**

No order imposes any punishment on any staff member except after initiating proceedings. A written communication sent to the employee by the Principal with regard to any allegations on

which the disciplinary action is proposed to be imposed after giving an opportunity to be heard. However, an employee can appeal to the next higher level within the limitation period if such provision there.

## 12.29 DISCIPLINARY PUNISHMENTS AND APPEALS

The following are the penalties applicable on sufficient administrative grounds/reasons:

- a. Censure
- b. With-holding of increments/promotion.
- c. Reduction to alower post or alower stage in the time scale.
- d. Recovery from salary on gross negligence of duty or breach of orders/rules
- e. Suspension/demotion/removal/dismissal from the services.
- f. Relocation/alternative employment with decreased pay & cadre
- g. Compulsory Retirement.

Authorities who impose penalties and the appellate Authority are tabulated below and the decision of Appellate authority is final.

<b>S. No.</b>	<b>Penalties/Punishments</b>	<b>Authorities who impose Fine/Punishment for Teaching/Non-Teaching</b>
1	Censure	Chairman
2	Fine	Chairman
3	With-holding of increments/ promotion	Chairman
4	Reduction to a lower post or a Lower stage in the time scale	Chairman
5	Recovery from salary on gross negligence of duty or breach of orders/ rules	Chairman
6	Suspension/demotion/removal/ dismissal from the services	Chairman
7	Relocation/alternative employment with decreased pay &cadre	Chairman
8	Compulsory Retirement	Chairman

### 12.30 Policy against Sexual Harassment

A male employee of the institute interacts with lots of female students, female colleagues and other female staff. The employee's behavior in all such interactions must be decent, as per the directions of Supreme Court of India. The following are some of the acts/behavior under this section:

- a. Physical contact and advances.
- b. Demand or request for sexual favors.
- c. Sexually colored remarks (this includes colored jokes in a mixed company, in a classroom, or even within hearing distance of a female member of the community).
- d. Showing/reading pornography.
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- f. A victim of sexual harassment may lodge a complaint with the faculty/ mentor/ Head/ Principal/ Director.
- g. Student/staff may approach the Women's Protection Cell for advice/redressal on related issues.
- h. All staff members should support inquiry/investigation of Women's Protection Cell & sexual harassment cell proceedings.
- i. Proven sexual harassment complaint cases against any staff members shall result in immediate termination from service; no financial benefits extended and handed over to judicial custody.

### 12.31 Meeting Procedures

The following meetings are conducted at regular intervals under the chairmanship of the Principal.

- a. **Meeting with the Heads/Professors:** Various meetings are conducted once in four months to understand the academic progress/developments/issues in the institute/department and also to get feedback from them regarding fulfillment of various targets set, including academic schedules. Minutes of the meeting shall be recorded and circulated among all HEADS/Professors. Emergency meetings are organized, whenever required.
- b. **Intra Departmental Meeting:** Each department Head/Coordinator conducts meetings

once in a week and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department and report the same to the Director.

- c. **Staff/Mentors/Coordinators Meeting:** These meetings are conducted once in a month. The agenda of the meeting is circulated among the staff at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for, whenever required.
- d. **Class Coordinators/Committee Meeting:** The coordinators of various committees/cells will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting and communicate the same to Director's office.
- e. **Report on Meetings:** A brief and consolidated report of the meetings is sent to the Chairman once in a month to keep him aware about happenings of the college.

### 12.32 General/Optional Holidays

The college observes the following as holidays for the calendar year:

S. No.	Occasion/Festival	General / Optional	S. No	Occasion/Festival	General / Optional
1	New Year Day	General	14	<b>Independence Day</b>	General
2	Pongal	General	15	<b>Krishna Jayanthi</b>	General
3	Thiruvalluvar Day	General	16	Vinayaka Chaturthi	General
4	Sankranti	General	17	<b>Milad-un -Nabi</b>	General
5	Uzhavar Thirunal	General	18	Gandhi Jayanthi	General
6	<b>Thai Poosam</b>	General	19	Ramzan	General
7	<b>Republic Day</b>	General	20	Ayutha Pooja	General
8	Good Friday	General	21	Vijaya Dasami	General
9	Telugu New Year Day	General	22	Deepavali	General
10	Mahaveer Jayanthi	General	23	Christmas	General
11	May Day	General	24	*As declared by the District Collectorate	Local Holiday/s
12	Bakrid	General	25		
13	Muharram	General	26		

**Note: Also Local holidays as declared by the District Collectorate, Kanyakumari District, Tamil Nadu**

### **12.33 Training Need Analysis and Procedures**

Training needs of the faculty are continuously assessed by Heads. The consolidated list is sent to the R&D Cell through the Principal. Based on the recommendations the training programme shall be organized in consultation with the Principal. Training programmes are organized during winter/summer vacations and the needy staff deputed to various training programmes conducted by reputed institutions. The identified training areas, in general areas follows:

1. Presentation & Communication Skills and Personality Development Programme
2. Teaching Methodology/Induction/Orientation/Refresher/Programme
3. R&D Orientation cum Training Programmes to pursue Quality Research and establish COE/TBI
4. Technical Advancement and Continuing Education
5. Accreditation/Autonomous/Academic-audit Technique

### **12.34 Training Policy for Staff**

The institute takes care of training/tuning its levers with rapid technological changes and global connectivity issues in view of cutthroat competition in modern times. The need of the hour is intensive technological developments, the concerns of sustainability, environmental degradation, resource depletion, and inclusive growth. Further, the institute puts its full energy into making its curriculum with necessary jewels in its crown.

The institute strives in this direction by providing technical training/advancement opportunities to all the staff members. The debuts are provided with Workshop / conferences / seminars/ orientation-programmes/ micro-teaching-opportunities and development of digital resources using ICT tools. The training programmes are conducted in association with the resource persons of affiliating bodies, NITTTR, and other premier institutions.

This type of training will help staff to improve their skills, develop further, and rectify lapses if any. After joining the institution as full-fledged faculty members, they must be mentored, counseled, trained, developed in all curriculum delivery, content design for various courses, ethics & human values, Indian tradition/culture/heritage, socio-psychological issues in teaching, examination-evaluation, bench-marking, rubrics

necessary to assess achievement of outcomes, and other academic, administrative, R&D, consultancy, and extension services in addition to focus on self-learning abilities with cutting-edge technologies to be a world-class professional.

There is a deluge of new software, online platforms, e-modes of teaching-learning, e-sources of information etc. and the teacher has to learn how to make judicious use of these without getting lost in the quagmire and also without becoming obsolete. Broad objectives of the training policy are to

1. Provide an induction program to new staff members on micro-teaching through ICT.
2. Identify in-service & in-house need-based specific training programs for the staff.
3. Prescribe the structure and contents of the training program at different levels.
4. Propose a feasible mechanism to effectively implement the desired training program.
5. Monitor, facilitate, and successively improve the quality of training programs.
6. Provide faculty with vestibule training on new technical critical courses.
7. Orient about the spectrum of challenges of technical education, duties, and expectations.
8. Focus on modern pedagogy/TLP/psychology/temperament and effective use of ICT in the classroom.
9. Build capacity, competency & maturity through effective TLP, inclusive, and interactive learning.
10. Inculcate the holistic perception, professional values, and ethical attitudes.
11. Provide exposure on relevant ICT tools and resources for lifelong self-learning.
12. Focus on evaluation, assessment, accomplishment, and achievement in relevant areas & levels.
13. Provide a platform for problem-solving, creativity, innovation, and R&D project guidance.
14. Acquaint with best practices in the establishment of labs, research centers, and centers of excellence.
15. Train on administrative/event-management/project-management/IPR filling procedures.

### **12.35 Staff Development Scheme**

In pursuance of its commitment to impart quality education, the management encourages the following quality training programs for the improvement of the efficacy of the staff members:.

- a. Deputation of staff under the Quality Improvement Program of the AICTE.
- b. Support for pursuing M.E/Ph.D.
- c. Deputation of faculty for refresher courses and other short-term training programs.
- d. Support for presenting research papers in regional/national/international conferences.
- e. Deputation of staff to short-term training programs for skills cum technology up-gradation.

The Research & Development Cell will scrutinize the applications and make recommendations based on the following criteria:

- Specialization requirement in the department
- Whether the program is part-time or full-time.
- Number of faculty members of the department already deputed/supported.
- Remaining service and faculty contribution.

Recommendations of the R&D Cell would be considered for deputation of staff member to any programme. Generally, preference will be given to M.Tech./Ph.D. programmes. However, the interests of the department or institute should not be disturbed in any manner.

#### **Support for Ph.D.**

1. Faculty appointed under regular service in the institute is only eligible for QIP.
2. The faculty appointed in regular service apart from QIP will also be permitted to do research work in any reputed universities.
3. For faculty doing research work, the total number of on-duty leave is 5 days which includes Registration, DC Meeting, Viva Voce and Convocation.

## Research Incentives

- As a matter of policy, all staff members can take up any remunerative R&D/Consultancy services on approval from the Principal and as per guidelines for revenue sharing.
  - Any academic assignments, whether remunerative or not, including guest lectures, memberships of BoS/AC/GC, full/part-time tutorials/lectures, need prior approval from the Principal before attending any interview or making any application with outside institutions.
  - The staff member can avail any of the institutional administrative, R&D, incubation, and infrastructure facilities to carry out academic/R&D assignments with prior approval from the Principal. The institute may levy charges towards the utilization of institutional infrastructure by way of a lump sum/rental amount, which should be borne by the staff only unless otherwise specified.
  - To enable the eligible faculty members to keep themselves abreast of the latest developments in their fields of specialization, they are allowed to attend programs organized by IITs, IISc, NITs, universities, and other reputed institutions. The period is considered as OD and reimbursement of two-way transportation.
  - As a part of the continual quality improvement policy of the college regarding publishing of papers in conferences and journals by the staff members, eligible faculty members can claim incentives as mentioned below.
  - Faculty members presenting their research papers in regional/national/international seminars/conferences/workshops will be provided with OD leave and reimbursed for the travel expenses as per the rules in force, which may vary from time to time.
  - Faculty research publications in reputed national/international journals/conferences will be rewarded.
- 1. Incentive for publishing Technical Paper in SCI Journals**
    - 1.1. Rs. 10,000/- for each paper published in a SCI-indexed journal. This grant is applicable to authors who are listed up to the fourth position in the author list.
  - 2. Incentive for publishing Technical Paper in Scopus Journals**
    - 2.1. Rs. 5,000/- for each paper published in a Scopus-indexed journal. This grant is applicable to authors who are listed up to the fourth position in the author list, and



the paper should be a joint publication with students.

2.2. Rs. 4,000/- for each paper published in a Scopus-indexed journal. This grant is applicable to authors who are listed up to the fourth position in the author list.

### **3. Project leading to Patent**

3.1. A reward of Rs.1, 000/- will be given for publication of patents.

3.2. A reward of Rs.1, 500/- will be given for Grant of patents

### **4. Incentive for participating in National, International Conferences and workshop**

4.1. Financial Support will be provided for the deserving faculty for attending workshop/ conference

### **5. Incentive for Membership in professional society**

5.1. Financial Support will be provided for the membership in professional society.

The technical society membership allowance will be granted to the faculty. In case any faculty resigns in the same year, they have to return that amount to the institution. However, this facility can be availed only once that too only for one society.

### **6. Award for Publications of books/ book chapters**

6.1. For “Book Chapter” publications for reputed publisher with ISBN, the Author will be given a one-time incentive maximum of Rs. 750/-

6.2. For “Scopus Indexed Book Chapter” publications with ISBN, the Author will be given a one-time incentive maximum of Rs. 1500/-

### **7. Incentive for External Grants/ Funded Research**

<b>S. No</b>	<b>Category</b>	<b>Incentives for Principal Investigator (PI) on completion of project</b>
7.1	Student project funding	Rs.1,000/-
7.2	Workshop /symposia/ conference/FDP/STTP funding	Rs.2,500/-
7.3	Project funding below 2.5 lakhs	Rs.2,500/-
7.4	Project funding from 2.5 lakhs to 5 lakhs	Rs.5,000/-
7.5	Project funding more than 5 lakhs	20% of overhead charges generated for institution (or) Rs. 5,000/- whichever is higher.

The disbursement of the incentive (by cheque or transfer to the bank account) will be released upon the receipt of research funds/grant.

**8. Incentive for completing PhD Degree/ university research supervisor.**

8.1. In service of SMCE a Special Allowance of Rs. 2,500/- will be given to the faculty who are recognised as university research supervisor

**9. Incentive for completion of NPTEL Course**

9.1. Faculty will receive a one-time incentive of Rs. 500 upon completion of a NPTEL course.

**10. Incentive for Faculty Internship**

10.1. A faculty member who gets internship in any I.I.T/I.I.Sc/NIT for research will be considered for rewards.

**11. R& D Projects/Consultancy**

If any R&D/consultancy/assignment/testing generates revenue by way of professional service charges other than the amount allocated to institutional infrastructure or resources, it would be shared as mentioned below:

- a. Where it is an R&D project involving infrastructure/testing facilities during office hours, it shall be 80:20 (20% to faculty).
- b. Where it involves exclusive consultancy but makes use of R&D/infrastructure/testing facilities of the institution and during work time, it shall be 70:30 (30% to faculty).
- c. In case of consultancy services that do not involve institutional R&D/infrastructure/testing facilities and during office time, it shall be 60:40 (40% to faculty).
- d. In case of any other assignments of faculty members, it shall be 50:50 (50% to faculty).

**Note:**

Reimbursement of patent publications would be based on genuine proof of contribution in case of multiple authors and a written IPR agreement copy regarding revenue sharing between and amongst authors. Any litigation regarding publication rests with the author only.

The above incentives may be reviewed from time to time.

- a. To claim the above reimbursements/incentives/rewards, a staff member has to apply in a prescribed format by enclosing a hard copy of the paper published in the proceedings/journal, clearly indicating the institutional affiliation of the author to the Principal through Head/R&D cell.

- b. In case of more than one author for the paper, the incentive will be divided among other authors.
- c. No financial incentives to the papers published by more than four authors.
- d. To publish book chapters/textbooks/manuscripts, authors are appropriately rewarded.

### **Grant for Stella Mary's Seed Money Scheme**

The Stella Mary's - Seed Money Scheme (SM-SMS), offered by Stella Mary's College of Engineering, and has the primary goal of fostering research and innovation among both faculty and students. This scheme provides seed funding to initiate or sustain research endeavours. Its primary objective is to enhance the chances of securing future financial support from external organizations.

The funding support under this scheme will be up to Rs. 10,000 (for a semester). No Additional grant will be provided. Half of the funding will be released upon reaching 50% project completion, and the remaining half will be provided upon the successful conclusion of the project. If necessary, an amount less than 50% can be obtained at the project's initial stage by submitting a formal requisition with proper justification to the principal through the Research and Development (R&D) cell.

The provided funding covers expenses related to the following activities:

1. Acquisition of minor equipment/software directly associated with the proposal, not currently accessible within SMCE.
2. Procurement of consumables.
3. Financial assistance for travel and registration to attend conferences within India only
4. Contingency expenditures, including books, annual membership fees for technical societies (excluding subscription charges), and similar essentials.
5. Any additional essential items, contingent upon prior approval from the Principal.

### **Technical Staff**

Technical staff such as System administrators, Programmers, Lab Assistants, Lab Technicians etc., will be deputed for short-term technical training programs for acquisition of new technical skills, enhance/add-on skills, refresher/training/retraining programs to update and

adopt in the new/revised curricula. All applications for the above programs should be in proper channel.

### **AdministrativeStaff**

- a. Arrange in-house training programme for improvement of communication skills.
- b. Arrange training programme that covers rank & filing, drafting, accounts, maintenance of office records & SR, and other administrative, establishment, financial and service procedures.
- c. Arrange training programmes on use of software/accounting-packages/ERP packages and menu-driven user-friendly software.

### **12.36 TRAVEL ALLOWANCE**

Staff on official duty may be granted with TA as per the following guidelines.

1. All the employees are entitled for TA in case they are deputed on OD whether in/out station. In principle, all employees must apply well in advance in prescribed format to avail this facility.
2. In case of travel by bus, the actual fare in shortest route will be reimbursed on valid proof.
3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of I AC for Director/Principal, II AC for Professors/Associate Professor and III AC for Assistant Professors. In case flight fares are cheaper than train, only flight fare is reimbursed at the discretion.
4. If there is no train transportation facility, actual AC bus fare shall be reimbursed. If any staff member hire taxi will be reimbursed at the rate of Rs. 15/- per km on approval by the Principal.
5. Local transportation/conveyance allowance will be paid at a maximum of Rs. 150 per day irrespective of cadre.
6. The employee on return from the duty/deputation as the case may be, should submit a statement of expenditure and along with advance drawn details with valid bills to the extent possible with regards to travel within two days after resuming back to the duties. No expenditure admitted without any supporting document within the prescribed limits. However, a reasonable consolidated amount may be paid at the

discretion of the Accounts Manager.

7. In case staff have relatives in those cities of travel and stayed at their residence, should honestly declare the same and they may be entitled to only DA and a consolidated pay for their boarding & lodging reimbursed at the discretion of the Accounts Manager.

**Daily Allowance:** Staff on official duty can avail DA per day as per the following guidelines:

S.No.	Category	A Grade City	B Grade City	C Grade City
1.	Grade-I:Regular Teaching Staff	Rs.400	Rs.300	Rs.200
2.	Grade-II:All the Non-Teaching Staff	Rs.300	Rs.200	Rs.150

**Note:** With regard to the interpretation of rules, the decision of the Management is final. The management reserves the right to amend any of the above rules..

### **12.37 RESPONSIBILITY OF EMPLOYEE ON LOSS OR THEFT OF HIGH VALUE ASSETS/ ITEMS UNDER CUSTODY**

1. The high-value assets/items like LCD projectors, laptops, cameras, etc., will be issued to an employee for official purposes whenever required. It is the responsibility of the employee to whom it is issued to return it back in good condition as received and record it in the register.
2. In case of theft/loss of valuable equipment, the employee should immediately bring it to the notice of the Head and Principal & Director in written/prescribed format with details and a brief story.
3. The Principal & Director may instruct, in case of emergencies, the security to check individuals/bags/vehicles at all exit points and hunt in case of escapes to confiscate or detain either the article or individual.
4. The CCTV footage forms evidence/alibi from where the item is lost/stolen to identify the culprit.
5. All the employees/visitors must cooperate at all security terminals to avoid unnecessary charges.
6. If any person detained by security staff with items stolen must be produced in person,

Principal and Director for further prosecution and may be handed over to the Police custody if needed.

7. If any item/valuable is stolen on the premises and no evidence is found with any individuals in the office, the Director may constitute a three-member committee to inquire into the case and submit a report on the recovery of items/valuables stolen from the responsible persons for custody.
8. The institute is not responsible for the loss/theft of any personal belongings such as cash/wallet/mobile phones/bags/ornaments/other valuables of any employee / student/visitors. It is their own risk to safeguard their belongings.

### **12.38 VISITOR RECORD KEEPING**

At our institution, we prioritize the safety and security of our students, staff and visitors. To ensure a secure environment, we have implemented a visitor register at the entry point. All visitors are required to sign in upon arrival, providing their name, contact information, purpose of visit and the person or department they are visiting. This procedure helps us keep track of all individuals on the premises, facilitating better management of visitor flow and enhancing overall security. By adhering to this protocol, we can promptly address any security concerns and maintain a safe atmosphere for everyone in the institution.

### **12.39 STAFF GRIEVANCES REDRESSAL PROCEDURES**

To redress the genuine grievances of staff, the institute constituted the grievances redressal cell and an exclusive Internal Complaint Committee to address the academic/administration/gender issues of staff/students. The aggrieved party/parties can approach directly the Convenor ICC or lodge a complaint to HEAD through proper channel or can meet any member of the committee and move the motion. However, all the complaints received from all the sources will be directed suitably to the above committees for consideration/punishment/performance/remedy.

## **13. STAFF EMPOWERMENT**

## **13.1 DUTIES AND RESPONSIBILITIES OF THE STAFF MEMBERS**

The staff members have to ensure mutual respect and freedom for everyone and discharge duties and responsibilities in coordination with one another. The following rules and responsibilities prescribed for all staff members so as to enable the min sustenance of harmonious atmosphere in the campus.

### **13.1.1 General**

1. In principle all the employees what so ever may be the nature is expected to be in the service round the clock.
2. No staff members are allowed to engage, directly or indirectly in any trade or business or engage private tuition/coaching for any remuneration/ honorarium and undertake any employment outside the office.
3. The college functions six days in a week i.e.Monday to Saturday from 9.10 am to 4.00 pm. All the staff members are expected to be present in the campus at 9.00am and leave the campus after
4. 4.10 pm, only unless and otherwise specified as the case may be.
5. Staff members can avail two permissions in a month, either late or early, for not more than 60 minutes each, upon approval.
6. Any staff member leaving the premises during office hours for personal work or on duty shall seek special permission from the HOI and record it in the movement register.
7. Staff should wear ID cards, adhere to decency, decorum, and disciplinary rules during their employment.
8. Staff members wishing to claim deductions/exemptions from total income under any section should submit original proofs for the purpose of TDS; otherwise, tax will be deducted as per income tax rules in force.
9. Staff members are restricted from using mobile phones everywhere in the campus except in their cabins/staff rooms.
10. All staff members should adhere to the code of conduct and present themselves in decent attire (men: tucked-in shirt, shoes, neat shaving; women: saree/salwar-suit).
11. Staff should communicate in English with students and colleagues and maintain courtesy.

12. No staff members are allowed to gather/party/meet/mob unless otherwise specified.
13. Staff members are not allowed to avail any permission/leave/vacation/OD in person without proper authorization. However, they can use electronic channels in case of emergencies.
14. All staff members can avail all categories of leave approved through the online portal in advance after adjusting their duties and responsibilities.
15. No employee shall make any statement, publish, or write through any media that adversely criticizes any policy or action of the institute and should maintain strict confidentiality of any information.
16. All staff members are expected to be present ten minutes before their respective duties and responsibilities.
17. Perform any other work assigned by the HOI from time to time.

### **13.2 Duties and Responsibilities of Teaching staff**

The staff members have to ensure mutual respect and freedom for everyone and discharge duties and responsibilities in coordination with one another. The following rules and responsibilities prescribed for all staff members so as to enable them in sustenance of harmonious atmosphere in the campus.

#### **13.2.1 General Responsibilities**

The Faculty members should/must

1. be punctual to duty and conform to rules & regulations as prescribed.
2. be available within the campus during the office hours of the institute.
3. discharge of the duties such as teaching/research/consultancy/administration with due diligence and honesty in most un-biased and committed manner.
4. follow code of conduct, honor profession and be co-operative in a legitimate manner.
5. take necessary precautions to protect equipment, materials and facilities of the institute.
6. attend, participate, organize and execute meetings/tasks/assignments as instructed by HOI.
7. abscond from the duties and responsibilities in any manner will be severely viewed & punished.



8. Take-up sponsored projects, schemes, consultancy and extension services consistently in addition to regular teaching and R&D publications at all levels.
9. not to take-up any private services/businesses/assignments/tuitions whether remunerative or not
10. the total number of ODs is confined to 15 days per annum for all occasions unless and otherwise instructed by HOI.
11. emergency duties outside the college, faculty needs to submit the proof of duty i.e., relieving/appointment orders to the college. The onus of proof of OD is rest with the faculty.

### 13.2.2 Academic Responsibilites

The Faculty members should

1. prepare teaching schedule, course file, handouts, digital material as per the academic calendar.
2. update the relevant records such as attendance registers/evaluation sheets/distribution of marks/ results analysis/mentoring records etc.
3. prepare well for the class, stick to teaching schedule and focus on the topic/content.
4. be present atleast five minutes before the commencement of the class, engage full hour, take attendance in last five minutes and do not leave the class till reliever comes.
5. recap about the previous session and convey COs related to that unit/topic.
6. conduct Q&A session and collect oral feedback on the session for future improvement, if any.
7. question which can't be answered within period will be clarified through email/in next session
8. identify bright, average, weak students and conduct remedial/makeup classes as necessary.
9. discharge duties and responsibilities of the respective committees/cells.
10. follow the below mentioned distribution of work load as per AICTE norms:

S. No	Activity Hours per Week	Hours per Week
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		<b>Prof/Head</b>	<b>Assoc. Prof</b>	<b>Asst. Prof.</b>
1.	Contact Hours (Instruction)	8	12	16
2.	Preparation, Assessment, Evaluation	6	12	14
3.	Administration, Research, Guidance and Counseling Developmental Activities etc	22	12	6
<b>Total</b>		<b>36</b>	<b>36</b>	<b>36</b>

Note: one tutorial hour/two laboratory or drawing hours will be counted as one instructional hour. The work plan should be most productive in utilization of 36 stipulated hours per week, with regard to the roles, jobs and targets assigned to them by the department/institution.

11. attend/participate/organize seminars/workshops/conferences/STTPs/symposiums/webinars of national and international repute to upgrade knowledge with prior permission of Principal.

12. Publish articles/chapters/text-books/research-papers/patents in reputed journals/conferences and apply for sponsored R&D projects/schemes with private and government agencies.

13. Enhance academic/professional/technical knowledge to justify own-career & stakeholders.

14. Association with anti-social-elements and negative propaganda are strictly prohibited & prosecuted.

15. Finish the evaluation work of CIE/SEE on priority without causing any inconvenience.

16. Engage classes as per schedule, maintain lesson plans, course files and implement curriculum.

17. Discuss industry trends relevant to their subject and promulgate professional society activities.

18. Encourage industry based project learning among students to address societal challenges.

19. Set academic/placement targets, aim at 100% pass and work accordingly.
20. Identify suitable rubrics, set progressive benchmarks and record attainments/assessment.
21. Refer textbooks/journals/magazines to enhance knowledge/skills by regular library visits.
22. Motivate the students to learn content beyond the syllabus.
23. Provide inputs of student/faculty achievement to update student handbook, magazine, website, placement & consultancy brochure.
24. Maintain appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.
25. Coordinate and attend class committee meetings as per Stella Mary's norms.

### **13.2.3 Behavioral Responsibilites**

Stella Mary's owns best in class faculty with high standards, etiquette, professional/ethical values/ behavior and taught to their best with respect to students stakeholders. Institute strongly believes that the foundation of any academic institution is their students, staff and stakeholders. The faculty recruitment and selection is a meritorious process includes three levels conducted by governance of institution comprises of eminent professor representatives from premier institutions i.e., IITs, NITs, IISc, AU, etc., and MNCs/industry as per the norms prescribed by AU/UGC/AICTE. The faculty members should 1. comply with rules, regulations and policies of the institution from time to time.

### **13.2.4 Managerial Responsibilites**

The teaching profession not confined only to intellectual acumen but also demands superior managerial skills to disseminate the knowledge in the classroom. Classroom management plays a vital/pivotal role; the faculty member has to inspire, motivate, control, interact and closely observe the students for effective delivery of content in the classroom. a.

Class Room Management: The faculty members should

1. Prepare the lesson plan hour-wise immediately after the allotment of subject/s.

2. Get approval of Head & Director on the course file of respective subject(s) in a systematic manner i.e., cover/title page, preface, prologue/epilogue, previous years internal/external exams solved question papers, notes, hand-outs, PPT, assignment/seminar topics and submit result analysis, feedback analysis and CO-PO attainment at the end of the course.
3. Produce attendance/mentoring registers on demand for inspection by Head to Principal.
4. be present at the classroom five minutes before the scheduled time, engage lecture/ practical/tutorial full hour, record attendance by marking 'A' for absent students & 'cumulative number' for present students during last five minutes in the attendance register and update the same in online portal.
5. Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
6. Make use of ICT in addition to PPTs, models, traditional teaching aids, A-V modes and interactive-learning.
7. Collect feedback with possible levels and metrics and analyze using rubrics and benchmarks to draw meaningful conclusions on TLP and to assess stakeholders views. 8. categorize students to assist them towards enhanced learning, counsel and mentor them on lagging/sluggish/habitual-absenteeism/objectionable behaviour.
8. Conduct tutorials actively by handing over tutorial sheets with solutions in advance.
9. Discuss pattern of internal/external examination question papers with hints to answer.
10. Encourage the students to raise doubts/queries/clarifications/questions to bring out the creativity/originality in the classroom in an organized manner and clarify their doubts.
11. Provide real-time examples/case-studies to build self-confidence & reliability among learners in delivery of quality content.
12. Prepare and submit two sets of internal question papers on time along with scheme of evaluation along with BTL and CO-PO coverage in prescribed manner.

13. Evaluate the internal exam answer booklets within the stipulated time and display marks in most transparent manner.
14. Not pre-pone/post-pone/let-off/suspend any scheduled activities in unauthorized manner.

**b. Laboratory Management:** The respective laboratory in-charge faculty member should

1. Setup apparatus/equipment, perform the experiment personally before its schedule & satisfy with the results; and instruct students to conduct/execute the experiments.
2. Provide the students with list of additional experiments to strengthen practical exposure.
3. Evaluate observations/records then and there or by immediate next class.
4. Do not allow the students in the present lab session unless they submit updated records.
5. Enlist crystal clear instructions before the commencement of experiment with master readings/standard errors and attest observations/record after execution of experiment.
6. Be responsible for the maintenance of respective labs with their team, conduct all curriculum labs as scheduled, take care of safety precautions and AMC of physical lab.
7. Keep record of list of experiments, micro-projects, equipment, consumables & nonconsumables registers, relevant document and files for minor/major equipment, manuals, charts, models, calibrations and master-readings with the consent of Head.
8. ensure safety of equipment through the following measures:
  - a. ask the students to check the PCs/equipment etc. before starting the practical's/projects, and report to the lab in-charge in case of any missing items/irregularity.
  - b. Allot the same PC to the same individual/same group of students (in case of projects).
  - c. Do not permit students to carry bags/gadgets/computes peripheral into the labs.

- d. Any missing/damaged item, the matter should bring to the notice of the lab in-charge.
- e. Interactive responsibilities It is important for the mental health of learners and to avoid skewed behavior/attitude. Social contact helps us to cope with stress and balance of social life. The faculty members are expected to maintain professional etiquette while interacting with students, parents, Haeds, colleagues and stakeholders.

The faculty members should be cohesive, cooperative, pleasant, maintain dignity & integrity.

**a. Faculty – Student:**

The Faculty should

1. Motivate the students to interact even outside the class-room to enhance further.
2. Provide all legitimate aids to guide/prepare themselves to face the exams confidently.
3. be approachable, accessible and friendly in interaction with students.
4. Exploit self-learning/analytical skills of students with latest industry practices.
5. Tune with exceptional and slow learners with diverse needs.
6. Handle tactfully/gently/firmly any misbehavior of the students and weed out the cause.
7. Foster experiential learning through guest-lectures/seminars/workshops.
8. Encourage students to actively participate in technical-contests outside world.
9. Warn habitual late-comers/in-disciplined students & counsel them through mentor/HEAD.
10. Acquaint rules/regulations/ structure/ syllabi/CO /PO/ PEO/ vision/ mission/ quality - policy.

**b. Faculty – Parent/Guardian:**

The Faculty should

1. be just and kind enough to deal with parents/guardians during parent teacher meetings.

2. Strive to identify parameters to excel their ward in academics and all-round development.
3. Explain how to improve skills/knowledge/personality of their ward to parents/guardians.
4. Inform the attitude/interest/views/behaviour of their ward on academics/profession.
5. Intimate performance of their ward to parents/guardians personally/digitally.
6. Oblige the parent's views/feedback constructively in interest of their ward and be available beyond the office hours.

**c. Faculty – HEAD:**

The Faculty member must

1. Trust HEAD and communicate all activities that take place in the department.
2. Take-up the work/task/teaching loads as allotted by the HEAD.
3. Assume all the tasks assigned by Heads/Principal/Director in addition to academics.
4. Update student's attendance record online and inform the habitual absentees to the HEAD.
5. Get all CL/CCL/EL/EP-LP/OD approved well in advance from HEAD.
6. Be approachable, accessible, available, friendly, faithfully, sincerely & cordially to HEAD.
7. Update mentor-records/course-files/attendance-registers for inspection by HEAD/Principal.
8. Bring misbehavior of students to the notice of the mentor/HEAD/Principal.
9. Involve in seminars/workshops/SDP/functions as per directions of HEAD/Principal.
10. Take charge of any special projects/schemes/consultancies assigned by the HEAD/Principal.
11. Identify weak students in coordination with mentors and inform to HEAD.
12. Submit subject-wise cumulative-attendance/CIE-marks to HEAD within time.

13. Prepare & submit student achievements in academics/extracurricular activities to HEAD.

**d. Faculty – Colleague:**

The Faculty should

1. Treat other staff courteously and with respect.
2. Restrain from anti-social activities/elements/groves and comment in any manner.
3. Refrain from instigating or inciting one staff member against another.
4. Not discriminate against religion, caste, tribe, sex, social or physical characteristics.
5. Maintain decorum and decency while interacting with the opposite gender.

**13.2.5 Duties and Responsibilities of the Principal**

The Principal of the College as an administrative and academic Head of the College is responsible for

- 1) To look into the Academic developments of the College.
- 2) Participation in the teaching work, research and training programmes of the college.
- 3) Planning and assisting in planning and implementation of academic programmes, such as Orientation courses, Seminar, in-service and other training Programme, organized by the University and/or Department/College for the academic competence of the faculty members.
- 4) Admission of students and maintenance of discipline of the College.
- 5) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees, etc. to maintain, finalize and present their accounts.
- 6) Management of the College Libraries, Laboratories and Hostel.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular, extracurricular or extra-mural activities of the College and maintenance of records.
- 9) Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the



- 10) orders issued by the Central and the State Governments. Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned.
- 11) Assessing report of teachers and maintenance of service books of teachers and other employees of the College in the forms prescribed by the University.
- 12) Any other work relating to the College and the University as may be assigned to him by the University from time to time.
- 13) Assignment of responsibilities to Heads & Others.
- 14) As the Principal is the Secretary of the College Governing Council (under Section 43 (3) (b) of the Anna University Act 1974) he shall convene regularly meetings of the Local Managing Committee, which shall not be less :2: than two meetings in a year. However, additional meetings may be called as and when necessary at the request of any two members.
- 15) To give an increment to the employee as a matter of routine, unless it is withheld by the Governing Body.
- 16) Sanctioning of various types of leaves to the employees.
- 17) Recruitment of staff as per Anna University norms.
- 18) Forwarding the application of the teachers for examiner ship.
- 19) Release from service after due clearance from the governing body.
- 20) Formation of different associations and committees in the College.
- 21) To look into the works related to DOTE, AU and AICTE.
- 22) To look into the Accreditation process.

### **13.2.6 Duties and Responsibilities of Head of the Department**

1. To take advise/sanction from the Principal, for implementation of academic, co-curricular and extracurricular activities.
2. Assign duties to non teaching staff of the Department.
3. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic co-curricular and extracurricular activities of the department.
4. To present the Departmental budget/requirement to the Principal.

5. To take the lesson plan from the teachers and to ensure that they follow the plan and syllabi is completed on time.
6. To ensure smooth conduction of examination including paper setting, assessment of theory and practicals and submission of result to the examination committee.
7. To ensure that the purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
8. To ensure Quality, Maintenance and cleanliness of the department.
9. To recommend leaves of the Departmental Colleagues.
10. To assist the UGC bodies in making proposals regarding the UG/PG financial assistance.
11. To encourage research/innovative programmes in the department.
12. To organize need based workshop/seminars/symposia/ visits/excursions etc.
13. To invite guest speakers for interaction guidance to UG/PG students.
14. To guide the students for career opportunities.

### **13.2.7 Duties & Responsibilities of Professor**

1. Developing curricula and delivering course material as course coordinators.
2. Conducting research, fieldwork, and investigations, and writing up reports.
3. Publishing research, attending conferences, delivering presentations, and networking with others in the field.
4. Traveling to other universities or academic settings to participate in learning opportunities and gain experience.
5. Participating in committee, departmental, and faculty meetings.
6. Providing training and mentoring to associate and Assistant Professors.
7. Reviewing metHeads and teaching materials and making recommendations for improvement.
8. Assisting with faculty recruitment, conducting interviews, and academic counseling sessions.
9. Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.
10. Academic Workload: Professor's has to engage three theory subjects or two theory and one lab.

### **13.2.8 Duties & Responsibilities of Associate Professor**

1. Developing and delivering course material, curricula, and syllabi.
2. Assisting with the training and recruitment of new lecturers, teaching assistants, and Professors.
3. Conducting research, publishing papers, and attending conferences.
4. Attending academic events and networking with other researchers and field experts.
5. Supervising, advising, and mentoring teaching assistants and graduate students.
6. Participating in faculty and departmental meetings.
7. Shortlisting, interviewing, and selecting students for graduate programs.
8. Organizing guest seminars and faculty events where students can interact with established industry professionals.
9. Traveling to other higher education settings to gain experience and expand networks.
10. Writing proposals to secure research funding.
11. Academic Workload: Professor's has to engage two theory subjects and one lab

### **13.2.9 Duties & Responsibilities of Assistant Professor**

1. Assisting with various departmental duties and providing academic support to Professors and other staff.
2. Recruiting, training, and mentoring new TAs and other junior staff.
3. Conducting research and publishing papers in academic journals.
4. Representing the university at conferences and delivering presentations when necessary.
5. Teaching and supervising undergraduate and graduate students.
6. Providing demonstrations and supervising experiments and investigations.
7. Answering questions in class or via email or telephone.
8. Providing Professors and Department Heads with feedback on student progress.
9. Writing proposals to secure funding for research.
10. Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

11. Academic Workload: Asst. Professor has to engage two theories and one lab.

### **13.2.10 Duties & Responsibilities of Teaching Faculty**

1. A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University and the Central and State Government
2. A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
3. A teacher shall help the Principal to enforce and maintain discipline amongst the students.
4. A teacher shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the Principal of the College.
5. Executing Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Report to the class on time.
8. Maintain attendance record of students
9. To take feedback from students.
10. To be available to students to solve their difficulties (Academic and personal counseling)
11. To provide information about job opportunities in their respective field to placement cell.
12. To guide the students for career opportunities.
13. To maintain teachers handbook.
14. To ensure quality, maintenance & cleanliness of the dept.
15. To carry out research/innovative programmes in the department.
16. To organize need based workshop/ seminars / symposia / visits/ excursions etc.
17. To invite guest speakers for interaction guidance to UG/PG students.

### **13.2.11 Duties & Responsibilities of Class In charge**

Role of Class Adviser. Instructors (senior most among the instructors teaching a class) should be assigned as class advisors to the class they are teaching a course and assigned with the various responsibilities. The class advisor shall perform the following specific tasks:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
  - a. Attendance
  - b. Number of credits required to get promoted
  - c. Semester system and how it's different from Year wise system
  - d. Importance of labs and how they may lose marks if they are absent for lab/nonsubmission of records
  - e. Importance of assignments and how students lose marks for non/incomplete submission of assignments
  - f. Continuous reading as it is continuous evaluation in engineering
  - g. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
  - h. Importance of getting a first class with distinction and how it helps in the development of their career
2. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
3. Assists Head to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
4. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
5. Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class advisers shall monitor inclusiveness to insure participation by all students in the class.
6. Acts as mentor, counsellor, and role model in resolving student related difficulties.

7. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to Head
8. Conducts weekly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to Head and Principal's office.
9. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
10. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the Head.
11. Identifies good students and motivate them to excel.
12. Informs HEAD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
13. Assists the dept'sHead with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
14. Calls the parents of the students whose attendance is  $< 75\%$  and arranges to ensure parents meet the Head particularly in the case where student's attendance is  $< 65\%$
15. Assists the dept'sHead with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
16. Assists the dept'sHead with dispatch of monthly attendance of the corresponding class to parents.
17. Assists the dept'sHead with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
18. Assists the dept'sHead with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal's office and examination branch
19. Assists dept'sHead and Accounts section to ensure no fee defaulters for the class he / she is adviser
20. Assists dept'sHead in issuing permission slips for students leaving college earlier than the scheduled time

21. Any other responsibility that may be assigned by corresponding Head from time to time

### **13.2.12 Duties & Responsibilities of Faculty Adviser / Mentor:**

1. Be familiar with the personal history of assigned student including Educational and Family Back ground.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations
12. Explains importance of laboratory exercises and their correlation with theory
13. Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
14. Serves as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student

freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.

15. Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.

16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans

17. Assists the student at regular intervals to make adequate self-evaluation

18. Explains importance of Self-Motivation to do well in career and subsequently in life.

19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.

20. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.

### **13.2.13 Duties & Responsibilities of Faculty in Charge for Laboratory**

A Lab In-charge (I/C) is responsible for the following types of tasks:

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester.
  - a. Requisition for consumables shall be submitted to the Head, who in turn shall verify the same and forward to the Principal for necessary action.
2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
3. Prepares lab manuals and arrange to get them printed as per the required number.
4. Introduces new experiments, if any, that can reinforce the student learning.
5. Arranges to display the laboratory schedule
6. If it's a computer lab
  - a. Arranges to manage network taps and server capacity and configurations,.
  - b. Arranges to manage hardware and software configurations and updates.
  - c. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
  - d. Makes periodic server backups



7. Coordinates periodical testing of equipment
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
12. Sets up an inventory control system.
13. Establishes a lab budget for support costs.
14. Labels hardware, including cabling.
15. Resolves environmental problems, if any.
16. Implements a preventative maintenance program for equipment.
17. To hold those responsible for any breakage / loss etc. and recover costs.
18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
  - Lab In-charge and Lab Assistants are to report the matter in writing immediately to the Head as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - Lab Assistants in turn shall note down the missing items in the respective Lab Register.
  - If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
20. Ensuring the lab is kept clean and orderly.
21. Any other duty as may be assigned by the Head/Principal from time to time.
22. Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible. Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

### **13.2.14 Duties & Responsibilities of Subject Teacher for Laboratory.**

In general, same subject teacher will conduct respective lab. The duties and responsibilities are to

1. Prepare the list of experiments and maintain/update the lab manuals as per syllabus.
2. Ensure the list of compulsory/additional/supplementary experiments to be executed.
3. Execute all the experiments personally, well in advance, before commencement of the semester.
4. Create awareness about all experiments among the students and staff, well in advance, for their preparation along with master readings/calibrations/ precision levels/standard errors.
5. Ensure attendance is taken as per the procedure and seating is done as per the order.
6. Check the observation book/record book/dress code/behaviour of every student.
7. Assist the students in execution of experiments and clarify the doubts, if any.
8. Undertake any other work as assigned by lab in-charge and HOD.

### **13.2.15 Duties & Responsibilities of Placement & Training Officer**

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/ internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.

10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, Heads, Deans, Registrar, CoE, Principal, and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
29. Details of placed candidates vis-a-vis the companies is sent to all Heads, departments'

placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced

30. Sends hard copies of all appointment orders of students recruited to the concerned Heads.

#### **13.2.16 Duties & Responsibilities of Department's Placement and Alumni Coordinator:**

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, Head and others related in the matter.
4. Provides Campus Placements Training attendance statements of students undergoing such training to the placements cell, and Head immediately the next day of the completed training session.
5. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and Head.
6. Analyzes students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and share the same with students, Head, and Placements Cell. Keep a record of the same.
7. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
11. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and Head.
12. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.

13. Facilitates Placements Cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.
15. Contacts alumni and apprises them about the various activities undertaken by the institute.
  - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
  - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
16. Maintains database of the department's alumni and sharing the same with the Placements Cell.
17. Keeps close contact with alumni who went for higher education and enquire vis-à-vis Their well being and performance and share the same with the Head, and the Placements Cell. Passes this information to the students concerned on request.

### **13.2.17 Duties and Responsibilities of Program Coordinator**

The program coordinator's role is critical to program sustainability & student success. The coordinator facilitates key academic/operational processes, work collaboratively with the deans, faculty and other supporting staff. The duties and responsibilities of program coordinator are to

1. Be familiar with vision/mission/goals/PEO/PO&NBA/NAAC visits to the institution/department.
2. Acquaint staff/stakeholders about OBE-assessment/vision/ mission/PEO/PO/CO/SWOC etc.
3. appoint course coordinators & involve them to develop/goals/strategies/rubrics/benchmarks, etc.,
4. Build strategic plan, department calendar, NBA/NAAC compliance report and budget.
5. Record programme specific achievements/accomplishments in fulfillment of graduate attributes.

6. Allot accreditation files to department staff members and support all audits, visits & inspections.
7. Upload necessary documents, digital resources repositories in website on proper approvals.
8. Provide remote access to all the stakeholders to visit, download or edit option in special cases.
9. Optimize the use of department resources to achieve the PO/CO.
10. Exchange accreditation process intelligence with other institutes/organizations to gain knowledge.
11. Identify slow-pace/weak/bright students and provide makeup/remedial/special assignments.
12. Arrange counseling/mentoring based on analysis of performance through HEAD/coordinators.
13. Analyze students spread/diversity/results/performance and advice them for MOOCs/VAC/TTP.
14. Design, collect and analyze the feedback meant for various stakeholders.
15. Maintain database of alumni, internships, projects and MOUs with industrial, R&D, employers.
16. List the names of funding-agencies/schemes and encourage staff to apply for the same.
17. Arrange for CRT, skill/personality/professional/career development programmes
18. Establish professional chapters, technical clubs, research/incubation centers in the department.
19. Evaluate assessment effectiveness of CIE/SEE/rubrics/benchmarks/QA and report to PAC/IQAC.
20. Analyze CIE/SEE/SGPA/CGPA and suggest improvements for the staff.

21. Upload course files, lab manuals, master readings/calibrations, model examination question papers with solutions, setting up benchmarks/rubrics/CO-PO mapping/BTL on website on time.
22. Maintain staff/students database of achievements, accomplishments, awards, publications, R&D, projects, patents, schemes and contributions to NSS/NCC/cultural/societal/sports activities.
23. Direct the staff members to attend/participate/organize various SDPs/TTPs/Workshops/EDPs/MOOCs/SWAYAM/NPTEL/EKALAVYA/Internshala/VACs/Executive Development Courses.
24. Maintain notices/agenda/MOM/ATR for various committees in the department for inspections.
25. Undertake any other work as assigned by the HEAD/IQAC/Director.

### **13.2.18 Duties and Responsibilities of Course Coordinator (NBA/NAAC)**

1. The course coordinator is responsible for course planning, design, development, delivery, resources, purpose, assessment, outcomes, evaluation, quality and integrity. The duties and responsibilities are to
  2. Explain importance, unique role, pre-requisites, specific skills, knowledge, proficiency, lab support, possibility for projects/internships/startups, support to competitive examination for higher employment/education, graduate attributes mapped, course outcomes, benefits on completion of the course, and how the knowledge received can help in career development.
  3. Provide the content/syllabus i.e., deliverables, course design, number of instructional/contact/practice/practical/projects/viva-voce/seminar, tenure of course(s), self-learning expectations, lateral/critical/innovative/creative thinking levels, classroom support, digital cover, tutorials, quiz, assignments, CIE, SEE, grading procedure, weightages assigned.
  4. Maintain profiles and staff database with the details of courses handled, course file, lesson plan, assignment timelines, lab manuals, digital resources, open sources, e-learning, and remote access.
  5. Detail the procedure adopted for assessment of students in terms of course/program outcomes, graduate attributes, grade-point-indicators, boundaries of learning, and theory of constraints.

6. Indicate how particular series of courses/modules lead to department/institute vision/mission.
7. Draft CO statements and use action verbs as depicted in BTL chart to assess learners' level.
8. Collect course-end survey, analyze student performance in terms of stakeholder perception.
9. Provide awareness on syllabus review, additional topics & content beyond syllabus, and resource persons & modes of addressing i.e., seminar/conference/workshop/TTP/collaborative learning, etc.
10. Assist in timetables/makeup/remedial classes/professional coaching/team learning/project learning.
11. List out adequacy of academic/research infrastructure facilities/equipment.
12. Provide basis for evaluation/assessment/benchmarks/rubrics and submit to PAC & Director.
13. Provide student access to LMS such as textbooks, library learning material, etc.
14. Promote a culture of academic quality, rigor, and integrity.
15. Answer NBA/NAAC questions with valid proof.
16. Undertake any other work as assigned by the HEAD/IQAC/Director.

### **13.2.19 Duties & Responsibilities of Exam Cell Coordinator**

Under the supervision of the Controller of Examinations, performs the following duties:

Major Duties and Responsibilities:

1. Ensures adherence to Anna University Exam policies.
2. Organizes and coordinates submission of Question papers of Internal Assessment Examinations well within time (as per the schedule).
3. Manages conduct of the Internal and University examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).



6. Coordinates distribution of hall tickets through department's Office Assistant and class adviser
7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
8. Ensures distribution of question papers to all examination halls within the time schedule
9. Briefs invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures
11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
12. Produces analysis of examination results as soon as possible.
13. Provides statistics on examination entries and results for the Head/Principal, senior management team, etc.
14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.
15. Provides information on substitute courses, if any, for readmitted students who were detained earlier
16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee for regular semester examination
17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.
18. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.

20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work. The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested.

### **13.2.20 Duties & Responsibilities of Librarian**

To supervise and co-ordinate the work of University Library system consisting of five Units.

1. To provide instructions to new members in the use of the Library.
2. To plan book acquisition programme of the library and select books for order, especially in the area of social science.
3. To work out exchange and gift arrangements with several hundred institutions in India and abroad.
4. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.
5. To develop programme of library management for improving the efficiency of the library.
6. General correspondence relating to financial matters.

### **13.2.21 Duties & Responsibilities of Physical Education Director**

1. Reports to Dean, Students Affairs
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with AO
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures NO Ragging activity takes place
10. Oversees medical facilities on campus

11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis

12. Helps in the organization of various events in the college

### **13.2.22. Duties and Responsibilities of System Administrator:**

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e.

Head, Computer Centre; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and MIS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time to perform other reasonable tasks, if any commensurate to the examinations from time to time

### **13.2.23 Duties and responsibilities of Alumni Coordinator**

1. To provide a forum for the old students of the College to meet and discuss the matters of common interest.
2. To promote the interests of the College and its past and present students.
3. To promote goodwill and mutual assistance among the members.
4. To contribute to the cause of technical education by sharing the experience of those in the field.
5. To help the authorities to improve the academic and cultural activities of the college.
6. To co-operate with the students in literary, cultural and sports activities of the college.
7. To help the members in employment and service matters without interfering in the policies of their employers.
8. To arrange and conduct programmes of general and technical nature.
9. To co- operate with other such bodies for the same ends.
10. To promote other matters beneficial to prospects of the association.
11. To extend financial help to economically backward and deserving students in form of scholarship for UG & PG of the institution.
12. Any other activities that the general body may decide from time to time.

### **13.2.24 Duties and responsibilities of Non teaching staff**

1. Head of the Non teaching Staff –respective Head of the Departments
  - a. The Head of the Departments shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Head of the Departments to assess and evaluate the performance of Non Teaching employees and sections and take such measure as he deems fit to regularize and to improve the working of the College.
2. The Head of the Departments shall have the power to issue warnings, reprimands, memos to the non teaching employees subject to the approval of the Principal.
3. The Head of the Departments shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.

4. The Head of the Departments shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member- secretary.
5. The Head of the Departments shall co-ordinate the work in the College amongst the teaching and the non teaching staff.
6. The Head of the Departments shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the College and /or is not in the interest of the institution/College.
7. The Head of the Departments shall maintain the enquiry service for students, staff and also for visitors to the College regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.
8. The Head of the Departments shall sign letters issued from the College office of routine nature.
9. The Head of the Departments shall watch over the work of College affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
10. The Head of the Departments shall look after the Internal Assessment Examination work and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
11. The Head of the Departments shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and the Management.

#### **13.2.25 Duties and Responsibilities of Laboratory Assistants**

1. To assist students and teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the in-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.

6. To report about breakages/losses in laboratory to his superiors.
7. To report to in-charge of laboratory about misbehavior inside the laboratory.
8. To ensure that all the cupboards, door, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

### **13.2.26 Duties & Responsibilities of System Administrator**

The system administrator is responsible to design, organize, modify, support and install LAN/ WAN/ Internet/ intranet/network segments of all computer systems labs. The Systems Administrator shall discharge the duties under directions of the HOI. The duties and responsibilities are to

1. Obtain quotations for purchase of computers/systems hardware and software equipment/services.
2. Administer, configure, and monitor servers and systems.
3. Facilitate, develop, maintain, and update the department/institute websites/social media.
4. Install, maintain & update hardware/ software/ OS/ patches/ firewalls/ securities/ configuration/ LAN/ WAN/ internet/wifi and remote access for digital resources.
5. Conduct periodic computer awareness/literacy courses/training programs for the students/staff.
6. Identify and help implement installation of ICT and MIS requirements for the institute.
7. Analyze system logs, identify potential issues with the computer systems, and provide securities.
8. Integrate new technologies into existing data center environments.
9. Perform routine audits of systems, troubleshooting, triggering, debugging of software and maintain data/files/directories backup and run reports on system performance to minimize risks.

- a. Administer server directories/drivers/passwords/MAC-ids/logins and to answer technical queries.
10. Sustain network integrity, server deployment & security and control redundancy.
11. Monitor & update network/file servers, VPN gateways and intrusion detection systems.
12. Configure routers, interfaces, backup servers, authentication and authorization of systems services.
13. Maintain servers, desktops, laptops, projectors, bio-metric systems, printers, routers, switches, firewalls, hotspots, personal digital assistants, smart-phones and CCTV surveillance.
14. Undertake any other work as assigned by HOI/Director from time to time.

### **13.2.27 Duties and Responsibilities of Programmer**

Computer programmer is responsible to develop the programs for a problem, debug and execute the developed program in consultation with concerned faculty and also responsible for up keep of the computer lab. The programmer is to assist the respective lab in-charge and subject teacher for smooth functioning of the laboratories and report to HEAD. The duties and responsibilities are to

1. Assist the lab in-charge, staff, and students in writing computer programs, debugging source programs, executing the computer programs, and obtaining computer outputs.
2. Ensure the safety and upkeep of all the materials and equipment as per stock register.
3. Maintain and update (i) list of equipment/software with cost (ii) list of experiments & lab manuals (iii) lab timetable (iv) names of lab in-charge/lab assistants (v) stock position (vi) layout (vii) logbook for daily usage (viii) complaint register (ix) safety measures (x) models & charts (xi) vision/mission/PEOs/POs/COs (xii) do's & don'ts etc.
4. Restrict plastics, edibles, loiter, late-comers, movement of furniture/fixture/test-benches/jigs/tools, follow safety/operational instructions in set-up of equipment, and ensure proper discipline at labs.

5. Issue instructions and supervise whether all equipment/fans/lights/computers/LCD Projectors are switched off when not in use and cleanliness is maintained in lab and with equipment at all times.
6. Assist the students/teacher in the laboratory proceedings and be conversant with technicalities/emergencies of all the lab experiments and equipment with the knowledge of master readings/calibrations/precision levels/standard errors.
7. Ensure that the lab is to be opened/closed in his presence as per schedules, make sure that all the windows and doors are closed and seal the lab before leaving.
8. Stick lab schedules/models/charts/boards/scientist photos/diagrams/tables at conspicuous places.
9. Maintain the record of the material/components/kits/tools/computer-peripherals/internet components/storage devices/cables/chords/boards/AV equipment/Headsets/power backups/UPS etc. and collect damages/replacement/recoveries of issues if any from the student on approval.
10. Present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.
11. Ensure that no theft/damage/embezzlement/spoilage/pilferage/leakage in the lab and hold inquiries, confiscate, seize, detain persons indulged with evidence and hand them over to HOI.
12. Undertake any other work as assigned by lab in-charge/HEAD/Principal/Director.

### **13.2.28 Duties and Responsibilities of Computer Operator**

The computer operator reports to the systems administrator in all matters connected with the operation of computer system and peripherals. The duties and responsibilities are to

1. Assist the programmer, students, and staff in the execution of computer programs and obtaining the computer output results, and in the use of computer peripherals such as printers and plotters.
2. Assist in the installation/commissioning of computer furniture, equipment, and be conversant with LAN/WAN/Wi-Fi/internet/intranet/firewall-protocols/interfacing with safety and security.



3. Assist the students and faculty members with their projects.
4. Maintain and update software and OS to support application software and removal of pop-ups.
5. Ensure that the setup of computers, tools, peripherals, and equipment is intact to run programs.
6. Explain about the safety precautions to be followed while handling the devices.
7. Train students/staff to assemble/de-assemble/re-assemble, repair/impair complex assemblies.
8. Present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.
9. Assist the workshop instructor/workshop superintendent/HEAD as and when necessary.
10. Perform any other duty as assigned by higher authorities.

### **13.2.29 Duties and responsibilities of Accounts Manager**

1. The Accountant shall inform periodically the financial position of the College to the Management or the Principal of the College, examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Department in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
2. He shall attend to all the Government scrutiny, inspections and audit.
3. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts code, statutes, ordinances, Rules and regulations made in that behalf and monitor the finances of the College as per directions of the Management and place before the Committee the financial position of the College such as its receipts, payments, Government grants and balance from time to time.
4. He shall scrutinize all bills of expenditure before recommending for payment. Maintain cash book, ledger, and bank pass books. He shall watch the progress of the expenditure and receipts of fees, Government grant in time

5. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
6. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time

### **13.2.30 Duties and responsibilities of Cashier**

Responsible for the following activities in consultation with the Registrar:

1. Writing and maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challan writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible of keeping the following in safe custody
  - a. Bill books / receipt books
  - b. Files pertaining to accounts/purchases
  - c. Registers
  - d. Cash books
  - e. Ledgers
  - f. Vouchers
  - g. Cheque books / pass books
  - h. Bank challans

- i. Fixed deposit certificates
  - j. Other important office documents
14. Preparation of salary reports
  15. Preparation of acquittance register and obtaining signatures of all employees
  16. Attending to the subject of income tax, and performing TDS at source for all payment transactions
  17. Writing Caution deposit register, if any
  18. Any other accounts related function assigned from time to time

### **13.2.31 Duties and responsibilities of Senior Clerk**

1. The Superintendent shall be in-charge of the college office and shall be personally responsible for the smooth conduct and work for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of Registrar
2. He shall convene the regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
3. He shall issue Memos, reprimands to erring employees. He shall inspect attendance register of the non teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings in writing and recommending to the Registrar/Principal to take the disciplinary action, in case, the same employee shows no improvement.
4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Registrar/Principal to Government University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to
5. Entertain complaints if any, against the staff subordinate to him, in the College.

6. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
7. He shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
8. The Superintendent shall personally look into the court cases concerning the College and obtain Orders from Registrar/Principal wherever necessary. The Superintendent shall mark and distribute the letters in the name of dealing assistants or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Govt., University Grants Commission, University, Management etc.
9. He shall draft notes and deal independently cases which are of routing nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. Registrar or the Principal and give interim replies.
10. The Superintendent shall point out mistakes or misstatements, if any and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
11. The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Registrar or the Principal. He shall sign letters issued from the College Office of routine nature.
12. The Superintendent shall be responsible of examination work pertaining to Degree College in the overall supervision of Registrar or the Principal.
13. In case the post of Registrar does not exist in a College the Superintendent shall perform duties and shall use the powers of the Registrar.
14. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.
  - a. Head Clerk shall perform the duties as may be assigned to him from time to time by the Principal, the Registrar or the Superintendent.

- b. He shall be in-charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in-charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other Departments or section of the College.
- d. He shall be responsible for smooth, efficient and effective working of the Office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the case or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.
- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Superintendent or the Registrar with clear and specific comments.
- g. He shall keep exhaustive and self contained notes of important papers passed down and keep their movements till final disposal and also consider the proceedings of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings, of the College, regular and orderly behaviour of the staff under him. He shall record verbal discussions, orders and instructions which shall be attested by the superior officials present.
- i. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills laying indisposed off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.

- l. He shall attend to audit queries and reply to audit report and also submit necessary statements of accounts.
- m. He shall recover grants due to the Government etc. and shall prepare the requirements of furniture, office equipments, stationery etc. with the consultation of the higher authority.
- n. He shall be responsible for the examination work of Junior College unit with overall supervision of Registrar.
- o. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

#### **13.2.32 Duties and responsibilities of Junior Clerk**

1. To enter the mail and letters and inter-departmental correspondence/files etc. Letters, documents etc. addressed to the Office by name will be received by the Officers themselves or through P.A.'s Stenographers/Secretaries.
2. To acknowledge letters received.
3. To submit to the Principal/Head of the Department/Superintendent/Head Clerk daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through the concerned authority for remarks and /or necessary action.
6. To open and maintain new file(s) note books(s) do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a note book to watch timely disposal of urgent papers

9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies etc.
12. To maintain daily work sheet and to submit weekly arrears report the Head Clerk, Superintendent, and Registrar.
13. To prepare monthly arrears report and submit it to the Head Clerk, Superintendent, Registrar for perusal and guidance /instruction.
14. Any other work assigned from time to time, with the approval of the Principal/Director.

#### **13.2.33 Duties and responsibilities of Receptionist**

To operate the telephone Board and take messages if required, inform the telephone department the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended.

To ensure that no unofficial local / trunk calls are made without prior permission of the Principal/Director and without prior payment of requisite charges.

Any other works as assigned by the Principal/Director concerned officer from time to time.

#### **13.2.34 Duties and responsibilities of Office Assistants**

1. To open/close windows etc.and switch on/off fans and lights of the rooms as and when required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the concerned Officer and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.

5. Carry message, papers, registers, files, circulars, bags, portable size etc. from one place to another inside office or outside as the case may be.
6. Carry papers, franking, machines etc., within building and other such portable items (Office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, copier if he could operate that wherever necessary.
9. Carry out any other work of similar nature which the Officer incharge/Registrar/Principal/Office Superintendent may instruct.
10. Serve drinking water to employees and to visitors, when required.
11. Despatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks as per instructions)
12. Any other work as may be assigned to him by the concerned time to time.

### **13.2.35 Duties & Responsibilities of Office Assistant – PA to Principal**

PA to Principal / Director provides secretarial assistance to the Principal/Director. The duties and responsibilities are to

1. Take up dictation/typing work as instructed by the Principal/Director and maintain records of all confidential, personal papers, MOM/ATR of various meetings, conferences, tours, telephone calls, interviews, appointments, and special duties in a methodical manner.
2. Maintain inward/outward correspondence registers for all official communication.
3. Maintain personal and visitors register with regard to the appointments of Principal/Director/Secretary & Correspondent.
4. Provide data and statistical particulars that has been requested by authorities and other departments of the institute and any other agency in time and facilitate to provide the desired information sought under the RTI Act, 2005.
5. Assist to hold the meetings, prepare agenda, draft the minutes of various meetings at the institute level.
6. Organize the work schedule, sort out document routine for inward/outward correspondence and prioritize the order of maintenance of registers for the same.
7. Draft letters/notes for the staff and handle the correspondence independently at the times required.



8. Integrate the data of various documents/reports/files and provide information for annual reports, newsletter, etc. pertaining to the activities of the department/institution on approval of Director.
9. Any other office-related function assigned from time to time by the Director.

#### **13.2.36 Duties and responsibilities of Transport In-charge:**

1. Identifies the transport requirements of the college from to time and informs the same to AO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal
4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 9-15 A.M. Also ensures compliance of drivers with these requirements.
6. Processes leave applications of drivers, recommends sanction, while deploying substitute (Spare) drivers and ensures all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
9. Assigns extra/overtime duties to drivers following appropriate procedures.
10. Prepares overtime bill for payment to drivers on monthly basis
11. Prepares bill for rent for private parking lots
12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
13. Stays connected with drivers / bus-in-charges during journey time and assists in troubleshooting or in case of vehicle break-down, arranges relief/ spare vehicles.

14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,.
15. Schedules the regular maintenance of the vehicles and follows up on the same.
16. Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
17. Handles requests for change of routes, special permission for travel by college buses for short periods.
18. Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
19. Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if :
  - a. College vehicles are not available, and private vehicle booking is authorized.
  - b. Specific requests for private vehicle booking are received.
20. Maintains a current inventory of college owned vehicles.
21. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
22. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
23. Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
24. Arranges periodical eye-check ups for drivers and ensures their fitness for driving.
25. Attends to any other duties assigned from time to time.

### **13.2.37 Duties and responsibilities of Hostel Deputy Warden**

Deputy Hostel Warden assists Warden to discharge duties. The duties and responsibilities are to

1. Supervise the discipline of inmates at the time of study/tutorial/dine/games etc.
2. Allot the rooms to the hostelites online and maintain homely atmosphere inside the hostel.
3. Coordinate the activities of the sub-staff and ensure prompt housekeeping.

4. Provide health care and welfare facilities for the hostelites.
5. Implement the rules and regulations of hostel strictly.
6. Conduct weekend hostel meetings with all committees to discuss relevant issues and execute.
7. Forward requests of hostelites for permissions, leaves, stay-outside, guest-stay to the warden.
8. Maintain the movement register of the hostelites and produce on demand.
9. Impose approved remedial measures/punishment to defaulters.
10. Monitor closely kitchen-hygiene/laundry/sanitation/games and stick to mess-menu.
11. Prepare bills related to payments and submit to Warden.
12. Perform any other task as assigned by the warden/Principal/Director.
13. Maintain hostel account and records.
14. Purchase quality food materials at competitive prices on approval.
15. Be responsible for distribution of the materials for preparation of food by mess workers.
16. Prepare the bills and forward the same for payment.
17. Ensure maintenance of any carpentry/electrical/plumbing/sanitation/RO-plant and other facilities.
18. Supervise the hygiene of dining hall before/after breakfast, lunch and dinner timings.
19. Supervise the mess workers, sweepers and the cleanliness in and around the hostel.
20. Perform any other task as assigned by the warden/Principal/Director.

### **13.2.38 Duties and responsibilities of Gardener**

1. Maintain and grow the garden to ensure it meets specific requirements and expectations.
2. Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
3. Plant and nurture new trees, flowers, and various plants.
4. Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
5. Service all garden equipment and machinery.
6. Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
7. Provide guidance to management on matters related to the garden.

8. Advise management on the costs of plants and garden necessities with detailed written quotations and reports.
9. Ensure a safe environment for staff and clients by adhering to safety and health regulations.

### **13.2.39 Duties and Responsibilities of Maintenance Supervisor**

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

1. Plan and execute maintenance work systematically by
  - (a). Preparing schedules for routine maintenance on daily, weekly and monthly basis.
  - (b). Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
  - (c). Taking corrective action to minimize gap between plan and action.
  - (d). Submission of monthly status report on complaints.
  - (e). continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
2. Trouble-shoot maintenance problems/complaints including plumbing problems.
3. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.
4. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
5. Facilitate in the maintenance of the college grounds.
6. Manage staff of maintenance technicians /semi skilled, unskilled labour.
7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
8. Inspect the college properties for safety hazards and take corrective action.
9. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
10. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.
11. Upkeep of maintenance store.
12. Any other function assigned by Administrative officer/ Dean-Admin / Principal

### **13.2.40 Duties and Responsibilities of In-charge, Electrical Maintenance**

The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.

1. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.
2. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as and when required.
3. Perform regular maintenance and servicing of the generator.
4. Perform regular maintenance and servicing of the UPS and batteries.
5. Recording the runtime readings of both the generators.
6. Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
7. Repairing of OHPs.
8. Maintenance of LT and HT side 100 KVA and 200 KVA transformers. 9. Maintenance of all panel boards in the college.
10. Erecting of cable from panel boards to distribution box.
11. Installation of capacitor banks to improve power factor at LT side of both the transformers.
12. Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from TSPDCL.
13. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
14. Providing assistance during emergencies by operating floodlights and generators.
15. Providing support for the installation of Electrical Equipment in the campus.
16. Any other function assigned by Principal.

#### **Electrician/ Plumber**

Takes care of all the electrical connection and maintain the safety of the campus.

Looks after the incessant water supply

### **13.2.41 Duties and Responsibilities of Driver's**

The drivers should report to the Transport Manager for all transport related matters. The duties and responsibilities of drivers are to,

1. Show on demand copies of Driving License/Aadhar/PAN/Insurance/RC/Fitness.
2. Maintain vehicle in good condition, log book with signatures and attend scheduled/preventive/breakdown maintenance along with reasons.
3. Report at starting point at least 30 minutes before the scheduled time with proper uniform, be polite with boarders and provide necessary assistance to guest passengers.
4. Up keep vehicle interiors/exterior clean and neat with good ambience.
5. Check / inspect vehicle daily, as per directions of original equipment manufacturers manual, oil-gauges, validity of pollution control certificate, instrumentation panels and wheel alignments followed by repairs & replacement.
6. Avoid rash driving, street fight, traffic violation, hit & left, abscond, use of mobile phone while driving, drunk & drive and misbehavior.
7. Have the knowledge and be competent to undertake min or repairs whenever required.
8. Undertake precautionary & safety measures in fleet maintenance.
9. Renew certificates timely such as RC, PCC, fitness, insurance, permits, NOC and driving licenses.
10. Attend any other duties assigned by concerned authorities from time to time.

### **13.2.42 Duties and Responsibilities of Security Wing**

The aim is to provide the most scrupulous level of overall campus security & safety to each and every individual. A well-charged crew vigilantly maintains the campus at various sensitive/vulnerable locations. The security personnel are appointed through professional industrial security agencies. The security force is responsible to safe-guard the campus along with way-laid equipment/materials, movements of individuals in and around campus, and also monitors the entry/exit procedures in force.

#### **13.2.42.1 Security Officers**

The duties and responsibilities of security officers are to,

1. Assign security guards at all entries/exits/vulnerable areas and monitor through

squads.

2. Monitor the functioning of CCTV and alerts through PAS.
3. Check against indiscipline, ragging, eve-teasing, trafficking, picketing, campus unrest, etc.
4. Patrol round the clock, in and around the campus with the team.
5. Forestall mobs/crowd/mass gathering in any area in and around campus through crew.
6. Provide forecast on weather conditions and report on any unnatural events.
7. Report on trespassers, ransacks, and encroachment to the higher authorities.
8. Report on the unauthorized use of cellphones/cameras/drones in and around the campus.
9. Verify all the records/registers of students, staff, visitors, and suppliers at security terminal.
10. Submit a report on security staff daily attendance to the higher authorities.
11. Attend any other duties assigned by concerned authorities from time to time.

#### **13.2.42.2 Security Guards**

The duties and responsibilities of security guards are to,

1. Alert the squadron about unwanted things in their vicinity and any contingent event that comes into their notice.
2. Check/verify the identity of staff/students and authenticity of visitors at all entry/exit points.
3. Insist any individual or vehicle that comes into the campus to disclose the details of equipment/material inside the vehicle prior to their entry/exit and issue a gate pass on authorization.
4. Record, issue, and collect visitor's gate pass and maintain gate inward/outward registers.
5. Check whether the staff/students possess proper online permissions/gate-pass before they exit the campus & closely monitor all the movements of students/staff, material/equipment in the campus.
6. Report own movements to the security officer and record the same in the register on

approval.

7. Restrict the unauthorized use of cellphones/cameras/drones in and around the campus.
8. Ensure the safe custody of campus infrastructure/property from theft, embezzlement, spoilage, pilferage, leakage, breakage, fire, and vandalism.
9. Forestall the trespassers, ransacks, and encroachment and report the same to the higher authorities.
10. Provide contact information to the needy persons on approval from the concerned authority.
11. Attend any other duties assigned by concerned authorities from time to time.

### **13.2.43 Duties and Responsibilities of Attenders**

The attenders are responsible for the security/cleanliness of the respective office and report one hour before the scheduled time and leave the premises on instructions from coordinator/HEAD/AO/ Director. The duties and responsibilities are to

1. Respect visitors, parents, staff, and students.
2. Be present in prescribed dress code with neat appearance.
3. Take the keys from the security office after signing in the register.
4. Be responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
5. Follow strictly the instructions issued by the coordinators/Heads conscientiously.
6. Ensure proper custody/safety of the rooms/labs/premises, shut/open windows/doors, switch on/off lights/fans, close all the taps, and deposit the keys in the security office.
7. Respect the superiors and extend cooperation to other attenders.
8. Maintain restricted entry into the departments/office.
9. Adjust/substitute the work properly and then apply leave through proper channel.
10. Perform any other additional works assigned from time to time.

Examination Cell is Headed by Controller of Examinations, a senior permanent faculty with potential, nominated by the HOI on rotational basis. The HOI is the Chief Superintendent of Examinations and COE reports to HOI & get prior approval in all examination related matters.



The Controller of Examinations carries out the works with the assistance of the team nominated by HOI. The team comprises of two Additional Controllers of Examinations, departmental examination coordinator and other members nominated as per the quantum of work in the examination cell. The office assistants deputed by the HOI and works under the instructions of the coordinators for internal examinations (CIE) as well as external examinations (SEE) in preparation of invigilators list, timetable, notices, seating arrangement, exam hall preparation etc. The examination duties are discharged by the concerned faculty members as per the instructions and guidelines laid down by COE/HOI.

#### **13.2.44 Duties and Responsibilities of Mess workers**

The mess workers are overall in-charge of the kitchen and report to the Warden. The duties and responsibilities are to

1. Prepare and serve food for the hostelites and staff in the hostel.
2. Take preventive maintenance of kitchen equipment.
3. Maintain the housekeeping of the dining hall.
4. Perform any other task as assigned by the Deputy warden/Principal(Warden)/Director

#### **13.2.45 Duties and Responsibilities of Sweepers**

All the sweepers should report to maintenance supervisor and report one hour before the scheduled time and leave the premises on instructions from Campus supervisor/AM. The duties and responsibilities are to

1. Cater the housekeeping needs of the campus and buildings.
2. Ensure that class rooms allotted to them are opened and closed as per norms, daily.
3. Deposit the keys in the office before leaving the campus, every day.
4. Deposit all lost articles and those found in the campus at admin office every day.
5. Maintain cleanliness of office chambers, staff-rooms, verandahs, labs and class-rooms daily.
6. Clean windows, doors, roof tops, benches etc., every week.
7. Perform the assigned duties at seminar hall/auditorium during functions and programmes.
8. Handover and communicate documents/files/parcels/bundles to respective individuals in the departments on instruction of coordinator/Head.

9. Take part in sanitization of the premises on instructions from campus supervisor/AM/Head.
10. Perform any other duties assigned from time to time.

## **14 Guidelines for the Conduct the Examinations**

### **14.1 General Guidelines for the Conduct of Internal Examinations**

1. The faculty member has to prepare the question paper for internal examinations in the prescribed format with even distribution along with the instructions to answer the questions with allocated marks and should do, CO-PO mapping, mention on the right side of the questions.
2. The faculty member has to ensure that the question paper comprises of two parts (Part-A & B). Part-A is compulsory and consists of five questions carrying two marks each. Part-B consists of three essay type questions with internal choice carrying five marks each.
3. The COE appoints lead faculty member to prepare two sets of CIE question paper along with detailed scheme of evaluation in case the subject is handled by more than one faculty and the lead faculty have to coordinate with other faculty for the same and submit to COE confidentially.
4. The COE has to arrange for quality check of the question papers through DAAC-IQAC.
5. In case of seminar, internships, project etc, only CIE component shall be shown to the students.
6. The faculty has to conduct two IATs during the semester for all the courses as per the schedule indicated in the academic calendar. Absence in any examination will mean zero marks scored.
7. The faculty has to check the ID card of the student, ensure that the students have rightly occupied their seats as per the seating plan, students have correctly filled the details on front page of their answer booklets, distribute the question papers five minutes before the beginning of the examination, sign on the answer booklets, obtain

the signature of the students on the nominal roll, provide D-form, 'X' mark in seating plan for absentees students during invigilation.

8. Faculty has to observe disciplineduring invigilation and report the cases of indiscipline, misbehavior and malpractice to the COE for further necessary action.
9. The invigilator(s) has to collect the answer-booklets from the students, segregate them accordingly for each course and hand over them to the exam cell after completion of the examination.
10. The COE has to arrange for scanning, bundling, coding for digital evaluation and provide access to the concerned faculty member.
11. The COE has to provide login access to the students for verification & confirmation of valued answer booklets for any discrepancies after the completion of evaluation process.
12. The faculty has to download each CIE marks, post in attendance register and make use for CO-PO attainment.

#### **14.2 Instructions to faculty members for performing / discharging Invigilation Duties**

The faculty members appointed asin vigilators for the examinations should,

1. Report to the examination branch 15 minutes before the scheduled commencement of the examination or as the case may be and collect the required material at least 15 minutes before the start of the examination.
2. Perform minimum number of invigilations as per examination cell guidelines.
3. Enter into the examination hall at least 10 minutes before commencement of examination.
4. Instruct the students not to carry any books/notebooks/written materials/gadgets/mobiles/smart-watch/any other material objectionable, except Hall-Ticket and ID card.
5. Check the ID card & Hall-Ticket of the student, ensure that the students have occupied their seats as per the seating plan at least ten minutes before the scheduled time, and instruct them to verify discrepancies if any, distribute the correct question paper as per regulations/seating-plan five minutes before the beginning of the examination, sign on the answer booklets, obtain the signature of the students on the

nominal roll, mark 'AB' for absent students, 'X' mark in seating plan for absentees students during invigilation.

6. Maintain discipline in the examination hall to prevent malpractices/unfair-means and report to COE for further necessary action.
7. Announce in the examination hall about the time left for completion of examination once in an hour and warn ten minutes before the end of examination and also inform students they are not allowed for nature calls unless and otherwise certified by medical doctor.
8. Seize on sight all the documents & materials which are suspected to be the evidence of the malpractice, detain the candidate; send an intimation to the COE. Based on COE instructions the invigilator has to prepare a written report about the incident with acknowledgment of the student.
9. Count and return the code books/data books and other books necessary for the examination sent to the examination halls at the end of the examination to the examination cell.
10. Instruct the candidate to write "Struck off by me" on each page when any candidate strikes off the answers in his/her main answer books and also be asked to strike off all blank pages at the end of the answer scripts before leaving the examination hall.
11. Ensure no candidate is allowed to leave the examination hall during examination time.
12. Not carry cellphones during exam-duties/confidential-assignments/meeting, deposit their cellphones in their office/examination cell on their own risk.
13. Not leave the examination hall till reliever present physically/examination is complete. No relievers permitted during the first/last 30 minutes of the scheduled time of examination.
14. Make sure that staff members who don't have examination duties should not enter into the examination halls.
15. Collect, arrange the answer scripts of the candidates in the increasing order of HT Nos. for each exam and submit the same in the exams cell after the completion of the examination. The invigilator will be held responsible/prosecuted for any loss of the answer scripts.

### **14.3 Guidelines/instructions to examiners for digital evaluation for CIE**

On receipt of login access alert from COE, the faculty has to start digital evaluation of the scanned scripts as per guidelines issued within stipulated time. The appointed evaluator/examiner should,

1. Access the link sent to their official e-mail in cluster center immediately by filling the necessary information and proceed for digital evaluation and complete within three days. Simultaneously, the faculty members have to upload the assignment marks of the students in the prescribed format.
2. Inform the students about verification of the marks through web-login and report discrepancies if any to the faculty concerned/COE within two days.
3. Receive CIE marks after student's verification from the COE and record in the attendance register.
4. Record the final CIE marks from COE after completion of two CIEs in the attendance registers.

### **14.4 Guidelines/instructions to faculty for conducting CIE for Practical / Project**

The respective faculty member has to,

1. Conduct two IAT for each practical subject, during the semester, of 30 marks each. Each CIE consists of day-to-day work evaluation for 20 marks and internal test for 10 marks conducted by the concerned laboratory teacher for duration of 90 minutes. The final CIE marks are calculated by taking 80% weightage from best of the two CIEs & 20% weightage from the least scored CIE.
2. Conduct the CIE for project on the basis of two seminars delivered by a student on the project topic, evaluated by a committee consists of Head, supervisor of the project and a senior faculty.
3. Collect the required stationery, answer booklets and nominal rolls a day before the scheduled time of examination from exam cell on the day of the examination.
4. Return nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination to the exam cell.
5. Submit the evaluated answer booklets in sealed cover and award list along with day-to-

day work evaluation marks to the examination cell after the completion of examination, on the same day.

#### **14.5 Conduct of SEE for Practical/Design/Drawing**

The COE will prepare the schedule of SEE and communicate to all Heads/staff/ students through circular/ website/notice-board/classroom/labs and Heads are responsible to disseminate information.

**Practical:** The SEE for lab is of three hours duration with a weightage of 70% of the total marks.

**Project:** The SEE for project viva-voce is conducted by a committee consisting of external examiner, Head and supervisor of the project.

#### **14.6 Guidelines for faculty members to conduct SEE of Practical / Project**

The faculty members appointed as internal examiners should,

1. Collect the required stationery, answer booklets, nominal rolls, D-Form, award list 30 minutes before the scheduled time of examination from exam cell on the day of examination.
2. Return nominal rolls, unused answer booklets, unused question papers, absentees' statement Immediately after 30 minutes from the commencement of examination to the exam cell.
3. Submit to the examination cell the evaluated answer booklets in sealed cover along with mark statement, after the completion of examination, on the same day.
4. Collect and forward the duly signed remuneration bills for the payment to the COE.

### **15 GUIDELINES FOR PRINTING, BUDGET, PROCUREMENT & AUDIT**

#### **15.1 Printing Material**

Printing of any material including the visiting-card will be carried out with prior permission of the Principal. The following are the official printed formats available in the office and not to be printed on their own without prior permission any violation in this regard leads to disciplinary action followed by prosecution.

1. Student Application forms, Admission Registers, Attendance Registers and Mentor

Records.

2. Staff Service Records, Attendance Registers, Leaves Registers and Visiting Cards
3. Letter Heads and Identity Cards
4. Posters/Banners and Invitation Cards
5. Library Accession Register, Visitors Register.
6. Stock Registers (consumable/non-consumable)
7. Indent Forms and Enquiry Books
8. Bonafide, Custodian, Course Completion & Transfer Certificates
9. Fee Receipt Books, Payment Vouchers, Accounts Stationary.
10. Student & Staff Permission Slips and Leave Application Forms
11. No-due Certificate, Gate Passes, Visitor Slips, Vehicle Permission/Parking Slips
12. Log Registers, In/Outward registers and Staff movement registers.
13. IAT Answer Booklets, Award lists, Grade Memos, CGM, PC, Transcripts
14. Student Lab Records/Drawing Sheets, Lab Manuals, Course Files and General Files.

### **15.2 Guidelines for Preparation of Budget proposal**

Soon after completion of the academic year, the faculty in-charge of each lab should forecast the lab requirements i.e., consumables, non-consumables, stationery, furniture and major equipment for the current financial year based on previous year/semester consumption. The HEAD has to prepare a consolidated detailed budget in the prescribed format for the entire department in coordination with faculty and submit to the Director for further approval. The HEADs have to discuss various budget components in IQAC before submission and support for inspections, visits and audits.

### **15.3 Procurement of Consumable & Non-Consumables Items**

The concerned HEAD/faculty member has to,

1. Initiate a budget proposal for the procurement of the consumables, special stationery, furniture, loose tools and equipment for the next academic year/semester and submit to the Principal
2. Float enquiry for quotations, prepare a comparative statement, negotiate, and request for final quotation, forward it to purchase committee for approval and to proceed further to

place order.

3. Prepare & place order for delivery of materials/equipment on approval from Principal.
4. Ensure delivery of ordered items and arrange for inspection of received items in good condition.
5. Enter the details in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of equipment/material with an intimation to Principal.

## **15.4 Stationery Procurement**

### **Guidelines to Campus Supervisor for procurement of stationary**

The Campus Supervisor should,

1. Assess the central requirements of stationery for the administrative needs of all the departments including admin office before commencement of the academic year/financial year.
2. Consolidate the requirements of all the departments/cells/R&D/ clubs/chapters/ associations and submit the same in the prescribed format to the Principal for approval.
3. Float enquiry for quotations, prepare a comparative statement, negotiate, request for final quotation, forward it to purchase committee for approval and to proceed further to place order.
4. Prepare a purchase order on approval from Director/HOI, place order for delivery of materials.
5. Ensure delivery of ordered items and arrange for inspection of received items in good condition.
6. Enter the details in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of material with an intimation to Director/HOI.
7. Maintain central stores department to receive the stationery and distribute as and when required to the departments by the store keeper on receipt of indent by the Heads through Director.
8. Raise special indent for stationery in case of bulk purchases for conduct of workshops/ conferences / seminars/SDPs/TTPs, etc. to the AM well in advance. While raising indent, the actual use of stationery during previous similar occasion should be taken into



consideration.

9. Deposit the unutilized stationery to the AO soon after the completion of the programme in tact.
10. Seek stationery indent periodically for smooth functioning of administration of stores department.

## **15.5 Maintenance of Stock**

### **Guidelines to in-charge staff members for maintenance of stock**

The laboratory in-charge has to,

1. Maintain the following registers of the irrespective labs
  - a. Consumables stock register
  - b. Non-consumables/valuables stock register
  - c. Other register (s) based on the requirement of the Department concerned.
2. Receive the equipment/material after verification, be responsible to up keep the material, each & every entry should be duly signed by the staff in-charge, faculty in-charge, Head and HOI.
3. Verify the stock & entries whenever there is a change/deputation of lab in-charge and note discrepancies if any and report the same to the Principal through Head.
4. Notice & record in the stock register instantaneously on any breakage/damage/leakage/ pilferage/ spoilage/mishandling/theft/embezzlement of any item in the lab with due remarks of Head. Irrespective of category of damage, the recovery either in form or in kind should take place with the approval of the Principal and weed out of the stock register.
5. Enter the details of obsolete & condemned items/tools/equipment/materials in the Dead stock register.
6. Record the details of inter/intra departmental transfer of equipment/material on approval of HOI.
7. Suspend the non-functional equipment from lab/department till it getrectified by supplier.
8. Arrange for scheduled service/maintenance of equipment/machinery follow AMCs.

## 15.6 Stock Verifications

### Guidelines to concerned Head/faculty member for stock verification

The concerned Head/faculty member has to,

1. Make surprise visits/checks in the department office/lab/library/club/cell/chapter/association.
2. Arrange for internal academic/administrative audits in coordination with staff of the department before the end of the academic year.
3. Report any academic/administrative discrepancy immediately to the Director for rectification

## 15.7 Academic/Administrative Audit

**Objective:** Academic audit covers course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.

There are two types of audits i.e academic and administrative. The audits mainly observe whether the following aspects have been taken into consideration or not in the academic programme:

1. Adherence to the academic calendar, semester plan and role of class/course committees
2. Schedule of classes, faculty time table and attendance of students
3. Coverage of syllabus as per course plan and quality of assignments/IAT question papers
4. Evaluation of internal exams/assignments with sample solutions for theory/practical
5. Performance of students in internal exams and award of internal evaluation marks
6. Maintenance of lectures' diary and course file
7. Performance of students in the previous semester
8. Faculty evaluation by students
9. Information on progress of students to their parents & Feedbacks from students and stakeholders

## 15.8 Instructions to Internal Academic Audit

Procedures should be followed very strictly during the audit

1. Study the quality assurance system documents before conduct of the audit as per SRA norms.
2. Identify deviations/non-conformities/weaknesses if any, report comments and possible solutions.
3. Write down the proposed corrective/preventive action/process with proposed date of completion

### **15.9 Uniformity in BrandImage**

**Products:** The institution maintains strict uniformity in all the material used which includes lab/office equipment, furniture, etc., this helps in standardizing the materials at the institute.

**Signage's, Posters, Anthems, Logos and Captions:** The college uses the same form of signage's, posters, anthems, logos and captions for display in the corridors and walls.

**Patterns:** The institute maintains uniformity in the rules and regulations practiced. Prior approval of the management has to be obtained in case of deviation of existing rules or introduction of new rule.

## **16 STUDENT-RELATED PROCEDURES**

### **16.1 Admission Procedure**

The ACR along with crew are responsible for student admission process. This procedure evolves with guidance, counseling, and to render information to those who sought for admissions at the time visit to the institute or admission camps/shows/campaign/fairs, etc., the parents are provided with a privileged visit to the institutional infrastructure i.e., laboratories/classrooms/central-library/other facilities for their satisfaction. Admission into B.E/B.Tech. course is done through TNEA counselling, a common entrance test conducted by the Government of Tamilnadu. 65% of the seats are allotted under Government quota. 35% seats are filled through Management category. Diploma holders are admitted into II-B.Tech under lateral entry Scheme to the extent of 10% intake based on the merit in TNEA. Admission into MBA and M.E. is made on the basis of the merit score in TANCEM respectively. After the allotment process, the student has to seek admission in the institution by submission of a hard copy of the joining report at the Administrative office along with an application form along with following documents in original as applicable:

1. SSC, Intermediate, Degree/Diploma or Equivalent Certificate with marks memo(s)
2. TANCEM/GATE Hall Ticket, Rank Card
3. Allotment order, Joining report (for government Quota students only)
4. Transfer, Bonafide & Local/Non-Local candidate and Caste & Income certificates
5. Aadhar Card and Photographs: three stamps size & six passport size
6. Four sets of xerox copies of all certificates, ten self-addressed envelopes with postage stamps
7. Migration certificate/Equivalence certificate
8. Other certificates as demanded, if any

### **16.2 Admission-Figure Report**

The Admission Coordinator should submit a daily report to the CEO & Admin Team about the number of students admitted categorywise and branch wise and the total amount of fee collected/transferred into college account with valid proof. Admission Coordinator should report category-wise vacancy & cumulative position on a daily basis to the Principal.

### **16.3 Preparing the Final Lists**

After the completion of admissions including spot-admission, the Admission Coordinator should prepare and submit the final list of the students admitted into various programs under various categories to the Principal.

### **16.4 Categories of Fee**

The administrative staff should collect the fee from the students as prescribed by the government and should not collect any other fees unless and until specified by the Admission Coordinator

### **16.5 Issue / Reissue of Identity Card, Bonafide, Fee Estimation, Custodian Certificate**

1. Identity card will be issued once on confirmation of admission and payment of necessary fee. However, if any student lodge a complaint against loss/misplaced/mutilated/damaged will be reissued on payment of prescribed fee with due reason.
2. Bonafide other certificates issued through online on payment of prescribed fee with

necessary details certified by the Principal.

3. A fee estimation certificate will be issued on request from the parents to apply for the educational loan or for any other purpose on approval from the Principal.

### **16.6 Fee Collection Schedule**

All the students should clear all the fees as prescribed in the schedule applicable to their regulations before one week of the commencement of the class work, otherwise a fine of Rs. 25/- per day will be collected after the due date for a week, thereafter a fine of Rs. 50/- per day. If any student fails to pay the fee as per the schedule shall be liable to forfeit their seat.

### **16.7 Mode of Fee Payment**

The institute has fully automated admission cum administrative system in place to facilitate digital money transfers through electronic modes of payment and download payment acknowledgment and submit the same in the accounts department so as to avoid unforeseen issues in preparation of roll-list for the semester. It should be noted that the institute does not encourage cash payments and all fees must be paid online only. Further, the institute is not responsible for cyber crimes, information security, and phishing threats."

### **16.8 Fee Acknowledgment**

After the college verifies that the fee has been paid into their account, the student receives an official receipt documenting the payment. Alternatively, the student can log into their account online to view details about payments made and any outstanding balances.

### **16.9 Student Fee Collection Report**

On a daily basis, the Accounts Manager compiles a report detailing the fees collected from students. This report is then forwarded up the chain of command, passing from the Accounts Manager to the Director before finally reaching the Chairman's desk. The report contains an extensive breakdown for each student, including their roll number, name, enrolled course, current year of study, total fee amount, amount paid so far, any outstanding balance still due, any late payment fines assessed, and additional remarks or notes as needed.

### **16.10 Fee Collection Register**

The Accounts Manager keeps a dedicated fee collection register where a separate page is allocated for each individual student. On the respective page, entries are made detailing the fees received from that student, including the date and time of payment, as well as notating any outstanding dues or balances that remain unpaid.

### **16.11 Admission Cancellation Procedure**

In the event that a student wishes to withdraw from their course before completing it, for whatever reason, they must first settle any outstanding fees or other financial obligations owed to the institution up until their last day of enrollment. Additionally, the student is required to obtain and submit a clearance certificate confirming they have no remaining unpaid dues.

### **16.12 Report on Admission Cancellation**

The Accounts Manager should send a quarterly report on admission/cancellation to the Chairman through the Director.

### **16.13 Course Registration**

All the students should register for the eligible courses/credits before fifteen days commencement of the semester/class work through online only in consultation with the course advisor on payment of prescribed fee.

### **16.14 College Timings**

All the students should follow the college timings i.e. 9.00 am to 4.20 pm on all working days.

1. Latecomers are strictly prohibited. However, a grace time of twenty minutes is allowed under special circumstances, i.e. 9.30 a.m. and beyond 9.30 a.m. no student is permitted into the college under any circumstances.
2. Habitual latecomers are liable for suspension for a period of one week which may be extended.

### **16.15 Student Attendance – Minimum Required**

1. To advance to the next academic year or semester, a student must maintain a

- minimum attendance record of 75%.
2. If a student's attendance falls between 65% and 75%, they may be granted a special condoning of the attendance shortage by submitting a medical certificate, paying the prescribed fee, and signing an affidavit. However, students with less than 65% attendance will not be eligible for any attendance condoning and will be detained in their current year/semester.
  3. For laboratory or practical courses, students will not be permitted to participate in the current lab session unless they have submitted the writeup/record from the previous lab session experiment for that subject, to be evaluated by the instructor.

### **16.16 Student Attendance – Information to the Parents**

1. Student attendance records and internal assessment test (IAT) marks are regularly updated and made available to parents on the website [www.stellamaryscoe.ac.in](http://www.stellamaryscoe.ac.in). However, if a student's attendance drops below 75% or their academic performance is poor, the parents will be notified of this in writing via registered mail.
2. Students with attendance below 75% are prohibited from participating in inter-college or intra-college events/competitions. They will also be ineligible for renewals or new passes for transportation subsidies, scholarships, and use of college transportation services.
3. Attendance is tracked and recorded on a daily basis. Parents are informed promptly about any absences of their children/wards.

### **16.17 Dress code**

Students must adhere to the mandated dress code at all times, from when they board the bus until they return home. They are also required to visibly wear their issued ID cards during this entire period. Failure to comply with these dress code and ID card rules will result in denied access to the campus premises and college transportation.

The formal dress code specifies that male students must wear a collared shirt tucked into pants with a belt and formal shoes. Female students must wear the prescribed formal shirt tucked into pants along with a coat/blazer and formal shoes.

## **16.18 Student Discipline Policy**

The fundamental purpose of this institution is to provide value-based education and impart life skills to students, with a focus on core academic activities like teaching, learning, and research that advances and applies knowledge for students' future paths. In order to uphold these high academic standards and overcome any obstacles, it is essential that all students adhere strictly to the rules, regulations, guidelines, and procedures established by the institution.

Students must abide by all institutional policies and procedures from the day they enroll. Department Heads, coordinators, mentors, and faculty are responsible for monitoring student conduct and enforcing disciplinary standards from the very start.

The Student Discipline Policy is a measure to control unacceptable behavior by students, whether on campus or outside, and to protect the interests of students, parents, and other stakeholders. It outlines a rigorous, transparent, and consistent process for investigating and penalizing students who engage in misconduct, misbehavior, or unfair practices, with the aim of restricting and deterring such unwanted incidents.

## **16.19 General Discipline Rules**

All students should,

- a. Maintain the highest standards of discipline and exemplify dignified, ethical behavior at all times on campus and in life.
- b. Abide by all institutional rules and regulations to lead a life of pride, dignity, honesty and esteem.
- c. Follow the 6-day weekly academic schedule from Monday-Saturday, with classes from 9am-4:20pm. Students must be present and on time.
- d. Pay all fees, mess bills, etc. well in advance to avoid late fines.
- e. Avoid unauthorized absences. Follow the dress code and visibly wear your ID card - violations may result in Rs 200 fines or suspension.
- f. Refrain from hooting, whistling, loitering. Maintain quiet, disciplined behavior in lecture halls, corridors, seminar rooms and labs. Do not loiter near railings/parapets.
- g. Do not wander in verandas, corridors, staircases or visit canteens/stores during class hours.
- h. Respect teachers, staff, visitors and elders on premises.



- i. Apply online for permission from your mentor/Head/principal if needing to leave campus during working hours. Only approved gate passes will be honored.
- j. Do not use cell phones on campus as prohibited by Supreme Court guidelines.
- k. Submit all leave applications (regular & medical) promptly through proper channels. Medical certificates required for illness.
- l. Contact mentors/coordinators/Heads/wardens for any academic, personal, hostel or infrastructural issues/grievances.
- m. Avoid tattoos, piercings, hairstyles or attire that violate societal/professional norms.
- n. Maintain proper grooming - neatly shaved/trimmed hair and hygiene. Violations risk Rs 200 fines and suspension.
- o. Leave classrooms promptly after the last hour unless granted special permission to stay.
- p. Strictly prohibited: consuming intoxicants, psychotropic substances like tobacco/pan, spitting, alcohol, gambling, betting, narcotics and drugs.
- q. Do not participate in any anti-social gatherings harmful to society/institution. Do not bring outside visitors onto campus without prior permission.
- r. Do not collect money/funds for any reason inside or outside the institute premises.
- s. Meet the Principal directly or through proper channels for any emergencies/grievances.
- t. Turn off any equipment, appliances, taps etc. when not in use to avoid misuse/negligence on campus/hostels.
- u. Switch off lights, fans, computers when leaving classrooms/labs/rooms.
- v. Use dustbins and maintain cleanliness. Do not litter - violations risk minimum Rs 100 fine and prosecution.
- w. Refrain from defacing college property like scribbling on walls/furniture. Do not rest feet on walls/chairs.
- x. Handle all college furniture, equipment and appliances with care. Damages will be recovered from the responsible individuals.
- y. Follow safety protocols around machinery/electrical installations. Those causing property damage must pay replacement/repair costs plus fines.
- z. Obtain proper permissions for industrial tours. Follow staff instructions during

- visits - misbehavior risks disciplinary action.
- aa. Do not post/distribute unauthorized pamphlets, bills, posters etc. on campus.
  - bb. Do not engage in political activities, unauthorized meetings, unions, elections, rallies, fund collections or money schemes on premises.
  - cc. Respect cultural and religious diversities. Do not knowingly hurt religious sentiments.
  - dd. Do not misbehave towards female students or use threats/violence against staff/students - viewed as serious misconduct.
  - ee. Do not get into physical fights/misconduct - liable for severe disciplinary action up to expulsion.
  - ff. Do not engage in any form of harassment - sexual, racial, wrongful confinement, threats, blackmail, terrorizing acts that cause fear/distress. Such acts are severely punished.
  - gg. Do not indulge in, abet, or propagate ragging/harassment/mistreatment of students anywhere. Such incidents will result in police custody and judicial prosecution per Supreme Court directives including Disha/Nirbhaya acts.
  - hh. Causing willful property damage, falsifying information, misappropriating institute property, fraud, deception, or dishonesty may lead to pecuniary recovery/fines.
  - ii. Student technical association members are nominated based on merit by the HEAD.
  - jj. Do not convey/propagate any negative acts/behaviors causing indiscipline. Such acts may result in fines, suspension, rustication, or expulsion at the discretion of authorities and impact conduct certificates/transcripts.
  - kk. Do not participate in mass bunking/absenteeism from class, which attracts disciplinary action and fines.
  - ll. Do not celebrate personal occasions like birthdays on college premises, except 4-5pm on working days if designated areas.
  - mm. Maintain decency, decorum, courtesy and etiquette when interacting with staff, students, visitors and stakeholders.
  - nn. Do not disrupt academic, co-curricular, extra-curricular or administrative work, or prevent staff from carrying out duties - considered misconduct.
  - oo. Do not vandalize, abuse (physically/verbally), or threaten/manhandle

- staff/students/visitors - treated as gross violation.
- pp. Principal, Director, HEADs, Coordinators or Disciplinary Committee can deem a student as indisciplined/rule violator on a suo motu basis.
  - qq. Utilize college transport facility, be available 10 minutes before schedule. Those without transport ID not allowed.
  - rr. Make effective use of curricular, co-curricular and extra-curricular facilities to ensure holistic development.
  - ss. Student selection for inter-collegiate events based on performance, attendance, character, backlogs, caliber per HEAD recommendation to Principal.
  - tt. Such participations/deputations limited to max 10% of total instruction days to avoid attendance condonation issues. 75% attendance including 10% condonation is student's responsibility.
  - uu. For examinations, carefully read all instructions printed on the hall ticket. Strictly follow the time schedules and fill in all details as instructed before beginning to write. Follow all guidelines from the HEAD regarding internal assessment tests (IATs).
  - vv. Obtain authorized college stickers for vehicles. Do not operate vehicles in restricted campus areas - park only in designated parking zones.
  - ww. Do not publicize or share any confidential matters of the institute through any media or with any unauthorized person. Violations will result in being handed over to police custody along with a formal petition.
  - xx. Violations of any of the above rules will invite penalties such as warnings, fines, summoning of parents, or any other corrective measures deemed suitable by the HEAD, Principal and Director.

### **16.20 Class Room and Laboratory Discipline Rules**

The students have to,

1. Enter the institute premises and attend lectures and practicals punctually on time.
2. Assemble in classrooms before the scheduled start time (8:05am for forenoon, 12:55pm for afternoon). Latecomers may be denied entry at the faculty's discretion once attendance is marked.

3. Greet faculty appropriately as per tradition and maintain silence during class sessions.
4. Take permission if needing to leave during a session. Wait for the faculty to leave first after session completion.
5. Carry all required textbooks, notebooks, calculators, drafting tools, components and academic accessories.
6. Wear safety shoes during lab/workshop sessions.
7. Maintain queues, decency and silence when moving between classrooms, labs, seminar halls, canteen, library, sports facilities.
8. Maintain hygiene in classrooms/labs and keep personal belongings secure. Cooperate with housekeeping staff.
9. Avoid using social networking/chat sites and computer games on campus, except in designated areas.
10. Do not scribble offensive/obscene words, figures or writings on blackboards, desks, benches, walls etc.
11. Follow proper dress code and etiquette during seminars, project presentations etc.
12. Use classrooms, library or demarcated areas for individual study. Do not sit in staircases/circulation areas obstructing movement.
13. Make use of library, computer facilities and participate in professional association activities authorized by the college beyond class hours.
14. Obtain written permission for accessing academic buildings beyond office hours and on holidays.

### **16.21 Disciplinary Procedures**

Based on the context provided, it seems you are describing the disciplinary proceedings and potential penalties for students found guilty of misconduct, indiscipline, or violation of rules at the institution. Here is how I would summarize the key points:

When a report of student misconduct is received, the Principal refers it to a standing/ad-hoc disciplinary committee for a hearing on the grievances. If the committee finds the allegation serious with evidence against the student, the student can be suspended immediately pending the hearing.

The guidelines for disciplinary proceedings are:

1. The inquiry should be formal unless an informal approach is warranted by the situation.

2. All parties involved in the case must be given an opportunity to be heard.
3. The proceedings should be expedited as quickly as possible and a decision awarded immediately.
4. If any party is found guilty of the indiscipline during the inquiry, the committee may impose penalties and punishments at the discretion of the Principal.

The punishments imposed on guilty students can range from minor penalties to major disciplinary actions as decided by the competent authorities. The potential penalties include:

#### **16.22 Penalties**

1. Oral warning issued
2. Written warning issued, and parents/guardians informed
3. Suspension from attending classes and other academic privileges for a specified period
4. Fines/penalties levied for damages/losses caused to college property
5. Withdrawal/withholding of scholarships and other benefits
6. Debarment from examinations/series/semester/year by the University
7. Suspension, expulsion or rustication of the student from hostel/institute or withdrawal of facilities extended

#### **16.23 Competitive Examinations**

1. Campus Recruitment Training (CRT) is offered as part of the curriculum to prepare students for job placements.
2. Industry-specific, need-based technical training is provided to enhance employability for placements.
3. Guidance is given for participating in hackathons, conferences, project exhibitions, research publications, etc. to expand students' exposure.
4. Special training is conducted by departmental faculty to prepare students for competitive exams like GATE.
5. Additionally, each department is required to maintain records of their students' success and qualifications in various competitive examinations

## **16.24 Student Placement Procedures**

The following are the various activities/programmes performed/conducted by the Career Guidance Placement Training Cell to enhance placement opportunities among the aspirants:

1. The institute maintains a comprehensive database containing contact information and student expectations for national and international companies. This data is regularly disseminated to the students.
2. The institute aids students in crafting compelling profiles and resumes tailored for job applications. To help students hone relevant skills, the institute organizes practice programs such as preparatory exams, mock interviews, and group discussions.
3. Annually, the institute publishes a photo album/yearbook showcasing details about all graduating students.
4. This yearbook is also hosted on the institute's website and social media platforms to foster connections with the alumni network.
5. Rigorous training campaigns are conducted to equip students for both securing job placements as well as pursuing higher education opportunities after graduation.

By providing resume guidance, skill-building programs, company databases, alumni networking, and intensive training modules, the institute aims to comprehensively prepare and support students in achieving their desired career goals or advancing to further studies.

## **16.25 Student Clubs and Professional Associations**

The institute insists professional outlook among the students through membership in professional associations/societies/clubs through their participation in seminars, workshops, conferences and publications in reputed journals. The following are some of the measures in this direction to

1. The institute facilitates the formation of various professional-student chapters, associations, and clubs to engage in activities that benefit society.
2. Students are encouraged to become members of professional chapters, associations, clubs, and societies related to their fields of study.
3. The institute promotes student participation in seminars, technology festivals, paper presentations, and other events organized by professional bodies such as ISTE, IEEE, CSI, SAE, and ASCE.

4. Students are provided opportunities to undertake industry and research & development oriented live projects to gain practical experience.

Participation in National Service Scheme (NSS) programs is supported, allowing students to take on projects, internships, and seminars that are socially relevant and impactful.

### **16.26 Motivational Initiatives**

The College provides merit awards and certificates to competent students as a token of recognition to inspire other students to compete and excel in all aspects. The following are the awards offered:

- a) Best Outgoing Student Award: Open to both male and female students. Includes a gold medal, cash prize of Rs. 5000, and a certificate. Assessment based on specified criteria.
- b) Certificate of Academic Excellence: Awarded to the top academic performer in each undergraduate program.
- c) Eligibility Criteria: To be eligible, a student must have good conduct, minimum 85% attendance across all semesters, and complete the course in a single attempt.
- d) Academic Toppers: Gold, silver and bronze medals along with cash prizes of Rs. 3000, Rs. 2000 and Rs. 1000 respectively, plus merit certificates awarded to the top three graduates of undergraduate programs.
- e) Branch & Year-wise Toppers: Gold, silver and bronze medals with cash prizes of Rs. 3000, Rs. 2000 and Rs. 1000 respectively, plus merit certificates given to the top performers of each branch for every academic year of undergraduate studies.
- f) Best Project Award: Certificate of appreciation awarded for the best projects across all programs, as determined by an appointed committee.
- g) Best Outgoing Sports Person (Boy & Girl): Judged and awarded by a committee.
- h) Professional Society Membership: Up to 10 meritorious students across undergraduate branches receive 50% sponsorship for professional society membership fees.
- i) Special Awards: Given for institute academic toppers, highest pay package in placements, and top scorers in GATE, IES, GRE and CAT exams.
- j) Publication Awards: Awards for students who publish research in international/national refereed journals.

- k) Sponsorship for Paper Presentations: Financial support provided to enhance academic/professional development by attending/participating/organizing national/international conferences, seminars, workshops. Requires prior permission and submission of relevant certificates for reimbursement.

### **16.27 Students Database**

The college maintains database of student's performance in academics, placements, higher education, alumni, etc. The following information is maintained:

1. Comprehensive information and progress reports are maintained for all students, with particular focus on identifying and tracking weak or slow-paced learners.
2. Detailed result analysis is conducted subject-wise, semester-wise, year-wise, and branch-wise, facilitating cross-sectional comparisons across various parameters.
3. Information regarding employment opportunities and prospects for higher education, both within India and abroad, is compiled and made available to students.
4. Feedback is systematically collected and analyzed from mentors, coordinators, faculty members, department Heads, industry representatives, employers, parents, and other stakeholders to gain insights and identify areas for improvement.

### **16.28 Student Exit Procedure**

On successful completion of graduation followed by graduation day on request from the student, the college arranges all necessary information/certificates are to be issued on submission of no-due certificate along with ID card.

### **16.29 Graduate Database and Procedure for Issue of Certificates**

Certificates/student data are issued to the graduate or their representatives, which may include course completion certificate, grade sheets/CGS/PC/transcripts/TC, etc.

### **16.30 Recommendation Letter Issue Procedures**

The institute allows its faculty members to issue a recommendation letter for abroad education/employment



### **16.31 Student Grievances Redressal Procedures**

In order to address genuine grievances of students, the institute has established a Grievance Redressal Cell and an exclusive Internal Complaints Committee to handle academic, administrative, and gender-related issues faced by staff and students. Aggrieved individuals can directly approach the Head of Department, or lodge a complaint through their mentor, or personally meet the Convenor of the Internal Complaints Committee or the Principal/Director to report their grievance. However, all complaints received from various sources will be appropriately directed to the respective committees for confidential handling and appropriate action or disciplinary measures.

The institute has put in place dedicated mechanisms and committees to ensure that any legitimate grievances or complaints raised by students or staff members are addressed in a fair, confidential, and efficient manner, without fear of reprisal or discrimination. These committees serve as formal channels for redressing grievances related to academic, administrative, or gender-based issues within the institute's domain.

## **17 TEACHING – LEARNING PROCEDURES**

Over the past decade, the quality of the teaching-learning process (TLP) in engineering education has undergone significant changes, becoming a major concern for stakeholders globally. There is a widespread perception that engineering graduates lack the high-quality intellectual abilities and acumen desired by society. The level of knowledge, interventions, inventions, innovations, and creativity exhibited by engineering graduates is considered an indicator of an economy's quality of life. Despite considerable research and development efforts by stakeholders to understand the Outcome-Based Education (OBE) approach and implement institutional-instructional practices for higher learning, questions remain about how well these concepts are understood by learners and the extent of effective implementation.

Despite calls for change, the dominant instructional method in engineering education still heavily relies on traditional classroom lectures. In India, the industry, regulatory bodies, and accreditation agencies expect engineering graduates to attain a set of program outcomes, including knowledge, skills, and attitudes identified by the department. The curriculum plays a crucial role in determining the nature of learning experiences, encompassing courses, projects, internships, and co-curricular and extra-curricular activities.

To enhance the teaching-learning process, the institute encourages all faculty members to conduct classroom sessions using information and communication technology (ICT), interactive and audio-visual aids, in addition to conventional chalk and board methods. Each class is divided into several student groups, comprising 8-10 members with varied academic abilities, including high-achieving, average, and below-average students, with a designated leader for each group. These groups are expected to actively participate in collaborative learning activities, guest lectures, presentations, and other professional, club, or association events.

The text highlights the ongoing efforts and challenges in improving the quality of engineering education, particularly in adopting outcome-based education and effective teaching-learning practices that foster intellectual acumen, creativity, and industry-relevant skills among engineering graduates.

### **17.1 Teaching-Learning Process**

The process of TLP to be followed:

1. Focus on imparting broad areas of human knowledge while strictly adhering to the academic calendar.
2. Emphasize theory, practical applications, seminars, and in-depth project work in respective areas of study.
3. Facilitate advanced learning through research and development activities.
4. Ensure clarity and relevance of the curriculum in demonstrating graduate attributes.
5. Evaluate student performance through continuous internal evaluation (CIE) and semester-end examination (SEE), and award grades accordingly.
6. Set question papers aligning with Bloom's Taxonomy Levels (BTL), mapping each question to Course Outcomes (COs) and Program Outcomes (POs).
7. Develop rubrics, set benchmarks, and establish levels of attainment and plans for improvement.
8. Follow the established mechanism for regular review of the syllabus and content delivery.
9. Implement a faculty performance evaluation system to review performance and offer remedial actions.
10. Calibrate lab equipment and demonstrate apparatus before conducting experiments.

11. Identify the optimal number of students performing a single experiment with common apparatus.
12. Provide continuous access to remote digital resources, e-learning, and central computing facilities.
13. Automate library facilities to support virtual learners.
14. Establish decentralized departmental libraries and lab facilities for interdisciplinary and multidisciplinary faculty.
15. Ensure periodicals, magazines, compendiums, rare books, and manuscripts are accessible and available.
16. Develop skills and content to enhance employment and entrepreneurship opportunities.
17. Provide handouts, tutorials, materials, e-resources, and value-added courses for all programs.
18. Enable knowledge transformation through the Outcome-Based Education (OBE) approach by incorporating industry-oriented live projects.
19. Adopt a learner-centric interactive approach to respect the interests of stakeholders.
20. Include innovative, creative, and intuitive metHeads and content beyond the syllabus through information and communication technology (ICT).
21. Enhance skills through analytical skills, professional communication, and personality development.
22. Provide remedial classes, make-up classes, and modules to support slow-paced learners and weak performers.
23. Create modules, assignments, and projects for advanced learners and bright students.
24. Implement an effective mentoring system to prepare staff and students to face global challenges in the rapidly evolving world.
25. Develop industry interactions through industry-based internships for learners.

## **17.2 Teaching Methodology**

The teaching methodology is as follows:

1. Maintain comprehensive course files with course objectives, outcomes, lesson

- plans, evaluation processes, benchmarks, rubrics, CO-PO mapping, direct and indirect evaluation tools, assessment, and attainment details.
2. Provide lab manuals, charts, models, and practice traditional pedagogical methods.
  3. Utilize ICT tools for all courses, simulations, and incorporate contemporary relevant practices.
  4. Integrate NPTEL video lectures for related topics and provide access to lectures by various subject experts.
  5. Conduct labs with micro/mini projects to expose students to real-life industry experiences through industry interactions.
  6. Incorporate seminars, group discussions, quizzes, role-play, and case studies for better professional and career development.
  7. Provide question banks, study materials (soft and hard copies) to enhance examination performance.
  8. Monitor deliverables, conduct regular/make-up/remedial classes, and supplement/assist academic needs.
  9. Provide counseling, mentoring, and guidance to improve academic, professional, individual, team, and emotional performance.
  10. Conduct interactive assessments of Course Outcomes (COs) and Program Outcomes (POs), and collect periodic feedback for overall development.
  11. Solve and answer all internal assessment test (IAT) examination questions in the classroom for the benefit of students.
  12. Implement project-based learning in all courses with the assistance of individual faculty members.
  13. Conduct course gap analysis through interactions with primary stakeholders.
  14. Incorporate content beyond the syllabus based on gap analysis through additional theory/lab experiments.
  15. Offer mandatory courses with societal relevance.
  16. Organize guest lectures, seminars, and symposiums on advanced industry topics to update students' knowledge.
  17. Establish workshops and manufacturing labs to meet industry needs and tap into

potential employment opportunities.

18. Facilitate internships and industrial visits for practical awareness and job exposure.
19. Conduct campus recruitment training (CRT) and soft skills sessions to motivate students toward better placements.
20. Organize seminars and projects focusing on innovation, indigenous/local technology/resources to foster social entrepreneurship and leadership skills.

### **17.3 Value-based TLP**

Institute promises value based TLP through conducive learners environment to all the stakeholders

1. Address relevant gender and societal issues through campaigns, exhibitions, and workshops.
2. Focus on social, legal, and community engagement activities.
3. Provide digital and e-learning resources in addition to traditional pedagogy in line with the Outcome-Based Education (OBE) approach.
4. Utilize ICT for societal benefits, such as web-casting, Digital India initiatives, and local government programs.
5. Adopt the Choice-Based Credit System (CBCS) and Choice-Based Semester System (CBSS), and introduce value-added, mandatory, and employability-focused courses.
6. Maintain transparency in course registration, delivery, evaluation, and assessment processes.
7. Introduce student professional, technical, social, and cultural associations and club activities.
8. Encourage publications and projects among both faculty and students.
9. Arrange guest lectures, workshops, conferences, seminars, training programs, and staff development programs (SDPs) in the interest of students and faculty.
10. Conduct OBE analysis to set benchmarks at the course and program levels for higher education and employment prospects.
11. Encourage in-house projects and internships in the teaching-learning process and respect stakeholders' suggestions and complaints.
12. Faculty mentors should identify slow-paced learners, weak performers, and bright

- students, and offer collaborative, peer, and group learning opportunities as prescribed.
13. Offer courses on social relevance, entrepreneurship, innovation, and creativity.
  14. Secure an end-to-end encrypted learning environment.
  15. Provide well-equipped Learning Management Systems (LMS) through studio environments and private cabins for all staff members.
  16. Ensure eco-friendly acoustics, ventilation, and lighting systems.
  17. Conduct activities on waste management systems in view of global environmental protection guidelines.
  18. Provide an academic and professional code of conduct, values, and culture for students and staff.
  19. Organize programs on national identities, symbols, and constitutional obligations.
  20. Organize club activities on technical associations, traditions, heritage, culture, polity, and celebrate birth and death anniversaries of eminent personalities, freedom fighters, and scientists.

#### **17.4 Syllabus**

1. Prescribed by Anna University.
2. Content beyond syllabus and add-on courses to enhance skills for employability.

#### **17.5 Academic Calendar**

1. Number of instructional days and contact hours per week are as per Stella Mary's academic calendar with respect to AU schedule.
2. Additional teaching/tutorial hours for content beyond syllabus are arranged accordingly.
3. Need-based guest lectures, seminars, workshops, symposiums offered within academic calendar.

### **17.6 Seminar/Posters/Model/Proto type Presentation**

Encourage innovation and lateral thinking in student presentations on the latest technological developments in their relevant fields of interest, followed by a viva-voce examination.

### **17.7 Special Assignments/Case-Studies / Project / Experimental Studies**

Each student group is given special assignments as advised by their mentor/advisor. These assignments are drawn from current/contemporary practices of industry/society.

### **17.8 Communication Skills & Personality Development**

The college conducts regular group discussions, mock interviews, workshops, and simulations to improve the communication skills of students.

### **17.9 Active MoUs**

The college signs Memorandums of Understanding (MoUs) with third-party organizations for skill enhancement and holistic development of the students.

### **17.10 Project Work/Internships**

At the institute, every student is required to submit a micro-project report for each laboratory course they take in every semester. Additionally, it is mandatory for students to participate in internship programs during the semester breaks after the fourth and sixth semesters. The Final Project courses I and II are to be carried out in collaboration with the Industries/ Research and Development Organizations. These final projects are supervised by a faculty member appointed by the Head of the respective Department. The inclusion of micro-projects, internships, and supervised final projects seems to be an integral part of the academic program, providing students with hands-on practical experience and exposure to real-world applications in their fields of study.

### **17.11 Industrial Tours & Educational Tours**

Frequent industrial and educational tours are organized for students to provide practical exposure to real-life industry settings and to bridge any gap between academia and industry.

### **17.12 Student Mentoring**

The institute implements a mentorship program to monitor student performance and facilitate professional growth. Each student is assigned a mentor who continues to guide them throughout their academic journey until graduation. Faculty members take on the role of mentors, with each being assigned 20 to 25 students. The mentors' responsibilities include providing motivation and guidance to help students achieve their academic goals. They regularly conduct counseling sessions with their mentees, offering suggestions or recommending remedial actions when necessary. The mentorship process involves active participation from both students and their parents to ensure a collaborative approach in supporting the students' overall development.

Through this structured mentorship system, the institute aims to provide personalized support and guidance to students, enabling them to navigate their academic pursuits successfully while fostering their professional growth.

### **17.13 TLP for Labs/Practice/Practical/Design/Drawing Courses**

1. Each academic department is well-equipped with an adequate number of physical laboratories and curriculum-based labs to effectively and efficiently deliver core learning experiences as well as professional skills.
2. Continuous learning in the labs is facilitated through hands-on practice sessions, where students are required to follow prescribed codes, rules, and regulations while performing experiments. Their laboratory work is evaluated based on the submission of complete lab records.
3. A day-to-day lab evaluation process is implemented, wherein the respective faculty members assess and grade students' performance during each lab session as per defined criteria.
4. Students are provided with a fair opportunity to set up the required equipment and apparatus under the expert guidance and supervision of faculty members before executing experiments. They can also receive assistance from faculty to successfully complete the experiments.

The key points emphasize the availability of well-equipped labs, practical learning through experimentation, continuous evaluation of lab work, adherence to prescribed guidelines, and the



provision of faculty support to ensure effective delivery of laboratory-based learning experiences.

#### **17.14 Supplementary Processes**

Following are the campus activities organized to support all-round development of the student:

1. Co-curricular activities
2. Extra curricular activities
3. Supporting activities
4. Student service clubs/cells organize activities for professional and career development and advancement.
5. Yoga and well-being initiatives.
6. Active feedback collection from stakeholders.
7. Encouragement for extracurricular and co-curricular activities.
8. Induction-cum-orientation program that includes bridge courses.
9. Student activities and contests under various clubs and associations.
10. Support from alumni associations in the TLP (Teaching, Learning, and Practice) initiatives.

#### **17.15 Extra curricular activities**

Ensure student collaboration and participation in sports, games, cultural, and literary events to strengthen them in physical and mental health, time and stress management, ethical behavior, sportive spirit, and team spirit.

#### **17.16 Co-Curricular activities**

A wide range of co-curricular activities are offered to the students for active participation to interact and share knowledge and intelligence with peers, to bring out their latent talents, and showcase their lateral thinking abilities for professional advancement. The following activities are offered:

1. The institute organizes a wide range of inter and intra-institute events to facilitate academic and professional development. These events include seminars, group discussions, technical quizzes, paper presentations, tech talks, hackathons, Just-A-Minute

(JAM) sessions, coding competitions, project expositions, contraption showcases, ideation sessions, innovation activities, and more.

2. A national-level technical paper contest is conducted to encourage the sharing of knowledge and ideas from diverse spheres, fostering academic exchange among participants.
3. Department-level student professional and technical associations organize group discussions, paper/poster presentations, workshops, training programs, and other activities to enhance academic and professional development opportunities for students.

The institute seems to prioritize providing a vibrant and enriching environment through various events, competitions, and collaborative platforms. These initiatives aim to promote knowledge sharing, foster critical thinking, and facilitate the overall growth and development of students in both academic and professional domains.

### **ADDITIONAL SUPPORTING ACTIVITIES**

Feedback collected from the stakeholders

Student induction program

Support from alumni association

### **17.17 Professional Society Activities**

Student chapters of professional societies are formed where in students actively participate and organize all the relevant activities of the same.

### **17.18 Entrepreneurship Development**

The following are the various programmes in this direction to promote entrepreneurial culture:

1. Incorporate EDP courses in the curriculum.
2. Facilitate EDP/EDA/EAC and training programme on continuous basis.
3. Organize guest lectures, seminars, TTPs and workshop on entrepreneurship.
4. Provide an opportunity to interact with local entrepreneurs.

### **17.19 Evaluation process**

Theory Courses: There will be two continuous internal evaluations (CIEs) and one semester-end examination (SEE), with weightages of 30% and 70%, respectively. Internal evaluation includes

assignments and written tests. Sessional marks are calculated using the formula: 80% of the best CIE + 20% of the least CIE.

Lab/Practice/Design/Drawing Courses: These courses comprise two CIEs and one SEE, with weightages of 30% and 70%, respectively. Internal evaluation includes day-to-day work evaluation followed by an internal lab examination. Sessional marks are calculated using the formula: 80% of the best CIE + 20% of the least CIE. Out of the 30 marks for sessionals, 20 marks are allocated for day-to-day work evaluation, and the remaining 10 marks are for two internal examinations at the end of each mid-term test.

Seminar/Internships/Viva: The summer internships I & II (4-6 weeks each), registered by students in consultation with the course coordinator and carried out in industries and/or R&D organizations after the IV and VI semesters, respectively, will have their completion reports assessed in the subsequent semester(s) for 100 marks by a committee consisting of the Head of Department, supervisor, and a senior faculty member. There is no CIE for these courses.

Projects: Out of the total 100 marks allotted for each stage of the project work, 30 marks are for CIE, and 70 marks are for the end-semester viva-voce examination (SEE). The CIE marks are awarded by the project guide/supervisor based on continuous evaluation, while the SEE marks are awarded by the project viva-voce committee based on the work carried out, report prepared, and the student's presentation during the viva-voce examination.

Evaluation of Mandatory Non-Credit Courses: These courses will have only CIE, with no marks or letter grades. Instead, a 'Satisfactory' or 'Unsatisfactory' remark will be indicated, which will not be counted for SGPA/CGPA calculations. To pass, students must maintain a minimum of 65% attendance and secure at least 40% in the CIE.

### **17.20 Assessment process**

Ungraded Assessment: During the induction program before the commencement of first/second year classes, courses offered are assessed without assigning grades.

Grading of Bridge and Prerequisite Courses: Bridge courses (from 2nd year to 4th year) and prerequisite courses are graded by the respective faculty members. Grading for these courses is based solely on attendance and student performance in assignment-tests conducted by the faculty, following established norms.

Two-way Assessment Process: The assessment of courses follows a two-way process: direct and indirect.

1. Direct Assessment:

- Direct assessment includes students' performance in the Internal Assessment Tests (IATs).
- Assessment is done based on the respective weightage assigned to each component of the evaluation.
- Due weightage is given to each course based on the nature of learning required for career development.

2. Indirect Assessment:

- Indirect assessment involves feedback from primary stakeholders, including students, faculty, alumni, and parents, on course outcomes and potential improvements.
- The feedback aims to ensure that the outcomes satisfy both industry and societal requirements.
- In indirect assessment, weightage is given to each stakeholder based on their role in assessing course outcomes.

The assessment process involves both graded and ungraded components, with a focus on bridging knowledge gaps, aligning course outcomes with industry and societal needs, and incorporating feedback from various stakeholders to continuously improve the curriculum and teaching-learning process.

**17.21 Course outcomes mapping with POs**

In general, each course outcome is mapped with a minimum of two POs. COs 1, 2 & 3 are summarily attained by performing 1<sup>st</sup> mid test and all Cos are attained by performing 2<sup>nd</sup> mid and SEE exams.

S.No.	Subject	POs	BTL
1	Theory	PO1,PO2andPO3	1,2,3 and 4
2	Lab/practice	PO3,PO4andPO5	1,2,3 and 4
3	Design/drawing	PO1,PO2,PO3,PO4,PO5 and PO6	1,2,3,4 and 5

4	Seminar/Viva	PO3,PO4,PO5,PO6 and PO7	2,3,4 and 5
5	Internships/Projects	PO1toPO12	1,2,3,4,5 and 6

### **17.22 Benchmark Procedures**

Rubrics and procedures are developed for various courses to assess the attainment of different levels of Program Outcomes (POs). In case any PO is not attained for any reason, a remedial action is initiated in the Teaching-Learning Process (TLP) to ensure attainment. If POs are attained for a set of benchmarks, then either the rubric will be changed or the benchmark levels will be increased. As a practice, a default benchmark for all the courses is passing of the subject and/or class average. Every year, there will be a minimum increase of 10 percent in existing benchmarks.

## **18 LIBRARY**

The college has an advanced library featuring an extensive compilation of books, journals, and periodicals to aid students and faculty in augmenting their technical expertise, research prowess, and verbal/written communication proficiency. The library is subscribed to prestigious international and national journals while maintaining databases indispensable for engineering institutions. A digital library equipped with 15 computer systems grants access to a vast array of over 2000 video lectures, e-books, and audio resources. Continuous efforts are undertaken to ensure the library remains well-stocked with the latest books and periodicals to support students' prospective career trajectories. On an average day, the library witnesses a footfall of 100 visitors and facilitates 100 transactions. An up-to-date display board stationed at the library's entrance provides comprehensive information regarding the library's area, available resources, equipment, and amenities.

### **18.1 Working Hours**

The Library is kept open from 9.00 a.m. to 4.20 p.m. on all working days.

### **18.2 Procedure for Membership**

1. The institute offers library membership to all staff members upon joining and to students upon admission, upon submission of a membership form.
2. The institute issues a barcoded ID card to staff and students, which serves as entry

access to the library for further transactions.

### **18.3 Procedure to Borrow Books**

The members can access the library facility in the following manner:

1. Search for the book in OPAC (Online Public Access Catalogue) available through LAN and also through the computer systems, with two kiosks provided for this purpose in the library.
2. Seek assistance of library staff to find a book, if required.
3. Raise an online request for books if any in issue through Library Management System (LMS) and receive an alert about the availability of the book in the library.
4. Provide ID card for issue of any book, with the same being recorded online and a printout generated for physical filing by the library staff.
5. The number of books that can be borrowed by a member is as under:
6. Every student is eligible to borrow a maximum of FOUR books.
7. Teaching Staff is eligible to borrow a maximum of EIGHT books.
8. Non-Teaching staff can also borrow a maximum of THREE books.
9. Books should be issued only to the cardholder in person.
10. In addition to the above:
11. Every member can borrow a back volume of a journal/CD.

### **18.4 Return of Books**

Every student has to return the books on or before the due date, i.e., the 14th day.

1. Every staff member has to return the books at the end of each semester for the purpose of audit.
2. CDs and back volumes are issued only for a maximum of 7 days.
3. PHC students will be issued books for the full semester and should return them on the last day of exams.
4. No-dues certificate will be issued only after the books are returned intact and fines cleared.

## 18.5 Due Date

1. Due date stamp is put on the due date slip, which is pasted on the inside title page of the book, and the book is to be returned on or before the due date mentioned on the slip.
2. A fine of Re.1/- per day, per book will be levied as per norms towards overdue charges from the 15th day onwards. However, all library users must cooperate to circulate the books among the staff/students by returning them within the due date.
3. Reasons of illness and absence will not be acceptable for not returning the book on time.

## 18.6 Damaged / Lost Book

In case of loss of a book, damage, tearing, or mutilation, the borrower has to replace the book with a new copy or pay 200% of the prevailing cost of the said book.

## 18.7 Procurement of Books

Procurement of books is done as per the norms of AICTE.

**For Students:** Students can recommend books not currently available in the library for procurement.

**For Faculty:** Faculty members must complete a book indent form, obtain approval from their Head of Department, and submit it to the librarian to request procurement of a book for the library.

**Urgent Book Needs:** If a book is needed urgently, faculty should notify the Director through the Head of Department. With the Principal's permission, the required book can be procured directly. Alternatively, faculty can purchase the book from a bookseller identified by the librarian and get reimbursed for the expenses.

**Book Donations:** The library accepts donations of relevant books from any individual.

**Spot Purchases:** If marketing agencies approach the institution with substantial discounts on books, the library can purchase books deemed important and relevant by the librarian or faculty with the Principal's approval.

**Books on Approval:** Publishers or suppliers sometimes provide the library with copies of new book arrivals. These are sent to relevant faculty members and can be procured based on their recommendations through proper channels.

## **18.8 Book Labeling Procedure**

### **Book Verification:**

Upon receiving books from vendors, designated staff verify them against the order specifications, invoice, and condition. Any discrepancies lead to the books being returned with instructions to not make payment until approved by the Principal.

### **Security Measures:**

Barcodes stickers, spine labels, and ownership stamps are affixed at specified locations in the books for security purposes. Book details are recorded in the Accession Register with a unique accession number.

### **Library Software Entry:**

Necessary details like labels, due-date slips, call numbers are entered into the library software system.

### **Book Shelving:**

The processed books are then placed on the appropriate bookshelves for borrowing by members.

### **New Arrivals Display:**

New book acquisitions are displayed in a designated new arrivals stand to attract attention of library members.

## **18.9 Reference books**

1. One copy of every book is designated as a reference book and placed in the reference section, where it will not be issued.
2. One copy of each student project report (hard or soft copy) is retained for reference in this section.
3. Certain important books, for which there is only one copy in the library, are also kept in this section for reference purposes.
4. Back volumes of periodicals are compiled into bound volumes and placed in this section for easy access.

## **18.10 Quick Reference Books**

1. Encyclopedias and handbooks are stored in this section for easy reference.
2. Dictionaries, yearbooks, and similar reference materials are also included in this



category and kept in the same section for convenient access.

### **18.11 Procurement of Periodicals/Journals/Magazines**

1. Periodicals, journals, and magazines are acquired in accordance with AICTE norms and recommendations from the HEADs. They are then organized department-wise in designated pigeonholes.
2. The library subscribes to mandatory packages specified by AICTE, including IEEE, DELNET, ACM, ASME, ASCE, Springer, Science Direct, McGrawHill engineering access, J-Gate (E&T), and the ASTM digital library, providing access to a wide range of academic resources.

### **18.12 Arrangement of Books**

1. All books are arranged on the shelves according to their call numbers using the open access method, allowing everyone to access them. However, reference and quick reference books are kept under lock and key and cannot be borrowed. They must be used within the library premises. These books are available for consultation upon depositing the library ID card.
2. Hard copies of journals and magazines are arranged in branch-wise order in designated pigeonholes.

### **18.13 Facilities and Services**

The following facilities and services are available for the benefit of students and faculty:

1. Digital Library: 2000 e-Books, NPTEL videos, etc.
2. Reprography facility and access to previous question papers in both soft and hard copy formats.
3. Book bank available for SC/ST students.
4. Career Vision Promotion Centre showcasing the latest technology videos.
5. Research works conducted by students.
6. Display of articles written by staff members and published in newspapers and journals.
7. Showcase of important newspaper clippings and notifications relevant to the members.
8. Presentation of events, achievements, awards, and rewards received by staff and students.

9. Posters providing information about higher education, employment opportunities, internships, events, fairs, etc.

#### **18.14 Help Desk / Grievances**

1. Any grievances related to library services can be addressed through help desk.
2. Any information about the library's physical or digital resources can be accessed through the help desk.

#### **18.15 Disciplinary Rules**

##### Entry/Exit Procedures:

- All staff and students must scan their ID cards upon entering and exiting the library.
- Guests must submit visitor slips with authorized signatures and register in the visitor's log.

##### Code of Conduct:

- Silence must be maintained within the library premises.
- Users are responsible for preserving borrowed library materials in good condition and must replace or pay for any losses or damages as per rules.
- Printouts of borrowed materials must be shown at the exit.
- Stipulated safety rules must be followed.
- Causing any breakages, leakages, spoilages, embezzlement, or damage to library property will result in recovery of damages and potential prosecution.

##### Restricted Items:

- Personal belongings like files, folders, baggage, jackets, books, laptops, storage devices, and mobiles (except notebooks) are not permitted inside and must be kept in designated areas at owner's risk.
- Disruptive behaviors like sleeping, reading aloud, or making noise are strictly prohibited.
- Objectionable items may be confiscated at the Director's discretion.
- Books borrowed cannot be brought back inside except for return.

##### Violations:

- Rule violations by staff/students may result in 6-month library suspension with/without fines at the Director's discretion.

- Detained students cannot borrow books unless registered.
- Entering during class/lab/activity hours and loitering excessively is punishable.
- Arguments with library staff and reading newspapers for over 10 minutes is prohibited.

## **19 HOSTELS**

Stella Mary's College of Engineering maintains separate residential accommodations on campus for male and female students. These hostels are supervised by a Warden & Deputy Warden, and supporting staff members. The college administration is committed to delivering outstanding services and has made sure the hostel facilities are outfitted with all the essential amenities to create a comfortable living space that promotes an atmosphere suitable for quality learning. However, being granted a room in the hostel is not an automatic right, and students cannot demand hostel housing as something they are entitled to. The college retains the authority to approve or deny hostel admission at its discretion.

### **19.1 Facilities**

The following facilities are provided at Hostels:

Every student residing in the hostels is furnished with basic amenities such as a bed, mattress, pillow, desk, chair, and storage locker. Wi-Fi internet access is made available for communication and educational purposes. Hot water is supplied upon request, while cold water is accessible 24/7. Purified drinking water is obtained through reverse osmosis water coolers. Communal areas include a TV lounge, recreational spaces, sports facilities, and gaming provisions. The hostels boast a highly hygienic kitchen and dining hall. Secure accommodation is ensured through trained security staff and CCTV monitoring. A backup generator provides power during emergencies. A first-aid kit is maintained by the hostel supervisor to tend to minor injuries or illnesses. Transportation services ferry students between the college campus and hostel premises.

### **19.2 Requirements for Inmates**

The following items have to be brought by the students who seek admission into the hostel:

1. Two buckets (one big and one small) and two mugs with their name on it per inmate.
2. Water bottle, glass, and stainless steel plate.

3. Pillow covers and bed sheets.
4. Two locks for their locker/cupboard/bag.

### **19.3. Admission**

- Admissions are granted on a first-come, first-served basis, subject to eligibility criteria and availability.
- Students must submit the prescribed hostel admission form, duly filled out and signed by themselves and countersigned by a parent/guardian.
- Parents seeking hostel accommodations must present themselves in person, complete admission/medical forms and an undertaking, and pay the prescribed fees/deposits.
- Acknowledging an application does not guarantee a hostel room, with all admission rights reserved by the administration.
- The caution deposit is non-adjustable with fees and will be refunded upon vacancy minus any deductions.
- Students are housed four per room based on availability.
- Students must only occupy their assigned room and are not permitted to change rooms/roommates without prior warden approval.
- Once allotted a room, a student must retain it for the full academic year and pay the full year's charges, with no mid-year refunds.
- Hostel rooms are allotted per availability and the student's agreement to abide by all rules and regulations.
- The warden and deputy warden are solely responsible for hostel administration with final authority.
- The warden maintains discretion to deny hostel access without reason or expel any student for disciplinary issues.
- The warden/deputy can enter and inspect any room suspected of rule violations or unlawful activities.
- Students who vacate or are expelled forfeit their hostel accommodations permanently.
- All residents must reapply annually, with readmission contingent on the warden's evaluation of prior conduct.
- Inappropriate behavior inside/outside the hostel/institution may prompt serious

disciplinary action including expulsion without notice, based on evidence collected by evaluating student conduct each term.

#### **19.4 General Conditions**

1. Residential hostel accommodations may be provided to students enrolled in regular courses as well as faculty and research staff, subject to room availability.
2. All hostel residents must familiarize themselves with and obey all rules and regulations. Ignorance of the rules will not be accepted as an excuse.
3. Attendance is mandatory for entry/exit related to classes, breakfast, lunch, and dinner.
4. Hostels are closed during semester breaks/vacations, requiring residents to vacate rooms. Room keys must be submitted to the deputy warden. Personal belongings can be stored in a locked bag/suitcase in the cloakroom at the resident's own risk.
5. Electrical appliances like heaters, stoves, irons etc. are prohibited in rooms. Laptops are permitted without tampering.
6. College is not responsible for any theft or loss of personal items/valuables. Students cannot keep valuables like watches, phones, laptops, jewelry, cash, cards etc.
7. Residents need written permission from the warden to leave the hostel premises, stating the reason and destination address. Unauthorized departure allows the warden to enter the room, with no liability for any claims of loss.
8. A peaceful atmosphere must be maintained, avoiding loud music/celebrations that disturb other residents.
9. Residents should treat the hostel like their own home and maintain cleanliness, subject to inspection by wardens.
10. Damage to rooms, hostel property or mess will result in liability to pay for repairs and potential expulsion.
11. Strictly prohibited activities include alcohol, smoking, drugs, physical fights, misbehavior toward staff/residents.
12. Ragging is a criminal offense resulting in severe penalties like fines, imprisonment, admission cancellation and permanent hostel ineligibility without refund.
13. Students should maintain a friendly, respectful environment, especially toward freshers, without offense to others' cultural/religious beliefs.

14. Only bicycles are permitted as vehicles on premises, no outside persons allowed without permission.
15. Collecting donations for any purpose is strictly forbidden.
16. Complaints about unacceptable roommate behavior should be lodged with the warden.
17. Hostel residents must give a daily roll call in their rooms between 9:00-9:30 pm.
18. Students are allowed on campus 9 am-5 pm for classes only. Bunking classes or roaming will result in disciplinary action and parents being informed.
19. All electrical appliances must be switched off when not in use to avoid wastage. Violations will result in punishment for all roommates.
20. Students must wear college and hostel ID cards at all times except in their room.
21. Proper decency/decorum in dress and appearance must be maintained everywhere on campus, avoiding unkempt hair, nightwear, shorts, sleeveless tops etc. No arguments permitted.
22. Weapons, hazardous chemicals, fuels, toxic materials are strictly prohibited.
23. Firecrackers cannot be lit on any occasion without permission.
24. Putting up posters, slogans, abusive messages, obscene images etc. is prohibited.
25. Strikes, unauthorized group activities, demonstrations or quarrels among residents will result in expulsion.
26. Birthday celebrations without guests are allowed 7-9 pm at designated areas without causing disturbance.
27. Students cannot remain in rooms during 9:10 am-4 pm class hours unless sick with written warden permission. Rooms are subject to checks.
28. Management is not liable for any untoward incidents like insect/snake bites. Preventive measures are the student's responsibility.
29. Courtesy and respect must be extended to all staff/students. Misbehavior will result in severe punishment.
30. Management is not responsible for any unfortunate incidents occurring in/around the hostel premises.
31. The warden can expel any resident for misbehavior or violation of rules.
32. Lost keys must be reported to the warden for replacement. Breaking open doors/locks is not permitted and will incur replacement charges.

33. Residents cannot drive nails/screws into walls or doors, make repairs themselves, or dry clothes anywhere except designated areas.
34. Creating panic situations/terrorizing others through misinterpretations, language, demonstrations or devices is punishable including rustication.
35. Wrongful roll call entries, tampering records, or any propagandist activities are punishable offenses.

### **19.5 Withdrawal from Hostel**

1. Students leaving campus without proper warden permission will face rustication. Those needing to leave the hostel must apply in advance on the prescribed form.
2. To attend marriages/functions/events during college hours, students must submit a written permission request from parents well in advance to the warden. The institute is not responsible for any delays in return, and no re-entries are allowed after 7pm under any circumstances.
3. Students must record their entry/exit times for outings in the warden's log register. Night outs require parental notice to the warden via registered phone/cell at least two days prior. The warden can grant or refuse permission for local/outstation trips. If granted, ensuring the student's timely return is the parents' responsibility.
4. Students should not request self-outings to relatives' houses unless a parent accompanies them. First-year students are only permitted outings after their first three hostel months and with parental permission.
5. Failure to return by the stipulated time will result in future outing privileges being denied. Parents are advised to routinely check on their ward's movements.
6. Applications to withdraw from the hostel must be countersigned by a parent/guardian and submitted to the warden only after clearing all dues.

### **19.6 Medical Facility**

- Any discomfort or sickness must be immediately reported to the deputy warden so treatment can be provided and the parent/local guardian notified.
- The medical officer attached to the hospital nearby will examine the ill student and provide necessary treatment.

- If the medical officer deems outside treatment is required, the case will be referred to the nearest hospital at the student's own medical expense.
- For emergency hospital care per the doctor's recommendation, an ambulance will be provided but all treatment expenses must be borne by the parent/guardian, who must make arrangements for their ward's care within 2 hours of being notified.
- Students are advised to keep preventive medications for insect bites, snake bites, animal bites and other infections/diseases, in addition to basic healthcare available at the hostel.
- Students requiring medical assistance should inform their faculty mentor during college hours, who will notify the warden to make appropriate arrangements for hospital/hostel care.

### **19.7 Guests / Visitors**

- Guests/visitors are not permitted inside the hostel premises without prior written permission from the warden.
- No guest is allowed to stay overnight and share a room with a hostel resident unless specially permitted by authorities.
- Only relatives with prior approval and parental permission are allowed to visit the hostel.
- During holidays, a guest/visitor/parent/guardian may be allowed day-time accommodation in their ward's room by paying necessary boarding/lodging charges, subject to room availability and warden approval. However, overnight stays are not permitted for any guests, even parents.

### **19.8 Visiting hours**

1. On all working days visitors are allowed from 5:00 PM to 6:00 PM on prior approval of deputy warden.
2. On holidays/Sundays visitors are allowed from 8:00 AM to 5:00 PM on prior approval of deputy warden.
3. Visitors should meet their wards in visitors-lounge only after record the purpose and personal details in the visitor's register with signature.



## 19.9 Hostel Mess

1. Breakfast/lunch/snacks/dinner is served in dining-hall only as per menu and timings approved.
2. Hostellers should stick to the following scheduled timings and no service afterwards.

<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Tea and snacks</b>	<b>Dinner</b>
Regular	7.30AM-8.30AM	12.35PM-1.15PM	4.30PM-5.30PM	7.30PM -8.15PM
Holidays	9.00AM-9.45AM	12.35PM-1.15PM	4.30PM-5.30PM	7.30PM-8.15PM

3. Hostellers are not allowed to carry breakfast/lunch/snacks/dinner to their room except on when they are on medical emergencies on approval.
4. Based on the availability, the parents might be allowed for lunch between 1.45 p.m. to 2.30 p.m. only and no breakfast/dinner is provided.
5. Hostellers should not waste food and maintain neatness.
6. Any complaints/suggestions regarding food quality/quantity should be lodged with warden.
7. Hostellers are not allowed to enter into kitchen and stores.
8. Outside food is not allowed into the hostel dining area or hostel rooms.
9. Food items are served as per menu/availability and will not be changed.

## 19.10 Study Hours

The following are the study hours under the supervision of the deputy warden in the reading hall of the hostel. However, at the interest of the student without any disturbance to the other roommates, the hosteller can extend the study at any time but not after 11.00 PM and before 5.00 AM on formal approval.

<b>Session</b>	<b>Morning</b>	<b>Evening</b>
Time	6.00AM to 7.30AM	6.00PM to 8.00PM and 8.30PM to 10.30PM

## 19.11 Entry/Exit/Outing Timings

The main entrance gate to the hostel premises closes at 9:00 PM and reopens the next morning at 6:00 AM. Students going on weekend outings must return to the hostel before 6:00 PM, after which no re-entries will be permitted under any circumstances. If a student's train/bus arrival is scheduled after 6:00 PM, it is the responsibility of their local guardian to accommodate them

overnight and accompany the student back to the hostel the next day before college hours begin.16.12 Penalties

- The cost of replacing tubelights, fans, switches, condensers and fittings will be borne by the residents of that room.
- Students are not permitted to keep air coolers, musical instruments, electronic gadgets, TVs, electric iron boxes, immersion rods or any other electrical appliances/equipment unauthorized. Possession will lead to confiscation and a penalty of Rs. 500.
- The cost of any damage to hostel property will be recovered from the student(s) responsible for causing the damage.
- For damages where no individual can be identified as responsible, the repair/replacement cost will be equally divided among all hostel residents.
- Using cell phones is strictly prohibited during study hours, in the dining hall, and corridors - only allowed in rooms. Silence must be maintained at all times, violation will attract a Rs. 2000 fine.

### 19.13 Security

- Tight security measures are implemented by the management to protect assets and maintain a safe, secure environment.
- Students must carry their hostel/institute ID cards at all times and produce them upon demand by security personnel.
- Residents should keep their rooms locked and maintain safe custody of their belongings/lockers to prevent thefts.
- Pets of any kind are not permitted inside the hostel premises or campus.
- Students should coordinate among themselves and report any delays in reaching the hostel before 10 PM to the warden. Otherwise, they will be treated as absconding and liable for prosecution and expulsion from the hostel.

**Note: Management reserves the right to frame, amend, revoke and include any provision / rules from time to time without assigning any reason and the same shall be abiding on all students / staff.**

## 20 TRANSPORT

The college provides transport facility for the students/staff to commute from college to boarding point chosen and from hostels to college. This facility is provided for the safety of the students/staff. To avail this facility, the institution has laid down rules and regulations to safeguard the interest of both the commuters and the institution. The following conditions enable the students/staff with a safe and smooth journey time:

### 20.1 General Conditions

1. Stella Mary's run buses from every nook and corner of the district to facilitate students/staff.
2. Stella Mary's provides limited bus transportation facility to students/staff members those who reside more than 10 km away from the college in certain predetermined routes.
3. The bus routes are displayed in the notice boards for the convenience of the students and the staff from which they can opt for the route most suitable to their needs.
4. The bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
5. No person shall be allowed to travel in the bus without any permission in writing by the concerned authorities. The transport manager is authorized to discard the travel in any bus.
6. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus.
7. One staff member for each bus is designated as 'Bus in-charge'. They are responsible for overall discipline and conduct of students in the bus.
8. Transport in-charges are expected to maintain the contact details of all the passengers of their bus and submit to the Principal & Director.
9. In case of any emergency or unexpected events, the bus in-charges should inform to Principal & Director.
10. The TT i/c have the authority to assign seats to students and other passengers.
11. TT i/c should report to the Director if occupancy ratio is less than of 33%.
12. Bus in-charges should intimate the cancellation of a trip to the AO and all passengers

to make their own arrangements to reach the college on time.

13. The college revises the bus charges periodically based on the various operating expenses.
14. The TT i/c may re-route/pool/off-load busses/passengers on operational grounds.
15. During the semester end examinations, transportation facility will be available. However, staff and students should make their own arrangements to reach examination center well in advance.
16. Passengers will be picked-up and dropped at designated boarding/alighting points only.
17. The time schedule and the halts of trip can't be altered under any circumstances.
18. No bus waits for any student/staff and they should be available at least five minutes before the scheduled time.
19. A bus pass doesn't assure the passengers that any room reserved.
20. Passengers must possess a valid bus pass and produce it on demand to the concerned authority.
21. Do not use speakers to play music through electronic gadgets. However, they may use electronic gadgets with earphones on approval and should not disturb others & make nuisance.
22. As college bus is an extended service of the institution, all the code of conduct and rules of the college are equally applicable in the bus with particular reference to the usage of mobile phone with Headset and proper dress code.
23. No celebrations in the bus are allowed such as birthday/sendoff during the travel.
24. Throwing articles through windows and also within the bus are punishable.
25. Excessive noise i.e., loud talking, screaming, whistling, etc., by students is not allowed.
26. Harmful/dangerous materials like explosives/crackers/cigarettes/lighters/knives are prohibited.
27. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
28. Eating/consumption of alcohol/chewing gums/tobacco in the bus and littering are prohibited.

29. Carriage of heavy luggage/baggage/objectionable-items/pets is strictly prohibited.
30. Any misconduct which diverts the attention of bus driver from safe driving will not be tolerated.

## **20.2 Guidelines to Staff Members**

- Employees are entitled to use the transport service free of charge.
- Staff members must enroll their names in advance with the transport in-charge to avail the concessional bus facility, which will remain valid throughout the academic year.
- Staff are responsible for preventing ragging incidents and maintaining discipline among passengers during travel.
- The bus in-charge along with staff members should monitor the driver's behavior, remain alert for any traffic violations, improper parking, over-speeding, reckless driving maneuvers like loose shunting or sudden braking, and ensure passengers do not open doors suddenly while the bus is in motion.

## **20.3 Guidelines to Students**

- Those students desiring to use the college bus service must register their names with the designated authority on the announced date at the start of each academic year.
- Those students desiring to use the college bus service must register their names with the designated authority on the announced date at the start of each academic year.
- The transportation fee covers the entire year and will not be refunded under any circumstances.
- Bus passes will be issued to students upon payment of the fee along with a completed application form.
- Students must occupy only their seats and are not permitted to share seats with members of the opposite gender.
- When boarding, students should form an orderly line, avoid rushing or fighting with others, and treat staff and parents with respect.
- Students should keep all body parts inside the bus windows and not lean on fellow passengers.

- Defacing, damaging or writing upon any interior or exterior part of the bus is prohibited.
- Students are solely responsible for bus safety during transit, and any damages will be recovered from all passengers found guilty, potentially resulting in loss of bus privileges.
- Traveling on the foot board, getting off or attempting to board a moving bus is strictly forbidden for students.
- The management holds no responsibility for the custody or loss of any students' personal belongings.

#### **20.4 Private Vehicles for Office Purpose**

- The institute permits the use of private vehicles in case office vehicles are unavailable for any emergency official work.
- Obtain permission from the designated authority, stating the purpose and reason for using office vehicles. Use the vehicles judiciously and record details such as date, time, and odometer reading in the logbook.
- The number of liters of fuel filled should be recorded along with the date and odometer reading in the logbook.
- All vehicle maintenance work shall be carried out in a timely manner, and details should be recorded in the book available with the driver.
- Prior approval from the designated authority is mandatory for any repair costing above Rs. 500/-.
- Pollution control certificates, insurance certificates, registration certificates, fitness certificates, and all necessary renewals, no-objection certificates, and transfer certificates should always be available in the vehicle and produced upon demand. Copies of all vehicle documents shall be maintained in the office.
- Drivers and cleaners should keep the vehicles neat and clean.
- The designated authorities are authorized to inspect and approve the use of all vehicles.

## **20.5 Withdrawal of Transport Facility**

- ❖ Transportation is a service provided to enable students and staff to reach the campus on time.
- ❖ The management holds no responsibility for any delays or unforeseen incidents that may occur while utilizing this service. All staff and students are expected to follow safety protocols during travel and ensure their own well-being.
- ❖ The transportation fee is an annual charge for the full academic year and will not be refunded under any circumstances, even if the student withdraws from using the facility. For Staff transportation is free of cost.
- ❖ The management reserves the right to discontinue the transportation service at any time without providing a reason. Provision of this facility is not an inherent right of staff or students, and the management is not obligated to offer it.

## **20.6 Guidelines for Drivers**

- ❖ The institute will verify and examine the backgrounds of employed drivers, maintaining records containing details such as their driving license, Aadhaar card, photograph, names and contact information of references, license renewal date, e-challans issued, charges from the Road Transport Authority, penalties, and any FIRs furnished by the driver.
- ❖ References provided should not be from relatives but rather from respected individuals holding responsible positions in society. Obtaining a police clearance certificate is preferable.
- ❖ The name of the person who has checked the driver's background, along with detailed information regarding their registered phone number, name, date, and time of verification, shall be recorded.
- ❖ Complaints regarding reckless driving, use of mobile phones while driving, reporting to work under the influence of intoxicants, and misconduct with students or staff will be taken seriously, and the driver's services may be terminated without prior notice.
- ❖ The driver should be courteous and sober, report for duty on time, not abstain from duty without prior information, possess knowledge of repairs, and be competent to

carry out minor repairs.

## **21 IMPORTANT FESTIVALS / FUNCTIONS / CELEBRATIONS**

1. The institution celebrates special occasions of national, cultural, and academic repute such as Independence Day, Republic Day, Teachers day, Engineers day, Orientation Programme, Traditional/Fresher's day, and the Annual day with all pomp and glory. The following are the details of various programs:
2. **Independence Day and Republic Day** is celebrated in a traditional manner in the institution. The Director/Principal hoists the national flag along with staff and students as a token of recognition of patriotism and solidarity.
3. **Teachers' day** is celebrated annually on the occasion of Sir Dr Sarvepalli Radhakrishnan's Birthday to reward and appreciate the contribution of faculty members in furtherance of quality education.
4. **Engineers Day** is celebrated annually on the occasion of Sir Mokshagundam Visweswaraya's Birthday to recollect the contributions made by the renowned engineer to motivate all young aspirants to gear up their skills for the present state of technological growth.
5. **Orientation/Induction Programme** is meant for welcome and enlightenment session for the newly admitted students along with their parents on inaugural day. On this occasion they get exposure to the curricular requirements and do's and don'ts to be followed during their course of study at the institute. This programme is an interactive and informative platform to all the new entrants and their parents. The length of the programme is of three weeks which covers various topics reveals the importance of human values, ethics, etiquette, creativity, sportiveness, time/stress management, personality development, etc.
6. **Tradition/Fresher's day** is celebrated annually on the first day of the reopening of classes as informed by Anna University to expose national integrity/heritage/culture to reveal unity in diversity. Further, fresher's day provides a platform to the freshmen with that of the rest of the students and alumni to interact and build future career plans in a new eco-environment with mutual trust, agreement, and faith followed by cultural programmes in association with seniors in united spirit.



7. **Annual day** is celebrated every year during March/April. This is an occasion for the college to inform the society at large and parents in particular about the commitments and achievements of the institution. The college magazine is released by the Chief Guest and distributes the prizes/awards to meritorious students in academics/sports/cultural-events followed by cultural programmes and dinner.