

CHAPTER - 1

INTRODUCTION

- 1.1 “The College” means DMI College of Engineering, Palanchur, Nazarathpet, Chennai.
- 1.2 “Premises” means the entire premises of the office of DMI College of Engineering, which includes departments, laboratories, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas and precincts attached to the office of the DMI College of Engineering.
- 1.3 “Board of Management (BoM)” means the “Society of Daughters of Mary Immaculate”, which is the principal entity of the Management of DMI College of Engineering, constituted as per Memorandum and Articles of Association of DMI Foundations Trust (DFT) that governs all the activities of the Institute.
- 1.4 “Chairman” means the Founder of DMI Foundations Trust (DFT) who leads all the Institutions formed under DFT.
- 1.5 “Management” means the Board constituted by the Board of Management that includes Office Bearers and the Principal as members who have the authority to enforce the rules and regulations in the college from time to time.
- 1.6 “Employer” is the Chairman of DMI College of Engineering, empowered and vested with powers by the Board of Management to be of service to the Institute.
- 1.7 “Competent Authority” means any faculty / staff nominated by the Board of Management as the case may be for specific purposes.

- 1.8 “Governing Council” is the highest decision making forum of the Institute to govern all the academic and administrative matters, constituted as per AICTE norms and shall have at least fifteen members including the Chairman and the Member Secretary. The Registered Trust shall nominate eight members including the Chairman and the Member Secretary. Two members who are renowned Industrialists / Technologists / Educationists shall be nominated by the Registered Trust. Apart from the above ten, a Nominee of the affiliating University, a Nominee of the State Government (Ex - Officio), a Nominee of the AICTE (Southern Region) and two faculty members of the Institute out of which one at the level of Professor and other at the level of Assistant Professor. The number of members can be increased equally by adding nominees of the Registered Trust and by adding equal number of Educationists from the Region. However, the total number of members of the Governing Council shall not exceed 21. Special invitees can be invited to participate as member (Educationist / Technologist) in the meetings of the Governing Council.
- 1.9 “Principal” of the Institute is the Member Secretary of the Governing Council and all other committees.
- 1.10 Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.
- 1.11 “Appointing Authority, and the Disciplinary Authority”, under these rules means the Chairman to be of service to the Institute.
- 1.12 This Human Resources Manual is subject to revision by the Board of Management with suitable amendments based on the recommendations of the Office Bearers and the members of the Governing Council.

CHAPTER - 2

RECRUITMENT AND SELECTION POLICY

2.1 TEACHING, ADMINISTRATIVE AND NON-TEACHING STAFF

Classification of Employees

An “Employee” shall be classified as:

Teaching	Administrative	Non-Teaching
<ul style="list-style-type: none"> • Permanent • Probationer • Guest Faculty • Adjunct Faculty • Visiting Faculty 	<ul style="list-style-type: none"> • Permanent • Probationer 	<ul style="list-style-type: none"> • Permanent • Probationer • Casual
<ul style="list-style-type: none"> • “Permanent” employee means one who has completed the specified period of probation or the extended period of probation satisfactorily, and been given the confirmation of probation in writing by the Appointing Authority. • “Probationer” employee means one who is appointed on probation generally for 2 years (probation period) but not given the confirmation of probation in writing by the Appointing Authority. • “Visiting” faculty means a faculty who is regularly employed at another Institution being engaged for teaching / research work by invitation for a certain period, generally for an academic year. • “Adjunct” faculty means a faculty with a high profile, who is unlikely to be in the payroll of the Institute, but offers his / her services free. For instance, he / she may continue to supervise Ph.D. students upon retirement or offer other services of his/her expertise to the Institute pro-bono. 		

- “Guest” faculty means a faculty who is invited to teach course(s) for a specific period in which the work period lasting for a series of lectures. Based on their performance, the Institute shall appoint them as permanent faculty if they met the eligibility criteria.
- “Casual” employee is one who is employed on a day-to-day basis work on daily wages. It refers to a situation in which an employee only has guaranteed work when it is needed and there is no expectation that there will be more work in the future.

2.2 Selection and Appointment

Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. Vacancy Position / Posts required for each department concerned will be approved by the Chairman, based on the recommendations given by the HoD and Principal as per the needs of each department satisfying the norms of Affiliating University / AICTE / UGC.

2.2.1 Recruitment of employees shall be made from one or more of the following sources:

- a. Direct recruitment from outside through open advertisement in the Press / College Website prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
- b. Promotion of existing employees from the lower cadres as per promotion policy.
- c. Recruitment is normally done twice in a year during April / May and November / December.

2.2.2 ELIGIBILITY CRITERIA FOR TEACHING POSITIONS

Assistant Professor (Cadre I – Entry Level)

Qualification	Experience
<p>For Engineering / Technology: First Class Master Degree in Engineering / Technology in relevant branch. Ph.D. is desirable.</p>	<p>Fresh Appointment, experience is not required.</p> <p>Having valid GATE score is preferable.</p>
<p>For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Valid score in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.</p>	

Assistant Professor (Cadre II – Senior Scale)

Qualification	Experience
<p>For Engineering and Technology: First Class Master Degree in Engineering / Technology in relevant branch. Ph.D. is desirable.</p>	<p>3 years of experience at Assistant Professor level.</p> <p>One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p> <p>Valid GATE Score is preferable.</p>
<p>For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Qualified in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.</p>	<p>3 years of experience at Assistant Professor level.</p> <p>One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p>

Assistant Professor (Cadre III – Selection Grade)

Qualification	Experience
<p>For Engineering and Technology:</p> <p>First Class Master Degree in Engineering / Technology in relevant branch.</p> <p>Ph.D. is desirable.</p>	<p>5 years of experience at Assistant Professor level.</p> <p>Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p> <p>Valid GATE Score is preferable.</p>
<p>For Science and Humanities:</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p> <p>Qualified in SET or NET is mandatory.</p> <p>Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.</p>	<p>5 years of experience at Assistant Professor level.</p> <p>Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p>

Associate Professor

Qualification	Experience
<p>For Engineering and Technology:</p> <p>Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree (or both) in Engineering / Technology in relevant branch.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>
<p>For Science and Humanities:</p> <p>Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>

Professor

Qualification	Experience
<p>For Engineering and Technology: Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree (or both) in Engineering / Technology in relevant branch.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>
<p>For Science and Humanities: Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. /M. Phil. in the relevant subject.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>

Principal

Qualification	Experience
<p>Ph.D. is essential.</p> <p>First Class in Bachelor's and Master's Degree in Engineering / Technology</p>	<p>15 years of experience in teaching / research / industry out of which at least 3 years of experience at Professor level.</p> <p>Having good academic record and publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals.</p> <p>Post Ph.D. publications and guiding research scholars are highly desirable.</p>

2.2.3 ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

Administrative / Technical / Non-teaching Staff Recruitment

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
Administrative Staff		
1.	Administrative Officer / Superintendent	<ul style="list-style-type: none"> • Master Degree in Arts or Science or Commerce / Business Administration • Having working Knowledge and skills in Computer operations – MS Office • 10 years of experience in a College setup
2.	Accountant	<ul style="list-style-type: none"> • Master Degree in Commerce / Business Administration • Having working knowledge in computer applications - Tally Knowledge of account maintenance
3.	Junior Assistant	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations
4.	Assistant	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office • 5 years of experience as Junior Assistant
5.	Senior Assistant	<ul style="list-style-type: none"> • Master Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office • 5 years of experience as Assistant
6.	Typist	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office
7.	Attender	<ul style="list-style-type: none"> • S.S.L.C. Pass

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
Technical Staff		
1.	Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • Three years of experience is essential
2.	Senior Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • 8 years of experience, out of which 5 years at level of Technician
3.	Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 3 years of experience
4.	Senior Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 8 years of experience, out of which 5 years at level of Instructor
5.	System Administrator	<ul style="list-style-type: none"> • Bachelor Degree in Engineering in the appropriate branch / MCA • Having working knowledge and skills • Minimum 5 years of experience in computer networking and Internetworking
6.	Site Engineer (Civil)	<ul style="list-style-type: none"> • Bachelor Degree in Civil Engineering • PG in Structural Engineering is preferable • Minimum 3 years of experience in the construction site • Should have Engineering License or State Issued Certified Engineer certificate, in-depth knowledge in Building Construction and Design
7.	Site Engineer (Electrical)	<ul style="list-style-type: none"> • Bachelor Degree in Electrical Engineering • PG in any Electrical Engineering field is preferable • Minimum 3 years of experience in erection or maintenance in High Voltage Installation site • Should have Wireman License / C License

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
8	Supervisor (Electrical)	<ul style="list-style-type: none"> • Diploma / Bachelor Degree in Electrical Engineering • Should have Wireman License / C License • Should possess Supervisor License (S License) / Electrical Supervisor Competency Certificate • Minimum 5 years of experience in the field of erection and maintenance of High Voltage sites
6.	Computer Operator	<ul style="list-style-type: none"> • Bachelor Degree in Computer Science or • A three year Polytechnic Engineering Diploma in Computer Science / Computer Applications / Computer Technology
7.	Language Trainer	<ul style="list-style-type: none"> • Any Master Degree in Language with good Articulation • BEC Higher • Three years of experience as Language Trainer
8.	Conceptual Learning Trainer	<ul style="list-style-type: none"> • M. E. / M. Tech.
9.	Aptitude Trainer	<ul style="list-style-type: none"> • Any Master Degree • Engineering Degree is preferable
Library Staff		
10.	Assistant Librarian	<ul style="list-style-type: none"> • MLIS / M.Phil. / M.Sc. (Information Science) / Equivalent Professional Degree • Knowledge of computerisation of Library • Qualified in SET or NET is mandatory • Ph.D. is desirable • Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.
11.	Librarian	<ul style="list-style-type: none"> • MLIS / M. Phil. / M.Sc. (Information Science) • Ph.D. is essential • 5 years' experience at the level of Assistant Librarian

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
12.	Library Assistant	<ul style="list-style-type: none"> • A pass in Higher Secondary Examination • A certificate course in Library & Information Science • 3 years of experience
Physical Education Staff		
13.	Assistant Physical Education Director	<ul style="list-style-type: none"> • M.P.Ed. / Masters in Sports Science / Equivalent Degree from a recognized University / Institute • Qualified in SET or NET is mandatory • Ph.D. is desirable • Record of having represented the University / Institute in the Inter-University / Inter-Collegiate competitions / State and/or National Championships • Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.
14.	Physical Education Director	<ul style="list-style-type: none"> • M.P.Ed. / Masters in Sports Science / Equivalent Degree from a recognized University / Institute • Ph.D. is essential • Record of having represented the University / Institute in the Inter-University / Inter-Collegiate competitions / State and/or National Championships • At least 5 years of experience at the level of Assistant Physical Education Director

2.2.4 Counting of Past Experience for Appointment / Promotion

Continuous experience of more than one year and above alone will be considered for counting as past experience.

Experience	Counted as
Experience after qualifying M. E. / M. Tech. or M. A. / M. Sc. / M.Phil.	PG Level
	Industrial Experience - Full experience
	Universities - Full experience
	Engineering Colleges – Full Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	Full time Research Associate / Post - Doctoral Fellow – Full Experience
	Previous Teaching experience (before Ph.D.) – Full experience
	Defence Experience – 25 percent of Actual experience under non relevant area; 100 percent of Actual experience in relevant area
Experience after Qualifying B. E. / B.Tech. / B. A. / B. Sc.	UG Level
	Industrial Experience - Half of the actual Experience
	Engineering Colleges – Half of the actual Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	School experience will not be considered.

Note:

While calculating the total past experience for salary fixation, a total of 6 months and above will be treated as one year while a period less than 6 months is not taken into account.

2.2.5 Selection of Teaching and Non-Teaching Employees

Mode of Selection of Regular Faculty

- Direct recruitment to all cadres is based strictly on merit.
- Minimum qualification stipulated by AICTE shall be adopted only if candidates with higher qualification are not available.
- The Institute shall have a strong policy of recruiting candidates with Ph.D. degree for all teaching positions.
- If Ph.D. qualified candidates are not available for a programme, candidates with qualification prescribed by UGC / AICTE shall be recruited.
 - a. Such recruited candidates shall register for Ph.D. within one year of joining. If they fail to register for Ph.D., they shall not be allowed to continue in service beyond 2 years.
 - b. Such candidates have to complete the Ph.D. degree in a maximum period of 7 years from the date of joining.

In all the cases, the following procedures are to be followed:

- At the end of each semester, the HoDs review the faculty position in their departments and prepare a manpower requirement list.
- The manpower requirement list is presented to the Principal and the Principal discusses the requirement in the HoD's meeting and finalize the list.
- The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements can be released in the leading newspapers / College Website
- The applications received (should contain photocopy of mark sheets from Xth Std. onwards) are duly scrutinized by the screening committee of the respective Department chaired by the Coordinator (Academic Courses).

- Candidates should have 65 percent of marks or 6.5 CGPA in UG & PG and 60 percent marks in HSE / Diploma, and also they should not have any history of arrears to the qualifying examination shall only be short listed. In extra-ordinary situation, if the candidate is found to be efficient and also non-availability of suitable candidates in certain branches, special permission may be given to such candidate in consultation with Chairman / Principal.
- Letter of intimation is to be sent by the Principal to the members of the Selection committee for conducting the Selection Process.
- Short listed applicants are intimated to attend a written test, 15 minutes of classroom teaching demonstration and screening by interview on a specified date and time.
- The choice is made by the Selection Committee after interviewing the eligible candidates.
- The Selection Committee finalizes the selection of candidates based on written test, teaching demonstration, interview performance and the decision is intimated to the Chairman for further action to get the approval from the Governing Council.
- The selected candidates will be given the provisional offer of appointment by the Principal subject to the approval of Governing Council.
- The selected candidates are required to fill in the Joining Report which is signed by their respective HoD and the Principal in the prescribed format along with the following enclosures:
 - a. Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.
 - b. Relieving letter from the previous employer, if any.
 - c. Evidence of date of Birth / Proof of age
 - d. Three copies of the candidate's colour photograph.

- e. One set of copies of the SSLC / HSC / Diploma / UG / PG / M.Phil. / Ph.D. certificates duly self-attested and experience certificates (if any or claimed). Originals of the above certificates are to be produced for verification.
- f. Copy of PAN Card and Aadhaar Card.
- g. Any other documents specified by the Management.

2.2.6 Evidence of date of Birth / Proof of Age:

Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- a. Certified extract from Register of Birth and Deaths
- b. Secondary School Leaving Certificate
- c. Matriculation Certificate
- d. Any other document acceptable to the Management

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of employee for all purposes including appointment and retirement.

2.2.7 Composition of Selection Committee:

Every regular recruitment Selection Committee for selection of teaching staff shall consist of the following members:

- a. Chairman or his nominee
 - b. Principal
 - c. External two subject experts (Professor / Associate Professor Level) nominated by the Governing Council
 - d. The concerned Head of the Department
- The meetings of the Selection Committee shall be convened by the Principal with the prior approval of the Chairman of the Institute.

- Four members of the Selection Committee shall form the quorum including the Chairman or his nominee
- If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

2.2.8 Scale of Pay for Teaching Faculty

A teaching faculty shall be appointed in accordance with the existing UGC / AICTE / Affiliating University norms. This does not include the faculty appointed on deputation / ad-hoc basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time as given below:

Category	Pay Scale	AGP
Assistant Professor	Rs.15,600 – Rs.39,100	Rs.6,000/-
Assistant Professor (Senior Scale)	Rs.15,600 – Rs.39,100	Rs.7,000/-
Assistant Professor (Selection Grade)	Rs.15,600 – Rs.39,100	Rs.8,000/-
Associate Professor	Rs.37,400 – Rs.67,000	Rs.9,000/-
Professor	Rs.43,000 – Rs.67,000	Rs. 10,000 /-

Note:

- Structure of Salary Fixation: The salary is fixed for all regular teaching faculty as follows:
(Basic Pay in the Pay Band (A) + Grade Pay (B)) + 20 percent DA* + 7 percent HRA* (rounded to the nearest 100 at the higher side) + Performance Allowance (as applicable and as per stated norms in the Service Rules) + 3 percent increment for every completed year of service.
* As fixed by the DFT General Body as applicable from time to time.
- Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.

- c. For all regular employees recruited, the selection committee shall fix the order of seniority based on the merit of the candidate selected, otherwise the seniority shall be fixed as per the date of joining for duty in the Institute.
- d. Three increments will be given at the entry level of Assistant Professor for candidates with Ph.D. For the existing faculty members, two increments will be given at the Assistant Professor level when they complete Ph.D. degree during their service.
- e. For all the regular teaching faculty, the management approved DA is applicable (20 percent) after the Grade Pay. The increase in Dearness Allowance will be fixed by the DFT General Body as applicable from time to time. For all the teaching faculty, 7 percent of basic pay will be given as HRA rounded to nearest 100 Rupees on the higher side and will be revised by the recommendation of DFT General Body. Performance Allowance (PA) for teaching faculty shall be fixed as per performance criteria (self-appraisal score) and as per the norms stated in the Service Rules.
- f. Faculty who are submitting their highest degree / provisional certificate (Ph.D.) will become eligible for the appropriate salary to the post specified with effect from the date of submission of their qualifying certificate.
- g. Annual increment of 3 percent of (Basic + Grade Pay) will be given for all the regular teaching faculty / non-teaching staff as per the terms stated in the appointment order.
- h. It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.

- i. Every person appointed shall be certified to be of sound mental and physical health for service by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by the management approved Medical Officer. If on such an examination, the employee is found to be suffering from any disease or complaint that is infectious or of an objectionable nature, which continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his / her services.
- j. During any unforeseen challenges in the environmental conditions for a long period or any pandemic or critical situation, the salary for all teaching faculty will be fixed by the DFT General Body till the prevailing conditions become normal.

2.2.9 Scale of Pay for Non-Teaching Staff

A non-teaching staff (administrative and technical) shall be appointed in accordance with the norms as approved by the Governing Council. This does not include the staff appointed on ad-hoc basis. The pay scales of the regular non-teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Governing Council from time to time as given below:

Category	Pay Scale	AGP
Administrative Staff		
Administrative Officer / Superintendent	Rs.9,300 – Rs.34,800	Rs.4,600/-
Accountant	Rs.9,300 – Rs.34,800	Rs.4,200/-
Junior Assistant	Rs.5,200 – Rs.20,200	Rs.2,000/-
Assistant	Rs.5,200 – Rs.20,200	Rs.2,400/-
Senior Assistant	Rs.9,300 – Rs.34,800	Rs.4,200/-
Typist	Rs.5,200 – Rs.20,200	Rs.2,400/-
Attender	Rs.5,200 – Rs.20,200	Rs.1,900/-

Category	Pay Scale	AGP
Technical Staff		
Technician	Rs.5,200 – Rs.20,200	Rs.1,900/-
Senior Technician	Rs.5,200 – Rs.20,200	Rs.2,400/-
Instructor	Rs.5,200 – Rs.20,200	Rs.2,400/-
Senior Instructor	Rs.9,300 – Rs.34,800	Rs.4,200/-
System Administrator	Rs.15,600 – Rs.39,100	Rs.5,400/-
Site Engineer (Civil)	Rs.9,300 – Rs.34,800	Rs.4,200/-
Site Engineer (Electrical)	Rs.9,300 – Rs.34,800	Rs.4,200/-
Supervisor (Electrical)	Rs.9,300 – Rs.34,800	Rs.4,200/-
Computer Operator	Rs.5,200 – Rs.20,200	Rs.2,400/-
Language Trainer	Consolidated Pay Rs.18,000/- + Rs.1,000/- increment every year	
Conceptual Learning Trainer	Consolidated Pay Rs.20,000 /- + Rs.1000/- Increment every year	
Aptitude Trainer	Consolidated Pay Rs.15,000/- + Rs.1,000/- Increment every year	
Library Staff		
Assistant Librarian	Rs.15,600 – Rs.39,100	Rs.6,000/-
Librarian	Rs.37,400 – Rs.67,000	Rs.9,000/-
Library Assistant	Rs.5,200 – Rs.20,200	Rs.1,900/-
Physical Education Staff		
Assistant Physical Education Director	Rs.15,600 – Rs.39,100	Rs.6,000/-
Physical Education Director	Rs.37,400 – Rs.67,000	Rs.9,000/-

Note:

- a. Regular non-teaching staff will be eligible for annual increment from third year of service and DA is applicable at minimum rate of 20 percent after completion of one year of service and for every additional year of service 5% of DA will be raised to the maximum of 60 percent.

- b. While appointing special posts like System Administrator, Site Engineers, Electrical Supervisor, etc., salary may be fixed based on the experience of the candidates and as recommended by the selection committee.
- c. During any unforeseen challenges in the environmental conditions for a long period or any pandemic or critical situation, the salary for all non-teaching staff will be fixed by the DFT General Body till the prevailing conditions become normal.

2.2.10 Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the DFT General Body from time to time for all regular employees.

2.2.11 Probation

- All employees irrespective of their cadre will be on probation for a period of two years when they are recruited for the posts. During the period of probation, the employee will be assessed on their performance. The status of employment will be confirmed after the successful completion of probationary period.
- Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HoDs to correct the same. If he / she continues to be deficient in his / her work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- Recommendation for extension of probation / confirmation of an employee shall be forwarded by the Principal to the Chairman of the Institute. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.
- The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his / her appointment will be terminated or reverted to the post held prior to the promotion by the Management.

CHAPTER - 3

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

3.1 General

The Performance Based Appraisal System stipulated by UGC / AICTE is closely followed and all faculty members have to estimate their self-appraisal score, which will be verified by the respective HoD and the members of the staff-appraisal committee.

Annual Appraisal Form of every employee is generally filled up at the end of every year. The Appraisal Form and the Confidential Report are the documented evidence on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee in writing and acknowledgement shall be obtained. The provision of annual increment, special allowance, promotion or de-promotion or initiation of any disciplinary action is solely based on performance / non-performance / mis-performance of the employee as indicated in the self-appraisal report.

Annual Appraisal Report is generally to be filled up by the faculty members for every calendar year and to be submitted on or before 31st January. The IQAC approved format for PBAS has to be followed.

3.2 Performance Criteria (Key Result Area) for Teaching Faculty:

3.2.1 Professor / Associate Professor

- a. One or more scholars had been awarded Ph.D. degree and consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, additional two publications in SCI / SCIE journals for every period of 3 years.

- b. Two papers are to be published in International or National Journal with at least one publication in a reputed peer-reviewed SCI / SCIE journal during the course of every appraisal year.
- c. National / International Conference / Workshop is to be organized in single / multi-disciplines in every two years duly funded by Government / Private Agencies.
- d. Two papers are to be presented in person in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.
- e. One Book / one or two chapters in a book is to be published or Book(s) edited, which are to be published by reputed International / National Publishers (like Elsevier / McGraw Hill, etc.,) over a period of three years.
- f. Atleast one externally funded research / consultancy project is to be obtained over a period of three years.
- g. The pass percentage of the class handled should be consistently more than 75 percent every year.
- h. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- i. Evidence of peer recognition in terms of Invited talks, keynote address / prestigious committee membership, etc.

3.2.2 Assistant Professor (Selection Grade)

- a. Consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, additional one publication in SCI / SCIE journal in every 2 years.

- b. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE journal during the course of every appraisal year.
- c. Two papers are to be presented in person in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.
- d. Atleast one externally funded research / consultancy project is to be obtained or applied over a period of three years.
- e. The pass percentage of the class handled should be consistently more than 75 percent every year.
- f. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- g. Industrial Visits are to be organized for the students every year.

3.2.3 Assistant Professor (Senior Scale / Entry Level)

- a. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE / SCOPUS journal during the course of every two years.
- b. One paper is to be presented in person in a National or International conference organized by a reputed research institution preferably in higher learning institution during the course of the assessment year.
- c. The pass percentage of the class handled should be consistently more than 75 percent every year.
- d. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- e. Industrial Visits are to be organized for the students every year.

3.2.4 Annual Increment

- Annual increment according to the scale applicable to the employee shall be granted after every year of service, if the work and the conduct of the employee are satisfactory.
- The performance appraisal score will be intimated to the staff concerned to make awareness of the employee's own strengths and weaknesses and to facilitate improvement in the performance.
- When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, the increment will fall due after the employee completes one year of service in the higher post.
- The increment date will be postponed in proportion to the number of days the employee is on leave on Loss of Pay.
- An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1st July (for all regular employees) of every year.

3.3 Non- Teaching Staff Performance Appraisal System

The performance criteria for the non-teaching staff are defined in their respective appointment orders. The staff performance will be evaluated by the staff's Subordinate, Colleague, Superior (HoD) and the Performance Appraisal Review carried out by the Administrative Office.

Appraisal based on	Value (%)
Subordinate	5
Colleague	15
HoD	40
Administrative Office	40

3.4 Promotion Policy

- The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.
- Availability of posts will be based on the statutory requirement of the norms stipulated by UGC / AICTE / Affiliating University. All the promotions should be made through appropriate Selection Committee.
- For promotion to all higher positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification, taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.
- However promotion may be given irrespective of vacancy, provided the candidate fulfils all the requirement as per UGC / AICTE norms and recommended by the Selection Committee.
- An employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall not be promoted until he is unconditionally reinstated or exonerated.
- One of the Professors / Associate Professors in the Department shall be appointed as Head of the Department based on the merit by the Principal with the approval of the Chairman.

3.5 Transfers

- In general, a staff member selected for appointment is attached to the department to which he / she was selected.
- However all employees are liable for transfer from one department to another at the sole discretion of the Management or with the approval of the Governing Council with proper justifications in the interest of the Institute and depending upon the need and exigency.

- All employees are liable for shifting from one discipline / function, centre, department, section, branch etc., to another provided that such transfer does not adversely affect the nature of duties as per the terms of appointment.
- The salary of the individual concerned shall remain intact except in the case of transfer requested by an employee for his personal reasons.
- In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his / her service.

3.6 Retirement

- Every teaching and non-teaching staff of the Institute will retire from service on completing 60 years of age. However, a retired teaching faculty can be re-employed on consolidated pay as decided by the Management up to the age of 65 considering his / her physical fitness and the meritorious service of the faculty. Such appointment shall be extended every year up to the age of 65.
- Retired teaching faculty / non-teaching staff who are physically fit and whose services are considered necessary and beneficial to the Institute, the Management may reappoint the teaching / non-teaching employee on contractual basis for a period of one year with consolidated salary and the tenure shall be extended up to the 65 years based on the requirement.
- A faculty who is holding any administrative position at the time of retirement, shall be reappointed as a teaching faculty based on his / her willingness in the respective department up to the age of 65 provided his / her service is deemed to be necessary to the Institute.
- In respect of a teaching faculty attaining the age of retirement on a particular day, he / she shall continue on his / her own willingness till end of the month or may be reappointed with the permission of Chairman till the end of academic year.

- In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed to receive duty pay for the holiday. The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule.

3.7 Resignation of Service

- If an employee desires to resign, he / she must give notice for resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily be allowed to resign during the course of an academic year.
- A faculty member can give notice of resignation only in the month of March so that the resignation will be processed and the employee will be relieved in the month of June of the same year i.e., 3 months after the submission of resignation letter or subject to the discretion of the Management.
- A Probationary / confirmed teaching employee can request for relieving during any period subject to he / she agrees to pay three months Gross salary if agreed by the authorities.
- The Management reserves the right to accept or reject the resignation with effect from the day deemed fit, irrespective of the notice period given by the employee.
- Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the relieving order is issued to the employee concerned, he / she shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.

- On receipt of the notice of resignation, the Principal shall advise the concerned authorities to stop the payments, issue of materials, etc., to the employee. No service certificates, testimonials, etc., are to be issued until the resignation is accepted and once the letter of acceptance is given, the accounts will be settled.
- When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his / her dues to the College, hand over the documents, cash, equipment, library books and other properties held in his / her custody, vacate the quarters occupied by him / her to obtain the No Dues certificate to that effect. The Management reserves the right to recover the outstanding amounts to the College from the dues to the employee or as decided by the Management.
- The exception to the rule is when a female employee resigns on the reason that her marriage is scheduled.
- After all the formalities are completed and the No Dues certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

3.8 Abandonment of Service

If an employee remains absent for more than 7 consecutive working days without prior sanction of leave he / she shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he / she is also liable for disciplinary action as per rules, at the discretion of the Management.

3.9 Termination of Service

No notice will be required to be given in case the service of an employee is terminated for the reason such as misconduct / indiscipline / negligence of service / non-performance. The Management shall relieve such employee without notice but with 3 months' salary compensation.

CHAPTER - 4

DUTIES AND RESPONSIBILITIES

4.1 General

The following are the duties and responsibilities of the various members of the Management, faculty and administrative / non-teaching staff members of the DMI College of Engineering, Chennai. They follow conjointly with the Rules and Policies of the affiliating University and the policies of the Institute without any contradiction.

4.2 Major Functions and Responsibilities of Governing Council

4.2.1 Constitution of Governing Council

The Governing Council for the DMI College of Engineering is constituted as per the AICTE guidelines as shown in the following Table to look into the administrative and academic activities of the Institute.

No. of Member(s)	Category	Nature
7	Management	Founder (DMI Foundations) – Chairman Representatives from DMI Foundations: Managing Trustee / Correspondent / Director / Administrator
2	Teachers of the College	Nominated by the Principal based on seniority by rotation
1	Educationist	Nominated by the Management
1	Industrialist	Nominated by the Management
1	AICTE (Southern Region) Nominee	Nominated by Southern Regional Office, AICTE
1	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1	University Nominee	Nominated by the Affiliating University
1	Principal of College	Ex-Officio

4.2.2 Functions and Responsibilities of the Governing Council

The Governing Council gives directions to the College Management in all academic, administrative and research activities.

- The Governing Council shall guide the Institute to fulfil its Vision and monitor all the activities to achieve the goal.
- The Governing Council shall facilitate for the provision scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Competent Authorities.
- The Governing Council shall approve the proposal for the introduction of new courses / programmes of study.
- All recruitments of Teaching Faculty / Principal shall be made by the Governing Council in accordance with the policies laid down by the AICTE / UGC and the Affiliating University from time to time.
- The Governing Council shall approve annual budget of the Institute with the consent of the Finance Committee.
- The Governing Council shall perform such other functions and introduce committees, as may be necessary and deemed fit for the proper development of the Institute.
- The Governing Council shall formulate academic objectives of the Institution and guide the Institute towards the achievement of the same.
- The Governing Council shall examine the recommendations made by the departments / stakeholders and take appropriate decisions to improve the academic standards of the Institute.

- The Governing Council shall monitor the academic, research and other related activities of the Institute and provide suggestions and recommendations for consistent and conducive academic environment.
- The Governing Council shall prepare the strategic plans for strengthening of finance, infrastructural development and recruitment process.
- The Governing Council shall consider the recommendations of the staff selection committee and approve the same.
- The Governing Council shall consider the letters and notifications received from the University, Government, DoTE, AICTE, UGC etc. and suggest appropriate actions to implement policy decisions.
- The Governing Council shall suggest suitable strategies to improve admission status and to formulate admission policies.
- The Governing Council shall encourage and facilitate the Institute to apply for Accreditations / Certifications / Ranking.
- The Governing Council shall facilitate and encourage the faculty to apply for research projects / funded projects / consultancy / proposals
- The Governing Council shall monitor the skill development programmes for the students and faculty development programmes and guiding the Institute appropriately to achieve the end objectives.
- The Governing Council shall facilitate starting of new UG / PG programmes, deciding on discontinuing any existing programs and increase / decrease intake into any UG / PG programme.
- The Governing Council shall consider the recommendations of Academic Committees and direct the authorities for implementation.

- The Governing Council shall scrutinize the Self Appraisal score and the recommendations of the members of the Faculty Appraisal Committee to take decisions on the capacity building of the faculty.
- The Governing Council shall facilitate tie-up with the foreign Universities / industries through MoUs to make vibrant collaborations.
- The Governing Council shall examine the budget proposals and accord approval and pass the annual budget.
- The Governing Council shall facilitate checking the audited income and expenditure statements and approve the same.
- The Governing Council shall consider and facilitate the Institute to resolve legal / court cases, if any.
- The Governing Council shall scrutinize the recommendations of the disciplinary committees and suggest appropriate actions based on the severity of the issues.
- The Governing Council shall take decisions on the amendment of rules, regulations and policies of the Institute as per the norms of statutory bodies.

4.3 Powers and Responsibilities of the Principal

- The Principal shall be the Head of all academic activities of the Institute.
- The Principal shall develop a long term model for the Institution and work for realizing the Vision of the Institution in close association with the top management.
- The Principal shall be responsible for developing policies towards effective teaching, research and extension activities of the Institute.

- The Principal shall supervise the effective functioning of the Heads of various Departments, Coordinators, Faculty Members and Administrative / Non-teaching Staff of the Institute.
- The Principal shall receive all the communications from the Government / AICTE / UGC / Affiliating University and responsible for the implementation of the action plan to satisfy the orders such received with the consent of the Chairman regularly / immediately for such actions.
- The Principal shall facilitate all functions of the College by accommodating relevant norms / rules / regulations illustrated in this HR Manual with a view to create learning friendly and research specific environment.
- The Principal shall discuss with the Chairman regarding the requirement of any infrastructure / equipment well in advance before preparing annual budget and get it included.
- The Principal shall submit a report of utilization of funds allotted for all departments in the particular year to the Chairman before preparing the next year's annual budget.
- The Principal shall assist the Chairman in preparing the annual budget for the next year in the month of January itself so that it can be finalized within the month of February.
- The Principal shall be aware of the financial burden to the Institute and plan accordingly to prepare the budget proposals.
- The Principal shall bring to the notice of the Chairman on any unauthorized expenditure or other financial irregularities and suggest appropriate action to be taken against person(s) at fault.
- The Principal shall prepare a weekly report of the leave / absent register of all employees with the help of the Administrative Officer and submit the same to the Chairman on every Monday.

- The Principal shall implement all the decisions of the Chairman through the HoDs, Administrative Officer and other coordinators within the stipulated time.
- The Principal shall communicate the decisions of various meetings of the Institute to the concerned members within a time limit of three days.
- The Principal shall assist the Chairman / Management in making policies and taking decisions on setting goals and achieving them using the resources available to develop infrastructural facilities, amenities for the students and research laboratories for the faculty with international ambience.
- The Principal shall co-ordinate all the activities related to the Institute with the Anna University, AICTE / UGC, State Government / DoTE and NBA for Affiliation, National Ranking, Accreditation and other related works.
- The Principal shall execute the mission to achieve the goals adopting the policy of the Governing Council giving top priority for discipline and quality education.
- The Principal shall facilitate for the Admission of students under Government / Management / NRI Quota.
- The Principal shall arrange periodical meetings with the HoDs / Coordinators / Faculty / Administrative Staff to monitor the progress and growth with the aim of raising the status towards Institute of Excellence.
- The Principal shall report the important events of the Institute regularly to the Chairman.
- The Principal shall suggest effective internal controls in the financial and accounting system with the approval of the Chairman.
- The Principal shall implement all decisions of the Chairman and the Board of Management within seven days from the date the decisions were made.
- The Principal shall be responsible for planning manpower for effective execution of long as well as short term teaching and administrative activities.

- The Principal shall inspect the academic departments and guide them towards effective & purposeful functioning.
- The Principal shall represent the College in various International, National, State and regional level bodies, societies, councils, meetings as required.
- The Principal shall improve the environmental conditions of the campus to bring conducive environment for study and work.
- The Principal shall take necessary steps to improve the status of placement / higher education and to prepare the students for high end entrance examinations.
- The Principal shall develop a strong association with industries, research and consultancy establishments and signing MoUs aimed at improving specific strengths of the Institution.
- The Principal shall get the Industrialists and educationalists for the Governing Council and other advisory bodies of the Institution with the consent of the Chairman.
- The Principal shall coordinate with the Chairman for the recruitment of Teaching and Non-Teaching Staff.
- The Principal shall be the Chief Warden of both boys and girls hostels.
- The Principal shall take necessary steps to conduct the events such as College Day, Sports Day, Hostel Day and Graduation Day etc.
- The Principal shall focus on building an image for the Institution at an overall level.
- The Principal shall exhibit the true qualities of a leader by being a role model.

- The Principal shall work with the faculty and staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
- The Principal shall be responsible to maintain discipline between staff / students and other employees in the entire campus.
- The Principal shall be very transparent with the Chairman and other office bearers of the Institute.
- The Principal shall attend other works assigned by the Management and Governing Council and could take up many more functions suiting to the requirements and needs of the Institution from time to time.

4.4 Roles and Responsibilities of the Research Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Research Coordinator for a period of three years from the date of appointment.

The Research Coordinator shall be vested with powers to monitor the complete activities of each research scholar and examine all matters from admission to award of Ph.D. Degree as per regulations stipulated by the Affiliating University.

- The Research Coordinator shall make recommendations on the infrastructural development for the research activities proposed by the Faculty / Research Scholars.
- The Research Coordinator shall make recommendations / suggestions on the eligibility criteria before applying to the Affiliating University for Research Centre Recognition.
- The Research Coordinator shall scrutinize the eligibility norms of the faculty towards obtaining Supervisor status from the Affiliating University.

- The Research Coordinator shall make recommendations on the constitution of Doctoral Committees.
- The Research Coordinator shall make recommendations / suggestions on the list of examiners (Indian / Foreign) for thesis evaluation and conduct of viva voce examination before submitting to the Affiliating University.
- The Research Coordinator shall maintain the income and expenditure statement for every financial year considering all the research activities in the campus.
- The Research Coordinator should manage effectively and efficiently the research programmes and administration affairs of the research centres of the Institution.
- The Research Coordinator shall create an environment conducive to intellectual and research growth.
- The Research Coordinator shall identify opportunities for externally funded R&D projects, apply for funding, submit project proposals and follow up with the funding agencies for securing sanction of projects.
- The Research Coordinator shall prepare R&D budget including seed money for faculty for research, incentives, project cost and funds for budget proposals.
- The Research Coordinator shall submit reports to the Principal every semester on the progress of R&D activities, status of sponsored research project proposals and the actions to be taken to meet the targeted performance.
- The Research Coordinator shall identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

- The Research Coordinator shall ensure that the laboratory facilities are being utilized optimally through R&D / consultancy related activities.
- The Research Coordinator shall identify prioritized research areas based on the expertise available in the Institute.
- The Research Coordinator shall take additional measures to check for the competence of the research scholars in their area of research before allowing them to appear for comprehensive examination.
- The Research Coordinator shall invite eminent professors / researchers to interact with the faculty and students.
- The Research Coordinator shall facilitate national and international conferences in association with the concerned departments and shall invite eminent scientists / technologists in specialized / emerging areas for key note addresses and for participation.
- The Research Coordinator shall develop plans, and co-ordinate efforts of departments of the Institute to obtain recognition for their research activities by national and international agencies such as UGC, DST, ICSSR, ICHR, etc.
- The Research Coordinator shall fix yearly targets for research publications by the faculty in the peer reviewed journals and regularly monitor the progress towards achievement of targets.
- The Research Coordinator shall maintain database of paper presentations, paper publications and publication of books by the faculty of all the departments.
- The Research Coordinator shall motivate the eligible faculty to guide research scholars.

- The Research Coordinator shall establish policies to check malpractices and misconduct in research.
- The Research Coordinator shall encourage the faculty to utilize their expertise for consultancy services.
- The Research Coordinator shall constitute the Institutional Review Board for scrutiny of project proposals and certification.
- The Research Coordinator shall initiate and co-ordinate signing of MoUs with other institutions and industries for collaborative research with an objective to enhance the quality and output of teaching-learning, research and development activities.
- The Research Coordinator shall report to the Principal for all the research related events and activities in the campus.

4.5 Roles and Responsibilities of Academic Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Academic Coordinator for a period of three years from the date of appointment.

- Academic Coordinator shall act as Vice Principal of the Institute.
- Academic Coordinator shall work as a mentor for students, teaching and non-teaching staff members of the Institute.
- Academic Coordinator shall be the Convener for the meeting of the Performance Analysis Committee chaired by the Principal.
- Academic Coordinator shall look after the Academic Regulations of the Affiliating University relating to all courses of study offered by the Institute.

- Academic Coordinator shall convene the meeting of the Performance Analysis Committee with the consent of the Principal, once in a semester to analyse the performance of the students of all courses.
- Academic Coordinator shall arrange to conduct with the consent of the Principal, the internal academic audit once in a semester and the external academic audit once in a year and the suggestions and recommendations shall be collectively submitted to the Performance Analysis Committee (PAC) and communicate the resolutions of PAC to the Governing Council.
- Academic Coordinator shall look after the Students Section of the Institute and through his / her office, keep the records pertaining to each student from the date of admission till the date of graduation.
- Academic Coordinator shall look into the scholarship and disbursal management.
- Academic Coordinator shall prepare the Academic Calendar with the consent of all HoDs well in advance before the commencement of every academic year and present the same to the Principal for further action.
- Academic Coordinator shall be the Chairman of the Mentors Forum, which shall be organized once in a semester to consolidate the students' requirements and communicate to the Governing Council through Principal to take appropriate decisions.
- Academic Coordinator shall monitor the quality of teaching of all faculty and the instructional methodologies adopted by each faculty and communicate the consolidated rewards / remarks to the Performance Analysis Committee.
- Academic Coordinator shall be responsible to approve Institute level electives and Allied electives proposed by HoDs, faculty as well as students every semester in compliance with the Regulations.

- Academic Coordinator shall encourage and motivate the students and faculty for a good teamwork and create professional development opportunities for all.
- Academic Coordinator shall coordinate the meeting of the Staff Appraisal Committee with the consent of the Principal every year to monitor the progress of each faculty, preferably towards the end of odd semester and consolidated reports shall be presented to the Governing Council.
- Academic Coordinator shall assist the Principal towards interaction with industries, leading institutions and research organizations in the National and International level and sign MoU.
- Academic Coordinator shall assist the Principal to conduct periodical HoD and staff meetings to monitor the academic performance of the Institute.
- Academic Coordinator shall take necessary steps to conduct Graduation Day and Fresher's Induction Day Functions in consultation with the Principal.
- Academic Coordinator shall prepare and getting approval from the Management in association with the Principal regarding budget allocation for various academic activities.
- Academic Coordinator shall support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE / UGC, NBA, Affiliating University, DoTE, DST, CSIR, Tamil Nadu State Council for Science and Technology and other authorities.
- Academic Coordinator shall assist the Principal in the preparation of agenda and notes for the periodical meetings of the Governing Council and provide support in planning and creation of infrastructural facilities for the development of the Institute.
- Academic Coordinator shall perform such other academic related duties as and when arise or instructed by the Principal to meet the standards of quality technical education.

4.6 Roles and Responsibilities of the Examination Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Examination Coordinator for a period of three years from the date of appointment.

- Examination Coordinator shall frame the guidelines of conducting internal assessments every semester and to recommend modifications required if any from time to time.
- Examination Coordinator shall facilitate to examine the quality of question papers for the internal assessments and the evaluation system.
- Examination Coordinator shall scrutinize the recommendations of the Performance Analysis Committee.
- Examination Coordinator shall verify and approve the income and expenditure statement regarding conduct of assessments / examinations every semester and shall monitor the budget towards conduct of the examinations.
- Examination Coordinator shall submit all the results of internal assessments to the Academic Coordinator and the end semester results provided by the affiliating University for elaborate discussion about the performance in the Performance Analysis Committee.
- Examination Coordinator shall prepare the schedules for the Internal Assessments with the consent of Academic Coordinator and follow the schedules provided by the affiliating University for Practical / End Semester (regular and arrear) examinations for every semester.
- Examination Coordinator shall monitor the entire process of conduct of internal assessment examinations.

- Examination Coordinator shall prepare various proforma documents and forms for record keeping and monitoring all examination related activities.
- Examination Coordinator shall circulate all the examination related forms on time to the respective Head of the Department.
- Examination Coordinator shall exercise general supervision over the conduct of examinations of the Institute.
- Examination Coordinator shall submit the approved results of the internal assessments to the affiliating University through Principal within stipulated time.
- Examination Coordinator shall constantly review the internal assessment pattern in order to enhance the quality of the academic system.
- Examination Coordinator shall communicate the malpractices, if any identified, during end semester examinations to the Anna University through Principal with the recommendation of Internal Enquiry Committee and submit the details to the Complaints Appeal Committee for further action.
- Examination Coordinator shall perform any other matter connected with examinations from time to time as assigned by the Principal.

Further, the Examination Coordinator shall follow the guidelines with respect to “during examination” and “post examination” processes, which have been laid down by the affiliating University.

4.7 Duties and Responsibilities of Heads of the Departments

The Head of the academic Department is overall responsible for establishing an ideal and conducive learning environment in the department and promoting the departmental activities to achieve its objectives and in turn, the objectives of the Institute. The following are the duties and responsibilities of the Heads of the Departments:

- The Head of the Department (HoD) shall strive to maintain overall discipline of the students with the involvement of faculty / staff members of the department.
- The HoD shall coordinate all the activities of the faculty / staff in the department to offer quality education to the students.
- The HoD shall allocate course works (both theory and practicals) considering the competency level, domain interest or willingness of the faculty members.
- The HoD shall prepare and finalize the academic time-table, internal examination time-table in association with the faculty members of the department and forward the same to the Principal through academic and examination coordinators.
- The HoD shall coordinate semester by semester development of schedule of course offerings.
- The HoD shall assist the Examination Coordinator to ensure smooth conduct of internal / external examinations including question paper setting, continuous assessment of theory and practicals.
- The HoD shall check periodically the tutorial sessions conducted and quality of continuous assessment and give suitable suggestions for improvements.
- The HoD shall encourage the faculty members to develop the laboratory facilities as per the curricula requirement and to maintain the existing facilities.

- The HoD shall make arrangements to meet the requirements of the department such as faculty / staff, equipment, departmental library books, text books, and other infrastructure facilities.
- The HoD shall facilitate each faculty in the preparation and processing of self-appraisal of performance and forward the same with recommendations to the Principal through Academic Coordinator.
- The HoD shall identify the talented students and encourage them to pursue for higher studies / extreme opportunities towards career growth.
- The HoD shall encourage the faculty members in association with Research Coordinator to apply for research / consultancy projects to various Government / Private funding agencies and to execute the activities for successful completion of the work.
- The HoD shall encourage the faculty members to publish research articles in reputed / peer reviewed journals.
- The HoD shall convene and chair the faculty meetings, at least, once in a month with a quorum of 50 percent of faculty strength and shall maintain the agenda and minutes of the meetings.
- The HoD shall convene and chair the meetings of the Department Purchase Committee to discuss the purchase of equipment and utilization of funds allocated to the department in the Annual Budget.
- The HoD shall maintain a Stock Register for consumable / non-consumable goods purchased by the department. The HoD shall make necessary arrangements for stock verification at the end of every financial year with the involvement of the faculty / staff members of the department and shall report the same to the Principal through Academic Coordinator.

- The HoD shall monitor and maintain discipline among the faculty, students and research scholars. Whenever infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Academic Coordinator and the Principal for appropriate action at their end.
- The HoD shall attend all the meetings of Heads of the Departments chaired by the Principal / Academic Coordinator. If, for any reason, the Head of the Department is not able to attend the meeting, a faculty member shall be deputed by the HoD to attend the same. The HoD shall exchange the information discussed / deliberation of such Heads of the Departments meetings in the faculty meetings for smooth / effective academic administration / delivery.

The Head of the Department shall maintain the following records:

- a. Attendance registers of the Research Scholars in the department
 - b. Attendance registers of the Students
 - c. Agenda and minutes of the meetings with faculty
 - d. Agenda and minutes of the Department Purchase Committee
 - e. Separate File for each faculty and staff member of the department
 - f. Stock registers
- The HoD shall maintain all records as stipulated by the NBA / NAAC / NIRF or any other National / International agencies for ranking and accreditation.
 - The HoD shall arrange, organize and facilitate faculty members for conducting seminars / workshops / conferences and other extension activities.
 - The HoD shall assist the Research Coordinator in conducting regular research meetings and facilitate healthy discussion on the research works carried out by the research scholars and the faculty.

- The HoD shall develop strategic and futuristic plans in association with the faculty members for the progress of the department.
- The HoD shall sanction Casual Leave and leave to attend other Official Duty to the faculty / staff as per the norms of the Institution.
- The HoD shall assist the Research Coordinator to develop Industry – Institute interaction.
- The HoD shall check the course files maintained by the faculty members periodically and suggest corrective measures.
- The HoD shall prepare and review course evaluation and programme evaluation reports with the help of Academic Coordinator and faculty members and present the same to Performance Analysis Committee chaired by Principal.
- The HoD shall collect the CO-PO-PSO attainment reports from each faculty for each course in every semester, the consolidated remarks, suggestions and recommendations to tune the course outcomes and shall communicate the same to Academic Coordinator for further action-
- The HoD shall participate actively in the Performance Analysis Committee and give suggestions / recommendations for improvement of courses and programmes.
- The HoD shall have frequent monitoring of Institute's Website for its proper and regular updates.
- The HoD shall ensure the overall maintenance and cleanliness of the department.
- The HoD shall forward all the applications / requisitions of faculty members to the higher authorities with appropriate guiding comments / recommendations for effective / smooth administration.

4.8 Duties and Responsibilities of Faculty members

Every faculty member is expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him / her from time to time and will conform to such directions that shall be given to him / her by their superiors. The teaching work load will be allotted by the HoD after taking into account of the interests of the faculty members.

The following are the duties and responsibilities of faculty member appointed in an academic department of the Institution:

- The faculty member of the DMI College of Engineering shall carry out teaching, research and extension activities for the development of the department, Institute and in turn to the society.
- The faculty members shall devote their entire time to the work assigned to them by the authorities of the Institute.
- The faculty member shall build research infrastructure in the department by obtaining research grants from funding agencies.
- The faculty member shall prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.
- The faculty member shall participate in all meetings and departmental activities organized by the Head of the Department regarding laboratory development and maintenance, department library, periodical stock verification, department purchase, organize and conduct of seminars / conference / workshop etc.
- The faculty member shall strive nurturing of Industry - Institute interface and other academic activities.

- The faculty member shall do attend Faculty Development Programmes every year, do publish research articles in peer reviewed journals and do attend online courses in the thrust areas conducted by reputed institutions to enrich and update their knowledge.
- The faculty member shall be self-disciplined and shall maintain discipline among the students in the class rooms and laboratories and should not show partiality to any group of students or individual student.
- The faculty member should go to the class in time and engage the full period and should not leave the class early.
- The faculty member should take care of slow learners and pay special attention to their needs by conducting special classes.
- The faculty member who has been designated as Mentor should update the students' personal files regularly and put up for inspection by the HoD / Principal / Academic Coordinator as the case may be.
- Every faculty member should maintain students' attendance records.
- The faculty member shall inform to the Class Advisor or Mentor about the regular absentees, slow learners, students with objectionable behaviour etc.
- The faculty member shall prepare the lesson plan once the subject is allotted. The lesson plan and the course file should be approved by the HoD and Academic Coordinator. The course file consists of preface about the subject to be handled, lecture notes, hand-outs, Power Point Presentation slides, test / assessment question papers, two model answer scripts for each test / assessment, assignments, previous year University question papers and feedback analysis report etc.
- The faculty members shall prepare the course file in the prescribed format for each semester for all the subjects handled by them and keep the same for stipulated period of time as instructed by the superiors.

- The faculty member shall correct the assessment papers within 3 days from the date of the examination and the marks shall be submitted to the Examination Coordinator through HoD collectively before entering into AU portal.
- Each faculty should have a good knowledge of the accreditation process and its requirements.
- Each faculty shall fill up the self-assessment form for performance appraisal and submit the same to the HoD every year.
- The faculty member shall plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities and in turn for the benefit of the Society.
- The faculty member shall undertake the administrative responsibilities of the Institute whenever required in addition to regular teaching and research works.
- The faculty member shall send any correspondence or communicate to the higher / competent authorities only through the Head of the Department or with prior approval.
- The faculty member shall obtain prior permission from the Head of the Department for availing any Leave and On-Duty permission for attending other Official Duties (OD).
- The faculty member shall enter all purchases in their research projects and other grants in the common Bill Passing Register and Stock Register of the department; shall return all the non-recurring items to the department at the time of departure from the service.
- The faculty member shall prepare laboratory manuals for conducting practical classes and shall help the students for clarifying their doubts.
- They should also take up additional responsibilities assigned to them by the HoD / Principal / Academic Coordinator and Chairman from time to time.

4.9 Responsibilities of the Faculty in Class Room

- Faculty are the role models or key players in the class room.
- The behaviour of each student starts from the class room.
- Nothing can be learnt in a messy or hectic atmosphere.
- Both teachers and students should accept and consistently observe the set of rules to overcome the potential barriers of both organizational problems and trouble making circumstances.
- Discipline should be acknowledged as a prerequisite for smooth and meaningful learning.
- Each faculty should facilitate an optimal learning environment in the class room.
- Each faculty should start a class with good discipline plan.
- Each faculty and student should be motivated by a sense of professionalism.
- Well-disciplined class room will always stimulate the students to act the way as we wish.
- The strategies followed by every teacher in maintaining the discipline may vary. But how the teacher tries to teach his / her students effectively should be constant.
- Each faculty should set the class room as per the learning requirement.
- The instructive role of a teacher always makes the classroom be more disciplined.

Many students, for some reasons, do exhibit unethical behaviours in their classrooms. The faculty need to think about why unwanted and disruptive behaviours of the students are happening in the class. It is mainly because of the failure scheme of teaching procedures that the faculty follow and the lack of mutual cooperation between students and the teacher or among the students. Each faculty should know the importance of establishing a rapport with his / her students.

4.10 Duties and Responsibilities of the Mentor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance (arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities of the Mentor shall be:

- The Mentor shall be familiar with the personal history of assigned students including educational and family background.
- The Mentor shall inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.
- The Mentor shall guide in the process of enrollment and registration of the courses.
- The Mentor shall authorize the final registration of the courses at the beginning of each semester.
- The Mentor shall monitor the academic and general performance of the students including attendance and to counsel them accordingly.

- The Mentor shall collect and maintain the academic and co-curricular records of the students.
- The Mentor shall explain to the students, the importance of participation in the class activities and explain the importance of mid-semester examination and its consequence in the end semester examination.
- The Mentor shall explain the importance of laboratory exercises and their correlation with theory.
- The Mentor shall help the students to explore the career fields in their branch of study and provide information about higher education and job opportunities.
- The Mentor shall assist the students at regular intervals to make adequate self-evaluation and explain the importance of self-motivation to do well in career and subsequently in life.
- The Mentor shall counsel the students whose progress is unsatisfactory and monitor the interim and final performance of them and liaise with parents whenever required.

4.11 Duties and Responsibilities of the Class Advisor

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the HoD of the department concerned. The Class Advisor is the ex-officio member and the Convener of the meetings of the class committee.

The responsibilities for the Class Advisor shall be:

- The Class Advisor shall act as the channel of communication between the HoD and the students of the respective class.
- The Class Advisor shall collect and maintain various details such as attendance, assessment marks and long leave particulars.

- The Class Advisor shall help the Chairperson of the class committee in planning and conduct of the class committee meetings.
- The Class Advisor shall monitor the academic performance of the students including attendance and to inform the class committee.
- The Class Advisor shall insist the importance of not missing even one lecture, as continuity is important in engineering education.
- The Class Advisor shall make the students fully aware of their responsibility to meet the requirement of regulations as well as performance standards and also insist the importance of acquiring high academic credentials in the development of their career.
- The Class Advisor shall coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO – PSO attainment.
- The Class Advisor shall attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- The Class Advisor shall act as a mentor, counsellor and role model in resolving students' related difficulties.
- The Class Advisor shall identify good students and motivate them to excel and collect information regarding weaker students from the teachers who are handling the classes and arrange remedial classes and counselling sessions in consultation with the HoD.
- The Class Advisor shall call the parents of the students whose attendance is less than 75 percent and arrange to ensure parents meet the HoD particularly while student's attendance is less than 65 percent.

- The Class Advisor shall assist the department's HoD towards computation of internal marks of the corresponding class and ensure circulation of the same among the students for their signatures and the same shall be dispatched to the Examination Coordinator with attendance details collectively.
- The Class Advisor shall assist the HoD towards computation of semester attendance of the corresponding class at the end of the semester.
- The Class Advisor shall assist the HoD and Account Section to ensure no fee defaulters in the class.
- The Class Advisor shall perform any other duty that may be assigned by the corresponding HoD from time to time.

4.12 Internal Quality Assurance Cell

The core functionalities of the Internal Quality Assurance Cell (IQAC) will include the following:

- IQAC shall focus towards streamlining the activities and processes of the Institute for its continuous developments in standards and achievement.
- IQAC shall strive to achieve quality enhancement with a conducive academic environment and an effective quality culture with establishment of best practices.
- IQAC shall facilitate to build an organized methodology of documentation, establish procedures and guidelines to collect data on various rubrics / parameters with respect to affiliation, accreditation and ranking policies.
- IQAC shall organize quality initiative programmes for the faculty and students with a focus to bridge the gap between industries and the institute.

- IQAC shall inculcate quality awareness and credibility for external accreditation within each stakeholder of the Institution.
- IQAC shall bring coordination among various departments and activities of the institution and accumulate all the good practices for the innovative development of the institution.
- IQAC shall maintain and coordinate using its own Website, whose link is associated with the Institute's Website to inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data regularly.

4.13 Duties & Responsibilities of Coordinator, Internal Quality Assurance Cell

- The Coordinator, Internal Quality Assurance Cell (IQAC) shall disseminate information on various quality parameters of engineering education.
- He / She shall coordinate the documentation of various programmes / activities leading to quality improvement.
- The Coordinator, IQAC shall prepare the Annual Quality Assurance Report of the Institute every year, upload the same in the Institute's Website and submit the same to NAAC with appropriate quality parameters.
- The Coordinator, IQAC shall call for Performance Based Appraisal System Proforma along with evidences every year from the faculty members and coordinate the scrutiny of the filled-in proforma through appropriately constituted committee.
- The Coordinator, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities and shall execute the decisions arrived / recommendations from the members in time.

- The Coordinator, IQAC shall provide information to NAAC by preparing the Re-accreditation Assessment Report (RAR).
- The Coordinator, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the Institute in close association with higher authorities.
- The Coordinator, IQAC shall arrange for feedback responses from the students on evaluation of performance of their teachers and analysing the same in coordination with the HoDs of the concerned departments and provide the processed report to the concerned faculty through HoD.
- The Coordinator, IQAC shall conduct of inter and intra college workshops and seminars on quality related themes and promote the quality culture of the Institute and assist quality audit process.

4.14 Duties and Responsibilities of the Librarian

- The Librarian shall be responsible for all activities of the Library such as purchase of books and journals, their maintenance, classification, stock maintenance including Stock Register and making entries of lost, old and unusable books.
- The Librarian shall depute assistants for effective surveillance of reading rooms, stocks, computer facilities and security personnel at entry and exit points.
- The Librarian shall monitor and maintain the discipline and decorum inside the library.
- The Librarian shall make arrangements for annual stock verification.

- The Librarian shall conduct awareness programmes for faculty, non-teaching staff and students on usage of Library, e-books, INFLIBNET, e-journals, N-List, DELNET, NDL etc.
- The Librarian shall organize various activities such as Library Week or introduce clubs such as Reading Club essentially to develop a vibrant reading culture among the students, faculty and staff.
- The Librarian shall be responsible for the maintenance of digital library, server, INFLIBNET services, DELNET and uploading of theses in 'Shodhganga', D-Space server uploads, e-question modification, maintenance of EZproxy, updating Library Website periodically and renewal of e-journals and e-books subscriptions.
- The Librarian shall purchase books and journals on the recommendations of the academic departments under the budget amount allocated to the departments.
- The Librarian shall prepare the annual budget for the Library and submit the same to the Principal for further processing.
- The Librarian shall purchase all other general books including Encyclopaedia on the recommendations of at least two Heads of the Departments and Academic Coordinator.
- The Librarian shall ensure the availability of reprographic facilities.
- The Librarian shall remove obsolete books based on the recommendations of the members of the Library Committee, securing the old books through rebinding and make binding arrangements for important back volumes.
- The Librarian shall ensure that the Library is getting face shifting according to the technological innovations and developments on par with other Libraries of National and International repute.

- The Librarian shall introduce library automation and digitization of library and strive to keep the integrity through proper maintenance.
- The Librarian shall ensure the availability of academic regulations, course files, laboratory workbooks, syllabus copies and thesis / dissertation reports.
- The Librarian shall take effective steps to interlink all the departments and hostels through Internet to share the resources.
- The Librarian shall coordinate with the departmental library in-charge for smooth functioning of the department library.
- The Librarian shall take efforts to interlink with other Libraries in the country for inter-library book borrowing system.
- The Librarian shall furnish the required data on all matters relating to Library during accreditation, ranking and affiliation process.
- The Librarian shall perform any other work or duties related to library that may be assigned from time to time by the higher authorities.

4.15 Duties and Responsibilities of the Superintendent (Administration)

The Superintendent (Administration) has the responsibility of the overall monitoring, managing and supervising the office personnel of the Institute.

Other major responsibilities include:

- The Superintendent (Administration) shall maintain the students' files which include basic data, semester-wise progress reports, grievances reports (if any), leave particulars, break of study (if any), achievements, fee details and alumni details.

- The Superintendent (Administration) shall maintain all the employees' personal files which include the application details, copy of the appointment order, joining report, self-attested copies of the certificates, leave particulars, discipline related matters (if any) and salary details.
- The Superintendent (Administration) shall maintain registers for inward and outward correspondences with all required details.
- The Superintendent (Administration) shall issue railway concession forms together with Bonafide Certificate.
- The Superintendent (Administration) shall maintain the register for employees' entry and leaving times, retrieving the information from Biometric System.
- The Superintendent (Administration) shall maintain the details of Employees' Provident Fund, Pension Scheme and Employees' State Insurance for all employees.
- The Superintendent (Administration) shall maintain the notice boards and display of information.
- The Superintendent (Administration) shall keep the inventory of office equipment and furniture, assign unique asset number and coordinate annual verification of the assets.
- The Superintendent (Administration) shall maintain the office purchase registers, stores and issues of stationery items through proper procedure.
- The Superintendent (Administration) shall collect the suggestion slips from the drop box and submit the same to the Principal / Academic Coordinator for further action.
- The Superintendent (Administration) shall assist the Principal and other officials in the preparation of reports to AICTE / UGC / Affiliating University / DoTE / Government / Accreditation and Ranking agencies.

- The Superintendent (Administration) shall do periodical shuffling of ministerial and contingency staff across departments / sections with the consent of Coordinators / HoDs following proper procedures.
- The Superintendent (Administration) shall take initiatives for repairing and maintaining of vehicles, furniture, sanitary fittings and electrical and plumbing works.
- The Superintendent (Administration) shall monitor the maintenance activities, Security personnel and the function of Canteen periodically and prepare performance reports and devise future plans for improvement towards bringing perfection.
- The Superintendent (Administration) shall monitor the transportation activities and fix the bus routes, allocate buses and drivers on the routes and ensure the fuel efficiency of transport vehicles and optimum use of college resources.
- The Superintendent (Administration) shall do other functions assigned by the Chairman / Management / Principal / Coordinators.

4.16 Duties and Responsibilities of Technical Staff

(Electrician, Plumber, Carpenter, Instructor, Computer Operator, Telephone Operator, Laboratory Assistant)

- The Technical Staff shall assist in installation, operation and maintenance of laboratory equipment and their calibrations.
- The Technical Staff shall maintain the inventory of consumables and help in purchasing of consumables for laboratories and Workshops as per requirement.
- The Technical Staff shall take necessary steps for proper supply of water and electricity in the campus.

- The Technical Staff shall assist the faculty while conducting practical classes and the researchers while doing experiments in the laboratories and provide support for the faculty carrying out consultancy and testing works in respect of projects especially in design and fabrication works.
- The Technical Staff shall take additional responsibilities at the times of organising functions / seminars / workshops / conferences by assisting in the operation of telephones, intercom, Internet and Audio Visual aids.

4.17 Duties and Responsibilities of Laboratory In-charge

The Laboratory in-charge is basically a technical staff who is assigned to look after the specific laboratory based on his / her domain knowledge and responsible for safety and upkeep of all the equipment in the laboratory as listed in the inventory.

- The Laboratory in-charge shall maintain the following documents:
 - a) Inventory of the laboratory
 - b) Laboratory Time Table for UG / PG practical classes
 - c) Log book for daily usage
 - d) Complaint Register
 - e) Laboratory manuals and
 - f) List of Experiments for each practical course
- The Laboratory in-charge shall ensure proper discipline in the laboratory with respect to the following:
 - a) No bags or eatables are allowed inside the laboratory.
 - b) Unnecessary talking and movements of the students are avoided.
 - c) Chairs / Stools are placed in proper position at the end of each practical session. Equipment are switched off or made inactive as per the procedure at the end of each practical session.
 - d) All fans / lights wherever not needed are in OFF condition.
 - e) Entire laboratory room and the equipment are maintained in neat and clean condition at all times.

- The Laboratory in-charge shall facilitate procurement of necessary consumable items well before the commencement of the semester by sending requisition to the HoD.
- The Laboratory in-charge shall ensure adequate infrastructural facilities in the laboratory.
- The Laboratory in-charge shall coordinate periodical testing of equipment in the laboratory.
- The Laboratory in-charge shall assist the class teachers in conducting the practical classes.
- The Laboratory in-charge shall take appropriate measures to prevent unauthorized use of laboratory equipment.
- The Laboratory in-charge shall keep suitable motivation boards and list of experiments in the laboratory.
- The Laboratory in-charge should be conversant with all the laboratory experiments and exercises.
- The Laboratory in-charge should be conversant with the locking procedure of the laboratory, emergency procedures in case of fire, accident and maintain the keys of cupboards and doors of the laboratory.
- The Laboratory in-charge shall report to the HoD of the respective department.

4.18 Duties and Responsibilities of Technician / Laboratory Assistant

- The Technician / Laboratory Assistant shall assist the Laboratory in-charge in the maintenance, repair and troubleshoot, calibration, fabrication and installation of various equipments.

- The Technician / Laboratory Assistant shall distribute various components / parts to the students for use in laboratory exercises.
- The Technician / Laboratory Assistant shall help the students to assure proper handling and operation of equipments in the laboratory.
- The Technician / Laboratory Assistant shall have the responsibility to find out the missing / damaged items and suggest further action to compensate the loss.
- The Technician / Laboratory Assistant shall report the matter in writing immediately to the Laboratory in-charge / HoD as soon as they come to know about the missing / damaged items in the laboratory.
- The Technician / Laboratory Assistant shall identify the students those who are responsible for any breakage / loss and facilitate to recover costs.
- The Technician / Laboratory Assistant shall maintain the stock register and the documentation in coordination with Laboratory in-charge.
- The Technician / Laboratory Assistant shall make entries about the missing / damaged items in the respective stock registers.
- The Technician / Laboratory Assistant shall have sufficient skills towards the use of power tools such as hand drill, drill press, soldering etc., while installing new equipment.
- The Technician / Laboratory Assistant shall maintain the warranty, service and repair records of all equipment in the Laboratory.
- The Technician / Laboratory Assistant shall perform any other duty assigned by the Laboratory in-charge / HoD.

4.19 Duties and Responsibilities of the Physical Director

- The Physical Director shall be the Head of the Physical Education Department and shall co-coordinate with the staff to ensure effective functioning of the department.
- The Physical Director shall report to Principal.
- The Physical Director shall be responsible in identifying the sports capability / proficiency / skills / interests of the students and accordingly to create sports infrastructural facilities and upkeep of the same.
- The Physical Director shall ensure proper use of sports material and facilities and smooth conduct of sports.
- The Physical Director shall purchase the sport items by coordinating with Superintendent (Administration).
- The Physical Director shall organize and conduct University level and State level tournaments, intra and inter-collegiate sports, University competitions and encourage the students to participate in the tournaments.
- The Physical Director shall prepare the annual budget for sports.
- The Physical Director shall ensure discipline among students in the campus and make the campus as non-ragging campus.
- The Physical Director shall ensure the availability of medical facilities in the campus.
- The Physical Director shall attend all the meetings at the University regarding physical education.

4.20 Duties and Responsibilities of Warden (Men's and Women's Hostel)

The following are the duties and responsibilities of the Warden. The Principal shall be the Warden of both Men's and Women's Hostels.

- The Warden shall periodically monitor the maintenance works, discipline, cleanliness and other aspects of general administration of all the hostels of the institution.
- The Warden shall provide guidance to Deputy Wardens (Men and Women) in administering the hostels and hostel mess.
- The Warden shall arrange internal auditing of mess accounts and decide upon the financial management of the hostels and the hostel mess.
- The Warden shall recruit cooks, mess boys and girls, waiters, hostel attenders and other mess related workers who will be under direct control of Deputy Wardens (Men and Women) of Hostels through outsourcing with prior approvals from the Chairman / Management.
- Any other duty in addition to those mentioned above concerning the hostel mess management, which may be deemed fit, may be assigned to the Warden by the Management. The Warden may assign such duties to Deputy Wardens (Men and Women) based on the work load.
- The Warden shall monitor and operate the funds of the following accounts:
 - a. Mess Account
 - b. Hostel Fund Account
 - c. Miscellaneous Fund Account.

- The Warden shall observe the established rules of financial propriety inter se while incurring or authorizing the expenditure out of hostel funds.
- The Warden shall observe strict economy at every stage of Hostel administration.
- Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.
- The expenditure should not be more than the occasion demands.
- Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his / her own advantage.
- Money out of the hostel fund should not be utilized for the benefit of a particular person.
- The amount of allowances granted to meet the expenditure of a particular type should be so regulated that the allowances are not on the whole source of profit to the recipients.
- The Warden shall constitute the Hostel Committee (Men and Women) to look in to the following matters:
 - a. To frame policies on the running of the hostels, messes and other facilities within the hostel.
 - b. To ensure that no ragging takes place in the hostels and maintain a ragging free environment.
 - c. To plan for upgradation of facilities in the hostels.

- d. To ensure maintenance of discipline in and around the Hostel.
- e. All disciplinary action of boarders or reward giving action will be finally decided by the Warden on the recommendations of the Hostel Committee. The Hostel Committee may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, or such other rules on reference to it for final decision.

4.21 Duties and Responsibilities of Deputy Warden (Men's and Women's Hostel):

The Deputy Warden shall perform such duties as assigned by the Warden from time to time and shall function under the over-all charge of the Warden. The following are the duties and responsibilities of the Deputy Warden, in addition to specific duties assigned by the Warden.

- The Deputy Warden shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.
- The Deputy Warden shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.
- The Deputy Warden shall inspect Hostel Rooms along with the Matron / Attender.
- The Deputy Warden shall be individually and collectively responsible for the smooth functioning of the Hostels.
- The Deputy Warden shall promptly take appropriate actions within his / her power on all cases of misbehaviour, indiscipline and sickness of the residents and report to Warden and other higher authorities for the cases beyond his / her powers.

- The Deputy Warden can impose fine for the misbehaviour of the residents, damage or loss caused by them up to the limits prescribed by the Hostel Committee.
- The Deputy Warden shall be available in the hostel office every day at specified hours.
- The Deputy Warden shall chair the meetings of the Students in the Hostel which will be held regularly.
- The Deputy Warden can transfer a resident from one room of the Hostel to another.
- The Deputy Warden shall be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- The Deputy Warden shall recommend refund of all kinds of caution deposit / security money deposit.
- The Deputy Warden shall ensure timely completion of all financial transactions pertaining to the Hostels and shall examine the bank reconciliation statement.
- The Deputy Warden shall recommend to the Warden about sanction of funds for repairing the furniture in the cases of emergency.
- The Deputy Warden shall be responsible for proper pursuance of complaints relating to civil / electrical works, repairs / replacement of furniture, fittings, etc.
- The Deputy Warden shall estimate overtime allowance in accordance with the rules and forward the same to Warden for disbursement.
- The Deputy Warden shall take action for the eviction of resident students in consultation with the Warden and Hostel Committee, if necessary.

4.22 Duties and Responsibilities of the Accountant

- The Accountant shall be responsible for maintaining all income and expenditure particulars of the Institute in appropriate cashbooks, ledgers / registers.
- The Accountant shall be responsible for holding the bank account details, monthly income and expenditure statements and maintaining petty cash accounts and advances.
- The Accountant shall be responsible for keeping the financial records for all kinds of deposits and refunds.
- The Accountant shall be responsible for holding the cheque books of all the accounts in his / her custody and making appropriate entries in the front pages of the cheque book immediately after issue of cheques.
- The Accountant shall maintain the accounts of the research grants received from AICTE / DST / CSIR etc.
- The Accountant shall issue Utilisation Certificate for the funded projects after completion of proper auditing procedures.
- The Accountant shall initiate and assist the internal audit process once in every month and external audit process once in a year.
- The Accountant shall assist the Principal in the preparation of the annual budget.
- The Accountant shall verify all the bills prepared and submitted.
- The Accountant shall settle all the bills through the Finance Officer.

- The Accountant shall assist in the preparation of monthly salary statement and acquaintances.
- The Accountant shall prepare income tax statements for all the employees of the Institute during March every year to enable filing of income tax returns.
- The Accountant shall attend to the subject of income tax and performing TDS at source for all payment transactions.
- The Accountant shall supervise the challan writing, remittance to the bank and postal accounts (if any).
- The Accountant shall prepare daily receipts, challans and keep the remittance details and reconcile the same every month during internal audit process.
- The Accountant shall prepare the audit reports and replies for both internal and external audits.
- The Accountant shall be responsible of keeping the following records in safe custody:
 - a. Bill books / receipt books
 - b. Files pertaining to accounts / purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / Pass books
 - h. Bank challans
 - i. Fixed Deposit certificates
 - j. Other important office documents

4.23 Grievance Redressal Committee

The Grievance Redressal Cell is established to ensure transparency in admissions and with a paramount objective of preventing unfair practices. It is a mechanism to provide redressal of grievances to innocent and aggrieved students, in exercise of the power conferred under Clause 1 of Section 23 of the All India Council of Technical Education Act 1987 (52 of 1987).

The responsibilities of this committee are as follows:

- To formulate general and transparent guidelines to resolve grievances of the students and other stakeholders.
- To bring awareness of the Centralized Public Grievance Redress and Monitoring System (CPGRAMS), which is centralized portal maintained by the Department of Administrative Reforms and Public Grievances.
- To devise a suitable mechanism for time bound and result oriented redressal of grievances. Every stated grievance is expected to be resolved within a maximum period of 15 working days.
- To provide a flexible and conducive system towards immediate and hassle free recourse to have the students' grievances redressed.

4.24 National Cadet Corps (NCC)

The National Cadet Corps aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the nation regardless of which career they choose. NCC also provides a conducive environment to motivate young Indians to join the armed forces.

4.25 Roles and Responsibilities of NCC Officer

- To teach NCC subjects to the cadets and make them confident and committed.
- To conduct parades on pre-stipulated date and time.
- To conduct activities to provide value based contributions towards society in terms of social development.
- To enrol of cadets.
- To motivate the cadets to remain with NCC and to join in armed forces as the career.
- To facilitate for the provision of healthy refreshments to the cadets during parades.
- To keep liaison with the NCC Unit and to attend conferences at Battalion.
- To undertake adventure activities for the development of leadership qualities.
- To prepare the cadets for annual camps and NCC Certificate examinations.

4.26 National Service Scheme

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs and Sports. It provides opportunity to the students of technical education to take part in various Government let community service activities and programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. The motto of NSS is NOT ME BUT YOU.

4,27 Roles and Responsibilities of the NSS Co-ordinator

- To plan for NSS regular activities and special camping programme.
- To ensure that the NSS volunteers complete the prescribed hours in regular activities and participate in special camping programmes as per requirements.
- To supervise the work of NSS volunteers
- To maintain the necessary records and registers prescribed by programme coordinator of the affiliating University.
- To ensure that the basic aims of NSS programme i.e., personality development of NSS volunteers, interaction with different classes of the society, which should take place harmoniously.
- To ensure that NSS volunteers and community are benefitted from the activities of the NSS unit.
- To assume the responsibility for the equipment purchased out of NSS funds.
- To spend the NSS grants as per administrative and financial directives of NSS programme coordinator.
- To submit the reports to the NSS regional centre, programme coordinator, NSS state liaison officer and Training, Orientation and Research Centre / Training and Orientation Centre periodically.
- To ensure the submission of accounts on time.
- To liaise with the officials of NSS unit while executing projects and activities.
- To convene regular meetings of the college advisory committee in consultation with the Principal as laid down in the NSS manual.

4.28 Youth Red Cross

Roles and Responsibilities of Youth Red Cross (YRC) Coordinator

- The YRC Coordinator shall look into the awareness and promotion of general health among all the students and employees
- The YRC Coordinator shall initiate health activities in the campus such as HIV and AIDS campaigns, accident prevention and first aid etc., and conduct community reach programmes.
- The YRC Coordinator shall promote services to the community and facilitate community based social welfare activities, environmental activities and disaster preparedness programme.
- The YRC Coordinator shall inform to the youth members and others about the role and the duties of the Red Cross and encourage them to contribute.
- The YRC Coordinator shall maintain the enrolment register of volunteers and maintain their attendance registers.
- The YRC Coordinator shall disseminate of information about the International Red Cross and Red Crescent Movement, their fundamental principles, four Geneva conventions, the guidelines on the use of their emblems, and the promotion of understanding of International Humanitarian Law.
- The YRC Coordinator shall maintain the membership funds and remittance as per orders and the Income and expenditure registers.
- The YRC Coordinator shall maintain the stock registers and the project activity reports.
- The YRC Coordinator shall maintain a directory for blood donors.

4.29 Industry-Institute Interactions

The main aim of the Industry Institute Interaction (III) cell is to bridge the gap between the industries and the institutes by strengthening the industry – institute interaction. It is felt that there is a need for innovative vision and new methodologies to execute the strategies to fulfil the goal of quality education and to meet the requirement of Industry 4.0 standards. Transformation in technical education is the need of the hour to meet the requirements of Industries. Students and especially the faculty should be motivated to adopt new technologies. They should be made to utilize the knowledge gained towards projects and research possibilities. Each institute should possess one or two industrial hubs and motivate the students to involve in start-up activities. It is highly expected from the industries to enable the students of technical institutions to choose or to become fervent to new technological domains in the thrust areas not only for their professional career but also for their higher education. These targets shall be accomplished to the core value of the system through consistent performance with appropriate strategic plans and support from Industries. Schemes should be formulated to introduce industry-oriented training through value added and skill development programmes beyond regular curriculum and syllabus with adaptive and upgraded initiatives to solve real-time challenges for the development of technical education.

4.30 Roles and Responsibilities of Industry Institute Interaction Cell (III Cell) Co-ordinator

- To have frequent meeting with industrial experts to obtain their views to face the challenges in the current system and to bring revolution unanimously not only to upgrade the facilities but also to prepare the students to face the challenges of digital transformation and to develop entrepreneurial skills.
- To formulate relevant rubrics to be collected from the industries for their employees who are actually the Alumni of the Institute to enable to measure the Institute's performance through evaluation of Programme Educational Objectives.

- To look into the placement opportunities for all the students and all related activities in terms of registration, seminars, mock interviews etc.
- To initiate appropriate activities to make Industry-Institute linkage very strong.
- To organize customized trainings, and certificate courses etc.
- To arrange summer internships for the students in the industry.
- To arrange research internships for the final year students at research organizations.
- To organize or arrange industrial trainings for the faculty.
- To organize or arrange training for industry personnel / operators.
- To report to the Principal through Academic Coordinator for all the activities.

4.31 Roles and Responsibilities of Systems Administrator

- The Systems Administrator shall discharge the duties under directions of the Heads of the Departments, Computer Science and Engineering and Information Technology.
- The Systems Administrator shall configure and monitor the servers and tune the performance of the campus network.
- The Systems Administrator shall facilitating development and maintenance of the Institute's Website and updating the same
- The Systems Administrator shall be responsible for installation of new hardware and software in all the departments / centres and wherever applicable within the Institute.

- The Systems Administrator shall be responsible to maintain the software for the systems in the campus including operating system updates, patches, and configuration changes.
- The Systems Administrator shall monitor and maintain the campus wide networking and the Internet services.
- The Systems Administrator shall configure the e-mail server and create unique e-mail ID for all employees of the campus and maintain the same in a secured manner.
- The Systems Administrator shall organize practical workshop / training programmes for the faculty and students when new hardware / software is installed in the campus and while integrating new technologies with the existing systems.
- The Systems Administrator shall help the faculty while using modern ICT tools to handle classes / seminar.
- The Systems Administrator shall assist the Management to record the important events / programmes / meetings.
- The Systems Administrator shall be responsible to take backup of important data and files in the Server.
- The Systems Administrator shall update user account information by adding, removing and resetting passwords.
- The Systems Administrator shall be responsible for maintaining security of software / e-mail server / Web server / systems / networks and data stored in the Server.
- The Systems Administrator shall assist the Principal / Coordinators / HoDs while procuring new systems and software.

- The Systems Administrator shall perform any other work assigned by the higher authorities from time to time.
- The Systems Administrator shall monitor the system logs and identify the potential issues with computer systems.
- The Systems Administrator shall perform routine audits of systems and software.
- The Systems Administrator shall perform backup of data and files in the server as well as from the PCs and Laptops of higher officials with their concern and permission.
- The System Administrator shall perform other duties as assigned by the higher officials from time to time.

4.32 Alumni Cell

Roles and Responsibilities of Alumni Cell Coordinator

- To act as liaison among current students, alumni and the placement cell.
- To develop and maintain a good relationship between alumni and the institution.
- To guide the present students in their career development and professional growth by arranging Alumni meeting.
- To organize guest lectures through / by alumni to update students on the advancements in various domains and thrust areas of engineering and technology.
- To contact the alumni of each department and to find various opportunities that may be available to students for internships, placements, etc., in the organization in which alumni are working.

- To request the alumni to attend the Alumni Association meeting whenever it is being organised by the institute.
- To maintain the database of all alumni details of all departments and to share the same to the placement cell whenever it is requested.
- To keep close contact with alumni who have gone for higher education (or completed) in India or abroad and enquire their performance in higher studies and share the same with the HoDs of the concerned departments of the alumni, and the placements cell. Passes this information to the students concerned on request.
- To share the information about the higher education details of alumni to the current students who are interested to pursue higher studies in India or abroad.
- To report to the Principal through Academic Coordinator for all the activities.

4.33 Roles and Responsibilities of ERP Coordinator

Coordinating ERP software implementation and then put the same into use is a challenging task. At initial stages, it has to be considered as a full time activity and not 'by the way' activity. Success of ERP depends on its continuous use and monitoring. Preferably the ERP Coordinator should have basic IT skills. He should know how to manage the others to complete the job in the given time. Implementation of ERP is a special task to carry out the complete institutional transformation. The major roles of the ERP Coordinator includes:

- To identify the need based modules in the ERP system required for the institution
- To maintain the data collected in the ERP system
- To provide appropriate security in the ERP system by assigning user rights and passwords

- To monitor and update of the ERP system regularly
- To ensure that computer server network, Internet connection, user computers are in good and working condition
- To monitor the master file creation and certification activity
- To monitor the data entry by the users for the test run
- To maintain a logbook of training and recording who are all attended the training and for how many hours
- To present in all the meetings and training sessions
- To report to the Principal through Academic Coordinator for all the activities.

The ERP coordinator has to conduct regular meetings with the ERP team members and update the following:

- a. Assigning modules to the team, based on requirements
- b. Collect requirement specification report from the team and conduct initial meeting based on the report.
- c. Approve the design of the module.
- d. Collect the report after internal testing and track the testing report
- e. Maintain documentation of the module
- f. Maintain a feedback report of the module
- g. Conduct a meeting with the team regarding correction and prevention of problems
- h. Reporting the status to the next level of the Institute hierarchy

4.34 Intellectual Property Rights Cell

Innovation is a continuous process of learning and an outcome of a good innovation may lead to a great invention. To protect the new invention properly, an Intellectual Property Rights (IPR) Cell is to be established towards the development of an individual, business empire and in turn the Indian nation. Intellectual Property Rights gained a paramount importance for protecting Inventions and a tool to leverage a Business. As a budding engineer of today who will be a prospective future innovator needs to be aware of the creation and protection of the intangible properties which will result in an Intellectual property. The new IPR policy of the Government of India recognizes the abundance of creative and innovative energies that flow in India, and the need to channelize these energies towards a better and brighter future for all. The research scholars and the faculty have to publish research papers and file patents at National and International levels with the guidance of IPR Cell.

The IPR cell committee is to be constituted with the following members:

- Principal (Chairperson)
- Representatives from research scholars (6 members including Faculty)
- Research Coordinator
- External Experts (2 members) to be nominated by the Principal
- Academic Coordinator

The IPR cell shall coordinate the following activities:

- Organizing periodical awareness seminars on IPR for the benefit of the undergraduate, postgraduate students and research scholars.
- Conducting workshops on IPR.
- Conducting workshops on patent searches using the free patent databases.
- Celebrating the IPR day on 26th April each year
- Bringing out a handbook detailing the basics of IPR
- Writing proposals to get funds to conduct seminar / workshop / conferences related to IPR from various funding agencies.

4.35 Training and Placement Cell

Roles and Responsibilities of the Placement Officer

- To look after the training and placement activities of students in association with training and placement organizers.
- To understand the skill set of students and connect them with companies accordingly.
- To have close liaison with industries through connecting with Human Resource officials for the placement of students.
- To organize value added programmes in the thrust areas and as per the industrial requirements in association with the Coordinator, Institute-Industry Interaction Cell.
- To build strong rapport with the HRs of several industries, the Placement Officers of other institutions, and especially with the students.
- To visit the industries and understanding their skill and talent requirements.
- To interact with the past recruiters and potential future recruiters.
- To highlight and present the talent of the students to all industries.
- To issue the placement guidelines to the students in the beginning of the sixth semester.
- To understand the expectations of the organizations and communicating the same to the training organizers.

- To organize workshops to inculcate entrepreneurial skills and to initiate interests among the students to promote start-ups.
- To arrange training programmes for improvising necessary skills to face the interview, clearing aptitude tests, and improving the soft skills of the students.
- To connect with alumni regarding opportunities for them and from them.
- To ensure about the achievement of yearly target requirement on the number of opportunities and the number of unique offers for every year.
- To collect the feedback about the students from the organizations / industries those who have visited the campus for placement.
- To convey the feedback from HRs to students, training organizer and Student Placement Coordinator, so that they can work together and bring betterment.
- To report to the Principal through Academic Coordinator for all the activities.

4.36 Roles and Responsibilities of Placement Organizer

- To design and printing or placement brochure.
- To develop and execute the placement strategy.
- To coordinate all the activities related to placement.
- To organize the recruitment drives by informing the students about the recruitment, accomplishing registration, accompanying the HR throughout the day of recruitment, checking all the arrangements prior to the day of recruitment, and getting things done like system requirements and interview / off-line test requirements.

- To collect the answer scripts / questions from the students after the online test / regular test.
- To observe the experience of the students in the interview.
- To maintain students' resume and the corporate database.
- To maintain the files regarding companies visited, offer letters, Governing Council related data, and NBA related data.

4.37 Roles and Responsibilities of Student Placement Coordinators (SPC)

- To understand the profile of the organizations that visit the campus for recruiting the students from all departments.
- To convey the details of the organizations visiting the campus for recruitment and motivate the students towards placement.
- To act as a bridge between Training and Placement Cell, faculty of the concerned department and students.
- To be proactive in all activities (like - informing students about upcoming placement, methods to prepare for the same and about the trainings planned).
- To understand the status of the fellow classmates and raising a request for scheduling a training.
- To support the Training and Placement Cell in arranging for the training.
- To inform the Training and Placement Cell on the feedback about the trainings.

- To attend SPCs meeting regularly and share the thoughts of fellow classmates.
- To share the happenings in the meeting with classmates.
- To motivate the students towards improving skills and getting placements.
- To console the students who have failed in recruitments.
- To analyse and understand the skills required for placement.
- To take care of hospitality of HRs during recruitment.
- To travel and visit to companies along with Training and Placement Cell team to meet HRs and understand the skill set expectations.

4.38 Roles and Responsibilities of Training Organizer

- To identify training needs based on corporate requirement and other factors.
- To design and organize programmes to develop Language skills, Attitudinal skills, Thinking skills, Conceptual skills, and Programming skills.
- To plan, development and provide training programmes for the students.
- To conduct orientation sessions for training programmes.
- To organizing Staff Development Programmes.
- To prepare the budget for the training programmes.

- To develop and organize training manuals, multimedia visual aids, and other educational materials.
- To identify the external and internal trainers for the training programmes to develop skills of students and staff.
- To track and measure the feedback and outcome of the programme on a periodical basis to develop new training programmes or modify and improve the existing programmes.
- To measure the effectiveness of all the internal and external trainers.
- To look into the infrastructures (hall booking) and logistics arrangement for students and trainers (Guest room arrangements with dining facility).
- To build a strong rapport with the students and the members of the Placement Cell.
- To contribute towards meeting the goal of the Training and Placement Cell with respect to various skills development.
- To settle the bills for all training activities.
- To report to the Placement Officer for all activities.

4.39 National Institute Ranking Framework (NIRF) Coordinator

Roles and Responsibilities of NIRF Coordinator

- The NIRF coordinator should know the methodology of ranking of Universities and colleges in India.
- The NIRF coordinator should have a clear understanding about the weightage allotted for teaching, learning and resources, research productivity, impact and IPR, graduation outcome, outreach and inclusivity and perception.
- The NIRF coordinator shall analyse the data of other institutions who have made the rank to the top and understand the reasons for the same.
- The NIRF coordinator shall relook into previous year data, and understand about strength or weakness what has helped the Institute to get listed in the top 200 or listed in above 200.
- The NIRF coordinator shall conduct meetings with the HoDs and the department level NIRF Coordinators and disseminate the weightage for each category, and the reasons identified by analysing the other colleges' strategies that have made the rank to the top.
- The NIRF coordinator shall conduct meetings with department level coordinators to understand the expectations and observe the available information.
- The NIRF coordinator shall collect and populate data as per the required format to upload in the NIRF portal.
- The NIRF coordinator shall ensure the correctness of the data while uploading in the NIRF Portal.

4.40 National Board of Accreditation (NBA)

All the UG / PG programmes conducted by the Institute should meet the minimum criteria for National Board of Accreditation. The authorities of the Institute should make necessary steps to obtain appropriate inputs periodically from all the stakeholders as well as potential students and their parents, professional societies and employers to meet this requirement. The main aim of the National Board of Accreditation is to assess the graduates produced by the Institutes are globally competent. The graduates should possess sufficient academic background for pursuing their professional career in core engineering, technology and IT related disciplines. They should be capable to adopt to the new technological innovations and face the challenges as per the industrial requirements.

The NBA conducts evaluation of programmes of technical institutes to measure the outcomes of each programme offered by the Institute. The evaluation is based on certain laid down norms and with the introduction of new processes, parameters and criteria for accreditation that are in line with the international practices. NBA is very keen to measure the following factors as per the laid down norms:

- Vision and Missions of the Institute
- Motto and Quality Policy
- Organization and Governance
- Faculty Strength
- Infrastructure Facilities
- Quality of Teaching and Learning
- Curriculum Design and Review and
- Support Services

The purpose of accreditation is to promote new and innovative methods in engineering education and to provide guidelines for educational programmes, which are suitable to the institute. The Institute has to take up quality improvement initiatives at all levels in each department to get accreditation with good grade. If all the courses have been accredited, then the student enrollment shall be

improved both in terms of quality and quantity. After accreditation, the institute shall become eligible to receive grants towards projects and consultancies from Government / Private Agencies. Acquiring accreditation not only improves the employability skills of the graduates but also facilitates international recognition of the degrees. Accreditation by NBA is the root cause for creation of challenging academic environment, and contributes to the social and economic development of the country by producing high quality technically competent manpower.

4.41 Roles and Responsibilities of NBA Coordinator

The role of NBA Coordinator is very crucial in ensuring the effective functioning of all faculty associated with NBA related activities. He / She should have sound knowledge about Outcome Based Education, estimation of CO-PO attainment, Bloom's Taxonomy and should communicate with the stakeholders more effectively. He / She should know the procedure to estimate the SAR score for the applied programmes.

- To assess and accredit the education programmes offered in the Institute.
- To monitor the effective implementation of Outcome Based Education (OBE) in all the departments.
- To evolve the standards of the programme and ensure minimum quality requirements of the programme.
- To conduct periodic internal / external audit and ensure the OBE processes followed in all the departments.
- To facilitate the faculty for the implementation of assessment procedures & evaluations.
- To collect the innovations implemented by the faculties periodically.
- To collect and analyse the quality and quantity of students who have admitted to various courses, pass percentage of students, study and analyse the laboratory, library, research and other facilities of in the campus.

- To collect the details about the Sports / NCC / NSS and extracurricular activities in the campus.
- To document the details of Infrastructure available for running the programme, like classes, seminar halls, laboratories etc.
- To collect the alumni details in association with Coordinator of Alumni Association.
- To collect and verify the Faculty details in accordance with the rubrics for their Self Appraisal.
- To monitor the adherence of the NBA process and procedures followed in all the departments.
- To check, record and maintain the institute level and department level files required for NBA.
- Progress reports of the NBA work by all the eligible departments have to be submitted to the Principal through Academic Coordinator at the end of each semester.
- Effective actions have to be taken to improve the standards of the departments through the Principal.
- Collection and analysis of feedback from all stakeholders on quality related institutional processes through IQAC.
- To conduct frequent meetings with the HoDs and Faculty to discuss about the new parameters and policies of NBA to value the score of the applied programmes.

4.42 Academic Auditing

Academic auditing is mandatory for both semesters at the department and institute levels. Internal and external Peer Review Committees are to be constituted with the approval of the Governing Council. Internal Peer Review Committee has to audit the functioning of all departments semester-wise and will submit the reports to the Governing Council as well as to the members of External Peer Review Committee, while they are meeting once in an academic year to perform external academic auditing at institute level.

The purpose of academic auditing is to monitor the course delivery, percentage of syllabus coverage, course plan adherence, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation. At the department level auditing, the minutes of the meetings of class and course committees are to be scrutinized and the action taken based on the minutes are to be verified. Other important activities to be audited are as follows:

- Faculty – Students Ratio
- Conduct of Class Committee Meetings and the verification of the minutes of each meeting
- Action taken based on the minutes of the meetings of Department Consultative Committee and meetings with HoDs / Coordinators
- Introduction of new Value Added Programmes and syllabus formation
- Teaching and Learning process
- Research activities including publications
- Projects and Consultancy works
- Observations by the various stakeholders
- Schedule of classes and Faculty Time Table
- Attendance of students

- Infrastructural facilities
- Stock Verification in accordance with the Purchase Orders
- Industrial inputs and involvement
- Quality of Assignments / Internal Examination Questions
- Subject / practical coverage as per course plan
- Frequency of conducting Value added Courses and Skill Development Programmes in the thrust areas
- Evaluation of internal examinations / assignments
- Evaluation of students' performance in practical classes
- Performance of students in Internal and External examinations
- CO-PO-PSO attainment and improvements based on the recommendations of various stakeholders
- Attainment of Programme Educational Objectives
- Maintenance of Course File by each faculty
- Performance of students in the previous semester
- Curricular and Extra-curricular activities
- Faculty evaluation by students
- Faculty Self Appraisal
- Intimation about the progress of students to their parents
- Feedback from students and stake holders
- Role of Alumni in academic development

The reports of academic audits are to be submitted to the Principal / Chairman and subsequently to the Governing Council to get their approval for implementation.

CHAPTER – 5

CONDUCT RULES

5.1 General

These rules may be called as the conduct rules for the employees of DMI College of Engineering and shall apply to every employee of the Institute.

- Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may vary from time to time.
- Every employee shall at all times maintain absolute integrity, devotion to duty, confirm to and abide by the rules and regulations, comply with and obey all lawful orders and directions for the official duties issued by the designated authorities.
- Employees should not involve in any activity which is anti-secular or anti-social, which tends to create communal disharmony.
- Every employee shall serve the Institute honestly and faithfully and shall endeavour to promote the interest of the Institute.
- Every employee shall show courtesy and attention in all transactions and not to do anything which is unbecoming of the Institute's employee.
- No employee of the college shall enter into any partnership, accept any fees or endowment whatsoever from any part other than the College, except with the prior permission of the Head of the Institution.
- Every employee shall obtain prior permission from the Head of the Institution / competent authority for undertaking honorary work of a social and charitable nature or work of a scientific character.

- An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- Every employee shall maintain the secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by superior officer in the discharge of his duties.
- No employee shall propagate / indulge in communal or sectarian activity.
- No employee shall discriminate against persons on the grounds of caste, creed, language, etc.
- No employee shall induce the students to go for strike or protest against any of the faculty or the management.

5.2 A Role Model Faculty

The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself / herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the DOs and DON'Ts are listed below:

Do's

- Reach the Institute a few minutes before the scheduled time.
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.

- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book / notes on to the board.
- Practice ICT aided teaching methodologies and maintain necessary records for documentation.
- Provide good practical examples.
- Provide references for further reading (maintain record).
- Train the students to present seminars on referenced topics.
- Teach some topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of your ability.

Don'ts

- Let off the class before time unless there is a justifiable reason.
- Be harsh ever or disrespectful to the students or their parents.
- Be disrespectful to your superiors and colleagues.
- Let bureaucracy affect your functioning, bring out the matter in writing / verbally to your superiors immediately.
- Act in a manner prejudicial to the interest of the Institute, good order and discipline.
- Indulge in any act of vindication which may affect the organizational culture / climate.

5.3 Misconduct

The term 'misconduct' denotes an offence or an act on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution. The following acts shall be treated as misconduct on the part of an employee:

- Late attendance or absence from duty without notice or permission.
- Not wearing uniform allotted by the Institute (if applicable) and / or Identity card during working hours.
- After marking attendance, leaving the place of work during working hours without permission.
- Laziness, inefficiency or carelessness in work or sleeping while on duty.
- Obtaining leave or attempting to obtain leave on false pretences.
- Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Institution or that of any others.
- Borrowing or lending money in the College premises.
- Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance and noise in the college premises.
- Failure to report a disease in an employee which may endanger others.
- Using institutional facilities unauthorized for personal gain.

- Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the Principal / Head of Department.
- Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- Unauthorized handling, misuse, mishandling of a machine, apparatus, equipment or material
- Using indecent language, making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
- Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
- Refusal to accept or obey an order of transfer from one job to another or from one department to another.
- Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time.
- Unauthorized use of the name, address, telephone or any other description of the Institute.
- Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the college or others or attempting to do so.

- Tampering with the records of the Institute, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
- Disclosing to an unauthorized person, without written permission of the competent authority, information affecting the interest of the college with regard to procedures, practices and functioning of the institution.
- Gambling within the premises of institution.
- Bringing liquor or other intoxicants, including addictive / drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition.
- Intimidating other employees by threats, pressures or other means, with a view to preventing them from attending their duties or to join in a group.
- Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the competent authority.
- Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the competent authority.
- Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- Delay in the performance of work or go slow in work or instigating thereof.
- Misbehaving with students / colleagues / superiors.
- Poor performance in teaching.

- Instigating the students against the College Authority.
- Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the Institute.
- Assisting or promoting any political movement or activity inside the college premises.

5.4 Discipline

- The Chairman shall place an employee under suspension when disciplinary proceedings against him / her are contemplated or pending or a case against him / her in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- In a case where in a number of teaching or non-teaching staff commit any misconduct in discharge of their duties, the Chairman got discretion to award punishment based on the recommendations of the Inquiry Committee constituted by him with the Head of the Institution as convenor.

5.4.1 Penalties for Minor Misdemeanour

- Censure
- Warning
- Withholding an increment or promotion to the next higher grade.
- Withholding of annual increment including stoppage at an efficiency bar with or without cumulative effect.
- Recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered.
- Suspension for a period of 3 to 6 months without pay and allowance.

5.4.2 Penalties for Major Misdemeanour

- Reduction of three to ten increments depending on the nature of misconduct.
- The cut in the increments is cumulative and irrevocable.
- Reduction to a lower post or grade or to a lower pay scale.
- Compulsory retirement from the service.
- Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the college.
- Dismissal from service, which debars the employee from future employment in any capacity in the college.

CHAPTER – 6

LEAVE RULES

6.1 Types of Leave

The employees are entitled for the following types of leave:

- Casual Leave
- Vacation (For Teaching and Non-teaching Staff)
- Compensation Leave
- Medical Leave
- Maternity Leave
- Study Leave
- Special Leave
- On Duty
- Extra-ordinary Leave on Loss of Pay

6.2 Casual Leave (CL)

6.2.1 Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said Academic year. (i.e., one day CL on completion of a month). Staff member is eligible to avail casual leave only after completion of one month service from the date of joining.

6.2.2 Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction.

6.2.3 Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on the reporting day for duty.

6.2.4 Non submission of Leave Form for three days from the reporting day for duty will be accounted as Loss of pay.

- 6.2.5** Leave without information to the concerned Head or without prior application in the appropriate form will be seriously dealt with. In case of unforeseen situations, the employee shall avail casual leave, informing to the concerned HoD or sanctioning authority through phone / email / SMS.
- 6.2.6** Absent from duty for three consecutive days without prior permission or sanction will not be permitted.
- 6.2.7** Causal leave cannot be combined with any other type of leave except Compensatory off and / or Study Leave.
- 6.2.8** Casual leave can only be suffixed or prefixed with holidays / weekly off days.
- 6.2.9** In case an employee is out of station, he / she should mention the same in the leave application and give the address and contact details.
- 6.2.10** A single spell of casual leave shall not exceed 9 consecutive days at a time. However in special cases like medical grounds, marriage, etc., the decision of the Head of the Institution is final.
- 6.2.11** Casual leave cannot be carried over to the next year, if it is not availed during the academic year.
- 6.2.12** It is the responsibility of the teaching faculty to make alternative arrangements for his / her duties as per schedule on the day(s) of casual leave. The HoD of the concerned department should ensure the same.
- 6.2.13** The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as "Loss of Pay". If a staff absents himself / herself from duty for seven days and more, it shall be treated as abandonment of service as mentioned in the Clause 3.8.
- 6.2.14** Non-teaching employees are entitled to avail special casual leave for three days in an academic year.

6.3 Vacation (for teaching faculty)

- 6.3.1** The faculty members who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 40 days every year in two spells (10 days at winter and 30 days at summer) if and only if the employee has put at least 180 days of actual work in that year,
- 6.3.2** Intervening Government public holidays, non-working Saturdays and Sundays will be included in the vacation period.
- 6.3.3** Casual leave cannot be combined with vacation.
- 6.3.4** Vacation period as mentioned above is inclusive of common vacation declared by the Institution.

6.4 Vacation (for non-teaching staff)

- 6.4.1** All regular administrative and technical staff who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.
- 6.4.2** All other non-teaching staff appointed on contractual basis are entitled to avail vacation during summer or winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.
- 6.4.3** A faculty / staff who has not availed vacation or forced to work during vacation cannot compensate the same during regular working days and such non-availed period cannot be carried forward to the next winter or summer.

6.5 Non-Vacation Staff

The following members are not eligible for vacation. They are declared as non-vacation staff:

- Head of the Institution
- Coordinators, HoDs and the administrative / technical staff attached to them

The non-vacation staff are permitted to avail a maximum of 15 days leave in a year in addition to 12 days casual leave with prior permission subject to condition that not more than 8 days of leave shall be allowed at a time.

6.6 Compensation Leave

6.6.1 The teaching faculty who attended duty on holidays as per the Institute's requirement are entitled to compensate the same within the current academic year and such compensatory leave cannot be carried forward to the next academic year.

6.6.2 The administrative staff who attended duty on holidays are eligible to get remuneration as compensation in addition to their regular salary.

6.7 Medical Leave

6.7.1 All employees who completed two years of service including successful completion of the probationary period are eligible for sanction of 15 days of medical leave for every completed year of service.

6.7.2 Medical leave can be availed only in the case of surgery, accident related injury, hospitalization for ailments, and fever due to any infectious disease where hospitalization is not necessary and during pregnancy based on the medical certificate.

6.7.3 To claim medical leave, the requisition letter should be accompanied with proper medical certificate.

6.7.4 Medical leave can be carried over to next year to a maximum of 180 days that can be availed during the entire service.

6.8 Maternity Leave

- 6.8.1** Maternity leave shall be granted for a maximum period of 90 days. Such sanction is restricted to two children only.
- 6.8.2** All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave.
- 6.8.3** Maternity leave will not be granted during probationary period and it shall be only on loss of pay.
- 6.8.4** Maternity Leave Salary will be released with the monthly salary when the employee is reporting for duty.

6.9 Study Leave

- 6.9.1** A faculty member may be granted a maximum of 24 months of study leave in his / her entire service in one or two spells within three years from the date of joining for higher studies. Such leave is applicable only for pursuing higher studies without salary.
- 6.9.2** The employee has to execute a bond to serve the Institute for a period of two years on the completion of leave even such study leave is less than 24 months.
- 6.9.3** The faculty member shall resign from current position to proceed for higher studies without a bond.
- 6.9.4 For Pursuing Ph.D.**

All faculty who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee are entitled to the following benefits:

Course Work:

Two and half days per week is permitted during the course work period. One full day per week is permitted if the supervisor's work place is more than 60 km away from the Institute during the period of course work.

Thesis work:

One full day per month is allowed for discussion with the Ph. D Supervisor.

Thesis Submission and Viva Voce Examination:

Paid leave for the preparation of synopsis, submission of the thesis, and to attend Viva Voce examination is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor.

6.9.5 For the faculty who are pursuing part-time Ph.D. in other institutions, where one semester residential requirement is insisted, study leave shall be granted for a period of six months without salary.

6.10 Special Leave

Special Leave may be granted to an employee with salary for cases such as marriage including his / her son's or daughter's marriage etc., for a maximum period of seven days and it has to be approved by the Chairman based on the recommendations of the HoD and Principal.

6.11 Leave on Loss of Pay

6.11.1 Absence without permission and without making alternative arrangement for regular academic duties will be treated as Leave on Loss of Pay.

6.11.2 If any staff member avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If acceptable supporting documents in evidence of justifying such excess leave are not provided and the availed excess leave is more than seven days at a stretch in a year, it will be considered as a Break-in-Service. The decision of the Chairman shall be final in such cases.

6.11.3 If any staff member is absent from duty consecutively for more than seven days without prior permission, such case will be construed as an abandonment of service.

6.11.4 No yearly increment is provided to the employee if he or she availed more than one break-in-service within a year and the employee cannot avail vacation in the current academic year.

6.11.5 The LLP shall be prefixed and / or suffixed with either Government holiday / Sunday or any other holiday announced.

6.12 On Duty

6.12.1 On Duty (OD) will be granted when staff members are required to go out for official duty such as examination related works, attending meetings of Board of Studies and Academic Council and delivering invited lectures or to participate in seminars, conferences, summer and winter schools, refresher courses, orientation courses etc., as approved by the Principal / Coordinator (Academic Courses).

6.12.2 The requisition letter to obtain permission for OD must be accompanied by the official invitation / order from the organizing body or conference / workshop brochure with approval status of registration.

6.12.3 Request for OD without prior permission or approval by the Principal / Coordinator (Academic Courses) will not be entertained.

- 6.12.4** The absence on OD will be recorded in the service registers, only after the staff submits the proof for attending the event or the report on attending / presenting paper in the conference / seminar / workshop to the Principal / Coordinator (Academic Courses) through the HoD.
- 6.12.5** If a staff is absent for regular duty without prior approval or sanction and wishes to claim the absence is as On Duty, he / she should inform the same to the HoD of the respective department through email or by message with proper evidence of performing Institute related work or attending any academic event as permissible for On Duty. In such case, the OD forms should be submitted to the competent authority through proper channel on the day he / she returns for the duty.
- 6.12.6** Number of days for such OD is limited to 25 calendar days in an academic year. If availed in excess whatever the case may be, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LLP. However, the absence on OD shall exceed the limit for reasons assigned by the Head of the Department / Institution.
- 6.12.7** The Principal / Coordinator (Academic Courses) / Competent Authority shall have the rights to cancel the OD sanctioned earlier, for any emergency work in the Institution.

General

No leave other than casual leave will be granted to an employee once notice of resignation is given by him / her and such employee will not be given any On Duty assignment including study leave.

Undertaking by the Employee

Every faculty / staff 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 given 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 noncompliance with any of the above I will be relieved from the employment of DMI College of Engineering”.

Signature:

Name & Designation:

Date:



DMI FOUNDATIONS
St.Patrick Church Road
St. Thomas Mount, Chennai

Faculty Assessment – NBA related Rubrics

College Name:

Faculty Name:

Department:

Designation

Date of Assessment:

Overall Scheme

Sl. No	Category	Points
1	Teaching and learning	160
2	Research and Consultancy	160
3	Capacity Building / Knowledge Enhancement	100
4	Co-curricular and Extra-curricular activities	80
5	Responsibilities	100
6	Others	50

1. Teaching and Learning Evaluation

1.1 Pass Percentage (30 points)

A faculty is expected to take 4 theory courses and two practical courses in a year of assessment (6 courses). Points are awarded as per the pass percentage in a class for a course handled by the faculty.

50 – 59 percent	-	1 point
60 – 69 percent	-	2 points
70 – 79 percent	-	3 points
80 – 89 percent	-	4 points
90 – 100 percent	-	5 points

1.2 GPA (30 points)

A faculty is expected to take 4 theory courses and two practical courses in a year. Points are awarded as per GPA achieved in each subject.

5.5 – 6.4	-	1 points
6.5 – 7.4	-	2 points
7.5 – 8.4	-	3 points
8.5 – 9.4	-	4 points
9.5 – 10.0	-	5 points

1.3 CO-PO-PSO attainment (30 points)

Points are awarded as per CO-PO attainment in each subject handled by each faculty in the assessment year.

<1	-	0 points
1.0 – 1.5	-	1 points
1.6 – 2.0	-	2 points
2.1 – 2.5	-	4 points
2.6 – 3.0	-	5 points

1.4 Quality of course file (30 points)

Punctuality in submission, quality of the course content and question bank – Fair evaluation as per rubrics by HoD. The Course file is to be maintained by each faculty for each subject in each semester atleast for a period of 3 years.

Poor	-	0 point
Good	-	10 points
Very Good	-	20 points
Excellent	-	25 points
Outstanding	-	30 points

1.5 Deviation from course plan (10 points)

Faculty should submit the record of classwork for each course and it should be evaluated by HoD – Lecture planned, Lecture actual, Hours allotted, Hours taken – Deviation is calculated per subject and average shall be calculated for the entire assessment year.

Nil or \pm 5 hours	-	10 points
10 hours	-	5 points
> 10 hours	-	0 point

1.6 Teaching Workload (10 points)

For Assistant professors / Associate professors – Theory Courses – Points are awarded based on the total hours of teaching workload per week for both semesters in the assessment year.

\geq 12 hours	-	5 points
\geq 16 hours	-	10 points

For Professors / HoDs / Coordinators

\geq 6 hours	-	10 points
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(Considering 3 hours workload for 3 credit course and 4 hours workload for 4 credit courses).

1.7 Innovation in Teaching process (20 points)

Verified by HoD based on the record of class work (Teaching aid planned, Teaching aid actual)

Active Learning	-	8 points
Project based / Experiential	-	6 points
ICT tools including PPT	-	4 points
Conventional Teaching	-	2 points

(subject to the maximum of 20 points, evaluated by HoD based on the record of class work – for all courses in the assessment year). Evaluation should be based on the percentage of teaching aid and methodologies used for each course.

For Professors / HoDs / Coordinators - actual points X 1.5 (subject to the maximum of 20 points).

2. Research and Consultancy

2.1 Guide-ship (30 points)

(No. of scholars + (No. of scholars published X 3))

For each scholar	-	1 point
Publication per scholar	-	3 points

Ph.D Completed in the assessment year

One Scholar	-	5 points
Two Scholars	-	10 points
> 2 Scholars	-	15 points

(subject to the maximum of 30 points)

2.2 Consultancy (20 points)

(more than Rs. 10L)

1 project	-	10 points
2 projects	-	20 points
<10L for each project	-	4 points

(subject to the maximum of 20 points)

2.3 Sponsored Projects (20 points)

(more than Rs. 10L)

1 project	-	10 points
2 projects	-	20 points
<10L for each project	-	4 points

(subject to the maximum of 20 points)

2.4 Publications (40 points)

(self / jointly with peers / Research scholars / students) – in addition to the points awarded for publication(s) per scholar.

Scopus (15 points)

1 publication	-	5 points
2 publications	-	10 points
>2 publications	-	15 points

SCI (25 points)

1 publication	-	15 points
>1 publication	-	25 points

2.5 Papers Presentation (20 points)

(self / jointly with peers / Research scholars / students)

International (15 points)

1 paper	-	5 points
2 papers	-	10 points
>2 papers	-	15 points

National (5 points)

1 paper	-	2 points
2 papers	-	4 points
>2 papers	-	5 points

2.6 Book Chapters / Monographs / Books / Copyrights (10 points)

(self / jointly with peers / Research scholars / Students)

1 Chapter / Monograph / Copyright	-	5 points
>1 Chapter / Monograph / Copyright	-	10 points
Book published	-	10 points

(subject to the maximum of 10 points)

2.7 Patents Published (20 points)

(self / jointly with peers / Research scholars / Students)

1 patent	-	10 points
>1 patent	-	20 points
One or more patent(s) filed	-	5 points

(subject to the maximum of 20 points)

3. Capacity Building / Knowledge Enhancement

3.1 Seminar and Workshop (20 points)

Organized:	1 (2 points)	2 (4 points)	>2 (5 points)
Resource person:	1 (4 points)	2 (8 points)	>2 (10 points)
Attended:	1 (2 points)	2 (4 points)	>2 (5 points)

3.2 Faculty Development Programme (20 points)

Organized:	1 (3 points)	>1 (5 points)
Resource person:	1 (5 points)	>1 (10 points)
Attended:	1 (3 points)	>1 (5 points)

3.3 Professional Development (20 points)

Membership	-	4 points
Certifications / Awards	-	4 points
Moodle courses conducted	-	4 points
Reviewers in Journal	-	4 points
Editors in Journals	-	4 points

3.4 International / National Conferences / Symposium Organized (10 points)

Committee member	-	5 points
Coordinator	-	10 points

(subject to the maximum of 10 points)

3.5 Keynote Speaker / Conference Chair (20 points)

Chair / Judge	-	3 points
Panel member	-	6 points
Keynote speaker	-	6 points
Chief Guest	-	5 points

(subject to the maximum of 20 points)

3.6 Qualification Upgradation (10 points)

Ph.D. Registered	-	3 points
Ph.D. Confirmation	-	4 points
Synopsis submitted	-	5 points
Ph.D. Completed	-	10 points

4. Co-curricular and Extra-curricular Activities

4.1 Workload for Employment Enhancement Programmes (10 points)

Students Placement Activities

If a faculty involves in employment enhancement programmes, on an average (per semester)

2 - 3 hours per week - 5 points

4 - 6 hours per week - 10 points

4.2 Workload for Employment Enhancement Programmes (10 points)

If a faculty has a valid GATE / NET / SLET score - 10 points

4.3 Training GRE, GATE, CAT, GMAT and other coaching (10 points)

If a faculty is providing training or coaching to the students for the following career examinations:

GRE - 10 points

GATE - 10 points

CAT - 10 points

GMAT - 10 points

Others (TANCET, etc.) - 10 points

(subject to a maximum of 10 points)

4.4 Skill development of students (Recent Thrust Areas) (20 points)

If a faculty is imparting knowledge in the following through Skill Development Programmes (in any one or many – maximum 20 points):

Coding	-	4 points
Projects	-	4 points
Scientific Tools	-	4 points
Mathematical Tools	-	4 points
IT Tools	-	4 points

4.5 Industry Institute Interaction (20 points)

If a faculty involves in any one more of the following with reputed industries:
(arranging or facilitating)

Industrial visit arranged per semester	-	4 points
Facilitating MoUs	-	4 points
Projects	-	4 points
Internships	-	4 points
Consultancy	-	4 points

4.6 Feedback (10 points)

This is with regard to students' or industrialists' opinion about each faculty:

Student opinion	-	8 points
Industrial expert opinion	-	2 points

5. Institutional / Department Responsibilities

5.1 Invigilation Examination duties assigned and performed (10 points)

Internal assessment	-	5 points
End semester assessment	-	5 points

(subject to a maximum of 10 points)

5.2 Contribution to the Department (20 points)

NBA / NAAC / NIRF / BoS In-charge	- 5 points
UG / PG co-ordinator / Chairperson	- 5 points
Training / Placement / Value Added Courses / Library / Magazine / Criterion / Examination cell in-charge	- 5 points
Website / WebApp co-ordinators	- 5 points

(subject to a maximum of 20 points)

5.3 Contribution to the Institute (30 points)

NBA / NAAC / NIRF / III cell / IQAC / ERP co-ordinator	- 10 points
Criterion / Examination cell in-charge	- 5 points
Website / WebApp Developers	- 5 points
NSS / NCC / RRC / YRC / Redressal / Grievance cell in-charge / co-ordinator for any event	- 5 points
VAC / NPTEL / Magazine co-ordinator	- 5 points

(subject to a maximum of 30 points)

5.4 Contribution towards placement (20 points)

If the faculty is:

Trainer	- 10 points
Initiating placement drive	- 10 points

5.5 Mentorship (10 points)

Mentorship allotted and executing very good	- 10 points
Mentorship allotted and executing good	- 5 points
Mentorship not allotted	- 0 point

5.6 Feedback by HoD (10 points)

Punctuality	-	2 points
Attitude and behaviour	-	2 points
Team player	-	2 points
Ready to take responsibilities	-	2 points
Communication skill	-	2 points

(HoDs and Coordinators are evaluated by the Principal)

6. Others

6.1 Attendance (20 points)

If the faculty has the following percentage of attendance during the assessment year:

100 percent attendance	-	20 points
80 percent attendance	-	10 points
>= 70 percent attendance	-	5 points
< 70 percent attendance	-	0 point

6.2 Retention (20 points)

To every completed year	-	2 points
> 10 years	-	20 points

6.3 Experience at other institutions / industry (10 points)

To every completed year	-	1 point
> 10 years	-	10 points

Total Points for Evaluation: 650 points

FACULTY SELF APPRAISAL (FSA)

College Name:

Faculty Name:

Department:

Designation

Date of Assessment:

Sl. No.	Category	Criteria					Total Score	Score Obtained
1. Teaching and Learning							160	
*With an assumption 2+2 theory courses, 1+1 laboratory courses per academic for all Assistant and Associate Professors **[Punctuality in submission, Quality of the course content and Question Bank, Fair evaluation as per rubrics]								
1.1	Pass Percentage*	50 – 59 (1)	60 – 69 (2)	70 – 79 (3)	80 – 89 (4)	90 – 100 (5)	30	
1.2	GPA*	5.5 – 6.4 (1)	6.5 – 7.4 (2)	7.5 – 8.4 (3)	8.5 – 9.4 (4)	9.5 – 10 (5)	30	
1.3	CO-PO-PSO attainment*	<1 (0)	1-1.5 (1)	1.6-2.0 (2)	2.1-2.5 (4)	2.6-3.0 (5)	30	
1.4	Quality of the Course file**	Poor (0)	Good (10)	Very Good (20)	Excellent (25)	Outstanding (30)	30	

1.5	Deviation from course plan	Nil or ± 5 hrs deviation (10)	10 hrs deviation (5)	More than 10 hrs (0)	Not Acceptable (0)		10	
1.6	Workload per week	10 to 12 hours per week (5)	13 to 16 hours per week (10)				10	
1.7	Innovation in teaching and learning process	Active Learning (8)	Project Based / Experiential (6)	ICT Tools including PPT (4)	Conventional method (2)		20	
2.	Research and Consultancy						160	
2.1	Guide-ship [No. of scholars + (No. of scholars published X 3)]	Ongoing * maximum 15 points					15	
		For each Scholar (1)	Publication per scholar (3)					
		Completed in the academic year					15	
		1 Scholar (5)	2 Scholars (10)	>2 Scholars (15)				

2.6	Book Chapters / Monographs / Books / Copyrights	1(5)	>1(10)				10		
2.7	Patent (published)	1(10)	>1 (20)	One or more Filed (5)			20		
3.	Capacity Building / Knowledge Enhancement						100		
3.1	Seminar and Workshop	Organized						5	
		1 (2)	2 (4)	>2 (5)					
		Resource Person						10	
		1 (4)	2 (8)	>2 (10)					
		Attended						5	
		1 (2)	2 (4)	>2 (5)					

3.2	Faculty Development Programme	Organized					5	
		1 (3)	>1 (5)					
		Resource Person					10	
		1 (5)	>1 (10)					
		Attended					5	
		1 (3)	>1 (5)					
3.3	Professional Development	Membership (4)	Certifications / Awards (4)	Moodle Courses (4)	Reviewers in Journals (4)	Editors in Journals (4)	20	
3.4	International / National conferences / Symposium organized	Committee member (5)	Coordinator (10)				10	

3.5	Keynote Speaker / Conference Chair	Chair / Judge (3)	Panel Member (6)	Keynote Speaker (6)	Chief Guest (5)		20	
3.6	Qualification Upgradation	Ph.D. Registered (3)	Ph.D. Confirmation (4)	Synopsis Submitted (5)	Ph.D. Completed (10)		10	
4.	Co-curricular and Extra-curricular activities						80	
4.1	Workload for Employment Enhancement Programmes	2 to 3 hours per week (5)	4 to 6 hours per week (10)				10	
4.2	GATE / NET / SLET Valid Score	GATE / NET / SLET (10)					10	
4.3	Training GRE, GATE, CAT, GMAT and other coaching	GRE (10)	GATE (10)	CAT (10)	GMAT (10)	Others (Specify) (10)	10	
4.4	Skill development of students (Recent Thrust Areas)	Coding (4)	Projects (4)	Scientific Tools (4)	Mathematical Tools (4)	IT tools (4)	20	

4.5	Industry Institute Interaction	Industrial Visit Arranged per semester (4)	Facilitating MoUs (4)	Projects (4)	Internships (4)	Consultancy (4)	20	
4.6	Feedback [Average of feedback x no. of courses including laboratory]	Student Opinion (8)	Industrial Expert opinion (2)				10	
5.	Responsibilities						100	
5.1	Invigilation Exam duties assigned and performed	Internal Assessment (5)	End Semester Assessment (5)				10	
5.2	Contribution to the department Maximum 20 points	NBA / NAAC / NIRF / BoS / In-charge (5)	UG / PG coordinator / Chairperson (5)	Training / Placement / VAC / Library / Magazine / Criterion / Exam cell in charges (5)		Website / WebApp coordinators (5)	20	
5.3	Contribution to the Institute Maximum 30 points	NBA / NAAC / NIRF / III Cell / IQAC / ERP / coordinator (10)	Criterion / Exam cell in charges (5)	Website / WebApp Developers (5)	NSS / NCC / RRC / YRC / Redressal / Grievance cell / Coordinator for any event (5)	VAC / NPTEL / Magazine Co Ordinator (5)	30	

5.4	Contribution towards placement	Trainer (10)	Initiating Placement drive (10)				20	
5.5	Mentorship	Yes (10)	No (0)				10	
5.6	Feedback by HoD *HoD-by Principal	Punctuality (2)	Attitude and behaviour (2)	Team player (2)	Ready to take responsibilities (2)	Communication skill (2)	10	
6.	Others						50	
6.1	Attendance	100 percent attendance (20)	80 percent attendance (10)	More than 70 percent attendance (5)	Below 70 percent attendance (0)		20	
6.2	Retention	One point to every completed year			More than 20 years (20)		20	
6.3	Experience at other Institutions / Industry	One point to every completed year			More than 10 years (10)		10	

Consolidated Guidelines

Sl. No.	Category	Score
1. Teaching and Learning		160
1.1	Pass Percentage	30
1.2	GPA	30
1.3	CO PO PSO attainment	30
1.4	Quality of the Course file	30
1.5	Deviation from course plan	10
1.6	Workload per week	10
1.7	Innovation in teaching and learning process	20
2. Research and Consultancy		160
2.1	Guide-ship	30
2.2	Consultancy	20
2.3	Sponsored Projects	20
2.4	Publications	40
2.5	Paper Presentations	20
2.6	Book Chapters/ Monographs/Books/copyrights	10
2.7	Patent	20
3. Capacity Building / Knowledge Enhancement		100
3.1	Seminar and Workshop	20
3.2	FDP conducted and attended	20
3.3	Professional Development	20
3.4	International / National conferences / Symposium organized	10
3.5	Keynote Speaker / Conference chair	20
3.6	Qualification Upgradation	10
4. Co-curricular and Extracurricular activities		80
4.1	Workload for Employment Enhancement Programmes	10
4.2	GATE / NET / SLET Valid Score	10
4.3	Training GRE, GATE, CAT, GMAT and other coaching	10
4.4	Skill development of students (beyond the syllabus)	20
4.5	Industry Institute Interaction	20
4.6	Feedback	10
5. Responsibilities		100
5.1	Invigilation Exam duties assigned and performed	10
5.2	Contribution to the department	20
5.3	Contribution to the institute	30

Sl. No.	Category	Score
5.4	Contribution towards placement	20
5.5	Mentorship	10
5.6	Feedback by HoD	10
6. Others		50
6.1	Attendance	20
6.2	Retention	20
6.3	Experience at other Institutions / Industry	10
Total		650

Consideration for the Higher Authorities:

1. If the faculty has supervisor recognition from the affiliating University, but the department is not recognized as a Research Centre, an additional score of 10 points shall be given.
2. All HoDs / Coordinators shall be given an additional score of 20 points.

Performance Allowance (PA)

- If the faculty attains a score, which is less than 195 for two consecutive assessment years, termination order will be issued.
- If the score range is in between 228 and 260, 20 percent PA shall be provided.
- If the score range is in between 261 and 292, 25 percent PA shall be provided.
- If the score range is in between 293 and 324, 30 percent PA shall be provided.
- If the score range is in between 325 and 357, 35 percent PA shall be provided.
- If the score range is in between 358 and 389, 40 percent PA shall be provided.
- If the score is 390 and above, 45 percent PA shall be provided.
- The percentage of PA is fixed always considering the minimum basic pay in the current scale plus the current AGP.