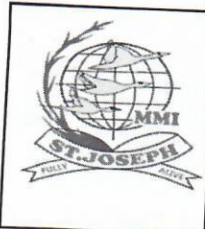


St. Joseph College of Engineering

Sriperumbudur, Chennai - 602 117

HR MANUAL AND HED POLICIES





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CHAPTER-1

INTRODUCTION

The St. Joseph College Of Engineering is a Catholic Christian Minority Institution, managed by the Fathers of the Society of Missionaries of Mary Immaculate & Collaborators. Established in the year 2008. The college is approved by AICTE, New Delhi, and Government of Tamilnadu, and is affiliated to Anna University. The college has 6 Under Graduate programmes and 2 Post Graduate programmes. Several steps are being undertaken for multi-dimensional growth of the institution and effective industry-institute interface, contributing in turn, towards the growth of a healthy & happy society.

Vision

- To become an internationally reputed institution, by producing competent professionals with exemplary skills and technical values.

Mission

We at St. Joseph College of Engineering dedicate and commit ourselves to:

- To achieve higher level technological and professional excellence.
- To impart quality and holistic professional education.
- To train professionals to be entrepreneurs and employment generators.
- To enhance the capabilities of faculty through research and consultancy by providing greater facilities.

We Aspire To

- ✓ Achieve academic excellence through' quality teaching
- ✓ Impart values, ethics and life skills to the students
- ✓ Ensure holistic development of our students
- ✓ Create a supportive & cordial environment and academic ambience for research
- ✓ Involve faculty members in institutional development



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"Teaching is not a service, profession or a job. It is a pillar of the society"

1.1 General Code of Conduct

- ✓ All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- ✓ All the faculty members are expected to attend the Prayer session at 7.45 AM every day at the College reception hall.
- ✓ 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 05 minutes after the end of the last hour. They should be available to the students for clearing after the class hours.
- ✓ The work load of all the staff shall be fixed by the management.
- ✓ Faculty has to be in front of the class 5 minutes ahead of lecture hour and leave the class only after the reliever comes.
- ✓ Faculty has to be inside the lab 15 min before the start of the lab classes.
- ✓ Faculty members are expected to update their knowledge by attending Seminars/Workshops/Conference, after obtaining necessary permission from the Principal/Management. However, the management reserves the right to delicate the staff as per the regulations in force.
- ✓ Faculty members should attempt to publish text books, research papers in reputed International/Indian Journals/Conferences.
- ✓ Self-development by way of attending FDPs, Conferences, guiding good projects, getting funds for projects, publishing papers are parameters of performance evaluation.
- ✓ During the probation period of one year, the faculty members are expected to prove their expertise. Support will be extended in all aspects. If the probation period is not satisfactory to the management, it may entire termination. However, the staff should execute a bond to work in campus for a minimum period of two years.
- ✓ The faculty member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every faculty member is expected to extend his/her



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beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

- ✓ Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.
- ✓ Feedback from students, formal and informal, will be collected and appraised to faculty for improvement.
- ✓ Converse only in English both in classroom and outside.
- ✓ Follow the dress code:
 - Men: Light Colored full sleeve shirt neatly tucked in, neck tie, Shoe and ID card.
 - Women: Sari, ID card.
 - Both Men & Women should wear blazers during Lecture hour.
- ✓ The entire faculty should attend the department assembly of students at auditorium.
- ✓ Faculty to be inside the class during the student prayer both in the morning and evening and strictly make the students stand and silent till the prayer is over.
- ✓ Cell phones are strictly not allowed during the service hours.
- ✓ Faculty members are expected to be impartial and cordial to students. But don't be too close which may lead to indiscipline in the class.
- ✓ Never try to control the class by threatening on internal marks or lab exam.
- ✓ Faculty should not leave the campus during working hours without prior permission of HOD /Principal.
- ✓ Leaving the institution in the middle of the semester is not permitted. One month advance notice is mandatory at the end of the academic year. Resignations will not be accepted after 31st of March. Reliving will not be entertained after 15th April. Any resignations received after the a fore said date will be permitted only by paying three months' salary by the faculty.
- ✓ The staff will be relived only at the end of the semester after completing the entire syllabus, laboratory work and other related academic work.
- ✓ No vacation leave, On Duty leave or personal leave should be availed during the notice period.



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1.2 Attendance And Punctuality

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

1.3 Appraisals

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments
- b) Confirmation of service.
- c) Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

1.4 Academic Responsibilities

- i) Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by Anna University and relevant advanced topics beyond syllabus.
- ii) To develop curriculum, learning resource materials and Laboratories.
- iii) To actively participate co curricular and extra – curricular activities of the college and those organized by other institutions.



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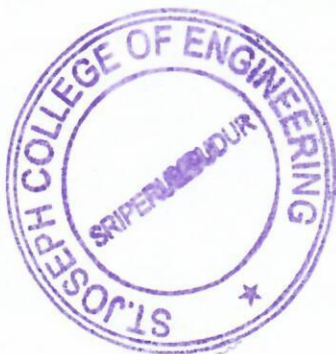
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- iv) Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v) To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi) Self development through up-gradation of qualification and participation in professional activities.

1.5 Research & Consultancy

- i) To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
- ii) To provide consultancy and testing services by providing extension services and participating in community services.
- iii) To provide non-formal modes of education for benefit of community and dissemination in community services.
- iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.
- v) And any other relevant work assigned by the head of the institution.




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CHAPTER-2

PLANNING

2.1 Human Resource planning

- i) The principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The principal will consider appointing a professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio of 1:15.
- ii) The principal shall assess the staff requirement for the subsequent academic year in the month of May every year.
- iii) Principal will constitute the selection committee for recruitment in each Department, with the HOD, senior staff member and the Departments Advisors/experts as its members. University experts will be invited as per the university norms.

2.2 Recruitment

- i) The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- ii) The committee shall augment candidature in a ratio of 1:3 for every position to be filled
- iii) The committee, if deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- iv) The committee shall short list the candidates in the process as under.
 - a) Aptitude tests, including class room demonstrations.
 - b) Personal interviews
- v) The committee shall finalize the short listed candidates and submit their recommendation along with the personal Data sheets of the Candidates to the Principal who in turn decides the appointment and seeks management approval.



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vi) The appointment offer shall be released by the correspondent.

2.3 Orientation

- ✓ Every teacher of the college shall be briefed about the college by the principal or his nominee on the day of his/her joining.
- ✓ The Head will brief him/her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- ✓ The HOD will take him/her round the campus, and explain to him/her the various code of conduct to be observed in availing the facilities in the college.
- ✓ The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.
- ✓ The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his assignment.

2.4 Staff Benefits

- i) All Faculties and Staff members are covered under group insurance policy.
- ii) All the faculties and the staff members are eligible for EPF scheme, who complete two years service in this college. The management contributes 12% of the pay subject to the ceiling of Rs.780 per person, towards the Employer's contribution to the EPF Scheme.
- iii) After the completion of one year service in the college staff members can avail interest-free loan to the maximum of Rs.5000/- towards Children's Education/Medical Emergency or Rs. 2000/- as Festival Advance, which will be recovered in two/three installments

2.5 Amenities

- (i) 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



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- institution for a certain period after benefitting from such academic qualification/training.
- (ii) Free transportation shall be provided to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).
 - (iii) 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.
 - (iv) Three Months in prior notice should be given to resign from the services.
 - (v) The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
 - (vi) Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
 - (vii) Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.
 - (viii) By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.
 - (ix) CPL is given to Staff Members for carrying out the assigned works during Holidays.
 - (x) Contingency amount of Rs.5,000/- per year for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution
 - (xi) Staff Members are allowed to do Ph.D course work through Anna University recognized research Centre, which is also available within the Institution.
 - (xii) Management shall pay 20% fee for Patent registration.
 - (xiii) Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
 - (xiv) 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.



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1.6 Cash Prizes for Staff Members for result oriented Performances:


For subject Teachers of all Theory subjects of a class for producing 100% result in all subjects for the same class	₹ 2,000 (to be shared within those who handled the class)
For subject Teachers of Theory producing 90% pass in the subjects handled by them	₹ 1,200/- per subject

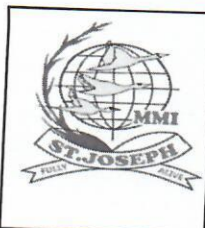
✓ Analytical paper- 2000, They will get their Incentive till next result is released.

Others:

- Presenting paper in International Conference (held abroad) – Rs. 10,000/-.
- Publishing papers in high indexed International Journals – Rs. 3000/-
- Publishing books – Rs. 3000/-
- Publishing papers in National journals-Rs. 1000/-




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CHAPTER -3

CONDUCT IN DEPARTMENT

- ✓ The teaching load will be allotted by the HOD after taking into account of the faculty member's interests.
- ✓ Once the subject is allotted the faculty member should prepare the lecture hour wise lesson plan hour by hour.
- ✓ The faculty member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, time table, lesson plan, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, three model answer scripts for each test/exam, Assignments (if any).
- ✓ The faculty member's log book must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- ✓ In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extracurricular activities.
- ✓ Every faculty member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master Attendance Register maintained in the department as soon as the classes/laboratory hours are over.
- ✓ 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/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- ✓ For every leave availed the substitution maintained in the department should be updated which will be changed by administrator or Principal time to time.
- ✓ The faculty must update all files pertaining to additional responsibilities assigned to them and be ready to put up the files for inspection by HOD/Principal as the case may be.



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CHAPTER-4

CLASS ROOM TEACHING

- ✓ Every faculty should always aim for 100% pass results in his/her subjects and work accordingly.
- ✓ Preparation in advance for classes is necessary to achieve this.
- ✓ The faculty member ideally should recapture for first 5 minutes the lessons of the last lecture, and should fully utilize the 50mint in the lecture delivering.
- ✓ Use slides/PPT for complex diagrams and lengthy derivations.
- ✓ Use practical examples in explaining the concepts.
- ✓ Provide details of website addresses related to the topic.
- ✓ Teach few topics beyond the syllabus, advanced concepts.
- ✓ The faculty member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.
- ✓ When students ask questions, take positively and answer. If the answer is not known, tell them so and provide the answer in the next class.
- ✓ Conduct small tests and ask few questions often to assess the effectiveness of your teaching yourself. Adapt to the necessities of students.
- ✓ Analyze the test results, identify slow learners and coach them extra to improve university result.
- ✓ Revision classes are vital for exam preparation.
- ✓ The topics covered in each period to be entered in log book and get signed by HOD periodically.
- ✓ The faculty member should take care of academically backwards students and pay special attention to their needs in special classes.
- ✓ In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- ✓ The faculty member should give possible 2-mark questions with answers for each unit.




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- ✓ The faculty member should make himself/ herself available for doubt clearance.
- ✓ The faculty member should motivate the students and bring out the creativity/originality in the students.
- ✓ The faculty member should regularly visit library and read the latest Journals/Magazines in his/her specialty and keep oneself abreast of latest advancements.
- ✓ Quick reference material should be circulated for all the units before the model examinations.




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CHAPTER-5

LABORATORY

- ✓ The faculty member conducting the practicals must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ✓ Whenever possible, additional experiments to clarify or enlighten the students must be given.
- ✓ The lab observations/records must be corrected then and there or at least by next class.
- ✓ Lab classes: 30 min - observation sign / 90 min experiment / 30 min result verification and viva.
- ✓ The lab manual should be updated by the concerned faculty in accordance with the revised syllabus.




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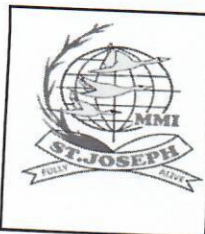
CHAPTER-6

TEST / EXAM

- ✓ While setting question paper, the faculty member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- ✓ 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.
- ✓ 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 Cycle Test / Model Examination).
- ✓ 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.
- ✓ The faculty members should be very fair and impartial in awarding of internal marks.
- ✓ Faculty members should never the university assignments, valuation and participation in orientation programs.
- ✓ Faculty members are expected to be present for university duty/Internal duty during vacation period.
- ✓ Retest should not be conducted without the approval of HOD and Principal
- ✓ Coaching class for test/exam to be scheduled after 3:30 p.m should be conducted with approval of administrator and Principal.




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CHAPTER-7

STUDENT - FACULTY RELATIONSHIP

- ✓ 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 latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the class coordinator/HOD.
- ✓ The faculty member should act with tact and deal with insubordination by students.
- ✓ The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.




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CHAPTER-8 LEAVE RULES

8.1 General

- ✓ Leave shall be granted in accordance with the 'Leave rules' in existence.
- ✓ Leave cannot be claimed by any employee as a matter of right. The administrator & Principal are the competent authority to sanction the casual leave and examination duty leave. All the other leaves like On Duty, Maternity, and Medical leaves are to be forwarded the administrator for final sanction.
- ✓ Leave applied of or sanctioned under these leave rules may be revised or revoked by the principal concerned depending upon the necessities and/or exigencies of work.
- ✓ Ordinarily no employee shall absent himself or herself from work unless leave is sanctioned. Unauthorized absents will entail serious disciplinary action.
- ✓ For the purpose of leave, the leave year shall be reckoned from 1st June to 31st May.
- ✓ Sundays and/or holidays falling within the period of leave shall be counted as part of the leave, in case of leave on loss of pay.
- ✓ Normally leave application shall be made in prescribed form available at the office.
- ✓ All leave applications forwarded to the Principal concerned for sanctioning shall contain the recommendation of the HOD/Office.
- ✓ A record of all sanctioned leave shall be maintained in a proper register in the Departments/Office.
- ✓ Accumulation of leave to the next academic year as a policy is not permissible.
- ✓ Leave application would be sanctioned only after details of alternating arrangement have been documented and endorsed by all concerned.
- ✓ Lack of alternating arrangements being implemented after written assurance would entail disciplinary action on both the Staff on leave and Staff to alternate.
- ✓ Leave are generally not to be availed over phone to the leave sanctioning authority except in cases of special exigency and after alternating arrangements have been made. Special care to



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be taken by leave sanctioning authority, when sanction is done on phone regarding the implementation of alternating arrangements for the absented Staff on leave.

- ✓ The third phone leave will result in half day casual leave.

8.2 Annual Leave :

- ✓ Eligibility : After completion of one year of service at DMI group of institutions,
- ✓ The quantum of annual leave shall be as follows:
 - 1-4 Years : 21 Days
 - 4 Years and above : 30 days
- ✓ Annual leave cannot follow casual leave.
- ✓ It will only be permissible to either prefix or suffix Sundays or holidays to annual leave.
- ✓ Annual leave shall not be granted in more than two slots in a leave year.
- ✓ Unavailed annual leave shall not be carried forward to the succeeding leave year.
- ✓ The staff that avail vacation leave should furnish correct contact address & phone number in the application form.

8.2 Winter

- ✓ Vacation between Christmas & New Year as decided by the management.

8.4 Casual Leave

- ✓ Casual leave maybe granted to all employees for a total of 12 days in each leave year subject to the necessities and exigencies of work.
- ✓ Casual leave should not be prefixed or suffixed to Sundays or holidays. If it is prefixed all days will be reckoned under lose of pay.
- ✓ Unavailed casual leave shall lapse on the close of leave year.
- ✓ Casual leave maybe availed for half a day.
- ✓ Casual leave cannot be combined with any other leave.
- ✓ If a teacher a period in the forenoon and applied for a half a day casual leaves in the afternoon it will be full day and vice- versa too.



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- ✓ If any staff is on any leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him/her.
- ✓ College teaching departments will not have compensatory holidays on days declared as holidays by the College.
- ✓ In normal circumstances not more than 1 day of the eligible casual leave can be availed in a month.
- ✓ If more than one day is availed it will be under loss of pay only.
- ✓ At any time for special exigency a cumulative casual leave may be granted for a maximum 3 days only at any one time.
- ✓ Where an employee joins service during the leave year he/she may be granted casual leave on a prorata basis namely in proportion to the number days spent on duty during the leave year.
- ✓ Late arrival for three consecutive occasions in a month shall lead to the deduction of half day casual leave in his / her credit.
- ✓ Unauthorized absents always treated as leave on loss of pay, Therefore inform the authorities or submit the leave form through the messenger on the day of leave itself.

8.5 Exam Duty Leave

- ✓ Exam duty for Invigilation, Squad, AUR, Lab-External, Valuation, etc, will be sanctioned on producing order from University by Chief Superintendent / Principal after duty endorsed by HOD.
- ✓ Staff assigned with exam duty should report for duty irrespective of college leave or vacation.
- ✓ Staffs are not eligible for any compensatory leave for exam duty attended on a college leave/vacation period.
- ✓ Staff should produce attendance certificate for the university assignments.
- ✓ Even during annual leave / holidays, University assignments must be attended without fail, no compensatory off can be claimed for this purpose.
- ✓ Maximum of 10 Days per year is allowed for attending Conference/Workshop/DC Meeting/Ph. D Course Work/PG Exam. Etc.



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8.6 On Duty Leave

Maximum of 10 days per year is allowed for attending conference/ workshop/DC meeting/PhD course work.

Sanction of on duty leave is based on the benefit to the department and at the discretion of the administration

Registration for FDP/conference- for workshops, FDP, conference etc are accepted to faculty handling the related area. Amount sanction will be up to rs.1000 recommendation to be forwarded by HOD and approved by Principal/correspondent.

Registration will be provided for faculty who have completed one year of service, others will be ODs only.

8.7 Study Leave

- ✓ Study leave shall be granted in the interests of the Institution and at the discretion of the executive council.
- ✓ Study leave cannot be claimed as a right by any member of staff, either on the basis of length of service or because others of similar or inferior status have been granted such leave. It will be granted as the institution feels the need for people with a special type of training. It will be granted to those who are considered to be most likely to profit from that type of training, and to use it in the interests of the institution.
- ✓ Study leave is granted by the executive council on the recommendation of the academic council and is composed of:



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Chairman (Through Executive Committee)

↑
Correspondent

↑
Principals

↑
HODs



- ✓ Whenever applications from staff of a college are being considered the respective HOD recommendation are to be placed before the committee.
- ✓ Whenever application from staff in general administration are being considered the respective administrator of the college to be included.
- ✓ Request for study leave should be initiated by the individual through the HOD/College with the consent of the individual selected for such study.
- ✓ The Study Leave application must be forwarded to the Chairman from DFT academic council through the college study leave committee by the appropriate concerned educational/administrative authority.
- ✓ Study leave will normally be given only for the purpose of specific study Programme/Training in any University/Teaching Institution, details of which must be given in the application.
- ✓ Service obligation after study leave:
 - Individuals taking study leave shall serve the institution following return from the study leave for one year for every six months of Study Leave. Such individuals are not eligible for further study leave until their service obligations are completed.
 - For computing service obligations an installment of study leave for a period of less than 6 months shall be counted as 6 months.



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- If an individual fails to return to DFT Group after his/her study leave is over the individual must return to the institution the full amount of money if any received from the Institution during the study leave plus interest @ 10% PA.
- If an individual who has taken study leave joins duty after study leave but wishes to leave the Institution before completing the full period of the study leave service obligation, he/she must repay a proportional amount of the money received from the institution during the study leave with 10% interest to the donor, that proportion being calculated on the basis of 6 monthly fractions of the period to be served.
- The service obligation agreements with SJCE shall be signed before the individual starts the study leave.
- Staff members on study leave will not earn any Annual/Casual/Sick Leave during the period.
- The decision of the study leave committee which is approved by the DFT Academic Council/Executive Committee shall be binding on all the members.
- Registration for FDP/Conference - For Workshop, FDP, Conference etc are acceptable to faculty handling the related area. Amount sanctioned will be up to Rs.1000/- recommendation to be forwarded by HOD and approved by Principal /Correspondent .
- Registration fee will be provided for faculty who have completed one year of service, the others will be provided OD only.

8.8 Leave on Loss of Pay

- ✓ Under extraordinary circumstances leave on loss of pay up to 10 days in a leave year maybe granted at the discretion of the Principal concerned. The nature of the exigency shall be clearly recorded.
- ✓ Leave for more than 10 days or extension of leave granted already maybe granted by Chairman only to cover periods of sickness or other extraordinary personal situations.
- ✓ The maximum leave on loss of pay granted shall not be more than 60 days in a Leave Year. Leave on loss of pay will not be counted as service for any purpose.



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- ✓ All Leave on loss of pay shall be promptly instructed by the correspondent to the clerk to concerned for necessary salary adjustments.

8.9 Official Leave

- ✓ Objective: The purpose of official leave is to carry out official work outside the designated college campus in India and abroad.
- ✓ Members of the staff will be considered to be on duty and given official leave to be away from the designated college campus under the following circumstances:
 - Carrying out official work for any of the DFT Group of colleges at the written direction of the concerned HOD and Principal. This will ordinarily be for periods of one day to one week. Any grant of official leave for more than a week in a month will need prior approval of the Chairman. All official leave taken are to be consolidated and reported in the college salary advice note for the respective month.
 - Short term specialized technical and soft skills training to fulfill specific college training needs. Members of staff who require such specific training skills may be deputed on official duty for a period not exceeding 15 days, prior approval is mandatory and it should be accorded by the HOD concerned, Principal and Correspondent. In all instances where such training involves the provision of funds by or through the Institution, a legally valid obligation to serve for one year for every month or parts thereof after completion of training should be executed by the staff. If this service obligation is not fulfilled all the expenses incurred in the training will have to be paid back by the individual staff members. All short term specialized technical and soft skills training to fulfill specific college training needs for the month/ year will be consolidated and reported in the college salary advice note for the respective month.



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8.10 Earned Leave:

- a) Leave if earned by duty only.
- b) Incentive for casual leave (If a faculty takes only two casual leaves in a year, at the end of the year they will get one day pay in addition i.e. 1:2)

8.11 Quarantine Leave

Leave of absence from duty due to infectious disease is granted to a teacher of a college on full pay when he / she is ordered by the Correspondent of the college. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.




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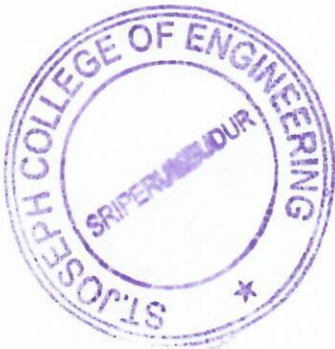
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CHAPTER-9

FACULTY IMPROVEMENT PROGRAMME

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. The conditions are as follows: The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech. / M.E. programme and three years for Ph.D. The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Director / Principal and Head of the Department concerned.




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CHAPTER- 10
HOLIDAYS

Notice specifying the days on which the establishment will remain closed will be displayed or circulated for the information of all employees of the institution. No employees shall be entitled to enjoy the holidays unless such notice specifying the date and name of the holidays is issued by chairman.

- ✓ Every employee shall have one day off in each week as notified by Chairman from time to time. Employees may be called upon to work on Sundays or other weekly holidays occasionally or regularly by giving a substituted weekly rest day.
- ✓ The grant of national/festival holidays with pay in the establishment will be governed by statute or practice.
- ✓ If any national/festival holidays falls on Sunday or other weekly holidays as contemplated in the shops and establishments act the employee shall not be entitled to any substituted holiday or any additional wage for such national/festival holiday.
- ✓ If any employee, other than those employed in managerial and/or administrative capacity is required to work and he works on a national/festival holiday, he will be paid wages in accordance with the statutory provisions in this respect. If an employee who is required to work on a national/festival holiday absents without the previous permission of the management, then he shall not be entitled to any wage/salary for the day and such action will be treated as misconduct on the part of the employee for which disciplinary action can be taken.
- ✓ If an employee is on annual leave or casual or sick leave with wages and the national/festival holiday falls within the leave period, he would not be entitled to any benefit of such national/festival holiday.
- ✓ Notice specifying the days on which the establishment will remain closed will be displayed or circulated for the information of all employees of the institution. No employee shall be entitled to enjoy the holiday unless such notice specifying the date and name of the holiday is issued by Chairman.



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10.1 Procedure for the Grant of Leave to Staff

- ✓ Leave is granted in accordance with the college leave rules in force from time to time. Ordinarily the staff shall avail leave only after the leave is sanctioned by the authority competent to grant leave. The concerned authority may refuse or revoke leave of any description depending upon the necessities and exigencies of work. A staff who desires to obtain leave of any description depending upon the necessities and exigencies of work shall apply to the authority who is competent to grant leave on the prescribed form through his/her immediate superior.
- ✓ If a staff after proceeding on leave desires an extension thereof he/she shall before the expiry of the leave originally granted to him/her make an application in writing for the purpose to the concerned Administrator through the HOD concerned. The Administrator shall intimate the staff on granting or refusing the extension of leave. All applications for sick leave shall be supported by a certificate issued by a registered medical practitioner.
- ✓ If a staff remains absent beyond the period of leave originally granted or subsequently extended, he/she shall be deemed to have abandoned the employment unless he/she returns within eight days of expiry of the leave and has given a satisfactory explanation for his/her inability to return on the expiry of leave.
- ✓ If any staff member remains absent without leave or permission for more than eight consecutive days he/she shall be deemed to have abandoned employment and his/her services shall be terminated automatically without any notice.

10.2 Maternity Benefits

- ✓ For faculty working for more than 3 years, one month leave with full pay. All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 60 days with full pay and allowances. They are entitled to Maternity Leave only twice during their service.



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10.3 Wedding Leave

- ✓ One week leave (including Saturday & Sunday) is permissible to regular faculty with two years of Loyola Institute of Technology experience getting married during the semester.




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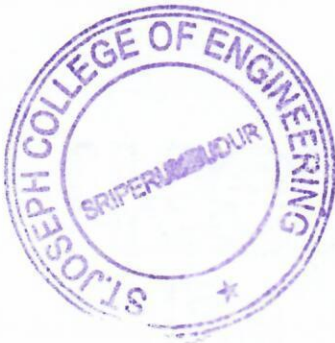
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CHAPTER-11

PERMISSION

- ✓ Permission for one hour either in the morning or in the evening only is granted to the staff on emergency cases, when such cases informed ahead of the working hours.
- ✓ Only to such permissions will be granted a month.
- ✓ Permission cannot be with the casual leave prefixed or suffixed.
- ✓ The third permission will result in a half day casual leave.
- ✓ Permission will not be entertained over phone and a request for permission if late will be considered as half day casual leave.




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CHAPTER-12

UNDERTAKING BY THE MEMBER

Every member of the faculty should carefully read and understand the above "Duties and Responsibilities" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below.

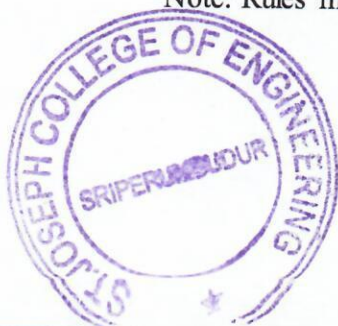
"I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Loyola Institute of Technology".


**"EDUCATION IS A CONTROLLING GRACE TO THE YOUNG, CONSOLATION TO THE OLD AND WEALTH TO THE POOR AND ORNAMENT TO THE RICH" –
DIOGENES**

"YOU DON'T CLIMB MOUNTAINS WITHOUT A TEAM, YOU DON'T CLIMB MOUNTAINS WITHOUT BEING FIT, YOU DON'T CLIMB MOUNTAINS WITHOUT BEING PREPARED AND YOU DON'T CLIMB MOUNTAINS WITHOUT BALANCING THE RISK AND REWARDS. AND YOU NEVER CLIMB A MOUNTAIN ON ACCIDENT- IT HAS TO BE INTENTIONAL." MARK UDAL

BE A TEAM PLAYER

Note: Rules may be revised at the discretion of the management.




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STAFF NO DUE FORM

1. Name of the Staff in Capital Letters :
2. Designation :
3. Department :
4. Date of joining the college :
5. Date of Resignation / Termination order :
6. Relieving Date :
7. Contact address with Phone No. :
8. Certificates of no due (To mention clearly as dues or no dues and if dues, the dues to be mentioned in the columns)

Signature of HOD / with (Name)

a). Parent Department

.....

i). Department check list

a. Dept. Library

b. Course file

c. Log Book



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d. Other files if any

e. Staff Table Drawer Keys

f. ID card

b). Service Department

:.....

c). Account's Office

:.....

d). Library

:.....

CORRESPONDENT

PRINCIPAL



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CONTENTS

S.NO	NAME OF THE KRA
1	Secretary/Correspondent
2	Principal
3	Dean Academic Director
4	Administrator Academic
5	Administrative Officer
6	Director Students Affairs
7	R & D Coordinator
8	HOD's KRA
9	Professor
10	Placement Director
11	Placement Officer
12	Finance Manager
13	Librarian
14	Physical Director
15	Administrative Staff
16	Lab Assistant
17	Exam Cell
18	Wardens
19	Supervisor



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KEY RESULT AREAS FOR SECRETARY/CORRESPONDENT

1. The correspondent is the management representative of the institution
2. Interview of the faculty
3. Secretary/Correspondent is in charge in dealing with the Principal, Dean and HODs
4. Secretary/Correspondent oversee the admissions and grant scholarships and concession with the proper written permission of the Chairman / DFT – Managing Trustee/Superior General
5. Secretary/Correspondent shall analyze the results of the college along with Principal/Administrator/Dean and submit the report to the Chairman and the Managing Trustee of DFT in time
6. Secretary/Correspondent is the overall programme coordination of the institution
7. To maintain the decorum of the college and fix the roles of administrative staff and key staff
8. Secretary/Correspondent will be in charge of addressing the grievances of the staff and the students
9. Any document connected with AICTE approval should be under the control of secretary in the strong room
10. Secretary/Correspondent will be responsible for Recruitment and appointment of the staff
11. Secretary/Correspondent monitor the roles of the administrative officer and key staff in the college
12. Secretary/Correspondent constantly work for the future developments of the institution such as accreditation, affiliation, etc., it is Correspondent responsibility to look into all matters before the final approval of the affiliation
13. Conducting monthly meeting for granting scholarships if it is allowed by the Chairman/Superior General
14. Appointment of staff and dismissal with the consent of the Chairman
15. To oversee collection of fee and finance
16. Attending serious grievances
17. Oversee the Library and its improvement periodically
18. To look into all the final approval for affiliation



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19. In charge of all documents concerned with AICTE, Anna University and DOTE
20. Facilitating the college and the departments
21. Designing all the development programme of the college like Center of Excellence, Incubation Center, Placement training and its related programmes
22. Secretary/Correspondent is in charge of evaluating and satisfying all the infrastructure/lab requirements and other amenities of the college
23. Secretary/Correspondent shall see to the fulfillment of statutory requirements such as building approval/fire insurance/building license/building insurance, stability certificate, fire extinguisher, and all the mandatory documents etc.,
24. Secretary/Correspondent also monitor the hostel and extracurricular activities of the students in the hostel

GUIDELINES FOR THE CAMPUS SUPERIOR

1. She is the spiritual leader of the sisters in the campus
2. She will take care of the wellbeing of the sisters in the campus
3. She will be the coordinating person for the various wings in the campus mess
4. She must have a record of all the assets in the campus with their marked against them
5. She will be the overall financial controller of the campus
6. Every day, she will check the accounts of the campus
7. She shall coordinate with the institutions and bring about general discipline
8. She shall be in charge of the campus activities as a whole
9. She shall be in charge of the mess, kitchen, store and purchase
10. She shall be in charge of warden and the hostel maintenance
11. She shall charge over the cooks and gardeners in the campus
12. She shall call for the campus working committee meeting every day



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KEY RESULT AREAS FOR PRINCIPAL

The Principal is the academic and administrative head of the institution and all staff report to him directly or indirectly. Department Head appointed by him. He represents the institution to the outside world and is responsible to elevate the image of the institution by planning, controlling and monitoring every activity of the Institution.

DUTIES AND RESPONSIBILITIES

1. Implementing the Vision & Mission of the Institution
2. Identifying long range & short range goals for every year
3. Preparing a road map for achieving the goals
4. Planning & implementing Image Building of Institution
5. Developing Infrastructure as per the requirements of AICTE and NBA
6. Consolidating annual budget proposals received from departments & presenting the same in the governing council for approval and sanction.
7. Consolidating faculty requirement for the academic year and complete the recruitment process one month prior to the commencement of the semester.
8. Developing Norms & Standards for promotion, Increments, Incentives and make them transparent to all concerned.
9. Appointing conveners of various committees for the academic year by 15th may and collect the action plan/schedule by 30th may.
10. Realizing the academic calendar/action plan based on inputs from the University, departments & conveners of various committees.
11. Constituting committee & nominate conveners for all college programme as and when required.
12. Maintaining a file for each faculty as a record of personal information and professional achievements.



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13. Convening the HOD meeting, once in 15 days with a predefined agenda & communicating the minutes to all concerned. Also a staff meeting to be conducted at the beginning of the semester
14. Reviewing the reports of Class Committee Meetings, Staff meeting of Departments and any other committee meetings (academic & nonacademic) held in the Institution and the subsequent follow up actions
15. Reviewing the results and taking appropriate measures along with HODs to enhance the percentage of result
16. Principal is the signing authority of all correspondences with approving and affiliating bodies, Government agencies, vendors act
17. In the absence of Principal, one of the Dean is nominated by the Principal will act as the in charge
18. He will act development head in all the image building process.
19. To prepare the road map to put up centre of excellence, incubation centre and all the technical bodies and activities.

KEY RESULT AREAS FOR DEAN (ACADEMICS)

The Dean (academic) is responsible for the academic excellence of the institution. He evolves strategies to enhance the quality of teaching and improve the overall results.

ROLES & RESPONSIBILITIES

1. Arrange for orientation programmes for new recruits
2. Ensuring continual improvement of teaching – learning process by collecting feedback from students and self-appraisals from faculty
3. As the head of Academic audit committee, appraise the deficiencies to the faculty for corrective action sending a consolidated report to Principal and Secretary to be completed before the end of the semester



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4. Monitoring the effectiveness of the teaching process along with the HOD, by insisting on Lesson Plan, Lecture Notes, covering topics in constant pace, course portfolio, lab manuals, E learning materials
5. Providing input to college prospectus, placement brochures and college website
6. Arranging Industry Institution Interaction
7. Working towards quality MOU's
8. Encouraging the faculty to participate in Faculty Development Programmes, Conferences, Seminars, etc.,
9. Planning to organize training programme for faculty, conferences, seminars, workshops, etc., a minimum of one National Conference, one FDP, two Seminars and one workshop to be planned and executed per department
10. Identifying the bright students and slow learners and evolving appropriate strategies to improve their performance
11. Drafting the academic calendar and activity schedule and submitting the same to Principal for approval by the month of April
12. Analyzing the results and taking appropriate measures along with HOD's to enhance the percentage of results. To be completed within one week of completion of unit tests & examinations
13. Directing the HOD's to prepare an academic plan before the start of the semester
14. Collecting the details of subject allocation and faculty requirement from the departments. Process to be completed by 31st March
15. Arranging for technical seminars by our own faculty, monthly once
16. Constituting a time table committee with a convener to prepare the time table taking into account the utilization of common resources. To be completed 10 days prior to Commencement of Semester
17. Ensuring that the lab and other infrastructures facilities in the college meet norms of the Anna University & AICTE. Deficiency in any may be projected to the Principal



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18. Periodical report, stating the academic activities, to be submitted to Principal and the management heads once in 15 days
19. Daily absentees report
20. Verifying faculty lecture notes-weekly
21. Verify faculty logbook – unit wise
22. Identifying the training needs, preparing a plan & schedule for training along with P & T Team and rolling out the plan
23. Preparing a list of students to be stopped to proceed to next semester due to lack of attendance and submit for discussion & approval
24. Collecting informal feedback from students in order to assess the teaching quality
25. Monitor the performance of college level committees formed. Egg. Discipline
26. Arrange end semester stock taking
27. Establish a formal and informal communication network so that student feedback reaches the administrator on significant issues and problems in the college
28. To create and maintain a personnel data base regarding the performance of all persons within the academic unit.
29. Reviewing the minutes of class committee meetings and subsequent follow up actions. A report to be submitted to the Principal.
30. Meeting the parents for discussing the performance of the students or wards on specific dates and time along with the HOD. Applicable to slow learners.
31. Conducting interview along hod's and recommending the candidates to the Principal for recruitment at least before 30st April prior to start of semester.
32. Maintaining visitors register and cumulative.
33. Convening meeting with faculty and HOD of each department separately twice in a semester
34. Arranging for parents teachers meet, alumni meet, DAC meet and governing council meet

KEY RESULT AREAS FOR ADMINISTRATIVE OFFICER

1. In charge of admission
2. Arrangements of conference and functions



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3. Monitoring fees collection in time
4. Preparation of Anna University/AICTE, inspection documents
5. Attending college related academic matters
6. Oversee the cleanliness of the college building and maintenance of the labs
7. Oversee all affiliation matter conducted in the college
8. Inform duly with regard to staff, students and courses of the college to the Correspondent
9. To prepare along with the Principal and the key staff for affiliation. Mandatory disclosures, add intake, reports and submission for AICTE and University on time.
10. Recommending appointment of Professors, Assistant Professors to the Secretary/Correspondent
11. Preparing Lab requires/quotations and submit to Correspondent/Secretary
12. Overseeing mess and hostel
13. Publishing bimonthly news letter
14. Controller of stationary
15. Recommending for appointment and dismissal of staff to correspondent
16. In charge of college and department prayer for staff and student's prayer
17. Arranging counseling to the students
18. Person who submit salary list to Correspondent/Secretary
19. Submitting weekly/monthly reports to Correspondent/Secretary
20. Submitting reports to the newsletters (Province/General Administrator)
21. Appointment of non-teaching staff and dismissal with the consent of the correspondent/secretary
22. Taking the minutes of the working committee meeting
23. Arranging periodical motivation to the students/staff
24. Admission of students in hostel (boys & girls)
25. General discipline of the college and campus
26. Coordinating the transport department with the college
27. Arranging vehicles for placement, admission canvassing



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28. Maintenance of the office documents
29. Maintenance of the student certificate and staff certificate
30. Coordinating with principal for day today activities in the college.
31. To conduct or to range retreats and spiritual retreats to all staff and student

KEY RESULT AREA FOR ADMINSTRATIVE OFFICER

1. Coordinate with the Administrator
2. Communication in paper or electronic mail
3. Coordinate exam cell
4. In charge for all labs and maintenance of Labs
5. In charge for documentation
6. In charge of Estate office
7. In charge discipline in the college and in the bus
8. Person in charge to arrange the exam hall in discussion with the Admin
9. In charge of campus cleanliness
10. Maintenance of the generator UPS and other Electric equipment in the college
11. In charge of the entire watchman
12. In charge of incoming and outgoing passes
13. Supervising the canteen and mess
14. Overall management of the construction work
15. In charge of college store
16. Maintains college stock register

KEY RESULT AREA FOR ASSISTANT ADMINISTRATIVE OFFICER

1. Coordinating the admission along with the Administrator
2. In charge of the office documents
3. Preparation of Anna University, AICTE and DOTE reports along with Admin office



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4. Coordinating Government scholarships
5. Preparation for inspections along with Administrator
6. Secretary of all meetings
7. In charge of all communication in the college (Website, Newsletter, Brouchers and others) along with Admin
8. Control of stationary
10. Preparation of Hall/Auditorium for Seminar/Symposiums/Conferences, etc.,

KEY RESULT AREAS FOR DIRECTOR (STUDENT AFFAIRS)

Director – Student affairs is responsible for improving student, parent relation with the Institution. He is the single point escalation for all students on their issues on academic, non-academic, environment, personal & relationship with any individual in the campus. He will work on the following five point objectives.

1. Improve the students relations
2. Inculcate value systems
3. Enforce discipline to improve value systems
4. Improve parent interactions
5. Strengthen relations with alumni

DUTIES & RSEPONSIBILITIES

1. Interact with class advisors regularly (weekly meeting) & identify students with issues & counsel them.
2. Have a team of counselors (male & female) to cover the entire student population at least thrice in a semester.
3. Monitor & counsel those students who has notable back records.
4. Monitor students attendance on day today basis; pass on information to parents & counsel individuals if required.



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5. Counsel late comers on daily basis.
6. Monitoring & facilitating mentoring process and recording the interactions in student history book.
7. Conduct faith formation programmes & value education programmes.
8. Organize & monitor discipline committee activities.
9. Conduct parent teachers meet in regular interval.
10. Establish contact with Alumni regularly and improve relations.
11. Collect student issues through 'Suggestion box' to be placed at every building.
12. Attend all class committee meeting and get student issues and responsible to close all issues with the support of all concerned.
13. Responsible to collect & release semester wise student feedback report on academic delivery.

KEY RESULT AREAS FOR R & D COORDINATOR

1. Development of R&D strategy
2. to put up research centre
3. Development and implementation of policies for research governance
4. Development of research capacity and capability
5. Development of research partnerships with Universities, other Industries
6. Implementation of Trust IP strategy
7. Representing research interests to external organizations, including those in the academic and commercial sectors
8. Prepare project proposals and arrange for funds from MHRD, State Council, DRDO, etc.,
9. Managing intellectual property rights
10. A center for Community Development
11. A center for Technology Transfer
12. Service Center
13. To promote student's project to the industry
14. To create industry institution interaction



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KEY RESULT AREAS FOR HEAD OF THE DEPARTMENT

The Head of the Department is assigned with the task of coordinating every activity in the department curricular, co-curricular and extracurricular. He/she functions as a team leader monitoring the duties assigned to his sub-ordinates and ensuring that collectively they achieve the set objectives.

DUTIES AND RESPONSIBILITIES

1. Preparing the annual budget of the Department & present the same to the Principal before 31st March of every year.
2. Identifying the faculty requirement for the academic year based on the load distribution and projecting the same to the Principal before 31st March.
3. Approval of leave applied by faculty/students and sanctioning of leave on loss of pay for faculty. Sanctioning of student leave within the permissible limit.
4. Preparing the Activity Schedule of the Department for one year & submit a copy to the Principal one month before commencement of the academic year.
5. Allocating subjects prior to commencement of semester
6. Approving the lesson plan
7. Periodic review of course portfolio
8. Consolidating the feedback collected from the students and discussing the same with the individual faculty for improving the academic process
9. Collecting self-appraisals from the faculty at the close of academic year and forward them to the Principal along with specific recommendations
10. Planning, scheduling and organizing Faculty Development Programs, Workshops, Guest Lectures, Symposium, Colloquium, Hands on training, etc.,
11. Department Newsletter, updating accreditation files
12. Monitoring the leave/absence of faculty and students above three days, consecutive & cumulative to be referred to Dean academics
13. Monitoring the punctuality and discipline of faculty and students

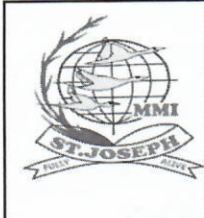


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14. Approving student and staff request for leave up to three days
15. Arranging to meet parents to review the performance of their ward
16. Maintaining the Diary of events
17. Convening department meeting once in 15 days
18. Arrange Industrial Visits, Tours
19. Formation of student chapters of technical bodies
20. Arranging conducting class committee meetings, staff meetings, class rep meetings, counselors meetings, etc.,
21. Organizing department functions, arranging guests
22. Maintaining labs, preparing lab requirements, projecting estimate
23. Providing input on department for AICTE & Anna University Reports, College website updation
24. Identifying the department in charge to act as HOD in charge in the absence of the HOD and intimate the same to the Principal while availing leave
25. Arranging for collection of fee due
26. Slow learning coaching
27. List of nominated counselors, placement representative, disciplinary in charge and alumni coordinator to be submitted to the Dean (placement & student affairs) at the start of the academic year
28. Monitoring lab assistants
29. Interacting with parents
 1. Nominating coordinators among the faculty for the smooth conduct of following activities at both department & college level
 - Examination Cell : 1
 - Time table : 1
 - Result analysis : 1
 - Industrial visits : 1
 - Placement : 1



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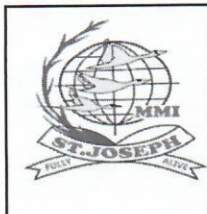
- Association / Seminars / Guest Lectures : 2
- File Maintenance : 1
- Department Library : 1
- Class in charge for every year : 1
- Counselors : 2 or 3 per class
- Disciplinary in charge : 1
- Alumni coordinator : 1
- Class committee chair person for each class
- Representative for college news letter
- Parent teachers meet : 1
- Student chapters : 1
- Center of Excellence : 1
- Incubation Center : 1
- Internship-1

PROFESSOR

The professors represent the elite of the institution. They are dedicated to the development of the institution as Center of Excellence.

DUTIES AND RESPONSIBILITIES

1. Actively participating in the preparation of Department budget
2. Planning for conducting conferences/workshop/seminars, etc.,
3. Initiating R & D work in the department and taking steps to obtain funds from AICTE for the projects
4. Building up relation with nearby industries and develop institution industry interaction through lectures, projects, etc.,
5. Offering industrial consultancy



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6. Taking necessary steps to improve the academic performance of student & effective teaching of faculty
7. Establishing new labs and R & D facilities
8. Guide the faculty to pursue Ph.D
9. Motivating the faculty to carry out research and publish papers in conferences/journals
10. Actively involving in the academic advisory committee

ASSISITANT PROFESSOR

Assistant Professor share the administrative load of the HOD. They act as conveners of different committees constituted in the department level and college level and monitor the functioning of the same

DUTIES AND RESPONSIBILITIES

1. Monitoring the activities of various committees in the capacity of conveners/coordinators
2. To take care of teaching and learning
3. To arrange guest lecture through industry
4. To arrange all possible way to equip the students
5. Maintaining control/monitoring chart
6. Preparation of reports and proposals
7. Maintain file/registers of the department and provide the necessary input to the HOD & college level reports committee.
8. They are the department nominees for ISO/Accreditation committee.
9. Maintaining student discipline by monitoring the dress code, ID card, late coming, malpractices in tests, etc.,



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PLACEMENT CELL

Function

To ensure the employability & industry readiness of the students through consistent training and aiming for 100% placement through on & off campus interviews.

The cell consists of,

- Placement Director
- Placement Officer
- Placement coordinators of the department

Responsibility of Placement Director

1. Identifying the eligible candidate for placement & prepare them for placement through training
2. Identify list of companies who will be the potential employers for them
3. Identify & Partner with placement agencies who can bring us potential employers for on campus interview
4. Plan for on campus & off campus interview
5. Update management regularly on a placement activities
6. Develop students on positive attitude, self-discovery for self-confidence, ethics & value, mind skill development, team buildup, leadership & communication skills
7. Organize Internal & external training for,
 1. I year – communication skills
 2. II year – communication skills and personality development
 3. III year – Aptitude, Group discussion & Special Technical courses
 4. IV year – HR interview, Aptitude, Special technical training, mock interview & interview
8. Identify suitable external training agencies for students need



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9. Identify suitable coordinator from English & MBA department for internal training.
10. Finalize master time table for placement & training hour for every class
11. Get feedback from students & refine the training programme.
12. Establish relationship with Alumni students.
13. Implement any other placement programme suggested by Principal & Secretary
14. Establish internship for departments

Responsibility of the Placement Officer

1. Visit potential employers and qualify the opportunities
2. Report to the Placement Director regularly on progress of the opportunities
3. Organize such a way that 50% placement officers time is spent on visiting the potential employers
4. Arrange for on Campus Interview & Off Campus Interview
5. Network with placement officer of nearby colleges
6. Coordinator in plant training for students
7. Coordinator Industrial Visit for students
8. Suggest companies for final year projects
9. Coordinate with internal & external training agencies for execution
10. Any other assignment given by Placement Director

KEY RESULT AREA OF FINANCE MANAGER

1. In charge of daily collection in the college
2. In charge of all the Accounts in the college (College, Canteen and extra Collection)
3. In charge of person completing the daily accounts and getting signed by the Secretary and Finance Manager

In charge of Documentation Concerning College Accounts

4. In charge of Money (Deposits and withdrawal) from the Bank
5. In charge of person sending weekly accounts to secretary and DFT office



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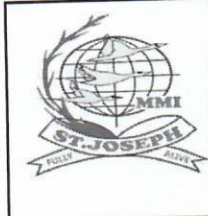
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1. She is in charge of preparing salary list every month along with the Administrator and forward to Secretary
2. She is in charge of deposits in bank and withdrawals with the permission of Secretary/Admin
3. She maintains all the records, bills and vouchers
4. She is in charge of purchase in the college
5. She is in charge of preservation of electricity, water, etc.,
6. She maintains the saving accounts of the college
7. She is in charge of supportive staff of the College
8. She is in charge of General cleanliness of the college campus
9. She is in charge maintenance of college garden

LIBRARIAN KEY RESULT AREA

1. Distribution and return of book with proper entry
2. Accession Register entries storage of the same software
3. Newspaper and backup CD arrangement
4. Classification of books procured and maintenance schedule preparation
5. Journals subscription and maintenance in both forms (hard copy and soft copy)
6. Online subscriptions of journals, follow up of the same for renewal
7. Maintenance of library automation work like barcode preparation, permission to access library in coordination with ID card issuing department
8. Intimation of list of books to be procured as per the regulation
9. Adoption of the policy for book purchase
10. Preparation of auditing work schedule and submission of missing books list to Dean Academic affairs
11. Maintenance of autolib software, data updation and data maintenance

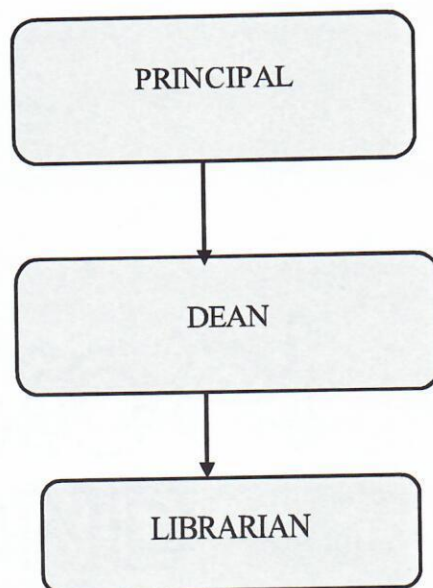


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REPORTING AUTHORIT



PHYSICAL DIRECTOR – KEY RESULT AREA

1. Discipline duty allotment for non-teaching staff in coordination and consultation
2. Dress code and ID card verification along with cell phone check within campus
3. Classroom behavior monitoring and report submission to Dean student Affairs.
4. Maintenance of sport article and report submission in case of repair to Dean Student Affair.
5. Preparation of schedule of various sport events students training prior to the event.
6. Preparation of information regarding financial assistance required from management for sport events
7. Preparation of on-duty list for student regarding sport event and submission of the same.
8. Ground preparation, maintenance and planning requirement for various sports event
9. Auditing schedule preparation for sports equipment periodically and report submission to DSA

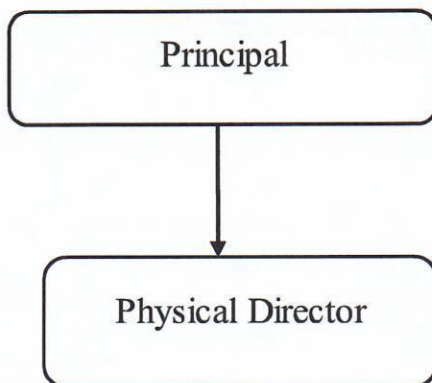


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10. Discipline committee formation for function in co-ordination with DSA
11. Arrangement of various sports event for hostel student within campus after 3.30pm
12. Organizing a Anna university zonal meet every year.



Key Result Area for Administrative Staff

Principal office

1. DOTE, University works, AICTE & AU reports
2. Chairman room maintaining
3. Report (Daily, Weekly, Monthly)
4. Check the University mail, Principal mail
5. All circular, office order, etc.,

College office: 1 (Staff Affairs)

1. Maintenance of staff leave particulars and staff details
2. Maintaining documentation room
3. To maintain the student certificates (I year to passed out students)
4. Laptop, projector maintaining for all department
5. Prepare ID card for staff



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6. In charge of staff interview process
7. To maintain Bond student details and followed up
8. To help in all University Communications

College office: 2 (Students Affairs)

1. To maintain student details like department wise name list, Transport list, Hostel, Christian student and scholarship, etc.,
2. Prepare students ID card
3. Maintaining the students absentees list for everyday
4. To check the college mails and to inform management

College office: 3 (Exam cell & Admission)

1. Admission details and collect the certificate

College office: 4 (Communication)

1. Post receiving & sending
2. Application forms issuing
3. Maintain seminar hall program note
4. Maintenance of staff attendance

College office: 5 (Reception)

1. Communications
2. Enquires (Hostel, Transport, Scholarship, Bonafide)
3. Communicate all the parents call to the department concern

Accounts Department

1. All accounts related work (Fees collection, etc.,)

Nurse



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1. Maintaining the sick students details
2. Attending to the students when they are sick

KEY RESULT AREAS FOR LAB ASSISTANTS

1. Each lab facility/premises is assigned to particular lab assistant
2. Lab assistant will report to lab in charge (Lecturer with his core specialization in that lab courses). The lab in charge will report to HOD.
 1. The reporting includes,
 - His daily tasks & his leave/OD
 - Movement of machines/equipment's in the lab
 - Reporting of preventive/breakdown maintenance required
 3. In addition to that, he is responsible for,
 2. Maintaining the inventory of consumables
 3. Coordinate with the sweepers/cleaners and keep the lab clean
 4. Responsible for all safety issues
 5. Preparing the lab experiments before the lab sessions
 6. Preparing the lab for mode/University practical exams
 7. Maintaining stock register
 8. Maintaining movement register
 9. Maintaining service register
 10. Weekly report maintenance
 11. Reporting system/lab problems to higher authorities
 12. Responsible for the cleanliness of the lab
 13. Responsible for displaying their corresponding lab time tables and other details
 14. Must be in lab for all the time
 15. Checking students dress-code during lab sessions
 16. Students entry/exit log book maintenance



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17. Adhere to the dress code, especially for Mechanical & Electronic lads, safety shoes, half shirt is compulsory

18. Responsible for any other assignments given by the HOD

19. Keeping the labs open till 05.00 pm and on Saturdays

KEY RESULT AREA FOR EXAM CELL COORDINATORS

The Examination cell has been entrusted with the planning, logistics and smooth conduct of University, Theory and Practical examinations of the college.

It is responsible for all maintenance of all students performance records, communication from the office of the Controller of Examinations to the college and vice versa, issue of examination applications to students, submission of examination application at the office of the Controller of Examinations, safe keeping of examination stationery, forwarding of student requests, vide lost marks statements, certificates and enquires.

The Exam cell has been provided with up to date computer systems, communication networks, high speed printers and copiers to enable the smooth functioning of the same.

It is manned by experienced staff as exam cell coordinator (ECE). He/She will function under the guidance of Academic Director and with the Principle & Chief Superintendent during University examinations. He/She will be assisted by minimum two assistant coordinator and two clerical staffs.

General Responsibilities of Exam Cell

2. Acts as a liaison between the office of the Controller of Examinations and the college
3. Coordinate with zonal office for smooth conduct of Practical & Theory examinations
4. Providing information related to University examinations to the students
5. Conducting the model exam examination in both Theory & Practical
6. Conducting the University examinations I both Theory & Practical
7. Conducting unit tests and other internal examinations



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8. Preparing schedule for all internal examinations
9. Making all basic arrangement for conducting examinations & sending the scripts for central valuations
10. Informing the University about the internal marks & sending the scripts for central valuations
11. Analyzing the semester result & preparing rank list to pick up the best student forwarding prizes
12. Keeping the parents informed about their wards performance in Unit tests, model exams & University exams

Specific Responsibilities during University exams

1. Receive from the University copies of time table of the examinations, nominal roll, attendance sheets & the packing slip for each subject, the consolidated registration details
2. Display of time table at the prominent places in the college
3. Satisfactory hall & seating arrangements – reporting as per Proforma 1
4. Ensuring examination commences on time
5. In case of conventional method of receiving question paper, ensuring paper boxes issued to the center are kept in safe custody
6. Accounting of question paper & reporting as per Proforma – 2
7. Maintenance of answer book stock and reporting the usage as per Proforma – 3
8. Signature/facsimile signature of Chief Superintendent (CS) on answer book
9. Organizing adequate number of Hall Superintendent (Internal & External) and providing appointment order as per Proforma – 4
10. Issue of attendance certificate to the staff member drafted for the work relating to the conduct of exams
11. Display of examination invigilation scheme/hall allocation to candidates in the notice boards as per Proforma – 5
12. Display of posters containing nature of violation in the exams & punishment recommended



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13. Collection of unused question papers & unused answer papers along with the absence list as per Proforma – 6 from each hall supervisor after half-an-hour from the commencement of the exams
14. Provision of approved hand book/data book/table to the candidates
15. Provision of water to the candidates
16. Packing of answer scripts
17. In case of malpractice assisting CS to send report as per Proforma – 7
18. Ensuring absent list agrees with the entries on answer-script packages
19. Ensuring stationary supplied to college by the University are properly stored & accounted for
20. Ensuring fullest cooperation to Chief-Superintendent, university Representative & Vigilance squad to carry out any work in the conduct of examination
21. Obtaining contingent advance from CEO to meet out related expenditure
22. Submission of bill with all vouchers & statements showing the remuneration for Hall superintendents and number of staff engaged for examination work as per the Proforma – 8 & 9
23. Submission of a return as per Proforma – 10 for the quantity of stationary & serviceable article remaining at the close of exam and to retain them for the next exam
24. Coordinate with Principal for all Practical exams related issues
25. Ensuring the OMR/Mark sheets of practical exams in safe custody and forward the same to COE before the prescribed time

Key Result Area for Hostel Warden

The Institution provides separate furnished hostel for boys & girls within the college campus. The hostels are maintained and supervised by the sisters of DMI. Apart from providing delicious healthy and hygienic vegetarian and non-vegetarian food, the sisters along with wardens/faculty members closely monitor the activities of the students and also help them in their



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academics. The students can also avail themselves of newspaper, television and magazines. The college provides indoor and outdoor games.

DUTIES OF CHIEF WARDEN

1. He/She is in charge of all the dorm/deputy wardens
2. He/She is also in charge of the students studies after the college hours
3. Setting the time table for holidays, Sundays and other festivals
4. Follow the framed time table of the hostel
5. He/She is responsible to take care of the sick with the help of nurse/warden
6. He/She in consultation with the Administrator can grant leave to the warden
7. Maintain over all discipline of the inmates of the hostel
8. If there is any damage to furniture, infrastructure, electric appliances, etc., the students who has caused the damage to be identified and fined
9. Students who misbehave in the hostel should be found out with the help of wardens and it has to be informed to the authority
10. He/She has to check he daily attendance of the inmates
11. He/She has to check the stock before every purchase
12. All the regulations given to the wardens is also applicable to the chief warden

DUTIES OF WARDEN

1. The warden is the custodian of the students
2. The warden shall show concern for the students
3. The warden shall maintain discipline as per the guidelines given by the management
4. The warden shall maintain good relationship with students' parents/guardian
5. The warden shall maintain the hostel infrastructure up to the standard
6. The warden shall provide as much as information to the students as and when required
7. The warden shall not allow any unauthorized entry in the hostel premises
8. The warden shall maintain hostel timing schedule as per the guidelines for meals, events, study and hostel daily schedule



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9. The warden should maintain attendance in morning and evening and report absentees to the college office
10. The warden shall update chief-warden about all the events and happenings regularly
11. The warden should take care the sick students and provide appropriate support required for the students
12. He/She shall know the individual student by name
13. He/She shall see that the students follow the norms of the hostel
14. Students shall not waste the food and it is the prime duty of the warden
15. He/She shall pay personal attention to every student
16. He/She shall never get anything in cash or kind from parents/students
17. He/She shall maintain the register for outgoing and incoming of students
18. He/She must avoid partiality and remain neutral
19. Frequently check the movement of students, warn and guide those who found in other/friend's room
20. He/She should be with the students during their games and when they are in the hostel
21. He/She have to take care of the cleaning of the hostel with the help of workers
22. He/She have to check, if the tap and other electrical equipment's are switched off in the room when the students leave the hostel and room
23. He/She should maintain a register for the things damaged

In all, the warden should act like a loving mother and strict father.

DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

1. The person who is in charge for the mess must be patient and give motherly care by providing food to the reasonable satisfaction of everyone
2. The mess-in charge is responsible for the quality of food and stick to the timings
3. The mess-in charge shall see the punctuality, cleanliness and healthy atmosphere are maintained in the dining hall, kitchen, hand washing place and vessels cleaning areas



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4. The mess-in charge shall see that the store rooms for vegetables and condiments are maintained properly with the stock lists being updated periodically
5. The mess-in charge shall see that proper planning is done before the actual cooking. Necessary items must be provided and proper supervision of cooking to be done
6. The mess-in charge shall maintain proper registers for fuel, meal, vegetable, condiments and milk. Quantity bought and consumed and further must be informed to the concerned person
7. The mess in – charge shall get the written menu for every meal in Tamil from the office in charge group wise, get the confirmation from the community in charge and pass on written instructions to the cooking master
8. The mess in – charge shall give a helping in cutting the vegetables and when there are more people for meals at any point of time
9. She shall exercise caution and see that vegetables and other condiments are bought in right proportion to the number of guests present in the house
10. She shall taste in advance all the items prepared for serving to make sure that they have the correct proportion of salt spice
11. She shall take care that food is prepared in right quantity and quality. To be safer side, a little more can be prepared but wastage or shortage must be carefully avoided
12. It should be ensured that the vegetables are washed before cooking
13. All the aluminum tins in which the spices are stored must be washed once in a month
14. Every day, the kitchen must be cleaned in the night
15. The freezer in the kitchen is used for storing food stuffs must be cleared at least once in 15 days
16. Before going for purchase, stock list must be prepared with the quantity available and handed over to the superior
17. She shall see to the working condition of the 2 grinders, 1 vegetable cutter, 1 freezer, 1 cooler, 1 pest control machine, 1 micro oven, 1 dough making machine and all electrical goods under this department



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18. She is in charge of refectory, kitchen and vessels therein

19. She is also in charge of the coworkers working there

20. She shall see to it that uniforms of the house keeping girls are maintained neat and clean

She shall calculate and check the income and expense of the mess and submit proper accounts to immediate authority above her




PRINCIPAL
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