PMC TECH
INSPIRE TO INNOVATE

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING

Accredited by NAAC- 'A' Grade & NBA (B.E. - CSE | ECE | EEE | MECH & B.TECH. - IT)
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai

AN AUTONOMOUS INSTITUTION   Koneripalli, **HOSUR** - 635 117.

TÜV SUD
ISO 9001

HR MANUAL

25.09.2024

To

The Principal

Er. Perumal Manimekalai College of Engineering

Hosur

Respected sir,

Sub: Approval for the amendment and revision for HR Manual-Reg

As per the recommendations in the Governing Body, the management is herewith approving the amendments of HR Manual.

This will come in to effect immediately.

Best wishes

CHAIRMAN

HR MANUAL

(PMC/ HR MANUAL/V.04 – 2024)

(With effect from 25.09.2024)

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FOREWORD BY CHAIRMAN OF THE INSTITUTION

PMC Group of Institutions commenced in the year 1996. This Group of Institutions, have progressed well and will continue to do so in the future, with all your support and cooperation.

The Management understands the need for guidelines to all staff for a systematic and sustained growth of the Institution taking care of the needs of students, staff and Society at large.

The HR Manual of the Institution is prepared to make all the staff working in the Institution aware of the rules and regulations that governs their working in the Institute.

This manual does not supersede the requirements of the statutory/non-statutory bodies like AICTE, NAAC, NBA, UGC, ISO, Anna University and any other relevant body. This is first issue of Human Resource Manual. A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users.

The Management is committed to help in the interpretation of any policy. All staff are expected to read the Human Resource Policy Manual in order to know the policy updates made from time to time.

Updates in the manual will also be informed to staff through circulars as and when required with the permission of the Management of the Institute and based on statutory requirements.

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of this manual shall be ignored out through the rules and regulations laid down by the Anna University.

In case of conflict of rules laid down by AICTE, DTE and Anna University, a proper decision on a specific matter is left to the sole discretion of the Management.

The policy document is effective from July 2017. Staff members shall strictly adhere to the rules and regulations spelled out in this document.

The Management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases

Shri. **P. Kumar**,
Chairman
Er Perumal Manimekalai Telugu Minority Educational and Charitable Trust, Hosur.

1	**ABOUT THE INSTITUTION**

PMC TECH – GROUP OF INSTITUTIONS

1.1 OVERVIEW

"PMC TECH – Group of Institutions is uniquely positioned to provide the Vision, Leadership and Intellectual Capital that underwrite progress in the 21st Century"

PMCTECH Group of Institutions, Hosur is a reputed Educational Institution, which has been known for producing outstanding students who take on different careers, as per their Academic merit, successfully in the society.

Established in the year 1996 under the dynamic leadership of Shri. Er. Perumal, Founder Chairman and bannered by "**Er. Perumal Manimekalai Telugu Minority Educational and Charitable Trust**", the institution is a sunrise hub for providing quality education in the region.

The Institute comprises of **Matriculation School, Industrial School-ITI, Polytechnic, Engineering College with MBA/MCA courses.**

PMCTECH has been envisioned to be an institute promoting academic and professional excellence, nurturing and sustaining conducive ambience for sculpting budding talents into technology and management leaders of tomorrow and inculcating professional ethics, cultural values, sensitivity and sense of service towards society.

Er. Perumal Manimekalai College of Engineering (Autonomous) (established in 2002), approved by AICTE and affiliated to Anna University, offers the students an advantageous atmosphere with state-of-the-art facilities, distinguished mentors and pleasant educational environment. It provides quality education in an environment of discipline. The focus is on shaping students to become self-disciplined, self-dependent and self-confident individuals. PMC TECH pulls out all the stops, provides the best possible employability skills for the development of students and mould their career in such a way that they excel in all fine distinction of life.

1.2 VISION & MISSION

VISION

PMC TECH strives to achieve excellence in technical education through innovative teaching, learning and applied multidisciplinary research with professional and ethical practices.

MISSION

PMC TECH will endeavour

- To become the state of art teaching and learning center for engineering and technology, research and management studies
- To have world class infrastructure for providing quality education and research towards creativity, self discipline and ethical values
- To associate with industry, R&D and business organizations and to have connectivity with the society
- To create knowledge, based professionals to enrich their quality of life by empowering self and family.

QUALITY POLICY

PMC TECH is committed to create Quality Professionals to meet the emerging Industrial and Social needs through:

- Innovative teaching
- Institution – Industry Interaction
- Placing faith in human values
- Meeting regulatory requirements and aiming continual improvement in all activities.

1.3 ABOUT Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING

Name of the Institution : Er. Perumal Manimekalai College of Engineering (Autonomous)

Address of the Institution : NH-7, 17th Km, Hosur – Krishnagiri Highways, Koneripalli, Hosur – 635 117

Contact Details : 04344 - 257240

AICTE Permanent ID : 1-2590786

Anna University's College ID Number: 6108

Er. Perumal Manimekalai College of Engineering (Autonomous) established in the year 2002 is an ISO 9001 – 2015 certified institution recognized by the AICTE and affiliated to Anna University, Chennai. **Our institution is accredited by NAAC with 'A' grade**. **CSE, ECE, EEE, IT & MECH** are accredited by NBA.

The college provides various academic amenities so as to attain Bachelors and Masters Degree in the field of Engineering, Information Technology, Computer Applications, Management etc.

The college not only ensures academic development of the students but also provides them with opportunities to prove themselves by means of Extra-Curricular and Co-Curricular activities. Counseling, Career Guidance, Step by Step Training, Industrial Visits, Guest Lecturers, Workshops, Seminars, Internships, Implant Training, Project Guidance etc., are firmly established that made PMC TECH a "Modern" and "Progressive" education Institute.

1.4 COURSES OFFERED

S. No	Degree	Name of the course	Students Intake
1	B. E	Aeronautical Engineering	60
2	B. E	Civil Engineering	60
3	B. E	Computer Science & Engineering	120
4	B. E	Electrical & Electronics Engineering	60
5	B. E	Electronics & Communication Engineering	120
6	B. E	Mechanical Engineering	120
7	B. E	Mechatronics	60
8	B. Tech	Information Technology	120
9	B. Tech	Computer Science & Business systems	60
10	B. Tech	Artificial Intelligence & Data Science	120
11	B. Tech	Chemical Engg	60
12	MBA	Master of Business Administration	60
13	MCA	Master of Computer Applications	60
14	M. E	Aeronautical Engineering	18
15	M. E	Applied Electronics	18
16	M. E	Computer Science & Engineering	18
17	M. E	Power Electronics & Drives	18
17	M. E	Engineering Design	18

1.5 ORGANISATION CHART
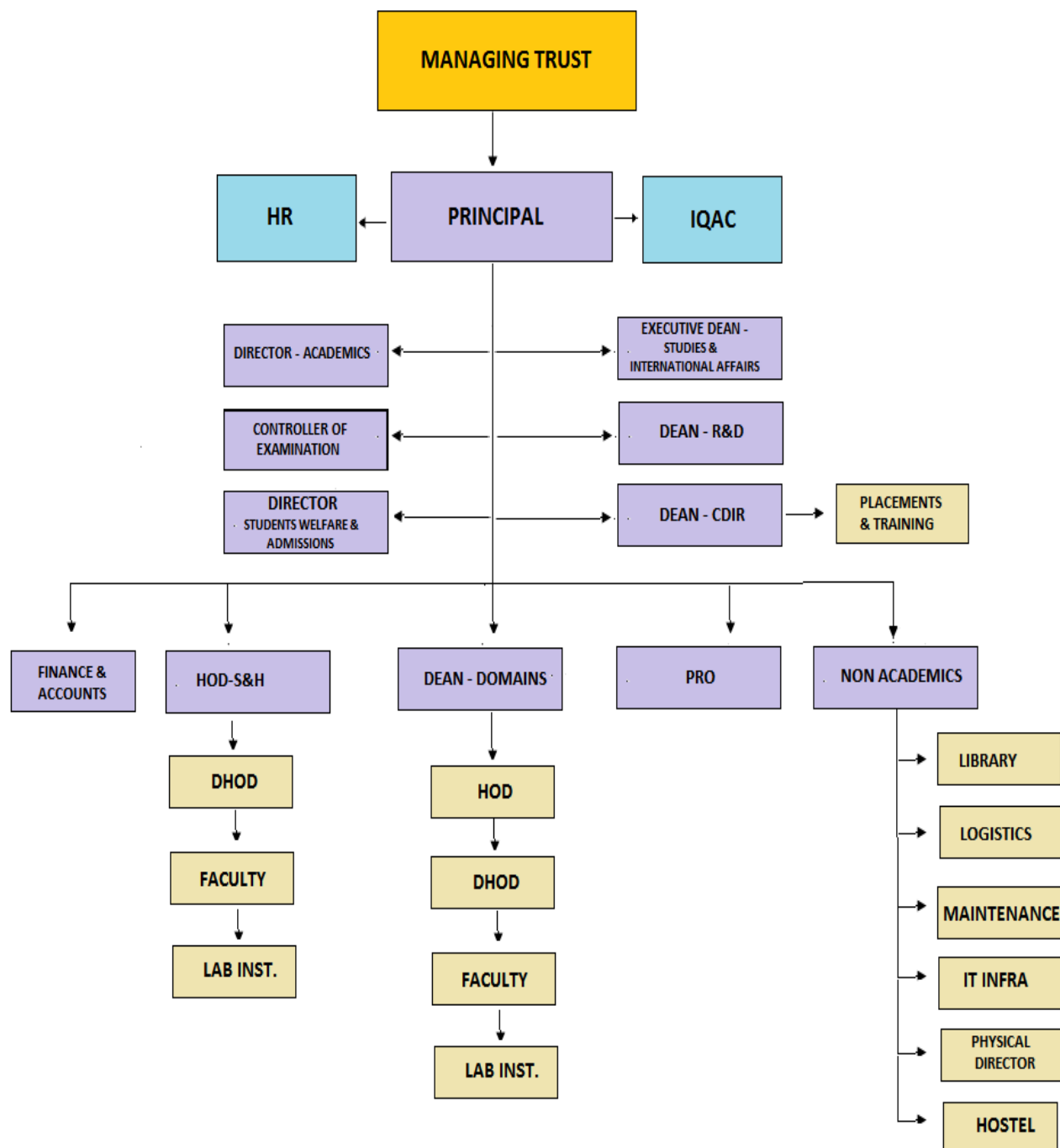
1.6 HIERARCHY OF REPORTING

S. No	Positions	Reporting Authority
1	Principal	Chairman
2	Director – Academics	Principal
3	Executive Dean – Studies& international affairs	Principal
4	Controller of Examination	Principal
5	Dean – Electrical Sciences	Principal
6	Dean – Computing & Information Sciences	Principal
7	Dean – Mechanical Sciences	Principal
8	Dean – IQAC	Principal
9	Dean – R&G	Principal
10	Dean – CDIR	Principal
11	Director – Admissions & Students welfare	Principal
12	IQAC Coordinator	Dean- IQAC
13	Head of the Department	Dean - Domains
14	HOD – S&H	Principal
15	Asst. Professor / Associate Professor / Professor	HOD
16	Lab Technician /Lab Instructor	HOD
17	Lab Assistant	HOD/ DHOD
18	Librarian	Principal
19	Asst. Librarian / Library Assistant	Librarian
20	Physical Education Director	Principal
21	Asst. Physical Education Director	Physical Education Director
22	Management Representative (ISO)	chairman
23	Workshop Superintendent	Principal / HOD
24	Placement Officer	Dean - CDIR
25	Training Officer	Dean - CDIR
26	System Administrator	Principal
27	Human Resource Coordinator	Principal / Chairman/ The Secretary
28	Admission Coordinator	Director – Admissions & Students welfare
29	HR	Principal

S. No	Positions	Reporting Authority
30	Site Engineers (Civil)	Principal
31	Maintenance Officer	Site Engineers (Civil)
32	Electrician / Plumber	Maintenance Officer
33	Stores In-charge	Principal
34	Security Officer	PRO
35	Security Supervisor / Security Guard	Security Officer
36	Transport Manager	Principal
37	Transport Clerk	Transport Manager
38	Hostel Warden	Principal
39	Dy. Hostel Warden / Sub warden / Mess/Canteen in-charge / Mess workers	Hostel Warden
40	Accounts Officer / Cashier / Admission/ Exam / Scholarship Assistant / dispatch Assistant	Principal

| **2** | **RECRUITMENT PROCESS** |

2. 1. RECRUITMENT PROCEDURE

2.1.1. Manpower Planning:

Manpower planning is the first step in recruitment. Normally, this is carried out at the end of the academic term (**PMC/HR/FR/01**).

A circular will be sent by the Principal to all staff members every year in the month of April for their willingness to continue their services in the ensuing academic year. Based on the willingness report, the man power requirement for the succeeding academic year will be arrived. Subject to Management's approval, the vacancy positions will be filled.

2.1.2. Qualification Criteria: (Teaching Staffs)

A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the **existing AICTE norms** (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.

At a future date, if any malpractice in qualification or previous experience, is noticed by any authorities of Management, service will be terminated with immediate effect and a penalty imposed as decided by the management.

2.1.3. Job Announcement:

Job announcement takes place through advertisement in the college website, daily newspapers and website (www.facultyplus.com) in the month of April/May.

2.1.4. Scrutiny of applications:

All the applications received will be screened and scrutinized initially by HR and forwarded to the Management. Second level scrutiny will be done by the Management and the shortlisted candidates will be called for interview.

2.1.5. Interview Call letter:

For all the shortlisted candidates, interview call letter will be sent by HR through email **(PMC/HR/ CALL LETTER /02)** and further confirmation will be done over phone. This call letter should be produced at the time of interview.

2.1.6. Selection Committee:

- A selection committee will be formed to interview, assess and recommend the right candidates for the positions to be filled. The panel will be constituted with the Principal, Subject experts, HOD and HR (Interview Assessment form along with consolidated assessment form is as per format **PMC/HR/SR/03A & 4B**)
- Final round of selection process is personal interview and will be conducted with the candidates recommended from previous round by the Management.

2.1.7. Interview Assessment Criteria:

During the initial round of assessment, the following parameters will be assessed. The number within the brackets indicate the marks assigned for each parameter.

- Personality (1)
- Subject presentation (1)
- Black board presentation (0.5)
- Depth of knowledge (1)
- Subject fluency (2)
- Voice clarity (0.5)
- Class control (2)
- Viva Voce (2)

The interview panel will evaluate the candidates based on the above parameters and record their honest ratings in the interview assessment form and the same will be submitted for management perusal with recommendation.

2.1.8 Interview Process & guidelines:

- Candidates are required to fill the faculty data sheet as per the instructions given **(PMC/HR/ FDS/ 08).**

- The filled faculty data sheet and all other testimonials including proof of qualification, experience certificates will be scrutinized by HR.

- Candidates shall make a presentation on the topics of specialization of his / her own choice in the assessment round in front of panel.

- The shortlisted candidates from the assessment round will undergo personal interview with the Management along with the Principal.

2.1.9 Recruitment Procedure (Non -Teaching Staff)

All HOD's present their requirement to the Principal and after approval from the management, the same will be sent to HR for recruitment process. Assessment will be done by the HOD/ Senior faculty of the department followed by other recruitment procedures.

2.2 JOINING FORMALITIES

- The selected candidate is required to join on or before the stipulated date as given in the offer letter

- A joining report along with the required documents as mentioned in the offer letter shall be submitted by the candidate at the date of joining.

- The original certificates will be verified by HR for authentication.

- The Appointment order will be issued on completion of the joining formalities as **per the form** PMC/HR/AO/06.

2.3. PROBATION AND CONFIRMATION

Probation:

- Probation period is applicable for Assistant Professor, Associate Professor, Non-teaching and supporting staff.
- The probation period will be for one year. During the probation period, the performance of the staff will be monitored closely on various parameters such as attendance, performance, approach, attitude and etc.
- Subject to successful completion of probation period and their performance being satisfactory, the services of the staff will be confirmed.
- The probation period may be extended at the discretion of the Management.

Confirmation:

- A confirmation letter will be issued after successful completion of Probation period as per the form **PMC/HR/CO/07.**

2.4. POSITIONS AND PAY SCALE:

All the positions, the scale of Pay and qualifications are as per AICTE/Anna University, chennai norms and accordance with **6TH CPC** for all faculty members.

2.4.1. Pay structure of various designation is as under

Designation	Salary Structure
Professor	PAY BAND: Rs. 37400 - 67000+ Rs. 10000 AGP
Associate Professor	PAY BAND: Rs. 37400 - 67000+ Rs. 9000 AGP
Assistant Professor	PAY BAND: Rs. 15600 -39100 + Rs. 6000 AGP

2.4.2 Yearly increment:

Employees are eligible to the increment prescribed at the end of 12 months service in the College. *Additional DA shall be offered to employees based on their contributions, performance and number of years served in the Institution at the discretion of the Management.*

2.4.3 Benefits extended to faculties:

- Employee Provident fund
- Management contribution for PF and EPF.
- Working Lunch.
- Free transport facility.
- Duty leaves for attending conferences and Ph. D related activities.
- Reimbursement of registration fee paid for conferences and seminars.
- Seed money to carryout research for eligible proposal by the faculty.
- Cash award for publication in reputed Journals.
- Exam fee reimbursement of exam fee for faculty members securing Elite silver and more on NPTEL/ SWAYAM certification exams.
- Group insurance cover for all staff members.
- Monetary benefits for staff members receiving grants from funding agencies.
- Free hostel accommodation on request (Subject to availability).
- Travel allowance, when deputed on official duty as per the order of the Principal.
- On campus medical facilities

3	**ORIENTATION PROGRAM**

3.1 Orientation Guidelines / Procedure

Every newly inducted staff shall undergo a formal orientation program by the orientation team on the joining day after completing the joining formalities.

The orientation team comprises of the following members, Principal, Director, Deans, Head of the department, Management Representative, Domain experts and HR.

Orientation session shall provide all necessary information concerning

- The history of the Institution
- Policies of the Institution
- Importance of conformance with the quality policy, quality objectives
- Quality management system
- Terms of employment
- Duties and responsibilities
- Leave rules
- Benefits
- Career growth opportunities etc.
- Academic system of practice

A personal file will be opened by HR department comprising of all the documents pertaining to the individual candidate.

4	**TRAINING AND DEVELOPMENT**

4.1. TRAINING

PMC TECH gives a major focus and attention in the faculty development and training with the main objective of enhancing the skill sets of the staff. Faculty development programs encourage faculty members to gain knowledge on the subject areas and provide innovative approaches to develop the right educational tools for the teaching - learning process.

4.2. TYPES OF TRAINING:

Inhouse Trainings:

- Induction / Orientation Program
- Soft skill and behavioral programs as per Training Calendar
- OBE/ISO Training
- Safety Training
- FDP/Workshops

Outbound Trainings:

- Participation in Seminars/Conferences/ Workshops/ FDP
- Any other trainings organized by the Management outside the campus

The respective head of the departments shall identify the training need in consultation with the respective teaching as well as non teaching staff.

Department wise documents are then centrally compiled for preparation of the entire TNI for the whole Institute. The TNI document is prepared identifying departmental needs, faculty expertise and also need for soft skill development.

Following are the sources of input for the Training need Identification.

- Performance appraisal
- Revision in the syllabus
- Audit findings
- Feedback from students
- Changes in responsibility
- Changes in course contents
- Competency Skill assessment etc.,

4.3. Skill Assessment Matrix:

Each job requires special skills that are identified as part of job description. It is ensured that personnel working in the concerned function possess the minimum skills and is qualified either by virtue of their qualification or certified by the Principal / Management.

Training & Placement In-charge maintains the **record of the competency** required for all positions. During recruitment, such requirements are considered for the selection of the competent personnel for the job prescribed.

The deviation/gap in the skill set (required vs actual) is identified during the performance appraisal, and the same is considered as training need input. The performance appraisal for the staff is carried out once in a year based on recommendation prescribed in AICTE 360° Feedback system.

4.4. Training Plan & Execution

- After identifying the training needs of all individuals, a formal training calendar will be prepared by the Training In-charge and submitted to the management for approval at the beginning of the Academic year.
- The approved training calendar is executed as per the plan by the Training Officer.
- The scheduled training programs will be intimated in advance to all participants through circular.

- Apart from the identified training needs, intimation from AICTE/DOTE on various subject related trainings are received and staff are nominated based on the need.
- Training attendance sheet shall be maintained for all internal training programs.

4.5. Training Feedback:

A training feedback form will be collected from the participants on the effectiveness of training as well as the trainer and the evaluation of the participants will be done as per the Training Evaluation report.

4.6. Training Records:

Training In-charge maintains all training records with regard to the staff employed in the Institution. The successful completion of job related seminars, Internal / external training program are recorded. The Skills inventory shall be updated once in 6 months and on completion of training programs.

4.7 Training Effectiveness:

Training effectiveness shall be evaluated by he concerned Trainer / functional heads through various means and shall be recorded.

5	**JOB DESCRIPTIONS**

Each and every staff in the institution has their job responsibilities and they shall carry all the tasks assigned to him to the fullest of his ability. The detailed job description shall be issued along with the appointment order.

Any subsequent changes based on the necessity due to statutory requirements will be communicated when need arises. Job description sheet will be given to new joinee/ promoted staff on assumption of new position.

Job description sheet as per annexure shall be given to the individual and their signature will be obtained in token of acceptance.

The following are the positions for whom job descriptions are made:

S. No	Position / Post / Designation
1	Principal
2	Director -Academics
3	Deans
4	Controller of Examination(CoE)
5	IQAC Coordinator
6	Head of the department
7	Dy Head of the department
8	Professor / Asst Professor /Associate Professor
9	Class Adviser
10	Student Facilitator
11	Admission Coordinator
12	Admission / Exam Assistant
13	Scholarship Assistant
14	Workshop superintendent
15	Lab technician / lab instructor

16	Lab assistant	
17	Librarian	
18	Assistant librarian	
18	Library assistant	
19	Physical education director	
20	Placement officer	
21	Training officer	
22	System administrator	
23	Human resources coordinator	
24	Store in charge	
25	Accounts officer	
26	Cashier	
27	Office assistant	
28	Dispatch assistant	
29	Attenders	
30	Site engineer/ Estate officer	
31	Maintenance officer	
32	Electrician/ plumber	
33	Transport manager	
34	Transport assistant	
35	Hostel warden	
36	Deputy warden	
37	Sub warden	
38	Mess in charge	
39	Mess workers	
40	Security officer	

1. **PRINCIPAL**

    1. To look after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.

    2. To conduct all the UG and PG programmes according to the affiliating university (Anna University) guidelines.

    3. To appoint Faculty Member according to the norms of the AICTE and affiliating university (Anna University).

    4. To act as Warden for Gents and Ladies Hostel.

    5. To monitor admission and conduct regular class works.

    6. To organize placement activities in coordination with Placement officer.

    7. To create an environment for industry institute interaction.

    8. To coordinate R&D activities, coordinate staff and external organization for R&D and consultancy.

    9. To maintain discipline among students and staff.

    10. To Monitor smooth conduct of Quality Management System in accordance with NAAC, NBA & ISO.

    11. To perform any other special activities assigned by the Management from time to time.

2. **IQAC Coordinator**

    1. To coordinate the quality-related activities of the institution

    2. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

    3. To coordinate the timely and efficient execution of the decisions of IQAC committee

    4. To coordinate the dissemination of information on various quality parameters of higher education.

    5. To coordinate the documentation of the various programmes / activities leading to quality improvement

3.   HEAD OF THE DEPARTMENT (HOD)

1.   To take responsibility for all the academic affairs of the Department

2.   To looks after day-to-day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.

3.   To report to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.

4.   To represent his/her department and report to the Principal all the requirements/short comings for the development and proper functioning of the Department during weekly/fortnightly/monthly meetings

5.   To look after the matters related to R&D, Consultancy and Research Publications.

6.   To arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.

7.   To take responsibility for mobilizing his/her Faculty Member for different research grants.

8.   To take responsibility for innovative programmes including collaboration with other institutions, Universities and different industries

9.   To act as a mentor and take responsibility for students' academic performance

10.   To perform any other special activities assigned by the Management from time to time.

4.   Dy HEAD OF THE DEPARTMENT (DHOD)

1.   To monitoring the functioning of class room activities

2.   To counsel the students for improvement.

3.   To monitor and arrange for parents meeting.

4.   To monitor the smooth running of department activities.

5.   To act as a HOD in the absence of HOD.

6. To monitor the slow learners coaching class and evening class

7. To act as a facilitator, motivate high achievers and encourage slow learners.

5.   PROFESSORS / ASSOCIATE PROFESSORS/ ASSISTANT PROFESSORS

1. To co-ordinate with the head of the department in all academic and non-academic activities

2. To undertake specific and special tasks assigned by the head of the department.

3. To Complete the Syllabus including practical.

4. To closely monitor absenteeism of students and take necessary steps to curtail absenteeism.

5. To valuate answer script and submit mark statement as per the defined procedure.

6. To act as invigilators and examiners during the conduct of examinations

7. To shoulder the responsibilities of the head of the department in his / her absence.

8. To guide students on specific task like educational tour, industrial visit, etc.

9. To maintain ethical standards both in and outside the campus on their part and students.

10. To take additional responsibilities like warden ship, timetable in-charge, Purchase

11. In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.

12. To attend Faculty Develop Program/Refresher courses and Seminar etc. to upgrade and update their knowledge level continuously.

13. To keep abreast of the state-of-art technologies in their field by utilizing journals in College library.

14. To grant leave for the students within his/her ambit.

15. To grade individual performance and award internal marks to students objectively.

16. To maintain the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HOD.

17. To ensure that all Laboratory programs/projects are planned and completed well in time.

18. To ensure that any arrears in the laboratory programs by any student for any reason, are taken care of and the students are helped to complete the program immediately.

19. To ensure that all the periodical tests and model examinations for theory and practical are held as per the calendar.

20. To ensure that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.

21. To ensure that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.

22. To ensure that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination

23. To ensure that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.

24. To ensure wherever necessary special classes are arranged and make himself / herself available for the students seeking clarifications and to clear doubts.

25. To assist HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc.

26. To assist HOD in association meetings and assigned committees.

27. To perform any other special activities assigned by the Management from time to time.

6. CLASS ADVISOR

1   Class in-charge takes the responsibility of the class.

2.   Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.

Class in-charge works as a person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.

3.   Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.

4.   Class in-charge ensures that the results of the periodical tests, model examination and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents.

5.   To perform any other special activities assigned by the Management from time to time.

7. STUDENT FACILITATOR

1.   Each Student facilitator takes the responsibility of maximum no. of 20-30 students.

2.   Student facilitator advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.

3.   Student facilitator carries out the counseling process the student facilitator establishes a system of consultation with the HOD and other connected faculty members and update the relevant information and requirements of his / her students

4.   Student facilitator keeps constant touch with the members of faculty

regarding discipline and academic program of the students.

5. Student facilitator counsels the students in respect of university examination and guide them for successful performance.

6. Student facilitator helps in spotting of talents among students, direct them to various activities and monitor their performance and progress.

7. To conduct class committee meeting involving student representatives

8. To identify and organize counseling programs for the students through the Student Facilitators/ Class in-charges

9. To monitor the remittance of fees by students

10. To perform any other special activities assigned by the Management from time to time

8. ADMISSION COORDINATOR

1. To take care of all admission approval procedure and communicating with universities in person.

2. To take care of student scholarships like first graduate, SC, ST and MBC scholarships

9. ADMISSION /EXAM ASSISTANT

1. To keep safe custody of all original certificates

2. To close monitor daily attendance.

3. To write Application form register.

10. SCHOLARSHIP ASSISTANT

1. To keep the Scholarship forms in safe custody

2. To distribute and collect the Scholarship forms

3. Preparing the forms ready.

11. WORKSHOP SUPERINTENDENT

1. To Install, Operate, Identify, Maintain and ensure service of repaired items

of laboratory equipment / instruments / tools / accessories / spares etc.,

2. To provide assistance in conducting laboratory sessions.

3. To report the damages, worn-out parts to the HOD through lab-in charges and setting it right.

4. To help faculty in consultancies and project test.

5. To attend all other assignment assigned by the HOD.

6. To assign unique identification number for all the equipment / Instrument purchased.

7. To carry out preventive maintenance as per plan and maintaining records for the same.

8. To identify the faulty equipment / instrument and taking necessary step to rectify the fault.

9. To perform any other special activities assigned by the Management from time to time.

10. To arrange all the machines/equipment required in the workshops.

11. To be responsible for repair and maintenance of all the machines and equipment in the workshops.

12. To make schedule for different groups of students for practice in their respective workshops.

13. To be responsible for maintenance of laboratories.

14. To report to the Principal/HOD regarding damage/breakdown of machines/equipment.

15. To be responsible for safety measures in the workshop.

16. To perform any other special activities assigned by the Management from time to time.

12. LAB TECHNICIAN / LAB INSTRUCTOR

1. Responsible for monitoring the operations and maintenance of Lab Equipment.

2.	Responsible for assisting and purchase of lab equipment.

3.	Responsible to take necessary steps to replace the worn-out equipment.

4.	Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

5.	Responsible for any other special activities assigned by the Management from time to time.

13. LAB ASSISTANT

1.	To ensure safe custody of consumables, maintain and assist in conduction of the lab experiments.

2.	To maintain the cleanliness inside the lab and execute the safety norms

3.	To maintain the stock register related to lab.

14. LIBRARIAN

1.	To take responsibility of all the activities pertaining to the college library.

2.	To maintain documentation of books, journals, magazines, newspapers, CD's & library materials.

3.	To prepare a periodical requirement of books and journals to students and Faculty Member.

4.	To maintain and update e-journals and all teaching aids.

5.	To keep record of library materials and report to the Principal for any discrepancy.

6.	To arrange periodic inventory of library materials.

15. ASSISTANT LIBRARIAN

1.	To assist the Librarian in all activities related to Library.

2.	To ensure silence is maintained by all students and staff in the library.

3.	To maintain all files and registers related to library.

4.	To be responsible for issue, returns and renewal of books and journals.

5. To prepare consolidated monthly reports on the usage of library resources like issues returns and entry registers.

16. LIBRARY ASSISTANT

1. To maintain digital library systems, CD, DVD, Floppies etc.,
2. To maintain records of CDs & DVDs Issue and returns.
3. To maintain digital library files and registers
4. To prepare consolidated monthly reports on the usage of library resources like issues returns and entry registers.
5. To properly arrange book in racks.
6. To take photo copies and maintaining the bill books
7. To ensure cleanliness of the library.

17. PHYSICAL EDUCATION DIRECTOR

1. To take responsibility of all the activities related to the Physical Education.
2. To arrange physical fitness camps for the students and staff.
3. To procure and maintain sports goods and other items related to the Physical Education.
4. To maintain play fields appropriately.
5. To coordinate Intra College and Inter College, Inter University and Inter. State competition for different sports.

18. PLACEMENT OFFICER

1 To take responsibility for entire activities related to the students placement.
2 To coordinate with the industries for providing the vocational training courses to students.
3 To arrange guest lectures, workshops, seminars, industrial visits & educational tours for students.
4 To coordinate with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their

organizations.

5	To interact with different industries for placement opportunities, MOUs, tie ups etc.

6	To interact with different industries for placement opportunities, MOUs, tie ups etc.

7	To organize and conducting On/Off campus interviews and maintaining records for the placement of students.

8	To perform any other special activities assigned by the Management from time to time.

19. TRAINING OFFICER

1.	To identify the training needs of students in II, III and IV year by obtaining one-page response sheet from them.

2.	To identify and arrange for internal/external resource persons according to the need.

3.	To arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD.

4.	To organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni.

5.	To arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training.

6.	To organize interaction with alumni and current students.

7.	To perform any other special activities assigned by the Management from time to time.

20. SYSTEM ADMINISTRATOR

1.	To take overall responsibility of all the activities related to the computer systems and networking.

2.	To look after the repair and maintenance of Computer system and its

networking.

3. To prepare a schedule for providing computer service to all concerned.

4. To arrange for availability of Internet connection wherever required.

5. To arrange computer training /refresher courses for the staff to update their knowledge.

6. To maintain and updates the college website.

7. To develop e-learning and user-friendly e-Institution concept with guardian and Faculty Member.

21. HUMAN RESOURCES COORDINATOR

1. To takes care of HR policies of the institution inside and outside the college.

2. To conduct Interview as per HODs requirement with college constituted selection committee support.

3. To take care of staff joining and relieving procedures.

4. To support in NAAC, AICTE/ Anna University official requirements.

5. To maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.

22. STORE INCHARGE

1. To supervises and check the functioning of stores and maintenance of proper accounts-both in terms of quantity and value.

2. To prepare estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.

3. To invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes.

23. ACCOUNTS OFFICER

1. To maintain accounts, cash books / ledgers etc.
2. To prepare monthly accounts including entries in cash books, journals etc.
3. To verify bills, preparation of consolidate budgets.
4. To take charge of Cash collection.
5. To prepare daily receipts & challans and submission of associated details along with remittance details to the Principal for scrutiny.
6. To verify cheques and bills.
7. To make entries in daily collection register for college accounts, hostel etc.
8. To make entries in demand draft register, money value register.
9. To prepare audit reports & replies.
10. To be responsible for keeping the following in safe custody.
11. Bill books / receipt books, Files, Registers, Cash books, Ledgers, Vouchers, Cheque books / pass books, Bank challans, Fixed deposit certificates and other important office documents.
12. To prepare salary statements.
13. To attend to income tax related matters.
14. To maintain caution deposit register.

24. CASHIER

1. To collection all types of fees.
2. To prepare the challan and remittance in bank

25. OFFICE ASSISTANT

To work under the direct supervision of the Administrative Officer and execute the work as assigned from time to time.

26. DISPATCH ASSISTANT

1. To make entries of all incoming and outgoing letters / documents / parcels through post, courier etc.,

2. Sending the letters to the concerned persons for verification and information.

3. Keeping the relevant records in safe custody.

27. ATTENDERS

To extend assistance to HODs in the departmental activities as per their superior's instruction.

28. SITE ENGINEER/ ESTATE OFFICER

To perform the duty assigned by the Management and look after the constructional activities inside the premises

29. MAINTENANCE OFFICER

1. To take responsibility of all maintenance related activities in the premises and discharge the duties under directions of the Management/ Principal.

2. To supervise and execute all the works related to civil, electrical, gardening and cleaning according to the norms and standards.

3. To acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers.

4. To ensure compliance of all provisions of the labor laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.

5. To inspect the buildings, structures, roads, etc. as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.

6. To prepares progress reports on on-going work and report the same to the Management of the institute on a monthly basis.

7. To ensures successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of

scale and/or proper maintenance of building structures, water supply channels.

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

9. To advise / recommend the Management in all technical matters and ensure that all works executed are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.

10. To execute any other work assigned by the Management from time to time.

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30. ELECTRICIAN/ PLUMBER

1. To take care of all the electrical / plumbing maintenance related activities and maintain the safety of the campus.

2. To ensure the incessant water supply at all water points.

31. TRANSPORT MANAGER

1.. To take responsibility of transport arrangements for students and staff from College to City & vice versa.

2. To periodically maintain all the buses.

3. To report to the Principal in case of any major repair.

4. To periodically check the log books maintained by the drivers.

5. To arrange for agreements with Transport Company for additional buses, if required.

6. To arrange transport for the students and staff for any educational tour, visit for sports competitions etc.

7. To maintain time discipline on the arrival and departure of buses.

32. TRANSPORT ASSISTANT

1. To prepare students list for boarding the vehicle.
2. To prepare the remitted and non-remitted fee list of students.
3. To maintain the details of Drivers/Conductors up-to-date.
4. To keep the RC Book, Insurance documents, driving license and any other relevant documents related to the vehicles in safe custody.

33. HOSTEL WARDEN

1. To take charge of all activities related to Hostel Management.
2. To allot rooms to the students.
3. To maintain the cleanliness in the hostel.
4. To look after the quality of food served in the hostels.
5. To keep strict discipline in incoming and outgoing of students from the hostels.
6. To report to the Principal in case of any indiscipline or misbehavior by the students.
7. To look into the grievances/complaints of the students if found genuine.
8. To arrange for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

34. DEPUTY WARDEN

1. To assist the Warden in discharging his duties and to act as warden during his absence.
2. To supervise the discipline of students during study hour, silence hour and in dining hall.
3. To admit students and allocate living rooms through lot system.
4. To create homely atmosphere inside the hostel.
5. To coordinate the activities of the sub-wardens.
6. To ensure prompt housekeeping.
7. To ensure Health Care and Welfare activities for the inmates.

8. To enforce the rules and regulations of hostel without any bias.

9. To Conduct Hostel Representative meeting and discuss the issues every month second wednesday.

10. To grant permission, leave to stay inside or to go outside the hostel campus.

11. To ensure approved remedial measures for defaulting students.

35. SUB WARDEN

1. To take In-charge of one wing and also for a year students.

2. To take In-charge of sanctioning leave to the concern students.

3. To help Deputy Warden in verifying Mess Bills.

4. To supervise the discipline of students during study hour, silence hour and in dining hall.

5. To create homely atmosphere inside the hostel.

6. To ensure health care and welfare activities for the inmates.

7. To enforce the rules and regulations of hostel without any bias.

8. To follow up with defaulters.

36. MESS INCHARGE

1. To take in-charge of the kitchen store-room.

2. To maintain hostel account and records.

3. To purchase quality food materials at competitive prices.

4. To distribute the cooking materials to mess workers.

5. To prepare bills and passing them for payment.

6. To verify carpentry, plumbing, electrical related work and related issues in the hostel.

7. To supervise water facilities.

8. To supervise the dining hall during breakfast, lunch and dinner.

9. To control and minimize food wastage and to ensure safe disposal of food

waste.

10. To prepare the mess bill.

11. To supervise the mess workers and sweepers.

12 To supervise the cleanliness in and around the hostel.

37. MESS WORKERS

1 To prepare and serve food for the student and staff in the hostel as per plan.

2 To take up preventive maintenance of kitchen equipment

3 To maintain housekeeping of the dining hall

38. SECURITY OFFICER

1 To take responsibility of all security related activities of the College premises.

2 To ensure Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.

3 To monitor Material movement in and out of the premises. To monitor the persons inside the campus.

4 To verify the ID Cards of students.

5 To ensure visitors enter their details in the Visitors register and issue the Visitor ID.

6 To ensure the Contract laborers wear Contract badge during working hours.

7 To ensure safety & security of the inmates of hostel.

8 To prevent entry of unauthorized persons at any point of time.

9 To have contacts with local police station / fire station.

10 To act fast in any kind of emergency situation.

39. EXECUTIVE DEAN- STUDIES AND INTERNATIONAL AFFAIRS

- Provide stimulating leadership to all personnel in the Academic Office to achieve PMC groups vision and mission;
- Provide direct supervision, motivation, training and support to the faculty heads/heads of the office of academic affairs;
- Serve as a member of the Management Team to highlight current issues and conditions affecting academic affairs and to make appropriate recommendations for the continuous development of the College;
- Introduce/suggest innovation in curriculum development, teaching and learning to ensure institutional growth and dominance;
- Manage institutional collaboration and partnerships (local & international) with other institutions/colleges/ schools/ industries and government to support program development, internships, job placements in multi-disciplinary areas;
- Monitor (audit and measure) department compliances on Quality Management to achieve institutional mission and vision and provide recommendations to senior management team;
- Participate in all student and staff recruitment activities to meet program enrolment targets.
- Provide support to all courses in enhancing the pedagogical approaches (Teaching and learning).
- Serve as a guide/supervisor for student development by establishing academic support services to improve student retention, progression, graduation and employment.
- Represent the College in the media (wherever applicable) and in student admission events, conferences, seminars, webinars and other college events.

International affairs:

- Oversee the faculty and staff's professional development, including post-tenure evaluations, yearly reviews (KPI), and goal-setting in line with the college's strategic plan to guarantee the institution's continued success through internal and international collaborations

- Forming relationships both locally and internationally through networks that attract faculty and students from other colleges and universities for both academic and non-academic institutional collaborations.
- Look into and take part in introducing best practices from other colleges and universities around the world and locally for pedagogical delivery, course delivery, and other areas
- Seek to form productive alliances with the community at large to support current or plan new academic initiatives and, where appropriate, apply provision of external funding for college-based researches and projects.
- Provoke joint publication and conferences to enhance research skills among staff and students across the globe;
- Initiate faculty and student exchange programs to encourage cross-cultural interactions between staff and students both domestically and abroad.

40. DEAN - DOMAINS

ROLE OF DEANS:

1. Academic leader of School.
2. Manager of School activities and resources
3. Representative of their School to the rest of the Institution, especially Institute administration.
4. Representative of Institute leadership to their School.
5. Representative of the School & Institution to external bodies.

RESPONSIBILITIES OF DEANS:

i. ACADEMIC RESPONSIBILITIES & AUTHORITIES

- Deans shall be responsible for implementing the Vision and Mission of the institution in their respective Schools/Departments.
- Deans shall be the Academic Executive Officer for their respective Schools. and shall exercise supervision and control over the affairs of their respective Schools for implementing the decisions taken by the Principal of the Institution and the Management.
- Deans shall be responsible for the maintenance of standards of education and examinations in their respective Schools

- Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Schools such as Board of Studies, School/Dept. Research Committees and etc. and responsible for notifying and maintaining the records of meetings.

- The Deans shall be responsible for an overall academic development of their respective Schools including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services) of their respective Schools.

- Deans shall act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their Schools and the Institution and the monitoring mechanism that may be laid down by the Institution from time to time.

- Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Schools through strict adherence to time table, attendance records and initiating disciplinary action/s, etc.

- Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the Institution.

- The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Principal so that their recruitment / appointments are finalized latest by the close of April for each academic session; this exercise must ensure providing of a minimum period of three months for the Institution for the completion of the recruitment process.

- The Deans shall also act as the Chairperson of the Academic committee for their respective Schools.

- The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Schools are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the Institution.

- Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic

year basis.

- Deans shall act the Chairmen of the School Library Committees of their Schools and as such they would ensure the timely availability of the required books in the Institution Information Resource Centre.

- Deans shall be responsible for maintaining discipline among the students of their respective Schools in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.

- Deans should convene the meetings of the faculty members of their respective Schools at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective Schools.

ii. ADMINISTRATIVE RESPONSIBILITIES:

- The entire teaching and non-teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Schools in so far as conduct of academic programme/s and coordination with other Schools and administrative departments is concerned.

- Deans shall be responsible for recommending of casual leave, including grant of special casual leave (OD) for not exceeding 04 days for attending any seminar / workshop/ conference/ mandatory Orientation / Faculty Development Programmes , etc., for all teaching and non-teaching staff as per rules. Further, the financial expenditure shall require the prior approval of the competent authority of the Institution.

- Deans should provide necessary guidance to the concerned faculty of their respective Schools for filling up of the formats prescribed for Faculty Appraisal and Development System.

- Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Schools including maintaining a proper register for the capital assets.

- Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective School and the Administrative Branches of the Institution.

iii. FINANCIAL RESPONSIBILITIES:

- Preparing the Budget of the School for each financial year and submission of the same latest by the close of November 30; these Estimates should cover both Plan and Non-plan Expenditures for the School and should cover the anticipated recurring and nonrecurring expenditures under both the Heads as per the developmental plan for the School; if need be, Revised Estimates for each financial year be forwarded to the

- Principal by the School latest by the close of October 31st each financial year. Exercise such financial powers as approved by the Finance Committee/Management.

- Making disbursement of honorarium to the faculty, engaged both from within the School and outside academic/ corporate world as Guest Faculty for the conduct of Programmes as per the norms and policy of the Institution. However, the Dean shall obtain prior approval of the Principal for engaging the faculty (both from within the School and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification.

- Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the School including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.

- Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.

41. DEAN- R&D

Registration of projects, raising invoice, receiving funds and preparation of utilization certificates.

- Promotion of R & D cell, Technology transfer, IPR and Product marketing activities.
- Project monitoring compliance with terms and condition of agreement/contract between sponsor(s) and the Institute.
- Liaison with PIs of the Institute and Sponsors.
- Financial management of externally/Institute funded projects.
- Appointment of research staff from externally/Institute funded projects.
- To foster the necessary infrastructure for further research projects.
- Identify industry / institutions for collaboration and involvement of Institute in various association / academic bodies.

6	**ATTENDANCE AND LEAVE POLICY**

6.1 WORKING HOURS

For all teaching and non teaching staff

- 8.45 am to 5.00 pm with lunch break for half an hour

For maintenance staff and housekeeping staff

- 8.30 am to 5.30 pm with lunch break for half an hour

For Physical Education staffs

- 8.45 am to 6.00 pm with lunch break for half an hour

6.2 ATTENDANCE RECORDING

Faculty members shall sign in the attendance register available at the department. Separate register for each department is maintained and accounted in the office.

Non-teaching staff shall sign in the main office.

Attendance register will be validated by the Principal every day by signing in the register.

Attendance register has to be signed twice a day by all the staff members. (8.45 am and 5.00 pm)

6.3 LEAVE POLICY

Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

6.3.1 Leave rules:

- Every staff of the college is entitled to One (1) day casual leave for every month and maximum of Twelve (12) days of casual leave in one Academic year.
- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves. However, CL will not be sanctioned before or after a long holiday.

- The CL not used for the particular month can be used cumulatively in the consecutive month after proper permission.
- Staff can avail one day casual leave for every completed month.
- Staff availing maternity leave shall intimate at least three months in advance or in a manner such that it does not affect the regular.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.
- **National & Festival Holidays** are applicable as notified by Govt. of Tamilnadu.

6.3.2 Leave Application:

- The leave application shall be submitted well in advance and sanction to be obtained before availing of the leave.
- The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.
- The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned Lab in charges and HOD's.
- Casual Leave and OD application shall be submitted through proper channel to Principal office well in advance before availing the leave/OD.
- No leave shall commence unless it has been sanctioned: Mere submission of leave application does not authorize a staff to avail the leave applied for.
- Availing of leave without getting the same sanctioned makes the staff liable to disciplinary action besides penal deduction.
- Leave will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the staff.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately

on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.

6.3.3 Leave sanction procedure:

All staffs are required to make alternate arrangements in advance before availing leave. Teaching faculty shall take authentication from the reporting authority in the Leave form (PMC /HR/LA/05) and submit the same to the Principal for approval.

In case of non teaching staff, the leave approval shall be obtained from the HOD.

i. Duty leave (DL):

An activity of a staff which can bring recognition to the Institute may be considered for grant of this leave.

Duty leave may be granted for one or more of the following purposes:

- To deliver academic lecture
- To work on behalf of the College or to attend technical workshops/symposium of National/International level.
- To read/present a research paper in a Conference/ Symposium of National/International level.
- To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
- To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- Any activity related to brand building.

The duty leave will be subject to the following conditions:

- A written request from the competent authority.
- Request has been accepted for presentation and a communication to this effect received in writing/mail.

ii. Out-station duty (On Duty):

- On duty will be granted when staff members are required to go out on official duties such as University Practical Examination, Theory Examination and paper

Valuation, Viva voce, Synopsis submission & DC meeting, centralized Valuation as approved by the Principal/Designated Authority.

- When staff members go for examination work for University other than Anna University, OD will not be granted.

- Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the HOD and the Principal.

- Staff members availing OD are entitled to draw the salary in full for the entire period of OD.

- The faculty availing OD is permitted to enjoy the remuneration given by the University or any other academic bodies.

- In all the cases, prior written permission has to be obtained from the Principal through HOD.

iii. On duty sanction procedure:

- All staffs are required to make alternate arrangements in advance before availing On duty. Teaching faculty shall take authentication from the reporting authority and submit the same to the Principal for approval.

- In case of non-teaching staff, the leave approval shall be obtained from the HOD.

iv. Maternity Leave:

- Female staff members are entitled to avail Six months of maternity leave.

7	**EMPLOYEE PERFORMANCE APPRAISALS, PROMOTIONS & TRANSFER**

7.1. Performance Evaluations:

Periodic evaluations will be made to determine the individual progress, training needs, and potential pay increases.

Regular pay increases are automatic as per scale mentioned in the pay band as per years of experience and staff member's demonstrated job proficiency. Additional performance one-time incentive will be granted as per the recommendations on annual appraisal.

7.2. Faculty Appraisal:

The faculty performance in Academics is evaluated during every year in the month of July in the prescribed format (**PMC/ HR/FAR/11)**

- The academic performance is evaluated using the following categories (Total (Max Points 100).
    - o Teaching Process (Max Points 20)
    - o Students' feedback (Max Points 20)
    - o Departmental Activities (Max Points 20)
    - o Institute Activities (Max Points 10)
    - o ACR (Max Points 20)
    - o Contribution to Society (Max Points 10)

DESCRIPTION FOR CALCULATION OF CREDIT POINTS

(Based on AICTE 360 Degree Score system)

Designation: Assistant Professor			
Section	**Parameter**	**Max score**	**Description**
A	Teaching Process	20	**Based on courses taught** in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes.
B	Students' Feedback	20	**Based on feedback** average score for each course taught during academic year under consideration.
C	Departmental Activities	20	Based on **responsibilities assigned by HoD** to a teacher during academic year under consideration **through a proper office order.** This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a **maximum of 20.**
D	Institute Activity	10	Based on the a**ll the responsibilities assigned by Head of the Institute** to the candidate during academic year under consideration **through a proper office order.** This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn **5 points per semester** f**or each activity** up to a **maximum of 10.**
E	ACR (Result & Publication)	20	Based on academic result **(10 Credit)** and research publication contribution during academic/ assessment year **(10 Credit)**.
F	Contribution to Society	10	**Based on candidate involved in different initiatives by AICTE.** The candidate will earn **5 points per semester** for each activity. **Or Activities listed in the annexure The claim should be supported by an office order/ official communication from Head of Institute.**
TOTAL SCORE		**100**	**(**Scoring Min 50% in each parameter is mandatory)

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Section	Parameter	Max score	Description
	Designation: Associate Professor		
A	Teaching Process	10 (20-10)	**Based on courses taught** in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes.
B	Students' Feedback	10 (20-10)	**Based on feedback** average score for each course taught during academic year under consideration.
C	Departmental Activities	30 (20+10)	**i. Based on responsibilities assigned by HoD** to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, departmental newsletter etc. The candidate will earn **3 points per semester for each activity** up to a (**Maximum of 20).** **ii. Based on Fund generation and R&D related activities**: (10credits) **(a)** PMCTECH Funded Seed (**Maximum of 5) (b)** External Funded R&D Project/ Consultancy/Entrepreneurship development /Organization of FDP (**Maximum of 10 as per Annexures)**
D	Institute Activity	20 (10+10	**Based on the all the responsibilities assigned by Head of the Institute** to the candidate during academic year under consideration **through a proper office order.** This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn **5 points per semester** for **each activity** up to a **maximum of 20.**
E	ACR (Result & Publication)	20	Based on academic result **(10 Credit)** and research publication contribution during academic/ assessment year **(10 Credit)**.
F	Contribution to Society	10	**Based on candidate involved in different initiatives by AICTE.** The candidate will earn **5 points per semester** for each activity. **Or Activities listed in the annexure The claim should be supported by an office order/ official communication from Head of Institute.**
TOTAL SCORE		**100**	**(**Scoring Min 50% in each parameter is mandatory)

Section	Parameter	Max score	Description
Designation: Professor			
A	Teaching Process	05 (20-15)	**Based on courses taught** in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes.
B	Students' Feedback	05 (20-15)	**Based on feedback** average score for each course taught during academic year under consideration.
C	Departmental Activities	30 (20+10)	**i. Based on responsibilities assigned by HoD** to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, departmental newsletter etc. The candidate will earn **3 points per semester for each activity** up to a (**Maximum of 10).**
			ii. **Based on Fund generation and R&D related activities**: (10credits) **(a)** PMCTECH Funded Seed (**Maximum of 5) (b)**External Funded R&D Project/ Consultancy/Entrepreneurship development /Organization of FDP (**Maximum of 20 as per Annexures)**
D	Institute Activity	30 (10+20)	**Based on the all the responsibilities assigned by Head of the Institute** to the candidate during academic year under consideration **through a proper office order.** This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn **5 points per semester** for **each activity** up to a **maximum of 30.**
E	ACR (Result & Publication)	20	Based on academic result **(10 Credit)** and research publication contribution during academic/ assessment year **(10 Credit)**.
F	Contribution to Society	10	**Based on candidate involved in different initiatives by AICTE.** The candidate will earn **5 points per semester** for each activity. **Or Activities listed in the annexure The claim should be supported by an office order/ official communication from Head of Institute.**
	TOTAL SCORE	**100**	(Scoring Min 50% in each parameter is mandatory)

* Note: Additional Institution level administrative assignments, Successful execution/ completion of special assignment for the growth/ ranking/ achievement of students and Institution will be rewarded with maximum 10 additional points to the total obtained score subject to recommendation and approval of Principal and Chairman if not claimed under any of the above sections.

Star rating based on the performance appraisal and Reward/Appreciation/ Appreciation & Recommendation/ Action can be taken based on the following methods,

S. No	Score	Rating	Reward/ Appreciation/ Action
1	95 & ABOVE	Five Star	Cash award of Rs. 10000/- and appreciation certificate
2	90 to 94	Four Star	Cash award of Rs. 5000/- and appreciation certificate
3	80 to 89	Three Star	Appreciation Certificate
4	70 to 79	Double Star	Appreciation Letter with Recommendations
5	60 to 69	Single Star (Minimum requirement)	Recommendations
6	Below 60	No Rating	Action taken to employee explanation

 # Minimum Threshold score may be revised by the Principal/ Management time to time based on the circumstances.

1. Rubric for the award of Credit (Funded R&D Project/ Consultancy/ Workshop/ Conferences etc.,):
(10 to 20 credits)

Activity	Category	Value	Credit (per Activity)
R&D Project	College funded	1 to 5 Lakhs	5
	External funded	Min 5 Lakhs	5
		Above 5 Lakhs up to 10 lakhs	10
		Above 10 Lakh up to 1Crore	15
		Above 1 Crore	20
Consultancy	External	Up to Rs. 10000	2
		Rs. 10001 to Rs. 25000	5
		Rs.25001 to Rs. 1 Lakh	10
		More than 1 Lakh	15
Event Organizing (Workshop/STTP/FDP/Conference)	With external funding	-	1 credit per day
Patent (National/ International)	Utility Patent	-	3
	Design patent	-	5

2. Rubric for List activities recommended for additional consideration for <u>Department contribution</u> in Departmental activities (for 20 credits):

S. No	Activity	Duration	Credit (per Participation)
1	Participation in STTP/FDP/ Refresher courses	1 Week or 5 days	5
		2 Weeks or 10 days	10
2	Industry internship	-	1 Mark per day
3	Successful completion of NPTEL/ MOOC Courses	4 weeks	5
		8 weeks and more	10
4	Participation of workshops/seminars/conference organized by premier institution	-	1 Mark per day
5	Ph. D registered	If registration in the Assessment year	5
	Ph. D completion	If viva voce completed in the Assessment year	10
6	Student guidance for participation in project competitions (National / International)	National(Per Project)	5
		International(Per Project)	10

3. Rubric for list activities recommended for additional consideration for <u>Contribution to Society activities</u> (for 20 credits):

S. No	Activity	Duration	Credits
1	Development of course materials, video lectures, NPTEL/MOOC Courses	Course materials for a full course (Books/Book Chapters and etc.)	5 credits
		video lectures	1 credit per 10 min duration
		NPTEL/MOOC Courses	10 credits per 2 weeks
2	Development of products/software for course delivery and innovation in teaching	-	10 credits per product/ software
3	Development of new experiments/experimental set up/simulation practice for Laboratory courses	4 weeks	10 marks per product/ software/ experimental setup
4	i. Participation of DAAC/ACM/BOS/Doctoral committee/ meeting organized by premier institutions ii. Participation in other premier Institutions (Excluding Anna University affiliated Non autonomous Colleges) in the activities such as iii. Paper valuation, examiner for practical and Project work. iv. Any Question paper related assignments.	-	3 per activity
5	Guest lecture delivered for Students, and Faculty of Premier institutions and Industry	-	3 per activity
6	Awards Received from National/International organizations	-	10 per award
7	Ph. D scholar Guidance (Registration and completion)	Registered (Registered on the assessment year)	10 per scholar
		Completed (Viva Completed on the assessment year)	10 per scholar

7.3. Promotion Process:

- A promotion is the shift of a staff from one position to another with more responsible duties or requiring more skills.
- All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- All decisions on promotions shall be taken up from the month of June every year
- All cases of promotions satisfying the norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management. It is mandate to maintain minimum 1 star consistently during the assessment years.

7.4. Transfer process (If applicable):

A transfer is the shift of a staff from one department to another department or from one location to another location. Transfers are based on mutual agreements between departments and consent of the staff.

8	**EXIT PROCEDURE**

8.1 TYPES OF EXITS

8.1.1 Resignation at the end of the academic year

The Institution releases a circular to the teaching faculty in the month of March seeking willingness of continuing the services during the next academic year.

Faculties **not willing to continue** the services may indicate their decision and submit the resignation letter citing reasons for their decision.

8.1.2 Resignation during the academic year

Teaching faculties are required to give **minimum three months notice** as per the terms of employment keeping in mind the interest of the students. The acceptance of resignation is purely in the discretion of management decision.

Resignations received during the academic year will be considered for acceptance in genuine and exceptional cases.

8.1.3 Retirement

The retirement age for Teaching faculty and non teaching staff is 58 years.

8.1.4 Abandonment of services

Continuous absence for more than ten days to duty without prior permission or sanction of leave is deemed as **abandonment of service** on their own decision.

8.1.5 Termination

Any Staff who violates the code of conduct of the Institution will be subjected to disciplinary action procedure and if found guilty of charges, will be subject to termination.

8.1.6 Death

Death of any staff during the course of employment (natural or otherwise) will be considered as exit from employment.

8.2. HANDING OVER PROCESS

- After acceptance of resignation letter by the Management, the resigned staff shall hand over charge to the appropriate person on consulting the Head of the department.

- HR is responsible for initiating necessary action to ensure that all institute property and equipments are returned safely and a '**No Dues Certificate' (PMC/HR/DUE/14)** is obtained from all concerned departments.

- After proper handing over, the relieving order and service certificate will be issued for the staff, except in case of termination.

8.3. EXIT INTERVIEW PROCESS

- Exit Interview will be conducted by HR and/or Management official confidentially. The relieving staff shall feel comfortable when he informs circumstances which makes him to get disengaged from the Institution.

- The exit interview will facilitate the Management to take actions on the critical areas of concern and improvement.

- A formal farewell party will be arranged for staff who got retirement or served in the Institution for more than 10 years. A memento will be given by the Management to such staff.

9	CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

9.1 Code of conduct:

The Code of Conduct offers guidance to its staff on standards of integrity and good conduct. All members shall follow the rules and regulations and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the institute.

Every member of the Institute

1. Shall foster an environment which reflects the college values of Caring, Learning, Integrity and Respect, adhering to high ethical standards while performing their duties.

2. Shall be familiar with the college policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.

3. Shall promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.

4. Shall act with transparency and impartiality.

5. Shall act in a professional manner which includes meeting obligations, being truthful, being cooperative and maintaining integrity in their work and politeness in their conduct and communications.

6. Shall present them in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they perform and the public image of the college they represent.

7. Shall contribute to a healthy and safe workplace by complying with all safety norms by taking all reasonable precautions to ensure their own safety and that of others.

Breaches of College policies, including the Code of Conduct, may result in disciplinary action up to and including termination as defined in the Disciplinary policy and procedures.

Following are examples of **MISCONDUCTS**, which are unacceptable to the institute and will result in disciplinary action or termination of employment

1. Insubordination
2. Theft
3. Conviction of an offence involving moral turpitude
4. Bringing discredit to the institute
5. Falsifying, grafting or forging of any record, report or information
6. Discourteous behavior
7. Any other misconduct interfering with performance of job tasks
8. Unauthorized absence
9. Sleeping on duty
10. Negligence of duty
11. Favouritism
12. Misusing college properties
13. Willful damage to equipment or property of the institute
14. Continued failure to perform assigned duties
15. Habitual absence or tardiness
16. Job abandonment
17. Disclosing confidential information about the institution
18. Extending Unauthorized support to other institutions
19. committing sexual harassment

9.2 Disciplinary procedure:

The purpose of the disciplinary procedure is to set and maintain standards of conduct within the Institution to ensure that all staff are treated fairly and consistently.

It is designed to help and encourage all staff to achieve and maintain satisfactory standards of conduct.

In case of violation of the code of conduct rules or breach of contract as per the employment terms, then the Institution will take either informal or formal action, depending upon the gravity of misconducts committed by the staff.

i. Informal disciplinary action

- Informal disciplinary action is taken in case of "**MINOR MISCONDUCT**".

- The HOD / Principal will let the staff know that their conduct is unsatisfactory and make them aware of the standards expected without recourse to the formal procedure.

- The HOD / Principal will hold a confidential discussion with the staff and ensure that they understand exactly what is expected of them.

- Where a need for improvement is identified, the HOD / Principal will explain to the staff what needs to be done, within an agreed timescale and how the conduct will be reviewed within the agreed period.

- If the required achievements are not achieved or maintained, the matter will be dealt with formally. The HOD / Principal should keep brief, confidential notes of any informal action in a diary for records and follow up.

ii. Formal disciplinary action

- Formal disciplinary action is taken in the case of **"GROSS MISCONDUCT"** which means a fundamental breach of contract that makes it impossible for the Institution to continue employing the staff.

- Formal disciplinary action is initiated normally when other interventions have failed to produce the required improvement or when the conduct matter is sufficiently serious to require immediate formal disciplinary action.

9.3 Guidelines for formal disciplinary action

- The concerned staff will be informed about the nature of complaint / charges alleged against him, either orally or in writing (depending upon the situation).

- The concerned staff has required to give explanation to the complaint / charges, either orally or in writing (depending upon the situation).

- Statement of witnesses (from the side of concerned staff and also from Institution) to be recorded either orally or in writing.

- A thorough investigation will be done by the disciplinary committee.

- Finally, after examination of both sides, the disciplinary committee will give a finding in writing stating whether the charges against the concerned staff are proved or not proved.

The Management will review the enquiry investigation, statements and findings, and other related documents and finally come to conclusion about the punishment to be awarded to the concerned staff.

10	**CODE OF ETHICS**

10.1. Objectivity:

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Social conventions play an important role in establishing the reliability of scientific knowledge

10.2. Respect for Intellectual Property:

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

10.2.1. Author Responsibility:

- Ensure work is new and original research
- All Authors are aware of submission and agree with content and support submission
- Agree that the manuscript can be examined by anonymous reviewers.
- Provide copies of related work submitted or published elsewhere.
- Obtain copyright permission if figures/tables need to be reproduced – Include proper affiliation
- Papers that are well organized and well written, with clear statements regarding how the findings relate to and advance the understanding/development of the subject
- Papers that report "original and significant" findings that are likely to be of interest to a broad spectrum of its readers

- Papers that are well organized and well written, with clear statements regarding how the findings relate to and advance the understanding/development of the subject
- Papers that are concise and yet complete in their presentation of the findings

10.2.2 Not Acceptable:

- Papers that are routine extensions of previous reports and that do not appreciably advance fundamental understanding or knowledge in the area
- Incremental / fragmentary reports of research results
- Verbose, poorly organized, papers cluttered with unnecessary or poor quality illustrations
- Research misconduct means Fabrication, Falsification, or Plagiarism (FFP) in proposing, performing, or reviewing research, or in reporting research results
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit
- Misrepresentation of research findings - use of selective or fraudulent data to support a hypothesis or claim

10.2.3 Plagiarism Checker X:

- It detects plagiarized content through multiple search engines. The result is that your documents are scanned through 16 billion + indexed web pages.
- A unique and exclusive feature of our application. This allows you to analyze multiple documents to determine originality within single or multiple repositories. Case in point; teachers can cross-check assignments from a whole batch with just one-click
- Plagiarism Checker X can work wonders by providing extended help to website owners and managers. It detects online plagiarism and can also help in content management process

11	**DRESS CODE POLICY**

11.1 DRESS CODE

Institution expects its staff to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for students, staff and the community.

Hence, it is essential that all staff take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Staff members are expected to dress neatly and, in a manner, consistent with the nature of the work performed.

11.1.1 Dress code

For male teaching faculty:

- Formal dress with dark blue color pant and full sleeve white shirt with Tie.
- Black shoes with Black socks.
- Close hair and clean shaven

For female teaching faculty:

- Formal Saree.
- Overcoat has to be worn.
- Black Cut show.

General code:

- All staff members shall wear ID cards during working hours.
- All staff should cut and keep their nails clean.
- All staff should wear minimum ornaments.

12	**FINANCIAL ASSISTANCE POLICY**

12. 1. Guidelines

i. These guidelines will be applicable to all the employee of the Institute, when they are deputed for attending Conference/ workshop/ FDP/ STTP.

ii. Daily allowance (DA) shall be paid if the absence from the institute is 8 Hours or more, inclusive of journey time.

iii. If the absence is less than hours, DA is not permissible. If the absence is more than 8n hours but less than 12 hours only 50% DA will be paid. For absence more than 12 hours full DA will be paid.

iv. In case the boarding and lodging is provided by the Institute an employee will be eligible for 25% DA.

v. If the boarding and lodging is provided by organizer of an event, seminar, workshop, conference etc. No TA/DA will be provided. If only part of expenses is reimbursed by the organizer, an employee is eligible for reimbursement after deducting the expenses reimbursed by organizers, as per his/ her entitlement. The Registration fees as per the clause will be permissible.

Clause	Region	Percentage
I	Inside District	50%
II	Outside District	100%

vi. Travelling allowance /DA/Conveyance allowance shall not be allowed for person joining the institute on their appointment or for return journey on their retirement/ resignation.

vii. Travelling expenses, DA, Conveyance and lodging expenses may or may not be approved by management when the candidate is called for an interview. It shall be decided on case-to-case basis.

viii. All official journeys shall be authorized by competent authority with justification for the same.

ix. Tour advance shall be paid to the employee who shall fill the tour advance format and on approval by the Head of the Institution.

x. Tour advance will not be paid to an employee who has not settled earlier tour advance.

xi. The employee shall submit his/her tour report and tour bills in an approved format.

xii. Tour bills should be submitted and settled within 6 days of completing the official tour and report back to work. In case the tour bill is not settled within the stipulated time, the amount paid as tour advance will be recovered from the immediate month salary. Subsequently, when the employee submit claim along with justification for nor doing so within stipulated time and if the HOI is satisfied with the explanation, they shall recommend the case for the accounts department to settle the claim as per the entitlement.

xiii. Late submission of tour bill will be considered as mics conduct.

12.2. Grades:

S. No	Particulars	Grade
1	Member of Governing Counsil, Head of the Institute, HOD**, Deans, Director	Grade I
2	Professor, Associate Professor, Placement & Training officer, IQAC Coordinator,	Grade II
3	Assistant Professor, adjunct Faculty/ superintendent/ Site Engineers/ Wardens	Garade III
4	All Others	Grade IV

** Even if Faculty is working as Asst./ Asso. Pro. or professor, if he is holding charge as HOD, he/she will be entitled for benefits as HOD (Grade I). For designations not mentioned above principal shall decide the grade.

12.3. Mode of Travel and Daily allowance

Grade	Mode of Travel	Daily allowance			Local Conv.
		A Class	B Class	C Class	
Grade I	Air Fare (Economy)	Actual	Actuals	Actuals	Taxi/ Car at actual
Grade II	Air Fare (Economy) / II AC Train/ Volvo AC sleeper Bus	500	400	350	Taxi actual
Grade III	First Class or III AC Train / Volvo Ac Bus	350	300	250	Auto
Grade IV	Sleeper Calss train/ Luxury Non AC bus	250	200	150	Auto/ Bus

- If travel time by train (One way) is more than 15 Hours an employee is permitted to travel by Air (Economy) on approval from HOI.

12.4. Lodging

Grade	Allowance		
	A Class	B Class	C Class
Grade I	Actual	Actual	Actual
Grade II	Rs. 4000/-	Rs. 3500/-	2500/-
Grade III	Rs. 3000/-	Rs. 2500/-	Rs. 2000/-
Grade IV	Rs. 1500/-	Rs. 1250/-	Rs. 1000/-

 # Subject to maximum of Rs. 7000/-

- Reimbursement/ settlement of bills will be as per entitlement or as per original bills whichever is less.
- Enclosing original bills with claim is mandatory. If the original bill is not enclosed for accommodation only 50% of amount as per entitlement will be considered.
- In exceptional case, the secretary is authorized to approve the reimbursement in case of misplaced bills or if an employee cannot enclose original bills and claims reimbursement as per his/her entitlement.

12.5. Categories of cities and towns:

- **A Class:** Delhi (NCR), Mumbai, Kolkata, Chennai, Bangalore
- **B Class:** All state capitals and Pune, Baroda, Kanpur, Vishakhapatinam
- **C Class:** All other Places

12.6. Local Conveyance

Expenses incurred to carry out official work in case employee use their own vehicle will be reimbursed as under:

- Four wheeler: Rs. 8.00 per KM
- Two-wheeler: Rs. 3.00 per KM

Note:

- The work assigned should be approved by the HOD with justification and approved by the Principal.
- The employee should fill the local conveyance form and obtain signature of HOD for reimbursement of such expenses. The bill shall be approved by Accounts.

12.7. Food expenses

An employee is entitled for food expenses while on duty outside the campus during lunch hours or at late night (Beyond 8.00pm) as under:

Grade I : As actual   **Grade II:** Rs. 150/-   **Grade III:** Rs. 100/-   **Grade IV:** Rs. 75/-

12.8. Reimbursement of Registration Fee:

  i. Journals – (IEEE/ Equivalent)   : 50% or Rs. 5000/- (Which ever is less)
  ii. Conference / Workshops (Outside state): Upto Rs. 2000/-
  iii. Conference / Workshops (Inside   state) : Upto Rs. 1000/-
  iv. NPTEL Exam Fee (On attaining Elite silver or more): Rs. 1000/-

| **13** | **I T POLCIY AND GUIDELINES** |

- College computing resources are provided to facilitate a person's work as a member of staff or student of PMC TECH and/or for educational, training or research purposes. Computing or network resources shall not be used for any commercial or personal use.

- Software and/or information provided by PMC TECH may only be used as part of the user's duties as a staff of PMC Tech or for educational purposes.

- The staff shall agree to abide by all the licensing agreements for software entered into by the College with other parties.

- Computing or network resources allocated to a staff shall not be used without approval of the concerned staff.

- The user staff is responsible and accountable for all activities carried out under their username. The password associated with a particular personal username must not be divulged to another person.

- Staff shall not jeopardize the integrity, performance or reliability of college computer equipment, software and other stored information.

- The staff shall undertake not to use any PMC TECH computing or network resources to make use of or publish material that is obscene or defamatory or in violation of any right of any third party.

- The staff shall not interfere or attempt to interfere in any way with information belonging to another user. Similarly, staff shall not make unauthorized copies of information belonging to another user.

- The staff shall undertake not to infringe any copyright of documentation or software.

- The staff shall not undertake any actions that bring the name of PMC TECH into disrepute.

- The staff may use approved PMC TECH links to other computing facilities which they are authorized to use. When using external facilities, the staff must also abide by their rules or code of conduct.
- Staff who break this code of conduct may find themselves subject to PMC TECH's disciplinary action.

14	**PROHIBITION OF ALCOHOL, TOBACCO, AND DRUG**

- The PMC Tech aims to be an environment free of alcohol, tobacco use and drugs.

- The Management considers a violation of this policy as a very serious matter.

- Any who violates this policy may be subject to disciplinary action, including termination

- For purpose of this policy, the workplaces and facilities mean the institution premises, Classrooms, laboratories, workshops, grounds, administrative building and offices, athletic facilities, auditoriums, hostels, canteen, vehicles (including vehicles used to transport students and staff)

15	**SEXUAL HARASSMENT POLICY**

The Management of PMC TECH is committed to provide a positive and productive environment free from sexual harassment. PMC TECH will not tolerate sexual harassment in any form.

15.1 ANTI-SEXUAL HARASSMENT POLICY

- Commits to protect women a safe environment at their workplace *i.e.,* PMC TECH institution by creating and maintaining the educational, working and living environment free from sexual harassment, free of gender based discrimination.
- Ensures equal access of all facilities and participation in activities of the college
- Ensures the implementation of the anti sexual harassment policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

Sexual harassment means:

a) Physical contact and advances
b) A demand or request for sexual favours.
c) Making sexually colored remarks
d) Showing pornography
e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

15.2. Responsibility for anti-sexual harassment:

- Though the Management is responsible for enforcement of anti sexual harassment in the Institution, every staff have shared responsibility to create a safe environment for girl students and women staff of the Institution.
- The Management is duty bound to initiate disciplinary action against the person involved in sexual harassment by conducting a fair and reasonable enquiry.

15.3 Duties of management:

- Setting up an internal complaints committee shall be set up to ensure the aggrieved woman to file complaint and seek redressal for sexual harassment.
- Providing a safe working environment at the institution
- Displaying the penal consequences of sexual harassment
- Organizing workshops and awareness programs for sensitizing the staff with provisions of Prevention of Sexual harassment Act 2013.
- Conducting awareness programs involving women's social forum.
- Declaring the names and contact details of members of Internal committee for information to all staff
- Conducting capacity building and skill building programs for members of Internal committee.
- Treating sexual harassment as a misconduct under the service rules and initiate action for such misconduct.

15.4 Constitution of internal committee:

- The Internal committee shall consist of a minimum of four members in which fifty percentage shall be women.
- The Presiding officer shall be a woman at senior level staff.

15.5 Procedure for filing complaints and hearing:

- Any aggrieved woman can file a complaint of sexual harassment to Internal committee. Before initiating the enquiry, Committee can council between the parties.

- If conciliation is not possible, the committee shall enquire the complaint and give both parties a chance of hearing and completion of enquiry. Lawyer is not allowed. After enquiry, the committee shall prepare their report to employer and the concerned parties.

- The employer will act on the report. If the victim is dissatisfied with the findings of the committee, she can appeal to a Court.
- Committee is responsible to submit an annual report on the no. of cases that arose and got settled during the year to the employer and the employer is mandated to include such information in its annual report.

15.5 Relief to the victim:

Transfer to the victim or respondent to any other workplace or Grant of leave to victim during the pendency of enquiry or Restraining respondent from attending the workplace.
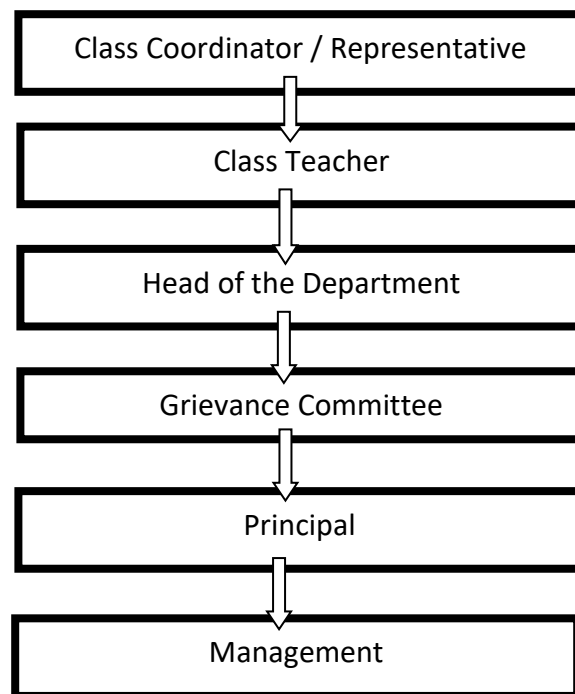
| **16** | **GRIEVANCE REDRESSAL POLICY** |

Objective of the Grievance redressal policy is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Committee is constituted in order to address the grievances of students, teaching and non-teaching faculties. All the proceeding of the Grievance cells shall be suitably documented and recorded.

16.1 Procedure of Grievance Cell to deal with redressal of Grievance of Students

STAGE	ACTION
Stage I:	Students can report their grievance to the **Class Coordinator or Class Representative.**
Stage II:	If the grievance is not redressed at Stage I, the student shall refer the matter to the to the **Class Teacher**
Stage III:	Further the grievance which could not be resolved at Stage II shall be resolved by the **respective HOD.**
Stage IV:	The grievance which could not be redressed at Stage III shall be addressed to **Grievance Redressal Committee** of the College.
Stage V:	If the grievance couldn't be solved at Stage IV, the final decision regarding the grievance is vested in the hands of the **Principal of the College**.
Stage VI:	The matter which could not be resolved at Stage V shall be referred to **Management** for further procedure.

FLOW CHART OF GRIEVANCE REDRESSAL PROCESS OF STUDENTS

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┌─────────────────────────────────────────┐
│   Class Coordinator / Representative      │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│             Class Teacher                 │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│         Head of the Department            │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│           Grievance Committee             │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│               Principal                   │
└─────────────────────────────────────────┘
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                    ▼
┌─────────────────────────────────────────┐
│              Management                   │
└─────────────────────────────────────────┘
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17	**ENVIRONMENT, HEALTH AND SAFETY POLICY**

We at PMC TECH commit ourselves to

- Design, manage and operate our facilities to maximize safety, promote energy efficiency and protect the environment.

- Provide and maintain a Safe and Healthy environment to all our staff, students, visitors and our neighborhood.

- Ensure that all the applicable statutes, local rules, acts and regulations are compiled with.

- Train all the staff and students periodically and inform about the hazards to which they are exposed and Safety measures to be taken.

- Give high priority for the required resources to protect Environment, Health and Safety.

- Reduce waste, conserve energy and promote recycling of materials wherever possible.

- Investigate all accidents/near misses thoroughly for its root cause to avoid recurrence.

- Measure Environment, Health and Safety performance constantly through periodical audits of each facility for continuous improvements.

18	**COMMUNICATION POLICY**

PMC Tech recognizes that "**effective communication**" is essential in order to provide good service and to fulfill the standards of service set by the Institution.

This communication policy aims to outline our commitment to **effective communication** by documenting the ways in which we communicate with our internal and external stakeholders on our communication objectives and our on-going endeavor to listen to and respond to our stakeholders through active consultation and feedback.

18.1. TYPES AND METHODS OF COMMUNICATION

i.   Internal communication

Print media: newspaper articles and supplements, fliers web-based communication, Magazines, College periodicals, Circulars and notifications

ii.   External communication

E-mail and website, Public lectures,

Meetings - Meetings with collaborating institutions and organizations, staff meetings and management meetings, Corporate Advertising

18.2 COMMUNICATION PRINCIPLES

- To ensure effective communication, we aim to embody the following principles:
- Our communication will be clear and concise in order to deliver our message concisely.
- We aim to use plain English so our communication is easily understandable.
- We will deliver timely communication that is relevant to the user at their point of need and ensure that agreed standards of service are met
- We will adopt a flexible communication approach, delivering our messages in a variety of ways that meet the needs and preferences.
- We endeavor to standardize our communication wherever possible in order to ensure clarity by creating templates for letters and emails.

18.3. GUIDELINES FOR STAFF

- To be aware of the communication policy and demonstrate the institutional standards in communication.
- To demonstrate the principles of good practice.
- To be responsible for ensuring that they communicate effectively and appropriately in line with the given standards of communication.
- To be aware of the various methods of communication and utilize them appropriately in their work.
- To tackle incidents of poor communication in proactive and constructive way.
- To ensure that information is shared appropriately and in a timely manner.

18. 4. EVALUATING OUR COMMUNICATION

- In order to ensure the effectiveness of our communication, we shall regularly evaluate our communication approach by:
- Seeking regular feedback (both formal and informal) on our communication and information provision
- Listening to and responding to user suggestions regarding our communication and information provision
- Making changes to our communication methods or principles where necessary reviewing and updating our Communication Policy accordingly
- Regularly reviewing and updating all information content to ensure accuracy.
- Gather and analyses statistics regarding the usage of our communication channels wherever possible.

19	**DEPARTMENT PURCHASE AND MAINTENANCE POLICY**

19.1 Requirements of a department

A. Consumables:

Soon after the last day of classes of an academic year, the staff in – charge of each lab should assess the requirement of lab consumables for the next academic year taking in to account the consumption in the previous semester. The HOD of the department concerned has to give a list of consumables required for the next academic year to the Management though Principal

B. Non consumables:

- The HOD as soon as realizing the need for the equipments (including furniture) for the next year has to initiate a proposal to the management for procurement of the same, through the Principal.
- After the approval, the purchase committee will call for quotations.
- On receipt of quotations the HOD has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the management.
- The purchase order will then be issued to the selected vendor by the management on the recommendation of purchase committee.
- A copy of the purchase order will be sent to the Principal / HOD of the concerned department.
- After purchase are over and the items are received by the department, the HOD has to certify that the items have been received in good / working condition.
- Enter the details into the consumables / non – consumables stock register as the case may be and pass the bill for payment within a week of the receipt of the consumables / non - consumables.
- Bill may be sent to management through the Principal.

C.   Stationery

- Soon after the last day of classes of an academic year the HOD should assess the requirement of stationery needed for the administration of their department.
- After the consolidation of the requirement and approval, the management will take action for the bulk purchase of the stationery needed for the entire institution.
- After procurement, the stationery required for each department will be distributed from the office.

D.   Special requirements of the stationery

- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminar etc has to be given by the HOD to the office well in advance (at least 10 days before the proposed date)
- While preparing the special indent the actual use of stationery during last similar occasion should be taken into account as a basis.
- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD concerned. The stationery obtained for a specific purpose shall not be used for normal work of the department.

19.2 Maintenance of stock

- In each laboratory the following stock registers have to be maintained
    - a. Consumables stock register
    - b. Non-Consumables stock register
    - c. Other register(s) based on the requirements of the department concerned.
- The staff in-charge for each lab is responsible for the proper upkeep of the materials in the lab besides maintaining the consumables and non-consumables stock register of each lab. Each entry should be signed by the staff in-charge of the lab, lecturer in-charge for verification and the HOD concerned.
- The staff in-charge is nominated among the members of the department. He/she will be in-charge of the concerned lab of the department. At times it is seen that

technical assistant is taking final decision about receipt of stock. It should be avoided.

- Whenever a new staff member takes over the staff in-charge of a lab, he/she should take charge of the lab from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.

- If a staff member who is in-charge of the particular lab is on a long leave, the HOD should make the alternative arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.

- Any breakage (or) damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reasons for the damage and any breakages fees to be collected from the staff member/student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the principal immediately for the recovery of the breakage fees. For expensive items the breakage fees should be collected after the practical classes are over for the concerned semester.

- Similarly, loss of any item should also be entered in the register and reported to the principal for recovery of the cost from person responsible for the loss.

- After the recovery of the costs and on the specific orders from the principal the item lost / damaged item has to be removed from the stock register.

- If any old item is beyond repair and cannot be put into use, the same also can be condemned after obtaining approval from the principal. This has to be entered in the stock register.

- Non transfer of an equipment / material from one lab to another lab (even within the same department) should take place without prior permission of the principal. As and when such a transfer is made, a note should be made in the respective stock registers of the lab against the item regarding the date of issue, date of receipt and other relevant particulars.

- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification, and it must set right at the earliest possible.
- Periodic service and maintenance / calibration of the equipments / machineries is a must.

19.3   Stock verification:

- Surprise stock checks have to be carried out to by HOD in his / her department at least once in a year, the principal (or) any member of the management may also conduct surprise checks.
- Apart from surprise checks annual verification has to be carried out by the staff members deputed from other department by the principal before the end of the academic year.
- Discrepancy if any noticed during stock verification should be reported to the principal immediately for further action.