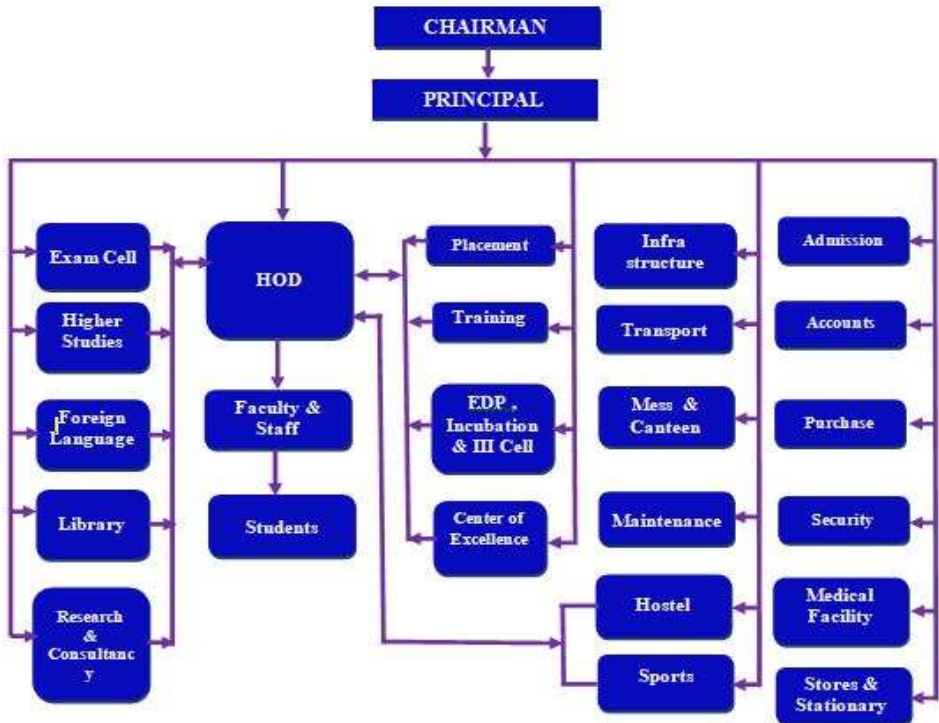


Chennai Institute of Technology
Sarathy Nagar, Chennai – 600 069.
Organization Chart of the Institute



1.0 Service Rules and Policies

These rules shall be called “**Chennai Institute of Technology, Chennai, Policies, Conduct Rules, and Guidelines**” comes into force from the month of August 2016. These rules supersede all the rules put into force, previously. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

1.1 Definition:

- ‘College’ means **Chennai Institute of Technology, Chennai**
- ‘Trust’ means Pathasarathy Seeniammal Educational Trust, Chennai.
- ‘Faculty Position’ means a faculty carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned position..
- ‘Supporting Staff Members’ means a person appointed in a Non-Teaching post to which no other person holds a lien.

1.2 Appointing Authority:

All appointments of the faculty and Staff members of the College shall be made by the Principal with the prior approval of the Chairman.

1.3 Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management / Trust.

1.4 Termination of Service / Resignation:

- (a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.
- (b) Any employee of the college may withdraw his/her engagement, by submitting to the appointing authority, three months’ notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.
- (c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

1.5 Retirement

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management / Trust.

1.6 Leave

I. Causal leave and Vocation

- (a) Faculty and Staff members are eligible to avail one day casual leave for every completed month of service.
- (b) Casual leave can normally be availed only with prior approval of the Head of the institution through HOD
- (c) Leave application should be submitted to the Head of the Institution (Principal) one day in advance / the day of availing leave after alternating the workload
- (d) In emergency cases whenever the staff member is unable to get prior sanction of leave, he / she should inform to the Head of the department concerned, over the phone after alternating the workload. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents.
- (e) The eligible period of vacation for technical staff members is decided by management and it is not mandatory.
- (f) Vacation period shall include Saturdays, Sundays and holidays (preceding / succeeding and in between).
- (g) The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays and also the first day shall not fall on a Monday.
- (h) Un-availed summer / winter vacation cannot be combined. Also surrendering of vacation period for “claim of salary” is not allowed.
- (i) Staff Members must submit joining report to the principal on the
- (j) next day of completion of vacation.
- (k) Vacation period = 30 days (summer) + 15 days (winter)
- (l) The vacation period should be used for self growth, such as attending workshop conference, FDP seminars and all remunerative on duties such as practical examination, valuation, doctoral committee meeting etc

- (m) For attending FDP/Seminar/Conference/Workshop = 15 days
- (n) Examination Related Work = 15 days
- (o) Personal cause (maximum) = 15 days
- (p) In total faculty are eligible to avail maximum of 45 days in a year as OD / Vacation. If the faculty not attending any of these duties they are not eligible to avail / combine the above said days with other leaves.
- (q) If a faculty / staff member is “Absent: for duty, for more than 2 times, without any intimation the vacation will be deducted from his / her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).
- (r) Faculty/Staff members are eligible to avail two 1 hour permissions per month

II. Maternity Leave

The leave can be granted to all lady staff subject to the following conditions:

- If the faculty has completed a minimum of 5 years of satisfactory service, then they are eligible for Maternity leave with salary.
- The maternity leave is limited to a minimum of 3 months only
- The faculty should give an undertaking that they will work for two years after re-joining duty and to forego the vacation to the extend of 45 days in the succeeding summer vacation
- The faculties are not allowed to avail the maternity leave in the middle of the semester; hence they are requested to plan accordingly.

III. Medical Leave

- For treatment and hospitalization of serious complaints like T.B, Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc the medical leave will be decided on the merit of individual case.
- For other ailments and hospitalization, the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following condition.

Years of service in the college

0 to 5 Years of service

: Nil

06 to 10 Years of service : One Week
 11 to 15 Years of service : Two Weeks

- For treatment and hospitalization of serious complaints like T.B, Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc the medical leave will be decided on the merit of individual case
- For other ailments and hospitalization, the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following condition.

0 to 5 Years of service : Nil
 06 to 10 Years of service : One Week
 11 to 15 Years of service : Two Weeks

1.7 On – Duty:

- The faculty should reach the venue on time.
- The faculty should not demand food or transport in the reporting college.
- Under any situation he / she should avoid unnecessary arguments in the reporting college.
- The faculty must abide to the proper dress code (Gents staff should wear white shirt with proper grooming and black / brown formal shoes, ladies staff should wear Sarees) and Id.
- The faculty should report to the concerned HOD daily and feedback should be given through mail.
- If there is any allowed expense, he / she must get prior approval from the Principal / Chairman and detail of account should be settled on the next immediate day of reporting to duty, failing which will be adjusted in salary.
- Attendance report must be submitted on the reporting day, otherwise OD's will be considered as LOP.
- Faculty Members who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail

1.8 Conduct and Discipline

The management / trust shall be at liberty to take necessary disciplinary

action against any faculty / staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report

1.9 Awards / Incentives for faculty, staff and students

Students who secure 1st three place (year wise) in University Exam will be awarded with Merit Certificates.

Students having 100% attendance in each academic year will be awarded with Merit Certificates.

Staff Members producing 100% in the Theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates.

Faculty / Students will be awarded merit certificate and memento for the following activities

- Presenting paper in International Conference and Journals.
- University Rank holders & Sports Achievements
- Publishing books, Patents and Copy rights.
- Best outgoing student in UG and PG.
- Best alumni.
- Completion of Industrial consultancy projects and funded projects.
- Won prizes in various National and International competitions.

1.10 Higher studies

The management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

1.11 Patent and IPR

The inventors shall be the owner for all the intellectual property inventions, which includes patent and the inventions invented or created by the inventors/creators who include faculty members, research, scholars, students and those who make use of the resources of the Chennai Institute of Technology, Chennai

The inventions created by the College personnel without using

college resources and created outside their assigned/normal duties of teaching/research shall be owned by the inventors and the revenue generated out of such inventions shall be shared in the ratio of 75:25 between the inventor and College respectively.

If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to Chennai Institute of Technology, Chennai the concerned industries and Chennai Institute of Technology Chennai shall own the IP. This however will not apply to those IP that are covered under specific Memorandum of Understandings (MoU's) where the action shall be carried out as per the provisions of the MoU's. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared the Chennai Institute of Technology, Chennai and the sponsoring agency on case by case basis, as per MoU / Agreement/Undertaking between Anna University Chennai and the outside agency.

Patent fee:

- i) The college pay 100% of the patent registration expenditure.
- ii) The patent renewal fees will be paid by the college for the first seven years in all cases when patent is taken by college name.
- iii) If it is joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the college can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

Revenue sharing:

The revenue sharing arrangements are as below:

30% (Thirty Percent) of the total revenue (lump sum payment, royalty or any other form) accruing from the commercial exploitation of IP owned by the college shall be credited to Inventors. 70 % of the revenue shall be credited to the college.

The college bears the charges incurred for processing and acquisition of intellectual property rights and the college shall bear the maintenance charges for the first 7 years or till commercialization, whatsoever is earlier.

Conversion/Transfer of IP:

The college shall anytime share the ownership of the IP with the prior consent wit inventor. In such condition inventor shall be the co-owner of the invention and the college, shall be instrumental in process of conversion

1.12. Other Terms and Conditions.

- Free bachelor accommodation / transportation and food shall be provided to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).
- Avail leave only when it is a must and leave cannot be claimed as a matter of right
- Avoid taking leave when the semester classes are going on.
- Avoid availing permission / late arrival every month as a routine habit.
- Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- Promotions and Increments are given to the eligible faculty / staff members after the successful completion of one year of service based on their overall performance appraisal.
- Staff members are permitted to pursue Higher studies, as part time programme, while serving in the Institution.
- Faculty members are allowed to do Ph.D course work through Anna University recognized research Centre, which is also available within the Institution.
- Management shall pay complete fee for Patent registration and the revenue generated will shared as per the agreement signed.
- Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.
- All the faculty covered with PF and Accident Insurance
- There is No Loss of Pay concept for availing leave.

2.0 RESPONSIBILITIES OF TEAM MEMBERS

2.1 Responsibility of the Principal

1. Responsible for entire Academic regulations including Examination and Image building of the Institute.

2. Responsible for maintain the discipline and decorum in the College premises & regular rounds to all the buildings & hostel
3. Maintain the Administrative dept including monitoring of scholarship and collection of fees and maintain faculty, staff and student welfare.
4. Organizing the statutory body meeting regularly
5. Arrange and monitor AICTE and AU affiliation Inspections and Admission Process
6. NBA and NAAC within stipulated time
7. Monitor the Industry Institute Interaction for Placements, Seminars, FDP, SDP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects
8. Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
9. Establishing all the department labs with State of art facility
10. MIS Report to the Chairman periodically
11. Plan, Prepare and monitor the Budget of the Institute
12. Faculty and Staff Recruitment as per the AICTE & AU Norms
13. Develop Academic calendar, Service rules and regulation
14. HOD meetings, Parents meet, Faculty meeting periodically
15. Monitor the feedback students, faculty and initiate remedial measures
16. Website Maintenance and Update Periodically
17. Monitoring the Professional Association, Club and sports activity and arranging various events to build up the image of the institute.
18. Encourage the faculty and staff to participate and conduct FDP, Conference, Seminar and workshop to up date their knowledge
19. Developing the infrastructure as per norms of AICTE / AU
20. Develop the research facility and motivate the faculty, staff and students to involve in it actively.

2.2 Responsibility of the Academic Coordinator

1. Daily Academic Activity Follow up by visiting all the departments with in 1st one hour and ensure whether all the faculties are available for the day to handle the class & alternative arrangements made.
2. Academic Audit - to ensure timely completion of Syllabus
3. Monitoring of Class Teacher Meeting (CTM), Subject Teacher Meeting (STM), Class Committee Meeting (CCM) and

addressing its issues.

4. Conduct of daily test and assessment test as per the schedule and analyze the results.
5. Visiting all Labs, check the status of experiment completion and lab track record
6. Students Feedback (On line / Off line) Collection, Consolidate and Forward to the Principal for follow up action
7. Coordinating with Exam cell and departments to update Attendance, Internal Marks and ensure smooth conduction of Examinations
8. Monitoring of Absentees & Communicating to parents
9. Monitoring of self study group (Toppers) and Slow learners and counseling.
- 10. Monitor the Functional Committee of Academic Group**

2.3 Responsibility of Admission Coordinator

1. Planning for Admissions in consultation with the Management / Principal
2. Admission Process follow up – Submission of Sanctioned Intake to the conveners to include in the counseling
3. Identifying and motivating the admission team to fill up all the seats
4. Visiting Schools and interacting with the Principal and Staff to fill up all the admissions
5. Organizing carrier guidance program for school students, Science exhibition (CITCOS), workshops
6. Coordinating with Administrative coordinator to ratify the admission process from University, Secretariat and DOTE
7. Support and Follow up – AU and AICTE inspections
8. Nominated as Official PRO to interact with all outside agencies for admission and other issues
9. Planning and coordinating various activities and attract the students to take admission at our college
- 10. Planning for admission promotional activity (Advertisement, social media activities, Brochure and pamphlet preparation) and press meet whenever required**

2.4 Responsibility of Training Coordinator

1. In charge for all the Training provided in the college.
2. Prepare the training brochure based on the facility available.

3. Interacting with Industries for Industrial visit and Training and Internship etc
4. Coordinator for Signing MOU's with leading industries
5. Consultancy Project – Department wise Planning and Execution
6. Creating and maintaining Centre of Excellence with industrial tie up
7. Plan, arrange and monitor Soft skill & core training through Centre of Excellences.
8. Organizing other training required depends on Industry requirement
9. Organize the various events such as workshops, Seminar and hands on training for other college students and generating fund
10. Collecting feedback from the industry about our students performance in their industry

2.5 Responsibility of the Administrative Coordinator

1. Admission Process follow up – (Convener & Management)
2. Coordinating with University / Secretariat /DOTE to ratify the admission process
3. In charge for AU / AICTE affiliation and approval process
4. PRO Activities – Police, Fire, Health , Press , Government and Local body members, Political parties if required
5. Handling of Legal issues if any related to AU and AICTE
6. Hospitality In charge for various activity planned in the college
7. Monitoring & Handling the issues of PF, ESI, Insurance, Gratuity, Professional Tax, EB, Phone and Internet
8. Purchase of Stationary, House Keeping, Civil, Electrical, Plumbing, Networking Materials, ID Cards, text and note books, Observation and record Books, Attendance Books and other necessary formats made available in time.
9. Issuing of Bonofide, Transfer certificate, Conduct certificate for the students and Appointment order, Experience Certificate, Relieving Order, Salary certificate for the faculty and Staff whenever required after collecting the approval from the higher authorities.
10. Maintaining the College Security, Transport, Hostel, mess and Canteen facilities and issues follow up.

2.6 Responsibility of the III Cell coordinator

1. Plan and organize the foreign language coaching –German,

- French, Japanese and Chinese
2. Plan and organize the GRE, TOEFL, IELTS, CAT and GATE coaching.
 3. Plan and organize the coaching for IAS, IES, TNPSC and other competitive exams
 4. Plan and organize the training for Entrepreneur, and Start up Incubates
 5. Initiatives to Foreign University Collaboration and students exchange programs
 6. Interacting with Alumni and organize the Alumni meetings regularly
 7. Organize various training, workshop for the outside faculty and students with the support of COE
 8. Assisting the students to do higher studies.
 9. Organizing Higher education / Overseas education Expo
 10. Organize mentors meeting, Investor meeting with incubates.

2.7 Responsibility of the Maintenance Manager

1. Stock Inventory – Inward & Outward (All Materials)
2. Ensure the Electricity / Water / Furniture availability in all places in the campus
3. House Keeping, Security, Gardening, Generators - daily maintenance
4. Monitoring the Civil Work and report to Principal / Chairman
5. Plan the Electrical, Carpenter, Plumber works, arrange the necessary materials and assign the works to the concerns for timely completion
6. Maintaining Cleanliness inside and outside the Building
7. Maintaining UPS, Xerox, Air conditioners, RO Plant, Water coolers, STP through AMC if required
8. Collect the maintenance report from all the labs and make the arrangements to do service the equipments and Machines whenever necessary.
9. Maintaining all furniture's, fans and tube lights in class rooms and Labs in good condition
10. To Ensure the saving of Electricity and Water visit all the places in the college regularly and advise the attenders / floor in charges to shut off when not in use.

2.8 Responsibility of the Accountant

1. Collection of all Fees (Tuition fees, Exam fees, Fines if any)
2. Sending report to the Management and Principal
3. Payroll generation for faculty and staff
4. Assisting in Budget preparation / Salary Bill Preparation
5. Arranging the Payments for Vendors / Suppliers / Day to Day activity / Taxes and Insurance / Utility Bills in time
6. Member in Purchasing Committee to ensure transparency in purchase.
7. Interaction with Welfare office to get the Scholarship Payment
8. Update the Students fee dues to the Principal / Hod's and interacting with parents whenever necessary to collect the fees.
9. Maintaining Acquaintance Register , Cash Book and Account details of all the transactions.
10. Issue of Form 16 for all faculties

2.9 Responsibility of the Exam cell Coordinator

1. Conducting Internal and External Examination
2. Examination registration and upload the marks to AU portal in time
3. Download the Results and Communicate to the Concern departments
4. Prepare and Circulate the seating arrangement / Invigilation duty - 7 days in advance
5. Prepare the schedule for practical examination and identifying the external examiner in consultation with the HODs / Principal
6. Circulars down load from AU and Communicate to Principal / Hods / Faculty and Students
7. Strictly Maintain the confidentiality
8. Purchase , Collection , Maintenance dispatch of examination materials.
9. Maintenance of all Exam cell files up to the standard as well as on date
10. Maintain the Account of Exam cell

2.10 Responsibilities of HOD

1. Responsible for students, faculty and staff discipline.
2. Plan and motivate the student and faculty to produce good academic results.
3. Counsel the toppers to get university ranks and slow learners to

- clear all the papers
4. Convene faculty meeting every week / fortnight with the following agenda
 - a. the progress of syllabus, daily tests, Assessment test
 - b. submission of the marks
 - c. behavior of the students in the class and Lab / Workshop
 - d. completion of experiments in each Lab / Workshop
 5. Plan and conduct / monitor Concept of the day, students data book transfer, subject teachers meeting, class teacher meeting, class committee meeting, common subject teacher meetings regularly.
 6. Arrange GL / Seminar / WS in the latest topics by eminent industrial Personalities, minimum 2 industrial visits in a semester / class
 7. Update the Faculty / Staff / Student Bio data every semester.
 8. Check the Lecture notes, Question bank, Lesson Plan, Lab manual in consultation with subject experts and advise the faculty concern to update if there is any modification and make it ready at least one week ahead of semester starting.
 9. Check the faculty attendance register regularly in the morning and arrangement of class for the staff on leave / OD / absent.
 10. To Allocate the subject and lab as per the choice of faculty, advise them to prepare lecture notes and sample records for lab and prepare the time table well in advance(At least 15 days before the commencement of class).
 11. Immediately after the announcement of the University results, HOD's should submit the result analysis in the prescribed formats.
 12. Plan and conduct Parents and Teachers meet within one week from the university results announcement.
 13. Submit the budget of the department on or before March 30th every year.
 14. Plan and conduct the project reviews as per the schedule
 15. The formation of groups to be done on or before July 30th every year. Finalize the title of the project work on or before August 31st every year.
 16. To publish Department Magazine / news letter , at least one in a 6 month.
 17. Any invitation is received from other colleges regarding

seminars, paper presentations, our students have to be informed in their class room itself and advise them to participate.

18. To maintain the stock register in your department including furniture. All the items should be numbered.
19. To check whether the staff members utilize the ICT facilities properly, in the class room. A separate stock register is to be maintained for the transparent sheets.
20. HODs to kindly get principal's prior approval before going on CL/OD. It enables smooth running of the system.
21. Monitor and motivate the training, Placement, Higher studies and other competitive exam activities.

2.11 Responsibilities of a Faculty

1. Syllabus of each unit should be covered as per lesson plan, deviation if any should get informed to the Hod.
2. For each subject , a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
3. Be in the class room in time and maintain strict discipline and silent during the lecture.
4. If any student misbehaves in the class room , kindly bring to the notice of HOD / Principal immediately.
5. Be cordial in the class, interact with all the students and find their expectations and sort out the issues.
6. Coordinate with all the activities of Department and Institutional development.
7. Motivate all the interested students to participate in various industrial projects and competitions.
8. Attend the FDP upgrade your skills, Publish 1 research paper / year in the SCI / Annexure 1 Journal.
9. Plan and coordinate / associate to conduct a workshop / seminar / FDP and conference.

2.12 Responsibility of Librarian

1. Create awareness about library facilities, resources, equipments, services and policies among students, staff and faculty.
2. Keep the records of books inside & (circulation) out of library.
3. Code, classify and catalog books, publications, films, audio visuals and other library materials based on subject and library classification systems.
4. Train the library staffs such as receiving, cataloging and

- equipment use, and respond to complaint if any raised by stakeholders and taking action as necessary.
5. Develop the library facilities and constantly upgrade as per the norms of AICTE and Anna University. Evaluate materials to determine outdated or unused items to be discarded.
 6. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic path finders and online tutorials.
 7. Get inter college library membership and arrange interlibrary loans of materials not available in our library.
 8. Confer with teachers, parents, and community organizations to develop, plan and conduct programs in reading, viewing and communication skills.
 9. Maintain the stock of all the purchase, conduct audit in every semester, compile list of over dues and notify borrowers.
 10. Plan and participate in fund rising drives and write proposals for research or project grants.

2.13 Responsibility of Physical Education Director

1. Develop and maintain the sports, games and gym facilities for both boys and girls.
2. Develop successful teams, both boys and girls in all the games and sports.
3. Increase participation and competitive representation within all focused sports across the college.
4. Organize Inter college and interschool sports events every year
5. Conduct Yoga classes for hostellers in the evening and Day scholars as per the schedule
6. Identify the potential students / players in various sports and games, motivate and provide special training to participate in various competitions at Zonal, State and National level competitions.
7. Organize inter department sports meet annually.
8. Lead / Monitor / Participate in all extracurricular activities such as NSS, NCC, YRC camps organized by the college.
9. As a member of Anti ragging committee and disciplinary committee visit the entire campus, hostel, bus stops to monitor the students.
10. Develop the culture of practicing / playing daily and holidays

to motivate the students to participate in various competitions and being healthy.

2.14 General instructions to all the Faculty members

1. All faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
2. The girl students with neat and appropriate dress code. The lady faculty members handling the class, should check the same.
3. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
4. During the library hour of a class the faculty –in- charge should keep the students in discipline.
5. The faculty members and students are advised not to take any books (including the books already issued) inside the library from outside. However it is allowed for returning the books already taken.
6. Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
7. Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
8. Don't allow the students to use the Mobile phone inside the class room.
9. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not

2.15 Do's and Don'ts for Faculty members

For Theory Subject

1. Be there in the class in time (5 Min ahead of time) and well prepared
2. Be audible even to the last bench students
3. Avoid carrying Text / Reference books to the class room
4. Maintain silence and discipline inside the classroom
5. Clean the board before leaving the class room
6. Check the class notes regularly in the class.

7. Take attendance calling by name not by Roll / Register number
8. Speak / Teach only in English inside the class room. Don't use any other language as medium of communication inside the classroom.
9. Don't waste time in dictating notes in the class room.
10. Discuss the answers of university questions at the end of each unit
11. Ensure timely completion of syllabus instead overloading at the end of the semester
12. Give equal preference for both theory and problem irrespective of credit of the subject. Discuss some applications of each topic in every subject
13. Maintain/ update the attendance log book and course file meticulously.
14. Use OHP / PPT / Demonstration / ICT / NPTEL / EDUSAT whenever possible
15. Correct the test papers and circulate to the students in time without biasing
16. Arrange one guest lecture / seminar per subject in terms of application by the eminent personalities.
17. Circulate lesson plan and notes material ahead of time to the students either hard / soft copy, it will help the students to come prepared to the next class
18. Ensure the next hour faculty arrived before leaving from the class. In case next hour faculty didn't turn up make necessary arrangements and be there till other faculty comes and engages the class
19. Be polite and cordial with the students. If any student misbehave / not listening or disturbing the class don't react / corner that student in front of other students. After completing the class call the student and counsel he / she in your cabin. Still problem persists immediately bring it to the knowledge of the Hod /the Principal
20. Plan clearly for tutorial classes along with the assisting faculty . All the faculties those are who assigned the tutorial hour should be available in the class to help the students

For Practical Classes

1. Be punctual in lab classes. All Faculties should be available in the lab in time as well as till the end of the practical session.
2. If any faculty is in leave arrange the alternate faculty who knows the experiments well.

3. Test all the experiments and submit the model report / record to the HOD concerned / Principal before the beginning of the semester
4. Correct the record / observation periodically (Every week)
5. Don't allow the students to carry the next experiment before completion of previous experiments
6. Maintain the track record in the prescribed format. Conduct the viva in each lab effectively
7. Encourage the students who are fast in completing the assigned experiments
8. Keep HOD / Principal informed about long absentees for the theory / labs
9. Give the special attention for the slow learners and irregular students
10. Don't permit more than two students at a time to perform the experiment

2.16 Responsibilities of Counselor

1. The list of Counselor as approved by the HOD should be intimated to all the departments. This enables the staff of other departments to contact the corresponding Counselor.
2. HOD shall nominate one faculty counselor for every 20 students in the class and the list of counselors shall be intimated to all faculties and students.
3. The Counselor should maintain the following data :
4. Disciplinary action by the Principal, regret letters, leave letters, letters regarding his cultural, sports participation from the concerned in-charges and other letters relating to his absence from the classes.
5. Certificate copies wherever he has won prizes in different events or an attested slip by the HOD.
6. He will maintain the actual attendance of the student plus any other absence from regular classes due to the reasons indicated in 'a'.
7. If a student is absent for three consecutive days , the matter should be intimated to the HOD. If it is more than one week, the same should be informed to the Principal. The Counselor should intimate to his parents immediately by letter or email. & over phone and ensure that the parents is aware of students absence and reason for absence.

8. Each Counselor will maintain master attendance. The cumulative attendance is handed over to HOD by 2nd of every month. The attendance should show actual presence in class room and permission granted separately.
9. Test marks and assignment marks should be made available collectively for all subjects for all subjects in one common document.
10. The Counselor should send attendance and academic report at least twice a semester to parents through ERP. Any communication, which needs parents personal attention like discipline, poor attendance, more arrears etc. must be sent through courier or registered Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conversation.
11. The counselor shall meet individually all the students at least once in a fortnight and collectively whenever necessary. They will know their grievances and problems. This should be reported to the Principal through the HOD every month. Whenever the matter could not be expressed in writing, the same may be brought to the Principals notice immediately.
12. The counselor is virtually a personal guide for the students. Whenever the student has some technical / official problems, he may do the needful to find a possible solution.
13. For each student a data book should be maintained. Whenever a student gives a achievements of his credential / regret letter for his misdeeds what so ever may be, the same shall be kept in his file after consultation with the HOD.

3.0 GUIDE LINES FOR THEORY SUBJECTS

1. The faculty members should maintain the lesson plan for the subjects handled by them for every class from the beginning to the end of the semester. They must prepare lesson plans at the beginning of the semester and give copies to student representative, HOD and Principal. All the faculty should follow the schedule to cover the syllabus in time. Assignment and tests will be conducted for the assessment of the students.
2. Assignments / Tests must be promptly corrected by the staff member concerned before the following week end and the students informed of their performance. The parents are to be informed along with the attendance details for all the students.

All records of attendance and academic performance should be kept properly i.e. computerized as well as hard copy. The HOD/ Teachers must keep a record of question paper for tests and assignments and also mark statements.

4.0 GUIDELINES FOR LABORATORY CLASSES

1. Observation books must be got ready in all respects before allowing the students to commence the experiments. Observations and calculations should be checked and got approved at the end of the lab class.
2. Students must be allowed to perform any experiment only after concern faculty approval. The faculty should check the students whether they have adequate background in relevant theory. though a viva about theory of the experiment at the start of lab classes.
3. Laboratory records should be written only after faculty approves the observation book. Laboratory records, neatly written and completed in all respects should be submitted while coming to the next lab class.
4. Correction of laboratory records must be completed within same day of submission.
5. The teacher handling a laboratory class should maintain a lab track record.
6. Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition to avoid hardship to the students during the examinations.

5.0 STAFF-IN-CHARGE OF LABORATORIES

5.1 Administration / Maintenance activities

1. Procurement, erection, installation and commissioning of lab equipments.
2. Procurement and storage of materials, tools and instruments.
3. Planning, scheduling, organizing and coordinating with staff handling lab classes.
4. Planning and organizing development program for supporting staff.
5. Managing the maintenance of equipments and tools in the lab.
6. Including preventive and break down maintenance / register for

- regular and periodical maintenance.
7. Participating in professional development activities.
 8. Suggesting the removal of obsolete and condemned equipments.
 9. Breakage list and explanations are to be sent to HOD at the end of every semester.
 10. Stock register to be maintained by the lab-in-charge concerned for machinery / equipment and consumables.
 11. Monitoring supporting staff in their work and maintaining discipline.
 12. Recommending leave and permission for supporting staff.
 13. Displaying Rules and Regulations, safety precautions for the students in the laboratory.
 14. Main switch board and fire extinguisher position should be displayed prominently.
 15. Intimating the electrical maintenance section in case of adding any electrical equipment.
 16. Ensuring proper security of lab equipments.
 17. Ensuring locking of laboratory after college hour after switching off Electric power, air conditioners, fans, lights etc.

5.2 Faculty Handling laboratory classes:

1. Responsible for conducting the lab classes for that semester and particular subject.
2. One or two teaching staff will assist him/her.
3. Planning and designing the experiments to fulfill the curriculum.
4. Ensuring discipline and attendance of the students.
5. Explaining the theory and operation for the experiments.
6. Checking and approving the observation book. Checking and correcting Laboratory records.
7. Co-ordinating with Lab-in-charge for efficient and effective conducting of lab classes.
8. Making necessary arrangements for conducting University / model practical examinations, assessing the performance and finalizing the marks.
9. While conducting special classes, ensuring proper transport and canteen facilities for students / staff.
10. Reporting to Lab-in-charge any damage of the equipment / defective then and there

5.3 Guidelines to the Supporting / Assisting Faculty :

a) Lab Assistant / Instructor / Foreman / Programmer :

1. During the practical classes, assisting the staff handling the lab classes in conducting experiments.
2. Guiding the students in the performance of practical task / exercise.
3. Ensuring the safety of the students, equipment and machinery while conducting lab class.
4. Assisting the students and faculty members in the fabrication of projects.
5. Making necessary arrangements for conducting university / model practical examinations.
6. Storage and accounting of raw materials, tools and instruments.
7. Arrangements for issuing of raw materials, tools and instruments for the experiment.
8. Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
9. Maintaining the lab by running the machinery periodically when the lab is free.
10. Any Damage of accessories and equipments by students must be brought to the notice of lab-in-charge.
11. Not allowing the students in lab during their theory class.
12. Providing all assistance to the Lab-in-charge in maintaining and running the laboratory smoothly and ensuring safety and security of the lab.
13. He/She is responsible for opening and closing of their concern Labs
14. He/She is solely responsible for the all the equipments / machines and other materials available in the labs. If any thing is missing / lost it should be brought to the notice of concern HoD`s / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
15. Don't entertain any sweepers/attenders to clean the lab or machines in your absence

b) Mechanic

1. Assisting the instructor in conducting experiments.
2. Guiding the students in their practical class to complete the exercise.
3. Assisting the students and faculty members in the fabrication of

projects.

4. Making necessary arrangements for conducting University / model practical exams.
5. Ensuring the cleanliness of machinery, equipments and lab in general.
6. Assisting the Lab-in-Charge as and when necessary.

6.0 CONFERENCES, COURSES & WORKSHOPS

1. All the faculty members must strive to publish papers in reputed National and International journals.
2. At least one author, in the case of multiple authorship, should present the paper in the conference.
3. Participation is subject to the condition that academic / examination work does not suffer.
4. In case of workshop / FDP / SDP, Junior and Middle level staff are to be encouraged. Preference will be given to those who have not participated in any Course / Workshop during the academic year.
5. A copy of the course material is to be deposited in the department Library with information to the Principal.
6. A brief report on conference / course / workshop must be given immediately after return from the programme.
7. All the Hods should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops in collaboration with funding agencies / Industries

7.0 CO-CURRICULAR & EXTRA- CURRICULAR ACTIVITES

7.1 Co-Curricular Activities :

Professional Association like IEEE,CSI,IETE,ISTE etc. All the faculty members and students should be member in any one of the association related to their dept compulsorily. The association coordinators should arrange minimum 2 programs per semester in the college campus, as well as encourage the students and faculties to attend the programs arranged by the various industry and institute related in their relevant area.

7.2 Extra Curricular activities :

Cultural, Sports , NSS, & NCC,.

1. No Student shall participate in any extra curricular (EC) activity without permission from Principal through the HOD`s.
2. No student shall participate / represent the college unless they

- have been identified and permitted by appropriate authorities (HOD's). If they participate without permission, appropriate disciplinary action would be taken against them.
3. Students found competent may participate in any one or two or all of the above programmes.
 4. Any delay in seeking prior permission or informing about participation will result in losing attendance for that activity.
 5. All prospective students for every occasion of participation must complete the permission procedure in order to be eligible for participation and attendance.
 6. Permission forms will be available with HODs (a sample form is given below)
 7. The Counselor should sign the form and forward to HOD for approval.
 8. The day after participation, the students should report to the HOD, receive the form with signature and submit it to the Class coordinator for marking attendance.
 9. Students should give Photo copies of certificates / hand over trophies to HOD / Counselor .
 10. The HOD / class coordinator should get details of prizes entered in data book of students

8.0 PLACEMENT ACTIVITY

8.1 Responsibilities of Placement Officers (P.O)

1. To arrange industry –sponsored major and minor projects for final year and pre-final year students.
2. To provide guidance and counseling to the students for higher studies in the country and abroad and their other future plans.
3. To maintain the directory of industries and research and development centers.
4. To act as a information bureau by maintain libraries, data bases etc, relating to training and placement.
5. Helping Alumni association activities.
6. To maintain liaison with major corporate bodies like CII, FICCI, ASSOCHEM, etc., through industry institute interaction(IIC) cell.
7. Nurtures Industry Institute Interaction by organizing and coordinating frequent industrial visits, inplant training projects of industrial relevance for the students with the sole aim of zeroing down the hiatus between the industry and the academia.

8. Receives and forwards the feedback pertinent to curriculum improvement from the visiting companies to the faculty / HOD.
9. To prepare and update the information brochure for the college.
10. To guide in preparing resume by the students and train them to face interviews.
11. To interact with industries and organize campus interview for pre-final and final year students with business houses of repute from all over India and prepare them for such interviews.
12. To arrange seminars for the students on latest topics by the industry / business executives.
13. To encourage students to become entrepreneurs by organizing entrepreneurship development programmes.
14. To promote career counseling by organizing career guidance lectures by senior corporate personnel.
15. To prepare students to face competitive exams including GATE, GRE, GMAT, TOFEL AND CAT.

8.2 Responsibilities of Placement Co-coordinators

1. Arranging to get students Bio-Data
2. Assisting PO with respect to campus interview and other activities.
3. Assisting respective HOD to convene IIIC meeting once in three months
4. Interacting with students with respect to placement activities.
5. Monthly report to be given to HOD/ Principal / PO.
6. Forming of students e-groups & maintaining contact with them.
7. Maintaining student database (Pre final / Final / Alumni)
8. Helping in conducting mock interview.
9. Helping placement officer in preparing placement brochure

9.0 COLLEGE TIMINGS/ OPENING & CLOSING

Working Hours	: 07.50 AM to 02.45 PM
Tea Break	: 09.30 AM to 09.45 AM
Lunch Break	: 11.15 AM to 11.45 AM & 12.00 PM to 12.30 PM

1. On rotation basis Administrative officers should take care of the closing and opening of the college in order to facilitate cleaning of Admin office / Principal / Chairman office, opening of the departments and class rooms etc., and ensure the classes start in time.
2. During the closing duty the AO`s should ensure the following
 - i) All windows and doors of all blocks are closed and

- locked
 - ii) All electrical items and main switches are switched off
 - iii) Water pipes / Gas connections are properly closed
 - iv) All dept. labs are locked and keys are kept in Admin office
 - v) Seal the Principal/Admin office & sign it on the seal with date
 - vi) Instruct the security be alert in the night times & non working days especially & advise them to contact you in case of emergencies.
3. During the opening duty the AO`s should ensure the following
 1. Check all the seals are intact before opening in the presence of Security
 2. Go around along with the security to all the blocks and check everything is proper or not.
 3. If there is any up normality immediately contact Principal / Director / Admin In charge
 4. Incase of emergency work or on leave the AO`s should make an alternate arrangement for opening and closing duties with proper prior approval from Principal.
 5. All faculty members are instructed to be present in the college campus at 7.50 AM in the college campus and leave the college campus by 5.00 PM only.