

**PSN COLLEGE OF
ENGINEERING & TECHNOLOGY**
TEMPLE OF LEARNING
(AUTONOMUS)

**NAAC
GRADE A⁺
ACCREDITED**



ADMINISTRATIVE MANUAL

1. ABOUT THE COLLEGE

PSN College of Engineering and Technology was established in 2001 by the Managing Trustee Dr.P.Suyambu with a goal to provide Quality Education. College is located at Melathediyoor, Tirunelveli has 26.74 acres. The institution reaches out to the economically and educationally most backward people of this area by providing basic amenities and fine infrastructure, keeping a holistic approach and futuristic outlook in the field of Technical education. PSNCET is an AICTE approved institution and affiliated to Anna University, Chennai. PSNCET offers 8 UG, 8 PG programmes and 5 departments recognized as research centers by Anna University.



2. VISION AND MISSION

Vision:

- ❖ To emerge as a pioneer institute inculcating engineering education, skills, research, values and ethics.

Mission:

- ❖ To achieve greater heights of excellence in technical knowledge and skill development through innovative teaching and learning practices.
- ❖ To develop the state of art infrastructure to meet the demands of technological revolution.
- ❖ To improve and foster research in all dimensions for betterment of society.
- ❖ To develop individual competencies with innovation to enhance employability and entrepreneurship among students.
- ❖ To instill higher standards of discipline among students, inculcating ethical and moral values for societal harmony and peace.

3. QUALITY POLICY

- To pursue excellence in teaching and research and remain accountable through self-assessment and continuous improvement to ensure professional acknowledgement of the institution with reliable high quality education, research activities and other services to the community.

Quality Objectives:

- Conformity to the regulatory requirements of UGC, AICTE, Anna University, DGS and Govt. of Tamil Nadu.
- Up gradation of teaching facilities for blended learning through ICT tools and classrooms.
- Updating and up gradation of faculty, wherever necessary, through schemes to support knowledge enhancement, academic qualifications, industry visits and interaction, hands – on training, faculty development programmes etc.
- To measure stakeholder satisfaction periodically through student feedback reports, student placements and overall success in semester examinations.
- Monitoring quality management system to ensure earliest corrective action in the event of any non-conformity.
- The management is committed to these quality objectives and also ensures that they are known, understood and implemented by all members of the institute.

4.ORGANIZATIONAL GOALS

- a. To provide socially relevant and the best basic structural foundation in teaching and research, for the students to become academically and professionally excellent in order to be accepted by the best employment / research / entrepreneurial agencies to be placed in high levels of society in the service of the nation and the society.
- b. To have programmes and training systems to mould the character of each student, for them to be well disciplined and to have high ethical standards imbibed in them so that they would provide positive leadership to the various levels of society.
- c. To offer unique counselling facilities to the students inculcate high values in life, to enable them to have a caring heart for one's brethren and the under – privileged in the society.

5.ORGANISATIONAL STRUCTURE AND ADMINISTRATION:

I. The Board of Trustees, PSN EDUCATIONAL AND CHARITABLE TRUST:

They shall meet at least 2 times a year to discuss various matters and to give approval for the same in respect to the PSN GROUP OF INSTITUTION

- a) Budget for the year based on a year plan
- b) Approval for starting new courses
- c) Setting targets and tasks for a review period of 6 months.
- d) Reviewing the performance of each PSN Institution and departments in the light of the targets set for each Institution / Departments during the earlier period of review
- e) Fixing staff strength

f) Salary Structure Norms

The Director and the principal of each Institution shall be invited to make presentations to the Trustees on the various matters of the agenda. The Director and Principal shall send proposals for the agenda at least 15 days before each meeting with complete documentation.

Governing Body:

This is statutory requirement of the AICTE. This council shall meet every year to review and approve the following:

- a. Budget for the year
- b. Staff appointments
- c. To review the performance of Institution.

The Director / Principal, is the member Secretary of the Council and shall prepare the agenda and arrange for the convening of the meeting in consultation with the chairman of the Governing Council.

6. PLANNING & REVIEW SYSTEM

Each Head of the Institution or Head of the Department should have his own dreams as to how he desires to lead the Institution / Department in consonance with the vision during the year. Then, he makes plans consultation with his team. The team works out the tasks and them formulates the programmes to achieve the tasks. Each programme is broken into the schedules, which will be called as review period.

The plan for each department is discussed and finalized by the Head of the Department with the Head of the Institution who after due verification submits the entire draft plan to the executive director. The Executive Director then, after due verification, approve/ modify the plan. The Executive director set the target to the Head of each Institution based on that plan. The budget and staff strength requirement (Teaching and Non- teaching staff) shall also be approved along with that. The Head of the Institution then allots the tasks to each Head of the Departments with the time frame, budget and sanctioned staff strength to accomplish each approved programme.

At the beginning of each review period, the Head and the IQAC get the work done report and tasks shall be distributed on discussion and the same shall be recorded in the file of the person. At every review period, a performance review shall be conducted by the concerned head and due notice shall be made in the review file, for correction or for appreciation. During each review period, which will be indicated in the original plan, a review will be made by the concerned authority and recorded appropriately. Monthly reports to the chairman shall be sent based on these review reports through principal

If necessary, new policies will be formulated by the governing Council encompassing any new plans. Modification of policies of the Institution, if required, may be represented to the Governing body while presenting the plan..

The following schedule shall be followed for the effective review of the various systems of the college and hostel.

Ready Reckoned for Review Systems:

Sl.No	Reviewer	Persons to be reviewed	Period/ time	Action to be taken / Remark
1.	Mentor	Students	Immediately after CAT / End Semester Exam	Result analysis And remedial class. / sending report to parents
2	H.O.D	Staff	10 days after the Exam result/	Result analysis And remedial class.
3	Warden	Tutor	Once in fifteen days	Student counselling
4.	Principal	H.O.D's	Once in a Month	To review the performance of students & staff with regard to items 1 to 3
5.	Chief Warden	Wardens	Once in a month	To review the performance of Wardens with regard to S.No.3
6.	Staff Recruitment and Services Affairs Committee	Staff	Once in a year	To review the performance of staff who have completed one year of service for grant to Increment
7.	Director	Principal	Once in 6 Months	To review the performance of the Principal
8.	Governing council/Board of Trustees	Director /Principal	As decided by the members	To review the performance of the Director/Principal
9.	Students	Faculty	Twice in a semester (first after 40 days; second in the last week of the semester)	To review the performance of Individuals.

7.COLLEGE COMMITTEES

For the effective administration of the Institute and hostel affairs, the following committees have been instituted in the PSN College of Engineering and Technology.

1. Time Table Committee
2. NSS Committee
3. End Examination Committee
4. Discipline monitoring Committee
5. Library Committee
6. Research Committee
7. Hostel Administrative Committee
8. Anti Ragging Committee
9. Internal Quality Assurance cell
10. Training And Placement Committee
11. Women Empowerment Cell
12. Internal Complaint committee
13. Grievance Redressal Committee
14. Examination Committee
15. SC/ST Committee
16. Alumni Association

1. Time Table Committee:

Objective:

The time tabling committee shall compute total work load of each department and draw time tables of individual departments based on commonly evolved norms and solve all inter departmental adjustment problems relating to time tabling work. The time tabling committee will also study faculty requirements of each department and will make future projections based on norms drawn up by the institute from time to time. (Current norms staff to take 18 to 20 hrs/week and 3 staff for labs as possible)

Class room requirements, furniture for class rooms and optimum utilisation of facilities by pooling up resources available will also be taken up by the committee.

The committee will frame time table for the ensuing semester and will draw up an academic plan as soon as the institute closes at the end of the current semester (at least within 2 weeks of closure) before the officers proceed on leave or on holidays.

Structure:

The time table committee shall be constituted as shown below:

1. Convenor – one faculty at professor Level

2. Member from Marine Engineering Department
3. Member from Aeronautical Engineering Department
4. Member from Civil Engineering Department
5. Member from ECE Engineering Department
6. Member from EEE Engineering Department
7. Member from CSE Engineering Department
8. Member from MECH Engineering Department
9. Member from M & A Engineering Department
10. Member from MBA Department
11. Member from S & H Department

The Director/Principal who shall hold the charges for 2 semesters shall nominate the Convenor. The HOD shall nominate the members from each department for a period of 2 semesters.

Frequency of Meetings:

The Convenor shall hold meetings depending upon problems to be sorted out. However, they shall frequently meet during semester holidays to frame the timetable. The convenor shall keep the master timetable, individual staff time table and the classroom timetables ready before the commencement of vacation.

2.NSS Committee

Objective:

NSS Officer shall periodically conduct NSS programs to train the Students in the following areas:

1. Adult Education.
2. Creation of awareness among public regarding issue like AIDS, Health problems, Family Planning, etc.
3. Conducting ten days camp programs to improve the living conditions of poor people.

Structure of the Committee:

The NSS Committee shall consist of the following members.

1. NSS Officer - A faculty member at lecturer level
2. Chairman – Extracurricular activities. - Ex - officio Member
3. Physical Director - Ex – officio Member
4. One Male faculty
5. One Female faculty
6. One non-teaching staff

The director/ Principal shall nominate the NSS Officer. The nominated faculty shall apply to the NSS Co-ordinator, Anna University for orientation program. The Director/Principal shall nominate the other members for a period of three years.

3. End Semester Examination Committee:

Objective:

1. To co-ordinate with external examiners and local authorities for the smooth conduct of examinations.
2. To make the hall arrangements for the theory and practical University examinations
3. To make arrangements for the transport and food for the examiners.
4. To settle the university examination accounts on the last day of the semester Examination
5. To plan for the future requirements of the examination section.
6. To monitor the use of university stationery items according to the rules and regulations of Anna University.

Structure:

The End Semester examination committee shall consist of the following members.

1. Convenor
2. Co-convenor
3. Member from Marine Engineering Department
4. Member from Aeronautical Engineering Department
5. Member from ECE Department
6. Member from EEE Department
7. Member from IT Department
8. Member from CSE Department
9. Member from MBA Department
10. Member from S& H Department

The Convenor shall be nominated by the Director/Principal and he /she shall hold the charge for 6 semesters. The Co-convenors shall be nominated by the Convenor with the approval of the Director/Principal. The HOD concerned shall nominate the department nominees for a period of 6 semesters.

4. Discipline monitoring committee

Objective:

To maintain the peace in the campus by suggesting suitable corrective measures on the staff and the students who do not fall in line with the founding principles of this institute.

After any enquiry, the Director/Principal shall convene a meeting with the disciplinary action committee. The committee shall decide the nature of the punishment to be awarded to the staff/students concerned based on the nature of the crime and the past record.

Structure:

The committee shall consist of the following members

1. Chairman
2. Members - (Concerned HOD and another member)

The chairman shall be nominated by the Director/Principal for a period of 4 semesters.

5.Placement& Training Committee

Objective:

1. The committee shall take necessary steps to prepare all the IV year B.E students, and II MBA students for facing selection interviews and GDs for obtaining jobs. It will take all the steps necessary to find placement for as many students as possible. It will also help the I MBA and II MBA students in finding placement for their project work.
2. The committee shall make arrangements for preparing the students to face TOFEL, GMAT, GATE and other competitive examinations.
3. The committee shall also make arrangements for special lectures on personality development and leadership skills for all UG and PG students.
4. The committee shall also make arrangements for the printing of placement brochures.

Structure:

- 1) Convenor -Placement Officer
- 2) Members - One nominee from each department
- 3) Members - One student nominee from each department

The Convenor will be nominated by the director/Principal for a period of 6 semesters. The HOD concerned will nominate the other members. The HOD concerned will also nominate the student members for a period of one year.

Frequency of Meeting:

The committee will meet once in a Month if required the frequency of meeting can be increased.

6.Library Committee:

Objective:

- 1) To improve existing facilities and to make library user friendly in its function.
- 2) To give suggestions regarding library timings, improvement of facilities, Re-organisation of library, addition of books and journals, addition of specialised Sectors, arrangement of book exhibitions, video collection programmes, audio tapes, etc.
- 3) To monitor the funds allotted for the library.

Structure:

The committee shall consist of

1. Convenor - One of the HOD
2. Secretary - Librarian
3. Member - One nominee from each department
4. Member - One student nominee from each department

The convenor and the members shall be nominated by the Director/Principal for a period of 4 semesters. The HOD concerned shall nominate the student members for a period of one year.

Frequency of Meeting:

Once in a month

7. Research Committee

Objective:

- 1) To encourage faculty to take up sponsored research projects and to suggest the facilities to be added for enhancing the research climate in the campus.
- 2) To organise lectures for faculty to encourage them to take up sponsored research projects.
- 3) To organise lectures for faculty and students lectures on topics of relevance for research such internal & guest faculty.
- 4).Review & Advise on the research projects carried out in the institute.
- 5)To collect information about the funding and sponsoring agencies & make available the same to faculty.
- 6) To encourage publication of research papers by faculty.

Structure:

- 1)Convenor - One HOD nominated by the Director/Principal for a period of 3 years
- 2)Members (4Nos.) -Senior faculty members with Ph.D. qualification nominated by theDirector/Principal for a period of three years.

Frequency of meetings:

Once in a month

9.Hostel Administrative Committee:

Objectives:

The Committee takes all the policy decisions of the hostels.

1. To frame rules and regulations for the hostels.
2. To admit inmates into the hostels.
3. To sanction leave of absence of the students
4. To award suitable punishment to the students who violate the hostel rules and Regulations
5. To suggest and select wardens and Resident Tutors for the hostels
6. To select hostel student representatives of each branch.

Structure:

Chairman

Director

Chief Warden

Heads of Dept of various branch

Two lady Tutors one from each hostel

Two Gent Tutors one from each hostel

Frequency:

Once in a fortnight

10.Anti Ragging Committee:

Objective:

- The duty of this committee is to take necessary steps to eliminate the ragging
- Every year before commencing first year classes this committee should give enough awareness about anti ragging to all senior students.

Structure:

Director/Principal

Two HOD's

One staff

Lady staff members

Administrative Officer

NGO

Local Body

Sub inspector of Police

Press person

Student from first year

Senior student

Parents of first year and senior students

Frequency of Meetings:

As and when required

11Grievence Redressal Committee:

Objective:

- The duty of this committee is to address all the complaints received from the staff as well as the students.
- This committee should lead by the senior lady faculty member
- It is required on the case of sexual harassment a third party either an NGO or an outside activist may be included.

Structure:

One Professor

One Assistant Professor

One NTS Representative

Three Senior Lady Staff members

Should be headed by one senior lady member 50% of the membership of the committee should be represented by ladies.

Frequency of Meetings:

As and when required.

NOTE:

- * The Management Holds the Right Regarding the Appointment or Removal of The Members And or Recasting the Committee at Any time.

12.INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objectives:

- To monitor conformity with the regulatory requirements of UGC, AICTE, Anna University, DGS and Govt. of Tamilnadu.
- To upgrade the teaching facilities for blended learning through ICT tools and classrooms.
- To update and upgradation of faculty, wherever necessary, through schemes to support knowledge enhancement, academic qualifications, industry visits and interaction, hands – on training, faculty development programmes etc.
- To measure satisfaction of stakeholders periodically through student feedback reports, student placements and overall success in semester examinations.
- To monitor quality management system to ensure earliest corrective action in the event of any non-conformity.

Functions of IQAC:

- Recommending quality benchmarks /parameters for various administrative and academic activities to achieve the vision of the institute.
- Facilitating a learner centric environment conducive for quality education.
- Coordinating quality-related activities of the institution, including adoption and dissemination of best practices.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Organizing Inter and Intra institutional workshops and seminars on quality related themes.
- Documenting the quality enhancement programmes / activities of the College.
- Dissemination of information on various quality parameters to all stakeholders.
- Development and maintenance of institutional database for the purpose of maintaining / enhancing the institutional quality.
- Conducting periodical Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Frequency of Meeting:

IQAC of PSN College of Engineering and Technology meets regularly once in six months and takes up issues related to quality as envisaged by NAAC. The proceedings are documented and it is given online.

13.WOMEN EMPOWERMENT CELL

Women Empowerment Cell of PSNCET is established with the motto of “towards self empowered mind” The cell aims to empower female students and female faculty, enhance their understanding of issues related to women and to make the college campus a safe place for girls and women and to address the practical issues related to the welfare and equal opportunities for girl students and female faculty.

Objectives:

- Identification of strong leadership, change-makers among women and girls and building their capacity.
- To promote a culture of respect and equality for female gender.
- To organize awareness programs on gender sensitization.
- Arranging seminars to create awareness on economic social political and legal rights of women
- Celebration of International women day every year.
- Organizing different activities to make women aware of their health, self defence etc.

14.INTERNAL COMPLAINTS COMMITTEE

Sexual Harassment at educational institution and in workplace is a violation of women's right to gender equality, life and liberty. Harassment by co worker/ fellow student/ faculties etc., are, listed under this category either in online or offline. It creates an insecure and hostile work and study environment, which discourages women's participation in work, education, thereby adversely affecting their economic empowerment and the goal of inclusive growth.

The following activities are considered as Sexual Harassment

Circumstances of promise (implied or explicit) of preferential treatment in employment and in Educational environment

- Threat of detrimental treatment in employment and in Educational environment
- Threat about employment (present or future) employment and in Educational environment
- Creating an intimidating or offensive or hostile work environment employment and in Educational environment, or interference with the studies for the above;
- Humiliating treatment that may affect the lady employee's health or safety
- Unwelcome sexually determined behavior (whether directly or by implication) such as physical contact and advances,
- Demand or request for sexual favour, sexually colored remarks, showing pornography
- Any other unwelcome physical verbal or non-verbal conduct of sexual nature

15.SC/ST COMMITTEE

Objective:

1. To identify the students for the award of various endowment scholarship

2. To send thanks giving letters to the donors informing about the details of the scholarship awarded
3. To renew the deposits immediately after maturity
4. To motivate students, staff and others to create endowment amounts.

Frequency of Meetings:

Once in a month

16.ALUMNI ASSOCIATION

- Every department attends to the coordination and contact activity with alumni through the appointed students.
- Provides an opportunity for all the alumni to reunite every year.
- Provides opportunities to share their experience, knowledge and innovative ideas through alumni lecture series.
- Supports students for the area of training and internship.
- Career guidance, job opportunities, industrial visit and projects.

Roles And Responsibilities

1.Class Committee:

I Class Representatives:

Each class shall have the class representative chosen on consensus and the Approval by the Class Advisor, HOD and the Director/Principal.

(A) The class representatives' role shall be as follows:

1. He/ she is to act respectability bringing due honour to the post bestowed on him/her by the fellow students, the class advisor, HOD, and Director/Principal.
2. He/she shall bring the requirements and suggestion and any other matter of the whole class regarding the study, training and placement programmes and other matters to the HOD's concerned.

The HOD shall review the matter in the light of the policies of the Institution and the earlier decision given by himself by the Director/Principal and take suitable action, if warranted. If the matter requires policy decision from the Principal, the HOD shall bring it to the notice of the Principal and get a decision and shall communicate the same to the class concerned.

1. If a policy decision required concerning a matter affects the whole college, then the Director/Principal may discuss it in the administrative committee for advisory assistance for him to take a final decision.
2. Apart from this/ there will be periodical meeting of class representatives and the HOD. The agenda of the meeting shall be approved by the HOD. Only those matters pertaining to the policies of the departments, the semester and the year plan shall be discussed.
3. He /she shall be responsible to guide the students in his/her class to abide by the policies of the institute in order to derive maximum benefits from the provision made in the institution for the well being of the students and for being successful in the academic endeavours.

4. He/ She shall help plan for the conduct of all Institution and department programs, functions, dignitary's visits and so on.

B)Engineering Association Representatives:

Each Engineering Association shall have the following representatives chosen on consensus based on their academic performance.

Secretary - 4th year

Joint Secretary - 3rd year

Treasurer - 2nd year

The Joint Secretary shall take over the charge of Secretary at end of the Academic year.

C) In the Hostel:

The following Committees shall be formed in the hostel for the smooth functioning of the hostel. These committees can take care of the general, sports, spiritual and mess affairs.

Hostel Welfare Committee:

This committee shall consist of all the wardens and one Tutor from each block & floor. Any student can approach the committee members for his/her problems and the committee shall solve the problems individually then and there.

Service/Maintenances Slips:

Service requisition slips will be available with the Tutors or in the Hostel Office and the students can fill the slips and submit the same to the Tutor or to the Hostel Office complaint Box. The warden / Jt. Chief Warden will make necessary arrangement for attending those jobs immediately.

2 .RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS

I. Planning:

1. He/ she will report to the Director/Principal on all matters.
2. He/she shall ensure smooth and effective functioning of the Department and he/she shall be the Controlling officer for all the Staff and Students in the Department.
3. He/ She shall conduct Faculty/ Non-Teaching staff meetings at least once in a fortnight. The discussions and resolutions made are to be recorded and a copy shall be sent to the Director/Principal.
4. He/She shall get the goals and action plans from the staff members at least one week prior to the commencement of each semester. He / She shall monitor the same.
5. He/She shall prepare the details of faculty / staff requirement for every academic year and submit the same to the Director/Principal by the 31st of March every year.

6. He/She shall keep necessary infrastructural facilities available to the teaching and non-Teaching staff of his/ her department.
7. He/she will obtain from the Administrative Coordinator, the official copy of the syllabus of the subjects to be taught for his/ her branch students and officially communicate the same to the Faculty members.
8. He/ she shall convene a meeting on the day next to the last working day and allocate the subjects to the staff member.
9. He/ she must make arrangements for the repair of furniture in the departments through the Administrative Officer; must also make arrangements for the purchase of furniture required for staff members through Administrative Officer.
10. He/She shall ensure that the time- table for the Classes are prepared within a week after the last working day and the same is communicated to the faculty members.
11. He/ She shall ensure that Faculty members are allotted for all the subjects / Laboratory courses and that no subject is left untaught.
12. He/ she shall appoint senior faculty members as faculty advisors to the classes.
13. He/ she shall prepare brochure, leaflets, etc. To promote campus interviews and suitable placements for the students of the department.
14. He /She shall ensure that meaningful co-curricular activities (Seminars, Guest lecturer& Industrial Visits) are organized.
15. He/ she shall streamline all educational tour programmes of the Department.
16. He/She shall restrict the number of days of tour as per the details given below.
17. Only final year students may be allowed to prefix or suffix holidays. But the total number of days shall not exceed six.

Year	Number of working days
1	1
2	2
3	3
4	4

1. He/She shall fix up dates to conduct periodical tests to the students of his/ her department.
2. He/ She shall recommend his/ her department students to be accommodated in the hostel and monitor the behaviour of the students of his / her department, who are staying in the hostel.
3. He/ She shall plan and prepare well in advance documents, papers and necessary write ups to be officially submitted to the inspection Commission.
4. He/ She shall prepare monthly report of his/ her department and submit the same positively to the Principal before the 2nd of every month.
5. He/ She shall ensure that a minimum of two members of the faculty are available in the department during the vacation period.
6. He/ She shall arrange to conduct department level in –service programmes to the faculty members and Non-teaching staff to have some working knowledge of computers.
7. HOD will hand over all the important documents to the Principal’s office in person to avoid the loss of documents.

8. He/ She shall arrange for a meeting of the Class Advisors once in a fortnight to discuss common problems and issues relating to students of the department to evolve strategies towards solving student problems in the department.
9. The HOD gives effective leadership to the department by setting clear cut objectives at the beginning of each semester and ensures that these targets are reached at the end of each session.

II. Review & Follow Up Action –

(a) Daily

1. He/ She shall ensure 100% attendance everyday and review the same in case of any absentee.
2. He/ She shall ensure that proper alternate arrangements are made when the staff members are allowed to go on leave / O.D
3. He/ She shall solve the issues raised by the Staff or Students of the Department, at his/ her level, if applicable. If necessary, the matters shall be taken to the Director/ Principal and proper solution found at the earliest. No issue shall be left unattended / unresolved.

(b) Periodical

1. He / She shall monitor and follow periodically the syllabus coverage (details as entered by the individual faculty in the syllabus coverage register) by the individual faculty members.
2. He / She shall announce well in advance the dates to conduct periodical tests to the students of his/ her department.
3. He / She shall ensure that the periodical tests (Monthly/Model/Assessment) are properly conducted and the answer sheets are returned to the students within three days from the date of the last examination. The mark lists are also to be submitted by the faculty in the same time period to the HOD.
4. He / she shall ensure that the progress reports are sent to the parents along with the class advisor remarks after the monthly / model assessment tests.
5. He/ she shall identify the weak students/ bright students and take necessary steps to bring out very good results.
6. He / She shall have a discussion with the class advisor on the performance of the students in the Periodical test, immediately after the test is over.
7. He / She shall make arrangements to correct the irregularity in student's attendance
8. He/ She shall monitor the "Weekly attendance percentage " of students.
9. He / she shall evaluate the performance of the staff members of his /her department at the end of every semester and shall arrange to conduct necessary improvement programmes.

III. Academic:

1. He/ She is authorized to sanction all leave for the students.
2. He / She is authorized to sanction any type of leave for the faculty not exceeding 3 days and any type of leave not exceeding 6 days for other staff members (leave exceeding the above limit can be suitably recommended to the Principal). He/ She will maintain a C.L. register.
3. He / She is authorized to sanction "On Duty leave" for staff members for one day.

4. He / She shall analyze 100% results in the University examinations.
5. He/ she shall nominate Student / Staff bearers for various committees of his department.
6. He / She shall monitor the behaviour of students in the hostel.
7. He / She is authorized to issue memos to the students and staff who are under his/ her in the department.

IV. Monetary:

1. He/ She shall prepare and submit a draft of the budget (for various requirements of the Department including the library books.) for the subsequent financial year and submit the same to the Director /Principal by 31st January every year and defend the same before the Finance Committee who will sanction the budget.
2. He /She Shall ensure that the budget amount allocated for the purchase if equipments / consumables / Library books is properly utilized.
3. He/ She shall from time to time inform the funding agencies about the progress of the sponsored projects.
4. He/ She is authorized to operate the impress account. The impress amount will be fixed periodically by the Director/ Principal.

General:

1. He/ She shall attend the college functions. The total accountability of the department (Personnel, its functioning and short falls) rests with the HOD.
2. HOD shall maintain a grievance committee to solve students and staff problems in a very objective manner.
3. He/ She must obtain a letter from the staff members who come late and forward the same to the Director/Principal. Three days of such permissions will be treated equivalent to half day C.L.
4. HOD's are responsible for the overall development of the staff and their performance through counselling, continuous evaluation and performance appraisals.
5. The HOD's shall ensure that the following matters are attended before the beginning of academic year /semester
 - a) Allotment of all subjects to all faculties without leaving even one subject untaught.
 - b) Lesson instruction plan should be prepared for each subject pertaining to the time table by subtitle / chapter wise units to be taught, tutorials, test seminar, etc. On each day of instruction. The same should be cyclostyled and given to each student on the first lecture class itself for all subjects.
 - c) To verify whether the text books & reference books are available in the library as per University syllabus. Each faculty is to inspect and certify this.
 - d) Tasks for the semester to be set for each staff member.
 - e) Assign responsibilities to Class Teachers to take charge of all infrastructures, materials required for the conduct of the class under their personal care.
 - f) Mentors appointment to be finalised indicating the allotted students to each mentor. The list of mentors and the corresponding students is to be submitted to the director / Principal.

- g) Auditorium seating plan of class wise students / mentor to be made available to each HOD, Mentor, Notice Boards.
- * Files of each student for each mentor
 - * Background information material to be obtained from the students and made available in each file both in the department/ office
 - * Format of review by each Mentor of each student.
- h) Class Teachers to be appointed and their personal files opened.
- i) Review pattern for each staff to be devised and information to be recorded in each file which is to be available with each HOD.
- j) Tasks for the department to be finalised for the semester by HOD's which shall include results, instruction, extra coaching, industrial visits, association meetings, seminars and activities, mentor counselling of troublesome students and failures, tests, placement, staff seminars, publishing papers and books scouting and inducting new staff and giving the details to the Director/Principal, etc.
- k) Lab manuals in bound form for all labs are to be prepared, if not prepared already. Familiarity of each faculty concerned with each experiment is to be checked.
- l) All equipments required for the labs to be installed and checked see that they are in good working condition.
- m) To keep the Administrative Manual with policies supplied to you and make available for the use of staff. All the staff members should be familiar with the Administrative Manual.
- n) College calendar to be issued to all students.

3.RESPONSIBILITIES OF THE FACULTY

General:

They Must Be Models To The Students In All Aspects, Including The Dress Code Also

II. Academic :

1. After subject allotment the Faculty member should obtain the official copy of the syllabus from the HOD in person.
2. He/ She will prepare the lecture schedule taking into account the actual number of working days available in the semester and submit it to the HOD for approval, 10 days prior to the commencement of classes.
3. He / She will have to complete the syllabus prescribed within the available working days.
4. The attendance of the class handled shall be maintained in the personal attendance register of the Faculty member. The attendance slip is to be deposited in the department office on the same day.

5. The syllabus for the periodical tests (monthly & model tests) shall be announced and question paper be set accordingly. The marks of these tests shall be handed over to the HOD within one day from the date of the last examination. The corrected answer scripts shall also be returned to the students in the same time period. Retest should be conducted to improve the performance of the students.
6. Suitable entries must be in the syllabus coverage register, every week.
7. Any other duties assigned by the HOD/Principal, from time to time shall be attended by him/her.
8. He/ She will involve himself/ herself/ in the internal and university examinations as assigned by the HOD.
9. Faculty members should enter the following particulars in assessment register after taking the classes in the same day itself:
 - a. Attendance of the students
 - b. Topics covered on that day
10. They should also maintain the individual attendance registers
11. They must involve themselves voluntarily in all the activities of the department & institute to facilitate their personal growth in the institution.
12. They shall assist the HOD in the general development of the department such as framing of the timetables, preparation of the budget, ordering of equipments, development of labs, organizing student tours, etc.

III. Powers:

He / She are empowered to issue warning letters/ memos to students, in consultation with the Class Advisor, and the approval of the HOD whenever required.

1. He / She should mark a student absent for a class.
 - a) If a student comes late
 - b) If the student does not follow the dress code
 - c) If a student does not bring the observation / record / note / manual / calculator / drawing instruments to the respective class.
 - d) If the student disturbs the class in any manner.
2. He shall also issue memos to the students who were absent for examinations without the prior permission of the HOD.

Technical :

1. They must present at least one paper in National Seminar / Conference / Journal in an academic year to be eligible for increment. They are also encouraged to write books.

2. The labs - in -charge shall prepare the lab manuals.
3. They should follow the college timings
4. They should not leave the class free on any account
5. They should not leave the department without making proper entries in the movement register
6. They should not entertain personal visitors during college hours. They can meet the visitors in the visitors' lounge near the Principals' office.
7. They should sign the register kept in the department office
8. They have to participate in all college activities and functions and take active role in counselling the students.

4.RESPONSIBILITIES OF CLASS TEACHER

1.Academic

1. The class Teacher shall also be one of the Mentor for a class
2. Shall monitor the proper engagement of the periods of their respective classes.
3. Shall monitor the upkeep of the physical facilities in their respective class rooms.
4. Shall arrange for the distribution of the University mark statement to the students as and when the same is received
5. Shall arrange for the conduct of monthly/ model tests for the class.
6. Shall assist the H.O.D in preparing the result analysis after each semester exam.
7. Shall plan tour/industrial visit well in advance. He shall arrange to get the permission from appropriate authorities. He shall also make arrangements for the accommodation and transport.
8. Shall obtain necessary undertakings from students / accompanying staff/ parents before finalising the arrangements before the student's leave for tour.
9. Shall maintain the Master Register and keep the master register in his / her safe custody.
10. Class teacher will arrange to distribute feedback forms twice in a semester one at the beginning and one at the end to obtain feedback of faculty members teaching them as well as their academic problems. Class teacher identify the individual academic problems of the students and take necessary remedial measures by arranging extra classes, library help, individual attention and encouragement.

II. Powers

1. On receiving a complaint from any source, regarding the misbehaviour of a student in his (class teacher) class, he will personally enquire into the incident and initiate further disciplinary proceedings in consultation with the HOD.
2. He is empowered to issue warning letter / memo to the student in consultation with the HOD wherever applicable. A copy of the letter should be communicated to the HOD.
3. He is empowered to sanction leave for the student's upto 2 days, provided the leave sanctioned is not suffixed or prefixed with declared Institute holidays. For other types of leave, he will be the recommending authority.

III General

1. For every 20 students, a class teacher is nominated for all three years of their study in this institute
2. Class Teacher will interact with the students at least once in a week.
3. Class Teacher must solve all problems of the students at his level. If the problem needs the attention of the HOD, then he shall immediately refer the problem. The students are free to meet their class teacher at any time to share their grievances and the class teacher must solve the problems then and there.

5. Responsibilities of Clerk/Assistant Attached To Department

1. He/ She shall report to the HOD
2. He/ She will carry out all the typing works and file keeping connected with the department.
3. He / She will be responsible for despatching to the Director/Principal's office the Monthly report before 3rd of every month.
4. He/ She shall ensure that circulars and notices are sent to the persons concerned in time.
5. He/ She maintain the stock register for the stationery items received by the department.
6. He/ She shall enter the marks of the periodical test/University examination as soon as the marks are made available to the department.
7. He/She make arrangements in the display of the monthly attendance particulars of the students in the Board on the first working day of every month.
8. He / She shall prepare the budget for stationery required for the department and submit the same to the HOD before 25th Jan every year.
9. He shall maintain records of consultancy work in the department.
10. He Shall maintain records of research projects done in the department.,

11. He shall assist the HOD in maintaining the department library.

6.Responsibilities of Attenders / Lab Assistants

1. He shall report to the Head of the Department.
2. He shall keep the department office / HOD's room neat and tidy.
3. He shall attend to any work assigned by the H.O.D from time to time.
4. He shall make the Hall arrangements for the conduct of model examinations.
5. He shall be responsible for opening and closing of the class rooms and office room.
6. He shall clean the Desk/ Bench/ Fans and electrical appliances and black boards. He shall shift the furniture whenever required.
7. He shall shift the furniture whenever required.

7.Duties And Responsibilities of Mechanics/Technicians/Artisans

1. To clean the machines on a daily basis
2. To service the equipment in his lab and keep all the equipments in working condition
3. He must maintain consumables register
4. He must note the breakage of equipments and prepare the recovery list.
5. They must involve themselves in the Consultancy/Project work also.
6. They must assist faculty in all academic work and in student projects.
7. He must keep the lab neat and tidy.
8. They shall not engage themselves in any student evaluation work.

8.RESPONSIBILITIES TO OTHER OFFICIALS

Responsibilities of Chief Warden:

1. The Director/Principal shall appoint a Chief Warden to assist him in the administration of Hostels.
2. As chief warden of Hostels, the Director/Principal shall appoint any one of the senior faculty of the Institute or any other suitable person as Joint Chief Warden, who shall assist the director/Principal in the administration of the hostels with the help of wardens / resident tutors of both Men's and Women's hostels.
3. Chief warden shall have supervisory powers of all the hostel staff mentioned in the hostel administration chart.

4. Chief warden shall co0ordinate the work of wardens by convening wardens meeting twice in a month and submits the minutes of the meeting or any other report, whenever called for, by the Chief Warden for necessary action.
5. Chief warden shall recommend admission/dismissal of the students in consultation with or based on the reports submitted by the HOD's / Wardens/ and or Hostel Administration Committee.
6. Chief warden shall recommend all hostel maintenance bills to the Chairman warden for payment subject to the budget provisions made available to him
7. Chief warden shall forward all the monthly mess bills signed by the Resident Warden or wardens in charge of the messes of hostels.
8. Chief Warden shall be responsible to prepare and submit the monthly mess bills/ the mess statements to the Admin. Officer before the end of every month.
9. Chief Warden shall arrange for collection of mess fee arrears, whenever intimated by the Principal's office, with the help of the Resident wardens or wardens in - charge of the messes.
10. Chief warden shall forward the reports on the work of hostel staff, under the control of Resident warden or wardens of the hostel for necessary action.
11. Chief warden shall be responsible for sending reports on the work of the hostel office staff, whenever necessary arises.
12. Chief warden shall form student welfare committees under the chairmanship of wardens of the hostels. Also he shall convene sub-committees of students for various welfare activities, and establish a cordial and loving relationship among staff and students the campus for the smooth running of the hostel.

Responsible for:

1. Hostel admissions / rejection of students, staff, etc.
2. Hostel budget operations
3. Hostel accounts and payments.(bills, certification along with Accounts officer, Bursar and payment by both)
4. Room allocation through Wardens
5. Discipline matters through Wardens / Hostel Administration Committee.
6. Services through officials and Wardens.

9.Responsibilitiesof The Warden

1. He / She shall frequently visit the hostel and interact with the students.
2. He/ She shall ensure disciplined conduct of the inmates

3. He/ She shall promptly address any grievance / complaint from the inmates and take remedial steps in consultation with Joint Chief Warden
4. He/ She shall initiate disciplinary proceeding against the misbehaving students according to the standard procedures.
5. He / She shall occasionally dine along with the students in the hostel Mess and offer suggestions to the Mess Authorities / Joint Chief Warden for bettering the quality.

10 Responsibilities of Resident Tutors:

1. He/ She shall assist/ help the students under his/ her care in all aspects.
2. He/ she shall help the students who are weak in studies and also co-ordinate with the Head of the Department for arranging special coaching classes.
3. He/ She shall make necessary arrangements for providing medical aids to the students in times of emergency.
4. He/ She shall be responsible for maintaining the discipline.
5. He/she shall ensure that the students maintain the silence hour. He /She shall also take attendance between 8.30p.m & 9.00p.m, on all the working days and between 9.30p.m. & 10.00 p.m. on all Sundays and Holidays.
6. He/ She shall extend his service to the Warden (Mess) for maintaining the discipline in mess hall.
7. He / She shall send the absentees list every day to the warden for necessary action and advice.
8. When a student commits mistake for the first time the SRA will counsel him and advice him not to repeat the same. The SRA shall issue a warning letter to the student and get an apology letter from the student.

Powers:

1. He/ She shall sanction late permission up to 11.00 p.m. for only genuine reasons. However, late permission can be given not more than two times in a month.
2. He/ She shall sanction weekend holidays once in a month. On special reasons, he/ she shall forward the leave application to the Warden if any student seeks leave more than once in a month.
3. He/ she is authorised to issue warning letters to students who violate the hostel rules.
4. He/ She shall assist the warden in all the matters concerning the hostel administration.

STAFF RECRUITMENT AND REGULARIZATION PROCEDURE

1. Creation of posts:

Number of posts, both teaching and non-teaching categories are sanctioned by the Board of Trustees based on the recommendations of the Director/ Principal. The format for submission of proposals is as detailed as earlier under the “Planning Function”.

2. Recruitment Procedure



(a) Faculty

Through the Governing council is the appointing authority through its Chairman, it is felt that the serving HOD's and other faculty members of the college should be involved in the matter of recruitment of faculty. The faculty requirements is advertised in leading news paper/ faculty plus. The received application is scrutinised by the committee consists of respective head and arranges interview. The HODs either through their personal contact or on the recommendations of the faculty shall sponsor suitable candidates, after satisfying himself in regard to the teaching abilities and qualifications of a prospective candidate, who will be interviewed by the selection committee for formalizing the appointment through effective screening procedures. The selection committee consist of executive director, principal and head of the department. When no such candidates are available, the HODs may advise the selection committee to resort to advertisement in the newspaper to select and fill up the vacant posts. Based on the

recommendation of the selection committee personal interview will be conducted the top ranked five candidates for each by the chairman.

All faculty positions shall be filled only by selection and not by promotion

As a matter of principle all members of faculty will be appointed for one year initially on temporary basis. This period will also be considered as the probation for the new member of the faculty. At the end of one year, the staff recruitment and service affairs committee will evaluate the performance of the temporary member and will submit suitable recommendations to the chairman of the College governing council for appropriate decisions.

The governing council of the college believes in incentives in the form of promotions to the right candidates whose teaching abilities, innovative methods teaching and the zeal to research and develop have made imprints on the campus. To carry forward this belief, seniority will be the secondary factor in promotions and this factor will be put in force when two candidates are equal in evaluations. The faculty members will submit necessary applications to the higher posts whenever such vacancies are notified and their applications will be processed on the basis of merits and merits alone and will be considered for appointed of found suitable without any regard to the seniority of other members of faculty in the department concerned or the institutions.

The staff recruitment and service affairs committee will after due screening procedures submit suitable recommendations to the chairman of the college governing council. The college governing council or its chairman reserves their right to accept or reject and or modify such recommendations by committee.

(b) Administrative Posts

The candidates for the administrative posts will be selected/ nominated by the Committee prescribed for Faculty selection.

(c) Temporary Appointment

When faculty are not in places as per the sanctioned strength (as approved by the Faculty Selection Committee's Chairman), in order to meet the contingencies/ requirements of the college, the Director/Principal can make temporary appointments for a period valid till the end of the Semester. He shall however, strictly follow the qualification norms set by the Faculty Selection Committee, even for these appointments. If he is satisfied with their performance, he

shall them make arrangements for these candidates to appear before the selection committee before the end of that Semester. On no account, candidates rejected by the Selection committee be appointed even for a temporary period by the Director / Principal.

No appointment shall be valid unless approved / ratified by the Selection Committee. The temporary appointment order shall state this, clearly.

The Director/Principal shall arrange to get the approval of the Chairman, Faculty Selection Committee by fax/ courier in case of senior Professors giving their full bio-data and the copy of their filled-up application form with his recommendations, including the benefits, service conditions, responsibilities to be given to them.

The Director / Principal shall keep the Chairman PSNCET, Chairman, Selection Committee informed about every temporary appointment with the bio-data and the copy of the temporary appointment. Every time such appointments are made, the Faculty strength in relation to the approved staff strength may also be submitted along with that.

The Director/ Principal being the Secretary of the Faculty Selection Committee, shall initiate the selection process each time in consultation with the Chairman, Faculty selection Committee, by bringing to his notice, the vacancy position and the requirement thereafter.

Norms for Faculty Recruitment:

I. Engineering & Technology:

CADRE	QUALIFICATION	MINIUM EXPERIENCE
Asst. Prof	B.E. / B. Tech. and M.E./M. Tech. in relevant branch with First Class or equivalent either in B.E./ B. Tech or M.E./ M. Tech	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualification as above that is for the post of Associate Professor,	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at

	<p>applicable</p> <p>Post Ph.D. publications and guiding Ph.D. student are highly desirable</p> <p>In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.</p>	<p>the level of Associate Professor.</p> <p>OR</p> <p>Minimum of 13 years experience in teaching and / or Research and / or Industry.</p> <p>If the experience industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing , quality, control, innovating, training, technical books / research paper publications / patents, etc. as deemed fit by the expert members of the Selection committee.</p>
Principal	<p>Qualifications as above that is for the post of professor, as applicable</p> <p>Post Ph.D. publications and guiding Ph.D. Students is highly desirable</p> <p>In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.</p>	<p>Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor</p> <p>OR</p> <p>Minimum of 13 years experience in teaching and or Research and / or industry</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing , quality control, innovating, training, technical books / research paper publications / IPR / patents etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p>

III. Management Programmes” (As per AICTE Gazette Notification Dated:)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	Bachelor’s Degree in any discipline and Master’s degree in Business Administration / PGDM / C.A / ICWA / M.Com. with First Class or equivalent	2 years of relevant experience professional experience after acquiring the Master’s degree
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor’s or Master’s level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND At least total 6 research publications in SCI/SCIE / UGC / AICTE approved list of journals	
Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor’s or Master’s level in the relevant branch AND At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion OR At least 10 research publication at the level of Associate Professor in SCI / SCIE journals / UGC / AICTE approved list of journals till the date of	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

	eligibility of promotion	
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IV. **Humanities And Sciences**”-(As per UGC Gazette Notification)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master’s degree level in the relevant subject. Besides, fulfilling the above qualification candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or Similar tests accredited by the UGC, like SLET/NET Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master’s level and Ph.D. degree in the relevant subject AND Minimum of seven publications in the peer- reviewed or UGC –listed journals	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry
Professor	Ph.D. degree in the concerned / allied relevant discipline; and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC – listed Journals	A minimum of 10 years of teaching experience in university / college as Assistant Professor/ Associate Professor / Professor and / or research experience at equivalent level at the University / National level Institutions with evidence of having successfully guided doctoral candidate
		OR
		Ph.D. Degree in the relevant / allied / applied disciplines, from any academic institutions/ industry. Who has made significant contribution to the knowledge in the concerned/allied /relevant discipline, supported by documentary evidence provided he/she has ten years experience.

Marine Engineering: (As per IMU Norms)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	At least 55% of marks at the Master's degree level in the relevant subject	Experience not required
	(OR)	
	MEO Class I Certificate of Competency	6 months sailing experience at Management level as within the meaning of STCW Convention in force
	Desirable: (a) MEO and Extra First Class Engineer Certificate / PGDMOM (b) Ph.D. in related subject (c) Relevant publications in refereed journals Teaching / Research / Professional Experience in relevant Organizations.	
Associate Professor	Ph.D. with First class at Bachelor's or with 55% marks at Master's Degree in the appropriate branch of Engg./Tech.	8 years sailing experience Research and / or industry at the level of Assistant Professor
	(OR)	
	MEO Class I Certificate of Competency	2 years sailing experience at Management level as within the meaning of ST. CM Convention in force and 7 years experience in teaching / industry / ship board in marine related fields
	Desirable: (a) MEO and Extra First Class Engineer Certificate / PGDMOM (b) Post Graduate or Higher Qualification in related subjects (c) Relevant publications in refereed journals Research/Professional Experience in relevant Organizations.	
Professor	Ph.D. with First class at Bachelor's or with 55% marks at Master's Degree in the appropriate branch of Engg. / Tech.	10 years experience in teaching research and / or Industry, out of which at least 5 years at the level of Associate Professor
	(OR)	
	MEO Class I Certificate of Competency and Extra First Class Engineer Certificate / PGDMOM	2 years sailing experience at Management level as within the meaning of STCW Convention in force and 10 years experience in teaching / Industry / Ship board in marine related fields
	Desirable: (a) Guidance of students at Master's and / Doctoral level and / or Extra Master / Extra First Class / PGDMOM (b) Post Graduate or Higher Qualification in related subjects (c) Relevant publications in refereed journals. Research/Professional Experience in relevant Organizations.	

3. Issue of Appointment Orders:

While giving the appointment order to the Senior Professors, a list specific responsibilities and tasks are to be given to them by the Director/ Principal, with a specific time frame while reviewing their performance periodically, the status of their completing those tasks may be reviewed by the Director / Principal and suitable guidance given by him in that regard. The copy of that review and the directions given may be submitted to the Management through the Director, which shall form part of the periodic report of the Director/ Principal.

While each faculty joins duty, general responsibilities and specific tasks are to be given to them in writing, which may be reviewed by the Head of the Department and the Principal, periodically record along with the directions given for the future.

The Chairman, PSNCET shall issue the appointment orders for all other Faculty positions.

Nomination of Controlling officers / Head of Departments: Orders will be issued by the Director / Principal in consultation with the Chairman.

4. Service Conditions for Faculty

A) The General service conditions for all the faculty members of the PSNCET will be as follows:

1. They are governed by the rules and regulations of PSNCET which are in force and modified from time to time.
2. They are not permitted to leave the Institution during the middle of a semester.
3. Notice Period

In case of Temporary employees - One month notice period required

In case of those on probation - One month notice required

In case of those who are

Approved probationary - One month's notice or one month's

Salary in lieu of notice is required on either side.

B) Service Certificate Will Not Be Issued To Staff Who Do Not Comply With The Above Regulations :

For the rest of service conditions, the staff of PSNCET is divided into three categories:

a. Faculty on Temporary Basis

The faculty member with U.G. qualification will be on temporary basis on scale. They shall become eligible to be considered to be placed on probation only if they satisfy the norms for regular appointment.

b. Faculty on Probation

Any faculty member on appointment / re-designation on regular scale of pay with the intention of regularization at a later date will be kept on probation for a period deemed fit by the management, but not less than one year.

- i. The period of probation will be considered from the date of joining as a probationer.
- ii. The probation period may be extended or services terminated by the management, in case their attendance, conduct, work progress are not satisfactory as per the assessment made.
- iii. They will not be eligible for any increment during the period of probation.

c. Faculty on Approved Probation

The faculty members who have successfully completed their probation period will come under this category.

Orders on successful completion of probation will be issued by the Director/ Principal, after proper evaluation by the Committee comprising of Director / Principal and the HOD based on the appraisal report from the HOD, student appraisal and self appraisal. Orders shall be issued after approval of the Chairman. All the relevant records shall be submitted.

5. Emoluments:

The scale of pay for faculty positions will be as per the norms of the Institution and other allowances will be fixed by the management as per the norms of the Institution as approved by the Board of Trustees

Department	Qualification	Additional increment
Science & Humanities	M.Phil., Ph.D.(Science)	1. Increment 2. Increments (if one increment has not been given for M. Phil) 1.Increments 2 .Increments
Engineering	M.E/M.Tech Ph.D.(Tech)	(if two increments have not been given for M.E) 1 increment 2 increments
Management Studies	M.Phil., Ph.D	(If two increments have not been given for MBA)

Any additional increments shall be given for holding the higher qualifications as shown under:

For Appointment as Assistant Professor

Department	Qualification	Additional increment
Engineering	Ph.D	Increments

6.Sanction of Increment

Before sanctioning yearly increments for staff, the following points are to be considered:

1. Leave without pay if any, during the period will postpone the due date of increment according to the period of leave without pay. The day of accordance will be the first of the month in which the due date of increment falls.
2. Any special increment sanctioned to the staff members in appreciation of their effort or recognition of higher studies will not alter the due date of increment.
3. Any disciplinary action taken against the staff concerned should be taken into consideration at the time of increment as well as at the time of selection for higher posts. Annual increments will not be considered for sanction while the process of disciplinary action is on.
4. List of staff for whom increments are due should be send by the Director / Principal along with a full-fledged performance appraisal report to the chairman for scrutiny and the final approval of chairman.
5. For the sanction of the increment, one should satisfy the following:
 - a. Satisfactory performance of duty

- b. In case of teaching faculty, a minimum of one paper to be published
- c. He should not have received any adverse remarks
- d. Evaluation of staff by students must be satisfactory

13.POLICY ON STAFF TRANSFER

A person seeking transfer from one institution to the other institution shall apply through the Head of the Parent Institution to the host Institution. If vacancy is available in the other institution, the staff shall be called for an interview and his suitability can be ascertained. Once the person seeking transfer is found suitable for the new post, approval shall be obtained by the head of the host institution for transfer from competent authority given below and the staff shall be appointed for the new post on probation.

Post	Approving Authority
Faculty	Chairman
Non - teaching	Chairman

14.INDUCTION& RELIEVING OF STAFF

1. A member of staff whether teaching or non- teaching on joining duty afresh shall report to the Director/ Principal and submit a joining report.
2. The Principal, after the initial briefing, shall direct him/ her to the Administrative Officer (A.O)
3. The A.O shall arrange for a brief campus trip (for 10-15 minutes to show the different location of the campus to the new appointee.)
4. Also, the A.O shall introduce the new appointee to the Director and warden (if hostel accommodation if required) for special briefing on PSNCET vision.
5. The appointee will then be taken to the HOD concerned by the A.O.
6. The H.O.D will brief the newly joined staff members regarding the visions and goals of the institution.

Systems For Relieving Staff:

The staff member who wishes to leave the institution shall submit the resignation through the head of the department concerned.

1. Unless the H.O.D clearly certifies that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional

burden to other staff members, the staff members will have to stay on till the end of that semester.

2. The staff in charge of the establishment section shall forward a note to the Director / Principal indicating clearly the notice period required and given along with other remarks if any.
3. When the above documents are clear, the Director/ Principal shall inform, the Chairman, Staff Recruitment and Services Committee and accept the resignation and direct and staff member to obtain “No Due Certificate” in proforma E1.
4. After getting the duty filled in “No Due Certificate” in the ‘E’ section shall submit proforma E2 to the Director/ Principal for approval.
5. The staff in charge of E - Section shall get the signature of the employee concerned in the final settlement proforma E3.
6. The Director/Principal shall give a service certificate and salary certificate with the approval of the Chairman.

Disciplinary action:

Employees are expected to meet performance standards and conduct themselves appropriately. This policy is intended to provide tools for addressing employee conduct and performance issues in a reasonable, consistent, and effective manner. Any disciplinary action issued in accordance with this policy must be for just cause under one or more of the three following reasons:

1. Unsatisfactory job performance.
2. Grossly inefficient job performance.
3. Unacceptable personal conduct.

The categories are not mutually exclusive, as certain actions by employees may fall into more than one category, depending upon the facts of each case. No disciplinary action shall be invalid solely because the disciplinary action is labelled incorrectly.

Unsatisfactory job performance: The procedures in this policy provide for progressive discipline to address issues involving unsatisfactory job performance for employees to be given notice of deficiencies and an opportunity to improve them. However, this policy also recognizes that some employee conduct occurring either on-duty or off-duty is so egregious and intolerable that continued employment is not a possibility and progressive discipline is not appropriate. Behaviour of this type is considered either unacceptable personal conduct, which can be either on-duty or off duty, or in the case of on-duty behaviour, grossly inefficient job performance.

Unsatisfactory Job Performance:The intent of disciplinary action for unsatisfactory job performance is to promote improved employee performance. When a documented counselling

session fails to correct employee performance, the principal /Head of he may address the matter by issuing a formal disciplinary action, the first level of which is a written warning.

Just cause to issue disciplinary action for grossly inefficient job performance exists when: an employee fails to satisfactorily perform job requirements as specified in his/her job description, work plan, or as directed by the head of the department and that failure results in

1. Bodily injury to student or to members of the public or to co faculty (s) for whom the employee has responsibility.
2. The loss of or damage to college property or funds

Unacceptable Personal Conduct:

Just cause to warn or take other disciplinary action for unacceptable personal conduct may be created by intentional or unintentional acts. The conduct may be job-related (on duty) or off duty so long as there is a sufficient connection between the off duty conduct and the employee's job. Unacceptable personal conduct may include but is not limited to:

1. Conduct for which no reasonable person should expect to receive prior warning;
2. Job-related conduct which constitutes a violation of law
3. Conduct unbecoming a employee that is detrimental to teaching service;
4. The abuse of student(s), or parents (s) over whom the employee has responsibility or to whom the employee owes a responsibility,
5. Serious disruptions in the workplace;
6. Insubordination;
7. Unwanted activities with female co worker and female student

Procedures for Issuing Disciplinary Action:

Prior to the decision to issue a disciplinary action, the following procedures must be followed in accordance with this policy. Before Principal can issue a disciplinary action of suspension, demotion, or dismissal, a Pre-Disciplinary Committee (PDC) must be held. A PDC is not required if management intends to issue a written warning.

The components of PDC

1. One senior professor from the college other than the department on which the enquiry is initiated
2. Concerned Head of the department
3. Another Head of the department

4. Director Academic
5. IQAC Coordinator
6. One Female member / senior faculty (in case the person to be enquired is female)

Based on the recommendation of the PDC the following action will be initiated.

1. Written warning for the first time
2. Demotion or suspension: the employee must have at least one active disciplinary action (these do not need to be related to the current incident).
3. Dismissal: the employee must have at least two active disciplinary actions (these do not need to be related to the current incident) with three month notice period / one month salary as compensation
4. The activity related with unwanted activities with female co worker and female students immediate dismissal without monetary compensation

Guidelines For Initiating Disciplinary Action On Staff:

- ❖ The HOD shall ensure that all staff adheres to this code of conduct/procedure of administration of the students.
- ❖ Apart from this, the HOD shall ensure that all staff themselves adheres to the institutional rules governing their conduct including dress code, adherence to time and job requirements, fulfilling of their tasks on schedule, handling of finances/ institutional property, being subject to authority, etc.
- ❖ If they fail to adhere to or fail to enforce the Institution's administrative systems (to be checked on a day today basis) they shall be issued a memo by the Director/ Principal / HOD which shall be recorded in their personal files.
- ❖ The authority who issues the memo shall conduct an enquiry (to be done on a day today basis) and take suitable action which shall include warning, loss of pay, suspension or more stringent action.
- ❖ This will apply to all levels of staff, from a Professor to the lowest level staff. The HOD shall adhere to these requirements even if he has to force disciplinary proceeding on a senior staff in his/ her department under him/her.
- ❖ A report shall be submitted to the higher authority for information and ratification.

Controlling Officers:

The same procedure as above shall be adopted by the Director/Principal with regard to these officers both teaching and non-teaching.

Guidelines For Initiating Disciplinary Action On Students:

1. On receipt of a complaint regarding the misbehaviour/misconduct/violation of rules of a student, charges can be framed against the student and the student may be asked to submit his explanation to the Director/principal within 48 hours.

2. If the charges are not admitted, an enquiry committee consisting of three faculty members may be appointed by the director /Principal.
3. If it is not possible to appoint a local committee then the Director/Principal may appoint an external enquiry officer. In such cases a local presenting officer may also be appointed who will present the case to the enquiry officer.

The following documents may be forwarded to the enquiry officer.

- a) Copy of the charge sheet and the statements given by the staff/authority about the misbehaviour
 - b) Copy of the statement given by the defence
 - c) Copy of witness if any
 - d) Copy of the appointment order of the presenting officer.
4. For major offences, the student may be suspended with pending enquiry.
 5. Then the inquiry officer shall call the charged student and asks series of questions recording all the questions and the answers given by the charged student. The signature of the charged students is to be obtained on every page.
 6. Then the witness should be called and he must be asked to give his evidences in writing. His statements must also be recorded. The charged student must be allowed to cross examine the witness and these statements also must be recorded and signatures of both witness and the charged student must be obtained on each page.

After the conclusion of the inquiry, the inquiry officer has to prepare a report in the following format.

- i. Introductory
- ii. Defence assistance availed of by the CO and his participation in the inquiry
- iii. The charges and substances of imputation of misconduct
- iv. Case of the DA
- v. Case of the CO
- vi. Analysis and assessment of evidence
- vii. Findings and decision against each charge.

Memo to be issued by each teacher through a computerized format to a student and a copy shall be sent to the class teacher / HOD/Principal/Parent immediately, when he/she is found violating any rule of college/hostel however small it may be such as

Violation of Dress Code

Late attendance

Missing tests/Giving blank sheets/failing to secure pass mark

Failing to submit assignments / records

Absence without permission even for one period in the class, for an hour (hostel) (permission from staff and HOD)

Misconduct, Misdeed, Misdemeanour, and Insubordination.

Step I. Memo can be issued by any authority or faculty, whether they belong to the department of the delinquent student or not. No study need be made as to whether the misconduct needs issuance of memo is not.

Step II. From the date on which memo is issued, irrespective of time, he/she will be placed on suspension (marked absent day by day).

Step III. Enquiry will be conducted by whoever issued the memo on his /her convenience and when satisfied with the explanation or after necessary punishment is accorded or when the delinquent student repents shall remove the suspension. However all enquiries should be properly recorded on paper and necessary under takings obtained with signatures and orders written by the disciplinary authority. The same shall be entered in the computer also. The disciplinary authority is the person who issued the memo.

Step IV. The attendance lost on account of step III shall stay. It shall not be condoned on any account by any superior authority.

This entire system shall be computerized and make "On line" to enable all records to be available at any time for any authority.

There should be security systems built in for access/modification by each level of authority and the time period within which each (entry, modification, closing the file etc.) could be done by each authority.

The computer shall show only the computerized final attendance which may be submitted to the university.

Procedures To Take Corrective Measures For Disciplinary Problems:

1. When a student commits a mistake for the first time he/ she will be counselled by the concerned Senior Resident Tutor.
2. When the student repeats the same for the second time, the SRA will give a complaint to the concerned warden and a memo will be issued by the warden and the copy of the memo shall be sent to the concerned HOD and the HOD of counselling. The HOD (Counselling) will make arrangement for counselling them.
3. When the student involves himself again in further disciplinary act, the matter will be dealt by the disciplinary committee. The disciplinary committee will follow the procedures prescribed for them and recommend suitable action.

15.STAFF WELFARE MEASURE

- Free busboarding and subsidized fee.
- Full fee concession / partial fee Wards of staff concession
- The Principal and Executive Director free – Accommodation.
- Free accommodation and food- bachelor faculties.
- Sponsorship to conference/ Workshop/FDP
- The Faculties are allowed for higher study by the sponsorship of the Management.

- Foreign University - financial support for collaborative research.
- Subsidized food- college canteen
- Staff tour
- EPF contribution
- mobile charges for the closed user group (CUG)
- Seed money to pursue research work
- Ambulance service
- Sports and recreational
- Incentive for publication
- The management provides Group health Insurance.
- On duty leaves to participate workshop, seminar, conference etc.
- On duty leaves are provided for exam related activities.
- Children Day care room recreation facilities

16.POLICY FOR HIGHER STUDIES FOR FACULTY

The administration encourages the members of the faculty to execute higher studies. The revised policy for sending faculty members for higher education is given below.

1. CLASSIFICATION OF DEPUTATION FOR HIGHER STUDIES

The candidates may be permitted to do Ph.D Programmes either part time or full time.

Category : Part-time programme offered in other institutes –Ph.D.

	Part time/full time at other Institution category
Eligibility	<u>Ph.D</u> M.E's with 2 yearsof teaching experience at PSNCET, who have rendered exceptional service for the Institution.
Stipend	Full salary
Conditions	After obtaining the degree they should work for 3 years at PSNCET and execute a bond.
Period of sponsorship	8semesters

Any leave utilized by a faculty member in excess will not be treated as leave, for higher studies.

Category – Full Time at other Institutes:

The faculty who have made their own arrangements for Ph.D. studies can be given leave on loss of pay. They have to execute a bond for the value of his 10 months of basic pay for Ph.D

Additional 3 increments for Ph.D shall be granted and the duration a will not be counted as service period.

NON- TEACHING STAFF:

The non-teaching staff who desire to go for higher studies(which will be useful to PSNCET) can be deputed subject to the following norms:

Staff Strength	NTS that can be deputed
1 - 7	1 in 2 years
8 - 12	1 in 1 year
13 and above	2 in 1 year

Out of the staff who applies for studies, seniority of service at PSNCET and those who have rendered exceptional service for the Institution will be given preference. For those who have availed this facility once, the seniority will be counted from that day they have submitted the certificate for the earlier course.

Procedure For Sponsorship:

The faculty member intending to take up higher studies should apply to the Director/Principal through the Head of the Department concerned in advance by may every year.

He / She has to make his/ her own arrangement for admission to other institutes. No sponsorship will be given, however “No Objection Certificate” and recommendation will be issued by the Institute.

Faculty who has attained the age limit of 45 will not be considered.

Faculty, not exceeding 10% of faculty strength in each department, may be recommended by the Director/Principal to the Chairman for approval.

A faculty member permitted by the Chairman will be relieved by the Director/Principal for taking up higher studies on submitting documentary evidence for his/ her selection. The faculty member should submit a report at the start of each semester on the progress made during the previous semester, including attested photo copies of the grade sheets for course attended, if any.

They have to execute a bond for the value of his/her 10 months of basic pay for Ph.D.

No expenditure incurred by the faculty member in connection with attending interview or for executing his/ her higher studies will be met by this institute.

Sponsorship for higher studies is a privilege offered by the institute and cannot be claimed as a right by any faculty member. The decision of the Governing Council, on sponsorship is final. The policy is subject to review and amendment as required from time to time.

17.STAFF WORK LOAD POLICY

1. The PSNCET work load for the faculty shall be allotted as shown below:

Activity	Hours per week			
	Principal	HOD	Professor	Others
Contact Hours(Instruction)	4	8	14	20
Research, Administration Developmental, Counselling Activities	33	26	20	8

If professors are involved in approved research projects leading to publication of papers or profitable consultancy then their contact hours shall be 14 hours per week.

1. This shall apply to all departments of B.E/MBA/MCA & M.E.
2. 20-22 hours/ week of actual contact hours of instruction for all category staff.
3. Two theory and two labs/ drawing/ workshop for the faculty under the “ Other category ”.(3 staff per drawing and 2 staff for practical)
4. No extra allowance for HOD’s Officers any level in the college.
5. All Saturdays except 2nd and 4th Saturday shall be half working days for all teaching and non-teaching staff. Maintenance work, administrative meetings, staff performance review, staff seminars shall be held on the Saturday. The programme for each Saturday should be planned department wise well ahead of time and a copy shall be submitted to the Director/ Principal for review.
6. Senior professors shall take subjects for students at their entry level(ie) 1st / 2nd year.
7. This shall be the load for all staff paid a full salary placed on scale.

Norms for Visiting Faculty:

Activity	Remuneration
a) Contact hours per subject – 0 hrs	Not exceeding Rs.8,000/- per subject
b) Hourly basis	Rs.200 (Rs.150 per hour + Rs.50 transport charges)
c) Marine Faculty	Rate as fixed by the Chairman

Note:

- Visiting faculty have to make own arrangement for their transport.
- Visiting faculty should not take more than 2 hours per day.
- Remuneration will be given on completion of the duties for the month.

Staff strength shall be approved by the Chairman & Governing Council only based on the above norms.

1. The PSNCET work load for the faculty shall be allotted as shown below:

Activity	Hours per week			
	Principal	HOD	Professor	Others
Contact Hours (Instruction)	4	8	14	20
Research, Administration, Developmental, Counselling Activities	33	26	20	8

If professors are involved in approved research projects leading to publication of papers or profitable consultancy then their contact hours shall be 14 hours per week.

This shall apply to all departments of B.E/MBA/MCA & M.E.

- 20-22 hours/ week of actual contact hours of instruction for all category staff.
- Two theory and two labs/ drawing/ workshop for the faculty under the “Other category”. (3 staff per drawing and 2 staff for practical)
- No extra allowance for HOD’s Officers any level in the college.

4. All Saturdays except 2nd and 4th Saturday shall be half working days for all teaching and non-teaching staff. Maintenance work, administrative meetings, staff performance review, staff seminars shall be held on the Saturday. The programme for each Saturday should be planned department wise well ahead of time and a copy shall be submitted to the Director/ Principal for review.
5. Senior professors shall take subjects for students at their entry level (ie) 1st / 2nd year.
6. This shall be the load for all staff paid a full salary placed on scale.

NORMS FOR VISITING FACULTY:

POST	TOTAL NO. OF POSTS
A. Professor	3
B. Asst. Professor	4
C. Lecturers	8
Grand total	15

Activity	Remuneration
a) contact hours per subject – 40 hrs	Not exceeding Rs.8,000/- per subject
b) Hourly basis	Rs.200 (Rs.150 per hour + Rs.50 transport charges)
c) Marine Faculty	Rate as fixed by the Chairman

Note:

- a) Visiting faculty have to make own arrangement for their transport.
- b) Visiting faculty should not take more than 2 hours per day.
- c) Remuneration will be given on completion of the duties for the month.

Staff strength shall be approved by the Chairman & Governing Council only based on the above norms.

SANCTIONED FACULTY STRENGTH FOR THE PRESENT COURSES

Staff strength shall be approved by the Chairman &Governing Council only based on the AICTE norms.

I. MARINE ENGINEERING B.ECOURSE:

II. AERONAUTICAL ENGINEERING

POST	TOTAL NO. OF POSTS
A. Professor	2
B. Asst. Professor	6
C.Lecturers	10
Grand total	18

III. ELECTRICAL & ELECTRONICSENGINEERING

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Asst. Professor	2
C.Lecturers	6
Grand total	9

IV. ELECTRONICS & COMMUNICATIONENGINEERING

POST	TOTAL NO. OF POSTS
A. Professor	2
B. Asst. Professor	4
C.Lecturers	10
Grand total	16

V. INFORMATION TECHNOLOGY

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Asst. Professor	2
C.Lecturers	4
Grand total	7

VI. COMPUTER SCIENCEENGINEERING

POST	TOTAL NO. OF POSTS
A. Professor	2
B. Asst. Professor	6
C.Lecturers	10
Grand total	18

VII. DEPARTMENT OF MANAGEMENT STUDIES

POST	TOTAL NO. OF POSTS
A. Professor	1
B. Asst. Professor	2
C.Lecturers	4
Grand total	7

VIII. SCIENCE & HUMANITIES

POST	TOTAL NO. OF POSTS
A. Professor	4
B. Asst. Professor	8
C.Lecturers	12
Grand total	24

IX. DEPARTMENT OF PHYSICAL EDUCATION

POST	TOTAL NO. OF POSTS
A. Director	1
B. Instructress/ Instructor	4
Grand total	5

X. LIBRARY

POST	TOTAL NO. OF POSTS
A. Librarian	1
B. Asst. Librarian	4
Grand total	5

Name of the Institution :

PURCHASE REQUISITION

- 1. Indent No.&Date :
- 2. Indenting Department&Lab :
- 3. Materials Required : Consumable/Non-Consumable

S.No	Item with Specification	Quantity required	Stock Position	Quantity to be ordered	Estimated Price

- 4. Budget Available :
- 5. When Required :
- 6. Purpose :
- 7. Any other information /Source of supply :

Lab i/c

SIGNATURE OF HOD

RECOMMENDING AUTHORITY

(In consultation with accounts section)

PRINCIPAL

Director

APPROVED /NOT APPROVED

Chairman

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PSNCET/AO/SIF Rev.0

Name of the institution :

STATIONERY INDENT

1. Indent No. & Date :
2. Indenting Department & Lab :
3. Stationery Required
4. :

S.No	Item	Quantity	Estimated Value	Purpose

REQUIRED BY

HOD

PRINCIPAL

Director

Chairman

Receiver's Signature

Name of the Institution:

SANCTION ORDER FROM

1. Department/Name :
2. Description of purchase/work :
3. When it is required and purpose :
4. Present stock position :
5. Name of the supplier recommended :
6. Whether quotations obtained and comparative
Statement prepared :
7. Whether the purchase order /work order
to be placed with the lowest quotation, if not, justification for
recommending a supplier who has not quoted the lowest price
8. Total Value of Purchase/Work :
9. Terms of Delivery :
10. Terms of Payment :
11. Budget available as per budget
12. Register page No.....

PURCHASE OFFICER

OFFICER RASING PRINCIPAL

THE INDENT PP1

DIRECTOR

CHAIRMAN

PURCHASE ORDER

ToAddress

Indents no.

P.O.No.

Date:

Attn:

Dear Sir/Madam,

Sub: Supply of

Ref :(1) Yourquotationno.

Dated

(2). OurenquiryNo.

Dated

We are pleased to accept your offer cited for the following material .kindly supply ordered material as per specification given below:

S.No	M a t e r i a l N o	Particu lars	Quanti ty	Rate	Amiu nt

TERMS & CONDITION:

1. Delivery of the materialdestination
 2. Prices inclusive of alltaxes
 3. Paymentterms
- a) Payment will be made by crossed cheque in the name cited on thebill

- b) Payment after delivery and verification.
- 4. Delivery period:
- 5. Warranty:
- 6. Validity:

Principal/Director

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PSNCET/AO/MRS

Name of the Institution:

MATERIAL REQUISITION SLIP

Department:

Lab: Date:

S.NO	Material Particulars	Quantity Required	Purpose or to whom required

STAFF I/C

HOD

PRINCIPAL

RECEIVER'S SIGNATURE

PM-1

PSNCET/AO/IR

Name of the institution:

INVENTORY REGISTER:

Brief Description of item: _____

S.No	Registration Number	Date of Purchase /Issue	Cost per unit	Quantity	Location

TELEPHONE POLICY

College Telephone Facilities

- 1.
- 2.
3. The campus Telephone Board will only have provision to make local calls. The Board shall maintain a register for all calls connected and the same shall be tallied with the telephone bill every month. The operators will be held personally accountable for any deviation personal calls made during emergency by a staff will have to be compensated by them.
4. The board shall be manned all the 24 hours 7 days a week through a 8 hour shift by 3 operators with another extra operator to take care of holidays and weekly day off.
5. Provides Direct dialling facility only for ,

Director

Principal

Vice Principal

Chief warden

Security Officer

Public Relations Officer

Administrative Officer

Leave Policy:

The management considers that a liberal leave policy is an incentive to the employees and that the productivity of the employee will considerably increase on return from such leave.

Though teaching staffs have been placed on higher pedestal in relation to the concessions, a conscious approach has been made in this policy to offer these concessions to the non-teaching staff also in parity with the teaching staff relying on the principles of equality. Leave should be availed only after it is sanctioned by the appropriate authority upon proper application submitted well in advance so that the administration does not suffer on account of unexpected absence of the employee.

Whenever an employee proposes to go on leave, he / she must make local arrangements in consultation with the HODs concerned/ A.O, to perform duties in his/ her absence.

Restraint:

Leave cannot be claimed as a matter of right. Leave could be granted subject to the exigency of the service.

Casual Leave:

This leave is granted for limited spells not exceeding two days in a row to attend emergencies and sudden ill-health. Un-availed leave at the end of the academic / calendar year will lapse and it will not carry forward to the next year.

Teaching staff: casual will be allowed for twelve days in an academic year subject to the limitation of four days in a semester.

Non-teaching staff: twelve days of casual leave will be allowed in a calendar year on the basis of one day for every month of spent service.

Temporary employees: temporary employees and those new employees who joined service in the course of the year can avail this leave in proportion to the full calendar months of service in that year.

Casual leave cannot be combined with any kind of leave other than Sundays and declared holidays.

Earned Leave:

Teaching Staff

Every member of the teaching staff will earned leave for each academic year applying the following formula.

Earned leave: $2/11$ days of duty minus number of days of vacation enjoyed during the academic year.

Duty means all days in the academic year with the following exceptions.

- Earned leave availed if any
- Leave on loss of pay.
- Medical leave and finally vacation period.

NOTE: casual leave and public holidays will be counted as duty.

Non-Teaching Staff

Every member of NTS will earn 5 days every half year of service ending 30th June and 31st December.

General Conditions:

1. The un-availed leave could be accumulated to the mark of 50 days and the leave earned beyond this limit will lapse.
2. The employees who have put in less than two years are not eligible for this leave.
3. If the member avails leave on loss of pay during any semester / half year he will not earn any leave under this category for that semester/ half year.
4. Those employees who have been punished for deficiency of service and other misdemeanours will not be eligible for this concession for one year from the date of punishment order.
5. Broken half/ year / semester will not be taken into account for allowing this benefit.
6. Credits of leave so earned under this category will be made in the individual's account at the beginning of the next semester/ half year.
7. Credits available in one account will automatically lapse if the employee leaves this organization.'
 - a) On his own accord
 - b) On being sent out by the management for any reason
 - c) On superannuation

Medical Leave With Pay

Those employees both teaching and non-teaching staff who have completed two years of unblemished service to this organization, will be eligible for medical leave for a total period of three months for the rest of service in this organization.

Features of The Scheme:

1. Should not have undergone any kind of punishment during the tenure in this organization.
2. The level will not be sanctioned for a period exceeding 20 days at a time.
3. There should be an interval of two years in between the two spells of medical leave.
4. Application for this leave should accompany a medical certificate issued by a reputed and registered medical practitioner relevant to the ailment for which treatment is planned.
5. General ill health is not eligible for this benefit. A specific disease and a planned treatment for such disease will qualify for sanction of this leave.
6. The un-availed leave at the time of his exit from the organization for whatsoever reasons will lapse.

7. Those employees who submitted the leave application with the medical certificate will be sanctioned this leave with pay at the rates applicable at the time of submission of the application.
8. Management has got the right to refuse or to modify this benefit when the exigencies of service are not conducive to allow this benefit to individual employees.

Maternity Leave:

Married women employees who have put in not less than two years in this college will be granted maternity leave for a period not exceeding 60(sixty) days from the date of confinement. This leave entails leave salary at the usual rates of salary payable for that period. This leave will be granted only for two confinements in the whole service of the employee.

Vacation Leave:

The faculty members who have put in not less than one year are eligible for the vacation leave. This leave will be sanctioned up to 15(fifteen)days in the winter and 30(thirty) days in the summer.

On Duty for University Assignments:

The faculty members who are recommended by the college administration to take up by the university assignment such as external examiner, valuation of answer sheets etc will be allowed 'on duty' permission.

This permission must be obtained on the previous day of 'duty ' by submitting a written application with the copy of university's letter . the permission will be accorded only for the period mentioned in the university letter.

No ratification of the absence for the unauthorized duty will be done.

The faculty members shall not arrange these duties through their own sources and in such cases 'permission' cannot be taken for granted. The director will decide individual cases based on merits and the procedures approved by the college. If he decides that the faculty member had wilfully violated the rules the period of un authorized duty will be treated as the wilful absence from duty and disciplinary action will be taken beside pay cut for the absence.

ON DUTY FOR ATTENDING SEMINARS / CONFERENCES/WORKSHOPS AND DELIVERING GUEST LECTURES.

The members of faculty will be allowed to attend seminars/ conferences/ workshops and deliver guest lectures and their period of absence from duty will be treated as 'on duty' subject to the following conditions.

1. The subject of seminar/conference/Guest Lectures must have relevance to the subject taught by the member concerned.
2. 'On Duty' will be allowed subject to the maximum of two days at a time including travel time on the basis of factors involved.

3. Each member may be allowed 'on duty' on three occasions in an academic year. This rule is inserted just to give every member of the faculty in a particular department an opportunity to widen his vision by attending such programmes.
4. Prior permission in writing must be obtained from the Director to attend these programmes. A copy of the invitation from the organizers must be enclosed to the application seeking permission. No ratifications for unauthorized participations will be allowed. And such cases will invite disciplinary action against the member concerned besides pay cut for the day(s) involved.

18. TRAVELLING ALLOWANCE TO STAFF

1. Travelling Allowance an Daily Allowance granted to an Officer/Staff isto Compensate the cost of journey and the cost of boarding and lodging expenses incurred by him during the tours undertaken for official purposes.
2. To avail Travelling allowance or Daily Allowance, there must be a specific job or assignment to be accomplished at the place of visit/tour.
3. Travelling Allowance:

<u>Employee Class</u>	<u>Mode of Travel</u>	<u>Local Conveyance</u>
Grade A	: A/C III Class or below	Auto
Grade B	: A/C III Class or below	Auto
Grade C	: I Class /3tier AC/II Sleeper	Auto
Grade D	: II Sleeper	Bus

Note:

- i. The claim for Bed roll shall be allowed.
- ii. The charges for Rail travel shall include Reservation / Sleeper charges.
- iii. If travel is performed in bus irrespective of the class and actual fare paid shall be reimbursed.

4. Daily Allowance :

The daily allowance consists of Boarding and Lodging

Boarding

The Boarding is to compensate the food expenses incurred during official tour and will be restricted to the limit fixed under Boarding.

Lodging:

The lodging is to compensate the lodging charges incurred during official tour. The claim for lodging shall be for actual amount subject to the maximum fixed and supported by the receipt for payment of Hotel/Guest House bill. If the receipt for lodging is not produced is not produced or

in case of separate own arrangement the allowance under lodging shall be allowed at the rate of 40% of maximum fixed under lodging.

In case of absence or fraction of absence from head quarters which is less than 24 hours, the daily allowance will be calculated as shown below:

<u>Absence</u>	<u>D.A. Allowed</u>
0 to 6 hours	30%
6 to 12 hours	70%
12 to 24 hours	100%

The following is the maximum limit for boarding and lodging:

City Class	A		B		C	
	L	B	L	B	L	B
Employee Group						
A	600	200	400	150	350	120
B	500	150	350	130	300	110
C & D	500	120	350	110	300	100

5.Local Conveyance:

Journey performed within the limits of Tirunelveli etc. will not be treated as journey on tour and hence TA/DA is not applicable. Actual fare for staff will be provided if travelled by bus. If travelled by PSNCET vehicle no T.A. will be paid. If travelled by own vehicle T.A @ Rs. 1.50 per km for two wheeler and Rs.3.50 for four Wheeler (Group A & B officers) will be paid on specific approval of the Chairman / Director /Principal. The Director/Principal shall permit the individual to travel in his own vehicle based on need and for the benefit of the Institution.

For journey performed within the limit of Tirunelveli, Bata will be paid as noted below:

- a) Group A & B - Claim based on actual bills limited to the Boarding for C class cities
- b) Group C & D - Less than 6 hours -Rs.20/-
6 to 9 hours -Rs.40/-
More than 9 hours - Rs.60/-

6.T.A& D.A for Studies:

The T.A & D.A shall be paid in specific cases like Extra Curricular activities, sports, etc, after the approval of the Chairman.

Employee Grade:

GRADE / GROUP	GRADE / GROUP
<u>Grade A</u> Director / Principal	<u>Grade C</u> Assistant Professors
<u>Grade B</u> Vice Principal, professors Administrative Officer PRO	Lecturers All other Teaching Staff <u>Grade D</u> All Non Teaching Staff

City Class:

CLASS – A	CLASS - B	CLASS - C
Delhi Mumbai Calcutta	All state Head quarters& Chennai	All other places

Travel Allowance To Experts/Visiting Faculty

A. Experts.

The experts invited to participate in various seminars/conferences and other programmes will be allowed Train fare from their place of residence to the college and Honorarium at the rates below.

S.No	Category	Train fare	Honorarium
1	Experts from National level Institutes.	First Class A.C	Rs.1000/-
2	From other Institutes	Second ClassA.C	Rs.500/-
3	From other colleges within the state	Third A.C	Rs.500/-

21. PROCEDURE FOR CONDUCTING ENQUIRY ACTION ON STUDENT

1. The enquiry officer must first verify the following documents to check for technical flaw (i.e) he must see whether his appointment order has been signed by a competent authority , whether the statements given by the student & witness were signed, etc.

Documents to be checked:

- a) Appointment order
 - b) Charge Sheet
 - c) Reply given by the Charges Student
 - d) Written statements of witness
2. If these documents are not received, they should be called for.
 3. The inquiry officer then should send a notice to the charged student for appearing before him in person on the day and time fixed by him within 20 working days from the date of receipt by him of the charge sheet. The inquiry officer must also give particulars regarding the presenting officer if any.
 4. The undisputed documents may be taken on record directly. Documents, which are not admitted by the charged student, have to be introduced through witness who can proved the genuineness of documents.

21. TECHNICAL ASSOCIATION POLICY

1. AIM

Every department, when has students, is required to have a department association for furthering the cause of their field of study.

The technical heads of the leading industries are to be invited to give talk on the latest in the technology and take the knowledge of students beyond the syllabi. The HRD heads of the institutions can also be invited to give them a first hand account of what we are. All the activities of the association will be aimed to

- To expose the students to the latest in the industry
- To improve the industry interaction
- To improve the standing of placement

Association activities should be planned well in advance such as guest lectures by experts from various industries in the areas of personality development. Quiz programmes, managerial skill development, leadership qualities, career guidance, management games, industrial visits and others, conducted by the Association will be an additional input to the students. Hence, the college should have programs every week sponsored by these department one activity per week.

2. Executive Committee Of The Association:

Patrons	: Chairman
Chairman	: Director / Principal
President	: HOD
Advisor	: A Senior Faculty of the Department
*Secretary	: Final year B.E student

- * Treasurer : Third Year B.E student
- *Jt.Secretary : II. B.E Student
- * Members : 2 members from each class including the office bearer, preferably one gents and lady students.

* Those will be chosen through consensus by Class Advisor and HOD.

3.Fund Management

a) A fee for association activities of various departments will be collected from the students at the time of semester fee payment in each semester and the amount will be decided on a year by year basis at the HOD's meeting.

The following policy guidelines are issued for its operations.

c) Savings bank account for the association will be opened by the departments in each branch with cheque issuing facility. The account will be operated with 2 signatories, out of the following 3 persons.

- | | | |
|---------------|----------------|--------------|
| (i) President | (ii) Treasurer | (iii)Advisor |
|---------------|----------------|--------------|

c) The amount collected from the students will be transferred to the respective association account of the department. If there are any funds remaining at the end of the year it will be carried thro' to the next year.

d) The expenditure is proportioned as follows:

- | | | |
|------|----------------------------------|--------------------|
| i. | Inaugural & Valedictory Meetings | : 15 % each |
| ii. | Special program | : 30 % |
| iii. | Other Lecture/ Seminar | : max. of 10% each |

e)For all the special programmes, the associations are advised to explore the possibilities of sponsorship for extra expenses. The income and expenditure also is to be properly accounted along with the income as per clause 3(a).

f) A cash book will be opened and all the transactions should be initiated by the Advisor and HOD.

g) All expenses have to be approved through a meeting of the above executive committee by way of resolution and the minutes are to be recorded properly in a separate file.

h) All payment vouchers and receipt vouchers are to be filled separately.

i) At the end of each month an income and expenditure statement should be placed on the notice board for the information of the students and sent to Director along with activities report.

j) At the end of each semester, an audit will be done comprising of 3 students who are not in the Executive Committee and the audit report is also to be placed on the notice board and made available to the Director to be recorded in the college office.

22. POLICY FOR FACULTY DEVELOPMENT

A.Sponsoring PSNCET faculty members for part-time doctoral programme:

1. The PSNCET faculty with proven good record of performance and commitment to the Institute shall be sponsored for doctoral program in other institutions in areas of interest to PSNCET.

2. All those Sponsored shall be paid their full salary and the institute will pay their fee (Subject to a maximum of Rs. 15000/-year) and a special allowance of Rs. 5000/- per year for a maximum of three years.

3. PSNCET shall make available the existing facilities of the institute for the research efforts and shall consider, on merit, augmentation of facilities within the Institute budget.

4. The institute shall also encourage and promote external financial assistance for the research activities in the Institute.

5. On successful completion of the Doctoral degree, the individual shall be reviewed & appropriately placed in the Assistant Professor or Professor Scale.

6. The individual shall execute a bond to serve the institution for a further minimum period of three years.

B.Sponsoring PSNCET faculty members for full-time doctoral program:

1. The PSNCET faculty with proven good record of performance and commitment to the Institute shall be sponsored for Doctoral program in other institutions in areas of interest to PSNCET.

2. All those sponsored and who do not receive any financial assistance from the concerned institution or other agencies shall be paid a sum equalling their basic salary, each month. PSNCET will pay the tuition fee all the selected individuals (Subject to a maximum of Rs.15000/- year) and a special allowance of Rs.5000/- per year for a maximum of three years.

3. On successful completion of the Doctoral degree, the individual shall be reviewed & appropriately placed in the scale as per the rules of the institution.

4. The individual shall execute a bond to serve the institution for a further minimum period of five years.

5. The cases requiring full time study shall be considered on a case by – case basis.

F.Selection Committee:

There shall be a special Selection Committee of experts to select eligible candidates for sponsorship for both Masters Degree and Doctoral degree programmes. Proposals of this committee shall have the approval of the Board of Management.

Procedure for the promotion of Teaching Staff:

The eligible faculty members have to apply for the post in the prescribed format to the Director / Principal through the Head of the Department concerned.

The Director / Principal shall arrange to call such candidates for an interview if vacancies are available. When vacancy is not available, the Director/ Principal shall get the approval of the Chairman for temporarily creating an additional post and then shall arrange for an interview. However, the management has the right to promote any person depending on the efficiency / performance of the individual and the requirements. He/ she shall have served as a member of a t least five of any organizing committee every year.

Procedure for the promotion of Non-Teaching Staff:

The staff members who have completed ten years of service in the same cadre may apply to the Director/ Principal through the HOD in the prescribed format for the next higher post.

The Director/ Principal will arrange for an interview if vacancy is available. The committee shall consist of the following members.

- 1) Chairman'
- 2) Director
- 3) Principal
- 4) HOD's concerned

When vacancy is not available, the Director/ Principal shall get the approval of the Chairman for temporarily creating additional post and then shall arrange for an interview.

Procedure for the promotion of Non-Teaching Staff:

The staff members who have completed ten years of service in the same cadre may apply to the Director/ Principal through the HOD in the prescribed format for the next higher post.

The Director/ Principal will arrange for an interview if vacancy is available. The committee shall consist of the following members.

- 1) Chairman
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- 4) HOD's concerned

When vacancy is not available, the Director/ Principal shall get the approval of the Chairman for temporarily creating additional post and then shall arrange for an interview.

Performance Appraisal Policy System For Teaching And Non-Teaching Staff

Background

The policy document is designed by IQAC in consultation of with all departments and approved by the Principal & Management. It is also discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HODs, Principal and Management. This appraisal system will be effective from the academic year 2019-2020.

Performance appraisal policy is the way to ensure the performance – oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. PSN College of Engineering & Technology continuously makes efforts to improve the academic training and research environment in its constituent colleges.

This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the constituent Colleges as well as the Academy, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

The PSNCET have Self Appraisal Mechanism for Teaching Staff:

In this direction, the Academy has structured an objective assessment mechanism with scope for improvement. The four tier assessment involves:

- Teaching, Learning And Evaluation Related Activities– 40 mark
- Co-Curricular, Extension And Professional Development Related Activities-15 mark
- Research, Publications And Academic Contributions -40 mark
- Mentoring And Institutional Development-5 mark

The above assessment mechanism has resulted in teaching staff understanding and getting acquainted about the following:

- ✓ Teaching style and abilities with the feedback from the peers and the students
- ✓ Scope for improvement in teaching resources and methodologies
- ✓ The research outcomes and relevance of the work being done with the current developments in the respective fields.

Performance Appraisal Policy, PSN College of Engineering & Technology

Policy for Appraisal of Teaching Faculty (The Faculty Appraisal is to be carried out on fifteen parameter)

Sl. No	Parameter	Weightage
ACADEMIC PERFORMANCE		
1	Academic performance Result Percentage	30
2	Use of participatory and innovative Teaching-Learning methodologies, updating of subject content, course improvement etc	10
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES		
3	Project coordinator/ Class Advisor/Class Committee	5
4	Contribution to Corporate Life and Management of the institution/ Committee/ club Extension Activity/VAC/Committee Member/Club Member	5
5	Professional Development activities, Department Association/ ISTE/IEEE/CSI/MISTE	5
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS		
6	Published papers in journals 2SCI/4-SCOPUS	8
7	Published paper in Conference proceedings	2
8	Books/Chapters /Articles published	5
9	On-going and completed research projects and consultancies	5
10	Completed projects/consultancies	5
11	Research guidance	5
12	Training courses, Teaching-learning-evaluation programmes, Faculty development programmes (not less than one week duration)	5
13	Papers presented in conferences, seminars, workshops, and symposium	3
14	Invited lectures and chairmanships at national or international conference/seminar	2
MENTORING AND INSTITUTIONAL DEVELOPMENT		
15	Tutor to a batch of, Mentoring fellow faculty members, Setting up of Research centres, Programs Organised, MoUs, Editorship	5
Overall points secured		100

The self assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement. The Academy rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewal zeal.

The PSNCET have Self Appraisal Mechanism for Non- Teaching Staff.

The works of the Non teaching staff are assessed periodically through structured mechanism.

- Work Efficiency and commitment
- Initiative towards learning never trends in their respective areas.
- Leadership and team work
- Discipline and regularity

Policy for Appraisal of Non Teaching Faculty (The Faculty appraisal is to be carried out on ten parameters)

Performance Appraisal Policy, PSN College of Engineering & Technology

SI. No	Parameter
1	Teaching Knowledge
2	Job Performance
3	Staff/Student Relationship
4	Practice Lab Knowledge
5	Related Accomplishment
6	Regular Attendance
7	Communication
8	Lab Maintenance
9	Involvement in Higher Studies
10	Attitude

The non- teaching staff are periodically trained and also encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

- ✓ Conduct of language and soft skill programme for non-teaching and administrative staff.
- ✓ Leadership training programme for senior faculty to indentify the succession lines.

- ✓ Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.
- ✓ Sensitize teachers and international students with regard to cultural issues and sensitivities.

Conclusion of appraisal

SUMMARY OF API SCORES:

S. No	Criteria	API Score for assessment period
I	Teaching, learning and evaluation related activities	
II	Co-curricular, extension, professional development etc	
	Total I + II*	
III	Research and academic contribution	
IV	Mentoring and Institutional Development	
Total – API score for assessment period		

* Faculty should earn minimum 45 marks out of 55

SI. No	Appraisal Score	Observation Conclusion	Remedial
1	More than 80	Excellent	However, staff will be encouraged to sustain the performance with Increment/Incentive/Awards.
2	60-80	Below Expectation	Staff will be encouraged for further improvement required. Staff will be encouraged to attend more FDP, Conference, and Publication.
3	Below 60	Fair	Need improvement in weaker areas. Motivation and support, will be given for improvement like FDP, Conference, and Publication.

Performance Appraisal Policy, PSN College of Engineering & Technology

