



*The Hand Book of Administrative
and
Human Resources Policy*



SRI SIVANI COLLEGE OF ENGINEERING
Chilakapalem Jn., Etherla Mandalam, Srikakulam.

PREFACE

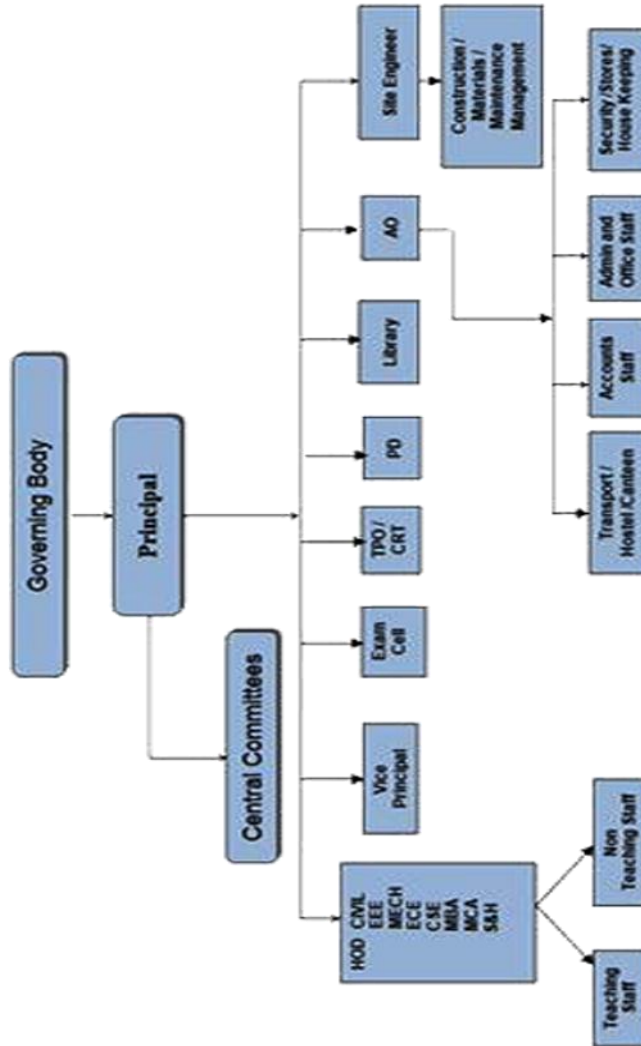
Every professional organization that aims at growth and development in the domain of education should have a clear-cut objective of its policies and procedures to succeed and progress in all its efforts. Nevertheless, infrastructure such as buildings, laboratories, faculty and other facilities including the academic achievement would suffer if the methods, duties, responsibilities and goals of its instructors and other employees are not well defined and precisely followed.

Employees of the institution would excel in delivering their duties and channeling their energies towards the successful completion of their tasks only when they fully know their duties and responsibilities. A comprehensive knowledge of procedures and policies of the institution would eventually translate into efficient functioning, avoidance of confusion, the growth of individuals and camaraderie among colleagues. The head of the institution and the management, with this all- inclusive approach and combined efforts, would be able to meticulously structure Human Resource norms, guidelines, procedures, duties and responsibilities for diverse accomplishments.

Adhering to these procedures would definitely mould all the teachers and employees into outstanding personalities for all the students of the institution to emulate. The management earnestly expects that every member of the teaching faculty and other employees of the institution would put in all their valuable efforts to drive the institution in the right direction that is cost effective yet highly qualitative. The institution envisions producing globally competent and quality technocrats with human values for the holistic needs of industry and society.

Principal

Organizational Chart



Vision

To be an institute of eminence, to produce highly skilled, globally competent technocrats.

Mission

- Providing high quality, real world, industry relevant, career oriented, professional education to rural students towards their excellence and growth.
- Serving as a center of technical excellence, creating globally competent, human resources with ethical and moral values.

Quality Policy

Sri Sivani Educational Society committed to create quality professionals in order to meet emerging industrial and society needs through a system of quality assurance, and to continuously address, monitor and evaluate the quality of education through an effective teaching and learning process.

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1. SERVICE RULES

1.1 Introduction

Objective: The roles and responsibilities policy defines the procedure and principles applicable to employees. The current version of this Policy succeeds any other earlier policy that may have been released from the effective date, specified as part of this Policy.

Eligibility: This Policy is applicable to all teaching and non-teaching members of the Sri Sivani College of Engineering, Srikakulam, Andhra Pradesh, (hereafter referred to as “SSCE”).

Background: The SSCE strictly adheres to the guidelines as stated by All India Council for Technical Education (AICTE), Jawaharlal Nehru Technological University Gurajada Vizianagaram (JNTUGV) to which it is affiliated and Government of Andhra Pradesh from time to time to promote the academic excellence. Keeping the above background in mind, it is pertinent to document policies and responsibilities of various roles defined at SSCE.

The employees at SSCE have been classified into two categories, namely Teaching and Non- Teaching. The teaching fraternity has an extraordinary role to play in the academic life of SSCE, merely as teachers, researchers, counselors, and contributors in various academic affairs. The Non-Teaching fraternity is responsible for supporting and enabling the academics at the institution. SSCE has various Departments of Engineering, Management, and Humanities. Each of these faculties consists of various roles and run under the supervision of Principal.

Governance: The SSCE has constituted the Governing Body (GB) to ensure the proper management and timely updates of various academic, administrative and other related activities. This committee is constituted as per the guidelines suggested by UGC/AICTE/Govt.of A.P/Affiliating University.

1.2 Definitions

Governing Body: The GB is constituted at SSCE as per the guidelines specified by AICTE/State Government/affiliated University. This body is responsible for all major policy decisions of the institution. GB approval is a must for various policy decisions taken by the management from time to time, for reference, recruitment of teaching and non-teaching staff, campus expansion, purchases, etc. The frequency of the meeting of the GB would be twice in an academic year.

Management Committee: The Management committee constituted with President, Vice- President, Secretary, Joint-Secretary, Treasurer and Correspondent of Sri Sivani Educational Society, for making policy decisions and implementation of the designed and approved strategies.

Employees / Staff: The SSCE employees have been classified into two categories, which are as detailed below.

Teaching Staff
<ol style="list-style-type: none">1. Principal2. Vice Principal3. Heads of the Department4. Training & Placement Officer5. Professors6. Associate Professors7. Assistant Professors8. Officer of Examinations9. Librarian10. Physical Director

Non-Teaching Staff	
Non-Technical Staff	Technical Staff
<ol style="list-style-type: none">1. Administrative Officer2. Office Superintendent3. Accountant4. Office Assistant5. Attender/Watchman6. Driver7. Sweepers	<ol style="list-style-type: none">1. Site Engineer2. Systems Administrators3. Computer Programmers4. Computer Operators5. Laboratory Technicians6. Library Assistants

1.3 Recruitment Procedure

Cadre Strength: The Cadre Strength i.e., the number of posts in each cadre shall be as approved by the Governing Body from time to time as per AICTE norms.

Qualifications & Experience: With respect to teaching and non-teaching staff, the qualifications and experience shall be as per the specified guidelines of UGC/AICTE/Affiliating University/State Government. The same shall be governed by the Governing Body from time to time.

The method of Selection: The Selection of candidates to various positions shall be conducted by one of the following methods as approved by the Governing Body.

- Direct recruitment by open advertisement published in newspapers and institution's website
- Promotions from amongst the existing staff
- Invitation.

1.4 Service Register:

Service Register should be maintained by the College for all the employees under the supervision of the Principal. It shall contain the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments (if any) given to them, from the date of entry up to the date of their leaving the College.

1.5 Qualifying Service:

The College shall consider the total period of service of an employee either in other Engineering Colleges or in SSCE at the entry level of appointment.

1.6 Termination of Permanent Staff from Service:

If the permanent staff is found not suitable to carry out the assigned work or possesses/ displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the Management Committee for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

1.7 Seniority:

The seniority of a person in a category shall, unless he/she has been placed in a lower rank as a punishment, be determined by the total qualifying service rendered by him/her in the post. Seniority will be lost based on the number of Loss of Pay (LOP) availed.

1.8 Resignation by Employees

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give three months notice in writing or remit three months gross salary to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In the case of any shortage in three months notice period, appropriate recovery will be made.

1.9 Increments

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service on the performance of the staff based on the self- appraisal. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there have been many LOPs.

1.10 Retirement:

The college staff and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teaching faculty completing the age of retirement by superannuation during the middle of the academic year may however, be permitted to continue in service until the end of the academic year. On exceptional demands, the service of the faculty may extend after their retirement on consolidated pay.

1.11 Annual Performance Appraisal Report:

The faculty member shall submit the open and transparent performance report in the prescribed format every year in the month of July, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Internal Quality Assurance cell (IQAC) shall review and forward the report

on Performance Appraisal staff to the Management Committee through the Principal. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

1.12 Power to Modify the Rules:

These rules are subject to modifications or amendments as may be made from time to time by the Management Committee under the guidelines of Governing Body. If any dispute arises in the interpretation of these rules, the decision of the Management Committee shall be final.

2 RECRUITMENT PROCEDURE – FACULTY

2.1 Recruitment Procedure -Common to all Disciplines

The effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying best qualified candidates for all given cadre.

Prerequisite: The concerned HOD shall identify the required human resources in the department and discuss the cadre requirement and specialization in the department academic committee meeting. The proposal of the requirement shall be forwarded to the Principal for approval. The Principal shall thoroughly discuss the requirement of the manpower with the academic committee and forward the finalized requirements of all manpower in the entire college to the Management. The Principal will then seek approval of Management, and only then proceed with the process of recruitment. Approval of GB is a prerequisite for all recruitment in the institute.

Advertisement: Advertisement will be made in leading Newspapers and SSCE's website (www.srisivani.com) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinized and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

- a. Management
- b. Principal
- c. Vice Prinicipal
- d. Subject expert
- e. Head of the department

Interview Procedure: The candidates shall be requested by the Recruitment Committee to give a subject presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their depth in the subject. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Scale of pay: Assistant Professor 15600-39100 + AGP 6000 or 7000 or 8000

Associate Professor 37400-67000 + AGP 9000

Professor 37400-67000 + AGP 10000

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Principal after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

3 RECRUITMENT PROCEDURE – NON-TEACHING

3.1 Technical Posts

Prerequisite: The concerned HOD shall identify the required technical persons in the department. The proposal of the requirement shall be forwarded to the Management Committee through the Principal for approval. The Principal will then seek approval of Management, and only then proceed with the process of recruitment.

Advertisement: Advertisement will be made in leading Newspapers and SSCE's website (www.srisivani.com) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinized and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

- a. Management
- b. Principal
- c. Vice Principal
- d. One subject expert
- e. Head of the department

Interview Procedure: The candidates shall be requested by the Recruitment Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their depth in the technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which

recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Chairman after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

3.2 Administrative Posts

Prerequisite: The Principal shall identify the required non-technical posts in the college. The proposal of the requirement shall be forwarded to the Management for approval. The Principal will then seek approval of Management, and only then proceed with the process of recruitment.

Advertisement: Advertisement will be made in leading Newspapers and SSCE's website (www.srisivani.com) indicating the posts.

Scrutiny: Applications received against the advertisement shall be scrutinized and a list of eligible candidates will be prepared.

Interview: All eligible candidates will be called for the interview and interview will be conducted by the Recruitment committee.

Recruitment Committee: There shall be a Recruitment Committee consisting of the following Members:

- a. Management
- b. Principal
- c. Administrative Officer

Interview Procedure: A test shall be conducted for testing computer knowledge of the candidates and shortlisted for interview. In the interview, the Recruitment Committee observes the required office administration skills and communication skills of the candidates through oral discussions. The Committee shall prepare a panel of selected candidates in the order of merit. The Recruitment Committee may select or reject all the candidates if they are not found suitable.

Age: Should not have completed 60 years of age as on 1st July of the year for which

recruitment is being made. The Governing Council may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

Appointing Authority: Based on the recommendations of the Recruitment Committee and requirement, all appointment orders are issued by the Principal after obtaining the approval from the Management Committee and the same shall be forwarded to the Governing Body for ratification.

Note: The above rules may be relaxed by the management committee under necessary circumstances and scarcity of the qualified persons.

4 PROMOTIONAL PROCEDURE

4.1 Faculty Promotional Procedure

Eligibility: The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion from Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines in the month of July every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion. The institution shall follow the two separate Promotional methodologies based on the Recommendations of Management, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, are constituted against sanctioned number of posts. A Faculty having the required experience of Associate Professor/Professor, good students feedback and good pass-percentage of students taught by the faculty may also be promoted from Assistant Professor to Associate Professor or from Associate Professor to Professor based on the following:

- (i) Assistant Professor to Associate Professor: At least 2 papers in peer-reviewed journals; 2 conference/seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.
- (ii) Associate Professor to Professor: At least 3 papers in peer- journals as the first author; 3 conference/seminar papers in reputed conferences/seminars Leading role in sponsored research projects will add significantly to the credit.

The faculty shall obtain the required qualification of the new designation within 3 years of promotion.

Screening Committee: A Screening Committee will be constituted with the following Members:

- Management
- Principal
- Vice Principal
- Subject expert

- HOD concerned

Selection procedure for promotion: The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The approved candidates shall be promoted.

4.2 Non-Teaching Promotional Procedure

The qualification and experience of non-teaching faculty to become eligible for promotion are the same as given in chapter 2 for direct recruitment against vacancies.

5 DUTIES AND RESPONSIBILITIES

5.1 Principal

The vital role of the Principal is very important for the development and effective functionalities of all activities in the college. The Principal will function as a team leader of teaching and non-teaching staff to achieve academic excellence. The Principal has autonomy to make all correspondences within the campus, outside organizations and the University. The Principal will interact with the Management Committee on a day to day matters. The Principal will regularly appraise through weekly reports with the Management Committee. The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution. The Principal shall take approval of all decisions regarding planning, development and implementation of the policies from the Management Committee and the Governing body of the college.

Functionalities	Responsibilities
General Administration	<ul style="list-style-type: none">• Ensure that the policies and rules of the Government and the University are strictly adhered by the institution.• Convene the Governing body meeting at least once in every semester/year.• Design the plans for the development of the institution in the years to come to accomplish the vision and mission of the Institution• Design the action plans with HODs for implementation and monitoring mechanism of the approved policies and plans in the Academic Committee meeting.• Operational autonomy to the heads of the department in academic pursuit and decision making.• Decentralize academic responsibilities to all the staff members on need - based and monitor the allocation of duties on regular base.• Decentralize the administrative activities to the administrative officer to look after office related activities.• Creation of necessary infrastructure for education in the institution.• Ensure the welfare and benefit of the staff and students.

	<ul style="list-style-type: none"> • Responsible for the maintenance of discipline / harmonious relations among teaching and non-teaching staff. • Designs the quality policies with IQAC based on the feedback of the stakeholders for improvement and implementation of the designed policies and convene regular meetings with faculty to discuss quality policies and encourages the faculty to involve actively in the implementation of policies and plans. • Convene the HODs meeting at least once in a month and maintain the Minutes book. • Review and evaluate the performance appraisal of the faculty based on Feedback analysis, Result analysis, publications, projects and contribution to the department and college. • Counsel the staff members for non - performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D and if necessary take disciplinary action on the staff in the form of stoppage of incentives / increment and dismissal from service against the explanation, of the staff member, in consultation with the Management.
Finance Affairs	<ul style="list-style-type: none"> • Prepare the annual budget • Monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Management. He will also ensure judicious use of equipment and consumables. • Responsible for finance affairs given by the Management.

<p style="text-align: center;">Academic Affairs</p>	<ul style="list-style-type: none"> • Ensure the appointment of qualified staff (both teaching and non -teaching) • Plan various courses to be offered and the preparation of course materials. • Supervise the course timetable, staff allocation, staff attendance and syllabus coverage. • Ensure the conduct of internal continuous assessment examinations at appropriate periods. • Plan for organizing the industrial visits and the guest lectures in the institution on need - based for the benefit of the students. • Monitor the student projects, progress and the University examinations (theory and practical). • Review the reports of the analysis of examination marks of the students and insist the faculty to arrange remedial classes for academically poor students.
<p style="text-align: center;">Student Affairs</p>	<ul style="list-style-type: none"> • Plan for offering value-added courses, training and placement opportunities and educational tour to the students. • Encourage the students to actively participate in co-curricular, extra-curricular activities, professional societies for their overall development. • Give the necessary counseling and guidance programmes to the students. • Monitor the grievances redressal mechanism and ensure strict discipline in the college. • Monitor the student's attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary. • Ensure that the rules and regulations are strictly followed by the students. • Counsel the students in presence of the parents for misbehavior, indiscipline and event of any breach of rules and regulations in the college and if necessary take the disciplinary actions on the students in the form of suspension from the college or dismissal from the college by the consultation with the management Committee.

<p style="text-align: center;">Research Activities</p>	<ul style="list-style-type: none"> • Plan and design the research facilities in the college to create research atmosphere. • Encourage the students and staff for conducting and participation of seminars and symposia and such research – oriented activities in the campus. • Encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities. • Encourage the students and faculty to carry in-house research projects and publish the research articles in the reputed journals and conferences.
<p style="text-align: center;">Extension Activities</p>	<ul style="list-style-type: none"> • Design the plans for the development of campus in terms of sports and extracurricular activities • Encourage the students to participate in NSS and NCC activities.

5.2 Vice-Principal:

The role of the Vice-Principal is to assist and support the Principal in the day-to-day administrative activities and deputise for the Principal in his absence or unavailability. Responsibility to ensure that the college code of discipline is implemented and reviewed.

Functionalities	Responsibilities
College Academic Affairs	<ul style="list-style-type: none">• Prepare the college academic calendar and monitor the departmental academic calendar.• Assist the Principal in the budget preparation of the purchases in the departments.• Monitor the designed action plans to attain the vision and Mission of the college.• Review the minutes of all committee meetings in the college at the end of the month with the coordinator of the corresponding committee to improve quality of teaching and learning.• Monitor the stock verification of the college and laboratories.• Co-ordinate the College Academic Committee, student Grievance cell, Anti-Ragging Cell, and Disciplinary Committee for smooth running of the college and maintain the minutes of the meeting of the committees.
Departmental Academic Affairs	<ul style="list-style-type: none">• Review the course files of every faculty member from each department with the HOD at the end of each month and submit a monthly report to the Principal.• Monitor the monthly reports of students on marks, percentage of attendance, general performance, and discipline and sent to the parents.• Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations.• Periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.

<p style="text-align: center;">Extension Activities</p>	<ul style="list-style-type: none"> • Initiate and monitor the arrangement of guest lectures and local visits of various departments • Organize functions like Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college. • Prepare the annual plan with HODs for organizing conferences, seminars and symposia, workshops etc both by students and faculty members. • Encourage and monitor the students to participate in extracurricular activities.
<p style="text-align: center;">Faculty Affairs</p>	<ul style="list-style-type: none"> • Review the faculty requirements and grievances and prepare the proposals to the Principal. • Prepare the Faculty increment list and collect the Faculty Self Appraisal forms along with HOD.
<p style="text-align: center;">Research Activities</p>	<ul style="list-style-type: none"> • Review the progress of the research projects • carried out by the faculty members.
<p style="text-align: center;">Office Activities</p>	<ul style="list-style-type: none"> • The affairs of AICTE, UGC, JNTUGV, Government of AP, Apex body for quality assurance and grading assurance. • Monitor the inventory preparation of stationery items such as laboratory records, observation note books, textbooks etc. for procurement. • Assist the Principal in all administrative and academic programmes.
<p style="text-align: center;">Library Activities</p>	<ul style="list-style-type: none"> • Monitor the inventory preparation and the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per JNTUK and AICTE norms. • Monitor the maintenance of stack area, journal section, library computerisation and annual stock verification in the library and prepare improvement plans for the library.
<p style="text-align: center;">Infrastructure Developmental Activities</p>	<ul style="list-style-type: none"> • Assist the Principal in the development of infrastructural facilities and amenities in the college. • Monitor the maintenance of infrastructure facilities in the college and ensure the cleanliness and maintenance of the class rooms and other places in the college.

<p style="text-align: center;">Student Affairs</p>	<ul style="list-style-type: none">• Correspond through letters to parents of students who are having less than 65 percentage of attendance in every month and counsel the students to improve their attendance.• Initiation and formation of Alumni association and college student association.• Prepare the list of students for scholarships, fellowships, prizes and medals for various branches given by the Management Committee.• Assist the Principal in preparations and process of student's scholarships from the Government.
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5.3 Head of the Department

The role of the Head of the department is very important for the development and effective functionalities of all activities in the department. The HOD shall form the academic advisory committee for qualitative teaching learning process. The HOD shall interact with the Principal on regular basis for the implementation of the policies designed by the Mangement Committee. The HOD shall take approval from the Principal of all decisions regarding planning, development and implementation of the policies in the departments. The HOD is the Chairperson all the departmental committees. The HOD is accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

Functionalities	Responsibilities
<p style="text-align: center;">Departmental Activities</p>	<ul style="list-style-type: none"> • Convene the department staff meeting on regular basis and maintain the Minutes book. • Prepare the requirements of purchase of library books, consumables and equipment for laboratories and send the proposals of the budgets to the Principal. • Maintain the files and records as per requirements of NAAC, NBA and other Apex bodies. • Ensure the implementation of the activities as per the academic calendar of the college. • Maintain the database of student’s academic and personal, Society activities, professional societies and alumni. • Review the departmental committees on a regular basis. • Identify and plan for recruitment of the new staff in the department and send the proposal to the Principal for further process. • Review and evaluate the performance appraisal of the faculty based on Feedback analysis, Result analysis, publications, projects and contribution to the department and college and forward to the principal for quality improvement. • Depute the faculty to assist the Training and Placement cell for campus recruitment



	<p>process.</p> <ul style="list-style-type: none"> • Review the report on the outcome of class committee meetings and discuss in the academic committee for corrective and preventive actions.
<p>Teaching- Learning Activities</p>	<ul style="list-style-type: none"> • Prepare the department academic calendar with department academic committee prior to the commencement of the academic year. • Review projects of the students and staff. • Check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification. • Responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of examinations, final year project review, class committee meeting, preparation of timetable, allotment of department work, staff meeting etc. • Co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association. • Responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works. • Scrutiny of the lesson plan, lecture notes, lab manuals, question bank and log book, etc • Monitor theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits • Conduct in-house training to the students for GATE/GRE and other commutative examinations. • Conduct the campus recruitment training on regular time table. • Allot the courses to the faculty on the basis of their expertise.



	<ul style="list-style-type: none"> • Monitor the syllabus coverage and take the remedial actions. • Take the feedback from the students, parents and alumni and review the feedback for remedial actions. • Regularly inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards. • Co-ordinate local industrial visits, guest lecturers, educational tours. • Interact with eminent persons from industry, research organization and universities for conducting guest lectures, workshops and seminars on a regular basis. • Plan for organizing the industrial visits and the guest lectures in the institution on need-based for the benefit of the students. • Design the add-on courses and value added courses to fill the gap between industry requirement and curriculum.
<p style="text-align: center;">Student Activities</p>	<ul style="list-style-type: none"> • Monitor the students attendance on daily-basis and counsel the students if needed. • Give the necessary counseling and guidance programmes to the students. • Review the reports of the analysis of test marks of the students and insist the faculty to arrange remedial classes for academically poor students • Counsel the students who fail in one or more subjects and arrange for remedial classes in consultation with HODs and review the academic performance of students in the mid examinations the university examinations. • Monitor the student projects, progress and the University examinations (theory and practical). Conduct remedial classes for poor performers and slow learners.



<p style="text-align: center;">Faculty Activities</p>	<ul style="list-style-type: none"> • Encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities. • Encourage the faculty to carry in- house research projects and publish the research articles in the reputed journals and conferences.
<p style="text-align: center;">Extension Activities</p>	<ul style="list-style-type: none"> • Encourage the students to participate in co-curricular and extra co-curricular activities. • Encourage the students to organize the activities of students associations. • Encourage the students to visit industries on each semester. • Encourage the students to participate in Fresher's day, sports day, cultural day, Annual day and any other function arranged in the college.



5.4 Teaching Faculty

The role of the Teaching Faculty is very important for effective implementation of the policies of the department and college. The Faculty shall interact with the HOD on regular basis for review the teaching-learning process. The Faculty is accountable for all the duties assigned by the HOD and Principal. Faculty shall assist the HOD for the departmental activities and committees for development of the department. The faculty shall submit representation relating to any grievance in workplace or problems encountered with students or any other matter to the Principal for necessary action.

Functionalities	Responsibilities
<p style="text-align: center;">Mentoring Activities</p>	<ul style="list-style-type: none"> • Prepare the course file and submit to the program committee prior to the commencement of the academic year for approval. • Prepare course material, laboratory manual and handout prior to the commencement of the academic year • Review the analysis of marks of the students on daily basis and counsel the weak students. • Arrange remedial classes for academically weaker students. • Check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action. • Give the assignments to students, correct assignments and give back to students. • Evaluate the answer scripts of the students impartially and submit to the HOD in time after the verified by the students.
<p style="text-align: center;">Departmental Activities</p>	<ul style="list-style-type: none"> • Follow the dress code without fail. As teachers are models for students, they are advised to follow dress code strictly. • Maintain a personal file and course file. • Guide the students for educational tours and local industrial visits. • Ready to take any responsibility of the departmental committees. • Act as a student counselor for overall development.

College Activities	<ul style="list-style-type: none"> • Ready to take any responsibility of the college activity assigned by the HOD and the Principal
Research Activities	<ul style="list-style-type: none"> • Publish research articles in Journals and Conferences. • Guide students in the preparation of technical papers for presentation in conferences in other colleges.

5.5 Training and Placement Officer

The training and placement officer shall be the co-ordinator of placement and training cell and one faculty member from each department nominated by the respective H.O.D shall be a member of the cell. The cell shall meet once in every month and finalize a plan of activities for II, III, and IV year students to improve the employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

Responsibilities:

- Collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at TPO cell
- Prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to the industries for facilitating the conduct of campus interviews.
- Collect the addresses of companies and shall meet the HRD or relevant officer of the companies for a visit and subsequently arrange for the campus interview.
- Make all arrangements for the conduct of the campus interview including the conduct of the test, group discussions, personal interviews etc.
- Maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc.
- Provide support services in the preparation for GRE, TOEFL and procurement of passport, and submission of an application to foreign universities.
- Arrange for special training programmes by experts from HRD of companies for all the students on the Personality skill development, Soft skill development.
- Organize regular sample tests on IQ test, English language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview and test on other required skills for all students from III and IV years using in-house resources as well as outside resources.

- Strictly adhere to the time schedule for organising placement training programmes and mock tests as given in the time table and academic schedule.
- He shall arrange regular training classes for 5th semester students on the following topics through outside agencies. Personality and communication skill, Oral communication, Written communication, English grammar, Comprehension in English, IQ and aptitude test, Personal interview and other required skills.
- Maintain the year-wise placement records such as the companies which have conducted placement interviews on our campus and in other places, employment records of students containing the names of students, designations of posts etc.
- Take the feedback from recruiters, students and alumni and take the necessary actions.

5.6 Physical Director

The role of the Physical Director is very important for maintaining the physical fitness of the staff and students in the college. He shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the coordinator of the disciplinary committee.

Responsibilities:

- Monitor the general discipline of students during the working hours and report to the Principal if any breach has been noticed.
- Monitor the disciplinary aspects that include adherence to dress code, maintenance of silence, promptness in attending classes, and engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
- Coordinate the Sports and Games committee with department representatives as the members for planning and designing the sports and games activities in the college.
- Convene the Sports and Games committee meeting at the beginning of every semester to discuss and finalise the sports & games activities for the semester concerned.
- Prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
- Train students for participating in various tournaments and also organise University Tournaments in our college.

- Arrange intramural sports and games for our college students.

5.7 Librarian

The role of the Librarian is to maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section.

Responsibilities:

- Prepare the budget and send it to the Principal for approval prior to the commencement of the academic year.
- Inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
- Take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of library card, correspondence related to missing of books, missing of library cards, renewal of books to the students and staff etc. in the Circulation section.
- Maintain the reference books according to classification and also help the staff and students for general reading and display the latest arrival of the books in a prominent place to attract the readers in the Reference section
- Arrange the journals and back volumes and display the latest journals in the Periodical section.
- Plan for selection of the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills in the Acquisition section.
- Classify the books, cataloging of books in the Technical section.
- Shelf the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC) in the Maintenance section.

6 TRANSPARENCY

6.1 Introduction

The following procedure is followed to ensure transparency among the Governing bodies, Management, faculty members, staff members and students.

6.2 H.R. Policy Book in Department

A copy of the SSCE Policy Manual is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. SSCE Policy Manual covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff etc.

6.3 Minutes of HOD Meeting to Department

The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc are circulated to all the departments through circulars.

6.4 Minutes of Academic Committee.

Any decisions made by the Governing Body or Academic Committee or by the Management Committee in policy are conveyed to all the departments by circulating a copy of the Minutes. Minutes of the Governing Body or Academic Committee are kept as a reference in the Departments.

6.5 Feed Back to Staff for Review.

Student's feedback, Parents feedback, Faculty self Appraisal are reviewed and evaluated by HODs evaluation that will be given to faculty members for self review and discussed with the faculty members or counseled.

7 COMMITTEES AND RESPONSIBILITIES

7.1 ACADEMIC COMMITTEE

- Members of the committee give their suggestions and directions for the smooth running of the College in academic aspect.
- Review the academic and other related activities of the college;
- Review the students and faculty development programs;
- Visualize and formulate perspective plans for the development and growth of the college;
- Prepare and review Academics Calendar and Class Routine for the college;
- Review and update the College Prospectus;
- Draft Concise Leave Rule for the teaching and non-teaching staff of the College;
- Decide the introduction of Students Uniform in the College;
- Promote research and extension activities in the college campus;
- Plan for sustaining the quality of education, quality improvement and accreditation of the College;
- Keep vigilance on the attendance of teachers and regularity in taking the classes;
- Review student's attendance/malpractices in examinations;
- Oversee the internal examinations/evaluation/recording;
- Take disciplinary action to the students for violation and disobedience to the college rule.

7.2 ALUMNI COMMITTEE

- The primary function of Alumni association is to start the network of former graduates, who will in turn solicit donations that helps the institution to branch out its fame.
- Maintaining data with Successful graduates from the association can help with career development of other graduates, who are pursuing, and also for other graduates in the association. Online portals and platforms should be designed for the adequate functioning of the coalition.

- The association should also adopt core values of excellence and advocacy. It also conducts certain special social events for the students to be felt connected with the college and hence developing working relationship with other Alumni council members.
- It also functions as a great resource to grant scholarships, job postings, and online resources for job seekers.

7.3 ANTI RAGGING COMMITTEE

- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To create awareness among the students about Anti ragging.
- To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

7.4 CANTEEN COMMITTEE

- Plan, organize, control and evaluates the needs of the canteen.
- The Canteen coordinator directs the canteen staff and volunteers on matters related to day to day management of the canteen.
- Ensure a healthy and safe working environment.
- To check the quality of the food, portability of water provided by the vendor as per the agreement.
- Periodical check on cleanliness, quantity of food supplied.
- To demand hygienic conditions in and around the canteen.
- To obtain feedback from the canteen users and to take remedial measures in case of grievance.
- To call for the tenders from the vendors to run and maintain the canteen.
- To enter into an agreement with the vendor in token of finalization of the contract.

- To fix the menu and their price.
- To enhance the price after a stipulated period.

7.5 DISCIPLINE COMMITTEE

- To ensure code of conduct.
- To ensure quiet and peaceful academic atmosphere in the campus.
- To avoid physical conflict among students.
- To ensure all the students wear ID Cards while they are entering the campus.
- To prohibit cell phone usage by the students in the Campus.
- To monitor the movement of the students in the college and prevent students loitering around in the corridor during the class hours.
- To prevent the students leaving the college early without prior permission from the Head of the Department.
- To prohibit Smoking, Alcohols and Narcotics strictly in the college campus.
- To maintain proper discipline in the college canteen.
- To support the college anti-ragging committee in preventing ragging in the College.

7.6 ENTREPRENEURSHIP DEVELOPMENT CELL COMMITTEE

- The Entrepreneurship Development Cell (EDC) is to encourage, promote and facilitate entrepreneurial activities among students of our institution.
- The cell regularly organizes different activities and events to train and motivate the students as an entrepreneur.
- This cell acts as facilitator and resource institution to motivate, guide and help prospective and existing entrepreneurs in their entrepreneurial endeavors / efforts through positive training interventions.
- This cell strives to identify the talented youth to become an entrepreneur.

7.7 EXAMINATION COMMITTEE

- The Examination Committee shall prepare relevant time tables for College Examinations.

- The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board / Website and Blocks.
- Suggest Principal to appoint Assistant Officer in charges for smooth conduct of Examinations.
- The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.
- After the end of each examination the Committee will accept the audited accounts submitted by AOCs.
- The Committee will hold Centre Committee meeting of HS Final Exam with the external and internal members.
- The Exam Cell shall analyze the College exam results and the same shall be verified by the Respective HODs. After due verification, copies of the result analysis shall be sent to HODs, The Principal.
- To ensure that the entire exam related documents reach the university in time
- Any Circular, Guideline, Office Order, Notification issued by the University and AHSEC are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments.

7.8 HOSTEL COMMITTEE

- To plan and monitor the maintenance of all the infrastructure facilities concerned with the hostel.
- To supervise all facilities / amenities and their up keep, receive complaints from students, redress of grievances etc...
- To control, counsel the behaviour of students in the hostel, monitor study schedules and patterns, etc.
- To plan for all the infrastructure facilities required as per.
- Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel.
- Responsible for the receipts and the payments of the hostel.

7.9 INSTITUTE INNOVATION COUNCIL COMMITTEE

- Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus.
- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc., with the involvement of industry.

7.10 INTERNAL COMPLAINTS COMMITTEE

- The Committee shall have the power to summon witnesses and call for documents or any information from any Employee/student.
- If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents by serving a notice in writing to that person.
- Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
- Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
- The Committee shall have the power to issue interim directions to /with regard to any person participating in the proceedings before it.
- The Committee shall have the power to recommend the action to be taken against any person found guilty of

- sexually harassing the complainant
- retaliating against / victimizing the complainant or any other person before it
- Making false charges of sexual harassment against the accused person.

7.11 INTERNAL QUALITY ASSURANCE CELL COMMITTEE

- Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus.
- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc., with the involvement of industry.

7.12 INTELLECTUAL PROPERTY RIGHTS COMMITTEE

- To encourage creative and innovative research leading to the generation of new knowledge, ideas and inventions.
- To provide faculty members, staff and students of SSCE assistance in assessing the patentability and commercial potential of their inventions.
- To train faculty members, staff and students about provisional patent filing procedures in India as well as the procedure for filing the Applications under the Patent Cooperation Treaty
- To make faculty members, staff and students familiar with Patent filing forms.

- To make faculty members, staff and students aware about the various requirements/data to be provided for filling of such forms.
- To facilitate the filing of applications and licensing where prima facie the MBIT finds it patentable.
- The IPR cell shall help the inventor in drafting the patent application/ or any other IPR application and filling of relevant forms.
- IPR cell shall guide and help the faculty members and students of SSCE in patentability assessment and to apply for various IPRs such as Invention(s), Designs, Integrated Circuit Layouts and other creative works.
- The faculty members/students desirous of filing a patent or for any other IPR application would be given the necessary advice and guidance by the IPR cell.

7.13 LIBRARY COMMITTEE

- The Library committee monitors the procurement of books, Journals and the allocation of the budget according to the recommendation of the heads of the departments.
- To supervise the allocation and utilization of funds for different departments for the purchase of books and journals for the Central and Departmental libraries.
- Advises and reviews library policies for instruction, resources, services, and the facility.
- Advises regarding library services, especially innovation, for the campus community.
- Discusses budgetary issues for books, journals, databases, media, etc.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.

7.14 NSS COMMITTEE

- Planning and implementing NSS Regular activities and special camping activities for every year.
- Promoting collaboration between students, non-students, and adults in rural settings or adopted village to address community needs.

- Cultivating leadership qualities among students and local youth, empowering them to actively participate in development initiatives and ensuring the maintenance of created assets.
- Inspiring youth to contribute to national development and foster national unity through collaborative living and cooperative efforts and instilling a sense of social and civic responsibility among participants.
- Developing competencies for collaborative living and shared responsibility and Building capacity to respond to emergencies and national disasters.

7.15 R&D COMMITTEE

- To review the research proposal and finalize the topic of research.
- To advice on thrust areas and disciplines for introducing research programmes and related activities for future development in research.
- To motivate the faculty members to register and start their research work.
- To create zeal amongst faculty members towards research and innovation.
- To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To periodically review and assist in the progress of the research work of the research scholar.
- To Ethics committee to Check Malpractices and Plagiarism in Research.
- To provide policy guidelines and direction for the growth and development of research activities.
- To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.
- To recommend projects and suitable for availing concession if any from State and Central Governments.
- To establish collaboration with other universities, public and private sectors and identify R & D projects including consultancy services which could be undertaken at the institution.
- To ensure smooth functioning and effective Management of R & D at the institution.

7.16 SC & ST CELL COMMITTEE

- The SC/ST Committee/Antidiscrimination Cell Committee will address the following issues/complaints of aggrieved SC/ST students/staff:
- Effective updating and implementation of the policy & programs /schemes of the State and Central Govt. for SC-ST
- Complaints of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes
- Irregularity in the admission process adopted by the Institute.
- Publishing any false or misleading information not based on facts in the Prospectus.
- Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- Breach of the policy for reservation in admission as may be applicable.
- Non-payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by the AICTE, or by any other authority.
- On provision of student amenities as may have been promised or required to be provided by the institution.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non-transparent or unfair evaluation practices.
- Harassment and victimization of students/staff, including sexual harassment.

7.17 TRAINING AND PLACEMENT COMMITTEE

- To look after the training and placement activities of students.
- To have close liaison with industry for placement of students.
- To organize events related to training and placements.
- Organizing the Pre-Placement Talks/seminars on different domains for the students.
- Gathering information about job fairs and all relevant recruitment advertisements.
- To collect feedback from the companies coming for placement.

- To organize Campus Interviews & Open Placement events for the students.

7.18 TRANSPORT COMMITTEE

- Subject to the powers and duties of the Board, the Transportation Committee will perform the following duties:
 - Review transportation policies and provide recommendations to the Board of Management.
 - Review transportation administrative procedures and provide feedback to Board of Management
 - Hear delegations on decisions of the Transportation Administration and seek to resolve disputes
 - Prior to an appeal being brought forward to the Board of Management as a whole Network with transportation staff including technicians and bus drivers
 - Review the terms of reference for the Transport Committee annually and make recommendations to the Board of Management as required

7.19 WOMEN'S GRIEVANCE & REDRESSAL COMMITTEE

- To organize activities particularly on issues pertaining to ‘Gender Sensitization’, ‘Violence against Women’ and legal provisions under ‘The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013’ for general awareness and make their campuses adequately gender sensitive.
- Promote the Staff and students to take participation in various programmes organized by Women Cell include Women’s Day celebrations
- Provide a forum for discussion and interaction with eminent ladies
- Organize Seminars on women and Indian culture in matters of dressing, festivals and traditions
- Organize classes for training on recipes, interior decoration other interests among women
- To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.

8 PURCHASE PROCEDURES

8.1 INTRODUCTION

This procedure covers the procurement of Equipment, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process. The primary responsibility of procuring the items is vested with the HODs. The procurement action is initiated by the Faculty (User). The User will give the specification of the item to be procured. The User will also check the procured item after its supply and ensure the supply to specification. The User will Log the receipt of the material in the Stock Register maintained in the department. The User is also responsible for the maintenance and proper operation of the equipment (or items) procured. The HOD will nominate senior faculty members of the department as members of the Purchase Committee, which will co-ordinate the purchase activity at the Department.

8.2 BUDGET

The HOD will prepare annual budget under the headings Equipment, Consumables, Furniture, Equipment maintenance, Stationery items and other miscellaneous items to cover guest lecture, industrial visit, project work, FDP, seminar/workshop for faculty members, seminar/workshop for students, lab manuals, lecture notes etc. and submit the comparative statement to the Principal's Office in fourth week of March. The Principal shall consolidate the budget of all the departments and prepare the overall budget for the college and get the approval of Management in 2nd week of April.

8.3 DELEGATION OF FINANCIAL POWER

The authorities competent to accord financial sanction to the purchase of apparatus and equipment, tools and plants, spares parts, consumables, stationery items etc. along with financial limits are described by the Principal.

8.4 FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE

- The HODs shall be in-charge for the equipment and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other

periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the same time, an adequate number of quantity of spares/stores is kept consistent with the pattern of consumption and time required for the manufacturers /dealers to supply.

- The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty member shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

8.5 GUIDELINES GOVERNING THE PURCHASE

- As a general rule, no stores shall be purchased without obtaining the prior administrative sanction of the competent authority.
- The sanction accorded by a competent authority shall lapse if it is not acted upon for a year. A sanction accorded by the competent authority shall be deemed to have been acted upon if tenders have been accepted or an indent has been placed with an approved firm, even if the actual payment in whole or in part has not been made during the said period.
- Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.
- Administrative sanction should be obtained for the total expenditure involved in the proposal (including packing, forwarding, freight, Sales Tax, Customs Duty, Insurance, if any, etc.) and not for the basic cost of the stores alone. If such information is not furnished in the quotation, it should be got from the prospective suppliers, the total expenditure worked out and proposals sent for sanction.
- The total value of the stores to be purchased should not be split up conveniently, so as to avoid sanction by a higher authority.

8.6 PURCHASE PROCEDURE

The proposal must contain (i) the purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes. (ii) Detailed specifications and instructions if any, should be given, so that the right type of material which is required could be supplied. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature (iii) The approximate cost of the equipment and (iv) Availability of funds etc.

Quotations: Stores should not be purchased without calling for quotations

Methods to be followed for obtaining Quotations:

- i) By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender), the invitation being sent to them by post/courier.
 - ii) By invitation to one firm only (single quotation) or private purchase for small order costing less than Rs.1,000/- at a time or if more than one kind of article, the same does not exceed Rs.2,500/-
- When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to an invitation to quotations, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible Quotations.

8.7 QUOTATIONS PROCESSING METHOD:

- The quotations received shall be tabulated, and the decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term “price ruling at the time of delivery’ should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.
- Only the lowest Quotation should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly, the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

- In some cases, the firms may offer a different set of models and it is likely that the competent authorities may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size etc., between the items specified in the tender schedule and offered, they shall not be purchased without calling for a fresh quotation or a re-quotation. At the same time if the models are upgraded and offered for the lowest price it could be accepted.

8.8 PURCHASE COMMITTEE

- The Purchase Committee will go through the quotes and recommendations of the user and advise the concerned HOD. The concerned HOD will forward the recommendations of the Purchase Committee along with remarks to the Principal.
- The Principal will scrutinize the comparative statement and give his remarks and send the file back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

8.9 PLACING OF PURCHASE ORDERS

The Principal will place an order.

8.10 PURCHASE ORDER

- Purchase order shall be issued for non-consumables and consumables items.
- Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

8.11 TESTING

- All materials which are to be tested before acceptance by the stores are to be tested at the earliest opportunity with great care.
- The stores received at the Departments of the College should be verified and tested within one week from the date of receipt.
- If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an

interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment should be tested within a fortnight from the date of receipt by the Departments of the College.

8.12 STOCK ACCOUNT

- The concerned Directors / HODs entrusted with the receipt and storage of stocks of any kind should take special care in arranging for their safe custody. He should also maintain stock accounts for Consumable stores and Non-consumables stores and inventories for the stock held in his custody, with a view to prevent losses to the Institution through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.
- Whenever a new item is received, the person-in-charge of the stores shall verify the article newly purchased, take it to stock account, and certify to that effect on the bill mentioning the particulars of entry in the Stock Register folio, etc. for the purpose of easy reference.
- The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90 % or 100 %.

8.13 ERECTION / INSTALLATION

- The equipment received should be installed or erected with the least possible delay and put into beneficial use of the students.
- To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machines.
- Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

8.14 COMPLETION REPORT

As soon as the Equipment/Machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the Accounts section along with a bill for payment.

8.15 VERIFICATION OF STORES

- All stores should be verified annually by a faculty nominated by the Head of the Department and approved by the Principal.
- There shall be an annual verification of the stock kept in the stores including tools, furniture, equipment, etc., as on 1st May by an official duly appointed for the purpose of Stock Verification. They shall be drawn from the staff having knowledge of the materials kept in the Stores. The Staff In-charge of the Stock accounts shall keep all the postings in the registers up-to-date for easy verification of the stock on hand. The Head of the Department shall be held responsible for the proper maintenance of the Stock Account. He will also send an Annual Report on the correctness of the balance as per the Stock Account to the Principal.

8.16 CONDEMNATION OF STORES

- The Management Committee is the competent authority to issue orders of condemnation and write off up to a limit of Rs.3 Lakhs at a time. If the cost of the equipment/stores is more than Rs.3 Lakhs the proposal shall be considered by the Governing body of the College and write off ordered.
- The Purchase Committee is also empowered for recommending the condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipment.
- When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College. Whenever there is a loss due to theft or other causes, the matter should be reported to the Management Committee thro' the Principal immediately, pending detailed investigation. The loss could be written off after approval of the Governing body. The proposal shall be considered by the Governing Council and write off ordered. Prior orders of the Governing body are necessary to write off such cases from the accounts.
- After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipment condemned are to be deleted from the ledger and at the same time, entered in a separate register titled "Register of Condemned Articles", giving a linking reference in both the ledgers. They should be

sold at the earliest and the sale proceeds realised if any should be credited to the College accounts immediately.

9 MOTIVATIONAL INITIATIVES & FACILITIES

9.1 Pursue Higher Education

- Faculty members are encouraged to join Ph.D. programme with O.D. to attend course work on weekdays.
- Fully paid leave for six months to complete Ph.D. Thesis writing.

9.2 Policy for attending Faculty Development Programme, Workshops and Conferences etc

- Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.
- Faculty members are encouraged to present papers at National and International Conferences. In addition, to the Registration fee, TA, DA, cash awards are given to the faculty members.

9.3 Incentives for Good Academic Performance

The faculty members are given Appreciation certificates on Teachers Day of every year, who achieve 90 % results and 50 % first class in the theory subject in the University Examinations.

9.4 Incentives for Technical paper publication & Research Projects

- The expenditure towards travel, boarding and lodging, Registration fee etc are given to faculty members, who attend National/International Conferences to present their Technical Paper
- Financial assistance is also given to the faculty for publication of papers in National/International Journals.

9.5 Incentives for Best Performance

The faculty members are given Cash Prizes with felicitation for the Best Teacher in the department on Teachers Day of every year.

9.6 Incentives for In-House trainers

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

9.7 Group Insurance/ Accidental Policy

To provide employee welfare through basic assurance of healthcare to employees and help them meet unforeseen personal expenses arising from a medical emergency.

10 LEAVE RULES

10.1 KINDS OF LEAVE

- Casual Leave
- On duty Permission
- Maternity Leave
- Medical Leave
- Special Leave
- On duty for pursuing Part-time study.
- Permission / Late Attendance

10.2 CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 15 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Casual leave cannot be combined with any other kind of leave. Un-availed CL will automatically lapse at the end of the calendar year.

10.3 ON DUTY PERMISSION

- On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.
- The teaching staff members will be allowed a maximum of 20 working days in an academic year as “ON DUTY” for the purpose of attending Central Valuation/External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise, their absence will be treated as unauthorized absence. All other duties, if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in

advance.

10.4 MATERNITY LEAVE

- Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post-confinement recuperation, at the option of the employee provided that **no** Maternity leave shall be allowed to married women employees, if they already have one living children. During the period of maternity leave, they are eligible for 50% of pay and allowances.
- Should have completed two years of service in this college.
- Should give an undertaking that they will work for one year after rejoining duty.
- The staff members who are availing of maternity leave are not eligible for medical leave.
- They must forego the vacation leave to the extent of 50 % of maternity leave availed.
- If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

10.5 MEDICAL LEAVE

- The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In the case of serious illness without hospitalisation they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and cannot be claimed as a matter of right or it cannot be earned.
- Medical leave will be granted subject to the following conditions:
 - i. Should have completed one year of service in this college.
 - ii. Should give an undertaking that he/ she will work for one year after rejoining the duty.

10.6 SPECIAL LEAVE

- Special leave shall always be without leave salary and may be granted by the Management Committee for special purpose.

10.7 ACADEMIC LEAVE.

- All teaching faculty is eligible for AL leave for pursuing Ph.D.
- AL for all days of the conference may be availed only for listed/approved conferences which are of repute (subject to condition of having an advanced schedule)
- They should make alternative arrangements for their theory and lab classes with prior approval. AL permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

10.8 PERMISSION/LATE ATTENDANCE

- Generally, permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave as the case may be.
- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work
- All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.
- Either three permissions or three late occasions are allowed every month and if it exceeds three (both combined), half a day casual leave will be counted.

GUIDELINES FOR AVAILING CASUAL LEAVE

1. As a general rule Casual leave should be availed only after obtaining sanction from the competent authority.
2. The specific reason for availing the Casual leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.
3. Leave should be availed only after making alternative arrangements through a teacher

handling subject for the same class.

4. For sick and hospitalisation and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case, they should submit the leave letter on the first day of reporting to the college. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.
5. There is no restriction to avail accumulated CL during vacation or study holidays or University practical/theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If he/she applies for CL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or weekend holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior permission is obtained from competent authority.
6. When a leave is applied and sanctioned all absenteeism succeeding and preceding will be treated as absent along with the date for which leave has been applied and sanctioned and fresh approval shall be taken after joining.
7. Alternative arrangements for class work have to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work.