

ROLES AND RESPONSIBILITIES

DECENTRALIZATION IN WORKING

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

ACADEMIC COUNCIL

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

COLLEGE COUNCIL

The members include Principal, Deans, Heads of departments, senior faculty members. The main functions include advice on academic and nonacademic matters, discipline related matters of students.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC is constituted under the Chairmanship of the Principal with heads of important academic and administrative units and a few teachers. IQAC conduct regular internal audits and also facilitates external audits.

PRINCIPAL

- Principal is the academic and administrative Head of the Institution and is also the Member Secretary of the Governing Council.
- Principal represents the college for all activities connected with statutory and regulating bodies like, Anna University, DOTE, AICTE, UGC etc. and is responsible to maintain all records connected with these bodies.
- Principal establishes a suitable system for observing and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- Principal is primarily responsible for the smooth conduct of all academic activities and maintenance of discipline among students and staff.
- Principal approves the leave applications of all staff on the recommendations of the HoDs concerned.
- Principal approves of all industrial and other visits by the students when the same is put up to him/her with the specific recommendations of the HoDs concerned.

[Through: Dean (Academic) / Academic Coordinator/any other competent authority].

- Principal approves of co-curricular activities like guest lectures, seminars, conventions, symposium, literary & cultural events and any other programme as recommended by the HoDs concerned [Through : Dean (Students Welfare) / Students Coordinator/any other competent authority].
- Principal is responsible for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- Principal cannot take any major policy decisions.
- Principal's financial power is restricted to signing the cheques with regard to the following accounts only:
 - 1) University Fees
 - 2) University Examination
 - 3) Scholarship
 - 4) Training & Placement
 - 5) Technical Clubs
 - 6) NSS, RRC & YRC

ADMINISTRATIVE MATTERS

- a) Appointments
- b) Pay fixation and promotion
- c) Leave matters.
- d) Communications with all statutory agencies.
- e) Proposals and inspections.
- f) Departmental visits.
- g) Conduct of Periodical review meetings of HoDs.
- h) Conduct of Periodical review meetings of the College Council.
- i) Conduct of Periodical meetings of the Governing Council.
- j) Preparation of Annual Reports.
- k) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to

the management for approval.

ACADEMIC MATTERS

- l) Work load allotment [Through HoDs]
- m) Monitoring Class work including laboratory [Through : HoDs]
- n) Periodical tests [Through:COE]
- o) University examinations [Through: COE]
- p) Feedback from students
- q) Disciplinary matters(Staff)
- r) Disciplinary matters(Students)
- s) Central library

MISCELLANEOUS

- t) Letters /Fax / E-Mail
- u) Conduct of meetings /functions
- v) Safe custody of certificates and documents [Through : Administrative Officer]
- w) Issue of Certificates [Bonafide, Conduct,Transfer etc.]
- x) Staff grievances and redressal.
- y) Anti-ragging measures
- z) Interaction with alumni
- aa) Interaction with parents
- bb) Purchase proposals
- cc) Public relations
- dd) Community service.

DEANS RESPONSIBILITIES

Deans offer assistance to the Principal in the following matters:

- Planning and Development, Institutional Building, Teaching-Learning, Students Discipline, Staff Recruitment, Assets Inventoryetc.,
- In the absence of the Principal, the senior most Dean will act as the Principal-in-charge.
- In the absence of Dean post, the principal will nominate the in-charge with the approval of the Secretary/Director.

DEAN (ACADEMICPROGRAMMES)

1. Finalization of academic calendar and timetables.
2. Arrangements all the facilities and requirements for proper conduct of classes.
3. Monitoring of conduct of classes and laboratories
4. Monitoring the conduct of class committee meetings.
5. Conduct of class tests and co-coordinating the finalization of attendance and internal assessment.
6. Supervision of maintenance of up-to-date academic records of all categories of students.
7. Issuance of all types of certificates to students.
8. Printing and distribution of syllabi.
9. Coordinating co-curricular activities (Technical festivals, quizzes etc.)
10. Arranging the issuance of all academic certificates, medals & prizes to the students [either on Annual Day or on Graduation Day].
11. Arranging for conduct of all those examinations which are to be conducted by the college as stipulated by the affiliating University.
12. Central Library.
13. Central Workshop.
14. Computing and Internet facilities.
15. Result analysis.
16. Feedback on teaching.
17. Issue of original and duplicate mark sheets.
18. To coordinate the conduct of Graduation Day.

DEAN (RESEARCH AND CONSULTANCY)

1. Deputation of faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignment etc.
2. Deputation of faculty member to various institutions under Quality Improvement Programme (Q.I.P.) under rules applicable to them.
3. Evaluation of papers submitted by the faculty members to Conferences / Seminars.
4. Organizing training programmes for the faculty members.
5. Creating and maintaining database regarding faculty expertise.
6. Framing rules for Industrial Sponsored Research and Consultancy.
7. To formulate policies for the conduct of research and steps to maintain

suitable standards.

8. Facilitating faculty members through his/her office in procuring equipment necessary to conduct research / consultancy work and in recruitment of project staff.
9. Monitoring the activities of consultancy, testing and sponsored research projects of college and to ensure timely submission of progress reports.
10. Coordinating the formulation and conduct of non-formal and continuing education and extension programmes.

HEADS OF THE DEPARTMENTS

1. Providing a clear vision and direction to the department.
2. Academic planning.
3. Delineation and allocation of responsibilities to faculty and staff.
4. Allotment of work load to staff.
5. Time-Table and Hall management.
6. Guest lectures.
7. Budget proposals.
8. Periodical staff meetings (preferably once in a fortnight).
9. Periodical class committee meetings (preferably once in a month before and/or after each assessment test).
10. HoDs are responsible for all the curricular and co-curricular activities of their departments.
11. HoDs enforce discipline in their department.
12. HoDs call for at least one departmental meeting in every calendar month.
13. HoDs prepare the budget requirements (Consumables & Non-Consumables etc.) in consultation with other faculty members of their department.
14. Staff Leave.
15. Students Symposia / Seminars.
16. Review of students' performance and remedial measures.
17. Industrial Visits and In Plant Trainings.
18. Departmental Library.
19. Issuance of Bonafide Certificates to staff and students for participation in Seminars / Symposiums.
20. Cleanliness of the department.

21. Purchase of equipment, testing, quality assurance and processing of bills.
22. Purchase and issue of books and stationery items to staff and students.
23. Development of inter-departmental cooperation.

FACULTY

1. Preparation of 'Lesson Plan' effectively well ahead of the commencement of the semester.
2. Handling lecture classes as per the Time-Table and timely completion of the syllabus.
3. Completing Laboratory exercises.
4. Verifying note books / records periodically.
5. Counseling the students and conducting re-tests for those failed / performed poorly.
6. Coordination with HoDs / Faculty members in preparation of laboratory requirements and budget, discipline maintenance, students' counseling and execution of co-curricular activities.
7. Class room instruction.
8. Laboratory Practice.
9. Student Project and Exhibits.
10. Preparation of Learning Resource Material:
 - a. Course / Lesson Plan
 - b. OHP Transparencies / Power Point Slides
 - c. Question Bank with Answers
 - d. Drill Problems with Solutions
 - e. Quizzes, Crosswords and Puzzles
 - f. Web Based Learning Material

TRAINING AND PLACEMENT OFFICER

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

CONTROLLER OF EXAMINATIONS

1. Internal test schedule and seating arrangements.

2. Practical examination schedule and seating arrangements.
3. Printing of Answer booklets & Question Papers.
4. Assignment of invigilation duty to faculty and staff [Through: HoDs].
5. Internal Assessment Tests and Model examination.
6. Computation of attendance.
7. Computation of internal test marks.
8. Submission of absentee list.
9. Distribution of examination remuneration.
10. Issue of original and duplicate hall tickets.
11. Issue of original and duplicate marksheets.

LIBRARIAN

1. Purchase of books as per the requirement of AICTE and Anna University.
2. Subscription and renewal of E-journals, Journals, Magazines and newspapers.
3. Stock entry & maintenance.
4. Issue and collection of books.
5. Reprographic facilities.
6. Collection off line.
7. Binding and lamination facilities.
8. Establishment of bookbank.
9. Coordination of purchase of books for students.
10. Submission of Annual budget Proposal.

DIRECTOR OF PHYSICAL EDUCATION

1. Purchase of Sports Kits.
2. Stock entry & maintenance.
3. Condemnation & auction.
4. Collection off line.
5. Scheduling of sports events.
6. Scheduling of sports day.
7. Submission of Annual Budget Proposal.

SYSTEM ADMINISTRATOR

1. Purchase, installation & maintenance of computer systems and UPS based on requirements received from various departments.
2. Purchase, installation & maintenance of new software based on the

- requirements from various departments.
3. Up gradation of existing hardware & software.
 4. Renewal of AMC for computer systems.
 5. Renewal of existing software.
 6. Installation, up gradation and maintenance of firewall and antivirus software.
 7. Conduct of computer related courses to staff & outsiders.
 8. Maintenance and up gradation of PSR website.

ADMINISTRATIVE MANAGER

1. The Administrative Officer (A.O) looks after the administration of administration office and takes care of correspondence to AICTE, Anna University and other agencies in consultation with the Principal and coordinates all activities of the office and the academic departments.
2. Administration Officer renders necessary assistance to the Principal in the day-to-day affairs.
3. Administrative officer carries out the task assigned to him / her by the Principal. He/she is the custodian of all records and documents.
4. Maintain records of goods ordered and received.
5. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
6. Prepare and process requisitions and purchase orders for supplies and equipment.
7. Control purchasing department budgets.
8. Review purchase order claims and contracts for conformance to college policy.
9. Develop and implement purchasing and contract management instructions, policies, and procedures.
10. Participate in the development of specifications for equipment, products or substitute materials.
11. Resolve vendor or contractor grievances, and claims against suppliers.
12. Represent college in negotiating contracts and formulating policies with suppliers.
13. Prepare reports regarding market conditions and merchant discounts.

14. Arrange for disposal of surplus materials.

FINANCE OFFICER

1. Pay and Accounts.
2. Pay bill preparation and disbursement.
3. Maintenance of salary acquittance.
4. Advances and settlement.
5. Collection of fees and remittance.
6. PF matters.
7. Income tax matters.
8. Internal audit.
9. Audited statement of receipts & expenditure.
10. Preparation of annual budgets.
11. Advertisements & Tenders.

ESTATE OFFICER

1. Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
2. Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
3. Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
4. Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
5. Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
6. Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels

and regular maintenance of all the electric generators and ensuring proper use of the same.

7. Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
8. Executes any other works assigned from time to time.

TECHNICAL STAFF

1. Maintenance of stock and inventory.
2. Issues and receipts.
3. Servicing of equipment.
4. Assistance in purchase.
5. Stock entry and bill passing.

CHIEF SECURITY OFFICER

1. Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
2. Monitors Material movement in and out of the premises.
3. In charge for monitoring the persons inside the campus; verifying the ID Cards.
4. Ensures the Contract labourers wear Contract badge during working hours within the campus.

TRANSPORT MANAGER

1. Responsible for arrangement of transport for students and staff from College to City & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Responsible to inform the Principal at any major repair of college vehicle.
5. Responsible for the purchase of new vehicle.
6. Responsible for the transport for the staff and students for any educational tours and visit Sports competition etc.,
7. Responsible for time management of buses.

8. Responsible for timely payment of Insurance.
9. Responsible for timely arrangement of obtaining Fitness Certificate.

MESSMANAGER

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

TERMS AND CONDITIONS OF EMPLOYMENT

WORKING DAYS AND WORKING HOURS

- Monday to Friday will be working days for P.S.R. Engineering College.
- If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following (and if that is not possible, the very next Saturday following that), will be a working day.
- Other Saturdays, may be declared as working days if that is found necessary to make up the shortfall in the total number of working days in a semester.
- Class work starts at 09:00 a.m. and closes at 04:10 p.m. Lunch break is from 12:20 p.m. to 01:00 p.m.
- All staff members are required to Sign-in before 09.00 a.m. and Sign-out only after 04.30 p.m.
- 'Forgot to Sign' shall not be accepted as a reason for not signing. In such cases the faculty member should submit his/her explanation to the HoD at the earliest and in any case not later than the next working day. The HoD shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as eligible leave or Leave on loss of pay.

- Holidays declared by the Government / District administration (with the clause ‘for all educational institutions including professional colleges’) will be holidays for both the students and the faculty.
- All other days will be working days for the entire staff, both teaching and non-teaching. Absence on these days shall be treated as on leave.
- As a general rule, the classes will be conducted, if not notified to be a holiday.
- The management / Principal reserve the right to convert any holiday into a working day under special circumstances.

ATTENDANCE

- i. Every employee shall ordinarily be at work in the college or any other designated area connected with the college.
- ii. He/she shall register his/her attendance and sign in the Attendance Register maintained in the Administration Office both in the mornings as well as in the evenings.
- iii. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, “late attendance” will be marked and the employee has to sign in the “Time in Time Out Register”.
- iv. Forfeiture of half-a-day Casual Leave will be the penalty for every three days’ late attendance. Habitual three days’ late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- v. Employees should normally obtain permission before hand to arrive at the college either late or to leave early. For all staff, habitual absence or late attendance will entail penal provision.
- vi. Employees are expected to be present in their respective departments at least 10 (Ten) minutes in advance before the working hours.

DRESS CODE - Men

- i. The employees should preferably wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.
- ii. Dress should be clean and not crumpled.
- iii. Hair should be clean, neatly cut, not extending below the ears - Crew cut is recommended. It should be always well combed.

- iv. Face should be clean shaven without beard. Moustaches should be well trimmed- above the lip level and not drooping down.
- v. Shoes and Socks should be color coordinated with the clothes and well-polished and clean.
- vi. Wrist watch and other accessories should be formal and with appropriate size.

DRESS CODE

WOMEN

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

CODE OF CONDUCT

Every employee shall:

- Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence control, he/she is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties.
- Endeavour to promote the interest of the college and shall not act in any manner prejudicial thereto. Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties assigned to him/her from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment 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 a superior officer in the discharge of his/her duties.

- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he/she shall, from time to time, be placed.
- He/she shall discharge all duties pertaining to the office diligently and as required. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc.).
- No employee shall join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
- If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government / MHRD / AICTE / Anna University.

SALARY POLICY

POSITIONS AND PAY SCALES

- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, and Department Assistant.
- The College Office will have the following positions of hierarchy in the administrative department.
 - a. Administrative Officer

b. Accountant, Clerical Assistants

c. Office Assistants.

- The Scales of pay for various teaching positions will be as follows:

As per AICTE norms

DEARNESS ALLOWANCE

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

YEARLY INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF

- Employees Provident Fund (EPF)
- Employee State Insurance (ESI)
- Group Insurance.
- Free Transport.
- Fees Relaxation to Wards of Employees Admitted to the College

INCENTIVES AND REWARDS

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- For producing 100% results in a theory paper A Cash Award of Rs.1000/- is given.
- For attending Summer/Winter Schools/Seminars/Conferences actual expenditure and On Duty are provided for the faculty members.
- Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

LEAVE POLICY

CASUAL LEAVE

- Every employee is eligible to avail upto a maximum of 12 days of Casual Leave in a calendar year.

- Normally only one day casual leave will be sanctioned in a month.
- Continuous absent beyond 9 days will be treated as Earned Leave or Leave on Loss Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.
- Application for Casual Leave should be submitted to the HoD / competent authority in advance with necessary alternative arrangements for class work during their absence to engage the students.
- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HoD would be contacted over the phone at the earliest so that the HoD would be able to make necessary alternative arrangements to engage the classes.
- Failure to engage the classes on account of leave shall be treated as ‘**Dereliction of Duty**’ on the part of the faculty member availing leave.
- Any absence without proper sanction will be treated as unauthorized abstention and salary will be deducted for those days of such absence.
- Principal is the authority to sanction Casual Leave to teaching as well as non-teaching staff.

COMPENSATION LEAVE

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.
- Later on the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the office.
- The compensatory leave should be availed within three months after the actual date of working.
- Compensatory leave will not be granted to any staff of special classes, educational tours, and University practical examinations, ISO, Accreditation, and Inspection of AICTE / University, other bodies and emergency works.

ON DUTY

- On Duty Permission will be granted only the prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

- The teaching staff members will be allowed a maximum of 8 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the Competence authority for having done the intended duty. Otherwise if this absence will be treated as leave.
- All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

VACATION LEAVE

- Only Teaching Staff members (Professors, Associate Professors and AssistantProfessors)are eligible to avail vacation leave.
- Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:
 - (i). Odd Semester – November to December (Winter Vacation)
 - (ii). Even Semester – May to June (Summer Vacation)
- Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 21 days of summer vacation leave during the academic year. If they have served only one semester, they are eligible to get only 14 days of summer vacation.
- Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail 10 days of winter vacation leave during the academic year. If they have served only one semester, they are eligible to get only 7 days of winter vacation.
- The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc., on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.
- Vacation Leave may be availed in two spells in each vacation period.
- CL, EL, CPL, OD, etc., cannot be combined with Vacation Leave.
- Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- Vacation Leave may be curtailed or refused depending upon the exigencies of works.

EARNED LEAVE FOR TEACHING STAFF

- Every Teaching staff member who has fully served for three years in an institution is eligible to avail upto a maximum of 10 days of Earned Leave in a calendar year.

- Earned Leave should be applied in advance and got sanctioned, before being availed.
- CL, CPL, OD or other leave cannot be combined with Earned Leave under any circumstances.

EARNED LEAVE FOR NON-TEACHING STAFF

Every non-teaching staff of the college is eligible for the Earned Leave as per the rules:

- During the probation period, Earned Leave will accrue at the rate of 15 days in a year. (1¼ day per month). On completion of the probation period, the rate will be 30 days a year. (2½ days per month).
- Earned Leave should be availed in advance and get sanctioned, before being availed.
- Earned Leave may be refused or curtailed depending on the exigencies of work.

MATERNITY LEAVE

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

- Should have completed the minimum of three years of satisfactory service.
- The maternity leave is limited to a maximum of 6 months only.

MEDICAL LEAVE

- For treatment and hospitalization of serious illness like TB, Cancer, Leprosy, Heart Surgery, Kidney Transplantation, Retina Transplantation etc., the medical will be decided on the merit of individual case.
- For other ailments and hospitalization, the medical leave will be given on production of medical certificate.

GENERAL PROVISIONS ON LEAVE

- Approval of the competent authority should be obtained before availing any type of leave.
- If previous approval could not be taken, on account of emergency or unforeseen reasons, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission must be obtained. This should be followed by submission of a written application and ratification thereupon by the competent authorities immediately on rejoining date.
- Availing leave without previous sanction will be treated as unauthorized abstention and for such period of abstention the pay shall be deducted.
- Unauthorized abstention for a continuous period of more than 30 (Thirty) days will be treated as voluntary desertion of service and the service of such persons shall be treated as

terminated automatically.

- All kinds of authorized leave will count towards seniority and increment, except study leave (unless otherwise specified). Study leave on QIP scheme of AICTE/MHRD will count towards seniority and increment, but study leave will count only towards seniority and not for grant of annual increment.
- Casual Leave not availed in a calendar year cannot be carried over to the subsequent year.
- It is the duty of the faculty / staff member going on leave to make necessary alternative arrangement, with the approval of the HoD/Principal, to engage the classes/ attend to the work during his/her absence.

DISCIPLINE AND GRIEVANCE PROCEDURE

CODE OF CONDUCT FOR TEACHERS

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the Principal.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's Classes, with latest information added to earlier course content.
 - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of:
 - a. Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - b. Not entering into quarrels, fights or any act of disrespectful nature.
 - c. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - d. Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

CODE OF CONDUCT FOR ADMINISTRATORS

- Administrators should make all their decisions based on the best interests of the students. Ethical administrators never put their interests above greater good of institution they serve.
- Administrators shall provide professional educational services in a non-discriminatory manner.
- Administrators shall take reasonable action to provide an atmosphere conducive to learning.
- Administrators shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- Administrators shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- Administrators shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

DISCIPLINARY PROCEDURE

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal / Correspondent / Director.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence

of the complainant.

- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- The Principal shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his / her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- Where the punishment proposed is in the categories c or d the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Principal shall report the proceedings periodically to the Correspondent / Director.

GRIEVANCE PROCEDURE

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
 - The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal / Director / Dean and Correspondent.
 - The Principal shall announce the Constitution of Committee & the names of members at the beginning of every academic year.
 - The grievance committee shall have a member secretary, to monitor the proceedings and meet once every month on a stipulated day and time
 - Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

- The member secretary of the grievance committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Principal / Correspondent.
- The Member - Secretary shall record and maintain the minutes the meetings.

RESIGNATION

Employees who wish to leave the services of this college, he/she will be relieved only at the end of a semester, provided they have to tender three month's notice or surrender three month's salary. However, it is left to the discretion of the Management, to relieve earlier. Likewise, if employee's service is not satisfactory/ required by the management, it has the discretion to terminate the services at any point of time, with a threemonth's notice.

SUPERANNUATION

The age of superannuation – (I) Teaching Faculty - 58 Years
(II) Non-Teaching - 58 Years