

1. SERVICE RULES

Service Records

1.1. Records of Service (under consideration)

1. A service book for keeping the record of service of staff shall be maintained by record office in respect of each employee of the College.
2. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the office manager or his superior.
3. The office manager shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

1.2. Service Conditions for the Staff:

1. Every member of the staff shall abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. Every member of the staff is expected to discharge his/her duties honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the college/department/office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for a period two years.
6. All the teaching staff shall be paid as per College norms. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Tamil Nadu, on the salary.

7. Staff attendance should be signed every day, 10 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will not be permitted.
8. Staff should be available in the college premises during the entire period of office hours, on all working days.
9. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
10. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the HOD, Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any need for the employee for a particular period of service in the college.
11. A member of the staff shall have his / her service terminated by giving three months notice or three months basic salary.
12. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
13. In case a member of the teaching or non-teaching staff initially commits any misconduct in discharging of his / her duties, the Chairman will ask for explanation and disciplinary proceedings will be instituted.
14. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
 - a. Serious misconduct and wilful negligence of duty;
 - b. Gross insubordination;
 - c. Physical or mental unfitness; and
 - d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.2.11 becomes applicable.

15. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
16. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
17. Staff members should get prior permission from the Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

18. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of collection of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
19. Staff Members, if and when tender resignation, shall hand over charges as per the handing over/taking over procedure.
20. All members of the staff shall be governed by the general rules / norms also practiced by the college from time to time.

1.3 - Method of Recruitment

Step – 1

- a. Recruitment is normally done twice in a year during May and November.
- b. Number of vacancies is notified by the Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- c. Vacancies are advertised in leading newspapers – both Tamil and English.
- d. Screening of applications is done by the respective Heads of the Department.
- e. Short listed candidates are informed through call letters and over telephones by record office.
- f. At times, Walk- in interviews are also conducted for immediate postings.

Step – 2

- a. Staff Selection Committee consists of Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.
- b. A written test is conducted for Lecturers post and short listed candidates shall be called for personal interview and selection be made on merit.
- c. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

Step – 3

- a. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

Note: Fresher and faculty members with less than two years of experience are to undergo on job training for first three days. In this connection they are to report to academic coordinator immediately after joining this college.

1.4 - Leave Rules

1.4.1. Leave Rules:

1. Leave shall not be claimed as a matter of right.
2. A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.
3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

1.4.2. Casual Leave (CL):

1. All employees are eligible for 12 days of casual leave per year for 12 months of service i.e 1 day per month.
2. At a time not more than 4 days including holidays shall be granted. Carryover of lapsed CL is not permissible.
3. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
4. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

1.4.3. Vacation Leave (VL) Rules

1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.
2. Vacation Leave (VL) is applicable to all the members of the staff. The total number of VL for teaching staff is limited to 30 days, for a continuous service of 12 months in the institution. For other faculty members with less service, the VL will be proportional to their length of service.
3. These 30 days can be availed for a maximum of 9 days in the winter vacation period in the months of November or December. The balance 21 days can be availed in the summer vacation period in the months of May, June or July.
4. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.
5. If any staff member is not able to avail VL in the interest of the college by the orders of the Principal/Designated Authority, compensation at the rate of 1:2, ie, one day's pay for every two days of eligible vacation leave shall be considered.

6. Any unused part of VL cannot be carried over to the next academic year.
7. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

1.4.4 Vacation Leave for Non-Teaching Staff

1. The number of days of VL for Non-Teaching Staff is restricted to 15 days per year for 12 months of service which should be availed within the vacation period declared for Teaching Staff at **7 days for Winter Vacation** and **8 days for Summer Vacation**.
2. Other rules and conditions of availing VL are similar to that for Teaching Staff.

1.4.5 Maternity Leave Rules and Paternity Leave Rules

1. A woman employee of the institution, who has completed 3 years of service is eligible for Maternity Leave (ML) for a maximum of 30 (Thirty) days.
2. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee.
3. Any additional leave beyond the above will be reckoned as leave on LOP.
4. An employee can avail ML twice in her entire service period.
5. Employees are advised to contact office to know the leave record and then apply for leave.
6. A male employee of the institution, who has completed at least three years of service, is eligible for Paternity Leave (PL) for a maximum of 4 days..

1.4.6 Out-Station Duty (OD):

1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, workshops, conferences, etc. as approved by the Principal/Designated Authority subject to service exigency. However the seminar should be related to the subjects what they handle in the current semester.
2. Number of days on OD is limited to 16 in a year at the rate of 8 days per semester for the purpose of examination related duties and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff. When staff members go for examination work for Universities other than Anna University, OD will not be granted.
3. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

1.4.7 Special Leave

1. After completion of two years probationary period, leave for 5 days can be availed by the staff members for their own marriage as well as son's/daughter's marriage.
2. After completion of probationary period, leave for 4 working days per year will be granted to the staff members in case of hospitalization. However they need to produce evidence in this regard.

1.5 Conduct & Discipline

1.5.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

1.5.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whom, he/she is placed.

1.5.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with.

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

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

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

1.5.7. An employee of the College are not to be under the influence of any intoxicating drink or drug during the course of his duty.

1.5.8. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

1.5.9. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.

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

1.6 Annual Confidential Report

1. All the staff members are required to submit their Self Assessment Report at the end of every academic year.
2. The Head of the institution shall write annual confidential report for all staff and submit to the Chairman.

1.7 Redressal of Grievances

- 2 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.
- 3 While doing so their representations should be routed through the proper channels.
- 4 The time delay permitted for taking action on the representation will be one working day after receiving the representation at lower levels. However, the time permitted to take final action by Principal/Chairman may be 10 days after receiving their applications.
- 5 On receipt of the application superiors at every level should take scrutinize the application and must take necessary steps in order to convince the applicant if the facts are true.
- 6 At the level of principal, he must handover the matter to grievance committee and try to resolve the difference of opinion with in a week. Grievance committee must comprise of two senior professors and two assistant professors (2 Male and 2 Female).
- 7 To maintain a safe working atmosphere for girl students a special cell that comprise of above 2 Female Senior Professors and 2 girls' student representatives is functioning at our college.
- 8 The time permitted to resolve the grievances related to girl students will be four working days after receiving the complaint.

1.8 Staff Club

1. A staff club is functioning at our college for bringing all the staff members who represent various sectors of the society into one umbrella called Sri Vidya's Family. This college strongly believes "Science is the religion for all".
2. By default, all the staff members are members of the staff club and they have to pay subscription as follows:
 - a) Drawing salary above Rs. 20000 – Rs. 60.00 per month.
 - b) Salary between Rs. 10000 – 20000 – Rs. 40.00 per month.
 - c) Salary below Rs. 10000 – Rs 20.00 per month.
3. Management will contribute Rs. 20000/- Per year towards the growth of the staff club.

4. A picnic will be organised at least once a semester on behalf of staff club for the benefit of staff members on any one of the working days and the transport facilities will be arranged by the college.
5. A welfare meeting will be organised once a month during the working hours. Staff members are welcome to represent their view on their own developments and college developments.

1.9 AWARDS AND HONOURS

1.9.1. Best teachers will be awarded once a year and they will be rewarded with cash of Rs. 5000/- along with certificate and shield. The criteria for selection are as follows:

- a) Maintenance of Log book and other documents. (5 Marks)
- b) Students' feedback submitted directly to chairman. (5 Marks)
- c) Result Produced by the staff members. (20 Marks)
- d) Superiors' Assessment. (5 Marks)
- e) Contribution to college development. (5 Marks)
- f) Discipline (5 Marks)
- g) Seniority in college (10 Marks).
- h) Participation in FDP (5 Marks)
- j) Research Activities (10 Marks)
- k) Books Published (10 Marks)
- l) Funds Received (10 Marks)
- m) Innovation of Teaching Methodology (10 Marks)

1.9.2. Best departments will be awarded once a year and will be rewarded with cash Rs. 20000/- along with certificates and shield to all the staff members. The criteria will be as follows:

1. Contribution to growth of the college. (5 Marks)
2. Seminar/Workshops organised. (10 Marks)
3. Maintenance of class rooms. (10 Marks)
4. Maintenance of Lab equipments. (10 Marks)
5. Students' Evaluation about their own departments. (10 Marks)
6. Results Produced. (15 Marks)
7. Research Initiatives. (10 Marks)
9. Funds Received. (5 Marks)
10. Placement Initiative/Achievements. (15 Marks)
11. Books Published (10 Marks)

DUTIES AND RESPONSIBILITIES

2. DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

POWERS AND FUNCTIONS OF THE PRINCIPAL

1. The Principal is in charge of the academic affairs of the institution in particular and administration in general and he/she shall exercise his/her powers and functions with the approval of the Chairman/VC. He may delegate his powers and decentralize the work to Academic coordinator, Placement Officer, Office Manager, Deputy Warden and HODs.
2. The Principal shall be in correspondence and communication with the Anna University and AICTE Regional Office, Chennai, Head Office, New Delhi and Directorate of Technical Education, Chennai etc in so far as the academic subjects are concerned. It shall be the duty of the Principal to place before the Chairman all the communications received from government agencies.
3. The Principal is in charge of admission of students assisted by a Committee in which the Principal shall be the President, and two senior teachers shall be members. The admission to management quota shall be filled with the approval of the Chairman.
4. It shall be the duty of the Principal to ensure best result in the University examination for which special coaching programmes and tests shall be organized and conducted for the slow learners.
5. To achieve best results, the principal shall insist the course teacher to deliver the best course materials with more visuals which will enable slow learners to understand the subject easily and retain them in memory.
6. The Principal shall approve the course plan, notes of lesson, and materials for power point presentation etc for every semester. Further, the Principal may in consultation with HODs and with the approval of the Chairman introduce any type of innovative teaching methodology to produce better results.

7. The Principal shall in consultation with the HODs and faculty members take special measures to improve the communication skills particularly of students coming from rural background, availing the language lab of the college.
8. The Principal shall identify senior teachers outside the college having expertise in courses offered for students and shall invite them for special coaching / teaching programmes periodically.
9. The Principal shall ensure through HODs that important and valuable lectures and power point presentations delivered by subject experts, motivation speakers etc shall be tape recorded and video graphed for subsequent use of students.
10. The Principal shall have the power to sanction casual leave for three days to teaching, technical and administrative staff members. The medical leave, maternity leave, earned leave etc are to be approved by chairman with the recommendation of the Principal. Casual leave to the teaching and non-teaching staff exceeding three days shall be sanctioned by the Chairman.
11. It shall be the duty of the Principal to submit proposals to the Chairman well before the deadline fixed by govt agencies about the new academic programmes to be started every year including teaching, technical, non-teaching staff requirements and infrastructure facilities required for starting new courses.
12. The Principal shall be in communication with the academic bodies and see that there is no communication gap between the college and the government agencies.
13. He / She shall attend the university meetings and inform, what transpired in the meeting to the Chairman preferably in the form of a brief report.
14. The Principal shall be productively friendly with teaching and non-teaching staff, students, parents and general public so as to build up the image of the college.
15. It shall be the duty of the Principal to arrange decent reception and satisfactory hospitality to all government functionaries, experts and inspection committee members visiting the college from time to time.
16. The Principal shall be an ex-officio member in all the selection committees constituted for the selection of teaching, technical and non-teaching staff.

17. It shall be the duty of the Principal to enroll the college as a member in important academic bodies relating to engineering, technology, science and humanities.
18. The Principal shall ascertain the requirements of each department well in advance from the respective HODs and place before the Chairman for approval.
19. The Principal shall prepare annual budget for the approval of the Governing Council. To prepare the annual budget estimate every year, with details of income, recurring expenditure and capital expenditure, after discussion with the Chairman and the Head of the Departments.
20. The principal shall go around the entire campus atleast once, everyday and to take necessary corrective measures, soon after the visit.
21. The Principal shall implement the resolution of the Governing Council made from time to time.
22. The Principal shall conduct weekly review of the syllabus covered by each faculty member and take stock of the progress in the performance of the students in attendance, weekly class tests, special coaching offered to slow learners etc with the help of the HODs / Faculty.
23. The Principal shall have meeting on every Saturday and if Saturday happens to be a government holiday, the previous day with the HODs.
24. The principal shall organize other meetings with student representatives and hostellers once a month.
25. The Principal in consultation with HODs shall submit an annual proposal to conduct seminars, conferences, workshop, and symposium in the college for the approval of the Chairman. At least there shall be one national level academic programme organized by each department and one international level programme organized jointly by all the departments in every two years to establish and elevate the college to national and international level connectivity and visibility.
26. The Principal shall prepare the academic calendar containing the date of opening of the college for the odd and even semesters, list of holidays, test

dates, seminar dates, tentative dates of the commencement of university examination, tuition fees payment date etc.

27. It shall be the duty of the Principal to obtain performance appraisal of the staff with reference to results produced, programmes organized, placement guidance etc and it shall be placed before the Chairman once a month.
28. It shall be the duty of the Principal to arrange Parent-Teacher meeting once in a semester keeping in mind the academic performance of the students and for rapport building.
29. The Principal shall ensure that there is no Ragging and eve-teasing in and outside the college.
30. The Principal shall be in-charge of the discipline of the students through a committee which consists of all the HODs and the academic coordinator. The decision of the committee shall be placed before the Chairman for further action.
31. An amount of Rs.10, 000/- shall be always available in the college office in order to meet unforeseen emergency expenses of the Principal for which post-approval may be obtained from the Chairman.
32. The faculty members shall be granted OD permission to participate in seminars, conferences, workshops etc by the Chairman based on the recommendation of the Principal. Special OD can be granted to the faculty members who present papers at Regional / National level Conference / Seminars / Workshops etc by the Principal.
33. The Principal shall be in-charge of signing MoU with foreign institutions, universities and national level research laboratories, industries, corporate houses and government departments.
34. The Principal shall encourage and motivate faculty members to identify areas to offer consultancy services to industries, business houses, institutions, district administration etc in and around the college and organize extension programmes.

35. It shall be the duty of the Principal to arrange periodical teacher and student empowerment programme by organizing training, orientation and refresher programmes.
36. It shall be the duty of the Principal to arrange through the HODs the opening and maintenance of the register for all equipments / chemicals/ consumables, etc purchased.
37. It shall be the duty of the Principal to take effective steps related to the placement / career guidance / entrepreneurship of students by nominating placement facilitators.
38. The Principal shall be in constant touch with the Advisor to trigger academic and other developmental activities in the college
39. It shall be the duty of the principal to prepare the annual report well in advance and be presented in the College Day function with the approval of the chairman.
40. It shall be the duty of the Principal to arrange for research development and promotion activities in the college by motivating and involving the faculty members in various research projects.
41. The principal shall be overall in charge of the hostels as chief warden who shall be assisted by the deputy wardens.
42. It shall be the duty of the Principal to recommend to the Chairman the performance based allowances and welfare schemes to teaching and non-teaching staff in consultation.
43. It shall be the duty of the Principal to arrange a quarterly publication of a Newsletter of Sri vidya College of Engineering and Technology. The Newsletter shall be brought out by a Committee consisting of the Principal, all HODs and the vice-chairman as Patron.
44. The Principal shall ensure the standards prescribed by the international/national accreditation agency and all the staff members may be educated and trained in this regard.
45. The principal should carry out random checks on the following and bring the discrepancies to the Chairman.

- I) Test Papers
- II) Question Papers
- III) Faculty Advisor Records
- IV) Attendance Register (Staff Members / Students)
- V) Course File/ Lecture Notes
- VI) Feedback of Student Representatives
- VII) Student Notes
- VIII) Stock Registers
- IX) Book Issue Register
- X) Campus Cleanliness

46. The principal shall briefly report the chairman about the outcomes of the activities such as Attendance monitoring, Regular and Random checks, Discipline related matters, Arrival and departure of the Men and Materials, Training programs and other events, future events, result analysis, letter correspondences and other college related matters carried out by him and the challenges that needs the attention of the chairman, etc on the cease of the working hours.

47. He is to carry out a regular check on the following and take necessary corrective action in case of irregularities:

- i) Staff Attendance.
- ii) Hostellers' Attendance and Hostel Maintenance.
- iii) Mess Menu
- iv) Conduct of classes.
- v) Visitors' book at main gate.
- vi) Serviceability Status of Equipments.
- vii) Website.
- viii) Prolonged absentees.
- ix) Consumable Items – Stock Balance

48. The principal shall appoint Management Representative and Deputy Management Representative in order to define the standard procedures to carry out the activities.

49. The principal is to ensure the compliance of government norms in case of students' admission.

50. Further the principal is to perform additional related work as and when instructed by Chairman.

2.1 DAILY REPORT TO THE CHAIRMAN

DATE:

TOTAL STUDENT STR	ABSENTEE S/ OD/ LEAVE	TEACHING STAFF STR	ABSENTEE S/ OD/ LEAVE	NON TECHING STR	ABSENTEES/ OD/ LEAVE
OBSERVATIONS IF ANY			DETAILS		ACTION TAKEN
STAFF MATTERS IF ANY		DESIGNATION/DEPT		REMARKS	
STOCK LOSS IF ANY		LOCATION		STAFF I/C	ACTION TAKEN
DETAILS OF UNSERVICEABLE EQPTS		LOCATION		STAFF I/C	ACTION TAKEN
RETURNS TO UNIV/AICTE/GOVT			DEAD LINE		ACTION TAKEN

SIGNATURE

3. DUTIES AND RESPONSIBILITIES OF ACADEMIC COORDINATOR

As an Academic Coordinator the staff member is directly responsible to principal for smooth functioning of academic activities and he has to carry out the following duties:

1. To monitor the overall functioning of all the departments in respect of Teaching-Learning Process.
2. To plan the availability of sufficient and suitable faculty members by collecting the status from HODs for the forth coming semester at the end of each semester and ensure that the strength is maintained throughout the semester.
3. To plan the availability of sufficient class rooms and resources that is closely related to teaching-learning process.
4. To ensure that the subject choices are obtained from the teachers well in advance and other events such as seminar, conference, workshop, etc...are well planned.
5. With the help of all the HODs he is to prepare the academic calendar for the forthcoming semester so that there is no collision of schedule.
6. To ensure that the class advisor and faculty advisors are nominated well in advance before the commencement of the semester and the information is displayed in the notice board.
7. To brief the new faculty members about the duties and responsibilities at their induction into service.
8. To plan the conduct of internal examination and weekly test.
9. To ensure that the quality of the course file is maintained at high standard and verify the content by deputing suitable senior staff members.
10. To conduct a walk through in the morning (0920 Hrs – 1000 Hrs) and note the discrepancies.
11. To ensure that the content delivery is as per the course plan and initiate corrective action in case of deviation.
12. To ensure that the documentation related to academic activities are carried out in a proper manner.
13. To ensure that there is an optimum utilisation of resources (consumables and non consumables) by proper planning and by avoiding duplicate work.

14. To coordinate with the exam cell for proper conduct of examinations.
15. To verify the attendance register and other files related to academic activities once a week.
16. To analyse the exam results in consultation with HODs and find out the way to improve in the forth coming semester.
17. To submit daily report to the principal at the end of the day about the outcomes of the walkthrough and any other untoward incidents.
18. To collect the self assessment report at the end of academic year and forward it to principal with HODs recommendation.
19. To ensure that a strict discipline is maintained among faculty members and students with the help of HODs and Discipline in-charge.
20. To adapt the changes that come from AICTE/University.
21. To plan the vacation slot and to inform the HODs.
22. To coordinate with Placement officer, office manager, Librarian for the smooth functioning of academic activities.
23. To collect the budget proposal from the departments and forward it to the principal with his recommendations.
24. To liaise with external agencies like ICTACT and arrange FDP to our faculty members.
25. To solve the issues those arise among the faculty members and mitigate it by compromising all.
26. To motivate the faculty members by the encouraging words and keep the morale of the teachers at high level.
27. To identify the right person for the programs held outside the college.
28. To motivate the research of the students and faculty members and encourage them in participating Conference/ seminars/ symposium.
29. To submit the daily report to the principal by coordinating the HODs. (Table 3.1)
30. In addition to the above duties he/she is to perform any other tasks allotted by his superiors.

3.1 DAILY REPORT TO THE PRINCIPAL

DATE:

TOTAL STUDENT STR	ABSENTEES/ OD/ LEAVE	TEACHING STAFF STR	ABSENTEES/ OD/ LEAVE	NON TECHING STR	ABSENTEES/ OD/ LEAVE
IRREGULARITIES IF ANY		DETAILS		ACTION TAKEN	
ACADEMIC MATTERS		DEPARTMENTS		REMARKS	
STOCK LOSS IF ANY	LOCATION	STAFF I/C	ACTION TAKEN		
DETAILS OF UNSERVICEABLE EQPTS	LOCATION	STAFF I/C	ACTION TAKEN		
PENDING WORKS	DEADLINE	ACTION TAKEN	REMARKS		

SIGNATURE

4. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT HEAD

As the Head of the department, a faculty member is directly responsible to principal/director and he has to do the following duties in addition to the regular teaching. He/she is:

1. To monitor the regular conduct of academic activities.
2. To enforce discipline among the staff members and students under his control.
3. To allot the subjects without any bias by adapting choice based approach.
4. To allot additional duties and responsibilities to the subordinates.
5. To ensure fair conduct of examination and evaluation process in his department.
6. To instruct the class advisors to conduct the class committee meeting once a month and take necessary corrective action.
7. To brief the points discussed with principal in HOD's Meet to his subordinates.
8. To conduct an enquiry in case of any undisciplined staff member and to initiate corrective actions. He should inform the same to the Academic Co-ordinator.
9. To monitor the daily attendance of students and staff members and to take necessary action in case of absence without leave.
10. To monitor the progress of the students regularly with the help of the class advisor.
11. To organise extra coaching class for the benefit of slow learners and ensure that it is conducted positively.
12. To act as a project coordinator for the final year students.
13. To monitor the regular functioning of Laboratory under his jurisdiction.
14. To organise Symposium/Seminar/Guest Lectures/ Workshops with the help of other faculty members.
15. To call the parents of the undisciplined students and to inform the status of their wards.
16. To take all the necessary steps to improve the results.
17. To forward the applications received from students/staff members addressed to higher authorities.
18. To make the alternate arrangements in case of critical situations as and when arises.
19. To ensure the smooth conduct of university practical examinations.

20. To forward the department's requirements (Men and Materials) to the Academic Co-ordinator well in advance and tie up with them till the work is completed.
21. To monitor the NBA works and other related works such as ISO, AICTE etc.
22. To go through the course file and make necessary corrections.
23. To check the assessment weekly once and he/she should ask the staff for monthly returns regarding other allotted works.
24. To organise staff meeting at least once in a week and to brief the necessary instructions to achieve the milestones.
25. To set the mission/vision for the departments and monitor the progress.
26. To ensure that the work load of the faculty members is allotted as per AICTE Norms.
27. To treat all the staff members equal.
28. To arrange FDP for the junior staff members now and then with the help of senior faculty members and provide necessary tips.
29. To maintain a departmental library for the benefit of staff/students.
30. To maintain a policy folder in which the instructions given by higher authorities should be filed and to be treated as policy.
31. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
32. To identify the area of his/her work which can be easily automated.
33. To maintain files regarding the letter correspondences.
34. To identify and detail the right person for the programmes held outside the college.
35. Further, he/she is to perform additional related work as and when instructed by superiors.

4.1 DAILY REPORT TO THE ACADEMIC COORDINATORS

DATE:

TOTAL STUDENT STR	ABSENTEES/ OD/ LEAVE	TEACHING STAFF STR	ABSENTEES/ OD/ LEAVE	NON TECHING STR	ABSENTEES/ OD/ LEAVE

DEVIATION FROM PLAN IF ANY	DETAILS	ACTION TAKEN

STOCK LOSS IF ANY	LOCATION	STAFF I/C	ACTION TAKEN

DETAILS OF UNSERVICEABLE EQPTS	LOCATION	STAFF I/C	ACTION TAKEN

PENDING WORKS	DEAD LINE	ACTION TAKEN

SIGNATURE

4.2 Traits of Efficient HOD

1. To possess good interpersonal skills.
2. To plan the Human Resource Requirements well in advance.
3. To balance the work with existing man power without degrading the performance.
4. He should be a role model to his subordinates in all the aspects.
5. To have the convincing power.
6. At any time to be in a position to justify his acts.
7. To be honest and sincere to his organisation.
8. To be ready to work at any time in case of exigencies.
9. To be impartial to all his subordinates.
10. To be a good monitor in scanning the environment and collect information for the use of decision making.
11. To be a good disseminator in distributing the information clearly to his subordinates in order to achieve the objectives.
12. To be a good spokesperson.
13. To be ready to accept the changes.
14. To delegate the authority to his subordinate and allocate resources effectively.
15. To be good disturbance handler and solution provider in case of critical situations.
16. To be a good negotiator.
17. To cultivate contacts with the objective of image and rapport building with external environment.
18. To think about the organisation's benefit before his personal gains.
19. To have a good knowledge and proficiency in his discipline.
20. To have good conceptual skills (i.e think in abstract and analyse the factors of the problem).
21. To know about the needs of the staff members and students and pay close attention.
22. To be driven by the philosophy of the management.
23. Always have clear objectives and milestones to reach the objectives.
24. To be a consistent learner.

5. DUTIES AND RESPONSIBILITIES OF MANAGEMENT REPRESENTATIVES

As a Management Representative the staff member has to carry out the duties ranging from supervising the work of the college staff, to designing and implementing the various policies of an college. His overall responsibility is to ensure the smooth running of an college. He is responsible for the following:

Supervisory Responsibilities: The management Representative assigns and regulates clerical and secretarial functions. He delegates responsibilities among the staff and ensures that no staff member is overloaded with work. Management Representative evaluates and manages the performance of each employee and plays a crucial role in their promotion.

Recruitment and Training: When there is a need for more staff, it is the Management Representative who oversees the selection and recruitment procedure of the new candidates. It is his responsibility to train and orient the new employees about the office policies, procedures and equipment.

Maintain Office Records: The Management Representative designs filing systems and ensure that these systems are up to date. He lays down the procedures for maintaining records. He maintains the office budget and records all expenses.

Role with the top Management: The Management Representative holds meetings with the senior management to review performance of the college and the staff. He delivers reports and presentations regarding the finances and the working of the office to the senior management.

Other Responsibilities

- Ensuring that there is adequate supply of stationery and equipment.
- Handling students' complaints and inquiries.
- Resolve disputes in the office.

Job Description

The management Representative has to ensure that all the office policies are properly communicated to the staff. It his responsibility the resolve disputes that may arise among employees. To be able to do all this he needs to be a good communicator and decision maker. As he has to draw up elaborate reports he should have strong communication skills. He should be good at multitasking and confident in project management. Knowledge of office software packages (Word, Excel, PowerPoint etc.) is also expected for such a job profile

6. DUTIES & RESPONSIBILITIES OF FACULTY MEMBERS

6.1 The Faculty Member Must: -

1. **Reach the class in time** for teaching.
2. Address the students on moral principles, social and environment issues. (To do this faculty member must be a role model to the students)
3. **Follow the conduct rules.**
4. **Maintain the Assessment Register** regularly with the **lesson plan.**
5. The Faculty Member must **evaluate the students from** time to time by analysing the results and other observations.
6. Faculty Members who are also class advisors will **conduct regular meetings** and discuss the methods to improve the performance of students in the subject.

6.2 In the class, The Faculty Member should ...

1. Be prepared well each and every aspect of the lesson before the delivery of the lesson.
2. Motivate the students before the actual delivery of the lesson
3. Link the topic with the previous knowledge of the students
4. Use a combination of different methods and techniques of teaching
5. Interact with the students to induce curiosity, motivate, and provoke thinking, imagination and application of the concept taught
6. Give activity/application-based work/assignment beyond the book, with guidance to use various resources and keep a record of the work given
7. Maintain cleanliness and discipline.
8. All faculty members together appoint student representatives and explain his duties and responsibilities.
9. Mark the attendance of the students in the class register.
10. Display clearly the time table in each class.
11. make best use of the laboratory and use models, lab equipment, apparatus to show experiments to the students, on a regular basis
12. Encourage students to prepare and participate in technical forums.
13. Encourage students to develop reading habits by consulting various science journals, magazines etc.
14. Ensure the stock under their control is available and serviceable.
15. At the time of relieving, they are to properly take over/ hand over their duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.

6.3 Faculty Advisors and Subject Faculty Member must keep the parents informed about the progress of their ward/wards.

6.4 Subject Faculty Members must discuss among themselves, prepare a schedule and distribute the homework as per the schedule to avoid over burdening of the students.

6.5 The Faculty Member should not...

1. **Leave** the class **unattended** at any cost
2. **Stand in groups** and **gossip** at public place where the students are present.
3. **Use only 'telling' method**, without any discussion or interaction
4. **Use guides**, help books, as they hamper the thinking process
5. **Humiliate a student** or resort to corporal punishment
6. Violate the **rules** or code of conduct in any situation.
7. Violate the formal **communication** channel.
8. Receive any kind of articles as gift / token of love towards his/her service.
9. Discuss any personal opinions about the co-staff members with the student community.
10. Disclose marks before the results are announced.
11. Make themselves absent without prior intimation.
12. Encourage the communication in native language.

6.6 GUIDELINES ON CLASS ROOM TEACHING/EVALUATION

1. Once the subject is allotted the Faculty Member should prepare the lecture hour-wise lesson plan.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal before the commencement of the classes.
3. The **Faculty Member's Diary** must be regularly updated and put up for inspection by HOD/Principal as the case may be.
4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
5. The Faculty Member should go to the class **at least 5 minutes** before and enter the class without delay when the bell rings.
6. The Faculty Member should engage the **full 45 minutes** and should not leave the class early.
7. The Faculty Member ideally should upkeep **attendance for first 5 minutes, recapture for first 5 minutes** the lessons of the last lecture, tell **what is going to learn** in another **5 minutes**, then explain the lecture well up to 30 minutes and in the **last 5 minutes conclude** and say what we will see in the next class.

8. The Faculty Member should cultivate to **include humour** in the lecture, to break the monotony.
9. He should **practice/rehearse** the lecture well before going to the class.
10. The Faculty Member should make use of **OHP, Models** etc., as **teaching aids**.
11. The Faculty Member should **encourage** students asking doubts / questions.
12. The Faculty Member should get the informal **feedback** from students now and then and **adjust the teaching process accordingly**.
13. The Faculty Member should take care of slow learners and pay special attention to their needs in special classes.
14. In **problem oriented subject**, regular **tutorials** have to be conducted. The Tutorial problems have to be handed over to the students **at least one week in advance** of actual class.
15. The Faculty Member shall give **possible 2-mark** questions with answers for each unit.
16. The Faculty Member should sign in the **class log book** every day after he/she finishes the lecture.
17. The Faculty Member should **interact with the class in-charge** or counsellor and inform him / her about the **habitual absentees**, academically backward student, objectionable behaviour etc.
18. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
19. The Faculty member should **regularly visit library** and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
20. The Faculty Member should make **himself/ herself available** for doubt clearance.
21. The Faculty Member should motivate the students and bring out **the creativity / originality** in the students.

6.7 Laboratory

1. The Faculty Member going for laboratory class **must perform the experiments personally** and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations must be corrected on the same day and the record must be corrected before the next class.

6.8 Test / Exam

1. While setting question paper, the Faculty Member should also **prepare the detailed answer and marking scheme**.
2. During invigilation, the Faculty Member should be continuously moving around. He/She **should not sit in a place for a prolonged time**. He/She should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
4. The **test papers must be corrected within two days** from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks. However the test paper in case of the weekly test must be valued within a day.
5. The faculty members should be very **fair** and **impartial** in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

6.9 Student – Faculty Rapport

- The Faculty Member should have a good control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not work, the student must be directed to meet the class in-charge, HOD.
- The Faculty Member should **act with tact** and deal with insubordination by students **maturely**.
- The Faculty Member should be **strict but not harsh**. Never use harsh words, which would hurt the feeling of students.

7. TRAITS OF A “GOOD TEACHER”

1. To have complete involvement in teaching.
2. To be punctual to class.
3. To have faith in Conscience.
4. To treat all the students equal.
5. To be well prepared and have enough confidence to face the students.
6. To have thorough plan to cover the syllabus effectively.
7. To constantly motivate all the students to do well in their examinations.
8. To invent new teaching methodologies by virtue of his/her experience.
9. To continuously monitor the students for their better performance.
10. To encourage the students to express their views and opinions.
11. To read constantly update his/her knowledge.
12. To counsel the student as and when required.
13. To welcome the negative feedback.
14. To make alternate arrangements in his/her absence with prior permission.
15. To maintain cordial relationship with others in his/ her working place.
16. To be available to students even during non-class hours (i.e. tea break/ lunch break).
17. To be humorous and easily approachable.
18. To be empathetic.
19. To be reasonably well dressed.

8. DUTIES AND RESPONSIBILITIES OF CLASS ADVISORS/IN-CHARGE

As a Class advisor, faculty member is directly responsible to the HOD and carry out the following duties in addition to the regular duties.

1. To ensure that classes are conducted in an effective manner.
2. To assist faculty members in arranging alternate staff in unforeseen circumstances.
3. To inform the HOD, in case if any untoward incident occurs or likely to occur.
4. To conduct class committee meetings once a month and submit report to the HOD. In addition, the feedback on the action taken against the points discussed in the previous meeting should be informed to all the committee members.
5. To should monitor the syllabus coverage and ensure that syllabus is covered as per the course plan.
6. To submit a monthly return to HOD on the work related to his/her duties.
7. To make necessary arrangements for preparing the consolidated internal marks after obtaining individual subjects' mark from the staff members.
8. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
9. To identify the area of his work such as consolidated internal mark calculation, class committee reports, etc which can be easily automated and optimized.
10. To maintain files regarding the internal letter correspondences.
11. Further, he/she is to perform additional related duties as and when instructed by HOD.

9. DUTIES & RESPONSIBILITIES OF A FACULTY ADVISOR

Objectives: When students are admitted in the I Year, some of them are not able to adjust themselves, in the new surroundings, particularly in the absence of their parents. Under these circumstances, they need some help and guidance from the teachers. With this objective and also to improve their overall performance in various activities of the College, some senior Faculty members are nominated as Faculty Advisors and about 20 students are allotted to each of them for necessary guidance and counselling.

As a Faculty advisor, faculty members are to perform the following activities:

1. To maintain the files and documents related to the students under their care up to date, along with the prescribed printed student's profile.
2. To call for meetings of their ward; At least twice in a Semester, after the marks of each internal test are known. In the first meeting, the advisors should record in the students profile, the interest of each student in curricular, co-curricular and extracurricular activities. They should also study the strength & weakness of each student.
3. To maintain the minutes of each meeting. This will be reviewed by the Chairman /Principal /Advisor, for necessary action.
4. In case, Students secure poor marks in the first internal tests, they are to advise the students to improve. Also, the concerned students should be asked to submit apology letters expressing their regret and also assuring to improve in the future tests. In case, their performance is poor even in the subsequent test, their parents should be informed and asked to meet the H.O.D and the Faculty Advisor, by sending a letter signed by the Principal. Parents of the

concerned students should also be asked to submit letters, addressed to the principal, expressing their concern about the poor academic performance of their sons / Daughters and suggesting suitable remedial measures.

5. To sanction leave or reject leave when the students in their ward submit their applications for leave, in the prescribed form.
6. To monitor continuously and motivate the students under their care, to excel in curricular, co-curricular and extra curricular activities. In case of any achievement, they should recommend to the principal, for a suitable reward to such meritorious students.

They should feel proud to do their best, to improve the performance of students in the University Examinations and increase the overall pass percentage.

10. DUTIES & RESPONSIBILITIES OF LAB ASSISTANTS

As a Lab assistant he is responsible to the System Administrator and he should...

1. Take care of the apparatus and equipments of the lab and set the lab before the practical.
2. Properly number the equipments and carry out preventive maintenance.
3. Upkeep the stock register of the lab
4. Keep first-aid equipment and provide first aid in case of any accident
5. Keep List of experiments allotted to the students and provide necessary assistance.
6. Submit the daily serviceability report and report on follow-up action to the respective HOD.
7. **Not leave** the lab **unattended** for any reasons.
8. Ensure the opening of class rooms/Laboratory well in advance before the commencement.
9. Ensure the proper shut down of systems and electrical equipments/UPS before closing.
10. Be present at seminar hall when events are organised and assist the resource persons.
11. Know the installation procedures of required software.
12. Assist the organising committee of any college function in arranging the Hall/Auditorium/Venue.
13. Assist the exam coordinator in arranging the exam halls.
14. Enforce the discipline among the students by checking their dress codes.
15. Properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
16. Further, he/she is to perform additional related work as and when instructed by superiors.

11. DUTIES AND RESPONSIBILITIES OF SYSTEM ADMINISTRATOR

System Administrator is responsible for the following:

1. Maintenance of Laboratory and Provision of Lab services.

- a) To monitor the cleanliness of Laboratory at all time.
- b) To monitor the students for their behaviour inside the lab.
- c) To provide necessary services to the various departments those are in need of it.
- d) To maintain proper internal correspondence with various departments in the above context.

2. Maintenance of Lab Equipments and Services Received from outside agency.

- a) To monitor the serviceability status of all the equipments under his control.
- b) To submit the serviceability report to the HOD every morning before 10'o clock.
- c) To upkeep the stock details in the stock registers.
- d) To monitor the complaints registered in the complaint book.
- e) In case of Major repairs he is to make letter correspondence with outside agency through proper channel.
- f) To have regular contact with internet service provider and others related to the Lab equipments.
- g) To upkeep the files related to his work area.
- h) To maintain the database of address of all the vendors/persons related to the laboratory and their contact numbers.
- i) To allot the work to his subordinates and monitor the completion of work.
- j) To maintain the loan records for the equipments issued to various departments/sections.
- k) To provide all the necessary services (like LCD arrangements) to the various departments as and when required provided the request comes through proper channels.
- l) To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
- m) To identify the area of his work which can be easily automated.

Further, he/she is to perform additional related work as and when instructed by superiors.

12. DUTIES AND RESPONSIBILITIES OF DEPARTMENT STAFF I/C (UNIVERSITY/AICTE/PRESS)

As a staff in-charge (University & AICTE), the faculty member is directly responsible to the HOD and to carry out the following duties in addition to their regular duties.

1. To check the University/AICTE web site once a week and note down the important announcements/news and bring the same to the co-staff member's knowledge.
2. To maintain the database of details related to the press/ AICTE/ University personnel.
3. To inform the press personnel through proper channel (HOD > PRO), about the departmental events.
4. To follow up all the printing works of departmental events.
5. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.

13. DUTIES AND RESPONSIBILITIES OF LABORATORY STAFF IN-CHARGE (MAIN)

As a Laboratory In-charge (Main), the faculty member is directly responsible to the Class Advisor and to carry out the following duties.

1. Proper explanation of exercises that are to be conducted.
2. Preparation of Lab Manuals.
3. Giving proper instruction to the Additional-in-charges.
4. Allocation of students/duties & responsibilities to all the Additional in-charges.
5. Delegation of power to Additional in-charges working under them.
6. Proper monitoring of students in the laboratory.
7. Taking necessary action against the absentees through HOD.
8. Proper monitoring of exercise completion and record work.
9. Conduct of model viva-voce practice and awarding the marks.
10. Correction of observation and record works.
11. Ensuring the availability of all lab in-charges during lab session.
12. Preparation of lab manual.
13. Tie-up with the Lab in-charge and system administrator.

14. He/she is to define and follow clear procedure to carry out day to day activity and keep it in writing.

14.2 Duties and Responsibilities of Lab Staff I/C (Additional)

As a lab staff in charge (additional), faculty is responsible to the lab staff in charge (Main) and carry out the following duties.

1. To be present in the lab during the allotted practical hours.
2. To assist the lab staff in charge in conducting of lab successfully.
3. To assist the students in performing the practical exercises.

15. DUTIES AND RESPONSIBILITIES OF STAFF IN-CHARGE (MEETING)

Each department will have a Staff i/c (Meeting) to record As a Staff In-Charge (Meeting), the faculty member is directly responsible to the HOD and to carry out the following duties in addition to their regular duties.

1. To circulate the necessary information regarding the meeting as and when informed.
2. To ensure the proper seating arrangements by utilizing the lab assistants..
3. To record the agenda points and the minutes of the meeting in the concerned register and get it signed by all the staff members.
4. To follow clear procedure to carry out day to day activity and keep it in writing.
5. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.

16. DUTIES AND RESPONSIBILITIES OF STAFF IN-CHARGE (Workshop/Seminar/Conference)

It is planned to have one staff in-charge for each department. As a Staff in-charge (Workshop/Seminar/Conference) faculty members is to carry out the following duties.

1. To organize at least one event of each category in a year. He / She should avail the necessary assistance from others to carry out all the activities related to the event.
2. To inform Staff in-charge (Press) regarding the programme.
3. To settle the account of expenditure within 4 days from the event.
4. To inform all the students regarding the event.
5. To liaise with chief guests and arrange a decent reception.
6. To organize a meeting and distribute the jobs to other staff members.
7. To monitor all the activities regularly and provide necessary guidance.
8. To discuss the matters related to events with coordinator (Research/ Fund)
9. To define and follow clear procedure to carry out day to day activity and keep it in writing.
10. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
11. To identify the area of his work which can be easily automated.
12. To maintain files related to the event coordination.

17. DUTIES AND RESPONSIBILITIES OF DEPT IN CHARGE (EXAMINATIONS)

Each department will have one faculty member as Department Exam Coordinator and there will be a College Exam Coordinator. The nature of duties will be more or less similar. However the nature of examinations may vary. As a co-ordinator (Examination), Faculty Member is to carry out the following duties.

1. To detail the staff members for invigilation during the weekly test.
2. To maintain a register and note down the duty details.
3. To provide necessary details regarding previous semester results.
4. To monitor the weekly test activities.
5. To handover the test papers to the concerned staff.

6. In case of university examination/Periodical examination, he/she has to ensure that the result analysis is carried out properly by Class Advisor.
7. To follow clear procedure to carry out daily activities and keep it in writing.
8. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
9. To identify the area of his work which can be easily automated.
10. To maintain files regarding the letter communications.

19. DUTIES AND RESPONSIBILITIES OF DEAN (R&D)

As the Dean(R&D) (Research & Funding), Faculty Member is to carry out the following duties.

1. To motivate the researchers to prepare proposals with and send it to different funding agencies.
2. To communicate with the funding agency and monitor the status of the applications.
3. To create awareness among the staff members about research and funding.
4. To maintain the database of research funding agency and the necessary forms.
5. To follow clear procedure to carry out day to day activity and keep it in writing.
6. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
7. To maintain files regarding the letter correspondences related to his area.

20. DUTIES AND RESPONSIBILITIES OF PROJECT GUIDE

As a Project Guide, Faculty members are to carry out the following duties.

1. To either define the problem or he has to approve the problem definition.
2. To monitor the progress at regular intervals and need to maintain records related to the progress.
3. To provide necessary assistance so that the solution is reached properly.
4. To prepare the student for reviews and viva-voce.

5. To encourage the students to participate in the National/International Conferences.
6. To defend the students at their critical position at the time of reviews.
7. To follow the instructions as and when issued by higher authorities.
8. To follow clear procedure to carry out day to day activity and keep it in writing.
9. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
10. To maintain files related to his duties.

21. DUTIES AND RESPONSIBILITIES OF PROJECT CO-ORDINATOR

As a Project Coordinator, Faculty member is to carry out the following duties:

1. To allocate the suitable project guide based on the problem area without any bias.
2. To schedule the Project reviews well in advance and make the necessary arrangements.
3. To interact with the project guide and monitor the steady progress of the projects.
4. To provide necessary and possible assistance to project guide as well as project scholar.
5. To prepare consolidated report and maintain it in a file.
6. To form necessary standards to award the mark.
7. To make himself well versed with the Anna University Norms and update as and when required.
8. To award the internal assessment.
9. To follow the instructions as and when issued by higher authorities.
10. To define and follow clear procedure to carry out day to day activity and keep it in writing.
11. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
12. He/she is to maintain files related to his work areas.

23. DUTIES AND RESPONSIBILITIES OF STAFF IN-CHARGE (STUDENT AFFAIRS)

As a Staff In-Charge (Students' Affairs), faculty member is responsible to the concerned HOD and carry out following duties:

1. To maintain the records related the student's participation in the events organised in other colleges.
2. To record the information related the student's who appear in GATE/ MAT /CAT/ TOEFL /GRE/TANCET etc by getting Photostat copy of their hall tickets.
3. To display the advertisement related to the above examination well in time.
4. To interact with the students and get the feedback at regular intervals.
5. To interact with the students and find the serious problems if any.
6. To convince the students if they show rebellious attitude in any situation.
7. To follow clear procedure to carry out day to day activity and keep it in writing.
8. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
9. To identify the area of his work which can be easily automated.
10. To maintain files related to his duties.

24. DUTIES AND RESPONSIBILITIES OF STAFF IN-CHARGE (STAFF AFFAIRS)

As a Staff In-charge (Staff Affairs), faculty member is responsible to the concerned HOD and carry out following duties.

1. To maintain records for the staff member's participation in the events organised in other colleges.
2. To maintain records for the research work published in conferences.
3. To collect information recording the achievements of the staff members at regular intervals.
4. To identify the calibre of staff members and find out the field in which they are expert.
5. To record the details regarding the staff members pursuing their higher studies.
6. To follow clear procedure to carry out day to day activity and keep it in writing.
7. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
8. To optimize the area of his work by automating wherever necessary.
9. To maintain files related to his duties.

25. DUTIES AND RESPONSIBILITIES OF DEPARTMENTAL ASSOCIATION IN-CHARGE

As an association in-charge, faculty member is responsible to his HOD for the following duties.

1. To collect association subscription with the prior approval from Principal/Director.
2. To make necessary action for inauguration of association at the starting of the academic year.
3. To organise events like seminar/workshop/ symposium at least once in a semester.
4. To organise staff meeting to discuss the association activities regularly.
5. To distribute the works related to the events to other staff members with necessary briefing in writing.
6. To settle the account of expenditure within 4 days from the event.
7. To get proper written permission for the conduct of event from principal/director well in advance.
8. To get proper written permission from principal/director before granting OD to the students.
9. To arrange resource person for seminar/workshop.
10. To record the activities of association.
11. To ensure that the proper hospitality is provided to the guests.
12. To ensure that strict discipline is maintained during the association events.
13. To follow clear procedure to carry out day to day activity and keep it in writing.
14. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
15. To identify the area of his work which can be easily automated.
16. To maintain files related to his duties.

26. DUTIES AND RESPONSIBILITIES OF STAFF IN-CHARGE (PROFESSIONAL BODY)

As the Staff in-charge (Professional Body), faculty member is responsible to the HOD for the following duties.

1. To liaise with the professional body for getting the membership in that body to our staff members.
2. To collect necessary amount and send it to the professional body with permission from principal.
3. To convey the activities carried out under the professional body banner to the concerned organisation and press.
4. To carry out necessary action to open student chapter under the professional body.
5. To maintain details regarding the membership and activities in written format.
6. To follow clear procedure to carry out day to day activity and keep it in writing.
7. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
8. To maintain files related to his assigned duties.

27. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL AT MAIN GATE

Security Personnel working at main gate are responsible to estate officer for the following works.

1. To stop the students, who enter the gate after 0920 AM, collect their identity cards and hand it over it to the Physical Director.
2. To ensure that all the students are in possession of Identity card and instruct them to wear the identity cards.
3. Not to permit the students wearing Jeans, tea shirts, any other casual dress to enter the gate.
4. Not to allow any student to go out during working hour and in case of emergency, students possessing gate-pass alone should be allowed to go out.
5. Not to permit the students who come by their two wheelers without valid permit to enter the college.

6. To monitor the hostel students for proper book-in and book-out while going outside.
7. Not to allow students to form crowd near the main gate.
8. To observe the students standing in the bus stop for eve-teasing and collect their identity cards.
9. To ensure the road clearance near the main gate and should not allow anyone to park their vehicle near gate.
10. To strict and at the same time he should not be harsh.
11. To check all the outgoing four wheelers for illegal carrying of college properties and inform the Office Manager regarding this.
12. To make an entry for all the vehicles which comes to / goes out the college.
13. To issue visitors pass after making proper entry in registers and ensure that the said passes are collected after their visits.
14. To maintain proper turn-out while on duty.
15. To hand/take over the duties with proper briefing.
16. To ensure that the staff members are making entry while going out and coming in during the working hours.

28. DUTIES AND RESPONSIBILITIES OF COLLEGE EXAM COORDINATOR

As the College Examination Coordinator faculty member is directly responsible to the Principal for the following duties.

1. To be well versed in the current practice of the existing examination system and he should assist the Chief Superintendent (Principal) in exam related matter.
2. To assist the chief superintendent in liaising with the University/ University Representative for Examination Related Matters.
3. To issue clear instruction related to the examination to the concerned HODs well in advance.
4. To receive the letter related to examination duties from principal and forward it to the concerned HODs.
5. To clarify the doubts raised by the HODs.
6. To ensure that there is no overlapping in the laboratory exam schedule.
7. To issue the duplicate hall ticket to the candidates who appear in arrear lab examination.
8. To prepare the schedule for internal examinations.
9. To make necessary hall arrangements and seating plan is to be made based on gender.
10. To ensure that the individual seating arrangements are displayed in front of the exam hall. The overall Hall seating arrangement is to be displayed in the notice board.
11. To ensure the collection of questions from all the departments and the preparation of required number of copies.
12. To ensure the issuance of the answer sheets and collection after the examination.
13. To assist the chief superintendent in ensuring that examinations are conducted in fair manner and as per university norms.
14. To assist the chief superintendent in processing the TA claims of the examiners immediately.
15. To ensure that the alternate staff arrangements are carried out well in advance and take necessary action if it is not done.
16. To inform the transport in-charge for arrangement of transport during the examination days.
17. To ensure that necessary records related to internal marks are maintained and the same to be forwarded to university.
18. To ensure that a copy of university results is to be maintained properly.

19. To ensure that the database of candidates failed in university examination is received from all the departments and the same is to be recorded.
20. To ensure the remittance of exam fee by all the students or not.
21. To arrange the decent reception and provide the hospitality to the external examiners.
22. To define & follow clear procedure to carry out day to day activity and keep it in writing.

30. DUTIES AND RESPONSIBILITIES OF STUDENT REPRESENTATIVES

A class representative plays a vital role by reflecting the mindset of students and he will be selected based on academic merit as well as students' choice. By doing so the students are given opportunity to enhance their leadership skills. The representative is expected to be a solution provider for the problem that may occur time to time. As the Class Representative, student member is responsible to his/her class teacher, FA, CA and HOD.

1. To bridge the gap between students and staff members.
2. To bring information about any untoward incidents likely to happen, to the staff member's knowledge.
3. To represent the valid points projected by the students to the FA/CA.
4. To note the absentees for each hour in the given format and handover to department clerk at the last hour of the day.
5. To attend class committee meeting and project the students' common problems and to suggest the possible solutions.
6. To be a role model for the other students.
7. To motivate the other students in respect of placement activities.
8. To take part in all the activities that will improve the career aspects of students.
9. To witness the disciplinary proceedings if situation warrants.

DAILY REPORT

NAME OF THE REPRESENTATIVE:

DEPT:

DATE:

PERIOD	STAFF I/C	SUBJ TOPICS	Remarks

SIGNATURE

31. DUTIES AND RESPONSIBILITIES OF LIBRARIAN

As the librarian, staff member is responsible to the office manager to perform the following duties.

1. To ensure the cleanliness of Library and surrounding.
2. To maintain a conducive environment for reading.
3. To plan the schedule for the issuance of books/clearance etc.
4. To prepare the policy regarding the issue of books and get it approved by principal/ director.
5. To abide by the policy at all time.
6. To upkeep the issue register.
7. To be well versed with software related to the library management.
8. To maintain stock register properly.
9. To collect the fine for late return of books.
10. To assist the researchers in all the aspects in getting the related materials.
11. To maintain proper communication with the journal distributors/book distributors.
12. To renew the subscription in time.
13. To display the statistics on the library resources.
14. To be well versed with the current AICTE norms on library resources.
15. To hand over/ take over the duties properly with briefing.

31.1 DAILY STATUS

STAFF NAME:

DESIGN:

DATE:

TOTAL NO OF BOOKS ISSUED	
TOTAL NO OF VISITORS	
TOTAL NO OF JOURNALS	
TOTAL NO BOOKS ARRIVAL	
GROSS TOTAL	

SIGNATURE

32. DUTIES AND RESPONSIBILITIES OF TIME TABLE IN-CHARGE

As the time table in-charge the faculty member is responsible for executing the following duties.

1. To coordinate with the college time table coordinator.
2. To collect the subject allocation from HODs of parent department as well as other related departments.
3. To prepare the time table based on the time allotment mentioned in the syllabus.
4. To display the preliminary version of time table to all concerned staff members and make the necessary amendments suitably.
5. To discuss with the **College Time Table Coordinator** before finalising the fair copy.
6. To display final copy of the time table is to be displayed in the notice board two days before the commencement of semester.
7. To inform problems if any are to be informed immediately to the concerned HOD.

33. DUTIES AND RESPONSIBILITIES OF DEPUTY WARDEN / RESIDENTIAL WARDEN

As the deputy warden of the Hostel the faculty member is responsible to carry out the following duties.

1. To maintain the daily attendance of the students and report the same to Principal on next day.
2. To enquire absentees thoroughly and to inform to their parents immediately.
3. To mingle with the students in order to know their difficulties and bring the same to the higher authorities.
4. To arrange the first aid in case of emergency and to inform the same to higher authorities immediately.
5. To monitor the boys for their mischievous behaviour and take necessary corrective action.
6. To sign the leave forms in case if any students fall in ill.
7. To monitor the regular conduct of study hours.
8. To maintain the stock register, Book-in, Book-out Register, Attendance Register, etc..

9. To properly take over/ hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.

33.1 DAILY REPORT

STAFF NAME:

DESIGN:

DATE:

TOTAL NO OF STUD UNDER CONTROL	ABSENTEES IN STUDY HOURS	REMARKS

SIGNATURE

34. DUTIES AND RESPONSIBILITIES OF PHYSICAL DIRECTOR & DISCIPLINE COORDINATOR

As the college discipline Coordinator the faculty member is directly responsible to Academic Coordinator for the following:

1. To monitor the late comers and to note down their particulars and send the same to the concerned HOD on behalf of Academic Coordinator.
2. To get the explanation from the late comers in writing and forward the same to the concerned HOD on behalf of Academic Coordinator.
3. To control the students' movements during the class hours.
4. To carry out surprise check to control the use of mobile phones in a random manner.
5. To inform the concerned HOD about the indiscipline cases get the feedback from HOD in writing.
6. To monitor the students for their dress code and to bring the same to the concerned HOD.
7. To act as the chair in the enquiry committee and submit the detailed report to the principal in case of serious offence.
8. To take care in case the disciplinary case involves girl students. These kinds of cases are to be dealt by women staff members only.
9. To takeover/handover the duties with proper briefing.
10. To maintain the discipline among the students in the event of any function being organised. In this case he is to ensure that all the students are in possession of ID card. In case of misbehaviour he has to collect the identity cards of the concerned students and hand it to the disciplinary committee.
11. In major cases he is to call the disciplinary committee to take the decisions.
12. To maintain the records related to sports materials via stock register, loan register, vendors list etc.
13. To organise sports meet by taking enough initiatives with university.
14. To liaise with other college sports officers and update the students regarding sports activities.
15. To ensure that the sports stadium is maintained up to standards.

16. To identify the talented students and give enough guidance in respect of sports.

17. To accompany the students when they go to other places.

34.1 DAILY REPORT

STAFF NAME:

DESIGN:

DATE:

DISCIPLINARY CASES:

NAME OF THE STUDENTS	NATURE OF MISTAKES	ACTION TAKEN	FEED BACK FM HOD

SPORTS EVENTS: PLANNED Vs ORGANISED

Planned	Organized

REMARKS ON MAINTANENCE:

REMARKS ON DISCIPLINARY CASES IF ANY:

SPORTS MATERIALS STOCK STATUS:

SIGNATURE

35. DUTIES AND RESPONSIBILITIES OF OFFICE MANAGER

As the office manager the staff member is directly responsible to the principal and he has to carry out the following duties.

1. To support to the principal in the administrative works. He is responsible for many of the day-to-day tasks throughout the college.
2. To take necessary guidance from the principal for the effective administration.
3. To supervise majority of the clerical work in the college, including handling sensitive documents such as student records, staff records, university related records, etc. He is to liaise with the students, parents and principal.
4. To greet those who walk into the college office, answer phone calls, take messages and sort mail with the help of his subordinates.
5. He is to register and release students to/from college and maintains attendance records.
6. To handle all employee relations, such as fielding complaints and maintaining employee attendance reports. He also may be responsible for putting in substitute requests when a non-teaching employee calls out sick.
7. The office manager must also be extremely adept at using computers, particularly Microsoft Office programs, such as Excel and Outlook. It is imperative that he is extremely organized and able to multitask because they deal with many different aspects of the job simultaneously.

36. TRANSPORT COMMITTEE

The College has own n buses and n vans. A transport committee headed by a Convenor is formed to take care of the smooth operation of buses. The staff in-charge of the buses (one teaching and one supporting) ensures the smooth functioning of the buses. Transport committee meets once in three months and the Principal and the staff in-charge of the buses attend the meeting.

36.1 The members of the committee are:

- Dr. XXX Mech Engg (Transport Convenor)
- Mr YYY
- Student Representatives.

36.2 Duties of Transport Convenor:

- Allocation of bus routes for the for the first year students during admission
- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses once in three months.
- Inspecting the condition of the buses and reporting for necessary actions
- Issuing ticket to the hostel students (at the time of travelling) through the bus supervisors
- Periodically checking the documents of the buses (College & Contract)
- Maintaining the ISO documents
- Verifying and passing the bill for making payment
- Allotment of ambulance duty for the drivers
- Reporting to the superiors as and when required.

36.3 Duties of Staff In-charges:

- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Ensure the proper seating arrangement in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
- Maintain strict discipline while travelling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.
- Periodically check the students ID card to ensure that the students are travelling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.
- In case of bus breakdown or any other problem during the journey, take appropriate steps immediately and inform to the transport convenor.

36.4 DAILY REPORT (BY TRANSPORT CONVENER)

STAFF NAME:

DATE

DESIGN:

REMARKS IF ANY:

VEH NO	SERVIECEABLITY REMARKS	KM RUN (PREV DAY)	TRIP FM WITH TIME	TO WITH TIME	DRIVER NAME

SIGNATURE

37. DUTIES AND RESPONSIBILITIES OF PURCHASE OFFICER

As a purchase officer he is directly responsible to office manager and he is to carry out the following duties.

1. Procurement of commodities and spares for day today running of various operations.
2. Maintenance of proper records of purchase, disposal.
3. Disposal of scrap, surplus items after forming the committee with two senior professors and office manager.
4. Collecting the requirements from various departments and scrutinize them for their correctness.
5. Dispatching the received goods to concerned departments and maintaining the records on pending supply.
6. Placing purchase order, requesting for quotation, etc.
7. Guide the staff working under him.
8. Assist office manager in various procurement action and other office work.
9. In addition to the above he is to carry out any other related duties allotted by his superiors as and when required.

38. DUTIES AND RESPONSIBILITES OF FINANCE OFFICER

As a finance officer the staff member is directly responsible to Principal/Chairman and he has to carry out the following duties:

1. To act as Overall in-charge of Finance Section.
2. To supervise all the works related to financial matters pertaining to the college and maintain proper records for the expenditures.
3. To guide all the subordinates posted under him in dealing with financial matter.
4. To carry out other works allotted by the Chairman as and when the situation arises.
5. To optimize the income/expenditure by proper analysis and suggest the best course of action to chairman.
6. To liaise with income tax office for the works related to TDS.
7. To assist the staff members in order to get the tax benefit by collect the information regarding their investments.
8. To facilitate the staff members for opening their bank accounts and maintains the records of account number and PAN number.
9. To prepare the balance sheet at the end of the financial year.
10. To carry out the Cash Flow Analysis and Fund Flow Analysis and submit the report to the chairman.

39. GENERAL HOSTEL RULES & REGULATIONS

1. Students must stay only in the rooms allotted to them by the deputy warden. They **should not interchange** without the permission of the authorities. The same is also applicable to the furniture in the rooms.
2. The inmates must always keep their rooms, bath and toilet neat and clean. They must put the waste paper, fruit skins and any other waste materials into the **Waste Paper Baskets** provided in each room.
3. Without the consent of the warden or deputy warden, a student should not add up his own facilities as it might cause inconvenience to other roommates.
4. Ragging is strictly **prohibited in the hostel, or college campus and even outside**. If anybody violates even to the slightest extent, serious disciplinary action will be taken and he / she is liable for dismissal from the hostel or even from the college. Any student once dismissed from the hostel / college will not be readmitted under any circumstances. Any influence will have no value.
5. Smoking, drinking, using drugs, playing cards are strictly prohibited.
6. In order to save the electrical energy, the inmates shall **switch off the fans / lights** when no one is in the room. If not, all the inmates of the concerned room will be fined.
7. **Mess Timings:**

Morning	8.00 A.M to 8.45 A.M
Lunch	12.55 P.M to 1.25 P.M
Night	7.15 P.M to 8.00 P.M

- a) Residents in the Boys' Hostel will not be allowed in the dining hall, in case, they wear Jeans Pant, Shorts or Lungi.

- b) Even a small amount of food should not be wasted.
- c) Food will be provided as per the menu finalized by the management and student representative.
- 8. Hostel students should not leave the college campus or hostel on any day without getting permission from the Deputy Warden. However, on **free days**, boy students are permitted to **leave the hostel on all holidays' afternoon and return before 9 p.m. in respect of boys & 6 P.M in respect of girls supper will not be served after 8 P.M.**
- 9. No member is permitted to entertain students of other institutions as guests, without prior permission from hostel authorities.
- 10. If any student stays in the hostel abstaining from the classes without getting permission of the principal, disciplinary action will be taken.

11. Study and Silence hours:

Students must strictly follow the **study / silence hours given below for their own benefit:**

(a) Working days:

8.15 P.M to 10.00 P.M	-	Study Hour
10.30 P.M to 6.00 A.M	-	Silence Hour

Note: In case, students concentrate on their studies, during the study hour, it should be possible to pass all the university examinations in the first attempt. During the study hour, they are neither expected to move out of their rooms nor expected to engage in any conversation with their own roommates.

12. Fooling of any sort is not permitted on 1st April either in the hostel or college campus. Similarly, **Holy festival and any other kind of celebration should not be celebrated**. Throwing colour powders, coloured water, pasting glued paper bits etc. on other persons is strictly prohibited. This college considers all these acts as uncivilized, barbaric and vulgar. This makes no sense. Also, these are unethical.
13. Mass agitation and demonstration for any cause are never tolerated and dealt with seriously. If any problem arises, it must be straight away reported to the Principal. They are more concerned about the well being of the hostel. This must be borne in mind by all the students. If any student is not able to adjust and tolerate the strict practices of the hostel, he / she must quit the same.
14. Students are **advised to keep their valuables safety** (money, jewels, watches, calculators etc.) in their suitcases. Hostel authorities are not responsible for any loss. Students shall keep the minimum case & they should not keep the valuables in the room.
15. For offences like thefts, misbehaviour, disobedience to the hostel authorities and violating the rules, the action decided by the hostel authorities will be final.
16. The College management reserves the rights to deny entry into the hostel to visitors if their visit is likely to disturb the peace & order of the hostel.
17. Roll call will be taken at any time between 8.15 P.M. to 10.00 P.M. If any students is not available during the roll call disciplinary action will be taken against him / her by the Management / Principal.
18. A student should not enter the rooms of the others who are not in their rooms.

19. While leaving the room for attending classes & vacation etc. fans electrical gadgets lights etc. should be switched off. Glass windows are to be closed securely. Students absenting themselves only on medical grounds from regular classes will have to take the permission of the Deputy Warden & communicate the information to the chief warden. The college hostel authorities will conduct surprise checks periodically & if anyone is found violating the above rules, disciplinary action will be taken.
21. The hostellers with chronic medical problems will be asked to vacate the room immediately as a personal medical care by parent / guardian will be necessary.
22. The students have to vacate the hostel on the day of expulsion from the college otherwise his / her continuance in the hostel will be treated as unauthorized occupation.
23. Celebration of birthday parties inside the hostel room is strictly prohibited (special a prior permission). Unauthorized entry / stay of any individual with the support of inmate will attract legal action.

Damage & Recovery

Utmost care shall be taken by the inmates to maintain the hostel property. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her group. If damage is done in anyone of the rooms & the person is / are not identified then double the cost will be recovered from them collectively. If a damage is done outside the rooms. (ie.) Common place like corridors, bath room, recreation halls, etc. and the person(s) are not identified; double the cost will be recovered from all the inmates. The repetition of damage to the hostel property will result in expulsion from the hostel. Married students are not allowed to stay in the hostel.

40. DUTIES AND RESPONSIBILITIES OF ESTATE OFFICER

As an estate officer the staff member is directly responsible to the office manager and he has to perform the following duties:

1. To ensure the cleanliness of the college and its surrounding by properly allotting and supervising the sanitary workers.
2. To maintain the daily attendance of the workers and to submit the absentees report to the office manager at 1000 Hrs.
3. To control the wastage of water in the bathroom's taps by carrying out routine checks.
4. To upkeep the records related to cleaning materials and to submit the daily report to the office manager.
5. To place the demands for the cleaning materials well in advance to the purchase manager through the office manager.
6. To ensure that no materials taken out of the campus by alerting the security personnel in this regard.
7. To report the serviceability of the motors daily to the office manager.
8. To ensure the correct supply of water to the hostel so that the students do not suffer.
9. To ensure that the sanitary workers obtain the signature from the staff members at the appropriate location.

40.1 DAILY REPORT

NAME OF THE STAFF:

DESIGN:

DATE:

TOTAL NO OF STAFFS UNDER CONTROL: PRESENT:

ABSENT:

ROUTINE CHECKS CARRIED OUT YES/NO

CLEANING MATERIALS NAME	PREVIOUS BALANCE	CURRENT BALANCE

DEMAND PUT UP ON:

STATUS:

SERVICEABILITY OF MOTORS/TAPS:

LOCATION	NATURE OF FAULT	DATE	CURRENT STATUS	TO WHOM INFORMED

41 College Rules and Regulations for Students

1. Attendance

The college will function 5 days in a week, from Monday to Friday and alternative Saturdays having in periods in a day. Normally, second and fourth Saturdays will be weekly holidays. However any special classes will be conducted on Saturdays. Every student should **attend all the classes regularly**. Attendance is marked every period and students **should be punctual** in attending the classes. Absentees without leave letters will be fined at the rate of Rs. 50 per day & Rs. 25 per Sessions. In case, the fine amount is not paid within the stipulated time, they will not be permitted to attend the classes, till the payment is made. The management will be too pleased and jump with joy, if no single student is absent without getting the leave sanctioned.

The leave letter should be submitted in the **prescribed form** well in advance. The application should be signed by the faculty Advisor and Head of the Department and submitted to the principal. If a student is absent continuously for ten or more days without prior permission, he/she shall be deemed to have left the college and will be dealt with accordingly. Any medical leave should be endorsed by RMO or a medical certificate from wherever he/she got treated. Absence from internal tests / Examinations without leave will be regarded as a serious breach or discipline and will render the student liable to heavy fines and other penalties which may include a refusal of permission to appear in the university examinations.

Attending the classes on the reopening day and closing of every semester is compulsory. If anybody violates he/she will be heavily fined. Bridging any holiday with the adjoining working day is strictly prohibited. If any student continues this practice of absenting without submitting leave letter, **will be suspended** until further orders from the college, **when the fine amount exceeds Rs. 250/- in a semester** . After the revocation of the suspension, the students should be more careful in availing leave during the remaining period of a semester.

A candidate shall be permitted to appear for the university examinations only if:

1. He /She secures **not less than 75%of overall attendance** in that semester taking into account the total number of periods in all courses put together attended by the candidates as **against the total number of periods in all courses offered during that semester.**
2. **He / She earn a progress certificate from the Head of Institution for having satisfactorily completed** all the courses pertaining to that semester, as prescribed from time to time.

3. **He/ She conduct is found to be satisfactory** as certified by the Head of the Institution.

Periodically, tests and assignments will be given in all subjects. The students shall write all the tests and submit the assignments in time. **Performance in the assignments and periodical tests** will be taken into consideration **while evaluating the progress** of students, In case, the progress of student is poor and falls in a number of subjects in each periodical tests, the student will be suspended from the college until further orders based on the recommendation of the respective Heads of Departments.

Before the university examinations, the college will normally conduct **model examinations of three hours duration** in each subject and **attendance for the model exam is compulsory**. Students whose performance and progress are not satisfactorily **may not be permitted** by the college to appear **for the university examinations**.

2. Discipline

Every student is bound to follow the rules and regulations which have been framed in their own interest.

1. Every student shall conduct himself/ herself in every respect to cause no disturbance to the work of the classes and to fellow students.
2. **Ragging, consuming alcohol and smoking are strictly prohibited in the college, hostel and even outside the campus**. Any violation will result in suspension / dismissal from the hostel/ college.
3. Students during their stay in the college **should not exchange greeting cards, photographs, gift articles or letters with the students of opposite sex**. Gossiping of any kind of should also be avoided in corridors, sports field, etc...
4. They are also not allowed to visit the residence of students of the other sex. Students who violate the rules will be suspended from the college for a period of one year.
5. Mobile phones by the students are strictly banned in the campus, as the possession/ use of them within the campus create several disciplinary problems of varied nature. All the students, including day scholars are not allowed to keep mobile phones in their possession during the entire period of their stay in the campus. In case, they bring to the college or hostel, **the cell phones will be confiscated forever**.

6. During the class hours, students are forbidden from going to the canteen or loitering along the corridor or road. Any violation will seriously be viewed.
7. All students will be given an **Identity Card which should be in their possession all the time.**
8. Students are wanted not to sit or lean on the parapet walls.
The Principal shall have powers to fine, suspend or even expel a student from the college in the interest of the institution under disciplinary action. The final decision of the principal will never be revoked under any circumstances. No influence or recommendation will have effect on the college or hostel authorities on this regard.

3 .Cleanliness of the Campus

The students should co-operate with the college administration in maintaining the **college and hostel premises clean and tidy and feel proud.** **Any violation will be seriously dealt with and very heavy fine will be levied.**

1. Writing on walls, pillars, toilets, bathrooms, and furniture and classroom boards is strictly prohibited.
2. Students should avoid the habit of leaning on the wall or pillars with a foot up anywhere in the corridor of the college building, hostel and other places. This sort of practice makes the wall dirty and so the students are advised to refrain from the practice and leave the walls and pillars neat with lustre.
3. Students who buy some eatables/ soft drinks in paper pockets/ paper cups from the canteen are strongly **to dispose the empty pockets into the dustbins.** They should not throw them on the road. Defaulters will be fined Rs. 50/- . In case the same student mistakes for second time he/she suspended from college until further order.
4. Waste paper should be dropped only in the **waste paper baskets provided in each classroom/ hostel room.**

4. Care of the college property

Every student shall handle the college property with diligent care

1. The cost of damage, if caused to the college property, will be charged to the account/s of the students responsible to the damage, in addition to disciplinary action.

2. Students are advised to switch off the fans and lights when they leave the classrooms.
3. Furniture in the classrooms should not be moved and displaced.

5. Dress Code

1. All the students should wear ID card
2. Boys should wear a formal dress; Pant with Tuck in shirt and should also wear Leather Black or Brown shoes. They should refrain from loitering in the campus or coming to class rooms or to any of the college function wearing shorts, Dhoti, Jeans pants, T-Shirts with printed sceneries or write up and by any other fancy dress.
3. Girls can wear close-neck Chudidhar with pinned up Dupatha or Sarees to the classes as well as functions. They should also wear shoes.

6. Educational Tours and Festivals

1. Students should not make any noise just before leaving for educational tours. No dancing /shouting/whistling inside / outside the campus will be permitted.
2. No fooling around is allowed on first of April.
3. Using crackers in the college or hostel premises is strictly forbidden at the time of leaving on educational tours and even for festivals like Deepavali, Pongal, Christmas, New Year, etc.

7. Examinations

Students have to take without fail all the necessary materials such as hall ticket, ID card, pen, pencil, calculator, scale, rubber etc. to the test / exam hall. Under no circumstance, permission will be given to borrow these items from neighbours. Any student failing in two subjects will be warned by the HOD concerned. In case, any one fails in more than two subjects, he/ she meet the principal and give an assurance in writing for better performance in the future. In case, the performance is continuously poor, the Principal has the authority to withhold the progress certificate for the semester concerned as a result of which the candidate cannot appear for the university examinations.

8. Payment of Fees

Annual Tuition fees, special fees, hostel fees for transport etc. should be paid in **one installment, within 10 days** from the reopening of the college, failing which a **fine of Rs.100 per day** will be collected during the next week. In case, a student has not paid the prescribed fees along with fine even after 17 days from the date of reopening of the college, concerned students **will not be permitted to attend the classes**, till the full payment is made. **No recommendation or influence will have any effect**, regarding the payment of fees, within the stipulated time.

First Year students and students admitted directly in the second year, under the lateral entry scheme should also pay the total annual fees in ONE installment. Only after receiving the full payment, admission will be confirmed and the students will be permitted to attend the classes.

9. Library

1. The library is kept open from 8.30a.m to 5.30p.m on Monday to Saturday.
2. Readers desirous of using the library shall enter their names and address legibly in a register which is maintained for the purpose at the entrance to the library. This shall be regarded as acceptance of the rules of library by the person concerned.
3. Readers shall not write, damage or make any mark on any book, manuscript or map belonging to the library. No tracing or mechanical reproduction shall be made without the permission of the librarian.
4. Silence shall be strictly observed in the library.
5. Before leaving the library, readers shall return to the assistant at the counter, the books, manuscript and maps which they have taken from him/her for consultation. All other publications taken out from stacks should be left on the reading table. The library staff will replace them.
6. Readers shall be responsible for any damage done to the books belonging to the library and may be required to replace such books damaged or pay the value thereof. If one books of a set is damaged, the borrower or reader may be called upon to replace the whole set. In case of loss of any book which the borrower is unable to replace by another good copy, he/she will be required to pay double the latest cost of the book with overdue charges.
7. A book or a volume will be lent to a member on production of identity card for a period of 2 weeks, A fine of Rs. 5/- will be charged per day for overdue. Before leaving the counter, the member must satisfy himself that

- the book lent to him is in good condition and if not, he must immediately bring the matter to the notice of the librarian or in his /her absence to a senior member of the Library. Otherwise, he is liable to be held responsible for the damage of the books and may be called upon to replace the book.
8. Dictionaries, back volumes, Project reports and other reference book which might be difficult to replace will not normally be lent. All such materials shall be referred to in the library.
 9. Members are not allowed to sub lend the books of the library.
 10. Member shall be responsible for the library materials issued to them. Any loss of library materials should be reported immediately to the librarian.
 11. Students should take care of their purses, key bunches, diaries, note books, calculators etc. while they are in the Library. The library is not responsible for any claim of loss or damage to such articles.

42. IMPORTANT FORMS TO BE MAINTAINED

1. JOINING LETTER
2. LETTER FOR AVAILING LIBRARY FACILITIES
3. PERMISSION TO USE PERSONAL VEHICLES INSIDE THE CAMPUS
4. OD/PERMISSION/LEAVE FORM – STAFF MEMBERS (Available)
5. OD/PERMISSION/LEAVE FORM – STUDENTS (Available)
6. GATE PASS (Available)
7. TA CLAIM, REIMBURSATION (Available with Account Section)
8. RESULT ANALYSIS (Available)
9. ACTION TAKEN ON FAILURES AND ITS EFFECTIVENESS
10. SCORE CARD
11. MONTHLY ATTENDANCE (available)
12. CLASS COMMITTEE REPORT (available)
13. STUDENT FEEDBACK PROFORMA (available)
14. SERVICEABILITY REPORT
15. WORK SUMMARY– STAFF MEMBERS
WEEKLY/MONTHLY/SEMESTER
16. MONTHLY ATTENDANCE
17. PROGRESS REPORT
18. PARENT MEET FORM
19. COUNSELLING REPORT
20. ATTENDANCE AND SUBJECT COVERAGE REPORT

SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY

SIVAKASI MAIN ROAD, VIRUDHUNAGAR

JOINING LETTER (FORMAT No. SVCET/01)

NAME..... DESIGN.....DEPT.....

To

The Principal

Sri Vidya College of Engineering & Technology

Virudhunagar

Sir,

Sub: Joining Letter

With reference to your appointment order.....dated..... I have the honour to state that I hereby commence my service at your esteemed institution with effect from

Further, I assure you that I will extend my wholehearted support towards the growth of the college and I will perform the duties to the fullest satisfaction of my superiors. In addition, I will abide by the rules & regulation of the college and follow the guidelines/instructions issued time to time.

Thanking you,

Yours faithfully,

Date:

Place: Sri Vidya College of Engineering

SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY
SIVAKASI MAIN ROAD, VIRUDHUNAGAR
LETTER FOR AVAILING LIBRARY FACILITIES/TRANSPORT FACILITIES
(FORMAT No. SVCET/02)

NAME..... DESIGN.....DEPT.....

To

The Principal
Sri Vidya College of Engineering & Technology
Virudhunagar

Sir,

Sub: Availing Library/Transport Facilities

I have the honour to state that I may please be permitted to avail the.....facility with effect from.....

Further, I assure you that I will utilize the service for my betterment alone. In addition I will abide by the rules & regulation of the college and follow the guidelines/instructions issued time to time.

Thanking you,

Yours faithfully,

Date:

Place: Sri Vidya College of Engineering

SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY
SIVAKASI MAIN ROAD, VIRUDHUNAGAR
PERMISSION TO USE PRIVATE VEHICLES WITHIN THE CAMPUS
(FORMAT No. SVCET/03)

NAME..... Enroll No.....DEPT.....

To

The Principal
Sri Vidya College of Engineering & Technology
Virudhunagar

Sir,

Sub: PERMISSION TO USE PRIVATE VEHICLES

I have the honour to state that I may please be permitted to use my private vehicles with in the college campus. The vehicle descriptions are as follows:

Vehicle No. Make.Engine No.....

Chassis No..... Owner Name.Licence NO.....

Further, I assure you that I will use the vehicle for my personal purpose and park it in the parking zone alone. In addition, I will abide by the traffic rules and follow the guidelines/instructions issued in this regard time to time.

Thanking you,

Yours faithfully,

Date:

Place: Sri Vidya College of Engineering



SRI VIDYA COLLEGE OF ENGINEERING AND TECHNOLOGY

STUDENTS LEAVE/ On Duty APPLICATION

(To be submitted to the Faculty Advisor)

Name : Date:
Roll No :
Branch :
Semester :
Period of leave required: From..... To
No of Days :
Reason :

Nature of leave: Ordinary/ on medical Grounds / Others
(Pls Specify)

Is there any test : Yes/ No
(During Leave period
if yes Give Details)

No of days Leave availed so far:

Signature of the Signature of the
Parent/ Hostel Warden/ Guardian Student

Faculty Advisor Class coordinator HOD

SRI VIDYA COLLEGE OF ENGINEERING AND TECHNOLOGY

VIRUDHUNAGAR

ACTION TAKEN ON RESULT ANALYSIS

(To be submitted to the CA with in 3 days after exam/Test)

Dept. Name.Test: Weekly/Int I/II/II Model Date:.....

Academic Year..... Class:..... Sem:I/II/III/IV/V/VI/VII

SUB CODE & NAME..... Staff i/c.....

Student Name	Reason for Failure	Name of the action	Performed on	Out come

What are the precautionary actions you would like to suggest?

Is there any need to change the teaching methodology? If so how?

Signature of the staff member

SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY, VIRUDHUNAGAR

STUDENTS' SCORE CARD

Name of the student:

Batch:

Dept:

Sem:

I SEMESTER							Parent Signature	Name & Sign of HOD
EXAM	SUB 1	SUB 2	SUB 3	SUB 4	SUB 5	SUB 6		
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
II SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
III SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
IV SEMESTER								
INT I								
INT II								
INT III								

MODEL								
SEMESTER								
V SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
VI SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
VII SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								
VIII SEMESTER								
INT I								
INT II								
INT III								
MODEL								
SEMESTER								

SRI VIDYA COLLEGE OF ENGINEERING AND TECHNOLOGY
VIRUDHUNAGAR

Daily Serviceability/Availability Report to be submitted by HOD at 1000 Hrs

UNSERVICEABLE EQPTS / MISSING	REASON	CORRECTIVE ACTION TAKEN	REMARKS

Signature of the principal

WEEKLY REPORT TO BE SUBMITTED BY STAFF MEMBER

STAFF NAME:

DEPT:

DATE:

Duty Allotted	Target Planned	Out Comes	Reason for Deviation

CIRCULAR RECEIVED/ACTION TAKEN/ PENDING DETAILS: TOTAL CIRCULARS:=

SUBJECT MATTER	DATE RECEIVED	DEAD LINE	STATUS	REASON FOR DELAY

ACADEMIC ACTIVITIES

PLANNED (LAST WEEK) SUB CODE, NAME (THEORY/LAB)	STATUS	REASON FOR DEVIATION	CORRECTIVE ACTION
TEST PLANNED (LAST WEEK) SUB CODE, NAME	RESULT %	REASON FOR POOR RESULT	CORRECTIVE ACTION

SIGNATURE



SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY, VIRUDHUNAGAR
DEPARTMENT OF

Progress Report for I Internal Exam held during And.....

Student name:

Roll no :

Year /semester:

Date of Report:

இக்கடிதத்தின் மூலம் தங்களது மகன் / மகள்தேர்ச்சி மற்றும் வருகை பதிவு விவரத்தை தெரிவிக்கிறோம்.

S.No	Sub. Code	Subject name	Mark	Result
1.				
2.				
3.				
4.				
5.				
6.				
No. of Subjects Failed				

Total No. Of Working Days :

No. of days Present :

Percentage :

Remarks : Poor / Good / Very Good (மோசம் / நன்று / மிகநன்று)

மூன்று அல்லது அதற்கு மேற்பட்ட பாடங்களில் தேர்ச்சி பெறாத மாணவ/மாணவியரின் பெற்றோர்கள் உடனடியாக கல்லூரிக்கு வந்து துறைத்தலைவர் மற்றும் முதல்வரை சந்திக்கும்படி கேட்டுக்கொள்கிறோம்.

Faculty Advisor

Class coordinator

HOD

Principal

ஒப்புதல் கடிதம்

இக்கடிதத்தின் மூலம் நான் _____, _____ ஆண்டு, _____ துறையில் படிக்கும் என்னுடைய மகன் / மகள் _____ தேர்ச்சி மற்றும் வருகை பதிவு விவரத்தை தெரிந்து கொண்டேன். என் மகன் / மகள் வளர்ச்சிக்காக கல்லூரி நிர்வாகம் எடுக்கும் அனைத்து முயற்சிகளுக்கும் ஒத்துழைக்கிறேன்

தேதி:

பெற்றோர் / பாதுகாப்பாளர்
கையொப்பம்



SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY- VIRUDHUNAGAR
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
Students Counseling Report

Name of the faculty advisor:

Date:

Year / Sem : II / III

Batch:I

S. No	Roll No	Name of the student	Nature of the problem	Action taken
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

STAFF INCHARGE

HOD



Sri Vidya College of Engineering & Technology-Virudhunagar

Department of Computer Science & Engineering

Parents - Meeting Report

Name:

Date:

Rollno:

Points Discussed with the parents:

Parent remarks about their son/daughter:

Parents Signature

Faculty Advisor

HOD



**SRI VIDYA COLLEGE OF ENGINEERING & TECHNOLOGY
VIRUDHUNAGAR
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
Attendance & Subject Coverage Report**

Date:
Class Coordinator

Class:

Note:

- All staff are requested to take attendance individually in each and every period.
- If suppose the particular student complaints about the attendance, the concern staff for that period will be responsible.

Periods	I	II	III	IV	V	VI	VII	VIII	Leave / OD / Absent
Roll No of Absentees									
Total No of Absentees									

Periods	Topics	Staff Incharge	Signature of staff
1			
2			
3			
4			
5			
6			
7			
8			

Class Coordinator

HOD

All the staff members are requested to enhance this document by their valuable suggestion and contributions.