



# ROHINI

**COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE and Affiliated to Anna University, (An ISO Certified Institution)

## **SERVICE RULES**

## INTRODUCTION

Rohini College of Engineering & Technology is the most prestigious institution established by a well-known industrialist and philanthropist, Shri.K.Neela Marthandan in 2012. The Institute has about 2175 BE students, 147 ME students and 5 Ph.D students. The College has been certified as an ISO 9001:2015 Institution. The College is affiliated to Anna University, Chennai as per the Government of Tamil Nadu notification for conducting four year B.E. Degree Programs and two year M.E Programs and Ph.D programme.

## SERVICE AND CONDUCT RULES

### 1. General

- a) These rules shall be called “Rohini College of Engineering & Technology Palkulam, Service and Conduct Rules” and came into force from the month of November 2017. These rules supersede all the rules put into force, previously.
- b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members)

### 2. Definition

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- **College** means Rohini College of Engineering & Technology, Palkulam
- **Trust** means Saroja Educational Trust, Nagercoil.
- **Teaching Post** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- **Supporting Staff Members** mean a person appointed in a Non-Teaching post to which no other person holds a line.
- **Appraisal Committee** means the committee created by the Authority for performance appraisal of an employee.
- **Authority** means the Governing Body of the College and represented by the Administrative head such as Principal of the College having powers delegated to one by the Governing Body.
- **Employee** means any person appointed by the Authority/Trust as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer iii) Contractual Employee.

- **Regular Employee** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society.
- **Probationer** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority / Society. The period of probation shall be defined in his/her appointment letter, in a case to case basis based on his/her profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority / Society have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his/her probation period had been extended.
- **Contractual Employee** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his/her remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
- **Faculty Member** means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

### 3. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meanings
<b>RCET</b>	ROHINI College of Engineering & Technology
<b>GC</b>	Governing Council
<b>MD</b>	Managing Director
<b>CFO</b>	Chief Financial Officer
<b>HOD</b>	Head of the Department

#### **4. DESIGNATION OF EMPLOYEES AT INSTITUTE**

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Council based on the needs and requirement of the Institution.

- **Academic - Teaching**

1.	The Principal of the Institution
2.	The Head of the Departments of the Institution
3.	The Professors of the Institution
4.	The Associate Professors of the Institution
5.	The Assistant Professors of the Institution
6.	The Lab Instructors of the Institution
7.	Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.
8.	Placement Officer

- **Non - Teaching**

1.	The Librarian
2.	The Account Officer of the Institution
3.	The Administrative officer of the Institution
4.	The Office Assistants of the Institution
5.	The Maintenance in charge of the Institution
6.	Electrician, Plumber, Generator Operator of the Institution
7.	Other position as may be decided by the Governing Council.

#### **5. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF**

##### **5.1. WORKING HOURS**

5.1.1. Duty hours in different departments and sections of the institution are to be followed as notified from time to time.

5.1.2. The duty hours notified may be changed as per the requirement of the institution from time to time and the faculties shall follow accordingly.

5.1.3. Full-time work schedule is around 8 hours a day, Monday through Saturday, with one hour for the lunch break.

5.1.4. Certain departments and/or faculties may have a variance in their respective work hours, which variance must be decided by the Head of the Department and Head of the Institute.

**5.2 The faculty's duties** include, but shall not be limited to the following:

5.2.1 Reach the class on time for teaching.

5.2.2 Curriculum design and implementation.

5.2.3 Address the students on moral principles, social, and environmental issues.

5.2.4 Behave responsibly and maintain professional relationship with students.

5.2.5 To take tutorial Classes / Remedial Classes / Advanced Classes / makes up tests & the same to be included in the academic calendar at the commencement of each semester., Two tutorial hours / two laboratory hours will be counted as one teaching hour.

5.2.6 Level testing, grading, evaluation, and assessment of students.

5.2.7 Providing students with individualized care.

5.2.8 Attending teacher's meetings, training, and workshops.

5.2.9 Developing Resource Materials and Lab Manuals.

5.2.10 Involving in Co – Curricular and Extra – Curricular Activities.

5.2.11 Assisting in Departmental Administration and other Developmental Works.

5.2.12 Research Activities and Research Guidance.

5.2.13 Proctoring, Mentoring and Guidance to the students.

5.2.14 In addition to the above, the faculties shall co – operate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

**5.3 PERSONAL APPEARANCE AND DEMEANOR:**

5.3.1 It is largely through contact with the faculties that the students and others will form an impression of RCET – Rohini College of Engineering & Technology. It is important that you dress appropriately and display courtesy, tact and patience in your dealings with students, parents, guests and other College personnel.

5.3.2 Whenever uniforms are suggested for the faculties, they should wear the uniform. In the absence of uniform, all the male faculties are required to dress in appropriate neat, clean, business attire like formal pants & shirt with formal shoes. Female faculties shall wear neat & clean formal wear, wearing of sari for female faculty is

preferred. All male teaching faculties should wear tie. Nails should be periodically trimmed.

5.3.3 Faculties who appear for work inappropriately dressed or groomed will be directed to go home and return to work in proper attire. Under such circumstances, faculties will not be compensated for the time away from work.

5.3.5 Clothing must not be ripped, torn, soiled or revealing. Sweat pants, cut-offs, shorts, jeans and loose t-shirts are not appropriate. Foot wears like Flip flops, sandals, sport shoes, sneakers, etc. are not appropriate.

5.3.6 All the faculties should wear ID cards during the working hours.

5.4 **Mobile phones:** The faculty members are not allowed to bring mobile phones inside the class rooms and laboratories. They are allowed to use the mobile phones only for official purpose.

5.5 **Preparation of Lesson Plan and Lesson Schedule:** The Faculty may re-arrange the units of the syllabus, if necessary, for better and effective understanding by the students, prepares a well contemplated lesson plan clearly indicating the topics and portions to be covered class wise on specified dates in the prescribed format available in the logbook issued. The lesson schedule shows the topics of the portion covered in every class.

It is very important to prepare Weekly Portions for Continuous Assessment tests clearly and the same should be completed within the specified week and never to be postponed, even if the staff member have to go on leave or absent due to unavoidable circumstances or due to unexpected holidays. In such cases, extra classes must be handled to complete the specified Continuous Assessment test portions. HoDs will monitor and report non-conformities, if any, in the prescribed format to the Principal every first working day of the week.

5.6 **Course File:** A Course file must be handed over to the Principal through HOD at least one week before the first working day of the semester. Detailed work sheets (one per week) containing problems and cases with solutions to conduct tutorial sessions are also required to be included in the lecture notes. The faculty-student ratio for the tutorial class is 1:30. The course file contents for the theory and laboratory courses are as follows:

<b>S.No</b>	<b>Course File contents for Theory Subjects</b>
1.	Target sheets
2.	Individual time table (faculty)
3.	Course Delivery Plan (CDP latest) with Question Bank as per Blooms include content beyond syllabus
4.	Five units lecture notes
5.	Two mark Questions and answers for five units
6.	Proof of the various innovative teaching methodologies used (on line teaching, Flipped class, Google classroom, Experiential learning, collaborative learning etc)
7.	e-learning materials(learning materials downloaded from internet) –NPTEL Video Tutorials, YouTube Videos, Animations etc.
8.	Proof of content beyond the syllabus conducted
9.	Proof of LMS given to the students
10.	Tutorial Questions if applicable
11.	IAT I,II,III questions, Answers with keys
12.	Result Analysis for IAT and action taken
13.	Separate Assignment Questions for slow learners and fast learners for all units
14.	Anna University Questions at least five years
15.	Proof of Quiz/Cross word conducted in class
16.	Gate/UPSC/IES questions with solutions
17.	Course End survey (Collect the course end survey through the Google form) or any other mode

<b>S.No.</b>	<b>Course File contents for laboratory courses</b>
1.	Syllabus
2.	Course Outcomes
3.	CO-PO Mapping
4.	CO-PO Mapping with Justification
5.	CO attainment
6.	List of equipments (as per syllabus)
7.	Additional equipments
8.	List of experiments
9.	Additional experiments
10.	Lab manual
11.	Viva-Voce question and answers
12.	Pilot reading
13.	Lab record
14.	Model exam question paper
15.	Model exam answer sheet
16.	Log book (RCET lab log book)
17.	Rubric along with affective domain sheet
18.	Lab evaluation sheet

**5.7. ICT Enabled Teaching and Learning:** Wherever necessary, lecture sessions should have PPT for clear visible and vivid expression of difficult parts of the lecture topics. The slides may be numbered unit wise for easy access and a hardcopy of this should be kept in the course file. Similarly, other teaching aids like models, charts and sketches are to be used and the list should be kept unit wise in the course file. To augment more knowledge in the subject and for good career planning, experts from industry and academics are invited as per academic calendar to deliver special lecture programs, in consultation with HOD and approval by the Principal. Prior approval from the management for expenditure involved is mandatory.

**5.8. Preparation of Question Paper for Internal Assessment Test (IAT) and Continuous Assessment Test (CAT):** The Faculty shall prepare Type-I, Type-II and Type-III questions, ranging from easy, medium and hard respectively, Part-A (2-Marks), Part-B (9-Marks) as well as Part-C (13-Marks). Easier questions should typically appear closer to the beginning of the section while harder questions are towards the end in each section.

**5.9. Continuous Assessment tests (CAT):**

5.9.1. Continuous Assessment tests start from the 2nd week of reopening of the college for a semester. The Continuous Assessment test portions available in the course file. Non-conformities are to be communicated to all in the prescribed format before each test.

5.9.2. Continuous Assessment tests are conducted in the 1<sup>st</sup> period on each day and the answer paper scripts valued within 2 days are to be handed over to the HOD along with mark statements and also entered in our college LMS portal. Continuous Assessment test question papers should be framed with 30% easy questions (Type-1), 50% of questions with average difficulty (Type-2), and 20% difficult ones (Type-3).

5.9.3. A student who is absent or failed in the Continuous Assessment test(s) should appear for the substitute Continuous Assessment test(s) for the missed Continuous Assessment test(s). The substitute Continuous Assessment test(s) will be held on the immediate Saturday in two sessions of one hour each. At a time, a student can take up two test(s) and in case the student who was absent for three Continuous Assessment tests he/she will skip one test. Such incidents have to be brought to the notice of the Principal, the next day itself. Any student desirous of improving



his/her performance can also attend these substitute Continuous Assessment tests. Separate question papers will be prepared for this substitute Continuous Assessment tests by the respective faculty.

**5.10 Internal Assessment Test (IAT):** Three Internal Assessment tests should be conducted in a semester, one after the second Continuous Assessment test covering two units of the portions in the syllabus, second one after the fourth Continuous Assessment test again covers two units from the balance and third one after the last Continuous Assessment test, covering rest of the portions. The Internal Assessment tests are conducted from 1.45 P.M. to 3.45 P.M. HoDs should send Internal Assessment Test Notification Circular Request along with the test schedule to the Principal at least one week before the scheduled date of conduct of Internal Assessment tests.

5.10.1 Students write Internal Assessment tests in bound booklets. Each subject/course has separate booklet.

5.10.2 Internal Assessment Test Answers are to be valued within two working days after the respective test and the mark statements should be handed over to the Principal through HoDs.

5.10.3 Each course in the program is evaluated periodically through internal assessment test (IAT). Students' academic performance derived from the result analysis helps the mentor to categorize students as Bright, Mediocre and Weak. Students Classification:

- 50% and below score in three or more subjects: Academically Weak Students.
- 50% and < 60% in all the subjects: Mediocre Students.
- >60% in all the subjects: Bright Students are provided with necessary academic support through counselling which help them perform better in future.

5.10.4 Parents of each ward should be intimated about the following in the prescribed format, by post, within 6 working days after the Internal Assessment test is over. (Marks secured in the Internal Assessment Test and Subject-wise monthly attendance).

**5.11 Semester End Coaching:** Immediately after the third internal assessment tests, the slow learners are given intensive coaching for at least one week. They are counselled for effective learning and good preparation. The course-wise/subject-wise list of slow learners is identified in the Department meeting.

**5.12 Model Examinations:** At the end of the semester and after adequate preparatory work by both the students and staff, model examinations are scheduled for each subject. Theory model examinations and practical model examinations should be conducted before the last working day for the semester. The schedule for the model examination theory and Practical along with question paper / viva voce questions to be submitted to the Principal through concerned HoD one week before the commencement of the schedule.

**5.13 Assignments:** Each student is given separate note book for writing assignment. A faculty must design the total assignment work, worth of 6 hours of intensive study each so that it is approximately 60 hours of both study and writing per semester.

**5.14 Motivated Study/Work Project book:** A student can choose a project work or motivated study on any current and emerging area in the subject and work on the same with constant interaction with the faculty members concerned for a worthy practical model which will have a high quality. The work should be more than hours equivalent of study. The faculty member should assist the student in all possible ways. The completed project work neatly written must be reported to the Principal along with the proto type.

## **6. SPECIFIC RESPONSIBILITIES**

### **6.1 PRINCIPAL:**

- The Principal shall be the chief academic and administrative Head of the College.
- He is responsible for overall development of the Institution.
- He has to communicate the Vision, Mission, Objectives and all Policy of the authority to all employees of the Institution.
- He channelizes the growth and benchmarking activities of accreditation (NBA/NAAC) and affiliation (AU) processes for the institute.
- He is the final authority for all academic, admission, administrative, co-curricular and extracurricular, research, placement, innovation, resource mobilization, planning and development, recruitment.
- He has to fix the parameters and goal sheets for the teaching and non-teaching employees.
- He has to monitor and evaluate Teaching, Research, Publication, Real knowledge application etc.
- Close participation in the process of performance evaluation of employees.

- Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
- To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
- To conduct periodic meeting of various bodies such as Heads of the Department, Management Committee, Academic Council, Library Committee and Women's Grievances Redressal Committee etc.
- Monitoring of the student's feedback systems duly authenticated by respective HODs.
- To monitor and ensure that all relevant data are duly uploaded in AICTE and Anna University.
- He is the single point contact (SPC) for external bodies (industries, academia, regulators, institutions/organizations, companies) and also for stakeholders: industries, parents and alumni.
- To guide the faculty & students in publishing articles in Journals.
- Any other responsibility given by the Trust.

**6.2 The Head of the Departments:** Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

- HODs actively participate in Teaching, Research, Publication, Real world knowledge.
- The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc.
- He / She shall also maintain a liaison with the other departments.
- He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University.
- The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained.
- He / She shall prepare a list of the experiment, books etc. well before the beginning of the semester and forwarded straight to the Principal for early procurement.
- He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to Academic affairs which are

not mentioned above the HOD shall take advice from the Principal and shall take necessary steps.

- As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.
- As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee.
- HOD will also ensure that at least one National / International Conference, four workshops / Training programmes, one national level technical symposium are organized by the College in each academic year.
- HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into LMS Portal of the College.
- HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students.
- HOD gives advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
- Any other responsibility given by the Principal.

**6.3 The Professors & Associate Professors of the Institution:** Subject to the Supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

- Professors and Associate Professors actively participates in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode.
- Professors and Associate Professors assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.

- As far as management of the academic affairs of the Department concerned the Professors and Associate Professors take active participation in the Departmental Committee as advised by the HOD.
- As a part of academic affairs, the Professors and Associate Professors impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
- As a part of academic affairs, the Professors and Associate Professors implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
- Professors and Associate Professors provide Research Guidance including PhD. Program; ensure Publication Work and also design and development of new programmes as suitable for the students.
- Professors and Associate Professors are most suitable for Real world knowledge application, they provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Programme (OIP) and brand building of the department providing technical support etc.
- HOD has to give valuable guidance as a senior member of college committees duly nominated by the Principal.
- The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
- The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/Appraisal Committee formed for the said purpose by the Principal.
- The designation of Professor and Associate Professor can be given to a faculty who has a PhD in a relevant subject under the University.

**6.4 The Assistant Professors of the Institution:** Subject to the Supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- Assistant Professors actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
- Assistant Professors take active role in the Departmental Committee as directed by the HOD.
- Assistant Professors take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- As a part of academic affairs the Assistant Professors participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
- Assistant professors actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
- Assistant Professors participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
- Assistant Professors actively take part in extra-curricular, cultural and social service activities of the college as member of respective college committees and clubs.
- Assistant Professors be upload the all relevant data's like assigned courses, class progress & other details as per requirement of LMS portal on weekly basis.
- They devote significant time and energy for the total counselling of the students round the year.
- Any other responsibility given by the Principal or HOD.
- Assistant Professors involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
- Assistant Professors have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.

## 6.5 The Librarian of the Institution

a) **Chief Librarian** : The Chief Librarian/Librarian is responsible for planning and development. The Chief Librarian/ Librarian of the college provide the necessary library facilities to the students and staff of the college. He is responsible to the Principal in all matters connected with the library activity. The job description is as follows:

- General administration, managing budgets and resources, planning and development of the library.
- Develop, implement, evaluate, and maintain library strategies and policies in consultation with students and faculties that fully reflect the educational aims and objectives of the College.
- To provide instructions to new members in the use of the Library.
- Electing, developing, cataloguing and classifying library resources.
- Management of library staff, including recruitment, training and supervisory duties.
- Liaising with department academic staff, external organisation and book suppliers.
- Ensuring that library services meet the needs of particular group of users eg. Researchers, Teaching faculties, Post- Graduate students, Disabled students etc.
- Supervising of cataloguing and indexing.
- Supervising the usage of e – journals and e – library facility.

b) **Library Assistant:** The Library Assistant is responsible to the Chief Librarian/Librarian.

The job description is as follows:

- Issue and receiving of books, promoting the library resources to users.
- Restoring the books and periodicals.
- Maintenance of reference library, reading room and e-library facility.
- Answering reader's enquiries and assisting readers to use computer and conduct literature searches etc.
- To plan book acquisition programme for the library and to select book for orders.
- To generally assist the Chief Librarian in planning of academic and professional work in the Library.
- To interact with the academic community of University in order to determine their requirements of reading materials and acquires the same for the library.
- Guide and assist students and teaching staff to make the best use of the library services and facilities within the College.

- Arrange library resources and materials in a way that promotes effective retrieval, including the systematic indexing, classification and cataloguing of all library resources and materials. Disseminate information relating to resources to students and teaching staff as appropriate.

**c) Library Attendant:**

- Checking at the entrance.
- Control at the property counter.
- Labelling/pasting, Binding of books.
- Maintaining and upkeep of library.
- Any other duties assigned from time to time.

**6.6 Administrative Officer of the institution:** Subject to the Supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- The Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation.
- The Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Principal through the HOD.
- The Administrative Officer shall maintain all the records of the semester-wise examinations.
- The Administrative Officer shall always provide information to the Principal/management when needed. Other than the Principal and management, nobody can ask for any information about the college, unless and until, prior' permission is taken from the Principal/management.
- In case of execution and implementation of any decision, the Administrative Officer shall consult to the Principal. General administration within college and hostel, construction, accounts, library administration, security, transportation, games & cultural activities etc. are under the direct control of the Administrative Officer.
- All admission shall be done, as per regulation, through the Administrative Officer under the direct supervision of the Principal.
- Ensuring full compliance of fire protections and safety measures in the buildings & overall campus.
- Ensuring compliance of timely payments towards taxes and insurance premiums as per statutory requirements.



- The Administrative Officer should report to the Principal every day.

### **6.7 Placement Officer:**

Subject to the supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- The Placement officer will take the initiative to make visit to different Companies in order to build up a good Industry institute relationship.
- The Placement officer shall maintain all database of the students necessary for placement of the students.
- He/She will maintain all records needed by the corporate for placement of the students.
- He/She will submit regular statement reports to the Principal regarding the expenditure in his/her Cell.

### **6.8 Training and Placement Head:**

- The Training & Placement head will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Principal/Placement Officer and HOD.
- The Training & Placement head will be responsible to keep close Co-ordination with the Principal/ Placement Officer and HOD.
- He/She will be ready to accept and execute any responsibility given by the Principal or Placement Officer in matters related to Training & Placement.
- The Training & Placement head before taking any final decision shall always consult the Principal and the Placement Officer.
- The Training & Placement head should keep the students informed about all activities of his/her Cell, which are related to students training & placement.

### **6.9 The Finance Manager of the Institution:** Subject to the Supervision, direction and general control of the Principal/Chief Financial Officer, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Administrative Office.
- He / She shall assist the Audit team for Financial Audit.

### **6.9.1 Budget Preparation**

- Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of Financial Manager include,
- Calling for budget details both for consumables and non-consumables from the Departments of the Institution.
- Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

### **6.9.2 Account keeping and Compilation**

- Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- Management of accounts receivables by taking prompt action to recover the amount due to the Institute.
- Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- Accounting of caution deposit of students and refund/adjustment as the case may be.
- Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- Management of all payables by the Institution by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

### **6.9.3 Fund Management**

- Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

### **6.9.4 Salary and Wages**

- Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- Deduction of professional tax and remittance to appropriate authorities under the Act.
- Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- Dealing with all matters relating to sanction of advances to employees and recovery/adjustment of the same.

#### 6.10 **The office assistant Establishment Section (E1)**

##### **a) Recruitment of Staff**

- Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the competent authority.
- Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of the Department.
- Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short-listed candidates to the appropriate selection committees constituted for interview and selection.
- Issuing of appointment orders to the selected candidates after approval by the competent authority.

- Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

**b) Service-related matters**

- All matters relating to probation, regularization for all categories of staff promptly.
- Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- Maintenance of all service records of all employees and periodic updating.
- Matters relating to deputation of employees for higher studies in India or abroad.
- All matters relating to deputation of faculty to attend conferences, seminars, workshops either in India or abroad.
- Issue of certificates such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

**c) Retirement, Severance and Disciplinary Action**

- Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institution.
- Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- Issuing certificate/experience certificate only on completion of all formalities.
- All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- All correspondence and files relating to legal action against any employee if and when such action pursued by the Institution.

**6.11 The office assistant Student Affairs (SAI )**

**a) Admission of Students**

- Issuing advertisements calling for application for various programmes offered by the Institution and processing of applications.
- All correspondences relating to admission of students in various programmes and all issues relating to admission.
- Verification of all certificates of students for validity before admission.
- Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

**b) Student Professional Bodies**

- All matters relating to student professional bodies in the various Departments with regard to approval from administration.
- Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

**c) Disciplinary Action**

- Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
- Pursuing matters relating to cases filed by student in the courts to defend the Institution.
- Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- Dealing on priority basis disciplinary action relating to ragging by students.

**d) Issue of Transfer Certificates & Hall Tickets etc.**

- Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institution after completion of programme/discontinuance of the programme.
- Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
- Any other issues relating to students' academic activities

**6.12 The office assistant Student Affairs (SA2 )**

**a) Maintenance of Student Records**

- Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them when necessary.
- Safe custody of all original certificates received from students for verification and safe return of them after verification.

#### 6.13 **The office assistant Scholarships (S1)**

- Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
- All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- Matters relating to award of merit scholarship, fee waiver, etc., by the Institution for meritorious students.
- Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of RCET Management.
- Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes

#### 6.14 **The office assistant EXAMINATION RELATED MATTERS (EX 1)**

- Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
- Arranging for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.

- Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates

#### **6.15 The office assistant - Stores and Purchase (M1)**

a) **Purchase of Items:** Though Departments take action to purchase both consumable and non consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institution.

- Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- Checking the short-listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
- Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institution.

#### **b) Stores Stocking & Distribution**

- Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.
- Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institution.

- Following up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

**c) Bills Processing**

- Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items

## **6.16 DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

### **6.16.1 PRACTICAL CLASSES**

- a) **Science Laboratories:** The technical supporting staff are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for
- Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
  - Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
  - Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
  - While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
  - While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
  - After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
  - In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.



- Wherever objects/chemicals which are harmful, the technical staff should watch to avoid misuse by students in the interest of the safety of students.
  - Carrying out any other work assigned to them by the staff in charge and HOD.
- b) Workshops:** The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for
- Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
  - Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
  - Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
  - Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
  - Coaching the students in fitting and welding activities, and in plumbing works.
  - Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory/practical class.
  - Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
  - Technical staff should communicate with the students in English during Lab Classes.
- c) Testing and machine-oriented laboratories:** There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,
- Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
  - Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.

- Issuing of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- Maintenance of the laboratory clean.

**d) Electrical and Electronics laboratories**

- To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- To ensure the safety of the students during lab classes by carefully following the safety instructions.
- To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- To help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- Keeping the working tables in their respective labs always in working condition by proper maintenance.
- To help the students in the fabrication of working models, as a part of their project work.

**e) Computer related laboratories**

- Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- Maintenance of computers attached to the Institution office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- Maintenance of networking of the laboratory concerned.

- Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- Attending to the problem faced by students with respect to hardware and system software.
- Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- Reporting to the faculty member, if the technical staff notice any misuse of the system by students.

#### **6.16.2 CLEANLINESS AND MAINTENANCE**

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- Ensuring that the laboratory/workshop, in which the technical staff are posted to be kept clean and neat by using the sweepers posted for the purpose.
- All the equipment/machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institution posted for the purpose.
- All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.

- The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- All the machineries and equipment are to be cleaned regularly by technical staff.

### **6.16.3 RECORD KEEPING**

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staffs is responsible for,

- Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- Keeping the store room/cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

### **6.16.4 INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES**

#### **a) Laboratory development**

- The technical staff should contribute in the efforts of the faculty member in developing new experiments when needed.
- Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

#### **b) Research related activities**

- Whatever experimental set up needed by the researchers; the technical staff should assist the research scholar with the approval of the laboratory In-charge.
- The technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- As an Institute, emphasis is on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavour.
- Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

#### **c) Testing for outside agencies**

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

### **6.16.5 EXAMINATION RELATED ACTIVITIES**

The duties and responsibilities during practical examination are as follows:

- Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

### **6.16.6 WORKLOAD**

- A full-time technical staff should perform a minimum of 8 hours of work per day for the College. The College has the right to fix the working hours and days depending upon the exigency.

- A technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned redeploys the technical staff depending on the need so that the workload is even out among the staff of the department.

#### **6.16.7 RELATIONSHIP WITH FACULTY MEMBERS**

As the technical staffs are expected to work closely with the teaching faculty of the Institution in day to day activities, the staff should

- respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- develop friendly and co-operative relationship with the faculty members.
- Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- not transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment

### **7 Procedure For Recruitment of Staff Members**

- 7.1 The Managing Body or Principal is the competent authority to appoint any faculty based on the recommendations of the Staff Selection Committee.
- 7.2 All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body or Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, On the job performance, and administrative capabilities.
- 7.3 The qualifications, age, experience etc., shall be as per AICTE/UGC norms, Tamil Nadu State Government/University norms in respect of Teaching Staff.
- 7.4 At the time of joining, the faculties shall complete the following formalities.
  - i. Submission of attested copies of all Educational Certificates along with originals for verifications.
  - ii. Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
  - iii. Submission of Evidence of date of birth/proof of age.

- iv. Submission of Secondary School Leaving Certificate.
- v. Nomination for Provident Fund/Gratuity in prescribed form (if eligible).
- vi. Application for Identity Card along with three passport size photographs.
- vii. Application for opening Bank Account prescribed
- viii. Photocopy of Aadhar Card as proof of address

7.5 **Salary Pay Cycle:** RCET -Rohini College of Engineering and Technology's pay period is monthly. Salary for the month is paid during the first week of following month. All the faculties are expected to open an account in the designated bank to which salary will be deposited.

7.6 **Probation:** .

7.6.1 Every new faculty goes through an initial Probationary period of adjustment in order to learn about the College and about his or her job. During this time, the new faculty is provided with training and guidance.

7.6.2 During this time, the faculty has an opportunity to find out if he or she is suited to his or her new position. Additionally, the initial employment period gives the employer a reasonable period of time to evaluate his or her performance.

7.6.3 The initial probationary period is normally one year or as specified in the appointment order. However, the management may extend this probationary period for such a period as may be determined by the management.

7.6.4 Generally during this time, the new faculty may be discharged at any time if the management concludes that he or she is not progressing or performing satisfactorily.

7.7 **Confirmation:** At the end of the probationary period, the faculty and the Head of the Department may discuss his or her performance, at which time the Head of the Department will provide a performance review to the faculty. Provided the faculty's job performance is "satisfactory" at the end of the probationary period, his/her service at RCET –Rohini College of Engineering & Technology will be confirmed. Otherwise probationary period may be extended as decided by the authorities.

7.8 **Sanction of Increments:**

7.8.1 RCET Management is the competent authority to recommend increments to the candidates selected based on their qualification, specialization, Research contributions, previous salary drawn and experience at the time of appointment.

7.8.2 Annual Increments: The annual increments shall be sanctioned by the Principal or RCET Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma.

## **8. Procedure For Performance Review of Staff Members**

**8.1** Performance Review will be carried out for Regular Employees and Probationers.

8.1.1 Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review is based on self appraisal form attached in Annexure - I is conducted by the Principal once in a year.

8.1.2 The Self-Appraisal Report (API score) is the Key Document for all Promotion, Salary adjustment and handling Performance related issues.

8.1.3 Each self-appraisal form will be approved by the Principal / Managing Director/ Chairman.

**8.2 Academic Audit Committee** Appointed by the Principal will audit the department twice in academic year

## **9 Procedure for Promotion of Staff Members**

**9.1 Promotion of Faculty positions** are decided as per the following procedures:

9.1.1 Availability of sanctioned vacant posts is to be decided by the Governing Body. Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.

9.1.2 On fulfilment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

9.1.3 Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.

9.1.4 Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from which the order will be effective. The Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).



- 9.1.5 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.
- 9.2 **Promotion of Non-Teaching Employees** are decided as per the following procedures:
- 9.2.1 Availability of sanctioned vacant posts is to be decided by the Governing Body. Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- 9.2.2 On fulfilment of stipulated condition of regulatory body and/or norms of the Col/ege, the candidate will be eligible to appear before Selection Committee.
- 9.2.3 Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.
- 9.2.4 Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from. which the order will be effective. The Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).
- 9.2.5 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

## **10 Leave Rules:**

- a. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- b. A leave account shall be maintained for each faculty in an appropriate form.
- c. Casual leaves are sanctioned to the faculties by the Principal based on the recommendations of Heads of the department/sections concerned.
- d. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.

### **10.1 Casual Leave (CL):**

- 10.1.1 A Regular Employee is eligible for 12 days casual leave per year of regular working.
- 10.1.2 Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time. Casual Leave cannot be carried forward to the next year.

10.1.3 Casual Leave can be taken for half day also. No other leave can be taken for Half Days.

10.1.4 Casual Leave cannot be combined with any other kind of leave.

10.1.5 Late arrival / early departure by an hour either way for more than two (2) days in a month will lead to deduction of half day's casual leave.

10.1.6 Employees who have got only half day's leave at credit when applying for half-day Casual leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave cannot be combined with any other Leave. In this case it will automatically lead to Break of Service.

**10.2 Compensatory leave or Special Leave:** All employees may also be called for duty during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave. This is the leave which is granted to an employee as compensation for his working on any holidays. The compensatory leave cannot be carried over to next year.

**10.3 Semester Vacation:** During the period when semester is closed (vacation period) the faculty members are entitled for vacation for a period entitled by the head of the institution or RCET Management. The timing of the vacation for each eligible employee will be decided by the Head of the Institute. Only the teaching faculty is eligible for vacation not the other employees.

**10.4 Medical Leave:** All regular employees may be granted medical leave of 6 days during each completed year of service. Medical leave will be on half pay leave basis i.e. 6 days half pay leave is equivalent to 3 days full pay leave.

**10.5 Leave without Pay :** In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called "leave without pay" after receiving an application from the employee duly recommended by the Principal. It is not a right of an employee nor is it a common practice to grant leave without pay.

**11 Procedure For Handling Unsatisfactory Performance of Staff Members:**

11.1 Unsatisfactory Performance of an employee will be determined during the Self Appraisal review and will be marked as "Unsatisfactory".

11.2 In case of Unsatisfactory Performance of a Regular employee, the API will communicate to him with suggestive corrective measure. Such employee will be personally counseled by his higher authority and corrective action will be planned out. The higher authority is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Principal of the college is responsible to implement the release procedure.

## **12 EMPLOYEES CONDUCT AND DISCIPLINARY RULES**

**12.1** Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.

**12.2** Every faculty shall at all times maintain integrity of character, be devoted to his/her duty and be honest and impartial in his/her official dealings. A faculty shall, at all times be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always, act in the best interests of the college.

**12.3** A faculty shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No faculties shall be absent from duty without prior permission. Even during leave or vacation, no faculty shall leave headquarters except with the prior permission of proper authorities.

**12.4** Do not use abusive language. Further let the campus communication language be in English.

**12.5** No faculty can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not, in accordance with Section 28 of the RTE Act.

**12.6** Without written permission from the Principal, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.

**12.7** No faculty shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college, in accordance with Section 24, 499, 500, 501 of the

Indian Penal Code, 1860. Faculty member/Teaching Staff has to obtain prior approval of the Principal in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.

- 12.8** All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the Principal. Late arrival/departure by an hour either way for any two (2) days in a month will lead to deduction of half day casual leave.
- 12.9** Any member of the Faculty/staff shall have to take prior permission of the Principal for undertaking any such Assignments as a (i) part-time/visiting, (ii) Expert member, (iii) Consultant, (iv) members of committee, Governing bodies etc. during/beyond duty hours. Any employee of the Institution shall have to inform the Principal at the time of leaving the station. He/She has to give the address and contact number during the said period of leave.
- 12.10** Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
- 12.11** Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature must be treated as gross violation of service rule.
- 12.12** No faculty shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- 12.13** A faculty against whom an Insolvency Proceedings commenced in a Court of Law shall forth with report full facts thereof to the College.
- 12.14** An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- 12.15** No Faculty shall engage in falsification or misrepresentation of employment or other work records; falsifying reason for leave of absence or other data requested by the college; alteration of College records or other documents, as intended by Section. 191, 192, 197, 464, 468, 470, 471 of the Indian Penal code, 1860.
- 12.16** Encourage discussion; avoid arguments, gossip, banter and loose talks.
- 12.17** Do not seek favours or ex-gratia service from any stake holders of the college.

- 12.18** Do not sign any letter on behalf of the college, unless authorised.
- 12.19** Do not indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution, pursuant to Section 419, 420, 468 of the Indian Penal Code, 1860.
- 12.20** No faculty shall consume intoxication, drinks and drugs of any form and be present in the campus, in accordance with Section 510 of the Indian Penal Code, 1860 and Section 27 of the NDPS Act, 1985.
- 12.21** Smoking is strictly prohibited in the campus premises, pursuant to Section 4 of the COTPA, 2003.
- 12.22** Cultivate harmony and team spirit within the departments and college.
- 12.23** Do not engage in unlawful or illegal activity outside which damages the reputation or endangers the employees or students of RCET– College of Engineering and Technology.
- 12.24** A faculty who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority.
- 12.25** No faculty shall engage in strike or incitements therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment, pursuant to Sec 147, 148 of the Indian Penal Code. No faculty shall discriminate against any student on the ground of religion, caste, creed, language, gender, place, region or origin, social and cultural back ground of any of them, as intended by Section 153A of the Indian Penal Code, 1860.
- 12.26 CONFIDENTIAL INFORMATION:** All records of RCET- Rohini College of Engineering and Technology relating to RCET College or its business, its students or its employees are confidential and faculties must, therefore, treat all matters accordingly. No RCET College-related information, including documents, files, records, computer files or similar materials may be removed from the premises of the College without permission from the College authority. Additionally, the contents of the College's records or information otherwise obtained in regard to the College's business may not be disclosed to anyone, except where required for a business purpose. Faculties who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action pursuant to Section 43, 65, 72 of the Information Technology Act, 2000.

**12.27 PROPERTY ISSUED TO FACULTIES:** All College property, as well as specific property issued to a faculty, including, but not limited to, keys, computers, research materials, library books, records and safety equipment, should be treated with the utmost care. Every provision should be made by the faculty to prevent college owned property from being damaged, stolen, or lost. College incurs all expenses associated with general maintenance, repair and manufacturer defects. In the case of lost or stolen property, College may assess the faculty for the cost of the item or a portion of the cost of the item if it is determined that the property was not properly maintained under normal circumstances. It should be at management's sole discretion to determine whether utmost care was taken to prevent College owned property from damage or loss, pursuant to Section 378, 379, 403, 405 of the Indian Penal Code, 1860.

**12.28 SEXUAL HARASSMENT POLICY:** RCET- Rohini College of Engineering and Technology is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The College also believes that all employees of the college have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. Sexual harassment would mean and include unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, stalking, eve teasing, innuendos and taunts. Anyone who is found, after appropriate investigation, to have engaged in such offence will be subject to appropriate disciplinary action, up to and including expulsion and/or termination and a police complaint will be made under Sec: 354A, 354C, 354D, 294, 509 of the Indian Penal Code, 1860.

**12.29 GRIEVANCE PROCEDURE:** A faculty should first bring the problem informally and orally to the attention of the Head of the Department, who will make every effort to reach a satisfactory solution. If the problem is not solved with the Head of the Department, the faculty may contact the Grievance redressal committee, in writing, which will review the problem with the faculty. The committee will then discuss the situation with the faculty's Head of the Department and advise the faculty of the results of the discussion. If, to the dissatisfaction of the faculty, the matter is still unresolved, the faculty may write to the Head of the Institute. If the matter remains unresolved, the faculty may write to the Management Trustee requesting a hearing. If

the faculty feels that a review of the Head of the Institute is necessary, the management trustee and his authorized representative will review the case.

**12.30** Generally the Institution do not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution in consultation with the management trustee will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

**12.31** All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.

### **12.32 General benefits**

12.32.1 E.P.F: All the faculties of the college who completed three years services in this institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

12.32.2 Health Insurance: The faculties of college are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) as against the premium paid by them towards the Group Health Insurance Policy taken by them on production of documentary evidence.

### **12.33 DISCIPLINARY ACTIONS**

12.33.1 All employees are liable for disciplinary action for disobedience, misconduct and negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

12.33.2 As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- a. Censure
- b. Withholding increments and promotions.
- c. Recovery from his/her salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders/rules
- d. Suspension
- e. Removal from service
- f. Dismissal from service

12.33.3 If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members- HODs from among Senior Faculty members

### **13 Termination of Service/Resignation:**

**13.1** The “Employer” reserves the right to dismiss the “faculty” from employment for the following causes:

**13.2** Neglect or inability to perform his/her duties stipulated in this agreement.

**13.3** Frequent uninformed leaves or uninformed leaves for more than two days continuously will be considered as neglect of duties, in such circumstance’s management is empowered to take disciplinary action including termination of employment.

**13.4** Any kind of Criminal behaviour or misconduct or intimidation towards institution will not be tolerated, pursuant to Section 503 of the Indian Penal Code, 1860.

**13.5** Any public behaviour that results in damage to the college.

**13.6** Attending college whilst under the influence of alcohol and/or illegal substances.

**13.7** Failure to fulfil one’s duties or damaging the business operation of the college due to reasons of the faculty’s interests in employment elsewhere.

**13.8** The “Employer” agrees to give the “faculty” the courtesy of one month in the event of dismissal. However, in the case of a faculty’s criminal behaviour, misconduct, or with any discretion thereof, he/she will be dismissed from employment immediately, without warning or notice. Overall, the “Employer” reserves the right to dismiss an employee at any time.

**13.9** In the event the “faculty” resigns from employment, he/she can do so giving three months’ advance notice to the “Employer”.

**13.10** In case if any staff want to resigning the job immediately without any valid reasons three months’ salary will be incurred.

**13.11** At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.

**13.12** An employee needs to deposit the Identity Card, official sim card issued to him/her. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation.

### **14 MISCELLANEOUS**



**Personal File:** A personal file shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the Principal. Appreciation of work may also be recorded in the personal file in the following cases:


- a. Issued by the Head of Department or the Principal in respect of any work.
- b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee. in his name, through the Principal of the College.
- c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

15. **Service Book:** Individual Service Book (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the College by the office of the Principal.

# **ANNEXURE**

## ANNEXURE - I

### (Academic Performance Indicator - API)

	<p><b>ROHINI COLLEGE OF ENGINEERING &amp; TECHNOLOGY</b> Palkulam, Anjugramam - Kanyakumari Main Road, Variyoor (Post), Kanyakumari - 629401.</p> <p><b>FACULTY PERFORMANCE APPRAISAL FORM</b> (To be filled by the Faculty concerned)</p>
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#### PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:		
2	Qualification	:		
3	Designation	:		
4	Department	:		
5	Date of Birth	:		
6	Date of joining in RCET	:		
7	Teaching Experience in Years	:		
8	Number of CL taken during the assessment period	Odd Semester of CAY	:	
		Even Semester of CAY-1	:	

9	Number of DL taken during the assessment period	Odd Semester of CAY	:	
		Even Semester of CAY-1	:	
10	Number of C.Off. taken during the assessment period	Odd Semester of CAY	:	
		Even Semester of CAY-1	:	

**PART B: ACADEMIC PERFORMANCE INDICATORS****Evaluation Sheet [For Odd Semester of CAY and Even Semester of (CAY-1)]****CATEGORY A: TEACHING, LEARNING, CO-CURRICULAR, EXTENSION AND PROFESSIONAL****DEVELOPMENT RELATED ACTIVITIES**

Sl. No.	Details	Maximum Points	Points* Scored
I	Average of Internal Assessment Test of all the theory subjects handled in both odd and Even Semesters	10	
II	Average of University Examinations of all the theory subjects handled in both Odd and Even Semesters	25	
III	Average of Students Feedback of all the theory subjects handled in both Odd and Even Semesters	5	
IV	Average of Examination duties assigned and performed	5	
V	Contribution towards the Development of the Department and Institution	15	
VI	Self-Development of the Faculty	15	
Total		75	

**CATEGORY B: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

Sl. No.	Details	Maximum Points	Points* Scored
VII	Publication of Research Papers in Web of Sciences(SCI / SCIE) /SCOPUS	10	
VIII	Funded Research Projects	4	
IX	Consultancy Projects	3	
X	Patents Obtained	3	
XI	Research Guidance/ Ph.D Completed / Ph.D Pursuing	5	
Total		25	

**SUMMARY OF SCORES**

S.NO	CRITERIA	SCORE
A	CATEGORY A: TEACHING, LEARNING ,CO- CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	
B	CATEGORY B: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.	
ACADEMIC PERFORMANCEINDICATOR(API) = A+B		

Signature of the Faculty

with date

Signature of the HOD

with date

Signature of the Principal

with date



<b>Guidelines</b>		<b>Points</b>
IAT - I	<b>Average of Internal Assessment Test I of all the theory subjects handled in both Odd and Even Semesters</b>	<b>4 Points</b>
	Pass Percentage in Internal Assessment Test I (WITHOUT RETEST): Average Pass Percentage in all Subjects for Odd and Even Semesters	
	Less than 50%	0
	50% to 60%	1
	60% to 70%	2
	70% to 80%	3
	Above 80%	4
IAT - II	<b>Average of Internal Assessment Test II of all the theory subjects handled in both Odd and Even Semesters</b>	<b>3 Points</b>
	Pass Percentage in Internal Assessment Test II (WITHOUT RETEST): Average Pass Percentage in all Subjects for Odd and Even Semesters	
	Less than 60%	0
	60% to 70%	1
	70% to 80%	2
	Above 80%	3
IAT - III	<b>Average of Internal Assessment Test III of all the theory subjects handled in both Odd and Even Semesters</b>	<b>3 Points</b>
	Pass Percentage in Internal Assessment Test III (WITHOUT RETEST): Average Pass Percentage in all Subjects for Odd and Even Semesters	
	Less than 60%	0
	60% to 70%	1
	70% to 80%	2
	Above 80%	3
II. University Examinations	<b>Average of University Examinations of all the theory subjects handled in both Odd and Even Semesters</b>	<b>25 Points</b>
	Pass Percentage in University Examinations: Average Pass Percentage in all Subjects for Odd and Even Semesters	
	Less than 50%	0
	50% to 60%	5
	60% to 70%	10
	70% to 80%	15
	80% to 90%	20
	90% to 100%	25
III. Students Feedback	<b>Average of Students Feedback of all the theory subjects handled in both Odd and Even Semesters</b>	<b>5 Points</b>
	Above 90%	5
	85% to 90%	4
	80% to 84%	3
	75% to 79%	2
	70% to 74%	1
IV. Examination Duties	<b>Average of Examination duties assigned and performed</b>	<b>5 Points</b>
	IAT, University end semester work as per duties allotted. (100% compliance = 5 points)	5
	95% of assigned Examination duties performed	4
	90% of assigned Examination duties performed	3
	85% of assigned Examination duties performed	2
	80% of assigned Examination duties performed	1

	<b>Contribution towards the Development of the Department and Institution</b>	<b>15 Points</b>
	Head of the Department/Directors	5
	Examination cell coordinator for the Institution	5
	Placement officer/Placement Training cell Head	5
	Entrepreneurship/EDC Convener for the Institution	5
	Admission cell Convener	5
	CoESPoC for the Institution	5
	Year In charge	3
	Department NBA coordinators	3
	Deputy Placement officer	3
	Admission Team Head	3
	TARCET Head	3
	Discipline committee floor in charges	3
	Linways Faculty in charge	3
	UBA coordinator for the Institution	3
	Hostel Floor in charges/Deputy warden	3
	Grievances committee convener	3
	Class Advisor	2
	Website Coordinator for the Institution	2
	NIRF Coordinator for the Institution	2
	Alumni Coordinator for the Institution	2
	NPTEL/Online Courses Coordinator for the Institution	2
	On line Exams convener	2
	Professional Society Coordinator for the Institution	2
	Rohini Beats /Newsletter Coordinator for the Institution	2
	Members in Admission team	2
	TARCET Department coordinators	2
	Fine arts Club Coordinator for the Institution	2
	NSS Programming officers for the Institution	2
	YRC Coordinator for the Institution	2
	RRC Coordinator for the Institution	2
	Rotaract Club Coordinator for the Institution	2
	Leo Club Coordinator for the Institution	2
	Women Empowerment Cell Coordinator for the Institution	2
	Literary committee Coordinator for the Institution	2
	Eco club coordinator for the Institution	2
	Exam Cell Coordinator for the Department	2
	Placement Coordinator for the Department	2
	Media Relations Coordinator for the Institution	2
	Timetable Coordinator for the Department	2
	Discipline Committee members	2
	Department Professional body coordinator	2
	Industrial Visit Coordinator for the Department	1
	Library committee member /Department Library in charge	1
	Remedial class Coordinator for the Department	1
	Faculty in charge for students Association	1
	Fine arts Coordinator for the Department	1
	Anti-ragging squad /Committee members	1
	Grievances Committee members	1

V. Development of the Department and Institution



V. Development of the Department and Institution	Course Coordinators for the Department	1
	Class committee convener for the Department	1
	Research Coordinator for the Department	1
	ISO Coordinator for the Department	1
	Entrepreneurship/EDC Coordinator for the Department	1
	Alumni Coordinator for the Department	1
	NPTEL/Online Courses Coordinator for the Department	1
	Web site Coordinator for the Department	1
	Anna University Web Portal Coordinator for the Department	1
	AICTE Web Portal Coordinator for the Department	1
Any other (Please Specify)		

VI. Self-Development of the Faculty	<b>Self-Development of the Faculty</b>	<b>Maximum 15 Points</b>
	a. Refresher Courses/International Conferences / FDPs/ Other Training Courses organized(AICTE/ Anna University/ ISTE Sponsored FDPs Minimum of one week)	5
	b. Refresher Courses/International Conferences/ FDPs / Other Training Courses attended (AICTE / UGC / IITs / NITs / IIITs / Anna University / ISTE Sponsored FDPs Minimum of one week)	5
	c. Online Courses (MOOC Courses such as NPTEL, Coursera, Udemy, Tata Steels, Data Camp, edX, etc (2.5 Points Per Course)	5
	d. Awards/Honours/ Recognitions received/International Conference Chair/Membership in Panels of University/ Govt. bodies	3
	e. Books Published (Book Publications in-reputed publishers like McGraw-Hill, , Oxford etc)	5
	f. Books Chapters Published	3
	g. Innovations in Classroom Teaching for better Learning or Preparation of Innovative Video Lectures Uploaded in YouTube / TEDx, etc.(5Points) (2.5 Points per Video Lecture / Innovation)	5

**EVALUATION SHEET**

- a. **Refresher Courses/International Conferences / FDPs/ Other Training Courses organized (AICTE/ Anna University/ ISTE Sponsored FDPs Minimum of one week) (Maximum 5 Points)**

S.No	Name of the Programme	Duration	Sponsoring agency	Points

- b. Refresher Courses/International Conferences/ FDPs / Other Training Courses attended (AICTE / UGC / IITs / NITs / IIITs / Anna University / ISTE Sponsored FDPs Minimum of one week) (Maximum 5 Points)**

S.No	Name of the Programme	Duration	Sponsoring agency	Points

- c. Online Courses (MOOC Courses such as NPTEL, Coursera, Udemy, Tata Steels, Data Camp, edX, etc (2.5 Points Per Course) (Maximum 5 Points)**

S.No	Name of the Course	Duration	Grade/ Marks Obtained	Points

- d. Awards/Honors/ Recognitions received/International Conference Chair/Membership in Panels of University/ Govt. bodies (Maximum 3 Points)**

S.No	Name of the Awards/Honours / Recognitions received/ International Conference Chair/ Membership in Panels of University/Govt. Bodies	Points

**e. Books Published (Book Publications in-reputed publishers like McGraw-Hill, , Oxford etc) (Maximum 5 Points)**

S.No	Book Name	Author / Co-Author	Publishers Name	Month & Year of Publishing	Points

**f. Books Chapters Published (Maximum 3 Points)**

S.No	Book Name	Author / Co-Author	Publishers Name	Month & Year of Publishing	Points

**g. Innovations in Classroom Teaching for better Learning or Preparation of Innovative Video Lectures Uploaded in YouTube / TEDx, etc.(5Points) (2.5 Points per Video Lecture / Innovation) (Maximum 5 Points)**

S.No	Name of the Course	Duration	Grade/ Marks Obtained	Points

**CATEGORY B: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**  
**[All particulars are to be filled for Odd Semester of CAY and Even Semester of (CAY-1)]**

**VII - Publication of Research Papers in Web of Sciences (SCI / SCIE) / SCOPUS**  
**(Maximum 10 Points)**

S. No	Title of the Journal Paper	Name of the Journal and details (Print ISSN, E- ISSN, Month, Year, DOI)	First/ Second/ Third Author	WoS (SCI / SCIE) / SCOPUS	Impact Factor	Points* Scored

**Guidelines:**

SCI indexed	First Author	10/ Publication
	SecondAuthor	6/ Publication
	Third author	3/ Publication
Scopus indexed	First Author	5/ Publication
	SecondAuthor	3/ Publication
	Third author	2/ Publication
Peer Reviewed Journals	First Author	2/ Publication
	SecondAuthor	1/ Publication
	ThirdAuthor	1/ Publication

**VIII – Funded Projects (Maximum 4 Points)**

S. No	Title (with Sanction Order No. and Date)	Amount (and Period)	Funding Agency	Project Coordinators (Indicate Principal Investigator (PI)/Co-PI)	Points

**Guidelines:**

Projects (Amount mobilized with grants above Rs. 1,00,000	[4 Points per Project]
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**IX – Consultancy Projects (Maximum 3 Points)**

S. No	Title (with order Date)	Amount (with period)	Client Organization	Project Coordinator s (Indicate Principal Investigator)	Status: Completed / Ongoing	Points

**Guidelines:**

Completed (Above 2 Lakhs)	3 Points
Ongoing	2 Points

**X – Patents Obtained (Maximum 3 Points)**

S. No	Name of the Inventor (s)with Designation	Title of Invention	Date of Filing / Date of Publish/ Date of Granting	Status: Applied/ Published/ Granted /with number	Points

**Guidelines:**

Granted	3 Points
Published	2 Points
Applied	1 Points

**XI – Research Guidance/ Ph.D Completed / Ph.D Pursuing (Maximum 5 Points)**

**a) Ph.D Guidance**

S.No	Scholar Name	Title of thesis	Year of Enrolment	Year of Ph.D Degree Awarded	Name of the University	Points

**Guidelines:**

Ph.D Degrees Awarded	3 Points per Candidate
Ph.D Scholars Enrolled	1 Points per Candidate

**b) Ph.D Completed / Pursuing**

S.No.	Title of the thesis	Date of Enrollment /Completion	Name of the University	Points

**Guidelines:**

Ph.D Completed	2 points
Ph.D Enrolled	1 points

**Signature of the Faculty  
with date**

**Signature of the HOD  
with date**

**Signature of the Principal  
with date**