

# NATIONAL ENGINEERING COLLEGE

(An Autonomous Institution Affiliated to Anna University, Chennai)

**K.R.NAGAR, KOVILPATTI- 628 503**



## NEC INSTITUTIONAL & HR MANUAL

**Dr. K. Kalidasa Murugavel, M.E., Ph.D.,**  
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NATIONAL ENGINEERING COLLEGE  
K.R. NAGAR, KOVILPATTI - 628 503.  
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## **1. ABOUT THE TRUST**

National Educational and Charitable Trust is located in Kovilpatti, Tamil Nadu and it is registered in the District Register office of North Madras in Document No.180 of 1984.

The members of the National Educational and Charitable Trust are Tmt.R.Chennammal Ramasamy (Chairman), Thiru.K.R.Krishnamoorthy (Vice Chairman), Thiru.K.R.Arunachalam (Correspondent), Tmt.K.Vijayalakshmi (Member), Tmt.A.Chennammal (Member), Selvi.A.Shanmathi (Member) and Selvan.A.Nithish Ram (Member). Their valuable service includes providing quality technical education to the people with the backward rural background is proving the social cause of running this institution. The greater number of students enrolment in NEC for various technical courses ensure disciplined, safe, and conducive environment in the campus.

### **Governing Council**

The governance of the Institute lies with the Governing Council and it has been playing a significant role in bridging the management and stakeholders that device all policies and decisions related to both academic and administration. It is constituted with members from the Trust, UGC, State Government and university nominees distinguished experts from the institution, industries and organizations. The various activities include

- Defining the Vision and Mission of the institution
- Chalking out the roadmap to achieve the short term, long term goals, values and yearly targets
- Aiming at developing the Institute to deliver the quality education that meets the expectations of stakeholders with experts interaction of academic, industrial, governing and advisory bodies for the requirements of
  - a. Professional achievements of the alumni, students, faculty members, departments and institution
  - b. Reviewing/monitoring the institutional performance with relevant to peer institutions for evolving suitable strategies for overall institutional development in meeting the present and future trends
- Getting the institutional recognition through various accredited / ranking bodies such as NAAC, NBA, NIRF etc., to compete nationally and internationally
- Interacting with experts to advise the management on various fundamental academic issues regarding the programme alternations needed, transformative pedagogic methodologies to be adopted and development of the various study programs
- Supporting collaborations between the institution and academic partners, research establishments and industry of global/national / local importance and entering into agreements /contracts/memorandum which help the achievement of mission and objectives of institutions
- Meeting at least twice in a year to monitor the progress of the goals / targets and discusses various issues, aspects contributing to the development of the college



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S.No.	Name	Position
1	Tmt.Chennammal Ramasamy M. Duraisampuram, Nalattinpuhur - 628 716	Chairman
2	Thiru K.R. Krishnamoorthy M. Duraisampuram, Nalattinpuhur - 628 716	Member (Management)
3	Thiru K.R. Arunachalam M. Duraisampuram, Nalattinpuhur - 628 716	Member (Management)
4	Thiru C. Sankaranarayanan, Pazhankottai, Sankarankovil Tk, Tirunelveli Dt	Member (Management)
5	Selvi. A. Shanmathi, M. Duraisampuram, Nalattinpuhur - 628 716	Member (Management)
6	Selvan. A. Nithish Ram, M. Duraisampuram, Nalattinpuhur - 628 716	Member (Management)
7	Mr. L.S. Manivannan, Managing Director, L.S. Mills Ltd, Theni.	External Member - Industrialist (Nominated by the Management)
8	Prof. M. R. Bhagwan Singh Professor, Mech, Engg (Retd) B. M. S College of Engineering, Bull Temple, Basavangudi, Bengaluru – 560 019	Member - UGC Nominee
9	Dr. S. Sidhardhan, Associate Professor Government College of Engineering, Tirunelveli – 627 007	Member - State Government Nominee
10	Dr. S. Selladurai Professor, Dept. of Physics, College of Engineering, Guindy, Anna University, Chennai - 25.	Member - University Nominee
11	Dr. S. Shanmugavel, Director National Engineering College, K. R. Nagar, Kovilpatti	Member
12	Dr. M.A. Neelakantan, Professor & Head / S&H, Dean (R&D) National Engineering College, K. R. Nagar, Kovilpatti	Member (Faculty Nominated by the Principal)
13	Dr. A. Shenbagavalli, Professor & Head / ECE National Engineering College, K. R. Nagar, Kovilpatti	Member (Faculty Nominated by the Principal)
14	Dr. K. Kalidasa Murugavel, Principal National Engineering College, K. R. Nagar, Kovilpatti	Member Secretary (Ex-Officio)

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## **2. THE INSTITUTION VISION AND MISSION**

### **GENESIS**

NEC, the most prominent landmark of Kovilpatti, has been the crowning glory of this Matchless City of Matches. Its celebrated 'Son of the Soil' Thiru.K.Ramasamy transformed the entire social and cultural scenario in and around this small town by establishing the excellent educational institution popularly referred to as "NEC". By wielding the magical wand of social commitment and munificence, this foresighted philanthropist transformed a strip of barren land into a magnificent academic complex that consistently produces infallible engineers of high competence right from its inception in 1984. This much-acclaimed temple of erudition was established under the self-financing scheme sanctioned by the Government of Tamilnadu G.O. No. 939 dated 20.07.1984 by the National Educational and Charitable Trust, Kovilpatti, Thoothukudi district.

The programmes offered in NEC are approved by AICTE. It has been accredited by National Assessment and Accreditation Council (NAAC). NEC offers 6 UG programmes, 5 PG programmes, and 6 Research Centers for PhD Programmes.

### **VISION**

- Transforming lives through quality education and research with human values

### **MISSION**

- To maintain excellent infrastructure and highly qualified and dedicated faculty.
- To provide a conducive learning environment with an ambience of humanity, wisdom, creativity and team spirit.
- To promote the values of ethical behavior and commitment to the society.
- To partner with academic, industrial and government entities to attain collaborative research.

  
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### **3. GUIDING PRINCIPLES**

#### **Leadership:**

The Institute's leadership at all sites and in all capacities communicates the institution's goals and values; facilitates teamwork, collaboration and partnership; rewards achievement of desired outcomes; support continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

#### **Quality of Employment:**

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

#### **Compensation, Reward and Recognition:**

The Institute's compensation, reward and recognition are administered fairly and equitably strengthening the tie between pay, performance and organizational success for activities like Excellence in Academics, Placements, Admissions, Research, Paper Publications in reputed journals, Consultancy, Funded projects, Patents etc.,.

#### **Continuous Learning and Development:**

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

#### **Response to Change:**

The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills including soft skills through HR/ Management development training programmes to continue to advance the mission of the Institute.

During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition to the extent possible.

**In support of these principles, the Institute commits adequate resources for equitable support to employee development, compensation, reward and recognition among all employees in all cadres**



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#### **4. GOALS – SHORT TERM, LONG TERM AND QUALITY POLICY**

##### **SHORT TERM**

- Respecting college students as budding engineers and scientists embarking adventure towards innovation and invention.
- Nurturing freedom of idea and expression and inspiring a experience of quest.
- To bring 100 % career settlement for students in Core, Product based and IT industries
- To put together college students for careers throughout an extensive variety of science, engineering, mathematics, and technology disciplines.
- To enhance the self-learning skills among the students
- To tie-up with national and international industries to create industry-ready students.

##### **LONG TERM**

- To enrich the potentials of training programme for grooming the technical and soft skills for the students
- To implement an efficient system that creates the scholars to induce involvement in improving professional and entrepreneurship skills with social and environmental importance

##### **QUALITY POLICY**

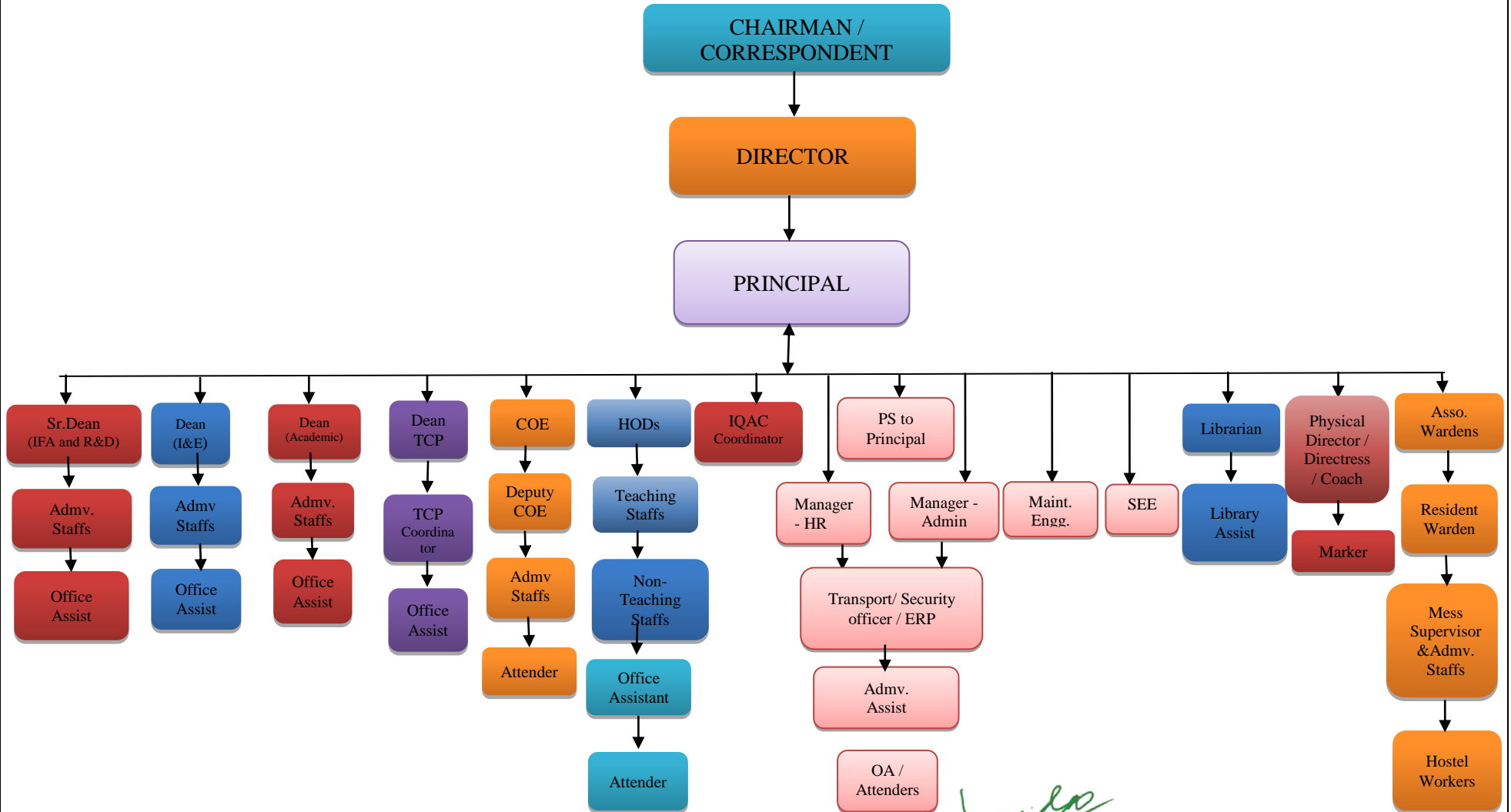
NEC is committed to the culture of quality through the process of continual monitoring and improvement by developing a student centric approach which provides a conducive teaching-learning and research environment with the ambience of creativity, wisdom and team spirit to orient the talents of students with human values for making a positive contribution to society.

This would be achieved by meeting legal, statutory and interested parties requirements.



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## 5. ORGANOGRAM



  
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## **6. DEFINITIONS**

1. This Manual shall be called as National Engineering College Institutional and HR Manual.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college irrespective of their date of joining.

### **Definitions:**

1. **‘College’** means National Engineering College, Kovilpatti-628503.
2. **‘Management’** means ‘Tmt. Chennammal Ramasamy– Chairman, Thiru. K.R. Krishnamoorthy- Vice Chairman, Thiru. K.R. Arunachalam-Correspondent
3. **‘Governing Council’** means ‘The Governing Council of the College constituted as per AICTE Norms.
4. **‘Chairman’** means ‘The Chairman of the Trust’.
5. **‘University’** means ‘Anna University, Chennai’.
6. **‘Director’** means ‘Director of the National Engineering College’.
7. **‘Principal’** means ‘Principal of National Engineering College or any other person appointed by the Management to discharge the duties and responsibilities of the Principal for a short period irrespective of his/her designation in absence of the Principal.
8. **‘Employee’** means a person who is employed by the Trust / College including Director, Principal, Faculty, and Non-teaching Supporting Staff including all those who are engaged on regular or part time basis or on daily wages.
9. **‘Vacation’** means any recess in an academic year, which is for a minimum period of Ten (10) days.
10. **‘Vacation Staff’** mean employees who are eligible to avail vacation. All other employees are deemed to be ‘Non-Vacation staff’.

  
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**11. 'Teaching Staff'** comprises the following categories:

- a. Principal
- b. Deans
- c. Professors
- d. Associate Professors (SG)
- e. Associate Professors
- f. Assistant Professor (SG)
- g. Assistant Professors
- h. Director of Physical Education
- i. Librarian

**12. 'Non-Teaching Staff'** comprises the following categories:

- a. Senior Electrical Engineer, Maintenance Engineer, Site Engineer, Supervisor
- b. System Administrator, Programmers, Asst. Programmers, Computer Operators
- c. Technicians and Laboratory Assistants
- d. Library Assistant, Carpenter, Electrician, A/C Mechanic and Plumber

**13. 'Administrative Staff'** means all those staff who are categorized as follows:

- a) P.S to Principal
- b) PA to Principal
- c) Manager (Admin.)
- d) Manager (HR)
- e) Transport Officer
- f) Residential Wardens
- g) Administrative Staffs
- h) Receptionist
- i) Transport staff
- j) Office Assistant
- k) Attender
- l) Mess Cook and Helpers



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14. **‘House Keeping Staff’** means all those staff who are categorized as follows:
- Gardner
  - Sweeper
  - Scavenger
15. **‘Watch & Ward’** means all those staff who are categorized as follows:
- Security Officer
  - Security Personnel such as Guard and Watchmen
16. **‘Competent Authority’** means
- Chairman /Correspondent in the case of Director, Principal
  - Principal in the case of HOD’s, Deans and all other employees.
17. **‘Duty’** – an employee is said to be ‘On Duty’ for the purpose of service benefits when:
- An employee is discharging the duties of the post to which he /she is appointed or
  - He/ She is undergoing training prescribed for the post.
  - An employee is absent from duty on authorized holidays, on permitted vacation or when availing any other leave sanctioned by the competent authority.
  - An employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programmes, etc., duly permitted by the competent authority
  - An employee is attending to the work assigned by the competent authority in the interest of the College / Management
18. **‘Leave’** means leave granted by the competent authority to an employee to which he/she is eligible.
19. **‘Pay’** means basic pay in the time scale or basic pay, AGP with a special pay/allowance as the case may be.
20. **‘Year’** means Academic year (AY) / Calendar year (CY) /Financial year (FY) as the case may be.



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## **7. ROLES AND RESPONSIBILITIES OF HEADS / FACULTIES**

Faculty member have been delegated/allocated duties based on the expertise and experience on various domains.

### **Academic Council**

Academic Council consists of Principal, Head of departments, Deans, COE, programme coordinators as required. This council functions as the major decision-making body for the academic matters of UG and PG studies.

### **Administrative Council**

The members include Principal, Deans, COE, Heads of departments, Senior faculty members and Managers. The main functions include advice on academic and non academic matters, discipline and related administrative matters of students / staff affairs through meetings.

### **Strategic Planning and Quality Assurance Centre (SPQAC)**

Identifying specific actions and strategic plans to achieve institution's objectives, facilitating and promoting the professional formation of all the faculty members through a scholarly and inter-disciplinary approach to learning and teaching, research and practice, and professional development

This consists /Carries out the activities of NIRF, IQAC, Accreditation bodies such as NBA, NAAC and Faculty development section.

### **Internal Quality Assurance Cell (IQAC)**

Developing a quality system for conscious, consistent and catalytic improvement in the academic, research and administrative performance of the Institution

Promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

### **DIRECTOR**

- Director is responsible for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- Director may take any policy decisions with the approval of management
- Director's financial power is to be sanctioned for Rs.5000 only with the recommendation of concern HODs/Convener and Principal.
- Director involves / coordinates all academic, administrative and finance activities policy decisions
- Selecting B. E. students under Management and NRI Quota.
- Setting and monitoring the targets for all the departments and faculty members

  
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- Working to develop the institute for multi-dimensional growth
- Arranging the various faculty and staff development programmes to bridge the gap
- Participating in Governing Board meetings to advise on various policy decisions and ensure effective implementation of decisions
- Advising the HODs and faculty in various academic policy and administrative matters
- Representing the institute in various State and regional level bodies, societies and councils as required
- Initiate corrective actions based on stakeholders' feedback

### **PRINCIPAL**

- Principal is the academic and administrative Head of the Institution and is also the Member Secretary of the Governing Council.
- Principal represents the college for all activities connected with statutory and regulating bodies like, Anna University, DOTE, AICTE, UGC etc. and is responsible to maintain all records connected with these bodies.
- Principal establishes a suitable system for observing and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- Principal is primarily responsible for the smooth conduct of all academic activities and maintenance of discipline among students and staff.
- Principal approves the leave applications of all staff who should take more than 3 days on the recommendations of the HoDs concerned.
- Principal approves of all industrial and other visits by the students when the same is put up to him/her with the specific recommendations of the HoDs/ Tutor concerned.
- Principal approves of co-curricular activities like guest lectures, seminars, conventions, symposium, literary & cultural events and any other programme as recommended by the HoDs concerned [Through :Faculty Coordinator / Students Coordinator/any other competent authority].
- Responsible for recruiting and allocation of human resources to achieve short term and long term goals of the institution
- Coordinating with the Director, Deans and HODs in the annual budget preparation
- Monitor the departments and their functioning regularly



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- Approving quality policy and objectives.
- Liaison and coordinate with AICTE, UGC, NBA, NAAC, Anna University, DOTE and other professional bodies, engineering and allied departments/industries etc.
- Conducting review meetings for the progress of target achievement and identifying the gap
- Arrange and participate in BOS, Academic council to frame the curriculum for various departments in align with regulatory bodies.
- Allocating of available resources optimally for various academic, administration, research, extra and co-curricular activities etc.
- Ensure the implementation of integrated and impartial systems at all levels of activities where and when ever it is possible
- Conduct regular meetings of the various committees for brainstorming of ideas and to cooperate in various activities
- Motivate the students to present papers in Conferences/Seminars at regional/ national level.
- Convene the Parents Teachers association meeting to inform the activities, policies of the institution and to solve the issues put forth by the parents.
- Conduct tutor's meeting regularly to monitor the effectiveness of the mentoring system.
- Conduct meeting for reviewing the academic results of internal assessment test and end semester examinations with HODs and tutors
- Initiate collaborative academic/research activities with other states / foreign universities
- Facilitate the student to take up co-curricular and extracurricular activities
- Guide the students for career development activities
- Report to the Director/Correspondent/Chairman about the academic and administrative activities

**Principal – Administrative Matters**

- a) Appointments
- b) Pay fixation and promotion
- c) Leave matters
- d) Communications with all statutory agencies.
- e) Proposals and inspections.
- f) Departmental visits

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- g) Conduct of Periodical review meetings of HoDs
- h) Conduct of Periodical review meetings of the Administrative Council
- i) Conduct of Periodical meetings of the Governing Council
- j) Preparation of Annual Reports
- k) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to the management for approval

**Principal - Academic Matters**

- a) Work load allotment [Through:HoDs]
- b) Monitoring Classwork including laboratory [Through:HoDs]
- c) Internal Assessment tests [Through:COE]
- d) End Semester examinations [Through:COE]
- e) Feedback from students[Through: HoDs]
- f) Disciplinary matters (Faculty &Staff)
- g) Disciplinary matters (Students)
- h) Central library

**Principal –Miscellaneous**

- a) Letters /Fax /E-Mail
- b) Conduct of meetings/functions
- c) Safe custody of certificates and documents [Through: Administrative Office]
- d) Issue of Certificates [Bonafide, Conduct, Transfer etc.]
- e) Staff grievances and redressal.
- f) Anti-ragging measures
- g) Interaction with alumni
- h) Interaction with parents
- i) Purchase proposals
- j) Public relations
- k) Community service.



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## **Sr.DEAN(IFA) AND DEAN (R&D)**

### **I. Institutional and Faculty Affairs (IFA)**

1. Mentoring Institutional / Departmental Accreditation activities such as NAAC, NBA and other accreditation activities
2. Compliance requirements for NIRF and other Institutional Ranking process
3. Setting the short term goals for college, departments and academic sections
4. Setting targets for all cadres of faculty members based on vision, mission, objectives and targets
5. Conducting periodic reviews for assessing the performance of the all cadre faculty members, departments and academic sections in ensuring the continuous improvement
6. Carrying out the gap analysis in the yearly performance of the faculty members, departments, academic sections and recommending strategy to improve the performance in the ensuing years
7. Implementing necessary changes in the objectives / targets of the departments, academic sections and all cadre faculty members based on the vision and mission of the institution / departments
8. Faculty welfare and grievances
9. Overseeing the academic audit and faculty performance evaluation verification process
10. Overseeing the extension activities

### **II. RESEARCH AND DEVELOPMENT**

1. Taking care / Establishment of Research center for different departments.
2. Mentor for institutional level committee ranking such as NIRF, ARIYA, NAAC, India Today etc.
3. Framing rules for Industrial Sponsored Research and Consultancy.
4. To formulate policies for the conduct of research and steps to maintain suitable standards.
5. Facilitating faculty members through his/her office in procuring equipment necessary to conduct research / consultancy work and in recruitment of project staff.
6. Monitoring the activities of consultancy, testing and sponsored research projects of college and to ensure timely submission of progress reports.
7. Conducting of research review meetings to assess the progress of the pursuing Ph.D and post Ph.D publications of the faculty members.
8. Extending of incentives for the paper publications every year.
9. Coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
10. Review of Funded projects before submission to the funding agencies.



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## **DEAN (INNOVATION & ENTREPRENEURSHIP)**

1. Creating innovation culture among all faculty members by conducting training programmes.
2. Monitoring activities of innovation and entrepreneurial ecosystem of the institute through periodical review.
3. Motivating the students to create or bring innovative idea in product development through curriculum / teaching learning process.
4. Establishing & Developing business incubation activities through students and alumni leading to more number of startups every year.
5. Creating a network for mentoring business services, venture capitalist and funding from various agencies.
6. Arranging awareness and motivational programmes for students in coordination with Entrepreneurship Cell periodically.
7. Supporting students and entrepreneurs for funding through MSME, New Delhi for product development.
8. Creating a Network to connect entrepreneurs across globe.
9. Monitoring, evaluating and achievement of innovation ranking of the Institute such as Atal Ranking of Institutions on Innovation Achievement (ARIIA), Institution Innovation Cell, and National Innovation and Startup Policy (NISP).

## **DEAN (ACADEMIC)**

### **To administer all academic activities of the institution which includes**

1. Responsible for initiating all the academic activities for the implementation of relevant rules and regulations pertaining to UG and PG programmes offered by the institute.
2. Periodically revise the UG and PG Regulations, curriculum and syllabi of all branches of Engineering, Technology & Science and Humanities as per the guidelines of UGC, AICTE and Anna University, Chennai and disseminating in the college website.
3. Updating the curriculum and syllabi to meet out the industry requirements.
4. Finalization of academic calendar and disseminating in the college website.
5. Monitoring Course registration proforma of the students until the completion of the programme.
6. Monitoring the credit transfer of NPTEL courses.
7. Liasion with the Heads of the Departments for the effective implementation the curriculum and syllabus based on industry requirements.
8. Budget proposal for the conduct of Board of Studies meeting, Academic Council Meeting, Finance Committee meeting.
9. Conduct Board of Studies meeting for all departments, Academic Council Meeting, and Finance Committee meeting twice in a year.
10. Conduct of Standing committee as and when required.

  
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11. Printing and distribution of Regulations, Curriculum and syllabi to students
12. Monitoring of class committee meeting across the programmes.
13. Any other function that may be assigned by the Principal from time to time.
14. To establish a formal and informal communication network to address student feedback on significant issues and problems in the academic process.
15. Periodically send Annual Reports to the Authorized bodies (UGC, Anna University) and preparing renewal process of Autonomous status of the college

### **DEAN (FACULTY DEVELOPMENT) / FD COORDINATOR**

In consultation with HODs and Principal

1. Coordination of faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignment etc.
2. Coordination of faculty member to various institutions under Quality Improvement Programme (Q.I.P.) under rules applicable to them.
3. Evaluation of reports / papers / certificates submitted by the faculty members to Conferences / Seminars through academic audit.
4. Organizing training programmes for the faculty members.
5. Creating and maintaining database regarding faculty expertise.
6. Conducting of academic audit every year.
7. Coordination with Principal for faculty performance appraisal system.

### **DEAN - TRAINING AND PLACEMENT**

1. Creation and maintenance of data base of companies, alumni and student.
2. Conduct of Soft Skill Development programmes.
3. Placement activities.
4. Interaction with industry.
5. Interaction with alumni.

  
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## **CONTROLLER OF EXAMINATIONS**

1. Internal test schedule and seating arrangements.
2. Practical examination schedule and seating arrangements.
3. Printing of Answer booklets & Question Papers.
4. Assignment of invigilation duty to faculty and staff [Through: HoDs].
5. Internal Assessment Tests and Model examination.
6. Computation of attendance.
7. Computation of internal test marks.
8. Submission of absentees list.
9. Distribution of examination remuneration.
10. Publishing of exam results after conducting external expert / HODs meeting
11. Issue of original and duplicate hall tickets.
12. Issue of original and duplicate mark sheets.

## **IQAC COORDINATOR**

1. Coordinating the dissemination of information on various quality parameters of higher education
2. Coordinating the documentation of the various programmes / activities leading to quality improvement
3. Coordinating the quality-related activities of the institution
4. Coordinating in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
5. Coordinating the timely and efficient execution of the decisions of IQAC committee.

## **PS to PRINCIPAL**

1. The PS to principal takes care of correspondence to AICTE, Anna University, DOTE and other agencies in consultation with the Principal and co-ordinates all activities of academic departments.
2. Co-ordination with Principal /Director on the Governing Council meetings.
3. Carrying out the Admission related process.
4. Verification of the Purchase bills, Stock Registers and Vouchers in co-ordination with Manger - Administration.
5. To officiate the Students requirements / Approvals in the absence of Principal.
6. Arranging of various meetings for the Principal requirements.
7. Authorization of student's certificates and Scholarships.
8. Executes any other works assigned from time to time.

  
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## **HEADS OF THE DEPARTMENTS**

1. Providing a clear vision and direction to the department.
2. Academic planning.
3. Delineation and allocation of responsibilities to faculty and staff.
4. Allotment of work load to staff.
5. Time-Table and Hall management.
6. Guest lectures.
7. Budget proposals.
8. Periodical staff meetings (preferably once in a fortnight).
9. Periodical class committee meetings (preferably once in a month before and / or after each assessment test).
10. Taking care all the curricular and co-curricular activities of the departments.
11. Enforcing discipline in their department.
12. To conduct at least one departmental meeting in every calendar month.
13. Preparing the budget requirements (Consumables & Non-Consumables etc.,) in consultation with other faculty members of their department.
14. Staff Leave.
15. Students Symposia/Seminars.
16. Review of students' performance and remedial measures.
17. Industrial Visits and In Plant Trainings.
18. Departmental Library.
19. Issuance of Bonafide Certificates to staff and students for participation in Seminars/Symposiums.
20. Cleanliness of the department.
21. Purchase of equipment, testing, quality assurance and processing of bills.
22. Purchase and issue of books and stationery items to staff and students.
23. Development of inter-departmental cooperation.

## **FACULTY**

1. Preparation of 'Course Plan' effectively well ahead of the commencement of the semester.
2. Handling lecture classes as per the Time-Table and timely completion of the syllabus.
3. Completing Laboratory exercises.

  
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4. Verifying note books / records periodically.
5. Counseling the students and conducting re-tests for those failed / performed poorly.
6. Coordination with HoDs / Faculty members in preparation of laboratory requirements and budget, discipline maintenance, students' counseling and execution of co-curricular activities.
7. Class room instruction.
8. Laboratory Practice.
9. Student Project and Exhibits.
10. Take Scheme of evaluation / Key after complete every tests conducted by the faculty
11. Preparation of Learning Resource Material:
  - a. Course Plan
  - b. Own Videos / Power Point Slides / any content delivery method
  - c. Question Bank with Answers
  - d. Drill Problems with Solutions
  - e. Quizzes, Crosswords and Puzzles
  - f. Web Based Learning Material

### **LIBRARIAN**

1. Purchase of books as per the requirement of AICTE and Anna University
2. Subscription and renewal of E-journals, Journals, Magazines and newspapers
3. Stock entry & maintenance
4. Issue and collection of books/ journals/CDs
5. Reprographic facilities
6. Collection offline
7. Binding and lamination facilities
8. Establishment of book bank
9. Coordination of purchase of books for students
10. Submission of Annual budget Proposal
11. Organizing the events for book reading
12. Executes any other works assigned from time to time

### **DIRECTOR OF PHYSICAL EDUCATION**

1. Purchase of Sports Kits
2. Stock entry & maintenance
3. Condemnation & auction



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4. Collection offline
5. Scheduling of sports events
6. Scheduling of sports day
7. Submission of Annual Budget Proposal

#### **Manager Administration**

1. Accounts maintenance including stores and hostel
2. Salary preparation and maintenance of salary acquaintance.
3. Advances and settlement.
4. Collection of fees and remittance.
5. Funded Project verification of all departments funded projects documents / Accounts / Payments / Reconciliation of Bank Statement / Preparation of Utilization certificates for funded projects
6. NEC Stores Accounts – Verification of all vouchers, transactions and Maintaining of college, Ladies and Gents Hostel stores account in Tally / Procurement
7. Equipment and other purchases - Maintaining of Register / Orders pertaining to Department Wise equipment purchases / yearly statement preparation and report

#### **In coordination with Trust office**

8. Income tax matters.
9. Internal audit.
10. Audited statement of receipts & expenditure.
11. Preparation of annual budgets.

#### **Manager – HR**

1. Co-ordination of Policies / Norms - Formation and implementation coordination for Establishment / Administrative / HR related activities / Work load Assessment coordination / Duties and Responsibilities coordination
2. Co-ordination for Recruitment of Teaching and Non-Teaching Staff
3. Co-ordination for Salary Fixation / Revision – Teaching and Non-Teaching New Staff Salary approvals / Salary Revision proposals for Ph.D., M.E.,
4. Bio-Metric attendance and coordination for salary preparation.
5. Higher Studies – Eligibility Verification / Management approvals / Formalities such as Application Processing, NOC, Service Certificates and Agreement execution
6. EPF / ESI / Gratuity Coverage Implementation – Recommendation, Consolidation and Approvals for Teaching and Non-Teaching
7. Co-ordination of Performance Appraisal for Teaching and Non-Teaching Staff
8. Co-ordination of Training and Development for Staffs – Training Need Identification / Approvals / Conducting of Training / Feedback on Improvement Monitoring coordination for Teaching and Non-Teaching

9. Co-ordination of Disciplinary Proceedings / Grievance Redressal
10. Staff Movement – Staff In and Out Movement during working hours
11. Stationery management
12. AICTE / NBA / NAAC / NIRF – HR / Establishment Activities Execution
13. Any other works as directed by Principal / Director

### **Senior Executive (Electrical)**

1. Purchase, installation & maintenance of Network system, Computer systems, Intercom, Air conditioners, Electrical equipment, computer consumables and UPS based on requirements received from various departments.
2. Purchase, installation & maintenance of new software based on the requirements from various departments.
3. Up gradation of existing hardware and software.
4. Renewal of AMC for all above activities.
5. Renewal of existing software licenses.
6. Installation, up gradation and maintenance of firewall, antivirus software and renewal of license for the same.
7. Conduct of computer related courses to staff & outsiders.
8. Maintenance and up gradation of NEC website.
9. Executes any other works assigned from time to time

### **Maintenance Engineer**

1. Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
2. Supervises, executes the works in all civil, gardening, STP, Fire safety and cleaning according to the norms and standards.
3. Takes care the sanitation/public health units of the institute and exercise control over the civil contract workers; he must ensure compliance of the all provisions of the labor laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
4. Coordination with Trust staff members for the inspection of buildings structures, roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
5. Prepares progress reports on on-going work and report the same to the authorities of the institute on a daily / monthly basis.

  
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6. Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance STP, fire safety and ensuring proper use of the same.
7. Suggests the Principal in all technical matters and ensure that all works executed by him as per his requirement.
8. Executes any other works assigned from time to time.

#### **Transport Officer**

1. Responsible for arrangement of transport for students and staff from College to Designated places & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Responsible to inform the principal at any major repair of college vehicle / sale of expiry vehicle.
5. Responsible for the purchase of new vehicle.
6. Responsible for the transport for the staff and students for any educational tours and visit Sports competitions etc.,
7. Responsible for time management of buses.
8. Responsible for timely payment of Insurance / Taxes.
9. Responsible for getting vision certificate at appropriate time.
10. Responsible for timely arrangement of obtaining Fitness Certificate.

#### **Security Officer**

1. Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
2. Monitors Material movement in and out of the premises.
3. In charge for monitoring the persons inside the campus; verifying the ID Cards.
4. Ensures the Contract labourers wear Contract badge during working hours within the campus.
5. To ensure that the staff members / students are riding with slow speed and wearing of helmets inside the campus.
6. To monitor all the securities through patrolling device / system in night shift.
7. To monitor the bus drivers and others in consuming alcohol through alcohol detector

  
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### **Residential Warden**

1. Responsible for the purchase of groceries for hostel.
2. Responsible for food related complaints.
3. Responsible for controlling of food waste.
4. Responsible for food timings.
5. Responsible to monitor the discipline of the students.
6. Responsible to monitor study hour.
7. Responsible for the students to comply with the Hostel rules and regulations, and to maintain the orderly management of the Hostel, providing a harmonious environment for the students.
8. Responsible to ensure the general wellbeing of students in their hall and to handle situations of emergency as and when these arise

### **Technical Staff/Non-Teaching Staffs**

1. Maintenance of Laboratory Equipments and Machineries.
2. Calibration of Laboratory Instruments as per standards.
3. Guiding the students on Lab Experiments.
4. Maintenance of stock and Inventory.
5. Issues and receipts.
6. Servicing of equipments.
7. Assistance in purchase.
8. Stock entry and bill passing.



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## Duties and Responsibilities of a Teaching Faculty

### General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of the entire faculty shall be fixed by the management. The work load of the faculty should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
  1. Principal - 4 hours / week
  2. Dean / Professor - 8 hours / week
  3. Associate Professor - 12 hours / week
  4. Assistant Professor / Lecturer - 16 hours/week

For the above stipulations, two tutorial hours/two laboratory will be counted as one teaching hour.

The work plan of faculty shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

### Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty member.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the master attendance register maintained in the department as soon as the classes/laboratory hours are over.

  
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6. Whenever a faculty member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / laboratory / invigilation. In case of emergency, the HOD or the next senior faculty member must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. **The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.**

### **Class Room Teaching**

1. Once the subject is allotted to the Faculty Member should prepare the lecture hour wise lesson plan.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
3. The faculty member should motivate the students and bring out the creativity / originality in the students

**The course file consists of Course Plan, Course Committee Minutes, previous year university question papers, notes, handouts, exam question papers, two model answer scripts for each test/exam, Assignments (if any), Rubrics, feedback analysis report etc.,**

1. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
2. The Faculty Member should refer more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
3. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
4. The Faculty Member should engage the full 50 minutes and should not leave the class early.
5. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
6. The Faculty Member should cultivate to include humor in the lecture, to break the monotony.
7. Should practice/rehearse the lecture well before going to the class.
8. The Faculty Member should make use of OHP, Models etc., as teaching aids.
9. The Faculty Member should encourage students asking doubts / questions.
10. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
11. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
12. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of the class.

  
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13. The Faculty Member shall give possible 2-mark questions with answers for each unit.
14. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
15. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
16. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
17. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
18. The Faculty Member should make himself/ herself available for doubt clearance.
19. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

### **Laboratory**

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

### **Test / Exam**

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



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## **Student – Faculty Report**

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

## **Roles and Responsibilities of Faculty members**

### **B1. General Part**

- a. Every faculty member must follow the code-of-conduct of the institution / Governing body / AICTE / UGC / Anna University / higher education of the state and should not indulge himself / herself in an activity which can be detrimental to the reputation of the institute.
- b. A faculty member will be governed by the rules and regulations, service conditions of the institution that may be in force from time to time or amended or modified at any time by the Authorized authority / Managing committee during the entire service
- c. No faculty members are expected to indulge in any acts of misconduct as prescribed or any other acts of indiscipline.
- d. The faculty members are not permitted to talk to any students /staff members in isolation of any places including laboratories and should accompany with a minimum of two or three students / staff members whenever a discussion / meeting is involved.
- e. The faculty member should discharge duties by himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal and other Authorized Officers of the institute under whom he/she shall from time to time be placed and in which capacity he/she will discharge all such duties pertaining to that office and do all things which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and will make himself/herself in other respects generally useful as may be required of him/her.
- f. The faculty member shall devote his/her whole time and attention to the duties of the said employment and shall not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or any other remunerative work without the specific sanction of the First Part.

  
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- g. The faculty member will conduct himself by strengthening his characteristics in developing a work culture / discipline and standards for a purposeful, productive and professional collegiate environment which will be highly conducive to teaching and learning by upgrading their qualification and knowledge
- h. The faculty member shall maintain the confidentiality in respect of examination, evaluation, student disciplinary decisions and other related items and will exercise utmost care and attention in keeping the confidentiality of required data and information.
- i. The performance and progress of the faculty members will be periodically assessed by the appropriate authorities and if found unsatisfactory at any time during the services of the faculty member, appropriate action as deemed fit by the Head of the Institution and Management will be initiated against the faculty member.
- j. The faculty member shall be entitled to have his/her services **relieved** either by giving to the First Part three months' notice thereof in writing or by paying the First Part three months' pay and allowances and the norms as applicable for relieving of them from duty.

### **B.2. At Department Level**

1. Every faculty member must deliver a technical seminar at least once in each semester to other faculty members.
2. Every faculty member should maintain student's attendance records and the absentees register number should be noted every day in the ERP portal as soon as the classes/laboratory hours are over. If the faculty finds the continuous absentees in lab and theory hours, report to their parents through tutors and bring it to the knowledge of HOD.
3. The faculty member should make himself / herself presentable and should show no partiality to any segment / individual student.

### **B.3.Students Part**

- Deliver lecture with high pitch and low pace, and, as much as possible in English and Tamil. To develop interest among students, experiments should be performed by faculty members along with students, not by lab technicians.
- Record of the poor performers (of previous semester) be taken from academic test results and those students has to be given considerably higher attention than normal students. Also inform low performing students to parents through their tutors for further actions.



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- Monitor the attendance of students and inform the concerned tutors, if a student is absent for continuous three days for further action (calling their parents).
- Evaluation of the answer sheets is very important aspect of academics. Answer scripts (especially during internal examinations) should never be evaluated on the basis of the general impression of the student in the class. Utmost care need to be taken towards checking the quality of the answers in the scripts (including the language). A minimum of 10 - 12 minutes should be devoted to evaluate an answer sheet (thus not more than 5 - 6 answer sheets should be evaluated in one hour to keep the quality of the evaluation process).
- Also, student must be informed that he / she will be permitted to see his/her answer sheets and sign that their marks are properly awarded in their answer sheets and discrepancies if any to be looked into and to be ensured that it is corrected appropriately. Further, original marks must be awarded to the students so that they work hard to earn marks. The same must be communicated to the students effectively. Inform students that those who did not attend classes/performed practical in last semester have been given minimum marks / as per college academic norms.
- Prescribed text books to be followed during discussion of each topic in the class. Importance of the text books reading habits should be inculcated among students by conducting reading assignments prior to the conduct of the topics being covered.
- Do not skip any topic altogether. Rather, it should be first discussed in the class and then corresponding notes may be distributed (if required).
- Ask and ensure the students to submit the tutorials/ assignments regularly. Take the attendance with students' name rather than their roll numbers and keep track the irregular (low attendance) students in the class.
- Encourage the students to ask the questions in English or Tamil during teaching, seminar, viva-voce etc. Encourage all the students to explain any of the topics on the dais in English as well as in Tamil.
- Correct the applications / letters of students on the spot for improvement of their language skills and inform their mistakes gently.
- Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- The code of conduct as prescribed by the institute to be very strictly adhered by the students and it is the collective responsibility of all the faculty members for the growth / benefits of the students' community.
- Compliance of wearing of ID cards / helmets inside the campus also to be ensured by faculties. The students' ID-cards need to be checked randomly in the class, may be at the beginning (sometimes by glance through, sometimes by rigorous check). Habitual offenders' names need to be recorded at the class level.



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- Proper dress code need to be checked and complied. For compliance of dress code, lady faculty should counsel girl students and gents' faculty should counsel boy students.
- The smart mobile and laptop policy of the institute to be followed by the students very strictly. If students are found using mobile in class hours then it must be confiscated and be sent to the department / institute discipline committee for appropriate action.

Discourage the students against use of foul language: This is a collective responsibility of faculty members to intervene appropriately and counsel students for correctional behavior as and when they are found indulging in such practices. The student may be in habit of speaking foul language



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## **8. COMMITTEES FOR VARIOUS RESPONSIBILITIES**

Various committees have been formed to look after the various activities of the college. The convenors, coordinators and members are appointed for the said committees. If there is any problem, the committee staff members can meet the Principal directly to sort out the problems.

It is the responsibilities of the committee members to take the initiative and show their interest and involvement to achieve the success in the activity, with full commitment and responsibility.

### **I. Academic Related Offices / Cell / Committees / Association**

1. COE Office
2. Dean (Academic) Office
3. Dean (R&D) Office
4. Strategic Planning and Quality Assurance Cell
5. Discipline Committee
6. Placement & Training
7. Internal Quality Assurance Cell
8. Time Table (Theory & Practical)
9. Tamilnadu State Council for Science & Technology
10. Parents Teachers Association
11. Alumni Association
12. Institution and Learning Management System (I&LMS)
13. Institution Industry Cell
14. Business Incubator Cell
15. Entrepreneurship Development Cell (EDC)
16. Institute Innovation Cell
17. Technobation Center
18. Intellectual Property Rights Cell (IPR)
19. International Studies

### **II. Professional Societies**

1. Extension & Outreach Cell (EOC)
2. ISTE Students Chapter
3. ISTE Staff Chapter
4. CSI Students Chapter
5. IEEE Student Branch
6. IEEE –CS Student Chapter
7. Institution of Engineers (India) Staff Chapter
8. Institution of Engineers (India) Students Chapter
9. IETE – Students Forum



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10. Society of Manufacturing Engineering
11. Society of Automotive Engineers Students Chapter
12. ISOI Students Chapter
13. ICTACT

### **III. Extra-Curricular Activity Committees**

1. Sports Committee
2. NCC
3. NSS
4. Fine Arts
5. Rotaract Club
6. Junior Jaycee Club
7. Youth Red Cross & Blood Donors Club
8. Red Ribbon Club
9. Youth Welfare Association
10. Quiz Club
11. Science Club
12. Maths Club
13. Literary Association Club
14. Yoga Club
15. Readers Park
16. Eco Club

### **IV. General Committees**

1. Internal Complaints Committee (ICC)
2. Gender Equity Cell
3. Prevention of Sexual Harassment (POSH) Cell
4. SC/ST Committee
5. OBC Cell
6. Minority Cell
7. Student Counsellor Committee
8. Hostel
9. Bulletin
10. Canteen & Cafeteria
11. Government Examinations
12. Website Maintenance



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## 9. SCHOLARSHIP POLICY

### I. Institutional Scholarship

#### 9.a. Kalvithanthai Thiru K.Ramasamy Memorial Merit Scholarship for Under Graduate students

In memory of Kalvithanthai **Thiru.K.Ramasamy**, the founder chairman of National Engineering College, Kovilpatti, the Scholarships are offered to the deserving students for Merit, Talent, Sports, Innovation, Entrepreneurship and Research in undergraduate, post graduate and Ph.D degree programmes. This scholarship is offered in the form of fee waiver, stipend and fellowship.

#### I. Kalvithanthai ThiruK.Ramasamy Memorial Merit Scholarship for Under Graduate students

##### Category 1:

- First-year students admitted in each program through TNEA counseling with a minimum cut-off of **190/200** will be given **full college fee waiver** during the first year.
- If the students in this category are **economically poor**, they would also be given an **additional waiver of transport / hostel fee**.
- A maximum of **5 Marks relaxation** will be given if the students are the children of NEC alumni and faculty members.
- A maximum of **12 students** will be benefitted in this category.

##### Category 2:

- First-year students admitted in each program through TNEA counseling with a minimum cut-off of **180/200** will be given a **tuition fee waiver** during the first year.
- A maximum of **5 Marks relaxation** will be given if the students are the children of NEC alumni & faculty members.
- A maximum of **6 students** will be benefitted in this category.

##### Category 3:

- First-year students admitted in each program through TNEA counseling with a **JEE main** score of a minimum of 10% less than the lower cut-off of any NITs will be offered a **tuition fee waiver** during the first year.
- A maximum of **1 student** will be benefitted in this category.



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**II. Kalvithanthai Thiru K.Ramasamy Memorial Talent Scholarship for Under Graduate students**

- First-year students admitted in each program through TNEA counseling and **winners of the approved competitions** of NEC Management will be given a **tuition fee waiver** during the first year.
- A maximum of **2 students** will be benefitted in this category.

**III. Kalvithanthai Thiru K.Ramasamy Memorial Sports Scholarship for Under Graduate students**

- To promote and encourage talents in sports and games among the students, a scholarship for sports is offered to the first year students admitted through management / counseling seats.
- A maximum of **3 students** will be benefitted in this category.

The details of scholarship in the form of fee waiver are as follows:

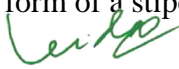
Sl.No	Level of Participation	Tuition fee waiver	Hostel / Transport fee waiver	Other fees waiver
1	National Position	50%	100%	100%
2	State Position	-	50%	100%
3	Divisional Level Position / State Participation	-	-	50%
4	Divisional Level Participation	-	-	Seat confirmation

**IV. Kalvithanthai Thiru K.Ramasamy Memorial Post Graduate Scholarship for Innovation and Entrepreneurship**

- To promote the research, innovation and entrepreneurial activities, scholarships are offered in the form of fee waiver of **80%** to the students admitted in all Master degrees in Engineering through the Management/Counseling stream.
- **All the students** admitted in the Master degrees in Engineering are eligible for this scholarship

**V. Kalvithanthai Thiru.K.Ramasamy Memorial Institute Research Fellowship**

- To promote **full-time research** (Ph.D.) in our college campus under the supervisors of NEC, **Rs.10000/- per month** scholarship is offered in the form of a stipend.
- Total number of scholarships provided per year - **10**

  
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## Other Guidelines

### A. Total Number of Scholarships

- A maximum of **24 students** will be benefitted from the various schemes of scholarships that come under the Bachelor degrees in Engineering
- The number of Scholarships in each program depends on the **sanctioned intakes** in each program. A maximum of 6 students for double intake (120) and 3 students for single intake (60) will be considered.
- In a particular category, if the allotted number of students is not turned up, it can be **adjusted in the other category**. But, the maximum number of scholarships offered should not exceed 24.

### B. Selection process of scholarship

A committee constituted by the management will select the students for the scholarships in the first year and further continuation of the scholarship for every year.

### C. Policy Guidelines for Continuing in getting scholarships for subsequent years

#### a. The students getting KRM scholarships under the category of I, II and IV from our college

- Should not acquire any scholarships provided by the Society/Community trust. However, they are allowed to apply for any scholarships offered by the government.
- Should not get arrear in any subjects in the end semester examinations and they should score a CGPA of at least 8.0.
- Should not involve in any indiscipline on the college campus.
- Should regularly participate in National/International technical contests/hackathons.
- Should continuously update their knowledge/ employability skills /innovative ideas/ to get placed in super dream company/public sector/central government jobs (or) become startup/entrepreneur (or) get admission in IITs or in any reputed international universities for higher studies.

#### b. The students getting KRM scholarships under the category of III from our college

- Should participate in zonal / inter zonal / south zone inter university / all india inter university sports events
- Should pass all subjects before the completion of final year
- Should get on duty permission for participating in sports events

### 9.b.PROF.K.KANNAPPAN MERIT SCHOLARSHIP

The Management has established an Endowment scholarship namely, Kannappan Memorial Award to the students every year who are economically poor and academically excellent. This award is given in order to honour the great man Prof. S.Kannanppan who has served National Engineering College since its inception at 1984 till his last breath.

### **9.c.ALUMNI ASSOCIATION SPONSORED SCHOLARSHIP**

The NEC Alumni Association sponsored scholarship is extended every year to the students who has got good academic record and economically poor. This scholarship covers second year to final year of study for the shortlisted students.

### **II. Government Scholarship Policies through College for Students**

The students concerned is giving application to the college for the below mentioned scholarships. The amount as per the eligibility will be credited in the students bank account.

<b>Sl.No.</b>	<b>Scholarship Types</b>
1	BC/MBC/DNC/BCM Welfare Scholarship
2	Adi Dravidar and Tribal Welfare SC/ST Scholarship
3	Pragathi Scholarship
4	Scholarship for the Wards Of Beedi /Mine Workers
5	Farmer Scholarship
6	National Scholarship
7	Fee Waiver Scholarship
8	AICTE – PMSSS Jammu & Kashmir students scholarship
9	Tamil medium students scholarship

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## Government Scholarship through various Welfare Boards for Students

- Bonafide Certificate given to students for availing Scholarship
- The parents who are members of such welfare board will apply through proper channel and the eligible amount is being credited in parents bank account

Sl.No.	Name of the Board
1	TN Washermen Welfare Board
2	TN Hair Dressers Welfare Board
3	TN Tailoring Welfare Board
4	TN Handicraft Welfare Board
5	TN Palm Tree Welfare Board
6	TN Handloom and Handloom Silk Weaving Welfare Board
7	TN Footwear and Leathers Good Manufactory and Tannery Welfare Board
8	TN Goldsmiths Welfare Board
9	TN Domestic Welfare Board
10	TN Power loom Weaving Welfare Board
11	TN Street Vending and Shops and Establishments Welfare Board
12	TN Cooking and Catering Welfare Board
13	TN Drivers and Automobile Workshop Welfare Board
14	TN Fire and Match Workers Welfare Board/ Tamil Nadu Fire and Match Workers Welfare Board



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## **10. Mobile Policy / Laptop Policy**

### **Introduction**

The purpose of this policy is to establish guidelines for the usage of mobile phones/laptops by the students inside the campus in utilizing modern technologies to compete with other city students of reputed institutions. This policy is applicable to all students those who enter the campus for their studies.

### **Mobile Phones/Laptop Usage Policy Guidelines**

- Students are permitted to use the mobile phones and laptops in a responsible manner according to the professional ethics of engineers. The usage should not hamper the studies and nuisance, harm, affect the freedom of others and institution reputation.
- Mobile phones must remain in silent mode or switch off mode inside the college premises. (Not in vibrating mode).
- Mobile phones/laptops must be used only for the purpose of education. The students can access the social networking sites such as Facebook, Twitter, Instagram for academic purposes only.
- Watching movies / playing games / sending illegal videos / any other purposes are not permitted
- Use of phones, cameras, etc...is prohibited during the class / working hours.
- Mobile phones/laptops are strictly prohibited inside the library and examination halls.
- For academic purposes, to use compulsorily the head phones while watching videos and referring other website with audio wherever the students are in the campus or hostel or college bus.
- The students should not use mobile phones while attending meetings, training, workshops, functions and other activities of the college.
- Carrying out the activities of sending / advertising college features in academic pursuit, campus beautification, programmes or any other valuable events in any form which involves in dissemination of information and promoting our college reputation with proper permission
- The students can use the college internet only through their user name, pass word and using any other internet usage(data card) is strictly prohibited
- Video shooting or audio recording through mobile phones etc., of unlawful incident is strictly prohibited
- The students should keep their mobile phone and laptops in their safe custody and if it is lost or stolen, the college will not be responsible
- Students are prohibited to use college or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or related laws.

  
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- The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.
- All department faculty members, non-teaching staff members and security guards are empowered to report to the authorities regarding the misuse or violation of above norms and any interference by students will invite disciplinary action.
- The authorized officials / faculty members are empowered to confiscate mobile phones/laptops found with students violating the above rules and the mobile phones/laptops will be returned to the students only after the completion of the semester / academic year
- The above said policy is applicable for the students staying in Boys and Girls Hostel also

**Student Signature**

**Parent Signature**

**For students staying in Gents and Ladies Hostel**

**In addition to the above points, the norms as mentioned below will also to be followed by students staying in Gents and Ladies Hostel**

- During the Study Hours, watching the social media, videos other than the academic purposes is not permitted. Chatting through voice or text (Video calls) through Mobile phones / Laptop is strictly prohibited
- On holidays, the students can watch the authorized websites, films, videos, hearing songs (no sound) without the disturbance / nuisance to the co-students is permitted
- For academic purposes, to use compulsorily the head phones while watching videos and referring other website with audio wherever the students are in the campus or hostel or college bus.
- The students can use the college internet only through their user name, pass word and using any other internet usage(data card) is strictly prohibited.
- Video shooting or audio recording of unlawful incident is strictly prohibited.
- The rooms and windows should be kept open at all the time including night hours.
- The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.
- Non adherence of above norms will lead to vacating from hostel and discontinuance of their studies

**Hosteller (students) Signature**



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## 11. HUMAN RESOURCE POLICY / SYSTEM

### PREAMBLE

The Management and Principal understand that the college should have effective human resource policy right from recruitment to retirement. Since laws concerning employment issues are constantly changing, it is important that our policies are updated from time to time and all the employees are kept abreast of them.

This Manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, UGC, Anna University or any other relevant body. It is aimed at ensuring that National Engineering College, K.R.Nagar, Kovilpatti adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This Human Resource Policy aims at to develop consistent policies and procedures. Hopefully this will prove to be a useful tool to department heads / all faculties / all supporting staff members and all other employees as well as begin to establish uniform policies and procedures for our personnel.

The Management is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy during each term in order to know the policy updates made from time to time. Updates will also be informed to employees through circulars by emails. Any update is made as and when required with the permission of the management of the institute and as per the statutory requirements.

A sincere effort has been made to create human resource policies anticipating future needs and issues in a manner easy to understand for most users. Effective contributions to work towards the policies are expected from all the employees.

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of these policies shall be cleared through the rules and regulations lay down by Anna University / Management. In case of conflict of rules laid down by AICTE, DOTE and Anna University a proper decision on a specific matter is left to the sole discretion of the Principal / Director / Management. These policies shall not remain a sacred document and may be subject to periodic amendments depending on the needs that arise from time to time.

  
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## **11.a. GENERAL POLICIES**

### **i. Security & Vigilance on campus:**

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras in prominent & important locations and Patrolling devices for outdoor security monitoring purposes.

### **ii. Biometric Attendance facility:**

Every staff member of this college is required to register the fingerprint / face reader in biometric machine and must record attendance through this system. This Biometric system is implemented not only for monitoring attendance, but also for security / safety reasons.

### **iii. ID-Card Policy teaching faculty, non-teaching staff and student community:**

The staff, students must wear ID-Card inside the campus. If any particular student or staff member is found without ID-card, disciplinary action will be taken against him / her.

### **iv. Private Coaching / Inside, Outside Employment Policy:**

No staff should be involved in carrying out their personal business, commercial related work during the working hours and inside the campus. Also no staff permitted to have private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken on such staff members. No sharing of any academic / administrative matters / evidences to other colleges / friends is permitted.

### **v. Internet Facility policy:**

Staff of NEC must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through NEC internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

### **vi. Non-smoking, non-alcohol and no-tobacco chewing policy:**

At NEC, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

### **vii. Keys deposition Policy:**

College main office keys are deposited in the security office. Department key are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the college. Also staff members are authorized to close and lock the rooms. In case of any other work carried out in the departments, the keys are to be handover at security office after office hours.

  
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**viii. Vehicle parking policy:**

- a. For staff members: All the staff members are required to park preferably at the designated parking slots for proper management.
- b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.

**11.b. RECRUITMENT POLICY / PLANNING**

**PLANNING**

- i. The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- ii. He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- iii. The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.

**RECRUITMENT**

- i. Releasing advertisements in leading newspapers depending upon the vacancies
- ii. Receipt of prescribed applications through online from the applicants
- iii. Short listing of applications for conducting interview in the prescribed format and put up for approval by the competent authority
- iv. Sending of call letter and phone intimation to shortlisted applicants for online test and personal interview
- v. Conduction the interview and fixation of salary as per college norms by the selection committee as described by AICTE and University
- vi. Preparation of minutes of the faculty selection committee meeting
- vii. Sending letters of offer after approval by the selection committee meeting
- viii. Accepting joining reports from the candidates at the time of joining
- ix. Issue of a formal appointment order
- x. Receipt of original / photo copies of certificates / testimonials on qualification & experience for verification and record purposes



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## **Other Procedures**

- i. Every employee shall be issued with an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Management/Director/Principal.
- ii. A softcopy of HR manual will be sent to their individual-mails.
- iii. The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., and Residential Address. The said identity card shall be issued duly signed by the authority concerned.
- iv. The identity card should be worn with a lanyard by all the staff during the college working hours and during their travel in the college bus.
- v. If any employee loses his/her identity card, the college shall provide him / her with a duplicate identity card on payment of the requisite fee.
- vi. When an employee ceases to be on employment of the college, he/she shall surrender his/her identity card to the HR Department before his/her accounts are settled.

## **ORIENTATION**

- i. Orientation programme is conducted for all the new Teaching and Non- Teaching staff.
- ii. The purpose of the orientation programme is to get them familiarized with the college, its Rules and Regulations, Code of Conduct, Departmental Procedures, etc
- iii. Every staff member appointed in the College shall be given a brief introduction about the College by the Principal on the day of his / her joining and thereafter they will go to the department concerned.
- iv. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his / her team.
- v. The HOD will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the office team.
- vi. The HOD will introduce the new faculty member in the first class he / she is going to handle in every section of his assignment.



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## **11.c. TERMS AND CONDITIONS OF EMPLOYMENT**

### **Establishment Rules and Regulations – Recruitment to till Relieval**

1. The Joining Report need to be obtained on the date of joining by the Staff and it has to be confirmed by concerned HOD and it need to be approved by Principal / Director.
2. All original certificates as per the details given below need to be obtained from the staff for verification.
  - a. SSLC or HSC
  - b. Provisional, Degree of UG and PG
  - c. Consolidated Mark Statement of UG and PG
3. Submitting undertaking as per the college norms.
4. Staff Bio-Data to be obtained from the staff.
5. The Thump impression for biometric attendance to be obtained from the staff.
6. The candidates to be informed about the following the rules and regulations.
  - a. Bio-metric based attendance and timings
  - b. EPF rules
  - c. Gratuity Rules
  - d. Service conditions – Terms of Employment, Workload, Disciplinary rules, Resignation norms etc.,
  - e. Duties and Responsibilities
  - f. Procedure on Intermittent leaving of college premises during the working hours
  - g. Staff Welfare scheme
  - h. Salary, Increment, and Scale of pay norms.
  - i. Higher studies formalities.
  - j. Leave on Loss of Pay
  - k. Retirement and Reemployment Norms – Teaching and Non-Teaching
  - l. Dress code
  - m. Roles and Responsibilities of Faculty members
  - n. Norms for Relieval.



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### **Undertaking of Teaching Staff Members who are joining during the Academic Year**

1. They should not leave the institution during the academic year and they should serve in the institution till the end of this academic year.
2. If they want to get relieve during the end of this academic year, they should give three months notice well in advance.
3. If anybody wants to get relieved, they will be permitted only at the end of the academic year and the notice period is three months. As per the college norms, they should serve in the Institution for minimum one year.
4. They should submit all the original certificates to the college for verification and doing the necessary formalities with Anna University etc., They should take enough number of photocopies of certificates and they can use the photo copies for their requirement till they receive the original certificates.
5. They are eligible for one-day casual leave after serving one month. CL cannot be availed in advance.
6. Vacation will be allowed after the service of minimum one year.
7. As youngster, they should work very hard-Duty First-personal things next.
8. College timings should be strictly followed – 8.45 am to 6.00 pm.
9. Interest, Involvement, Commitment and Responsibility are required.
10. The appointment is purely temporary for one year. If the performance is found good, he/she will be considered for regular appointment.
11. The staff members joined in the current academic year are subject to review their progress/issues if any in the evening hours by the HODs/In charges and hence, they should utilize the bus service for morning trip only. If they want to use the bus facilities for evening trip, they are advised to use service during 6.00 pm only or out bus.

I accept the above norms.

Signature of the Staff with date

Name (in Capital Letters)



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## SERVICE CONDITIONS

### UNDERTAKING / INDEMNITY BOND FOR TEACHING

This Undertaking Indemnity Bond executed on this ----- (Date) by me,----- (Name) and Assistant Professor in ----- Department in favour of the Management of National Engineering College, K.R.Nagar, Kovilpatti,

1. That I shall at all times passionately, faithfully, committedly, responsibly, devotionally to the best of my skill, ability, experience and talents perform all of the duties required of my position. In carrying out these duties and responsibilities, I shall comply with all policies, procedures, rules and regulations of the institution both written and oral, that are announced by the college from time to time. It is also understood and agreed by me that my assignment, duties and responsibilities and reporting arrangements may be changed by the institution at its sole discretion for administrative reasons.
2. That I shall not avail leave against rules and regulations of the institution and will avail the eligible leave with prior written permission without affecting the interest of the students community. I also agree / abide by any disciplinary action as deemed fit by the Management for my non reporting / continued absence to the institution without prior written permission.
3. That I agree for attending all Training programme / Competency and Performance Reviews and Appraisal that are provided / conducted by the institution during every semester/year or at any frequent intervals for me and agree to comply with the outcome/feedback thereof communicated to me by the institution for the institutional development.
4. That I also agree to abide by all the rules and regulations that are in force or amended or modified from time to time by the institution.
5. That I shall serve the Institution for a minimum period of one year from the date of joining.
6. That I shall not leave the institution during the middle of the semester / academic year and I shall serve the institution till the end of the semester / academic year. However, if I wish to get relieved due to unavoidable circumstances during the end of the semester / academic year, I shall give three months notice well in advance or pay three months last drawn gross salary in lieu of the notice period. I also agree to pay any other loans, advances and dues and fulfill other terms & conditions of employment and all agreements / undertakings that are in force before my relief.
7. That If I wish to apply for Govt. or any other jobs, I shall get prior written permission from the Management before submitting the application and will get relieved by fulfilling the terms and conditions of appointment, rules and regulation of the college in case of my selection for the said job.

  
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8. That I shall produce all original certificates of educational qualification, experience certificates and any other documents as required by the institution for verification at the time of joining or at any time on completion of any qualification. I shall keep all my above certificates in digi-locker. Also, I shall submit the photo copy of the above said certificates / documents to the Institution.
9. I shall also agree to bring / submit all the original certificates of educational qualification, experience certificate and any other documents as required by the institution at any time prior to the inspection by Anna University, AICTE, all Accrediting agencies and any other agencies for verification by them, since the institution agrees that it will return back the same after necessary verification. Considering the importance of this condition, in case of non submission of all original certificates by me during any inspection time, I agree / accept for any action taken by the institution including my removal from the services of the institution with immediate effect.
10. In the event of my resigning / leaving / retiring from the college within 5 years after completion of Ph.D or not rendering satisfactory service, removal or dismissal from service for any kind of misconduct during the prescribed period, I, the term includes my heirs and legal representatives, shall be liable for a payment to the institution of Rs.25000/- (Rupees Twenty Five thousand only) towards compensation for using the resources of the institution for doing Ph.D., in addition to the last drawn Gross salary of Three Months towards notice period.
11. On account of breach by me of any terms and conditions of the employment or any agreement, undertaking, I accept and assign the institution for any legal or any other action as deemed fit against me such as sending notice, filling suits, proceedings, claim, loans and advances and demands of expenses and damages arising in any manner whatsoever.

In Witness whereof, this undertaking/indemnity Bond is executed on this -----.

**Signature**

**(Name/Designation)**

**In the presence of Witness**

1. Name :

D/o / S/o :

Address :

2. Name :

D/o / S/o :

Address :



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## **NON TEACHING STAFF MEMBERS UNDERTAKING**

1. The Staff member should give the Joining Report on the date of joining the institution.
2. The Staff member should follow the College timings of 8.45a.m to 6.00pm very strictly. The eligible Permission/late coming may be used for unavoidable circumstances.
3. The Staff has to give the bio-data in the prescribed format to the Establishment Section for entering and inclusion of name in the Biometric system and also to affix the Finger print impression in the Biometric Instrument.
4. The Staff should go through the establishment rules and should sign for accepting the same.
5. They should submit all the original certificates under the safe custody of the college. They should take enough number of photo copies of certificates and they can use the photo copies for their requirement.
6. The staff members should not indulge in the activities other than college work such as Canvassing for any business activities (LIC, Real Estate, Share Market, Travel, Recharge etc.) Caring out the business transactions (Mobile talk, Communication etc.) during the work hours and other personal work including studies. If they found to be indulged, it will be treated as misconduct.
7. In case the staff members require the original certificates for any other purposes, they have to follow the following procedure
  - A. Supervisor, Assistant, Technician and Electrician**
    - a) The Staff members who require any one of the certificate, no amount to be remitted
    - b) The Staff members who require all the certificates have to pay one month salary
  - B. Driver, Attender, Sweeper, Gardener and Security**

The Staff has to remit one month salary irrespective of their length of service.
  - C.** The Staff Member should return the same within the permitted time without fail.
  - D.** The amount will be reimbursed to the respective staff on return of all the original certificates that are received from the office.
8. The Staff members are eligible for one day casual leave after serving one month. CL cannot be availed in advance. They are also eligible for earned leave on completion of 2 years of service in the institution.
9. They should work very hard - Duty First and Personal things next.
10. Interest, Involvement, Commitment and Responsibility are required.

11. The appointment is purely temporary for one year. If the performance is found good, he/she will be considered for regular appointment.
12. The Staff member should utilize the bus service for morning trip only for necessary review by their heads/in charges on a daily basis. If they want to use the bus facilities for evening trip, they are advised to use the bus service during 6.30pm only.
13. Notice period/norms for Resignation
  - A. Supervisor, Assistant, Technician and Electrician cadre staff members**
    - a. The Staff member will have to give one month notice
    - b. If Staff members wish to leave in the middle of the notice period and served less than 30 days of the notice period, he/she has to pay the salary for the one month notice period.
  - B. Driver, Attender, Sweeper, Gardener and Security cadre staff members**

No notice period is applicable for this category
  - C. General**
    - a. Any Non-Teaching Staff Member who are all in the cadres of officer must give 3 months notice and if they wish to leave in the middle of the notice period and it is possible by the HOD concerned to relieve the said staff member and if they served less than 30days of the notice period, and wish to leave by breaking the notice period, he/she has to pay entire notice period salary.
    - b. (i.) The Staff members should avail only the eligible leave and should not avail any Earner leave and Leave on loss of pay during the Notice Period.  
(ii) If LLP the staff should remit twice the salary of leave on LLP days
    - c. The staff members is not permitted to avail EL from the date of resignation
14. They are also governed by all the rules and regulations, service conditions of the institution that may be in force from time to time or amended or modified at any time by Authorized Authority / Managing Committee during the entire service.

I accept the above norms.

Signature of the Staff with date

Name (in Capital Letters)

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**11.d. Staff Bio - data**



**NATIONAL ENGINEERING COLLEGE, K.R.Nagar, Kovilpatti – 628 503**  
**(An Autonomous Institution)**  
**STAFF SELECTION – Bio data CHECK LIST**

Recent  
Passport  
Size  
Photo

01. Name of the Candidate :  
02. Father / Husband Name & Occupation:  
03. Number of Family Members : \_\_\_ Sisters / \_\_\_ Brothers / \_\_\_ Sons / \_\_\_ Daughters  
04. Address (With Pin code) :  
05. Phone No. with STD Code/Mobile No :  
06. Post for which applied & Department : Post: Department:  
07. Date of Birth : Age:  
08. Religion :  
09. Community : \*OC/BC/MBC/DNC/SC/ST Sub.Caste:  
10. Educational Qualification : \* B.E., / B.Tech., - Lateral Entry (Yes / No)  
\*M.E., / M.Tech., Specialization \_\_\_\_\_  
\*Part time / Full Time

Educational Qualification	Name of the Institution	Year of Passing	Total Marks Obtained	Total Maximum marks	% Of Marks	All the Subjects passed in First attempt Yes/No	Class/ Division	Certificates Original Verification Yes/No (By College Office)
10th								
H. H.Sc.,								
*B.E/B.Tech./ B.A./B.Sc., .....Branch								
*M.E/M.Tech./ M.A/M.Sc., .....Branch								
M.Phil./Ph.D.,								

**I. TEACHING EXPERIENCE**

Details	Period	Scale of Pay/Salary Last Drawn

**II. PRACTICAL/INDUSTRIAL EXPERIENCE**

Details	Period	Scale of Pay/Salary Last Drawn

11. Extra Curricular Activities :  
12. Salary Expected : As per College Norms / Rs. \_\_\_\_\_ per month  
\*Strike out whichever is not applicable

Date: **Originals Verified** Signature of the Candidate

Signature of official checking this record  
Name & Designation

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## **11.e.Biometric Attendance and Leave Rules & Regulations**

1. The Staff members should avail leave with prior permission only and the submission of leave application after leave availment will not be permitted. However, if leave is availed for emergency reasons by informing over phone, then they may get it recommended by the HOD stating that it was informed through phone. The leave application received frequently with such remarks / ratification of leave is liable to be rejected by Principal.
2. The Staff members, who wish to avail leave up to 3 days may get it recommended by HOD and handover to Establishment section before availing leave.
3. The Staff members, who wish to avail leave 4days and above may get it recommended by HOD and should meet the Principal in person for getting the approval and handover to Establishment section before availing leave.
4. The Staff members who wish to avail leave either in the forenoon session or in the afternoon session, then they should apply online in advance. This should be followed strictly.
5. The Staff members are eligible for availing Late and Permission (Max. – 6 Hrs) in total of 6 occasions in a month's time.
6. If late and permission exceeds 6 occasions, then for 7 to 12 times - Half day CL and thereafter for every 6 occasions, a Half day CL will be deducted. In case, no CL at credit, then it will be considered as LLP. Necessary intimation though a circular will be given to the concerned staff for whom the late and permission exceeded the eligible limits and they should submit CL/LLP application to the Principal immediately. Please note that, frequent late comers/permission seekers will be subject to performance assessment/disciplinary action.

The allowed permission is as follows:

### **A) Allowed Permission Occasions:**

- a. If no late coming - 2 hrs -3 occasions or 1hr -6 occasions or 1 ½ - 4 occasions
- b. If one late coming - 1 ½ -3 occasions or 1hr - 5 occasions
- c. If two late coming - 1 hr – 4 occasions can be availed or 1 ½ hr – 2 & 1hr – 1 occasions.
- d. If three late coming - 1 ½ hr – 2 or 1 hr - 3occasions or 2 hr – 1 & 1hr – 1 occasions.
- e. If four late coming - 2 hr – 1 or 1 ½ hr – 1 or 1 hr – 2 occasions.
- f. If five late coming - 1 hr – 1 occasion.
- g. If six late coming - No permission can be availed.

### **B) Allowed Timings:**

- a. 2 hrs permission - 9.00a.m to 11.00a.m & 3.30p.m. to 5.30p.m
- b. 1 ½ hrs permission - 9.00a.m to 10.30a.m & 4.00p.m to 5.30p.m
- c. 1 hr permission - i) 9.00a.m to 10.00a.m.  
ii) 4.30p.m to 5.30p.m.  
iii) 11.45 a.m to 12.45 p.m( If afternoon leave only).  
iv) 1.30p.m to 2.30p.m ( If forenoon leave only).

### **Note:**

- i. Two permissions at a time in a day is not allowed.
- ii. First Half (Forenoon session) leave/OD and One hour permission from 1.30p.m to 2.30p.m. is allowed, for exceptional reasons. If staff reports in II half (AN session), then 4.30p.m to 5.30pm permission is not allowed.
- iii. Second Half (Afternoon session) leave/OD and One hour permission from 11.45 a.m to 12.45 p.m is allowed on that day.

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- iv. The availing staff/concerned HOD should ensure that the work should not get affected by availing the permission.
7. The Staff members should affix finger print impression while going out or coming in irrespective of permission and late coming. The Staff members should check and ensure the IN/OUT timings on a day to day basis in their department itself through HR reports or the department assistant should check, inform and follow up with the concerned staff. The concerned staff should submit the letter for regularization of attendance immediately in case no in and out timings is found on a particular day.
  8. If no in/out timings or no letter for attendance regularization will be considered as absent by biometric system and accordingly it will result in deduction of salary by the system. No follow up will be done with the concerned staff by the HR / Establishment Section in this regard and all are advised to follow their attendance verification on a daily basis promptly.
  9. The guidelines in Login for HR reports is also enclosed herewith for information and necessary verification by staff members
  10. The Department Assistant can maintain the Late Coming / Permission and Leave credit/availed/balance particulars of all staff members of the department in case it is required
  11. The attendance timings for Late and Permission from Monday to Friday in the morning are as follows:  
No Grace time  
Finger print after 9.01 a.m to 11.00 a.m - Late coming / Permission

If a staff affixes their finger print impression even by a second late after 11.00am, the system takes it as half day absence and the concerned staff should submit the leave application to the Principal in case they found it as absence in the biometric system

12. The attendance timings of Late and Permission on Saturdays are as follows:
  - A) First, Third and Fifth week Saturdays (ODD Saturdays) – Teaching
    - a) Finger print impression is must for all staff members and no grace time is allowed as college starts at 10.00a.m only
    - b) Finger print after 10.00a.m - Half day absence and the staff should apply through online and if a staff reports even after a second, the system will take half day absence
    - c) No permission is allowed in the morning and staff can avail permission in the evening from 3.00p.m to 5.00p.m
  - B) All Saturdays- Non-teaching  
All Saturdays are working days and the above procedure of point 12(A)

**Please note that, the improper finger impression timings will be considered by the system as absent only.**

C) If Saturday is declared as Working day

If any Saturday is declared as a regular working day for Teaching and Non-Teaching Staff including students with time table of a particular day, then, the usual college attendance timings applicable from Monday to Friday should be followed.

  
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13. The Staff should affix finger print impression as per the guidelines given below.
  - a. For Forenoon half day leave, one should affix before 1.30p.m. If affixed after 1.30p.m to 1.55p.m. it will be considered as late coming and 1.55p.m to 2.30p.m will be considered as permission
  - b. For Afternoon half a day leave, one should affix after 12.45pm only.
14. If any staff joins before 15<sup>th</sup>, the staff will get one day CL credit in the subsequent month only and those who join after 15<sup>th</sup> will not get CL leave credit for the Joining month.
15. The Leave availment/OD/Late coming /Permission/Loss of pay etc., will be calculated only from 1<sup>st</sup> to 30<sup>th</sup> of current month for the purpose of salary preparation in a particular month
16. After reporting/affixing finger print impression, if staff goes on OD for part of the day, then they should affix finger print impression while going out. If proceeds OD directly from residence, they should submit the OD form duly approved by Principal in advance to HR / Estt. Section
17. The leave application should be given in case of LLP also.
18. If a staff applied leave on a particular day and reports to college for emergency work with prior permission, the staff should not affix Finger Print impression. However, if the nature of work exceeds Half day or Full day, the leave cancellation (partial/full) or OD for the leave applied has to be regularized by individual on submitting the written request to the Principal through HOD
19. For the Staff on shift duty, the Shift schedule should reach the HR / Estt. Section duly approved by Principal before the shift duty commencement and no exchange of duties will be allowed without prior approval. The duty hours late coming, permission etc., will be as same as applicable for General duty staff attendance timings.
20. For the Non-Teaching Staff, to whom the turn duties allotted on declared holidays, the duty details should reach the HR / Estt. Section before a day in advance duly approved by the Principal. Also, for the NT staff, to whom the turn duties are allotted up to 6.30p.m on all working days should be informed on every Friday/Saturday for the ensuing week. Finger print is must.
21. For the work, to be carried out in the early morning or late evening hours or on declared holidays, a written request by the concerned HOD need to be made to the Principal and it should be sent to the HR / Estt. Section in advance.
22. The staff, to whom the Uniforms are given, should report for duty by wearing uniforms only. otherwise, they are not to permitted to affix finger impression. Staff with no uniform should affix finger impression with the approval of the Principal. The HODs are expected to ensure this disciplined conduct of their staff.

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## Bio Metric HR Reports

The Bio Metric Attendance is linked with Salary Software. The Guidelines on Login for HR Reports for viewing by staff in the dept. itself for regulating their attendance procedures.

### A) Details of various HR reports to be viewed by staff

1. Report No. 1 – Bio Metric In and out reports
2. Report No. 2 - Staff Cumulative Leave Report
3. Report No. 3 - Staff Leave Report

### B) Login steps guidelines for viewing HR reports

- a) Run erp.nec.edu.in/erp
- b) Please Enter the User name and Pass word as allocated or May check with ERP center for the same.
- c) Select HR TAB
- d) Choose HR Reports

#### i) Report No. 1 - Bio Metric In and out reports

Staff Members can view any 10days attendance for any month for viewing there **In and Out timings**

#### ii) Report No. 2 - Staff Cumulative Leave Report

Staff Members, can view the **Leave Summary** of their all eligible type of leave/credit and it's availed/balance leave at credit, based on the selected leave type (either for all leave type or a particular type of leave) **from the beginning of the academic year to the date of viewing.**

#### iii) Report No. 3 - Staff Leave Report

Staff Members can view leave **for a particular period also** by entering the from date & to date for their Late arrivals. Permission, leave availed **during the selected period**  
(Either for all leaves type or a particular type of leave)

### C) General points

- a) A staff can view their own Bio-metric leave details only. They cannot view other staff's leave details in order to ensure privacy and security in the Bio metric system.
  - b) The Colour code details indicated in the Biometric attendance are as follows:
    - i) Colour Green - indicates "Present"
    - ii) ColourBlue - indicates "SL, SCL, OD, OOD"
    - iii) Colour Red - indicates "Absence/LLP"
  - iv) Colour Violet - indicates "Late / Permission"
- (Note: This is subject to change when version/module modified.)
- c) If any staff faces difficulty on any of the occasions such as, while coming in, Going out , On leave or Permission, or not accepting impression (Always Try again), the concerned staff should submit the necessary forms/letters for regularizing the attendance immediately by viewing the report.



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#### **D. Compliance Requirement**

i) The Finger print Impression in both Time In and Time Out for all Staff members including Sweepers, Gardeners, Attenders, Drivers, Electricians and Securities is must and failing of finger impression if any will result in Absent, which will lead to Loss of Pay on a particular day as automatic transfer of Bio Metric Attendance to Salary software is taking place for the purpose of Salary Preparation.

The HOD's and staff members must report the problems of Biometric facilities then and there for rectification of the discrepancies if any with Establishment / HR Section. The Estt./ HR Sections in not responsible for the discrepancies if not reported. The Problems if any in the instrument should also be brought to the notice of Estt. / HR Section immediately. The checking of No. of late, permission, Leave at credit (CL, EL, and SL) may be done in the dept. itself following the procedure mentioned above and contacting the Estt. / HR Section for this purpose to be avoided. Clarification if any in this regard can be checked with ERP Centre/Establishment / HR Section.



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### 11.f.Procedures for Intermittent leaving of college premises during the Working hours

The following procedure is to be followed while leaving the college premises during the working hours.

1. The Teaching and Non-Teaching Staff including Hostel and Transport drivers, who wish to leave the college premises should fill up the 'Working hours out & in entry form' and should get it signed by their In charges /HOD as per the following details.
  - a. **Official Leaving** – Leaving for K.R.Nagar Bank, Post Office or Any other outside work should tick 'Official' in the form itself.
  - b. **Personal Leaving** – Leaving for Personal work on the Eligible Self Permission, K.R.Nagar Bank, Post Office and Staff Quarters should tick 'Personal' in the form itself.

This form should be given to the Security staff at gate while going out. This book can be obtained from Establishment Section and can be kept with HOD/HOD In charge in their Department itself.

2. The Staff, who wish to go for lunch, bank and post office during the lunch hours may self-sign the Working hours out & in entry form (No HOD/In charge signature is required) and give it to security and should return to the college within the stipulated lunch hours. If the return time duration to college after lunch / bank / post office exceeds than the stipulated timings, then the staff should give the permission from duly signed by their respective In charges/HOD/Principal and this will include in their eligible permission/late of 4 occasions.
3. The staff need not fill the out or in timings in the form and this will be entered by the Duty Security staff during staff exit and entry.
4. If a staff, who wish to go on official duty after reporting and cannot return on the same day should submit OD form to Office and Working hours out & in entry form duly signed by HOD/In charge to security staff at gate apart from affixing finger print impression while going out.
5. The Staff, who wish to go on duty straightway from their residence due to unavoidable circumstances, should get the OD form signed by HOD and approved by Principal and can give it to Establishment Section in the previous day itself.
6. The submission of Working hours out &inform to security office is not required for going to our K.R. Nagar, IOB Branch on the date of salary and the staff can inform orally to Security.
7. Going out for attending of our Staff's self important/special occasions in Group, a list of staff leaving the premises may be submitted to the Security staff at Gate after obtaining Principal permission. This will not be included in the individual permission eligibility and will be treated as Special Permission.



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8. After giving necessary information to Principal, the HODs, Deans, COE can self sign the Working hours out & in entry form ( No Principal signature is required) and can give it to security while going out for lunch/duty purposes.
9. The Visitors/Company Reps. will be allowed only after checking with the concerned dept. staff by Security staff at gate with proper entry in the Security gate register and prior information may be given to them.
10. The staff is advised to use NEC Main Entrance only and not thorough LAPC / K.R. Arts College for their Entry and Exit. This Procedure is applicable even for the staff using back side path (Nallatinputhur) and should handover the form to the NEC Main Entrance Security staff and should inform their in-time to him only. Also a Entry Register for each and every occasion of in and out timings for them including outsiders will be maintained by the security staff available at back side path.



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## **11.g.Higher Studies Formalities**

### **I. General**

Minimum of One year service is required for sponsorship of Ph.D. However the service period can be waived at the discretion of the Management.

### **II. Full Time:**

- a. Bond to be executed for a period 3 years of service from the date of completion of Ph.D.
- b. 50% of the salary last drawn at the time of leaving will be paid for 3 years from the date of sponsorship.

### **III. Part Time**

- a. Bond to be executed for a period of 3 years of service from the Date of completion of Ph.D
- b. The requisition for Bonafide Certificate/No objection certificate/Service Certificate for pursuing Ph.D will be submitted by the Staff to the Director/Principal for approval.
- c. On approval for issue of above certificates, the staff should execute the appropriate bond and these certificates will be issued only after execution of bond.
- d. Salary, Increment and other eligible benefits as applicable to the respective staff cadre will be paid to the Staff.

### **Retention Policy**

1. Fixation of salary based on the market demand and the experience, higher qualification and performance in the interview.
2. Grant of DA
3. Sponsorship of Higher Studies.
4. Providing Welfare facilities.
5. Conducting Developmental training programmes for self and organizational development.
6. Redressal of grievances on time through appropriate mechanism.
7. Providing additional challenging task
8. Fast track promotional opportunities
9. Conducive work environment.



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### **11.h.Leave on Loss of Pay**

1. Generally, no staff member is encouraged to avail LLP, but it will be sanctioned on genuine grounds at the discretion of the management.
2. The LLP will be sanctioned by Head of Institution only.
3. The staff members may forward the LLP application to the Head of Institution with the recommendations of the HODs.
4. The staff members availing LLP up to 15days in a year are eligible for regular increment. But, the staff members availing LLP more than 15days will be granted proportionate increment based on their total LLP days.
5. The norms for LLP calculation are as follows:
  - a. For calculating per day salary, 365 days per year will be taken for monthly salary payable staff members
  - b. For calculating per day wage, 312 days per year will be taken for daily wage payable staff members
6. The staff members who are on LLP for more than six months will not be eligible for increment in the current year and the increment will be sanctioned only in the subsequent year
7. For the non-genuine LLP, a memo will be issued to the staff concerned.
8. The staff members who have availed LLP over and above the permitted LLP days will be asked to appear before performance appraisal committee
9. At the time of joining, the staff members should produce the proof for the purpose for which the LLP was availed.



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**11.i.Retirement and Re-Employment Norms after Retirement for  
Engineering / Science and Humanities Teaching Faculties**

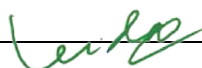
**I. Retirement Norms**

Sl. No.	Criteria	Teaching	
1.	Retirement Age	<b>a. <u>Asst.Prof. to Asso. Prof.</u></b> On completion of <b>58</b> years of age and at the end of the academic year.	<b>b. <u>Asso.Prof. (SG) / Professor / HOD / Principal</u></b> On completion of <b>62</b> years of age and at the end of the academic year. There is no right on the part of Superannuating / Retiring staff to claim extension of employment.
2.	Retirement Due Intimation	Before 3 months From the date of due for Retirement. Intimation letter will be issued to the staff for advising them to Process their statutory dues of EPF, Gratuity etc	

**Amendment:** Though the age of retirement for the above cadre is 62 years, the faculty members should appear before the Competency Evaluation Committee duly constituted by the Managing Committee at the end of 58 years and thereafter every year till the end of 62 years of service for ascertaining the Fitness / Competence / Suitability for the post. The continuance/ extension of service after 58 years will be decided by the committee every year and it will be communicated to individual faculty members every year.

**II. Re-Employment Norms**

Sl. No.	Criteria	Teaching
1.	Re-Employment conditions	a. Only at the discretion of the Management the Staff can be re-employed b. Principal Coordinator / Asst. coordinator for the Ongoing Funding Projects in which it cannot be completed without his presence. c. Only in case of non-availability of Expertise in a particular field / specialization d. d. Outstanding Contributor with High Energy level / Medical Fitness
2.	Re-Employment Terms	a. The Staff, whose services is to be utilized, should make an application for Seeking Re-employment b. Re-Appointment – Order to be issued based on the same.



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3.	Period of Re-Employment	<p><b>A. <u>Asst.Prof. to Asso. Prof.</u></b></p> <p>a. Temporary Appointment for a period of One year initially for the academic year only.</p> <p>b. To be extended / renewed every year.</p> <p>c. Maximum of <b>65</b> years of age.</p> <p>d. Renewal of Appointment based on Health conditions and Delivery Performance.</p> <p>e. Will be revised based on the amendments of AICTE / Universities.</p>	<p><b>B. <u>Asso.Prof. (SG) / Professor / Principal</u></b></p> <p>a. Temporary Appointment for a period of One year initially for the academic year only.</p> <p>b. To be extended / renewed every year.</p> <p>c. Maximum of <b>70</b> years of age for Asso.Prof./ Prof. post and 65 years for Principal Post.</p> <p>d. Renewal of Appointment based on Health conditions and Delivery Performance.</p> <p>e. Will be revised based on the amendments of AICTE / Universities.</p>
4.	Responsibilities	Teaching Requirement or administrative requirements such as HODs, Deans post etc.	
5.	Salary	Consolidated salary to be fixed. No AGP,DA,HRA to be paid	
6.	Statutory Benefits	No PF, ESI, Gratuity etc.	
7.	Leave Benefits	CL – 12 days SL / SCL / OOD – Total 20 days as per college norms No EL / VL / Medical Leave are eligible.	
8.	Termination / Resignation of employment	Notice of one month on either side or Non renewal of Appointment at the end of the every year.	

**Note:** The norms as mentioned above will be made applicable for the future appointment also.

**Amendment – 07.03.2020**

**Sub: Amendment in Retirement, Gratuity and Re-Employment Norms for Teaching Staff Members – reg**

**Amendment in Retirement Age and EPF for Teaching Staff Members**

**A.Retirement Age Existing**

As per the existing retirement norms, the faculty members in the cadre of Assistant Professor to Associate Professor will retire at the end of 58 years of age and at the end of the academic year. However, the faculty members in the cadre of Associate Professor (SG), Professor and HOD will retire in the maximum age of 62 years by appearing before the Competency Evaluation Committee at the end of 58 years of age and thereafter till the end of 62 years of age for continuation of service every year from the 58 years to 62 years of age and at the end of the academic year.

## **Proposed**

Now, it is proposed to amend as follows:

All the faculty members in the cadre of Assistant Professor, Assistant Professor (SG), Associate Professor, Associate Professor (SG), Professor and HOD would retire at the end of the 58 years of age and at the end of the particular month of the retirement year.

## **B. EPF Closure**

The EPF account for the faculty members in all cadres will be closed at the end of the 58 years of age and at the end of the particular month of the retirement year.

## **III. Amendments in Re-Employment Norms**

### **For all the Teaching Staff Members**

#### **Existing**

Nil

#### **Proposed**

The EPF for the faculty members who are re-employed as per the norms of the college will be considered subject to the following conditions:

- a. The faculty members who opt for EPF deduction, both the employee and employer EPF contribution will be as per EPF college rules. However, if the staff members wish to settle their EPF pension at the end of the 58 years of age, it will be permitted.
- b. The faculty members who do not opt for EPF deduction, the EPF / EPF pension will be closed at the end of 58 years of age.
- c. Also, no increment will be considered for the staff members under re-employment. However, the increment will be granted at the discretion of management for deserving staff members based on requirement.



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## Retirement and Re-Employment Norms after Retirement for Non-Teaching Staff members

### I. Retirement Norms

Sl. No.	Criteria	Non-Teaching
1.	Retirement Age	On completion of 58 years. There is no right on the part of Superannuating / Retiring staff to claim extension of employment.
2.	Retirement Due Intimation	Before 3 months From the date of due for Retirement. Intimation letter will be issued to the staff for advising them to Process their statutory dues of EPF, Gratuity etc

### II. Re-Employment Norms

Sl. No.	Criteria	Non-Teaching
1.	Re-Employment conditions	a. Only at the discretion of the Management and Staff has got no right to claim Re- Employment. b. In case of emergency requirement, Staff should be appointed on a Temporary basis.
2.	Re-Employment Terms	a. The Staff, whose services is to be utilized, should make an application for Seeking Re-employment b. Re-Appointment – Order to be issued based on the same.
3.	Period of Re-Employment	Appointment for a period of One year initially for the academic year only.
4.	Responsibilities	As Assigned by the Management.
5.	Salary	Consolidated salary to be fixed. No other allowances will be paid.
6.	Statutory Benefits	No PF, ESI, Gratuity etc.
7.	Leave Benefits	Only CL of 12 days. No Even Saturday Holidays/EL / VL / Medical Leave are eligible.
8.	Issue of Salary Certificate for availing Loan	Not eligible
9.	Termination / Resignation of employment	Notice of one month / or no notice pay as per notice period norms on either side or Non-renewal of Appointment at the end of the every year.

**Note:** The norms as mentioned above will be made applicable for the future appointment also.

  
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**Amendment – 07.03.2020**

**Sub: Amendment in Retirement, Gratuity and Re-Employment Norms for Non-Teaching Staff Members – reg**

**Non-Teaching Staff Members**

**Existing**

As per the retirement norms, the non-teaching staff members will retire at 58 years of age and the EPF will be closed at the end of the 58years of age and at the end of the particular month of the retirement year. After their retirement, as per the re-employment norms, in case of vacancy, the non-teaching staff members will be appointed on re-employment basis as per the recommendations of the Re-Employment Committee after ascertaining the Fitness / Competence / Suitability for the post and the staff members wishes to work on re-employment basis. The EPF account of them will be closed at the end of 58years of age and at the end of the particular month of the retirement year.

**Proposed**

The EPF for the Non-Teaching Staff members who are re-employed as per the norms of the college will be considered subject to the following conditions:

1. The EPF deduction will be made from all category of non-teaching including the lower level staff members.
2. The EPF deduction, both the employee and employer EPF contribution will be as per the EPF college rules. If the staff members wish to settle their EPF pension at the end of the 58 years of age as per the EPF Act, it will be permitted.
3. No increment of every year will be granted for the staff members who are considered for re-employment in the post of Attenders, ITI Technicians, Assistant, Diploma Technicians, Supervisors, Officers, Managers and similar category of employees till the end of their re-employment period.

Also, no increment will be considered for the existing staff members under re-employment in the above category of staff members.

However, the increment will be granted at the discretion of Management for the deserving staff members based on requirement.

4. The increment will be granted every year for the staff members who are considered for re-employment in the post of Sweepers, Gardeners, Drivers, Security, Watchman and Helpers and similar category of employees and the amount of increment / no increment will be granted at the discretion of management based on their last drawn salary.



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## **11.i.Dress Code**

### **Dress Code –Men**

- i. The employees should preferably wear full / half -sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.
- ii. Dress should be clean and not crumpled.
- iii. Hair should be clean, neatly cut, not extending below the ears - Crew cut is recommended. It should be always welcome bed.
- iv. Face should be clean shaven without beard. Moustaches should be well trimmed- above the lip level and not drooping down.
- v. Shoes and Socks should be color coordinated with the clothes and well-polished and clean.
- vi. Wrist watch and other accessories should be formal and with appropriate size.

### **Dress Code – Women**

- i. Saree is the dress code for the female faculty members
- ii. Hair should be well kept and neatly combed
- iii. Make up should be light, subtle and properly applied
- iv. Should wear low heeled shoes or sandals in good condition
- v. It is recommended that the faculty members wear light authentic jewelry like a thin gold chain, a thin gold bangle and small earrings
- vi. All Categories of employees should wear their 'Identity Cards' at all time during college working hours



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### **11.k.Norms for Staff Relief**

Teaching staff members will be relieved only at the end of the academic year. If the staff member wants to get relief in extraordinary and genuine cases they may be allowed to get relieved during the end of the semester. The other norms for the relieving will be as per the college rules, which are as follows:-

#### **I. Teaching**

##### **A. Selected through Board**

- a. Teaching Staff Member selected through board will have to give three months notice for leaving the college.
- b. If a teaching staff member who wish to leave in the middle of the notice period and served more than 30 days of the notice period, he/she has to pay the salary for the remaining days of notice period.
- c. If staff members who wish to leave in the middle of the notice period and served less than 30 days of the notice period, he / she has to pay three months salary.

##### **B. Selected through Non Board**

- a. Teaching staff member selected through Non-Board will have to give one month notice period to get relief.
- b. If a teaching staff member who wish to leave in the middle of the notice period and served more than 15 days of the notice period, he/she has to pay the salary for the remaining days of notice period.
- c. If staff members who wish to leave in the middle of the notice period and served less than 15 days of the notice period, he / she has to pay one month's salary

#### **II. Non-Teaching**

##### **a.Staff Lower level cadre as per norms dated 26.06.2019**

No notice period is applicable

##### **b.Staff Middle and Higher level**

- i. The staff members should serve either the notice period days as applicable to their cadre vide norms dated 26.06.2019 or should pay the salary in lieu of notice period.
- ii. If the staff members served part of the notice period, then they should pay the salary for the remaining days of notice period

Note: The selection is through board only and no non board is applicable for non-teaching staff members



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## **12. STAFF WELFARE POLICY**

1. Staff Welfare Scheme means “the efforts to make life worth living for the staff members. It is meant that anything done for the comfort and improvement, intellectual or social, of the staff members over and above the wages paid.
2. Staff Welfare measures may be both voluntary and statutory. It is a comprehensive term including various services, facilities and amenities provided to staff members for their betterment
3. It helps to improve the morale of the employees and reduces employee turnover
4. Staff Welfare measures help to improve the goodwill and public image of the institution
5. Staff Welfare measures leading to the staff members to work with full enthusiasm and energetic behavior which results in the increased commitment.
6. Due to the welfare measures, the employees feel that the management is interested in taking care of the staff members that result in the sincerity, commitment and loyalty of the employees towards the organization.
7. It creates a culture of work involvement in organizations and society which ensure higher achievements and greater job satisfaction to the employees.
8. The welfare measures aim at integrating the socio-psychological needs of employees, the unique requirements of a particular technology, the structure and processes of the organization and the existing socio cultural environment.
9. The staff family tour, complement once in a year will be extended to all the staff members through staff club.
10. The IOB ATM is established in NEC campus for staff members
11. Selvamagal Savings Scheme in K.R. Nagar Post office

The Welfare scheme for the staff members are as follows:

### **1. Group Gratuity scheme for Teaching and Non-Teaching Staff**

- i. The Group Gratuity scheme will be extended to all staff members
- ii. The entire contribution for the Group Gratuity scheme will be borne by the management
- iii. The Group Gratuity scheme is one of the retirement benefits and it will be paid on the following circumstances
  - a. On attainment of superannuation age
  - b. On satisfactory completion of prescribed service
  - c. Unable to continue the services due to unexpected / unforeseen incident or death
- iv. In case of death the Gratuity amount of the staff will be paid to his / her / spouse / legal heirs

### **Amendment – 27.05.2014**

Since, this Group Gratuity Scheme is one of the retirement benefits, it is proposed to pay herein after the surrender value/maturity value to the employee on any one of the following conditions:

- i) Attains the Superannuation age or completes the service satisfactorily
- ii) Unable to continue his/her service due to unforeseen incident

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- iii) Declared Unfit by the Competency Evaluation Committee to perform the duties after attaining the age of 58 years in the post of Associate Professor (SG) / Professor
- iv) Death while in service (will be paid to spouse/ legal heir)

#### **Amendment – 27.05.2014**

The Gratuity benefit will be paid to the staff members only at the end of 62 years of age in case of satisfactory performance / competence as declared by competency evaluation committee.

#### **Amendment – 07.03.2020**

#### **Existing**

As per the retirement norms, the faculty members in all cadres will retire at 58 years of age and the gratuity will be paid to the faculty members in the cadre of Assistant Professor, Assistant Professor (SG) and Associate Professor at the end of 58 years of age. However, the faculty members in the cadre of Associate Professor (SG) and Professor have to appear before the Competency Evaluation Committee at the end of 58 years of age and thereafter till the end of 62 years of age for continuation of service every year from the 58 years to 62 years of age and the gratuity will be paid according to the retirement year.

#### **Proposed**

Now, it is proposed to amend the gratuity benefit as follows:

1. The gratuity benefit will be extended to the faculty members in all the cadre from Assistant Professor to Professor level on retirement.
2. Due to closure of any programme / section / department for various reasons, the gratuity benefits will be paid at the discretion of the management to the teaching and non-teaching staff members who have completed 5 years of service in the institution and a) who may be relieved or b) who opt for resignation citing the above reasons for a & b cases.

The gratuity will not be extended to the staff members who are relieved due to non-satisfactory performance / competence by the competence / performance evaluation committee or any other misconduct committed by them during the middle of service before retirement

#### **2. Free Transport facilities scheme for Teaching and Non-Teaching**

The teaching and non-teaching staff members are eligible to travel in the college bus during morning and evening hours from the day one of their joining and no charges will be paid by them

#### **3. Issue of Uniform for Drivers, Attenders, Securities at free of cost**

Based on the nature of job, some category of non-teaching staff members such as Drivers, Attender and Security are provided 2 sets of uniform at the end of the academic every year.

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#### **4. Career advancement scheme for Teaching Staff (Promotion)**

The staff members are eligible for promotion from one cadre to another cadre based on the promotion norms of the college. This is aimed at Empower and motivate staff members, Remain confident, Creating a positive work environment, Follow through with strategies or ideas, Build trust with other employees and organization, Volunteering for additional responsibilities, Helping other employees with tasks and projects

#### **5. Group personal accident policy for Teaching and Non-Teaching Staff**

The staff members will be covered under Group Personal Accident Policy from their date of joining and this provides 24 hours risk from any accidents and injuries arising out of accidents. The entire contribution for the Personal Accident Policy will be borne by the management

#### **6. Maternity leave scheme for Female Staff**

The female staff members are eligible for Maternity Leave with one month salary upto two children. They will be permitted to go on leave on loss of pay as per their wish and their health conditions based on the doctor's advice.

#### **7. Medical leave scheme for Continued illness/Sickness**

The staff members are being provided Medical Leave with salary due to their unexpected illness which warrants their absence from work as per the eligibility norms


#### **8. Employees' Provident Fund for Teaching and EPF /ESI for Non-Teaching Staff Members**

As a Social Security measure, the Employee Provident Fund Scheme for the teaching and non-teaching staff members as per the EPF Act and the Employees State Insurance Scheme for non-teaching staff members as per the ESIC Act are being provided to the eligible staff members.

1. The Teaching / Non-Teaching staff members will be covered by obtaining the Performance Report from the concerned HODs for the EPF coverage as per the EPF Act.
2. The non-teaching staff members are eligible for ESIC benefits as per the ESIC Act.
3. An undertaking from the faculty members, who have expressed their non-willingness to become a member of EPF will be obtained for submission of EPF authorities due to the salary limit as prescribed under the EPF Act.
4. The Employer's Contribution will be paid to the Staff members as per the EPF and ESIC Act

#### **9. Staff Quarters scheme for Teaching and Non-Teaching Staff**

The teaching and non-teaching staff members who wish to stay in our college quarters are permitted to stay and it will be provided based on the availability, nature of work and job responsibilities. As a welfare measure, it will be provided on no rental basis and it is free quarters for them

  
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**10. Hostel accommodation for Teaching and Non-Teaching Staff members**

The Hostel accommodation in Gents and Ladies Hostel is provided for the staff members who are residing outside the College campus and wish to stay in college hostel.

**11. Festival Advance scheme for Teaching and Non-Teaching Staff**

The teaching and non-teaching staff members who have served a minimum of one year service with the institution are eligible for Festival advance to the maximum of Rs. 15000/- and it will be deducted in four equal installments.

**12. Loan assistance scheme from Indian Overseas Bank at nominal rate of interest for Teaching and Non-Teaching Staff**

In order to facilitate the staff members in getting loans from the bank for their various needs, the Salary Certificate is being issued to the eligible staff members who are covered under EPF Act.

**Programs dated 08.09.2022**

On the eve of “**Weekly Iron Folic Acid Supplementation Day (WIFS DAY)**”, National Service Scheme (NSS) organized “**Women’s Health Awareness Program**” on 08.09.2022 by 3.30 pm at college Auditorium. Dr.M.Rajeswari, M.B.B.S., D.G.O., Gynaecologist, Government Hospital, Kovilpatti is the chief guest and distributed **IFA Tablets and Sanitary Pads** distributed for all students

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## **13.SALARY POLICY**

### **POSITIONS AND PAY SCALES**

The College will have the following positions of hierarchy in the teaching departments:

- a. Director
- b. Principal
- c. Professors
- d. Associate Professors(SG)
- e. Associate Professors
- f. Assistant Professors(SG)
- g. Assistant Professors

In addition, each department shall have support staff like Programmers, Lab Assistants, and Department Assistant.

The Scales of pay for various teaching positions will be as follows: As per AICTE norms

### **YEARLY INCREMENTS**

- Staff Members are eligible for the increment in basic @ 3% in basic pay every year and as prescribed in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management

### **DEARNESS ALLOWANCE**

- In addition to the Basic Salary, a monthly dearness allowance as fixed shall be extended to teaching faculties.
- Management can also decide other allowances for Professor, Principal and Special posts.



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**Salary, Increment, and Scale of Pay norms**

**A. SCALE & PAY NORMS – ENGINEERING FACULTIES**

I. Scale of Pay – As per AICTE Norms

II. HRA – AP - Rs.1000/- per month  
AP(SG) - Rs.1200/- per month  
Asso.Prof. to Prof. - Rs.1400/- per month

III. DA – Fresh

2 years experience  
More than 2 years & Less than 3 years  
More than 3 years & Less than 4 years As per College norms  
More than 4 years & Less than 5 years  
Above 5 years

IV. Salary Fitment

Asst. Prof-Fresh		2 <sup>nd</sup> year Asst.Prof-I	
Basic Pay	15600	Basic Pay	15600
Increment 3%	-	Increment 3%	648
AGP	6000	AGP	6000
HRA	1000	HRA	1000
DA	3456	DA	4104
Total	26056	Total	26704

3 <sup>rd</sup> year Asst. Prof-II		4 <sup>th</sup> year Asst.Prof-III	
Basic Pay	16248	Basic Pay	16915
Increment 3%	667	Increment 3%	687
AGP	6000	AGP	6000
HRA	1000	HRA	1000
DA	4771	DA	5458
Total	28019	Total	29373

5 <sup>th</sup> year Asst. Prof-IV	
Basic Pay	17602
Increment 3%	708
AGP	6000
HRA	1000
DA	6166
Total	30768



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## B. SCALE & PAY NORMS – SCIENCE & HUMANITIES FACULTIES

I. Pay Band – As per AICTE Norms

II. HRA – AP - Rs.1000/- per month  
 AP(SG) - Rs.1200/- per month  
 Asso.Prof. to Prof. - Rs.1400/- per month

III. DA – First year  
 Second year  
 Third year As per College norms  
 Fourth year  
 Fifth year

IV. Salary Fitment

Asst. Prof-Fresh		2 <sup>nd</sup> year Asst.Prof-I	
Basic Pay	15600	Basic Pay	15600
Increment 3%	-	Increment 3%	498
AGP	1000	AGP	1000
HRA	1000	HRA	1000
DA	-	DA	498
<b>Total</b>	<b>17600</b>	<b>Total</b>	<b>18098</b>

3 <sup>rd</sup> year Asst. Prof-II		4 <sup>th</sup> year Asst.Prof-III	
Basic Pay	16098	Basic Pay	16611
Increment 3%	513	Increment 3%	528
AGP	1000	AGP	1000
HRA	1000	HRA	1000
DA	1011	DA	1539
<b>Total</b>	<b>19109</b>	<b>Total</b>	<b>20150</b>

5 <sup>th</sup> year Asst. Prof-IV	
Basic Pay	17139
Increment 3%	544
AGP	1000
HRA	1000
DA	2083
<b>Total</b>	<b>21222</b>

  
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## 14. LEAVE POLICY

### 1) CASUAL LEAVE

- **12 days** in a Academic year and Un availed leave will lapse automatically at the end of the year.
- Can be combined with holidays or Special Casual leave/Special leave/Other ON DUTY (OOD), but the total period of absence from duty should not exceed 10days
- Cannot be combined with Earned Leave / Vacation leave.
- New Staff members are eligible for one day casual leave for every one month, but can be availed only in the subsequent month
- To be applied through online in ERP portal and as per the directions.

### 2 ) SPECIAL LEAVE

- **5 days** in an academic year and Un availed leave will lapse automatically.
- Eligible on completion of **One year** service in the Institution
- Can be availed for the purpose of External examiner /Hall Superintendent. for University Practical Examinations/Examiner for Central valuation etc.
- Can also be used for the purposes of SCL/OOD requirements, in case all eligible OOD/SCL are exhausted by staff members or else should apply for EL only.
- To be applied through online in ERP portal and as per the directions.

### 3) SPECIAL CASUAL LEAVE

- **10days** in an Academic year only and not restricted to any semester. The Unavailed leave will lapse automatically.
- Eligible on completion of **2 years** service in the institution. However, this can be extended to the staff members, who have related previous experience and completed a minimum service of **one year** at the discretion of the Principal and Director
- Can be availed for the purpose of Invigilation duty for University Theory Exam/Conducting Anna University Examinations (AUR)/Board of Examinations/Assignment of Public Service Commission or other similar bodies./Institution and Inspection / All other Academic related activities such as Committee member for Interview, Doctoral., Viva voce, Syllabus, Technical, Inspection and Academic Council, Delivering a Key note address / lecturers and Acting/Attending as Chair person or Judge Resource / Chair Person / Guest / Chief Guest for the Workshop / Conference / Seminar/ Symposium etc., at the invitation of the other institution accepted by Principal or on behalf of the College with Permission of the Principal. However the staff concerned should necessarily submit proper attendance certificate obtained / letter or invitation received from the concerned institution to Establishment Section and Participation/Attending/Co-ordination/Conducting of National/International Conferences,
- Can also be used for the purposes of SL/OOD requirements, in case all eligible OOD/SL are exhausted by staff members or else should apply for EL only.
- To be applied through online in ERP portal and as per the directions.

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#### **4) ON OTHER DUTY**

- 3 days and Maximum of 5 days in an academic year. More than 5 days should be applied in their eligible SL / SCL days.
- Eligible on completion of **one year** service in the Institution
- Can be availed for the purpose of Organizing / Attending Training programme, Short term courses, Workshop, Faculty development programme. Presenting the papers and Undertaking foreign trip, Inauguration of Students chapter of Institution of Engineers/Membership of Professional bodies and for Publication of Papers (National & International)
- Can also be used for the purposes of SL / SCL requirements, in case all eligible SL / SCL are exhausted by staff members or else should apply for EL only.
- The HOD should ensure that, not more than 20% staff of the total dept. staff members are availing the leave at a time.
- To be applied through online in ERP portal and as per the directions..

#### **5) EARNED LEAVE**

- **10 days in** a year for the staffs, who have a minimum of 2 years service in the institution.
- The EL credit will be given generally twice in a year, ie., on the date of Reopening of ODD/EVEN Semesters
- The First 5days of leave credit will be given proportionately at the end of two and half years of service and on the date of reopening of ODD/EVEN semesters. Subsequently, the leave credit of 5 days will be given at the end of every semester period.
- Can be prefixed or suffixed or combined with holidays but prefixing and suffixing cannot be done simultaneously/at a time and intervening holidays will also be counted as EL, incase both prefix/suffix of leave.
- Even a day can be availed as EL and should avail with prior permission only.
- Can be accumulated and limited up to 240 days.
- Can be combined with SL/SCL/OOD/VL/SVVL/LLP except CL
- The maximum Earned leave that may be sanctioned at a time shall not exceed 60 days.
- Can apply for SCL/SL/OD reasons in case, all these type of leave are exhausted
- Cannot be availed during the Notice period time and on declaration of retirement year.
- To be applied through online in ERP portal and as per the directions.

#### **6) MATERNITY LEAVE**

- The Female staff members, who have completed two years of service in the institution, are eligible for the Maternity Leave with Full pay for One Month or with half pay for Two Months at their option.
- This leave is allowed only two times during the entire period of service.

#### **7) SEMESTER VACATION LEAVE**

- The Staff members (Board or Non Board), who have completed **one year service** on the date mentioned in Odd/Even vacation leave circular are eligible for vacation leave.

- **Eligible for ODD Semester**

7 working days

- **Eligible for EVEN Semester**

10 working days

**Note**

The Staff Members should be present either on the last working day before start of VL or in the next working day after the VL. This non presence will result in treating the availed Vacation leave as some other leave at credit of the concerned staff

**8) RESEARCH SPECIAL LEAVE**

- The staff members who are doing Research Work are eligible to get 10 **days** Research Special Leave for Preparation of Thesis and its submission time.

**9) STUDY LEAVE / HIGHER STUDIES**

- Will be granted at the discretion of the Management

**10) LEAVE ON LOSS OF PAY**

- If there is no leave at credit, the absence during such days will be treated as L.L.P.
- Can be combined with CL,SCL,SL,OOD and EL
- Can be prefixed or suffixed with holidays but, the intervening holidays will also be included in L.L.P
- Minimum half a day can be availed as a L.L.P.
- Should be availed with prior permission only and this LLP will be sanctioned only under unavoidable circumstances as staffs are restricted to plan/avail only with their eligible leave days. Frequent LLP/Unauthorized LLP will be subject to Performance Appraisal/Disciplinary action
- Medical Certificate to be produced in case of Long Leave
- To be applied through online in ERP portal and as per the directions.
- The LLP norms as prescribed to be followed

**11) MEDICAL LEAVE**

- The staff members, who have completed 10 years services, are eligible.
- One month of ML will be credited at the end of the 10 years services and thereafter one month ML will be credited at the end of every 5 years subsequently.
- 10 days ML leave credit will be given at the end of the 5 years of service based on the requirement and the remaining 20 days will be credited at the end of 10 years of service
- Can be accumulated up to 6 months.
- The no. of days that can be availed and sanctioned at a time will depend upon the cause, genuineness of the case and it's requirement.
- The Medical certificate from the Registered Medical Practitioner should be accompanied with ML application and in exceptional cases; this can be submitted after applying ML, subject to a maximum of 3 months.
- Can be prefixed or suffixed with holidays and intervening holidays are included

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**NOTE:**

1. The Faculties including HOD's are eligible only for these SL/SCL/OOD for all their academic related purposes /programmes except the On Duties for College related work /College sponsored programmes and should apply through online in ERP portal and as per the directions.
2. They can also apply in their eligible CL/EL credit days in case No SL/SCL/OOD at their leave credit. Or otherwise only LLP.
3. In case all the above said leave are exhausted, then the Faculty/HOD should get prior Permission from the Director for their requirement for over and above the eligible leave credit days and sanctioning as a special case will be made after getting approval from the Management.
4. The Leave applied in advance up to 3days can be sanctioned by HODs and over and above 3 days will be sanctioned by Principal with HOD recommendations.
5. The Eligible Leave credit for each and every staff is programmed and will be credited in the Biometric system itself and the system will consider as LLP, incase no credit in a particular type of leave.
6. The staff members must apply through online in ERP portal and as per the directions for any Leave/ OD before 5.00p.m of the previous day of availing leave and before 10.00a.m on the date of leave for emergency reasons and applied late will be considered as LLP by the Bio-metric system. The Ratification of leave/OD will be monitored and it is subject to further action.
7. The Leave policy/rules mentioned in this circular for SL/SCL/OOD/VL/ RSL/HSL is applicable only for the Faculty members only.
8. The Norms for Prefix/Suffix with Holidays and Combing of leave is also to be followed.



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## **15. BENIFITS AND INCENTIVES**

### **Staff Members are eligible for the following incentives and rewards,**

- a. Personal Accident policy – 100% premium paid by the Management for all students and staff members
- b. Professional Society Life Membership Fee –
- c. Seminars/Conferences/FDP/Training – TA and Boarding expenses
- d. Support Staff Members are provided with free computing skills programs.
- e. The faculties, Support staff members can avail fees and on-duties towards higher education against service agreements
- f. Honorarium payment granted to the teachers / staff members as remuneration for special work or work of an occasional nature.
- g. Employee receives incentives in the form of additional increments every year depending upon the performance appraisal results / additional qualification.
- h. Faculty is promoted to higher cadre depending upon their capability and initiative based on the vacancies.
- i. All employees avail the Medical facilities provided on campus, during the working hours.
- j. Provident Fund, Employee state insurance, Group Gratuity Schemes are made available to all employees

### **Students are eligible for the following incentives and rewards for the remarkable achievements**

- a. Student securing 1st Rank in a semester Award.
- b. There will be a BEST-OUTGOING Award
- c. There will be BEST STUDENT Award (Department wise).
- d. There will be a BEST PROJECT Award.
- e. There will be a BEST PERFORMANCE IN SPORTS Award two prizes.
- f. There will be a BEST PERFORMANCE IN CULTURAL two prizes Awards and Certificates.
- g. There will be free personality development, entrepreneurship, ethics, communications skills, computing skills and placement specific programs for Students.
- h. There will be subsidized price foods.



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## **16. POLICY ON RESEARCH & DEVELOPMENT, CONSULTANCY AND TEACHING ASSIGNMENTS**

### **16.1. RESEARCH & DEVELOPMENT, CONSULTANCY**

- The College encourages its teachers to take consultancy and R&D assignments within the institution, with other institutions or industries, appropriate to the Teachers competence.
- The teacher shall undertake such assignments
  - When the College is approached for such help and the College assigns such engagement to the particular teacher.
  - When the teacher himself / herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Director in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his / her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments with the approval of the HODs / Principal.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
  - If it involves in using the college infrastructure facilities and work time, it shall be 50:50 (50% to college).
  - If no college facility is used in getting consultancy assignments, it shall be 60:40
- The share of the institution will be utilized for the up gradation of laboratories and infrastructure facilities, purchase of the journal, from reliable sources.
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Dean (R&D)/ Principal /Director
- The Project Co-Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- Affiliation of the college must be there in the published papers
- Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the HoD and Dean (R&D) for assistance. Also the author of the article has to submit the latest Impact factor.



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## **16.2. Teaching assignments**

- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in the college.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal through their HODs, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



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## **17. POLICY ON IN-HOUSE R&D AND SEMINARS / WORKSHOPS**

### **IN-HOUSE R&D**

- The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- Each Department is given a sanction of amount in a year as per their request towards in-house R&D activities.
- Staff members can submit their proposals / projects / patents through can avail cash reward towards developing a prototype or model

### **SEMINARS / WORKSHOPS**

- The College encourages its faculties to organize like AICTE / ISTE / UGC / ICSSR / DST / BRNS / DRDO funded seminars and workshops for the benefits of fellow teachers and students
- The management provides additional funds for any AICTE / ISTE / UGC / ICSSR / DST / BRNS / DRDO funded programs and funds for other programs organized by the department



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## **18. ACADEMIC IMPROVEMENT POLICY**

### **18. a. Policy**

For the development of academics, the Institute encourages the Faculty members to improve their skills in the area of

- Registering for Higher Education
- Journal Publications
- Applying Funding Proposals & Patent
- Consultancy

The Institute supports the deserving Faculty members financially for their improvement and motivates them to be updated with the current trends in technology and society. The Institute believes that if a faculty is not updated, then the faculty is out-dated.

### **Registering for Higher Education**

All employees are encouraged to register for Higher Education, particularly to register for PhD. The Institute supports the employees in all possible way for their growth. The following facilities are provided for the employees to improve their career profile,

1. The faculty joined in NEC is permitted for doing Ph.D
2. OD (On Duty) for faculty who have registered for Higher Education (PhD) and 15 days OD for writing thesis at the final stage of completion.
3. Special permission can be availed upon proper authorization, in case of Examination or Viva Voce.
4. No College fee for pursuing Ph.D with internal guide.
5. Pay scale revision and promotion, is applicable for every faculty who completes their PhD. But, the decision of raising their pay scale and giving promotion lies with the Principal / Director.

### **Journal Publications**

In every department, Faculty members are assigned with targets for paper publications and attending conferences, both National & International every semester. Faculties who achieve their target are appreciated with incentives and are elevated in hierarchy within the department. The incentive scheme for the journals index in Thomson Reuter's Journal Citation Index are only eligible for receiving incentives.

- a. Impact factor 0.1 to 0.5 – Rs.2000/-
- b. Impact factor 0.5 to 1.5 – Rs.5000/-
- c. Impact factor 1.5 and above – Rs.10,000/-



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## **Terms & Conditions**

1. Journal paper must be in the affiliation of NEC
2. Published paper must have Year, Volume no and Page no.
3. Impact Factor should be available in the front page of the corresponding journal website.
4. To receive the incentive the corresponding faculty must produce the hardcopy of published research paper/book chapter/textbook and proof of Impact factor and Index in Scopus.
5. The weightage of 10 marks in performance evaluation is given

## **Applying for Funding Proposals and Patent**

The Institute follows a unique Incentive scheme to reward the Faculty for the Research work carried out in the respective year. This scheme is introduced by the Management to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below,

- a. 50% of the overhead charges received from Funding agency
- b. Incentive of 2% of the sanctioned amount for the Projects for which funds not received from agency

## **Terms & Condition**

1. The Patent shall be irrevocably must be registered in the name of NEC with the Researcher's name prominently featuring as the Inventor. The commercial aspects shall be mutually worked out between the institute and the researcher.
2. The incentive for receiving research funding will be based on the actual amount received and not the amount sanctioned.
3. To receive the incentive the concerned PI and CI must submit a detailed report through the concerned Head of the Department for consideration, to the Principal/Director through Dean (R&D) before submission the report must be thoroughly scrutinized. The incentive of 50% of Overhead charges is being extended to Investigator/Co-Investigator
4. In case if the project does not have a CI (Co-investigator), the entire incentive amount will go to the PI (Principal Investigator).
5. College OD is considered for the preparation, presentation, trip etc.,



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### Consultancy

To promote research oriented consultancy works, to effectively utilize the equipments, to impart practical knowledge and to generate revenue, each and every department is encouraged by the Institute to actively take up consultancy works with Industries. The revenue generate for such consultancy works are shared as per the below table,

Category	Activity	Institute's Share as a % of consultancy cost
I	Projects requiring use of Laboratory and other facilities of the Institute	50 Percent
II	Projects that do not use Institute's Facilities	40 Percent

On completion of the work, the honorarium on approval of the Principal may be distributed on a case by case basis or periodically.

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## **18. b. Academic Improvement – Faculty Professional/Personal Development Facility**

The Institute concentrates more on Faculty Development in their Personal & Professional life. The Institute encourages its entire Faculty crew to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The Faculty Professional/Personal Development Facility are as follows,

### **1.Membership in Professional Bodies**

- The faculty members are permitted to be a member in various professional bodies irrespective of their service
- The membership fees is paid by the Management

### **2. Workshop, Seminar, Symposium, FDP, Short term course**

- a. 10-days leave with pay is given
- b. Depending upon the cadre of the faculty, weightage of 5 to 10 marks in Performance Evaluation is given
- c. The report on the feedback about the Programme is being received

### **3.National / International Conferences**

- a. 60% of total expenses involved in Registration, Air, Accommodation, Conveyance etc., is extended for the faculties attending International Conferences
- b. 100% of Expenses is being extended for the Professor cadre

### **4. Industrial Exposure**

- a. 15 to 20 days leave with pay is given
- b. 100% of expenses involved for the industrial visit is borne by the Management
- c. The report on the feedback about the visit is being received

### **5. Professional Competency Training**

- a. Necessary training programme is being conducted for the freshers by the NEC experts
- b. Professional training is being conducted by the Experts form NITTR, Bangalore for the freshers
- c. The NPTEL / Mac courses in an academic year with certification
- d. Other than NPTEL – Swayam courses

### **6. GIAN – Global initiatives of Academic Network**

- a. The faculty members are being sponsored for the GIAN training
- b. College OD and 100% of expenses is being borne by the Management

### **7. Networking facility**

Campus wide WiFi connectivity is provided in order that the Faculty members can browse the recent research literature in their chosen field

  
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## **19. TA / DA POLICY FOR FACULTY PROFESSIONAL TRAVEL**

### **19.a.Policy**

- All staff members are eligible for claiming travelling allowance for official on duty / work only.
- The employee travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. The travelling expense will be verified by the Accounts section.
- If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Principal. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days.
- For every employee an expense limit is fixed for their Lodging expense during travel based on their category/designation.
- If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.
- If the staff members undertakes other state visit / foreign trip for college purposes / OD / FDP / Conference / Seminars etc., they are eligible for claim as per norms.

### **19.b.Traveling Norms**

The faculty members travel to visit various industries for discussion regarding project, consultancy, placement and industrial know-how programmes. They visit the University, Govt. offices, UGC and AICTE for official purposes, They also visit various leading academic institutions such as IIT / IISC / NIT / Anna university for presenting research papers at the conference / symposium and to attend workshops. The faculty also accompany students for industrial visits and to attend orientation programmes. The Non-teaching staffs attend training programmes at various industries and institutes. The revised policy for meeting the expenditure by the college for such activities is proposed as given below.

<b>Sl. No.</b>	<b>Nature of visit to out stations</b>	<b>Expenditure borne by the Institution</b>
1	Official Visit to University / Govt. Offices / UGC / AICTE	As per requirements / Circumstances
2	Visit for purchase of equipments	As per requirements / Circumstances
3	Industrial Training / Know-how	<b>Once in two years</b>
4	Industry Visit for Consultancy / Interaction / Projects / Placement / Technical Discussion	As per requirements / Circumstances
5	Project Presentation / Project Discussion	As per requirements / Circumstances
6	Industrial Visits (I.V.) with students	As per requirements / Circumstances
7	Participation / Visit to Exhibition	As per requirements / Circumstances



8	Attending GIAN Courses / workshop / FDP / Short Term Programmes	<b>Once in a year</b>
9	Paper presentation in Conference / Symposium / Seminar – Self	T.A./DA & Registration fee will be provided only for presenting papers in worthy National and International Conferences, <b>Once in a year.</b>
10	Attending Pool Campus Drive / Placement	As per requirements / Circumstances
11	Attending Orientation Programmes with students	PALS and other Selective Orientation Programmes
12	Training attended by Non-Teaching staff	<b>Once in two years</b>

For TA, Boarding and lodging expenses for the staff members on official duty to outstations are as follows

Designation	Maximum Travelling Expenses	Mumbai, Delhi & Kolkata		Chennai, Other Capital Cities of the state		Other Stations Inclusive of Union Territories	
		Boarding per day Rs.	Lodging per day Rs.	Boarding per day Rs.	Lodging per day Rs.	Boarding per day Rs.	Lodging per day Rs.
Professor / Dean's / COE	II A/c Train Fare***	350.00	2000.00	350.00	1500.00	300.00	1000.00
Associate Professor (SG)	II A/c Train Fare***	350.00	1800.00	350.00	1200.00	300.00	1000.00
Associate Professor	III A/c Train Fare***	350.00	1800.00	350.00	1200.00	300.00	800.00
Assistant Professor (SG) / Assistant Professor	II Class Train Fare	300.00	1500.00	300.00	1000.00	250.00	600.00
Non-Teaching Staffs	II Class Train Fare	300.00	1000.00	300.00	600.00	200.00	500.00

\*\*\* Or by flight in economic class which is sanctioned under unavoidable circumstances



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## **20. PROMOTION POLICY**

### **20.a.Policy**

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- A well defined promotion policy / norms for teaching and non-teaching staff members from one post to another post for staff carrier advancement are available.
- Whenever a vacancy arises, the internal existing staff members will be given preference and in case of non-availability of suitable candidates, then such vacancy will be filled up through external advertisement.
- Employees are encouraged to apply for any position for which they are qualified as per the promotional norms of the college
- When an employee is promoted may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.
- A faculty / non-teaching staff desiring of promotion as per promotion norms to a higher post need to appear for presentation / interview with necessary proof for claim in front of the Staff Promotion Committee appointed by the Management and only on the recommendations of the said committee he /she is granted promotion.



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**20.b. PROMOTIONAL NORMS OF ENGINEERING TEACHING FACULTIES**

S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	a.M.E with 6 years of experience as Assistant Professor Or b. Ph.D with 4 years of experience as Assistant Professor  Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.	a. For faculty joined with M.E: Completed Ph.D. with 2 SCI publication during Ph.D and one SCI post Ph.D publication  b. For faculty joined with Ph.D: 3 SCI publications.  Submission of one research project proposals to a central funding agency. (or) one patent published.
2	Associate Professor	a.5 years of experience as AP(SG) after the completion of Ph.D Or b. Ph.D with 13 years of experience in Teaching as Assistant Professor/ Assistant Professor (SG)  Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.	2 publications in the SCI journals every year after the completion of Ph.D.  Guiding 2 part-time/1 full-time scholar as supervisor  Principal Investigator/Co-Investigator for a funded research project Or Completed consultancy work worth of 1 lakh (or) two patents published.
3	Professor	3 years of experience as Associate Professor  Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last five consecutive years.	Three publications in the SCI Journals every year.  Produced 2 Ph.D.  Completed one funded research project as Principal Investigator Or Completed consultancy work worth 2 lakhs (or) three patent published and one patent granted
<p>Note: Faculty members with minimum qualification requirements will be suitably considered for promotion based on the vacancy in the particular cadre in the department. They have to appear before the interview committee and decision of the interview committee will be the final.</p>			



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## 20.b. PROMOTIONAL NORMS OF SCIENCE & HUMANITIES TEACHING FACULTIES

S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	<ul style="list-style-type: none"> <li>❖ Ph.D with 4 years of experience as Assistant Professor</li> <li>❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.</li> </ul>	<p>3 SCI publications in last 4 years</p> <p>Submission of one research project proposals to a central funding agency. (or) one patent published.</p>
2	Associate Professor	<ul style="list-style-type: none"> <li>❖ 5 years of experience as AP(SG)</li> <li>❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.</li> </ul>	<p>2 publications in the SCI journals every year after the completion of Ph.D.</p> <p>Guiding 2 part-time/1 full-time scholar as supervisor</p> <p>Principal Investigator/Co-Investigator for a funded research project or Completed consultancy work worth of 1 lakh (or) two patents published.</p>
3	Professor	<ul style="list-style-type: none"> <li>❖ 3 years of experience as Associate Professor</li> <li>❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last five consecutive years.</li> </ul>	<p>Three publications in the SCI Journals every year.</p> <p>Produced 2 Ph.D.</p> <p>Completed one funded research project as Principal Investigator or Completed consultancy work worth 2 lakhs (or) three patent published and one patent granted</p>
<p>Note: Faculty members with minimum qualification requirements will be suitably considered for promotion based on the vacancy in the particular cadre in the department. They have to appear before the interview committee and decision of the interview committee will be the final.</p>			



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**APPLICATION FORMS FOR FACULTY PROMOTION FOR VARIOUS CADRES FROM  
AP (SG) TO PROFESSOR**



NATIONAL ENGINEERING COLLEGE  
(An Autonomous Institution)  
K.R.Nagar, Kovilpatti – 628 503

APPLICATION FOR FACULTY OF NEC FOR THE POST OF ASSISTANT PROFESSOR (SG)

1. Name (in Block Letters) :
2. Present Post / Department :
3. Date of joining in the College :
4. Date of joining in the Present Post :
5. Present Pay Band pay and Grade Pay :
6. Total Emoluments :
7. Educational Qualification :

\*B.E., / B.Tech., - Lateral Entry (Yes / No)

\*M.E., / M.Tech., Specialization \_\_\_\_\_

\*Part time / Full Time

Educational Qualification	Name of the Institution	Year of Passing	Total Marks Obtained	Total Maximum marks	% Of Marks	All the Subjects passed in First attempt in each and every Semester Yes/No	Class/ Division
*B.E/B.Tech./B.Sc.							
*M.E/M.Tech./M.Sc.							
M.Phil./Ph.D.,							

8. No. of years of Experience in: i. NEC : ii. Other Colleges :  
iii. Industry: iv. Other than above :

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**9. Details about Ph.D., Registration and status:**

**10. No. of Papers Presented in Conference/Seminar:**

*a) International Conference:*

*b) National Conference:*

**11. No. and details of Journals Published in SCOPUS indexed journals :**

**12. No. and details of other Publications in SCI Journals**

**a) Through Ph.D.:**

**b) After Ph.D., through continued Research:**

**13. (a) No. of Seminar/Workshop Attended :**

**(b) No. of FDP/Industrial Training/Courses Attended:**

**14. Contribution to the Institution :**

**15. Contribution to the Department :**

**16. Details of Product development / Patent published:**

**17. Membership in Professional Bodies :**

**18. Specific Achievement if any :**

**Date :**

**Place :**

*Signature of the Candidate*

**Note: Xerox Copies of all Documents Certificates / Testimonials for Proof of the all information furnished should be sent along with the filled in application.**

**Recommendation of HOD:**

(HODs are requested to give brief recommendation stating the candidate's performance and their noteworthy)



**Signature of HOD**

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(An Autonomous Institution)  
K.R.Nagar, Kovilpatti – 628 503

**APPLICATION FOR FACULTY OF NEC FOR THE POST OF ASSOCIATE PROFESSOR / PROFESSOR**

- 1. Name (in Block Letters) :**
- 2. Present Post / Department :**
- 3. Date of joining in the College :**
- 4. Date of joining in the Present Post :**
- 5. Present Pay Band pay and Grade Pay :**
- 6. Total emoluments :**
- 7. Educational Qualification :**

\*B.E., / B.Tech., - Lateral Entry (Yes / No)

\*M.E., / M.Tech., Specialization \_\_\_\_\_

\*Part time / Full Time

<b>Educational Qualification</b>	<b>Name of the Institution</b>	<b>Year of Passing</b>	<b>Total Marks Obtained</b>	<b>Total Maximum marks</b>	<b>% Of Marks</b>	<b>All the Subjects passed in First attempt in each and every Semester Yes/No</b>	<b>Class/ Division</b>
*B.E/B.Tech./B. Sc.							
*M.E/M.Tech./ M.Sc.							
M.Phil./Ph.D.,							

**8. No. of years of Experience in: i. NEC : AP - from : to:**

**AP(SG) - from : to:**

**Asso. Prof. - from : to:**

**Asso. Prof. (SG) - from : to:**

**ii. Other Colleges: i. Industry : iv. No. of Exp. after Ph.D., ; v. Other than above :**

**9. No. of Papers Presented in Conference/Seminar (NIT/ IIT/IISC or Equivalent Institutions) :**

**a) International Conference :**

**b) National Conference :**

**10. No. and details of Journals Published in SCOPUS indexed journals :**

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**11. No. and details of other Publications in SCI Journals**

i). Through Ph.,D work :

ii). After Ph.D., through continued Research :

**12. (a) No. of Seminar/Workshop Attended :**

**(b) No. of FDP/Industrial Training/Courses Attended:**

**13. No. of Funded Projects Completed / Ongoing as Principal Investigator or Co-Investigator:**

Sl.No.	Project Title	PI / Co-PI	Agency	Amount	Status / Duration

**14. Details of Consultancy Work:**

Sl. No.	Consultancy Work details	Industry	Status	Amount

**15. (a) No. of Seminars/National Conferences organized with Grant in aid as Convenor :**

**(b) No. of International Conferences organized with Grants as Convenor :**

**16. No. of Ph.D. Scholars guided / guiding:**

**17. Achievements in Product Development/ Patent:**

i. No. of Product Developed:

ii. Technology Transfer:

iii. Patent Published / Granted:

**18. Details about Research Facilities Created / Initiated:**

**19. Membership in Professional Bodies:**

**20. Specific / Remarkable Achievement in academic / administration, if any :**

**Date :**

**Place :**

*Signature of the Candidate*

**Note: Xerox Copies of all Documents / Certificates / Testimonials for Proof of the all information furnished should be sent along with the filled in application.**

**Recommendation of HOD:**

(HODs are requested to give brief recommendation stating the candidate's performance and their noteworthy)

  
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**Signature of HOD**



## **20.c.Promotion for Non-Teaching**

### **Policy for Upgradation /Promotion**

1. Based on the vacancy and capability, caliber of non-teaching staff members, the management offers the Upgradation / Promotion to the non-teaching staff members who can fulfill the next promotable post.
2. The staff member should have the minimum qualification and experience required as per the scale of pay for the post to be promoted.
3. The staff member should have the required qualification, job knowledge/potential/competence for handling the job in an independent manner according to their job description.
4. Should have the Interest, Initiative, Involvement in taking up additional responsibilities/jobs and with required speed, accuracy, quality etc.,
5. Should have good attitude, honesty, loyalty, maturity, personally clean, respect to superiors, co-ordination and sincerity.



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## **21.FACULTY PERFORMANCE APPRAISAL SYSTEM**

### **21.a.Performance Evaluation Policy**

Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the Institute. It helps the employees for self-development, student enrichment and contributes more towards the growth of the Self and Institute. The Performance Appraisal System consists of the following. consists of the following.

#### **A) Self Appraisal**

The faculties are expected to evaluate themselves (Self-Appraisal) on the various criteria laid down in the Performance Appraisal Format. The criteria has been evolved according to the cadre from Assistant Professor to Professor and filling the said data through online is made. The faculty members will be advised to enter the data through online at the end of the academic year for claim of marks by the individual faculty for each and every criteria defined in the Faculty Performance Appraisal format. An Academic Audit will be conducted for validating the data / evidences being entered by the faculties and changes if any will be made by the audit committee accordingly with the faculty consent.

#### **B) Review Based Appraisal**

A Review Based Appraisal by the External Experts from Anna University, NIT, IIT and other reputed institutes will be conducted for the cadre of faculty members in Assistant Professor and Assistant Professor (Senior Grade). No review based appraisal for the faculties in the cadre of Associate Professor and above.

#### **C) Other Criteria**

The Students Feed Back, HOD and Principal / Director Evaluation is also evolved.

### **Performance Appraisal Committee**

On completion of the above, cadre wise analysis will be made by the Faculty Development Section and will be put up to Principal / Director by them. After perusal of Principal / Director, the faculty members whose performance is not up to the expected level will be asked before the Performance Appraisal committee and the committee will grade the performance as follows:

#### **Grade A**

Performance is only at satisfactory level and usual benefits may be given with warning

#### **Grade B**

Performance not up to the expected level and to be improved in coming years. The increment may be sanctioned after assessing the performance during next year

#### **Grade C**

Performance not satisfactory and may be relieved from the service

The increment / appropriate action will be taken based on the External Experts Grading and it will be communicated to the faculty members concerned.

  
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The Cadre wise Criteria I ) Abstract and II) Performance Appraisal formats are as follows:

**Factors / Abstract of Faculty Performance Appraisal Scheme**

**I-Cadre wise self-appraisal and review based appraisal factors**

**Appraisal form for 2020-21**

Criteria		Professor	Asso. Prof.(SG) & Asso. Prof.	Asst. Prof. (SG)	Asst. Prof2.	Asst. Prof1.	Asst. Prof. with Ph.D
<b>A. Self Appraisal</b>							
<b>Strengthening Knowledge</b>							
NPTEL and equivalent online courses		-	-	2	2	2	2
Attending FDP programs		1	1	1	2	2	1
Industry Know how programs		1	2	2	2	-	2
Training programs organized		1	1	1	-	-	-
Course file		-	-	1	1	2	1
Slow learners		-	-	1	1	2	1
Outstanding students	Project/ Product development activities	1	1	1	2	2	1
	Publications	1	1	1	2	2	1
Pass Percentage	Theory	-	-	-	1	2	0.5
	LAB	-	-	-	1	2	0.5
Tutorship		-	-	2	2	4	2
<b>Research &amp; Development activities</b>							
PhD Registration		-	-	-	4	-	-
Publications in SCI journals - Impact Factor		2	2	2	-	-	2
Supervisorship		1	1	1	-	-	-
No. of patents filed		1	1	-	-	-	-
Consultancy		2	2	-	-	-	-
No. of project proposals		-	-	1	-	-	2
Worth of projects		4	4	4	-	-	4
No. of. Special Lab/ Centre of Excellence/research facility as individual or as member of team.		1	1	-	-	-	-

  
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### OUTREACH PROGRAMMES

Delivering expert lecture	1	1				
International collaboration (Publication, book, Project submission, setting up of labs, technobation, etc.)	0.5	-	-	-	-	-
Inter-institutional collaboration (Publication, book, Project submission, setting up of labs, technobation, etc.)	1	1	-	-	-	-
Foreign country visited for collaborative work	0.5	-	-	-	-	-
Facilities Created like collaborative lab, Technobation etc.	1	1				

### B. Review based Appraisal

Knowledge in area of teaching/research area/pedagogy	-	-	3	2	3	3
Preparedness and involvement in practical courses	-	-	-	1	2	-
Updating of knowledge by Reading articles	-	-	-	1	2	-
Updating of knowledge through Online courses	-	-	3	2	3	3
Updating of knowledge through FDP attended	-	-	3	2	2	3
Updating of knowledge through Industry know how program	-	-	3	2	-	3
Knowledge in their domain area	-	-	-	2	-	-
Communication skills	-	-	2	2	2	2
Content beyond curriculum	-	-	2	2	2	2
Content delivery methods	-	-	2	2	2	2
Assessment methods	-	-	2	2	2	2

### C. Other Criteria

Students feedback	-	-	2	2	2	2
HOD evaluation	2	2	1	1	1	1
Director/Principal evaluation	1	1	-	-	-	-



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## II. Performance assessment / development other factors

- Academics
- Faculty Mentoring & Counseling
- Service to the Department / Institution
- Faculty Professional Development

### **Academics:**

The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

1. Course File & Lecture Notes
2. University Exam Result (Pass %)
3. University Exam Results Subject Average
4. University Ranks
5. One Subject Failure

### **Faculty Mentoring / Tutoring & Counselling:**

Every Faculty is a Mentor / Tutor and for every Mentor 20 students are assigned as their Mentees. The Mentor / Tutors is responsible for their Mentees development in Academics, Extra-curricular/Co-curricular activities, Sports, placement training and personal counselling. The performance of the Mentees reflects the performance of the Mentor / Tutor (Faculty).

### **Service to the Department / Institution:**

The Faculty performance is also evaluated by taking into account the amount of work done in their respective department for its development and their contribution towards Institution growth. The following factors are taken into account for evaluation the Faculty

#### **1. Department Activities**

- a) Project Coordinator
- b) R&D Coordinator
- c) Time Table Coordinator
- d) PG Coordinator
- e) Placement & Training
- f) EDP Cell Coordinator
- g) Training Coordinator
- h) Alumni Coordinator
- i) Internal Test Coordinator
- j) Department Library I/C
- k) Website I/C
- l) Design Project Coordinator
- m) Lab In-charge
- n) Dept Brochure Preparation
- o) News Letter I/C
- p) New Lab Development



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## **2. Extension Activities**

- a) Association I/C
- b) Industrial Visit coordinator
- c) Value Added Courses
- d) Arrangement of Industrial Visits
- e) Parents Teachers coordinator
- f) Arranging Guest Lectures
- g) Signing MOU with Industry
- h) Consultancy & Industry relation
- i) Arranging Placement

## **3. Institution Development & Documentation**

- a) AICTE & AU Affiliation
- b) NBA Program Coordinator
- c) NIRF ranking
- d) NAAC
- e) Organizing Symposium, Workshops, Seminars etc.,
- f) Organizing National Conference
- g) Organizing International Conference
- h) Committee Member of Programs



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## 21.b.FACULTY CADRE WISE PERFORMANCE APPRAISAL SYSTEM

### Level-1: Competency based Appraisal (For APs with one/two years of experience)

#### A. Self Appraisal

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 - Professiona l  Excellent	4 – Proficient  Very Good	3 – Specialist  Good	2 – Practitioner  Satisfactory	1 – Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of courses taught</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Elite Gold	Elite	Scoring	Participation	Understand the needs and preparing for registration	2
2.	<b>Continuous updating of knowledge</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	At least one at Govt/Govt aided institutions	Undergone one FDTP at autonomous and self financing institutions	Undergone one FDTP within NEC	2
3.	<b>Involvement in teaching learning process by practicing innovative methods</b>						
	Course file (Based on academic auditing)	Positive comments	No negative remarks	Some negative remarks	Deficiency in documentation	Not properly maintained	2
4.	<b>Ability to identify slow performers and guide them in acquiring enough knowledge and skills as Course Instructors</b>						
	No. of slow learners improved (As per the evidences available in the course file)	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	2
5.	<b>Ability to identify outstanding students and guide them in higher level academic activities as Course Instructors</b>						
5.1	Projects	Submitting the proposals to TNSCST/IE (I)/UGC/Alumni / Hackathon	Won in Project exhibition	Participation in project exhibition	Completion of a mini project	Understand the needs and preparing	2
5.2	Publications	Scopus indexed journals	International Conference	National Conference	Symposium outside NEC	Symposium in NEC	2
6.	<b>Academic Results (Average pass % of the course handling)</b>						
	Theory	95-100%	90-95%	85-90%	80-85%	75-80%	2
	Laboratory	95-100%	90-95%	85-90%	80-85%	75-80%	2
<b>Academic Performance Index (API)<sub>SA</sub> = (M1+M2+M3+M4+M5+M6)</b>							



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**B. Review based Appraisal**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of courses taught</b>						
	Knowledge in area of teaching	Capable of clarifying the doubts in the courses effectively	Capable of delivering the courses effectively	Profound knowledge by gathering support materials	Adequate knowledge by referring the text books	Inadequate knowledge – referring only local author books and notes	3
2.	<b>Continuous updating of knowledge of courses taught</b>						
	Preparedness and involvement in practical courses	Offering new experiments every year in the level of design of the experiments	Offering the experiments every year in the design of the experiments	Offering conventional experiments with modern tools like virtual lab, simulation etc.	Conducting the conventional experiments with clarity	Assisting in conducting experiments	2
3.	<b>Updating of knowledge by attending online courses</b>						
	Reading articles to the level of listing the title, author and research outcomes	Scopus indexed journals	Indian citation indexed journals	Newsletters and Magazines	S&T sections of newspapers	Any other online materials	2
4.	<b>Updating of knowledge by attending FDP in reputed institutions</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Capable of clarifying the doubts as expert	Able to deliver lectures in the relevant topics	Profound knowledge	Adequate knowledge	Inadequate knowledge	3
5.	<b>Updating of knowledge by attending FDP in reputed institutions</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/domain area/pedagogy etc.	Capable of clarifying the doubts as expert	Able to deliver lectures in the relevant topics	Profound knowledge	Adequate knowledge	Inadequate knowledge	2
6.	<b>Communication skills</b>						
	Clarity in delivering the core content as requirement	Clear articulation with enthusiasm and confidence	<ul style="list-style-type: none"> <li>• Poised and clear articulation</li> <li>• Proper volume steady rate</li> </ul>	Clear articulation but not as polished	Some mumbling Uneven rate Little or no expression	<ul style="list-style-type: none"> <li>• Inaudible or too loud</li> <li>• Slow/too fast delivery</li> <li>• Uninterested and monotonic</li> </ul>	2
6.	<b>Content beyond curriculum initiatives</b>						
	Capability of informing latest developments during content delivery	Make the students to read and discuss research articles relevant to COs/POs	Make the students to read and present research articles relevant to COs/POs	Informing research status relevant to COs/POs	Delivering contents beyond curriculum relevant to COs/POs	Delivering only curriculum contents	2

  
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7.	<b>Capability of selecting appropriate tools for content delivery in relation with COs and their levels</b>						2
	Usage of appropriate content delivery methods	Innovative content delivery methods declared/presented	Effective use of active and hybrid learning methods	Conventional methods & appropriate other tools	Conventional methods & quality demonstration	Lectures and tutorials (Conventional)	2
8.	<b>Capability of selecting appropriate tools for assessing the CO attainment</b>						2
	Selection of assessment tools	Innovative assessment methods declared/presented	Conventional methods & uncontrolled tests/open book test	Conventional methods & appropriate other tools	Conventional methods & quality assignments	IAT and tutorials (Conventional)	2
<b>Academic Performance Index (API)<sub>RA</sub> = (M1+M2+M3+M4+M5+M6+M7+M8)</b>							

**C. HOD's Evaluation (HE)**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Transforming students' potential as a Tutor/Class Incharge</b>						
1.1	<b>Academic Achievements</b>	Making more than 90% the students to achieve the allotted CGPAs	Making more than 80% the students to achieve the allotted CGPAs	Making more than 70% the students to achieve the allotted CGPAs	Making more than 60% the students to achieve the allotted CGPAs	Making more than 50% the students to achieve the allotted CGPAs	1
1.2	<b>Online courses</b>	Making 80% of the targeted students to complete the online courses	Making 60% of the targeted students to complete the online courses	Making 40% of the targeted students to complete the online courses	Making 20% of the targeted students to complete the online courses	Motivating all students to register for online courses equivalent to elective courses	1
1.3	<b>No. of slow learners improved</b>	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
1.4	<b>Encouraging outstanding students for product development activities and paper publication</b>	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.5	<b>Encouraging the students to participate in national and international events (outside state)</b>	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.6	<b>Competency training towards career settlement</b>	90% of the Students' have attended training/coaching for their career requirements	80% of the Students' have attended training/coaching for their career requirements	70% of the Students' have attended training/coaching for their career requirements	60% of the Students' have attended training/coaching for their career requirements	50% of the Students' have attended training/coaching for their career requirements	1

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1.7	<b>Career settlement</b>	90% of the Students' career is settled by placement and ensured by scoring in competitive exams	80% of the Students' career is settled by placement and ensured by scoring in competitive exams	70% of the Students' career is settled by placement and ensured by scoring in competitive exams	60% of the Students' career is settled by placement and ensured by scoring in competitive exams	50% of the Students' career is settled by placement and ensured by scoring in competitive exams	1
(II Year tutors (1.1-1.4) III year tutors(1.3-1.6) and IV tutors (1.4-1.7)) During the starting of every academic years tutors will be allotted with targets for every criteria according to the students strength, and at the end of every year it is evaluated by the HOD. Allotting targets and awarding marks for the attained targets should get approved from the Principal.							
2.	<b>In terms of</b> <ul style="list-style-type: none"> <li>• <b>Maintaining discipline</b></li> <li>• <b>Interpersonal relationship</b></li> <li>• <b>Volunteering</b></li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1

**D. Other Criteria**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Student feedback (SF)</b>	90-100%	80-90%	70-80%	60-70%	50-60%	2
Any other special skills acquired/achievements during last one year (Please provide the details with evidences) The skill/achievements not covered in the self/review appraisal criteria are considered for bonus marks such as publications, funded projects, consultancy, guest lecture etc.  (Bonus Marks <b>(BM)</b> will be awarded by the Principal/ the Director during review and API will be recalculated)							
<b>Final API=((API)<sub>SA</sub>+(API)<sub>RA</sub>)*0.425+ (SF)+(HE)+BM</b>							



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**Level-2: Competency based Appraisal (For APs more than two years of experience)**

**A. Self Appraisal**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of courses taught</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Elite Gold	Elite	Scoring	Participation	Understand the needs and preparing for registration	2
2.	<b>Continuous updating of knowledge</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/ their area of specialization	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	At least one at Govt/Govt aided institutions	Undergone one at FDTP autonomous and self-financing institutions	Undergone one within FDTP NEC	2
3.	<b>Updating the skills by attending industrial know how program</b>						
	No. of Industrial Internship undergone per year in their area of specialization	One Week Industry Know-How Program	4 Days Industry Know-How Program	3 Days Industry Know-How Program	2 Days Industry Know-How Program	Industrial visit along with students	2
4.	<b>Involvement in teaching learning process by practicing innovative methods</b>						
	Course file (Based on academic auditing)	Positive comments	No negative remarks	Some negative remarks	Deficiency in documentation	Not properly maintained	1
5.	<b>Ability to identify slow performers and guide them in acquiring enough knowledge and skills as Course Instructors</b>						
	No. of slow learners improved (As per the evidences available in the course file)	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
6.	<b>Capability of converting the students mini-projects into outcomes</b>						
6.1	Projects/product development activities	Received Funding	Submitting the proposals to TNSCST/IE/UGC/Alumni/NEWGEN IEDC etc.	Won in Project exhibition	Participation in project exhibition	Guiding projects	2
6.2	Publications	Scopus indexed journals	International Conference	National Conference	Symposium outside NEC	Symposium in NEC	2
7.	<b>Academic Results (Average pass % of the course handling)</b>						
	Theory	95-100%	90-95%	85-90%	80-85%	75-80%	1
	Laboratory	95-100%	90-95%	85-90%	80-85%	75-80%	1
8.	<b>Should register with Ph.D and progress in research work</b>						
	Ph.D. Registration	Successfully progressing	Moderately progressing	Not progressing up to the level	Ph.D. Registered	Preparing to register	4

Academic Performance Index (API)<sub>SA</sub> = (M1+M2+M3+M4+M5+M6+M7+M8)

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**B. Review based Appraisal :**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of courses taught</b>						
	Knowledge in area of teaching	Capable of clarifying the doubts in the courses effectively	Capable of delivering the courses effectively	Profound knowledge by gathering support materials	Adequate knowledge by referring the text books	Inadequate knowledge – referring only local author books and notes	2
2.	<b>Continuous updating of knowledge in domain area/research area</b>						
	Preparedness and involvement in practical courses	Offering new experiments every year in the level of design of the experiments	Offering the experiments every year in the level of design of the experiments	Offering conventional experiments with modern tools like virtual lab, simulation etc.	Conducting the conventional experiments with clarity	Assisting in conducting experiments	1
3.	<b>Updating of knowledge in domain area/research area</b>						
	Reading articles to the level of listing the title, author and research outcomes	Scopus indexed journals	Indian citation indexed journals	Newsletters and Magazines	S&T sections of newspapers	Any other online materials	1
4.	<b>Updating of knowledge by attending online courses</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Capable of clarifying the doubts as expert	Able to deliver lectures in the relevant topics	Profound knowledge	Adequate knowledge	Inadequate knowledge	2
5.	<b>Updating of knowledge by attending FDP in reputed institutions</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/domain area	Capable of clarifying the doubts as expert	Able to deliver lectures in the relevant topics	Profound knowledge	Adequate knowledge	Inadequate knowledge	2
6.	<b>Updating the skills by attending Industry know how program in reputed industries</b>						
	Industrial Internship undergone per year in their area of specialization	Able to provide alternative solutions for industry problems	Able to work for problems in industry along with industry people	To work along with industry people for their regular work	To know the working scenario of the industry	Inadequate knowledge about the industry	2
7.	<b>Continuous updating of knowledge in area of specialization/research area</b>						
	Appropriateness with their PhD specialization/research area	Conducted research to the level of publishing paper in SCI indexed journals	Applied the knowledge, and obtained the expected results	Capable of applying the knowledge for problem identified in the area of research	Acquiring knowledge relevant to area of research.	Initiating the research work	2

  
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7.	<b>Communication skills</b>						2
	Clarity in delivering the core content as requirement	Clear articulation with enthusiasm and confidence	<ul style="list-style-type: none"> <li>Poised and clear articulation</li> <li>Proper volume steady rate</li> </ul>	Clear articulation but not as polished	Some mumbling Uneven rate Little or no expression	<ul style="list-style-type: none"> <li>Inaudible or too loud</li> <li>Slow/too fast delivery</li> <li>Uninterested and monotonic</li> <li></li> </ul>	
8.	<b>Content beyond curriculum initiatives</b>						2
	Capability of informing latest developments during content delivery	Make the students to read and discuss research articles relevant to COs/POs	Make the students to read and present research articles relevant to COs/POs	Informing research status relevant to COs/POs	Delivering contents beyond curriculum relevant to COs/POs	Delivering only curriculum contents	
9.	<b>Capability of selecting appropriate tools for content delivery in relation with COs and their levels</b>						2
	Usage of appropriate content delivery methods	Innovative content delivery methods declared/presented	Effective use of active and hybrid learning methods	Conventional methods & appropriate other tools	Conventional methods & quality demonstration	Lectures and tutorials (Conventional)	
10.	<b>Capability of selecting appropriate tools for assessing the CO attainment</b>						2
	Selection of assessment tools	Innovative assessment methods declared/presented	Conventional methods & uncontrolled tests/open book test	Conventional methods & appropriate other tools	Conventional methods & quality assignments	IAT and tutorials (Conventional)	

$$\text{Academic Performance Index (API)}_{RA} = (M1+M2+M3+M4+M5+M6+M7+M8+M9+M10)$$

**C. HOD's Evaluation (HE)**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Transforming students' potential as a Tutor/Class Incharge</b>						
1.1	<b>Academic Achievements</b>	Making more than 90% the students to achieve the allotted CGPAs	Making more than 80% the students to achieve the allotted CGPAs	Making more than 70% the students to achieve the allotted CGPAs	Making more than 60% the students to achieve the allotted CGPAs	Making more than 50% the students to achieve the allotted CGPAs	1
1.2	<b>Online courses</b>	Making 80% of the targeted students to complete the online courses	Making 60% of the targeted students to complete the online courses	Making 40% of the targeted students to complete the online courses	Making 20% of the targeted students to complete the online courses	Motivating all students to register for online courses equivalent to elective courses	1
1.3	<b>No. of slow learners improved</b>	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1

  
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1.4	Encouraging outstanding students for product development activities and paper publication	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.5	Encouraging the students to participate in national and international events (outside state)	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.6	Competency training towards career settlement	90% of the Students' have attended training/coaching for their career requirements	80% of the Students' have attended training/coaching for their career requirements	70% of the Students' have attended training/coaching for their career requirements	60% of the Students' have attended training/coaching for their career requirements	50% of the Students' have attended training/coaching for their career requirements	1
1.7	Career settlement	90% of the Students' career is settled by placement and ensured by scoring in competitive exams	80% of the Students' career is settled by placement and ensured by scoring in competitive exams	70% of the Students' career is settled by placement and ensured by scoring in competitive exams	60% of the Students' career is settled by placement and ensured by scoring in competitive exams	50% of the Students' career is settled by placement and ensured by scoring in competitive exams	1
(II Year tutors (1.1-1.4) III year tutors(1.3-1.6) and IV tutors (1.4-1.7)) During the starting of every academic years tutors will be allotted with targets for every criteria according to the students strength, and at the end of every year it is evaluated by the HOD. Allotting targets and awarding marks for the attained targets should get approved from the Principal.							
2.	In terms of <ul style="list-style-type: none"> <li>Maintaining discipline</li> <li>Interpersonal relationship</li> <li>Volunteering</li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1

**D. Other Criteria**

Sl. No.	Skill set	5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	(WF)
1.	Student feedback (SF)	90-100%	80-90%	70-80%	60-70%	50-60%	2
Any other special skills acquired/achievements during last one year (Please provide the details with evidences) The skill/achievements not covered in the self-review appraisal criteria are considered for bonus marks such as publications, funded projects, consultancy, guest lecture etc.  (Bonus Marks (BM) will be awarded by the Principal/ the Director during review and API will be recalculated)							
<b>Final API=((0.50*APD)<sub>SA</sub>+(0.35*APD)<sub>RA</sub>) + (SF)+(HE)+BM</b>							

  
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**Level-3 : Competency based Appraisal (For Assistant Professors with PhD)**

**A. Self Appraisal:**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 - Professional Excellent	4 - Proficient Very Good	3 - Specialist Good	2 - Practitioner Satisfactory	1 - Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of courses taught/domain area etc.</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Elite Gold	Elite	Scoring	Participation	Understand the needs and preparing for registration	2
2.	<b>Updating the skills by attending FDP programs</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/domain area	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	At least one at Govt/Govt aided institutions	Undergone one FDTP at autonomous and self-financing institutions	Undergone one FDTP within NEC	1
3.	<b>Updating the skills by attending industrial know how program</b>						
	No. of Industrial Internship undergone per year in their area of specialization	One Week Industry Know-How Program	4 Days Industry Know-How Program	3 Days Industry Know-How Program	2 Days Industry Know-How Program	Industrial visit along with students	2
4.	<b>Involvement in teaching learning process by practicing innovative methods</b>						
	Course file (Based on academic auditing)	Positive comments	No negative remarks	Some negative remarks	Deficiency in documentation	Not properly maintained	1
5.	<b>Ability to identify slow performers and guide them in acquiring enough knowledge and skills as Course Instructors</b>						
	No. of slow learners improved (As per the evidences available in the course file)	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
6.	<b>Capability of converting the students mini-projects into outcomes</b>						
6.1	Projects/product development activities	Product development activities	Product completed	Received Funds through NEW GEN IEDC/ MSME et.	Submission of proposal for funding	Process in progress	1
6.2	Students' Publication	One SCI indexed Journals	2 papers in Scopus indexed journal	1 paper in Inter National Conference and 1 paper Scopus indexed Journals	1 paper Scopus indexed Journals	1 paper in Inter National Conference	1
7.	<b>Involvement in R&amp; D Activity</b>						
7.1	No. of publications	Two paper published	One paper published and one accepted for publication	Minimum one paper accepted for publication	Minimum two papers are in review	Minimum three papers are in submission	1

  
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7.2	Research Publications – Impact Factor	>1.5	1.0-1.5	0.5-1	0.25-0.5	0.1-0.25	1
7.3	No. of project proposals	Submitted at least one proposal	Complete preparation with all relevant documents	Selected for sending	Proposal is under review by R&D/NEC	Under preparation	2
7.4	Worth of projects	>10 Lakhs	7.5-10 Lakhs	5-7.5 Lakhs	2.5-5.0 Lakhs	Below 2.5 Lakhs	4
8.	<b>Academic Results (Average pass % of the course handling)</b>						
8.1	Theory	95-100%	90-95%	85-90%	80-85%	75-80%	0.5
8.2	Laboratory	95-100%	90-95%	85-90%	80-85%	75-80%	0.5
<b>Academic Performance Index (API)<sub>SA</sub> = (M1+M2+M3+M4+M5+M6+M7+M8)</b>							

**B. Review based Appraisal :**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Continuous updating of knowledge in research area</b>						
	Knowledge in area of research area	Continuously publishing papers in reputed journals	Continuously preparing and submitting papers to reputed journals	Profound knowledge with recent research survey	Adequate knowledge by referring reputed journals	Inadequate knowledge	3
2.	<b>Updating of knowledge by attending online courses in the area of teaching/research area</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Capable of preparing and offering one credit courses	Able to deliver expert lectures in the relevant topics	Able to conduct classes with clarity	Adequate knowledge	Inadequate knowledge	3
3.	<b>Updating of knowledge by attending FDP in reputed institutions</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/domain area	Capable of preparing and offering one credit courses	Able to deliver expert lectures in the relevant topics	Able to conduct classes with clarity	Adequate knowledge	Inadequate knowledge	3
4.	<b>Updating the skills by attending Industry know how program in reputed industries</b>						
	Industrial Internship undergone per year in their area of specialization	Able to provide alternative solutions for industry problems	Able to work for problems in industry along with industry people	To work along with industry people for their regular work	To know the working scenario of the industry	Inadequate knowledge about the industry	3
5.	<b>Communication skills</b>						
	Clarity in delivering the core content as requirement	Clear articulation with enthusiasm and confidence	<ul style="list-style-type: none"> <li>• Poised and clear articulation</li> <li>• Proper volume steady rate</li> </ul>	Clear articulation but not as polished	Some mumbling Uneven rate Little or no expression	<ul style="list-style-type: none"> <li>• Inaudible or too loud</li> <li>• Slow/too fast delivery</li> <li>• Uninterested and monotonic</li> </ul>	2

  
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6.	<b>Content beyond curriculum initiatives</b>						2
	Capability of informing latest developments during content delivery	Make the students to read and discuss research articles relevant to COs/POs	Make the students to read and present research articles relevant to COs/POs	Informing research status relevant to COs/POs	Delivering contents beyond curriculum relevant to COs/POs	Delivering only curriculum contents	
7.	<b>Capability of selecting appropriate tools for content delivery in relation with COs and their levels</b>						2
	Usage of appropriate content delivery methods	Innovative content delivery methods declared/presented	Effective use of active and hybrid learning methods	Conventional methods & appropriate other tools	Conventional methods & quality demonstration	Lectures and tutorials (Conventional)	
8.	<b>Capability of selecting appropriate tools for assessing the CO attainment</b>						2
	Selection of assessment tools	Innovative assessment methods declared/presented	Conventional methods & uncontrolled tests/open book test	Conventional methods & appropriate other tools	Conventional methods & quality assignments	IAT and tutorials (Conventional)	
<b>Academic Performance Index (API)<sub>RA</sub> = (M1+M2+M3+M4+M5+M6+M7+M8)</b>							

**C. HOD's Evaluation (HE)**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Transforming students' potential as a Tutor/Class Incharge</b>						
1.1	<b>Academic Achievements</b>	Making more than 90% the students to achieve the allotted CGPAs	Making more than 80% the students to achieve the allotted CGPAs	Making more than 70% the students to achieve the allotted CGPAs	Making more than 60% the students to achieve the allotted CGPAs	Making more than 50% the students to achieve the allotted CGPAs	1
1.2	<b>Online courses</b>	Making 80% of the targeted students to complete the online courses	Making 60% of the targeted students to complete the online courses	Making 40% of the targeted students to complete the online courses	Making 20% of the targeted students to complete the online courses	Motivating all students to register for online courses equivalent to elective courses	1
1.3	<b>No. of slow learners improved</b>	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
1.4	<b>Encouraging outstanding students for product development activities and paper publication</b>	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.5	<b>Encouraging the students to participate in national and international events (outside state)</b>	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1

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1.6	Competency training towards settlement career	90% of the Students' have attended training/coaching for their career requirements	80% of the Students' have attended training/coaching for their career requirements	70% of the Students' have attended training/coaching for their career requirements	60% of the Students' have attended training/coaching for their career requirements	50% of the Students' have attended training/coaching for their career requirements	1
1.7	Career settlement	90% of the Students' career is settled by placement and ensured by scoring in competitive exams	80% of the Students' career is settled by placement and ensured by scoring in competitive exams	70% of the Students' career is settled by placement and ensured by scoring in competitive exams	60% of the Students' career is settled by placement and ensured by scoring in competitive exams	50% of the Students' career is settled by placement and ensured by scoring in competitive exams	1
(II Year tutors (1.1-1.4) III year tutors(1.3-1.6) and IV tutors (1.4-1.7)) During the starting of every academic years tutors will be allotted with targets for every criteria according to the students strength, and at the end of every year it is evaluated by the HOD. Allotting targets and awarding marks for the attained targets should get approved from the Principal.							
2.	In terms of <ul style="list-style-type: none"> <li>Maintaining discipline</li> <li>Interpersonal relationship</li> <li>Volunteering</li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1

### C. Other Criteria

Sl. No.	Skill set	5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	(WF)
1.	Student feedback (SF)	90-100%	80-90%	70-80%	60-70%	50-60%	2
Any other special skill acquired/achievements during last one year (Please provide the details with evidences) The skill/achievements not covered in the self/review appraisal criteria are considered for bonus marks such as funded projects, consultancy, patent, product development, guest lecture etc.  (Bonus Marks (BM) will be awarded by the Principal/ the Director during review and API will be recalculated)							
<b>Final API=(0.7*(API)<sub>SA</sub>+0.15*(API)<sub>RA</sub>)+( SF)+( HE)+BM</b>							



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**Level-4 : Competency based Appraisal (For AP(SG)s)**

**A. Self Appraisal:**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Strength in basic and fundamental knowledge of domain area/pedagogy, etc.</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Elite Gold	Elite	Scoring	Participation	Understand the needs and preparing for registration	2
2.	<b>Updating the skills by attending FDP programs &amp; arranging training programs</b>						
2.1	Attending FDP/workshops/seminars etc. per year relevant to the courses taught/domain area/pedagogy	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	At least one at Govt/Govt aided institutions	Undergone one FDTP at autonomous and self financing institutions	Undergone one FDTP within NEC	1
2.2	Training programs organized	Workshops/Seminars/FDP/STTP with funding	Workshops/Seminars/FDP/STTP –self supporting	Intra college Programmes	Intra dept programmes (One day)	Intra dept programmes (One Session)	1
3.	<b>Updating the skills by attending industrial know how program</b>						
	No. of Industrial Internship undergone per year in their area of specialization	One Week Industry Know-How Program	4 Days Industry Know-How Program	3 Days Industry Know-How Program	2 Days Industry Know-How Program	Industrial visit along with students	2
4.	<b>Involvement in teaching learning process by practicing innovative methods</b>						
	Course file (Based on academic auditing)	Positive comments	No negative remarks	Some negative remarks	Deficiency in documentation	Not properly maintained	1
5.	<b>Ability to identify slow performers and guide them in acquiring enough knowledge and skills as Course Instructors</b>						
	No. of slow learners improved (As per the evidences available in the course file)	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
6.	<b>Capability of converting the students mini-projects into outcomes</b>						
6.1	Projects/product development activities	Product development activities	Product completed	Received Funds through NEW GEN IEDC/ MSME et.	Submission of proposal for funding	Process in progress	1
6.2	Students' Publication	One SCI indexed Journals	2 papers in Scopus indexed journal	1 paper in Inter National Conference and 1 paper Scopus indexed Journals	1 paper Scopus indexed Journals	1 paper in Inter National Conference	1
7.	<b>Involvement in R&amp; D Activity</b>						
7.1	No. of publications	Two paper published	One paper published and one accepted for publication	Minimum one paper accepted for publication	Minimum two papers are in review	Minimum three papers are in submission	1

7.2	Research Publications – Impact Factor	>1.5	1.0-1.5	0.5-1	0.25-0.5	0.1-0.25	1
7.3	No. of project proposals	Submitted at least one proposal	Complete preparation with all relevant documents	Selected for sending	Proposal is under review by R&D/NEC	Under preparation	1
7.4	Worth of projects	>10 Lakhs	7.5-10 Lakhs	5-7.5 Lakhs	2.5-5.0 Lakhs	Below 2.5 Lakhs	4
7.5	Supervisorship	Produced at least one PhD within 4 years from registration	Guiding at least 1 full time scholar with fellowship	Guiding at least 1 full time scholar	Guiding at least 2 scholars	Got supervisor ship	1
<b>Academic Performance Index (API)<sub>SA</sub> = (M1+M2+M3+M4+M5+M6+M7)</b>							

**B. Review based Appraisal :**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Continuous updating of knowledge in research area</b>						
	Knowledge in area of research area	Continuously publishing papers in reputed journals	Continuously preparing and submitting papers to reputed journals	Profound knowledge with recent research survey	Adequate knowledge by referring reputed journals	Inadequate knowledge	3
2.	<b>Updating of knowledge by attending online courses in the area of research area/pedagogy</b>						
	Strengthening the knowledge through online courses (like NPTEL and other MOOC offered by premier institutions)	Capable of preparing and offering one credit courses	Able to deliver expert lectures in the relevant topics	Able to conduct classes with clarity	Adequate knowledge	Inadequate knowledge	3
3.	<b>Updating of knowledge by attending FDP in reputed institutions</b>						
	Attending FDP/workshops/seminars etc. per year relevant to the research area/pedagogy	Capable of preparing and offering one credit courses	Able to deliver expert lectures in the relevant topics	Able to conduct classes with clarity	Adequate knowledge	Inadequate knowledge	3
4.	<b>Updating the skills by attending Industry know how program in reputed industries</b>						
	Industrial Internship undergone per year in their area of specialization	Able to provide alternative solutions for industry problems	Able to work for problems in industry along with industry people	To work along with industry people for their regular work	To know the working scenario of the industry	Inadequate knowledge about the industry	3



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5.	<b>Communication skills</b>						2
	Clarity in delivering the core content as requirement	Clear articulation with enthusiasm and confidence	<ul style="list-style-type: none"> <li>Poised and clear articulation</li> <li>Proper volume steady rate</li> </ul>	Clear articulation but not as polished	Some mumbling Uneven rate Little or no expression	<ul style="list-style-type: none"> <li>Inaudible or too loud</li> <li>Slow/too fast delivery</li> <li>Uninterested and monotonic</li> </ul>	
6.	<b>Content beyond curriculum initiatives</b>						2
	Capability of informing latest developments during content delivery	Make the students to read and discuss research articles relevant to COs/POs	Make the students to read and present research articles relevant to COs/POs	Informing research status relevant to COs/POs	Delivering contents beyond curriculum relevant to COs/POs	Delivering only curriculum contents	
7.	<b>Capability of selecting appropriate tools for content delivery in relation with COs and their levels</b>						
	Usage of appropriate content delivery methods	Innovative content delivery methods declared/presented	Effective use of active and hybrid learning methods	Conventional methods & appropriate other tools	Conventional methods & quality demonstration	Lectures and tutorials (Conventional)	2
8.	<b>Capability of selecting appropriate tools for assessing the CO attainment</b>						
	Selection of assessment tools	Innovative assessment methods declared/presented	Conventional methods & uncontrolled tests/open book test	Conventional methods & appropriate other tools	Conventional methods & quality assignments	IAT and tutorials (Conventional)	2
<b>Academic Performance Index (API)<sub>RA</sub> = (M1+M2+M3+M4+M5+M6+M7+M8)</b>							

**C. HOD's Evaluation (HE)**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 – Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
1.	<b>Transforming students' potential as a Tutor/Class Incharge</b>						
1.1	<b>Academic Achievements</b>	Making more than 90% the students to achieve the allotted CGPAs	Making more than 80% the students to achieve the allotted CGPAs	Making more than 70% the students to achieve the allotted CGPAs	Making more than 60% the students to achieve the allotted CGPAs	Making more than 50% the students to achieve the allotted CGPAs	1
1.2	<b>Online courses</b>	Making 80% of the targeted students to complete the online courses	Making 60% of the targeted students to complete the online courses	Making 40% of the targeted students to complete the online courses	Making 20% of the targeted students to complete the online courses	Motivating all students to register for online courses equivalent to elective courses	1
1.3	<b>No. of slow learners improved</b>	Identified and improved the performances of all slow learners	Identified and improved the performances of 50% slow learners	Identified and improved the performances of 25% slow learners	Identified all slow learners and efforts taken	Only identified the slow learners	1
1.4	<b>Encouraging outstanding students for product development activities and paper publication</b>	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1

1.5	Encouraging the students to participate in national and international events (outside state)	Making all the targeted students to achieve	Making 80% of the targeted students to achieve	Making 60% of the targeted students to achieve	Making 40% of the targeted students to achieve	Making 20% of the targeted students to achieve	1
1.6	Competency training towards career settlement	90% of the Students' have attended training/coaching for their career requirements	80% of the Students' have attended training/coaching for their career requirements	70% of the Students' have attended training/coaching for their career requirements	60% of the Students' have attended training/coaching for their career requirements	50% of the Students' have attended training/coaching for their career requirements	1
1.7	Career settlement	90% of the Students' career is settled by placement and ensured by scoring in competitive exams	80% of the Students' career is settled by placement and ensured by scoring in competitive exams	70% of the Students' career is settled by placement and ensured by scoring in competitive exams	60% of the Students' career is settled by placement and ensured by scoring in competitive exams	50% of the Students' career is settled by placement and ensured by scoring in competitive exams	1
(II Year tutors (1.1-1.4) III year tutors(1.3-1.6) and IV tutors (1.4-1.7)) During the starting of every academic years tutors will be allotted with targets for every criteria according to the students strength, and at the end of every year it is evaluated by the HOD. Allotting targets and awarding marks for the attained targets should get approved from the Principal.							
2.	In terms of <ul style="list-style-type: none"> <li>Maintaining discipline</li> <li>Interpersonal relationship</li> <li>Volunteering</li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1

#### D. Other Criteria

Sl. No.	Skill set	5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	(WF)
1.	Student feedback (SF)	90-100%	80-90%	70-80%	60-70%	50-60%	2
Any other special skill acquired/achievements during last one year (Please provide the details with evidences) The skill/achievements not covered in the self/review appraisal criteria are considered for bonus marks such as funded projects, consultancy, patent, product development, guest lecture etc.  (Bonus Marks (BM) will be awarded by the Principal/ the Director during review and API will be recalculated)							
<b>Final API=(0.7*(API)<sub>SA</sub>+0.15*(API)<sub>RA</sub>)+(SF)+(HE)+BM</b>							



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**Level-5 : Competency based Self Appraisal (For Associate Professor, Associate Professor (SG))**

**A. Self Appraisal:**

Sl. No.	Skill Set	Performance based Scaling					(WF)
		5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
<b>1.</b>	<b>Continuous updating knowledge in solving industrial, societal and research problems &amp; Training programs organized</b>						
1.1	Active participation FDTP/STTP/Seminar/ Workshop per year relevant to the courses taught and in their areas of specialization/teaching pedagogy	Offering one credit courses / Training programs organized with the same topic with funding	Providing lectures in college level relevant to training program	Providing lectures in dept level relevant to training program	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	1
1.2	No. of Industrial Internship undergone per year in their area of specialization	Getting consultancy	MOU signed with company	One week Industry Know-How Program	4 Days Industry Know-How Program	3 Day Industry Know-How Program	2
<b>2.</b>	<b>Capability of converting the students mini-projects into outcomes</b>						
2.1	Projects/ Product development activities	Product completed	Received Funds	Submission of proposal for funding	Process in progress	Initiated through students projects	1
2.2	Students' Publications	One SCI indexed Journals	2 papers in Scopus indexed journal	1 paper in Inter National Conference and 1 paper Scopus indexed Journals	1 paper Scopus indexed Journals	1 paper in Inter National Conference	1
2.3	Patents filed	Patent granted	Examination Over	Patent published	Patent filed	Take initiatives	1
<b>3.</b>	<b>Academic Research</b>						
3.1	Supervisorship	Produced at least one PhD within 4 years from registration	Guiding at least 2 full time scholar with fellowship	Guiding at least 1 full time scholar with fellowship	Guiding at least 1 full time scholar	Guiding at least 2 scholars	1
3.2	No. of publications	Three papers published	Two papers published	One paper published and one paper accepted for publication	Minimum one paper accepted for publication	Minimum three papers are review	1
3.3	Publications- Impact Factor	>2.5	2.0-2.5	1.5-2.0	1.0-1.5	0.75-1.0	1
<b>4.</b>	<b>Every year, prepare and submit at least one research proposal for funding for major projects with coordination of subordinates in their area of domain.</b> (If the project duration is 3 years, at the end of 2 <sup>nd</sup> year, project proposal needs to be submitted. If the project duration is 2 years, at the end of 1 <sup>st</sup> year, project proposal needs to be submitted. For the first year of project duration, points allotted for 'worth of on-going projects' may be doubled.)						
4.1	Worth of on-going projects	>10 Lakhs	7.5-10 Lakhs	5-7.5 Lakhs	2.5-5.0 Lakhs	Below 2.5 Lakhs	4
4.2	Worth of consultancy services earning per year	0.5-1 Lakhs	0.25-0.5 Lakhs	0.1-0.25 Lakhs	<0.1 Lakhs	Visiting companies	2
<b>5.</b>	<b>Should establish research facility/laboratory in their area of specialization through students' projects or funded project or college fund.</b> (This may be claimed for the entire proposed period mentioned in the management approval for establishing the facility)						
	No. of Special Lab/ Centre of Excellence/research facility as individual or as member of team.	Established	Process on going	Take initiatives for establishment	Got approved	Ready with proposal	1

  
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<b>6.</b>	<b>Delivering expert lecture acting as session chair/judges in reputed organizations</b>						
<b>6.1</b>	Disseminating knowledge and skills	Reputed Institutions outside Tamilnadu	Reputed Universities	Govt/Govt aided institutions	Private institutions	Inside NEC	1
<b>7.</b>	<b>Outreach Programmes</b>						
<b>7.1</b>	Training programs organized	Bilateral research meeting with funding	Int. National conference with funding	Nat. conference/ Workshops/Seminars/FDP/STTP with funding	Workshops/Seminars/FDP/STTP – self supporting	Got permission and process is going	1
<b>7.2</b>	No. of Inter-Institutional Collaborations	Book/Book chapter authored	Research project proposal	Publication	Guest lecture	Initiated	1
<b>7.3</b>	Facilities Created like collaborative lab, Technobation etc.	International Institutions/Universities	Public Sectors/ Govt. Research Organisations	Private Sectors	Small/Medium scale Industries	MOU signed and process initiated	1
<b>Academic Performance Index (API)<sub>L4</sub> = (M1+M2+M3+M4+ M5+M6+M7)</b>							

**B. Other Criteria**

Sl. No.	Skill set	5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	(WF)
<b>1.</b>	<b>Should be a in charge for any one of the major activities of the department/college like placement, higher studies, edp, innovation centre, domain in charge, alumni, etc.,</b>						
	Attained level of departmental targets given by HOD	80%-100%	60%-80%	40%-60%	20%-40%	0-20%	1
	Attained level of college level targets given by Principal	80%-100%	60%-80%	40%-60%	20%-40%	0-20%	1
<b>2.</b>	<b>HOD's Evaluation (HE) in terms of</b> <ul style="list-style-type: none"> <li>• Involvement in assigned duties</li> <li>• Maintaining discipline</li> <li>• Interpersonal relationship</li> <li>• Volunteering</li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1
	Any other special skill acquired/achievements made during last one year (Bonus Marks - BM) The skill/achievements not covered in the self/review appraisal criteria are considered for bonus marks such as worth of projects > 10L, guest lecturer at NITs/IITs/IISc, More no. of publications etc.						
<b>Final (API)<sub>L4</sub>=(API)<sub>L4</sub>+HE+PE+BM</b>							



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**Level-6 : Competency based Self Appraisal (For Professor)**

**A. Self Appraisal:**

Sl. No.	Skill Set	Performance based Scaling					Scores (WF)
		5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	
<b>1.</b>	<b>Continuous updating knowledge in solving industrial, societal and research problems &amp; Training programs organized</b>						
1.1	Active participation FDTP/STTP/Seminar/ Workshop per year relevant to the courses taught and in their areas of specialization/teaching pedagogy	Offering one credit courses / Training programs organized with the same topic with funding	Providing lectures in college level relevant to training program	Providing lectures in dept level relevant to training program	At least one at other states/IITs/NITs	At least one at Anna University and other premier institutions	1
1.2	No. of Industrial Internship undergone per year in their area of specialization	Getting consultancy	MOU signed with company	One week Industry Know-How Program	4 days Industry Know-How Program	3 Day Industry Know-How Program	1
<b>2.</b>	<b>Capability of converting the students mini-projects into outcomes</b>						
2.1	Projects/ Product development activities	Product completed	Received Funds	Submission of proposal for funding	Process in progress	Initiated through students projects	1
2.2	Students' Publications	One SCI indexed Journals	2 papers in Scopus indexed journal	1 paper in Inter National Conference and 1 paper Scopus indexed Journals	1 paper Scopus indexed Journals	1 paper in Inter National Conference	1
2.3	Patents filed	Patent granted	Examination Over	Patent published	Patent filed	Take initiatives	1
<b>3.</b>	<b>Academic Research</b>						
3.1	Supervisorship	Produced at least one PhD within 4 years from registration	Guiding at least 2 full time scholar with fellowship	Guiding at least 1 full time scholar with fellowship	Guiding at least 1 full time scholar	Guiding at least 2 scholars	1
3.2	No. of publications in reputed journals	Three papers published	Two papers published	One paper published and one paper accepted for publication	Minimum one paper accepted for publication	Minimum three papers are review	1
3.3	Publications- Impact Factor	>2.5	2.0-2.5	1.5-2.0	1.0-1.5	0.75-1.0	2
<b>4.</b>	<b>Every year, prepare and submit at least one research proposal for funding for major projects with coordination of subordinates in their area of domain.</b> (If the project duration is 3 years, at the end of 2 <sup>nd</sup> year, project proposal needs to be submitted. If the project duration is 2 years, at the end of 1 <sup>st</sup> year, project proposal needs to be submitted. For the first year of project duration, points allotted for 'worth of on-going projects' may be doubled.)						
4.1	Worth of on-going projects	>10 Lakhs	7.5-10 Lakhs	5-7.5 Lakhs	2.5-5.0 Lakhs	Below 2.5 Lakhs	4
4.2	Worth of consultancy services earning per year	0.5-1 Lakhs	0.25-0.5 Lakhs	0.1-0.25 Lakhs	<0.1 Lakhs	Visiting companies	1
<b>5.</b>	<b>Should establish research facility/laboratory in their area of specialization through students' projects or funded project or college fund.</b> (This may be claimed for the entire proposed period mentioned in the management approval for establishing the facility)						
	No. of. Special Lab/ Centre of Excellence/research facility as individual or as member of team.	Established	Process on going	Take initiatives for establishment	Got approved	Ready with proposal	1

<b>6.</b>	<b>Delivering expert lecture acting as session chair/judges in reputed organizations</b>						
<b>6.1</b>	Disseminating knowledge and skills	Reputed Institutions outside Tamilnadu	Reputed Universities	Govt/Govt aided institutions	Private institutions	Inside NEC	1
<b>7.</b>	<b>Outreach Programmes</b>						
<b>7.1</b>	Training programs organized	Bilateral research meeting with funding	Int. National conference with funding	Nat. conference/ Workshops/Seminars/FDP/ STTP with funding	Workshops/Seminars/FDP/STP –self supporting	Got permission and process is going	1
<b>7.2</b>	No. of Inter-National Collaborations	Book	Research project proposal	Publication	Guest lecture	Initiated	0.5
<b>7.3</b>	No. of Inter-Institutional Collaborations	Book/Book chapter authored	Research project proposal	Publication	Guest lecture	Initiated	1
<b>7.4</b>	Foreign country visited for collaborative work	Visited	Process on going	Took initiatives for visit	Got approved to visit	Understand the needs and preparing	0.5
<b>7.5</b>	Facilities Created like collaborative lab, Technobation etc.	International Institutions/Universities	Public Sectors/ Govt. Research Organizations	Private Sectors	Small/Medium scale Industries	MOU signed and process initiated	1
<b>Academic Performance Index (API)<sub>L4</sub> = (M1+M2+M3+M4+ M5+M6+M7)</b>							

**B. Other Criteria**

Sl. No.	Skill set	5 - Professional Excellent	4 – Proficient Very Good	3 – Specialist Good	2 – Practitioner Satisfactory	1 – Need improvement Low	(WF)
<b>1.</b>	<b>Should be a in charge for any one of the major activities of the department/college like placement, higher studies, edp, innovation centre, domain in charge, alumni, etc.,</b>						
	Attained level of departmental targets given by HOD	80%-100%	60%-80%	40%-60%	20%-40%	0-20%	1
	Attained level of college level targets given by Principal	80%-100%	60%-80%	40%-60%	20%-40%	0-20%	1
<b>2.</b>	<b>HOD's Evaluation (HE) in terms of</b> <ul style="list-style-type: none"> <li>• Involvement in assigned duties</li> <li>• Maintaining discipline</li> <li>• Interpersonal relationship</li> <li>• Volunteering</li> </ul>	Excellent	Very good	Good	Satisfactory	Low	1
	Any other special skill acquired/achievements made during last one year (Bonus Marks - BM) The skill/achievements not covered in the self/review appraisal criteria are considered for bonus marks such as worth of projects > 10L, guest lecturer at NITs/IITs/IISc, More no. of publications etc.						
<b>Final (API)<sub>L4</sub>=(API)<sub>L4</sub>+HE+PE+BM</b>							



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## Policy on Non-Teaching Performance Evaluation

- The Performance Evaluation form for each and every non-teaching staff members will be sent to the HODs for evaluation and HOD will evaluate based on the criteria evolved
- The Evaluation marks may differ from department to department as their assessment is restricted to evaluating and awarding marks for their department staff members only
- The Institution as a whole, the marks will be normalized within the departments for objective assessment
- Based on the same, it will be graded into four grades such as A, B+, B and C and suitable increment based on the grade will be given for the said academic year
- After the Overall appraisal, the non-teaching staff members who are found short below the expected level will be called for the Performance Appraisal Committee Meeting constituted by Internal Experts
- The Performance Appraisal Committee Members will interact with the said faculty members. After Assessing their performance, the recommendations will be made as per the enclosed categories

### Grade P1

Performance is above average and usual eligible benefits as per their grade may be given to them with warning

### Grade P2

Performance is only at satisfactory level and one increment (C grade) amount alone may be considered. The staff member is to be severely warned to improve the performance

### Grade P3

Performance is not up to the satisfactory level due to non suitability for the post held. Work may be re allotted. One increment (C grade) amount alone may be considered. The staff member is to be severely warned

### Grade P4

Performance not up to the expected level and to be improved in coming years. The increment may be sanctioned after assessing the performance during the next year. The staff member is to be severely warned

### Grade P5

The Overall Performance / Discipline is not good and to be relieved

- Based on the recommendations of committee, the feedback will be communicated to the faculty members in the enclosed format



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**NATIONAL ENGINEERING COLLEGE, K.R.Nagar, Kovilpatti - 628 503.**

**PERFORMANCE APPRAISAL FOR MANAGER / SUPERVISOR**

Name :

Qualification:

Designation :

Date of Joining:

Department :

Experience:

Please tick (√) the Appropriate Rating in Each and Every Evaluation Criteria.

**Rating Scale Score**

Excellent (10)      Very Good (9 & 8)      Good (7 & 6)      Fair/Satisfactory (5 & 4)      Average / Poor (3, 2 & 1)

S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
1.	Job knowledge level	Has Excellent upto date knowledge of all the job	Thorough Knowledge of his job	Sufficient knowledge of his job	Limited knowledge of his job	Possesses only very minimum knowledge of his job		1.0	
2.	Target Accomplishment / Achievement	Accomplishes the job ahead of the schedule and executes the next job in advance	Completes the job on the scheduled date and takes up the next job subsequently	Accomplishes most of the job as per the requirement but keeps few jobs late	Completing the scheduled job only after follow up	Accomplishes the job only after repeated follow up and keeps many jobs pending		1.0	
3.	Planning and organizing ability	Effectively anticipating needs and establishing objectives and keeping team to work towards objectives	Maintains high degree of effectiveness in Planning and getting things done from others	Very Effective only under difficult situations	Meets the minimum requirement in this respect	Less capacity to perform the functions described		1.0	



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S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
4.	Communication Skill	Very effective in Oral and Written Communication with subordinates and superiors	Very Effective in Oral and less in Written communication with subordinates and effective with superiors	Makes himself well understood and also understands others very well	Communicates according to job requirements and just makes himself understood	Less understanding with subordinates and superiors		1.0	
5.	Leadership Quality / Interpersonal skill (Handling People)	Highly inspires the team members in guiding and always successful in establishing results	Capable leader and maintains good team spirit amongst his subordinates	Maintains the normal level that is expected and directs subordinates as per the superior's advise/instructions	Have knowledge about leadership but yet to pickup	Does not have the ability to instill confidence among team members		1.0	
6.	Interest in Systems / Development	Seeks and sets himself to make suggestions and develops on his own	Enthusiastic and quick to make suggestions under the required situations	Progressive and makes suggestions only when approached	Occasionally comes up with suggestions	Has to be told what to do and less interest in making improvements		1.0	
7.	Condition of department (orderliness)	Extremely orderly and keeps always everything in order	Very orderly and maintains orderliness	Ensures no particular disorderliness	Disorderliness in organizing the department	Very Disorderliness in organizing and keeping it.		1.0	



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S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
8.	Delegating work / Developing subordinates	Highly effective in recognizing individual's capacities and training/assigning subordinates	Effective in assigning and devotes considerable time in grooming subordinates	Normally Effective and acts as per the superior advise	Less effective in understanding other's capacities and training them	Not at all effective in any situations.		1.0	
9.	Interest in Cross Functional Areas	Seeks and sets himself in involving the required CFA	Enthusiastic and shows much interest in involving CFA	Shows interest only when directed	Less interest even directed to do	Avoiding the CFA even directed		1.0	
10.	Judgment / Decision making skill	Very Logical in thinking/judging and quick in taking decisions in very complex matters and it is highly reliable	Makes good decisions in time on important and complex matters	Just makes decisions based on superiors instructions	Less judgemental ability even in normal issues	No ability in making required Judgement / Decisions.		1.0	
<b>Total</b>									

Strength	:
Weakness	:
Remarks	:

  
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**NATIONAL ENGINEERING COLLEGE, K.R.Nagar, Kovilpatti - 628 503.**

**PERFORMANCE APPRAISAL FOR DIPLOMA LAB TECHNICIAN'S**

Name : \_\_\_\_\_ Qualification: \_\_\_\_\_  
 Designation : \_\_\_\_\_ Date of Joining: \_\_\_\_\_  
 Department : \_\_\_\_\_ Experience: \_\_\_\_\_

Please tick (√) the Appropriate Rating in Each and Every Evaluation Criteria.

**Rating Scale Score**

Excellent (10)      Very Good (9 & 8)      Good (7 & 6)      Fair/Satisfactory (5 & 4)      Average / Poor (3, 2 & 1)

S. No	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
1.	Frequent Standing/Walking in Laboratory, Not leaving the lab, Spending Extra hours in Lab and Occasional sitting during Lab hours	Always and Inspires others	Always	Required Level	Follows if Instructed	Occasionally Follows.		0.5	
2.	Assisting in Lifting/Carrying the Materials/ Equipments	High Level of Acceptance.	Willing for assistance.	Accepts but less responsibility.	Does the work reluctantly.	Less responsible.		1.5	
3.	Installation, Operating, Maintaining, Repairing Servicing and Evaluating of all Lab Machineries/ Equipments	Mastery in all work	Through Knowledge	Adequate knowledge in particular work	Insufficient knowledge about work	Less understanding of work		1.5	

  
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S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
4.	Maintenance of Stock of all Lab Machineries/ Equipments	Very well maintained.	Well maintained.	Maintains to the required level	Fairly maintained.	No Proper maintenance		1.5	
5.	Lab Cleanliness and Housekeeping and Maintaining of Safe Work Environment	Extremely orderly and keep always everything in order	Very orderly and maintains cleanly.	Ensures no remark on cleanliness.	Fairly maintained.	No Proper maintenance		1.0	
6.	Trouble Shooting , Ability in handling Multi tasks/labs and Handling emergencies	Efficiently and Effectively handles.	Effectively handles	Meets the required level	Meets the minimum requirement with supervision	Less capable To perform.		1.0	
7.	Recording and data entry of Test Results/Analysis of Reports /Mathematical skills for making calculations and knowledge of computer / File Maintenance	Effective and high level of accuracy.	Effective	Meets the required level	Meets the minimum requirement with supervision	Less capable To perform.		0.5	
8.	Evolving/Adherence of Calibration Standards and Renewal of licences for all Lab Equipments	Efficiently and Effectively handles.	Effectively handles	Meets the required level	Meets the minimum requirement with supervision	Less capable To perform.		0.5	
9.	Assisting/Servicing Students and Technical support to Faculties in Lab during Lab hours	High sense of responsibility	Very willing on responsibility	Accepts but does not seek responsibility	Does the work reluctantly.	Less responsible		0.5	



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S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
10.	Colour Vision, Hand and Eye co-ordination, Constant mental alertness, High Attention, High degree of accuracy in sampling, testing, operating and calibrating equipments to exact specifications and Communicating skills with subordinates/superiors	Excellent	Very good	Good	Fair	Average.		1.5	
							<b>Total</b>		

Strength :
Weakness :
Remarks :

**Note:** If any one of the criteria not applies for a dept./staff, the HOD may leave it as blank and assessed weightage score will be converted in do 100marks



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**NATIONAL ENGINEERING COLLEGE, K.R.Nagar, Kovilpatti - 628 503.**

**PERFORMANCE APPRAISAL FOR ASSISTANTS**

Name :

Qualification:

Designation :

Date of Joining:

Department :

Experience:

Please tick (√) the Appropriate Rating in Each and Every Evaluation Criteria.

**Rating Scale Score**

Excellent (10)      Very Good (9 & 8)      Good (7 & 6)      Fair/Satisfactory (5 & 4)      Average / Poor (3, 2 & 1)

S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./ Poor			
1.	Daily Attendance (Percentage)	Above 95	90-95	85-90	70-85	50-70		0.5	
2.	Job Knowledge / Potential	Mastery in all phases of work	Through knowledge of all phases of work	Adequate knowledge of particular work	Insufficient knowledge about work	Less understanding of work		1.5	
3.	Acceptance of Responsibility	High sense of responsibility	Very willing on responsibility	Accepts but does not seek responsibility	Does the work reluctantly	Less responsible		1.5	
4.	Rate of Work	Creates possible speed	Very Rapid	Good Speed	Slow	Very slow		1.5	
5.	Work Accuracy / Quality of Work	Highest possible accuracy	Very careful	Careful but reasonable time taken	Careless, excessive time taken	Worthless in Work		1.0	
6.	Dependability	Thoroughly Reliable	Requires little Follow up	Requires follow up	Should be checked frequently	Should not be left without supervisor		1.0	



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S. No.	Evaluation Criteria	Rating					Rating score	Weight age	Total Score
		Excellent	Very Good	Good	Fair/Satisfactory	Avg./Poor			
7.	Interest / Initiative	Seeks and sets himself Additional task	Very resources ful	Progressive	Rarely Suggest	Needs detailed Instructions		0.5	
8.	Attitude, Cooperation, Team Work	Highly respectable and friendly approach	Respectable and friendly approach	Good in his approach	Satisfactory in approach	Not Respectable, Non - Cooperative		0.5	
9.	Discipline / Conduct	Follows rules and regulations very strictly and also enforces on subordinates	Follows rules and regulations strictly	Follows rules and regulations generally	Abides rules and regulations reluctantly	Does not follow rules and regulations		0.5	
10.	Supervisory Skill	Stimulates enthusiasm and very effectively guides subordinates and ensures completions	Effectively guides subordinates	Guiding subordinates just like that	Very rarely guiding subordinates	Less effective / unable to guide subordinates		1.5	
							<b>Total</b>		

Strength	:	
Weakness	:	
Remarks	:	



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## **22. DISCIPLINE POLICY, CODE OF CONDUCT, MISCONDUCT AND GRIEVANCE PROCEDURE**

### **22. a. DISCIPLINARY ACTION POLICY**

It is obligatory for the institution to set and maintain satisfactory standards of Discipline and Code of Conduct at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an institution's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- ii. Normally no formal disciplinary action is taken without some informal counselling where the employee is made aware of any shortcomings in standards or in behaviour, and these shortcomings have been discussed between the employee and the Head of the Department.
- iii. It is hoped that most of the difficulties that arise, could be resolved through counselling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such severe action.
- iv. The Head of the Department will outline the cause of concern and the students / employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- v. If the conduct of an employee is not satisfactory, he/ she is required to attend a formal disciplinary enquiry committee for misconduct appointed by the Principal.
- vi. The acts of misconduct have been prescribed in the Annexure - I and any omission of misconduct shall also be included from time to time.



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## **22. b. DISCIPLINARY ACTION PROCEDURES**

1. Any teacher / staff member, who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal / Director.
2. If a teacher / staff member commits an act of misconduct by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
4. If the Principal is satisfied with the facts of the Complaint, he shall appoint a preliminary enquiry committee for proceeding with the disciplinary proceedings depending upon the veracity of such violation.
5. Based on the report of the preliminary enquiry committee, the Principal shall proceed with issuing a Show Cause Notice, fully describing the acts of misconduct and the action proposed to be taken by giving sufficient time for the accused teacher / staff member for giving his / her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of disciplinary action in case of unsatisfactory explanation.
7. Depending upon the seriousness of the misconduct and explanation, conducting of domestic enquiry will be decided by the Principal
8. The disciplinary action involves following categories of action against a teacher / staff member:
  - a. Memo and Censure.
  - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work.
  - d. Dismissal or discharge from service.
  - e. Any staff member repeating misconduct will be given punishments mentioned in c or d.
9. Where the punishment proposed is in the categories c or d the Principal shall constitute a domestic enquiry committee to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
10. The Principal shall report the proceedings periodically to the Director / Management.



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### **22.c.CODE OF CONDUCT FOR ADMINISTRATORS**

- Administrators should make all their decisions based on the best interests of the students, staff members and institutions. Ethical administrators should not put their interests above greater / good of the institution.
- Administrators shall provide professional educational services in a non-discriminatory manner.
- Administrators shall take reasonable action to provide an atmosphere conducive to learning.
- Administrators shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- Administrators shall not knowingly make false or malicious statements about students, students' families, staff, colleagues and institutions.
- Administrators shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

### **22.d. Code of Conduct for Faculty Members**

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career growth of the students. Besides this, role of a teacher paves an everlasting impression in the development of society at large. All these attributes are expected to contribute in a long way to make a vibrant and strong institution / state / nation. With a holistic view to achieve the national and social objectives, it is essential that all the faculty members imbibe the organization's rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model. Hence, the code of conduct is evolved for the faculty members and it is as follows

1. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing mere the course contents and leaving the rest of practices to the students. It is to be understood that all students will not be self motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
2. In order to achieve this, a faculty member should deliver lectures well prepared with theory and practical examples of the subject. Use appropriate pictures/handouts and demo videos to explain the content. Encourage students (if required make compulsory for the students) to involve them as individual or group, turn by turn to actively engage in the classroom towards active learning. Use Tamil and English to the extent required as medium of communication for such discussion.



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3. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession by making the students learn the subject of teaching. Dedication and self-motivation are complementary to each other. A dedicated faculty member must seek his / her future advancements in teaching profession. A faculty member must articulate his / her dedication towards the development of the students' community. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.
4. A faculty member who is supposed to be a good thinker must evolve new methodology to improve the system, academic environment of the institute and suggest ways and means to implement it.
5. In a diversified learning environment, person-centric counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
6. Faculty member should avoid arguments with students in front of everybody. Converse and communicate with the student the outcomes which they may face, today or in future life, due to their attitudes, inadequate communication with the faculty members/ seniors etc.
7. Many a times, it happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "***give respect to command respect***".
8. Behavior of the faculty member with the students should portray dignified authority and command with compassion and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their curricular, co-curricular and extra-curricular developments inside / outside campus.
9. The faculty members should establish the contact with students / staff members in a decent manner and any excesses / personal matters which may affect the reputation will be construed as misconduct.
10. It is the duty of a faculty member to report any act of in-disciplinary behaviours being noticed by him / her within the campus. Also, as far as possible faculty member should intervene to bring such behaviour in control and make an effort to bring it as a desired order and situation.
11. Though everybody has a right to look after his / her own career development, a faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside and / or applying outside in other organizations towards seeking employment or doing higher studies. All such activities are private matters of individual faculty member and the same should not be carried out during working hours within the academic area / campus of the institute. It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.



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12. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
13. The teaching staff members are permitted to contact the students through their mobile for academic purposes only.
14. The teaching staff members shall not share any personal, political messages/videos/photos through any digital media such as whatsapp, face book, twitter etc., to any of their students / staff members which may cause disrepute to the college and such acts will be construed as misconduct.
15. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He / she should not criticize fellow staff member / faculty member and the administration in front of the students which may cause ill will among the students towards the faculty

#### **22.e. GRIEVANCE PROCEDURE**

1. The Principal shall evolve the Grievance procedures to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance of the staff members / students shall be taken up with Managers, Head of the Departments, Deans, Principal / Director.
3. The Principal may constitute a committee based on the seriousness of the grievance which warrants a meeting to be commissioned immediately to redress the grievances.
4. The grievances shall be redressed immediately by the authority concerned
5. If the grievances are not redressed in time, it will be taken up with Principal / Director.
6. The grievance handling authority shall record and maintain the minutes of the meetings.



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## Annexure - I

### Acts of misconduct

1. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a supervisor.
2. Willful slowing down in performance of work or abetment or instigation thereof.
3. Theft, fraud or dishonesty in connection with the college affairs or property or the property of any other employees.
4. Non-observance of safety measures or establishment / HR / Service rules of the college.
5. Giving false information regarding one's name, age, qualification, details of previous service, address etc. at the time of securing employment or during the period of employment.
6. Refusal to work on Extra Hours if so required by the HOD/ Management.
7. Entering or remaining in the work premises without permission, beyond duty hours.
8. Habitual late attendance or late attendance on more than 4 occasions within a month or leaving the work before the scheduled time or absence from place of work without proper permission.
9. Habitual absence from duty without leave or without sufficient cause or absences without leave three times or more in a period of six month or not producing medical certificate in case of prolonged sick leave.
10. Watching or attempting to watch any unauthorized website, which is detrimental to the discipline of the college.
11. Taking or giving bribes or illegal gratification or indulging in corrupt practices.
12. Assaulting, abusing any employee or officer of the company within the college premises.
13. Smoking or spitting in prohibited areas notified by the management.
14. Wilful damage or loss of college goods and property.
15. Indulging in any personal work other than the college work
16. Carrying / Canvassing directly, indirectly (a) Finance/Money –lending/Chit business.  
(b) Other private business such as LIC, Real Estate, Travel, Recharge etc., c) Carrying out the business transaction (Mobile talk, Communication etc..) without the written permission of the management or having any financial dealings with persons of firms etc., or having business relations with the company for the sale or purpose of any materials, equipments or supply of labor, if any for any other purpose.
17. Undertaking/doing studies through Part time / Distance education without the permission of the Management and studying during working hours.
18. Assembling / gathering in an unauthorized manner in any place of the college premises including canteen or Striling work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
19. Idling Loitering or moving to other department or place without the written permission of HOD/Management.
20. Habitual breach of any service rules/ order or any law applicable to the establishment or any rule made thereof from time to time.

  
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21. Contracting another marriage (while spouse is still alive) without first obtaining the permission of the management notwithstanding that such subsequent marriage is permissible under the personal law for the time being in force.
22. Failure to report the fact of making an application for insolvency within 3 days
23. Refusal to work on a job, which does not call for any special skill and previous experience and can be done by the employee without adversely affecting the service conditions.
24. Frequent repetition of any act or omission as prescribed by the college.
25. Preparing or attempting to prepare unauthorized articles within the work premises.
26. Hiding away or attempt to hide away any articles or materials of the company / Institution.
27. Doing work in other concerns without prior permission of the management.
28. Working in the premises without identity card or without obtaining necessary permission or non-reporting of loss of identity card.
29. Unauthorized disclosure or communication of any information or matter in connection with the college's database, information etc., without the permission of the Management.
30. Obtaining any benefit under a false pretext, or by making false statement.
31. Intentionally giving false information prejudicial to the interests of the management.
32. Refusal to undergo training as decided by the management and failure to improve upon such training.
33. Claiming of Proxy attendance of Self or other staff.
34. Wilful disfigurement, destruction or alteration of any record of the college.
35. Bring in premises, possession or use of alcoholic drink or drugs or committing any acts outside the college premises which is detrimental to the discipline of the college.
36. Sleeping during working hours.
37. Refusal to accept charge – sheet in accordance to the college service rules / orders.
38. Not bringing out the co-staff/ other staff's unauthorized acts to the Management.
39. Indulging in any unauthorized / unwanted affairs / activities with female staff members Absent or attempt to commit any of the above acts of misconduct or any other Acts of Misconduct



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### **23. RESOURCE MOBILISATION POLICY**

The institution has a mechanism to ensure adequate budgetary provisions for academic and administrative activities and to monitor the effective and efficient use of financial resources. The following are main source of funding received from the various functional bodies.

- Student's Tuition Fees
- Transport Fess
- Examination Fees
- Hostel Fees
- Grants received form Government Bodies
- Consultancy works/Training
- Funds / Grants received from various funding agencies and through consultancy assignments
- Alumni contribution

The major Academic and Administrative expenses of the Institution are as follows

- Salary
- Advertisement
- Examination Expenses
- University Expenses
- Transport Expenses
- Sports
- Research and Development
- Placement
- Purchase of Lab Equipment's
- Purchase of Consumables for Electrical and Mechanical activities
- Maintenance of Academic Activities
- Library Expenses
- Infrastructure
- Green campus /Garden Maintenance
- Administrative Expenses
- Faculty Seminar Expenses
- Training Expenses
- Medical Expenses



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## **24. PURCHASE PROCEDURES / POLICY**

### **Purchase Procedure**

For the purchase of new material the following procedure is to be followed by all staff members

#### **Raising Proposal**

When a new requirement arises in a department, a proposal is made through software / hard copy in the prescribed format.

#### **Accounts / Store**

The proposal is sent to the accounts department and store for verification. The account officer checks the proposal and verifies whether the raised proposal is within budget or not and clears it.

#### **Approval**

The proposal raised is approved in the following order

- a) Department HOD / In charges
- b) Principal
- c) Director

#### **Department / Section**

The approved proposal is sent to the HODs/ In charges concerned. The department / Section collects 3 best quotations and submits the comparative quotations with the recommendations to whom the purchases is to be made and the said proposal along with the quotations to the accounts section before the Management for approval.

#### **Management Approval**

The Management will approve the proposal to party for whom the least quotations is given.

#### **Purchase committee**

The purchases for the value more than Rs.1,00,000/- will be put up in purchase committee to finalize the technical and financial decision and the purchase for the value below Rs.1,00,000/- will be decided on least quotation though comparative statement of purchase.

#### **Purchase Order**

Upon getting approval from the Management, the department will raise Purchase order to the vendor approved by the management.

#### **Material Delivery**

The supplier will deliver the material to the college upon receiving the Purchase order.

#### **Gate Entry**

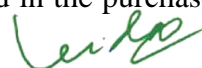
Gate entry seal will be embossed on the Original Bill, when the material is delivered.

#### **Department / Section Stock register Entry**

The material delivered is then taken to the department / section and it is checked for quality and quantity. Then it is entered in Stock register (GRN – Goods Received Note). Without PO and Gate entry, the material will not be taken inside the department/section.

#### **Payment to the Vendor**

Based on the stock register and bill passing by the department / section, the accounts section will make the payment according to the terms and conditions stipulated in the purchase order to the party/vendor concerned.

  
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## 25. TRANSPORT POLICY

1. Using of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.
2. The students who want to use the college transport should submit the College Transport request Form along with a photo to the college at the beginning of the academic year for approval.
3. Bus pass/ID Card will be issued for those students who have submitted the application form and paid the transport fee for using the college transport. The bus pass will be valid for one academic year.
4. The boarding/dropping point should be given clearly in the requisition form.
5. Once a student applies for and obtains a bus pass the transport fee will be charged for 6 Month/12 Month.
6. The transport fee should be paid in the beginning of the year and the fee once paid will not be refunded under any circumstances.
7. The transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other operating costs.
8. Students are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the student/students will be fined, disciplinary action will be taken and the student/students may not be permitted to use the College Transport facility again.
9. All the students traveling in the college bus should carry the Bus pass/ID Card and produce the bus pass/ID Card at any time if demanded by the Driver or the Transport officer.
10. Those traveling in the bus without a Bus pass/ID Card will be fined an amount of Rs.100 and Rs.500 respectively each time and if necessary disciplinary action will also be taken for continuous violation.
11. The students should not change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the semester.
12. The students traveling in the college bus should not create any disturbance to other students or staff members.
13. Strict discipline should be maintained inside the college bus.
14. The students should use the mobile phones / laptops as per the guidelines given in the mobile / laptop usage policy and violation if any will be viewed seriously.
15. All the students/parents are expected to be aware of the transport rules of the college and Ignorance of the same will not be an excuse for any dispute/claim.
16. In case of any dispute, the decision of the Management will be final and binding on the students.
17. The college can change, alter, amend any of the above rules at any point of time and it will be binding on the students.



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## **26. HOSTEL POLICY**

1. Admission is open to the needed students of NEC. Preference will be given to out station students and it is subjected to availability. The hostel norms for caution deposit, payment system including collection of amount by following the dividing system of food expenses involved in the particular month from students and other procedure will be followed.
2. Admission to the Hostel will be cancelled if incorrect or false information is furnished.
3. The room will be allotted to the students by the residential warden.
4. Identity card will be issued to all the inmates of the hostel and no student is allowed inside Hostel without ID card.
5. Students should lock the rooms so as to keep their valuables safely and the hostel administration will not entertain complaints regarding theft of Lap Tops, Cell Phones, Cash and Jewellery, etc.,
6. Students are strictly forbidden from using personal gadgets like audio/video music systems, hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc, and permission will be given on specific request. Students should not tap electricity from other than the points provided for the purpose.
7. Students are expected to use the electrical appliances and furniture's in an efficient manner, without causing any damage.
8. Students using computers/laptops are not permitted to use multimedia speakers. Violation of this will be viewed seriously.
9. Students are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out.
10. Students are advised not to keep expensive jewellery, heavy cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.
11. Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.
12. Students are not allowed to play any kind of sports inside the Hostel block.
13. No students are permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
14. Students are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
15. Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities undertaking of good conduct and observing accepted norms of behavior.
16. Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances. Violation leads to expelling from the hostel.
17. Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.



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18. No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
19. No students shall absent himself from the hostel without prior permission from the warden.
20. The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the warden the reasons for staying in the hostel during working hours, repeated stay will be viewed strictly.
21. Students securing less than 95% attendance in a semester will not be permitted to stay in the hostel for the subsequent semesters.
22. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of the Female Associate warden/supervisors.
23. Charges for any damages to the property as well as to the furniture and fixtures caused by student/students negligence will be recovered from the student/students staying in the said Hostel room.
24. Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to Hostel property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostellers.
25. If students are facing any difficulty adjusting with the roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected not to involve their parents or guardians, in such cases.
26. None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed.
27. Students should return to their rooms by 06.00 pm and maintain absolute silence for study hours up to 10.30 pm.
28. The students will be permitted to go outside the campus for their purchase needs during Sundays/holidays and they should return to the hostel before 06.00pm
29. Smoking & Liquor inside hostels and common areas is not permitted. If any student indulge in such activity will be expelled.
30. No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action.
31. Two wheelers/Cars are not permitted in the hostel premises.
32. Cooking in hostel room is not permitted.
33. NEC reserves its rights to cancel admission of undeserving students without giving any reason.
34. NEC reserves its rights to increase the Hostel fee, if necessary.
35. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & College.

  
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## **27. RECENT NORMS / CIRCULARS**

### **I. Published Dated – 27.04.2022 - Prohibition of mobile phone usage by non-teaching staff members from 28.04.2022**

Due to **EPABX (Electronic Private Automatic Branch Exchange) problem**, the usage of mobile phone was allowed instead of intercom for official communication purposes.

Since, the EPABX – Intercom is in working condition now, the earlier policy dated 11.01.2017 on prohibition of mobile phone usage by non-teaching staff members will come into effect from 28.04.2022 onwards (**The policy is attached for reference purposes**).

We also wish to inform the following in this regard.

- a. The non-teaching staff members are not permitted to contact the students through their mobile and the students may be contacted through college landline / college mobile numbers under unavoidable circumstances.
- b. The non-teaching staff members are advised not to share any personal, political messages/videos/photos through any digital media such as whatsapp, face book, twitter etc., which may cause disrepute to the college and such acts will be construed as misconduct.

**Note: The HODs / Managers are requested**

#### **1. For Non-Teaching**

1. Not to permit the usage of mobile phones during the working hours of the college and ensure proper implementation of the same as it affects the work efficiency / discipline and also leads to undesirable activities.
2. Keeping mobile phones in their hands, near seats, table, etc., is not permitted.

#### **2. For Teaching**

1. To discourage teaching staff members not to ask non-teaching staff members to communicate to students through their mobiles during working hours
2. The points as mentioned vide circular date 11.01.2017 that “The teaching staff members to whom, the mobile phones are issued by the college can make use of it for official calls/purposes and other teaching staff members can use the Mobile Phone for Personal purposes only during Lunch interval timings”

  
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## **II. Published Dated - 05.09.2022**

The declared National & Festival holidays and Working days for all Students and Staff members of our college for the academic year 2022-2023 is as follows:

Sl.No.	Date	Day	Name of the Holiday
1.	15.08.2022	Monday	Independence Day
2.	31.08.2022	Wednesday	Vinayagar chaturthi
3.	02.10.2022	Sunday	Gandhi Jayanti
4.	04.10.2022	Tuesday	Ayudha pooja
5.	05.10.2022	Wednesday	Vijayadashami
6.	24.10.2022	Monday	Deepavalli
7.	25.10.2022	Tuesday	Deepavalli
8.	25.12.2022	Sunday	Chirstmas
9.	01.01.2023	Sunday	New year
10.	15.01.2023	Sunday	Pongal
11.	16.01.2023	Monday	Mattu Pongal / Thiruvalluvar thinam
12.	17.01.2023	Tuesday	Uzhavar Thirunal
13.	26.01.2023	Thursday	Republic Day
14.	14.04.2023	Friday	<u>Tamil New Year</u>
15.	22.04.2023	Saturday	Ramzan
16.	01.05.2023	Monday	May Day

## **III. Published dated - 14.10.2022 - Relief and Notice period norms -**

### **A. Agreement on Joining**

1. They should not leave the institution during the academic year and they should serve in the institution till the end of this academic year.
2. If they want to get relieved during the end of this academic year, they should give three months notice well in advance.
3. If anybody wants to get relieved, they will be permitted only at the end of the academic year and the notice period is three months. As per the college norms, they should serve in the Institution for minimum one year.
4. If the staff member wish to apply of Govt. or any other jobs, they should get prior written Permission from the management before submitting their application

### **B. Undertaking on Joining by New Faculty members and others in the year 2018**

#### **Clause 6**

“That I shall not leave the institution during the middle of the semester / academic year and I shall serve the institution till the end of the semester / academic year/ However,. If I wish to get relieved due to unavoidable circumstances during the end of the semester/academic year, I shall give three months notice well in advance or pay three months last drawn gross salary in lieu of the notice period. I also agree to pay any others loans, advances and dues and fulfill other terms & conditions of employment and all agreements/undertakings that are in force before my relief”

#### **Clause 7**

”That if wish to apply for Govt. or any other jobs, I shall get prior written permission from the Management before submitting the application and will get relieved by fulfilling the terms and conditions of appointment, rules and regulations of the college in case of my selection of the said job.”

**Clause 11**

”On account of breach by me of any terms and conditions of the employment or any agreement, undertaking, I accept and assign the institution for any legal or any other action as deemed fit against me such as sending notice, filling suits, [proceedings, claim, loans and advances and demands of expenses and damages arising in any manner whatsoever”

**C. Appointment Order – Employment terms and conditions**

**Para 4**

“You should not leave the college before the end of this academic year”

It is reiterated that the management does not interfere in the rights of the faculty members in leaving the institution for various reasons including their betterment. The management also always ensures for smooth settlement while leaving the institution by faculties at the end of the academic year on fulfillment of resignation / relieval norms.

Despite the above and also our repeated information / circulars, it is very often observed that few faculties are submitting the resignation with three months notice for their relieval at the end of the semester or immediate relieval during the middle of the semester for various reasons including marriage etc.,

This shows unfair professional ethics on the part of the faculty **which affects the students community for which the institution stands for** and also the breach of trust and other terms, conditions of service rules, agreement, undertaking etc., by the faculties **including maintaining of SFR (Student Faculty Ratio)**.

**However, the service certificate, relieving order and other related certificates with regard to their service in the institution will be issued either**

- a. **immediate relieval due to Govt. jobs on remittance of three months notice period payment**
- (or)
- b. **at the end of the academic year for marriages, transfer of employment for the family members, business and other such private reasons even if the faculty member leaves the institution under emergency conditions.**

**This is applicable for the faculty members who have submitted resignation and requested for relieval during the Odd Semester of 2022-2023 for various reasons including marriage, etc.,**

Hence, the faculty members are advised once again to follow all the norms, rules and regulations sincerely, promptly of the institution **for the betterment of the individual and institution**. Not following or breach / violation of norms, undertaking will be viewed very seriously and appropriate disciplinary action will be initiated against the faculty members.



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**IV. Published on 17.10.2022 – Norms for Two wheeler usage by students inside the college campus**

1. The students should park their vehicles in the department “Vehicle Shed” only.
2. Once parked, then they are permitted to take it in the evening hours only.
3. They are not allowed to take the vehicle in between the college hours to go to the departments / canteen / hostels or any other places inside the college campus.
4. The students must go by walk only to other departments/ canteen/ hostels or any other places in inside the campus.
5. Giving the vehicle to their hostel friends to go to hostel or any other places in inside the campus during tea / lunch hours /college working hours is not permitted.
6. Creating panic among others by rash driving, creating noise pollution is not permitted.
7. The students must bring the vehicle which is available in their name / owned by them only. Vehicle not owned by them and available in others names are not permitted inside the campus.
8. They should have a valid driving license.
9. Accompanying more than one person is not permitted (in total 2 persons).
10. The other college students participating for the training, workshop, placement, symposium or any other activities and coming by two wheeler will be permitted to park their vehicle near main security gate only and coming with two wheeler by them inside the college campus is not allowed.



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