



# **K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY**

**Affiliated to ANNA UNIVERSITY Chennai & Approved by AICTE New Delhi**

**(Accredited with A+ Grade by NAAC)**

**Kariyamanikam Road, Samayapuram, Trichy – 621 112**

## **HR MANUAL**

KRCT/HRM

Edition No. 02

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## **1. INTRODUCTION**

HR policy is created for K. RAMAKRISHNAN COLLEGE OF TECHNOLOGY. This HR policy replaces all the other policies, procedures, benefit statements, memoranda and other established written or oral practice.

The information in this HR policy is important to all of our Employees and they should read the manual and duly sign the report. Whenever there is a clarifications on college policies and benefits HR policy should be referred.

Naturally, you won't find answers to all your questions in the HR policy. It is neither a law book nor a catalogue of personnel policies. In this HR policy, we have not tried to give you the minute details of each policy. Instead, we have attempted to present a summary of some of the more important policies.

Throughout the HR policy, you are asked to check with your Head of the Department or Management for complete the information for HR policies and benefits.

Clarifications can be asked with the Administrative office, if doubt arises.

Circumstances will obviously require that the policies, practices and benefits described in the HR policy change from time to time. The college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this HR policy shall be effective unless made in writing, and signed by the Chairman of the college. The college will attempt to provide you with notification of any other changes as they occur.

## **2. VISION AND MISSION**

### **VISION**

“To serve the society by offering top-notch technical education on par with global standards”

### **MISSION**

- ✓ To be a centre of excellence for technical education in emerging technologies by exceeding the needs of the industry and society.
- ✓ To be an institute with world class research facilities.
- ✓ To be an institute nurturing talent and enhancing competency of students to transform them an all-round personality respecting moral and ethical values.

### **QUALITY POLICY**

- ✓ We, at M/s K.Ramakrishnan College of Technology are committed to the society in making our Students live a purpose as responsible citizens with Ethical Values through provision of Quality Technical Education and continually improve in becoming a World Class Technological University.

### **3. DEFINITIONS**

In this document, unless there is anything repugnant in the subject or context:

- 2.1 “College” means the K. RAMAKRISHNAN COLLEGE OF TECHNOLOGY., Kariyamanikam Road, Samayapuram, Trichy, Tamil Nadu 621112.
- 2.2 “Employer” means the Chairman who is incharge of the College or any one duly authorized to act on his behalf.
- 2.3 “Notice” means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
- 2.4 “Notice Board” means notice board installed at or near the main entrance of the College, Administrative Building etc.,
- 2.5 “Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.
- 2.6 “Employees” means any person employed in the College to do any Technical and Non – Technical work.
- 2.7 “Work premises” includes the premises of the college or works and other places of work where a work man is deputed to work.
- 2.8 “Words importing the singular number shall include the plural number and vice versa”
- 2.9 Words importing the masculine gender shall include the feminine gender.

## **4. COLLEGE PROFILE**

K. Ramakrishnan College of Technology established in the year 2010, is a leading college affiliated to Anna University, Chennai, providing valuable courses.

K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY TIRUCHIRAPALLI, is located in the famous temple town of Shri Samayapuram Mariyamman temple, on the sprawling campus of 30 acres with panoramic and pleasant view. The college holds the high ideals of practical education, emphasizing in all courses those things which are relevant to “real life”. However, KRCT is not just a place for the academic elite. The college prides itself on being one of the nation’s most inclusive Engineering College, offering higher education to many who would not otherwise have the opportunity to experience it.

KRCT is proud of its close connections with the communities it serves, and with those further afield. KRCT stands at the forefront of innovation, energy and enthusiasm. With a great wisdom, the founder of this college has rightly coined the motto “Empower through Education”.

## **4. GENERAL INFORMATION**

### **4.1 Name of the college:**

K. Ramakrishnan College of Technology established in the year 2010

### **4.2 Address of the college:**

Kariyamanikam Road, Samayapuram, Trichy, Tamil Nadu 621112

### **4.3 Contact Details:**

Phone – 0431 – 2670799

### **4.4 AICTE Approval ID for K. Ramakrishnan College Of Technology**

File No. SRO-2010-1-1209121, Dt 23/07/2010

### **4.5 Anna University Approval ID K. Ramakrishnan College Of Technology**

Letter No. AUT/CEP/NW-001/2010 Date 22/07/2010

#### **4.6 Quality policy:**

➤ We, at M/s.K.Ramakrishnan College of Technology, are committed to the society in making our students to live a purpose as responsible citizens with Ethical values through provision of Quality Technical Education and continually improve to become a World class Technological University.

#### **4.7 About the trust**

**Name of the trust:**

K.Ramakrishnan Health and Educational Trust

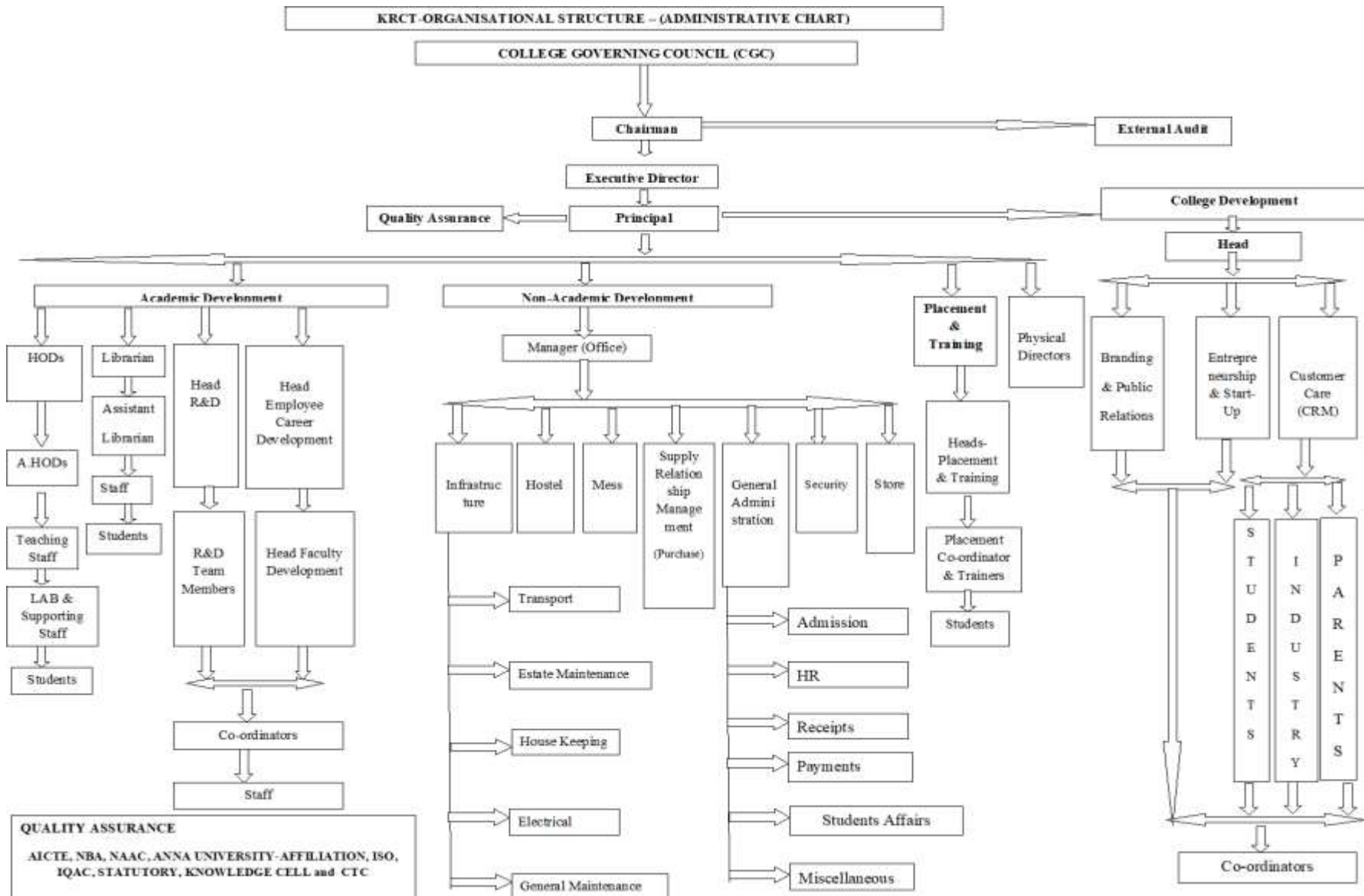
**Registered Address:**

No. 127, Main road, Thalavapalayam, Karur, Tamil Nadu– 639113

**Board of Trustees:**

KRCT is running under the K.Ramakrishnan Health and Educational Trust. The Rules & Regulation for governance are framed by the Board of Trustees and Governing body.

# ORGANOGRAM





## **5. IMPROVEMENT, INNOVATION & LEARNING**

Improvement, innovation and learning is applied in all functions of the organization. Fundamental to be effective and efficient.

### **5.1. IMPROVEMENT**

The organization employees are provided with opportunities and necessary resources to participate in improvement activities like Suggestion Box, Employee Feedback, Grievance cell, KAIZEN management system and 5S are implemented. Recognition and rewarding the improvements are done to the employees by the Top Management.

### **5.2 INNOVATION**

Innovation to be applied to issues at all levels through changes in the technology, process and organization system to meet the changing needs of customers or interested parties to ensure that competitive advantage is maintained and to utilize the new opportunities. Employees of the organization shall always show their willingness to challenge and change the status quo.

### **5.3 LEARNING**

Improvements and innovations are encouraged through learning. “Learning integrates the capabilities of individuals with those of the organization”. Employees are expected to combine their knowledge, thinking patterns and behavior patterns with the values of the organization by considering the organization values based on its vision, mission and objectives. Improvement of employees competency will be recognized and rewarded.

### **5.4 TOTAL QUALITY MANAGEMENT (TQM)**

The organization follows TQM principles and practices. TQM as both philosophy and set of guiding principles represents the foundation for a continuous improvement of the organization. It is the application of quantitative methods and human resources to improve all the processes within an organization and exceed customer needs now and in the future. TQM

integrates fundamental management techniques, existing improvement efforts, and technical tools under a disciplined approach.

All employees shall be given continuous training and education on the principles of TQM. Employees empowerment and team work shall be encouraged in the organization. As part of TQM tools and techniques our organization is implementing the following.

- 1.Objectives (Bench marking)
- 2.Implementing information technology on process control (Software Names by college)
- 3.ISO 9001:2015 Quality Management System
- 4.5S Housekeeping
- 5.KAIZEN Management
- 6.Quality Circles

### **5.5 OBJECTIVES (Bench Marking)**

The College has developed the strategic plans and objectives for its processes and every employee of the college should translate organization objectives into individual job objectives based on their job responsibilities, and to establish action plan to their achievements. The employees performance shall be assessed against their achievement with their job objectives on periodic basis.

## **6. RECRUITMENT POLICY**

### **6.1 Competency Matrix / Skill Matrix**

People are a significant resource of an organization and their full involvement enhances their ability to create value for interested parties. In order to meet the needs of interested parties the college has identified and defined the necessary competences of people in term of their qualification, experience, skills and training requirement. (Example: Competency Matrix (Requirement)).

The required competences shall be matched with the existing employee competency (Example: Competency Matrix (Existing)) and the necessary actions (Trainings) shall be taken (given) regularly to close the gap and concern department heads shall regularly review and evaluate the actions taken to

improve the competence of people to ensure that the necessary competences have been acquired and report to the Top Management.

**Reference:** Competency matrix and Skill matrix

## **6.2 Manpower assessment**

Head of the Department shall calculate the Human resource requirement in the beginning of the academic year.

Consolidation of subject wise teaching load Calculation. Student – Teacher Ratio (as per AICTE guideline)

## **6.3 Manpower requirement finalization**

This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester of the college. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the selection committee during the semester.

The Selection committee will consult with the Top Management/Principal and then determines if the vacancy is to be filled through in- house staff or a new Employee has to be selected. As far as possible the Management/Principal will ensure that all existing Employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are followed for calling the qualified candidate.

## **6.4 Call for candidates**

The required positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Top Management. List of new openings will be available on the College's website from time to time. The committee may also conduct Walk in Interviews for augmenting the required candidate

## **6.5 Interview & Reporting order**

- Screening of applications is done by the respective Interview committee.
- Short listed candidates are informed through call letters, E-mails and over telephones by the respective Department Heads.

- Interview Committee consists of Principal/Designated Authority, respective Heads of the department and subject experts and one external subject expert. Selection is based upon the technical skill and depth in knowledge
- Direct interview is conducted for senior posts. Interview committee shall be constituted by the Chairman as per the guidelines approved by the designated authority.
- Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the CHAIRMAN/EXECUTIVE DIRECTOR/PRINCIPAL for the respective post based upon the qualification and experience of the candidate.
- Assistant Professors/ Associate professor/ Professor are appointed as per AICTE norms and other designated post as per the requirement of the Top Management.

## **6.6 Background checks and relieving reports**

A relieving report of the newly recruited employee may contain information regarding candidate's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The college will use this information for employment purposes which is to be submitted by the selected candidate before joining in the college.

Refusal to authorize the obtaining of a relieving report by the College may be a basis for denial of employment or other adverse employment action. The content of the relieving report may also be the basis for denial of employment, denial of a particular job position, or other adverse employment action.

Unless candidates are suspected of wrongdoing, before requesting the relieving report, the College will notify its intent to make the request.

## **6.7 Evidence of age**

The age recorded with the College shall be evidenced of age for all purposes of determining the age of Employees. In the absence of any such record, the age recorded in the Secondary School Leaving Certificate shall be regarded as evidence of age. If an employee has not passed any such examination, the date of birth recorded as in a Certificate given by the Municipality or other competent authority which may be accepted as evidence of age and shall be binding on the employee.

## **6.8 Medical examination**

Required Employees shall appear before the Medical Officer and undergo medical examination when called upon to do so, and the decision of the Medical Officer regarding the fitness of Employees shall be final and binding on Employees and the service of Employees who is found medically unfit can be terminated in exceptional cases.

## **6.9 Appointment order Issuance**

- Selected candidates are finalized and appointments orders ought to prepare by the Selection committee.
- Approval of the Top Management for issuing Appointment Orders.
- Issue of appointment orders by Principal/Chairman/Executive Director

## **6.10 Joining and Induction training**

Newly inducted employees have to undergo induction training at the Day of Joining or within a week of joining. Induction training provides necessary information concerning the history, facilities and major policies of the College, HR Policy and responsibilities, faculty and staff benefits, and educational opportunities etc.

The HOD intimates all concerned whenever the employees join the College. The HOD makes the newly joined member aware of all the working procedures and leave rules, etc and get duly signed in the HR Policy that the new employee ha understood.

## **7. EMPLOYEE DUTIES AND RESPONSIBILITIES**

Refer Annexure No: 1

## **8. HOURS OF WORK**

The hours of work and workweek, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, management may alter or change the workday and workweek, for greater efficiency for any other reasons.

The periods and hours of work including mid leisure break for all staff shall be exhibited in English & Tamil on the college's Notice board. The starting and closing time of each period shall be signaled by means of a bell or siren, but failure to sound the bell or siren due to unavoidable circumstances.

### **Working Hours for teaching and non – teaching staffs**

<b>Working days</b>	<b>Working Hours</b>	<b>Break Time</b>	<b>Holiday</b>
Monday – Friday	<b>8.30 – 4.15</b> <b>8.30 – 5.15</b>	50 Mins for Lunch	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday & Sunday

### **Working Hours for other Employees**

<b>Other Employees</b>	<b>Working hours</b>	<b>Break time</b>
House keeping	6.30 – 3.30	1 hour
Scavengers	7.00 – 4.30	1hour

## **9. POSITIONS AND PAY SCALE**

<b>Position</b>	<b>Pay Band (Rs)</b>	<b>AGP (Rs)</b>
Professor	37400 -67000	10000
Associate Professor	37400 -67000	8000
Assistant Professor	15600-39100	6000

### **9.1 Yearly increment**

- Employees are eligible to the increment prescribed at the end of 12 months service in the College. Increment for the staff members is given on four quarters (Dec/Mar/June/Sep) with respect to the month of joining. (End month of the Quarter)
- Additional Increments shall be given to employees based on their contributions and results achieved in the University Examinations at the discretion of the Top Management.

### **9.2 Benefits extended to faculties**

- Employees Provident Fund (EPF).
- Refreshment

#### **9.2.1 Hostel accommodation**

- Employees are provided hostel if requested. They should get prior permission from Management / Principal/Designated Authority.
- Faculty members acting as wing in-charges are provided with food concession in mess.

#### **9.2.2 Transport allowance**

- One way Free Transport for Teaching staffs.
- Two way Free Transport for Non-Teaching staffs

### 9.2.3 Travel allowance

- All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.
- The Travel allowance eligible for various categories are indicated below

Category	Travel Class	Road mileage If traveled by own car. Rs. per km	Dearness Allowance with accommodation	Dearness Allowance without accommodation
Dean / Professor/ ASP / CFO	Rail II AC (2A)	5.50	Rs.2000/-	Rs.500/-
AP/SL/AO/Manager	Rail III AC (3A)	NA	Rs.1250/-	R.300/-
Lecturer	Rail II Class (SL)	NA	Rs.800/-	Rs.300/-
Supporting Staff	Rail	NA	Rs. 550/-	Rs. 250/-

- Subject to limits prescribed in the schedule given above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.
- Higher class of travel or accommodation is permissible only on special sanction.
- Air fare shall be approved only on special occasions and on prior approval.
- Travel shall always be made only on the shortest route.
- If cancellation is made on genuine reasons on order from the sanctioning authority, cancellation charges shall be reimbursed.
- Travel claim / settlement shall be made within 2 days after completion of travel.
- If cancellation is made by the staff, the advance drawn if any should be refunded within a day.
- DA shall be calculated at the rate of 50% for 5 hrs to 12 hours and 100% for more than 12 hours. 25% shall be paid for less than 5 hrs.



- 60% of DA shall be claimed if the bills are not submitted and submission of bills will be exempted up to 10% of eligible amount.
- Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

### **9.3 Rewards**

Employees are eligible for the following rewards, based on their performance, contribution and years of service at the college.

1. For producing above average result Rs.1000 cash award.
2. The department with state 1st position in the university examination will be paid the following rewards.

<b>Sl. No</b>	<b>Designation</b>	<b>With one section</b>	<b>With two or more section</b>
1	HOD	10000	15000
2	Asst.HOD	6000	-
3	Class adviser	7500	-
4	Subject teachers (All)	5000	-

- a) This incentive is not applicable for Lab and PG courses.
- b) If there is more than one section all the class advisers and subject teachers will get the same rewards.
- c) A faculty is eligible to get any one of the rewards of the SI. No 1 to 4

### **9.4 Special compensatory allowance**

- A special sum of amount is being given as remuneration to the teaching Employees for night study.
- Compensation leave is being given to the Employees working on special assignments during holidays.

## **10. RESEARCH POLICY**

Faculty members are financially supported for presenting papers in conferences / attending Seminars, Workshop, FDP, and SDP etc. as follow

- Faculty members are allowed once in a year for national conference with full registration fee and TA/DA with a maximum limit of Rs. 4,000/-.
- Faculty members are allowed once in a year for International conference within India with full registration fee and TA/DA with a maximum limit of Rs. 6000/-.
- Faculty members are allowed once in a year for International conference outside India with sponsorship from AICTE (Travel Grant) along with management sponsorship subject to a maximum of Rs.25, 000.
- Faculty members are allowed once in a year for attending seminar, workshop, FDP, SDP etc with full registration fee and TA/DA with a maximum limit of Rs. 4000/- per participation.

### **Note:**

1. Faculty members can avail any two of the above mentioned financial benefits.
2. Maximum of 4 members shall be permitted to attend international conference in abroad on merit basis.

The faculty members pursuing PhD are facilitated with the following benefits.

- Members of staff pursuing PhD can avail 12 days On Duty leave per year for research work.
- The entire Anna university fees excluding caution deposit will be paid by the College to eligible members of staff for a maximum period of 4 years from the year of registration.
- 75% fee will be paid to the faculty members who have completed minimum 6 years of service at KRCT and published at least 2 papers in refereed journals.
- 60% fee will be paid to the faculty members who have completed minimum 5 years of service at KRCT and published at least one paper in refereed journal.

- 50% fee will be paid to the faculty members who have completed minimum 4 years of service at KRCT and completion of their course work in due period.
- 25% fee will be paid to the faculty members who have completed minimum 3 years of service at KRCT
- No bond is to be executed for availing this benefit.
- Any fund raised or money earned by any faculty through grants, providing training and consultancy services etc., will be shared between the faculty members and the college at the ratio of 70:30 of the surplus.

Any use of the College facilities like laboratories, lecture halls, workshops etc are to be nominally charged and deducted from the fund.

### **Norms for Honorarium of Published Paper:**

Papers Published /Indexed in following categories are eligible for Honorarium

#### **Category I: Rs.2000/-**

- Scopus

#### **Category II: Rs.5000 /-**

- Science Cited Indexed (SCI)
- Science cited Indexed Expanded (SCIE) with 13 and above issues

#### **Category III: Rs.10, 000/-**

- SCI/SCIE with 12 and below issues

Note:

- For H&S faculties – papers published in social science cited indexed (SSCI) list also be considered for Honorarium
- Papers must be relevant to discipline
- While claiming honorarium the published journal must be listed in their corresponding databases

## **11. LEAVE POLICY**

### **11.1 Casual leave**

- Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (June 1 to 31<sup>st</sup> May).
- Normally only one day casual leave will be sanctioned in a month
- Continuous absent for more than 5 days will be treated as Leave on Loss Pay for the actual number of days absent
- At a time not more than 5 days including holidays shall be granted. Carryover of lapsed CL to the next Academic year is not permissible.
- Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- If the number of permission for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions.
- The employee who completed one year of service in KRCT, 6 casual leave will be credited in the month of June and December respectively.
- The employee who completed two years of service in KRCT, 12 Casual leave will be credited in the month of June.
- Unused CL can be converted into VL with discretion of Principal in terms of 3 days CL equivalent to one day VL. CL can be converted into maximum of 2 days VL

### **11.2 Compensatory leave**

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work

- Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Administrative Office. The Compensatory leave should be availed within 30 days
- Compensatory leave will not be granted to any staff for university practical examinations, inspection of AICTE/University. Compensatory leave shall not be given for any remunerative or routine work.

### **11.3 On duty**

- On Duty Permission will be granted only after the prior permission in writing from the Head of the Department and approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The Teaching Employees will be allowed 21 days ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university during the college working days. From 21 days maximum of 14 days allowed for examination related works and staff shall also avail OD for attending seminar, workshop and conferences. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise, the absence will be treated as leave.
- All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal

### **11.4 Vacation Leave (VL)**

- These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.
- Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

<b>Eligible Service</b>	<b>No of Days</b>
Above 6 month to One year	7
Above 1 year to 2 years	28 days (14 days winter + 14days summer)
Above 2 years	42 days ( 21 days winter + 21days summer)

- However, vacation leave shall be availed as per the circulars issued in this regard indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the college. (Winter is Nov or Dec, summer is May, Jun or Jul)
- Any unused part of VL cannot be carried over to the next academic year.
- While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- Vacation leave for Non-Teaching staff is 10 days per year which they can avail during summer. This VL is applicable to person those who completed one year of service in the college
- Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 12days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such Period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.
- Such absence will also be considered as a Break- in-Service.
- The break in service will make the staff member ineligible for increment in pay and also for availing VL.

### **11.5 Maternity leave**

- The maternity leave is limited to a maximum of 3 months only.

### **11.6 Paternity leave**

The Paternity leave will be granted to the faculty as per norms.

### **11.7 Marriage leave**

The leave can be granted to all unmarried employee, during their marriage time subject to maximum of 7 days, which could be taken from vacation leave.

### **11.8 Permission**

- Employees can take One hour Morning/Evening permission twice in a month
- Similarly twice in a month they can take 10 Minutes late permission (only in Morning)

### **11.9 Excessive lateness / absenteeism**

Absence from work or lateness affects your income. The ability of the College to operate efficiently and meet its schedules depends on your regular attendance. Habitual or excessive absenteeism and lateness cannot be tolerated. Lateness not exceeding 10 minutes does not require to inform the HOD, but a staff member who expects to be delayed more than One and half an hour must inform the HOD.

All Employees are expected to call their HOD within One and half an hour of reporting time on any day on which they expect to be absent. If a prolonged absence is anticipated, HOD/AHOD should be contacted about a possible leave of absence.

Any Employee who absents from the work place/ places, from the premises of the College without the prior permission of the authority specified by the management, and without sufficient reason, shall be liable to be treated as absent for the hours of absents. His/her wages for the actual period of absence shall be liable to be deducted.

Any Employee who absents himself/herself without prior permission for more than 8 calendar days or Having been laid off under these Standing Orders fails to report within 7 days of the posting of recall notices or of being otherwise

notified, shall be deemed to have left the services of the College on his own accord and shall lose the lien on his job and his name shall be struck off from the rolls.

## **12. EMPLOYEE PERFORMANCE APPRAISALS & PROMOTIONS**

**12.1 Performance Evaluations** – Periodic evaluations may be made to determine the individual progress, training needs, and potential pay increases. Pay increases are not automatic and it depends on factors such as the staff member's demonstrated job proficiency and the College's ability to pay.

### **12.2 Faculty Appraisal**

The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

1. Teaching Performance
2. Continuing Education
3. Organizing Programme
4. Research Activities and Publications
5. Memberships & Distinguished Achievement
6. Service to College, Department, Students

**12.3 Promotions** - The chance to progress is important to each of us. By promoting from within our organization, when present Employees are qualified and as justified by our College needs and growth, the College offers as many opportunities for advancement as possible.

- All promotions shall be considered on the basis of merit- cum – seniority basis.
- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Colleges.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.



- Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications are promoted.
- Those who are promoted shall be fitted in the Scale of Pay applicable to that corresponding category

### **12.4 Training**

The College concentrates more on Faculty Development in their personal & Professional life. The College encourages the employees to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The Faculties performance are evaluated under the following parameters,

1. Publishing Books (International)
2. Publishing Books (National)
3. Publishing Books (Local)
4. Publishing Journals (International)
5. Publishing Journals (National)
6. Presenting papers in International Conference
7. Presenting papers in National conference
8. Special Lectures Delivered
9. PhD Guidance (Completed)
10. Reviewer of International Journal
11. Attending Seminars, Workshops, FDP etc.,
12. Membership in Professional Bodies
13. Achievements
14. Professional Society Coordinator

## **13. DISCIPLINE AND GRIEVANCE PROCEDURE**

### **13.1 Acts, Commissions and Omissions constituting Misconduct**

Laws are made so that people can live together with respect for their personal and legal rights. College standards of conduct are made for exactly the same reason. The following college standards, while not all-inclusive, are the principal standards in effect at our college. These

standards apply equally to all and are for the protection of all employees and our college. Engaging in the following activities may subject to disciplinary action which extends to termination of employment. The following acts and commissions shall be treated as misconduct

1. Insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.
2. Striking work or inciting other to strike work in contravention of the provision of the industrial disputes act, 1947, or any other enactment or rule in force for the time being.
3. Riotous or disorderly behavior during working hours in the college premises or any act subversive of discipline either in the premises or outside concerning the administration or business.
4. Picketing or demonstration within the college premises.
5. Slowing down in work or an abatement or instigation thereof.
6. Threatening or intimidating or assaulting any employee within the premises or outside the premises of the college, if such threat intimidation or assault is in connection with the course of employment in the college.
7. Squatting anywhere inside the premises of the college with a view to intimidating the HOD or the Top Management or threatening them or for any other reason.
8. Indulging in any political activity during the working hours of the college within the college premises.
9. Preaching or inciting violence in relation to any matter in the college.
10. Allowing an unauthorized person to do the work entrusted to him.
11. Interfering with the works or process not connected with the work allocation and or asked to be done by a member of the Supervisory Staff.
12. Knowingly and wrongly interfering with the records of attendance or means of recording attendance or the attendance of another employee.

13. Disclosing confidential college information or damaging college property from college premises, without prior college authorization
14. Unauthorized possession of any lethal weapon inside the college.
15. Conviction by any court of law for any criminal offence involving moral turpitude.
16. Habitual negligence or neglect of work.
17. Loitering, indulging or wasting time during working hours or being within the college out of the authorized hours of work without prior permission.
18. Breach of any rule or instructions for the maintenance/ and running of any department.
19. Damage to any property of the College
20. Interference with any safety devices installed in the College.
21. Canvassing or taking signatures of employee within the college and indulging in acts which is harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the Management thereof.
22. Distribution or exhibiting any pamphlets/posters within or outside the college causing them to be displayed by means of signs or writing or other visible representations of any matter without the previous sanction of the Management.
23. Falsifying or refusing to give testimony when accident or other matters are being investigated.
24. Theft, Fraud, or dishonesty or misappropriations in connection with the college property.
25. Taking or giving bobs or any illegal gratifications whatsoever.
26. Impersonation or being accessory there to connived at it.
27. Giving false information regarding one's age, father's name, qualifications or previous service at the time of employment.

28. Refusal to receive a memo or any other communication, issued by the office.
29. Deliberated making false, vicious or malicious statement to public or to the College or any other Officer of the College or an employee of the College.
30. Deliberate or willful destruction or vandalism of college materials, machines, supplies, or other college property
31. Unauthorized use of college property, equipment or materials
32. Smoking inside the College premises on duty.
33. Drunkenness, Consuming, possessing, selling or distributing alcoholic liquors or illegal drugs or narcotics within College premises.
34. Gambling within the College premises.
35. Sleeping during working hours.
36. Collection of any money within the premises for purposes not sanctioned in writing by the employer.
37. Engaging in trade inside the College premises.
38. Money lending in the premises
39. Doing a private/personal work within the college with or without the prior permission of the employer.
40. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.
41. Unauthorized absence for more than two occasions in calendar month.
42. Absence from duty when leave applied for is refused or postponed.
43. Obtaining or attempting to obtain leave of absence on false pretenses.
44. Taking up employment elsewhere after applying for leave giving other reasons without prior written permission of the employer.

45. Failure to wear uniform clothes supplied by the management.
46. Leaving or entering the college except by the gate pass notified for the purpose.
47. Repetition of any act or omission for which fine can be imposed.
48. Any other act which is subversive of discipline of the establishment.
49. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.
50. Violation of the college's Harassment or Employment policies
51. Such other acts and omissions which, in the opinion of the Management, Constitute misconduct.

It must be remembered that the employment relationship is based on mutual consent of the employee and the college. Accordingly, either the employee or the college can terminate the employment relationship at will at any time, for any or no reason. Further, the college can demote, transfer, suspend or otherwise disciplinary actions can be taken in its sole and absolute discretion. All enquiries contemplated under this Standing Order in respect of all employees shall be made by the Employer or any other person authorized by him/her in this behalf

### **13.2 Code of Conduct for Teachers**

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
  - a. taking correctional action if it is within his/her power, or
  - b. reporting the matter to the HOD/Principal

- Every staff member shall attend all the departmental and college functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and students shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and students shall not receive gifts of any kind from the Students or their Parents for any favoritism.

**Teachers shall maintain a respectable work conduct in terms of:**

- Preparation for the particular day's Classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

**Teachers shall observe good personal conduct in terms of:**

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging in any activity/business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the College.

## **Ethical Standards of a teacher as described below**

### **13.3 Ethical standards for teachers**

- A Teacher Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students,
  - a. To respect parents, teachers, elders
  - b. To express the love of brotherhood to fellow students
  - c. To accept and extend due respect to every religion and social grouping
  - d. To love the Nation and commit their endeavors to his/her progress shall have a sense of belonging to the college
- Shall assume total dedication to the teaching profession
- Shall always have an urge to excel in professional expertise
- Shall wear a respectable attire, befitting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of wearing any ornamental materials.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- shall always listen to students with concern, whether it is in respect of doubts in lessons or it be relating to any personal help
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- Shall attend to parents as a true representative of the college, clarify their doubts with concern and help them understanding the system in a better manner

- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of society
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- Shall always Endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

#### **13.4 Disciplinary Procedure**

- Any staff member who is violating the code of conduct defined in Section 13.1 of this Manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Executive Director.
- If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.



The course of action for disciplining a teacher shall be under the following Categories:

- i. Memo and Censure.
- ii. Warning in writing, with recovery of financial loss is involved in the act.
- iii. Suspension from work without remuneration.
- iv. Dismissal or discharge from service.
- v. Any staff member receiving more than two memo or warning will be given punishments as mentioned above.

- The Principal shall report the proceedings periodically to the Chairman/Executive Director

### **13.5 Grievance Procedure**

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal/Executive Director.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The grievance committee shall:

- i. have a member secretary, to monitor the proceedings
- ii. meet once in every month on a stipulated day and time

- Any teaching or non-teaching staff having grievance shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Principal.
- The Member-Secretary shall record and maintain the minutes of the meetings.

### **13.6 Suggestion Box**

College provided Suggestion Boxes in all prominent places for all employees and students to give their suggestions and make a culture of it.

## **14. CONFIDENTIALITY AND NON-DISCLOSURE**

The college may provide and make available certain information including Admissions, teaching and learning, Brand Building and other relevant information to you without limitation

- Brand Building programs and methodology
- The techniques used in approach or result of any market research
- Advertising sources
- Financial information about the College
- Students information reports; and mailing plans and programs;

Whether written or verbal, or contained on computer hardware or software, (“Information”). This Information is of substantial value, highly confidential and is not known to the general public.

It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the College, and is being provided and disclosed to you solely for use in connection with your employment by the College.

In consideration of your employment and receipt of the Information, you agree that you:

- a. Shall regard and preserve the Information as highly confidential and the trade secrets of the College
- b. Shall not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the College
- c. Shall not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the College’s written consent and approval

- d. Shall not make any use of Information for their own benefit or the benefit of any person or entity other than the College
- e. Shall return all Information to the College immediately upon request for it. Nothing in this policy alters the at-will nature of the employment relationship.

## **15. CONFLICT OF INTEREST**

Employees are required to avoid any conflict of interest during their employment by the College. Any involvement that conflicts with a employees duties or responsibilities or affect the staff member's judgment in making a decision affecting the College will be considered a conflict of interest.

Employees may engage in or have outside business or personal interests or activities that do not constitute a conflict of interest with their employment by the College. The College requires that these activities or interests do not adversely affect a staff member's capacity to perform his or her functions or result in conflicting loyalties.

## **16. NON-HARASSMENT POLICY**

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the College. Employees/students who violate this policy are subject to discipline, including possible termination.

A racial, ethnic and other form of prohibited harassment include, but is not limited to:

1. Visual conduct, including displaying of derogatory objects
2. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;

In addition, sexual harassment is defined by the regulations of the Labour Law as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of Employees/students of

the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or, cartoons, or posters;
5. Verbal conduct, including making or using insulting comments, nickname, insult, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
8. Physical conduct, including touching, assault, impeding or blocking movements.

Examples of sexual harassment include (a) an employee being fired or denied a job or an employment benefit because the Employees refused to grant sexual favors or because he or she complained about the harassment; (b) an Employees reasonably quitting his or her job to escape harassment; or (c) an Employees being exposed to a hostile work environment.

The College will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the College knows that unlawful harassment has occurred.

If you have been harassed by anyone, or if you believe that another staff member has been harassed, you have a duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the Top Management

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred.

It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future harassment. In addition, disciplinary action will be taken against any Employees who attempts to discourage or prevent another Employees from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees/students that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

## **17. EMPLOYMENT DISCRIMINATION POLICY**

The College has an equal opportunity to employer and makes employment decisions on the basis of competency. We want to have the best available people in every job. Therefore, the College does not discriminate, and does not permit its Employees to discriminate against other Employees or applicants because of caste, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition, genetic characteristic, or any other consideration made unlawful by applicable laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-Employees relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

If you believe that you or another staff member has been subjected to any form of unlawful discrimination, you have a duty to promptly report the facts of the incident or incidents, names of the individuals involved, and the names of any witnesses to the Management.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing

the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination has occurred. It is the obligation of all Employees to cooperate fully in the investigation process. The College considers any conduct based on unlawful discrimination to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The College will take action to deter any future discrimination. In addition, disciplinary action will be taken against any Employee who attempts to discourage or prevent another Employees from bringing discrimination to the attention of management. The persons involved will be advised of the determination if appropriate.

The College wants to assure all of its Employees that measures will be undertaken to protect those who complain about discrimination from any further acts of discrimination, compulsion or threats, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged discrimination.

## **18. REASONABLE ACCOMMODATION FOR DISABILITIES AND PREGNANCY**

**Disability Accommodation:** The College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or Employees/students, unless undue hardship would result. Any applicant or staff member or student who requires accommodation in order to perform the essential functions of a job should contact the AO/Manager. The applicant or Employees/students should advise the College what accommodations he or she believes are needed in order to perform the job. Together with the applicant or Employees/students, the College will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose undue hardship upon the College, the College will make the accommodation

The College also reserves its right to require an employee to undergo a fitness for duty medical examination, at the College's expense, if the College believes or suspects that the Employees may not be able to perform the essential duties of the job without risk of harm to him or herself or others. In such an instance, the College will advise the

Employees, in writing, of the need for the examination. Depending on the situation, the College reserves the right to suspend employment pending the results of the examination.

**Pregnancy Accommodation:** A pregnant Employee may request a reasonable accommodation of her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position. If such a transfer can be reasonably accommodated, a pregnant staff member will be transferred for the duration of her pregnancy. However, the College will not undertake to create additional employment that the College would not otherwise have created to meet its own business needs.

The College will not be required to discharge any Employees, transfer any Employees with more seniority than the pregnant Employees, or to promote any Employees who are not qualified to perform the job. Upon transfer, a staff member will receive the salary and benefits, which are regularly provided to Employees in the position to which the Employee has transferred.

## **19. OFF-DUTY EMPLOYEES**

All Employees/students are required to leave the College property at the end of their regular working hours. Employees are not permitted to return to the College until the start of the next workday without the permission of management or unless the Principal/Manager calls the employee back for extra work or ask to work overtime.

## **20. RUMORS**

Rumors are always destructive to all concerned—they benefit no one. Ask the respective Head of the Department / Management or anyone else in authority. Please feel free to do this—don't depend on rumors; get the facts. Employees are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions.

## **21. PERSONAL LOANS**

Employee welfare fund is used to lend to all teaching and non-teaching employees without any interest.

Employees can repay their loan amount through their salary with a maximum of six installments for teaching and four installments for non-teaching Employees.

### **Terms & Conditions**

#### **21.1 Teaching Staff members**

- Teaching staff members with one year experience and above in KRCT can avail one month salary or Rs 30, 000/- as their loan amount whichever is lower.
- The Number of installments is limited up to four months.
- Teaching staff members with more than two years of experience in KRCT can avail two Month's salary or Rs 50,000/- as their loan amount whichever is lower.
- The number of Installments is limited up to Six Months.

#### **21.2 Non-Teaching Staff Members**

- Non-Teaching staff members with experience of one year and above in KRCT can avail 50% of their salary as their loan amount.
- The Number of installments is limited up to two months.
- Non-Teaching staff members with more than two years of experience in KRCT can avail one month salary as their loan amount.
- The number of Installments is limited up to four Months.

#### **21.3 General Conditions**

- Processing and sanctioning of loan is in the ratio of 6-4 between teaching and non-teaching staff members.
- Sanctioning of loan is based on the availability of funds.
- The issuance of sanctioned loan, cheque will be given in the second and fourth Friday of every month.



- Teaching members can avail a new loan after a period of three months from the repayment of the existing loan.
- Non-Teaching members can avail a new loan after a period of two months from the repayment of the existing loan.
- In case of emergency the above conditions can be overruled with recommendation from Principal office.

## **22. STAFF WELFARE AND RECREATION**

### **22.1 Provident Fund**

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

### **22.2 Higher education to the Employee**

- Employees are sponsored for higher study on deputation under Quality Improvement Program Scheme. One staff member from each department can be sponsored on seniority basis.
- Employees can avail study leave for completion of their course and the period will be considered for their experience in this institution.
- Non- Teaching staff members are also allowed for their higher studies with consideration.

### **22.3 Staff tour and dinner**

- Staff Tour is arranged for all teaching faculty members once in a year.
- Accommodation is provided for teaching Employees at free of cost in hostel.
- High tea is arranged for all teaching and non-teaching faculty members on New Year eve, Republic day and Independence Day.
- Sweets are distributed to all the teaching and non- teaching faculty members for Diwali celebrations

- Crackers are arranged to the willing Employees during Diwali at a nominal price.

### **23. STAFF SPORTS**

- Sports for staff members are conducted during the sports day and the winners are awarded with shields and medals.
- Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

### **24. NOTICE BOARD**

Notice board is provided to know the information of sports events. You should examine it frequently. If a notice appearing on the notice board is not clear, or if you wish further information about it, ask your Department Head/Designated authority. The notice board is reserved for college management and no one other than management is authorized to post or remove any material from it.

### **25. GOOD HOUSEKEEPING**

Employees are to keep their working area neat and clean and use the services and facilities provided for you. Employees can help to improve working areas by telling the supervisor about the conditions that could be improved.

Implementing 5S Housekeeping in the work area is the responsibility of the every person working in the organization. 5S Audits shall be done every month and awards are distributed accordingly.

### **26. PERSONAL RECORD POLICY**

#### **26.1 Personnel Record updation**

It's important that the employees name, address and telephone number be kept correct on college records. Sometimes it is necessary for the supervisor or someone else in the college to contact the employees at home. Also, the employees may not receive important mail from the college if the address is not on file. Therefore, it is employee's responsibility to report changes in their name, address, telephone number, and any other matters, which affect the tax withholding, to the Head of the Department.

## **26.2 Requests for payroll records**

The college will provide an employee or former employee's payroll records within twenty-one (21) days of his/her written request.

## **26.3 Personnel File**

The college keeps personnel file for employees. The employee's file, except for letters of reference and certain other limited kinds of information are open for his or her inspection, upon request, at reasonable times.

The college will keep your personnel records confidential. However, there are certain times when information may be given to persons outside of the college, these include;

- (1) Responses to legal issues, court orders, or orders of administrative Agencies.
- (2) In a lawsuit in which the employee and/or the college are parties;
- (3) To administer employee benefit plans;
- (4) To a health care provider.

## **27. COLLEGE EQUIPMENT MONITORING, ACCESS OR INSPECTION**

All College laboratory machines, equipment and furnishings, including but not limited to desks, cabinets, files and lockers, are College property and the College reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, Employees/students should have no anticipation of privacy with respect to any information or material stored in College owned equipment and furnishings.

## **28. E-MAIL AND COMPUTER FILES**

College provided E-mail and computers are to be used for college purposes only, and may not be used for personal business. Therefore, all messages sent, received, composed and/or stored on these systems are the sole property of the College.

College computers should not be used to access on-line data bases or Internet services unless such access is for work related purposes. The College understands that on occasion, Employees may need to conduct personal business using computing resources. Such use must be limited to break time and does not excessively use computing and network resources.

Excessive use of computer and/or network resources includes but is not limited to listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by Computer Operations and the supervisor in which the computing and network resources reside.

Messages or communications on the College's E-mail or computer systems are subjected to the same policies regarding harassment and discrimination as are any other workplace communications. The College will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, cultural insult, gender-specific comments, or any other statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability.

Employees should have no anticipation of privacy with respect to College provided E-mail and computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, Employees should not rely on erasure of messages to guarantee that a message remains private. The College reserves the right to listen to Employees voice mail and read E-mail messages and to access Employees computer files to ensure compliance with these rules. This may be done without notice to any Employees and in the staff member's absence.

Notwithstanding the College right to retrieve and review such material, such material should be treated as confidential by other Employees and accessed only by the intended recipient. Employees are not authorized to retrieve any E-mail messages that are not addressed to them.

Employees are prohibited from using passwords without prior College authorization and registration. The existence of a password on E-mail or computer systems is not intended to indicate the messages or other communications will remain private.

Employees are prohibited from loading any software onto the College provided computer where such action would violate the software license.

Employees are prohibited from loading any software onto the College provided computer without the express approval of their manager or supervisor.

The E-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the College.

## **29. SAFETY**

For the employees own protection, and the protection of fellow employees/students, the Management wants the employees to work safely and use all the safety devices provided to protect themselves. Safety is everybody's business, especially employees. They should make the college a safe place to work. Report any unsafe working conditions to the designated authority. All hazardous conditions will be investigated and appropriately corrected.

Nobody gains from an accident, and nobody likes to work under conditions, which present hazards to life and property. Everybody loses when accidents occur. The college will carry on a consistent safety program, but its ultimate success will depend on the safety consciousness of you and your fellow employees.

## **30. FIRE EXTINGUISHERS/FIRE DEPARTMENT NUMBER**

Fire Extinguishers of several types are located at key points. Find out the location of these extinguishers and learn how to use them.

## **31. TERMINATION OF SERVICE / RESIGNATION**

### **31.1 TERMINATION OF SERVICE**

- A member of the staff shall have his / her service terminated by giving Three month notice or Three month basic salary in lieu thereof.
- The appointing authority shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - a. Serious misconduct and willful negligence of duty;
  - b. Gross insubordination;
  - c. Physical or mental unfitness; and
  - d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 31.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

### **31.2 RESIGNATION/RETIREMENT**

- Any faculty member wants to resign the job; they can get relieved from service only at the end of academic year with 3 months notice.
- In case of resignation during the middle of the academic year he/she has to pay 3 months' salary to the college

## **32. EMPLOYEE HR POLICY REVISIONS**

It is intended that this document shall reflect adequate understanding of the employee's work situation. The College reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy, as it deems appropriate from time to time in its sole and absolute discretion.

However, no amendment or modification of this HR policy shall be effective unless made in writing, and signed by the Chairman of the college. The College will attempt to provide the notification of any other changes as they occur.

# **ANNEXURE - I**

## **ROLES & RESPONSIBILITIES**

### **PRINCIPAL**

- Monitors teaching learning process.
- Conducts departments review meeting and ensures smooth functioning of the department.
- Conducts circle meeting for HOD's transferring daily activities to the Staff and Students..
- Approves E-Curricula work completion status on regular intervals.
- Monitors departments class committee meeting, minutes and duly signs.
- Approves and ensures the implementation of the departments academic calendar for Odd and Even Semester.
- Duly Signs the weekly report and staff seminar minutes.
- Approves LAB stock verification on time.
- Duly Signs students master attendance report
- Reviews Internal test/Terminals analysis report and initiates necessary corrective action
- Collects Suggestions from Suggestion Box Periodically and take necessary action with the Necessary approval of Top Management.
- Duly Signs Students Counselling report and take necessary action.
- Approves staff Logbooks, Lesson Plans, OHP Sheets and Course Files on every semester.
- Monitors students Absentees and performance during Lab hours, if require takes necessary action.
- Monitors Students Retest performance and provides necessary inputs to concern students and subject staff.
- Approves Staff Leave, Permission and On-Duty.
- Approves students Bonafide /Attendance certificate.
- Approves letter for In-plant training / Internship / Passport / Fees – request.
- Approves CAMU work completion status on regular intervals.
- Verifies concern departments discipline report and take necessary action, if required.
- Provides leadership to next level authorities to enhance the performance of the departments in all aspects.

- Serves as liaison with Teaching and Non-teaching staff and Students.
- Prepares strategic action plan to improve departments performance.
- Monitors and Approves department level budget and make the college Budget and submit to the ED/Chairman for approval.
- Develop external relationship with eminent personalities in both academic and corporate level.
- Periodically conducts department level SWOT Analysis and take necessary action for further improvement.
- Supervises admission process of concern departments.
- Creates Centre of excellence at department level & Getting Patents, Funds.
- Approves all the purchases done through the college based on the requirements.

### **HEAD BRANDING**

- To promote the brand building of the Institution by adopting new technologies.
- To Organize Mega Events inside and outside the campus for promoting the Brand of the Institution.
- To Organize Corporate Social Responsibility activities for promoting the brand and maintain good relationship with public.
- To Organize Public awareness camp in collaboration with Government Organization.
- To nominate separate team for creating and building the brand of the institution through various social media like Facebook, Twitter, LinkedIn, WhatsApp, and monitor its activities.
- To monitor the updating of our college website time to time.
- To upgrade the brand of the institution by updating the college events.
- To take necessary steps for students admission process.

### **HEAD R&D**

- To Guide and support the Research Scholars to complete their Ph.D at the earliest.
- To create awareness among faculty members about writing article and importance of publishing paper in reputed journals.
- To identify various sources for applying fund which is relevant to their specialized area.
- To identify various innovative project ideas and direct the same to the concern



## Department

- To Conduct R&D Meeting on regular interval with coordinators and Members.
- To identify various funding agencies and create awareness to the Department faculty members
- To motivate faculty members to write books
- To motivate faculties to do innovative and creative project work in association with students
- Recommending faculty members to participate and present papers in national and international conference and seminars.
- To encourage faculty members to apply for getting Fund for conducting programs.
- To ensure the department organizes National / International Seminar or Conference at least once in a year.
- To conduct R&D related workshop thrice in a semester.
- To encourage our faculty members to apply for patents.
- To create awareness among faculty members about Intellectual Property Rights.(IPR)

## **HEAD EMPLOYEE DEVELOPMENT**

- To motivate the faculty members to improve their academic and non-Academic performance.
- To motivate the faculty members to act as a resource person inside, other government, and private organizations.
- To encourage the faculty members to build strong network among teaching community.
- To encourage the faculty members to build strong network among corporate.
- To motivate faculty members to participate FDPs
- To encourage faculty members to organize national and international seminar and conference.
- To conduct Staff Grievance Redressal meeting at least once in a semester.
- To suggest counselling to faculty members as and when required.
- To appreciate and recognize the faculty members as and when required.
- To take care the faculty welfare facilities
- To monitor the faculty performance on regular intervals.
- To maintain and update each faculty members competency mapping score card.

- To ensure good retention of faculty members.
- To monitor and helps to strengthen the faculty members knowledge in their relevant domain.
- To build and maintain professional ethics among teaching and non-teaching staff members
- To create recreational facilities to staff members.
- To Monitor and ensure Non-Academic Staff Competency to match with required competency.
- To conduct regular in-house FDP Programs & Staff Training Programs.
- To motivate the Staff members to take active participation in sports and cultural events.
- To motivate the Staff members to create positive attitude (Vibration) among students community in terms of all aspects.
- To create awareness among faculty members about organizational culture and practices.
- To create awareness among Staff members about organization growth as well as individual growth in the field of education.
- To make aware every Staff members for creating a good citizen to the nation from our institute.
- To educate to the Staff members value of outcome based education and Bloom's Taxonomy on regular intervals.

#### **HEAD STUDENT DEVELOPMENT**

- Monitoring and Developing the students discipline in the campus
- Identify each students real potential through class advisor and encourage them to prove their performance in common platform.
- Identify the students real interest and help them to achieve it through proper guidelines.
- Motivate students to take active participation in sports and guide them to improve their performance for securing first position to their relevant interest area.
- Motivate the students to take active participation in cultural events.
- Motivate the students to prove their real talent by making them to participate in co-curricular activities.
- Encourage the students to bring innovative technical ideas in connection with their

application area.

- Motivate the students to participate in other college events.
- Motivate the students to take active participation in contesting Reputed Colleges.
- Assign innovative project work to students through proper guidance.
- Motivate the students to take active participation in national and international level contest.
- Boost the morale of each student through proper guidance and counseling.
- Create and improve the positive attitude among the students by providing proper guidance.
- Motivate the students to write articles with the faculty members.
- Monitor each student's performance in all aspects to maintain their individual scorecard through class advisor.
- To build and improve the professional ethics among the students through proper guidance.
- To build strong value system among students community.

#### **HEAD TRAINING & PLACEMENT**

- To build strong network with top MNC's for arranging on-campus drive.
- To motivate and guide each department placement in-charge for preparing students towards final placement.
- To guide each department placement in-charge to visit core domain companies and to build contact with HR for arranging campus drive.
- Arrange interaction program for students with Core Company for each department in every semester.
- To categorise the companies based on their Profile & Package requirements.
- Prepare and categorise the students based on their eligibility and capability for successful completion of final placement and training can be accordingly.
- Arrange internship for students in reputed organization.
- Act as a Bridge between employer and Institution.
- Conduct Alumni Meet annually.
- Create a platform, where students directly express their talents in front of corporate people other than campus drive such as Contest, Events, etc.
- Closely monitor and updates the corporate requirements and expectations to the students and Department Staff.

- Invite Alumni's who is working in reputed companies to interact with pre-final year students to share the culture of corporate and corporate expectations.
- To build strong network with Placement Officers of reputed college
- To monitor and update the off campus drive to students through department placement in-charges.
- Prepare the budget for on / off campus placement.
- Guide department placement in-charges to prepare Brochures.
- Instruct placement co-ordinators to maintain student's database.
- Inform students about the date and time of campus drive.
- Organize mock-interview for students
- Instruct the placement co-ordinators to help to students for CV preparation.
- Nurtures Industry-Institute interaction, by organizing and coordinating frequent industrial visits, in-plant training and projects of industrial relevance for the students.
- Identify reputed companies for Signing MoU
- Update existing available job opportunities of the companies to help students analyze and choose company of his / her interest.
- Invite Industry personnel periodically to enrich the knowledge of our student community with the latest technological innovations and industry practices.
- Maintain good rapport with all the industries/software companies in all over India through letter/phone calls/emails etc.
- Arrange Campus/ Group Campus interviews from reputed Industries/ Software companies for the placement of our university students.
- Organize Seminars/ Guest Lecturers from eminent qualified and experienced persons
- Guiding in plant training for the students
- Organizing career planning and development programmes for students
- To arrange review meeting with the faculty representative from all departments every month
- To report the results of all activities to the Principal
- To carry out any other instructions given by the Principal
- Maintaining database of the students.

### **HEAD OF THE DEPARTMENT**

- HOD is responsible for the functioning of that Department as per the laid down policies of the college.
- He / She will be consulting with and reporting to the Principal in all subject matter
- HOD will allocate academic and other duties to the staff members of his/her department and enjoy a level of autonomy to utilize the services of his faculty and supporting staff.
- Guides faculty members to organize lectures and laboratory sessions and monitors the same.
- Conducts circle meeting to convey the daily activities of the department.
- Forwards leave approval for students and staff
- Plans for IV, value added courses
- Ensures alternative arrangement when faculty goes on leave.
- Reviews students' performance.
- Adopts measures for modernizing and developing labs
- Initiates measures for motivating faculty and developing team spirit
- Chairs Academic Committee
- Deputes staff for conducting of examinations making evaluations properly.
- Organizes interactive meetings with students, and arranges feedback sessions.
- Oversees the creation and maintains a departmental database of faculty, alumni and students.
- Motivates staff members to organize consultancy and continuing education programs.
- Identifies new courses and programs
- Identifies training needs of faculty and supporting staff.
- Reviews the progress of sponsored projects, if any.
- Recommends and forwards Leaves.
- The HOD who intends to attend any seminar/workshop has to inform well in advance and get the permission from the Principal.
- Preparation of Timetable, department wise and for college along with lesson Plans and notes of lesson.

- Preparing schedule for unit tests and model examinations
- Collection and selection of question papers, finalizing of question papers and making copies of question papers
- Conduct of unit tests and model examinations and arrange for evaluation
- To send progress reports to parents and getting their feed back
- Preparation of overall progress of all students and maintenance of students profiles
- Formation of department societies, motivating and monitoring their functioning
- Inspection of hostels and participating in hostel meetings convened by Warden
- HOD is responsible for running the department and will report to the Dean / Principal
- Ensure use of available training aids by the teachers
- Ensure the labs are adequately equipped and maintained
- Ensure proper accounting and maintenance of the lab equipments are carried out periodically
- Ensure the syllabus is covered as per the master teaching programs/lessons plans
- Ensure conducting of students counselling for weak students
- Arrange special lecturer of eminent personalities in the field in coordination with the management
- Apply innovative ideas to achieve pass percentage of 100%
- Maintain the files pertaining to the department & responsible for IQAC Audit
- The HOD is responsible for providing the budget planning for every Financial year
- HOD is responsible for upgrading the department/lab infrastructure, creation of new Laboratories, applying for increasing the strength of students, accreditation, etc.,
- Ensure maintenance of students profile for each student by the student counsellor
- Call for quotations for the procurement of equipments/instruments/machineries and consumables and effects the purchase at the appropriate time
- To overview the counseling activities in the Department and analyze the counseling records maintained by the faculty for remedial measures.
- To check the Log Book of the Faculty Members to monitor the progress of teaching with reference to the Lesson Plan and approve the same.
- To check the attendance of the students periodically and counsel those students with poor attendance. Then they call their parents to discuss the student's attendance / progress and discipline.
- To organize periodical tests as per the Semester Plan – approved and issued by the –

Principal and get the answer books evaluated and arrange to send reports to parents with information on marks as well as attendance.

- To organize project work for the final year students, in consultation with the project In-charge in the College / Industries.
- To conduct periodical project review and keep a record for the final University Examinations.
- To attend HODs meeting fortnightly conducted by the Principal and discuss on various issues of the Department and the College.
- To take feedback from students about faculty handling the various subjects in the concerned semester, analyze the feedback and report to the Principal.
- To organize Course Portfolio for all the subjects handled in the Department at the end of each semester.
- To work out the overall attendance of the students at the end of each Semester and report well in advance regarding attendance shortage of students in the Department to Principal for necessary action as per the regulations of University.
- To work out internal marks for all the subjects for all the students of the Department and finalize the same after discussion with the Principal.
- To encourage Faculty members and Students to take Research and Development work and accomplish them.
- To encourage Staff and Students and support for:  
Publication of Articles in National and International Journals and Magazines,  
Publication of Books · Pursuing higher studies for Qualification Improvement and sponsoring them for Special Training programs
- To prepare Time Table for the forth-coming semester for various classes in association with the Time Table coordinator, nominated by the Principal.
- To get the Lesson Plan prepared by each Faculty of the Department, checking and approving the same.
- To get the Laboratory Manuals prepared by the concerned staff in-charge and approving the same.
- Planning various department activities for the forth-coming semester and submitting the same to Principal.

## **FACULTY MEMBERS**

- All the teaching staff are responsible to maintain subject wise Individual cumulative attendance
- All the teaching staff are instructed to maintain subject log book giving details of date hour, period, portions covered and remarks like total number of absentees during the Period, if any etc.
- The above shall be verified by the head of the department
- The assignment status and test marks should duly be submitted to the head of the department through the class advisor and concerned
- Students who fail to submit assignments may be marked as absent from the proposed date.
- The test papers should be corrected within 3 days from the date of examination and the test mark list may be submitted to the verification officer.
- Other various activities scheduled for faculty members may be carried out within the scheduled time, so that they can earn merit in the institutional records
- Regarding the practical sessions, the record showing the details of the students as attendance (P/A), experiment done (No.), complete or incomplete, viva and performance or grade for each experiment.
- The teachers must ensure that the lab records must be properly written with all necessary Specifications & design and should be properly covered. At the top right corner of the record book, the student's name, year/branch, semester and subject must be written uniformly
- All the teaching staff are responsible to keep a planning register, giving details of lesson plan like date, hour, period and portions to be covered
- They should maintain the Students Profile for the students to whom counsellor of the students.
- To teach subjects (and take up lab work as assigned by HOD) to the students and carry out all related to the subjects, as being done by any other faculty.
- To carry out research work in their area of specialization and bring out publications in International / National Journals / Conferences.
- To guide and help the staff and students in project work and help the HOD in project review.
- To develop contacts with industries and take industrial consultancy projects with the approval of the Management.



- To counsel students on academic performance, extend co-curricular activities, attendance and discipline.
- To encourage Junior Faculty and students in Qualification Improvement, Participation in Workshops, Seminars, Symposium and Conference, Paper and Book Publication
- To prepare Course Portfolio, for each subject handled, at the end of the Semester.
- To provide support to the HOD on the following.
- Preparation of Time Table for the forth coming Semester
- Preparation and checking Lesson Plan prepared by the Department Faculty
- Planning and implementing various department activities
- Review laboratory equipment status and procurement of new equipments
- Providing information on department laboratories and other details to the Management
- Working out training needs and extending assistance to conduct Training and Development Programs.
- Conducting monthly& weekly class committee meetings
- Reviewing student's attendance and taking action regarding poor attendance.
- Coordination of counselling activities.
- Conducting periodical tests and sending the report to parents.
- Conducting special classes for weak students.
- To calibrate and maintain all the equipment in the department in working condition
- To analyze the results, prepare report and submit action plans to Principal for remedial measures.
- Implementation of ISO, NAAC, NBA, AICTE and AU Procedures.
- Maintaining good House-Keeping in the department
- To work out internal marks for various subjects in the department
- To prepare Annual Report on the department activity
- To provide details for Stock Verification
- To assist HOD in providing details at the time of inspection by AICTE / AU/ NBA / NAAC
- To take up assignments as per Instructions of HOD
- To teach subjects and take up lab work (as assigned by HOD) for the students and carry out all activities related to the subjects.
- To handle laboratory classes (as assigned by HOD) and give instructions to the

students to undertake the experiments as per the University Syllabus and carry out all related activities

- To take up and accomplish research work in their area of specialization and bring out publication in International / National Journals / Conferences / Symposium
- To guide and monitor the students in Training and Project Work and assist the HOD in Project Review.
- To develop contacts with Industries and Develop Industrial Consultancy Projects
- To take the additional responsibility of Class Advisor (as assigned by HOD) and carry out all related activities
- To assume the additional responsibility as Placement Coordinator of the Department (as assigned by HOD) and realize excellent placement and growth in all related activities.
- To undertake planning and development work as Lab In-charge (as assigned by HOD) and carry out all related activities.
- To take additional responsibility as Functional Coordinator (as assigned by Principal) for Functions / Programs and carry out related activities.
- To prepare Course Portfolio for each subject handled at the end of the Semester.
- To provide support and assistance to HOD on the following.
  - Preparation of Time Table / Lesson Plan
  - Planning and Implementation of various department activities.
  - Reviewing the laboratory equipment status and procurement of new equipments.
  - Working out the training needs of junior staff, students and assist in conducting Training Programs.
- To undertake works assigned by HOD from time to time.
- Develop laboratories as Centres of Excellence.
- It is mandatory on the part of every faculty members to accompany the students on educational tours and local industrial visits.
- Every faculty shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal for necessary action.
- Every faculty shall follow the dress code and shall never violate. As faculties are role models for students, they are advised to follow dress code strictly.
- Any faculty member who fails/refuses to carry out the assigned work, the HOD shall report the matter to the Principal.

- To allocate students under various Faculty Members for counselling.
- To conduct monthly class committee meeting and to send the minutes of the meeting to Principal for Implementation and follow up.

#### **ATTITUDES AND COMMITMENT OF EMPLOYEES**

Attitude and commitment of faculty are evaluated on

- Punctuality of the faculty on his duties.
- Adherence to the teaching schedule / Lesson Plan.
- Effectiveness of that particular faculty is teaching.
- Effectiveness of his/her laboratory class teaching.
- Faculty attitude towards non teaching duties assigned to him/her.
- Faculty setting of question papers and evaluation of answer sheets.
- Faculty efforts for his/her professional growth.
- Faculty use of teaching aids.
- Research & Development work.
- HOD to submit report on the above points, covering all faculty members once in a semester. College should create conducive ambience (academic & otherwise) to retain faculty.

#### **CLASS ADVISOR:**

- To monitor the conduct of classes daily as per the time table
- To monitor the completion of syllabus as per the lesson plan submitted
- To co-ordinate and conduct unit tests and model examinations
- To co-ordinate student's counselling through identified counsellors
- To carry out any other instructions given by HOD

#### **LAB IN-CHARGE:**

- To maintain the equipments existing in the laboratory.
- To maintain the Stock Register, Service and breakage register.
- To request for requirements for the purchase of consumable and non-consumable items for the academic year.
- To call for quotations for purchase or give tender notifications and preparation of comparative statement.
- To report to the HOD periodically about lab conditions and have them corrected

- To monitor the lab schedule
- Ensure proper preventive maintenance and breakdown maintenance record maintenance along with the machines and equipments.
- Ensure the calibration of equipments, if necessary.
- Reviewing the Laboratory Equipment status in the various laboratories of the department as per current syllabi for the semester / academic year as a whole and taking necessary actions along with the Purchase Officer.
- Planning and Budget Projections
- Processing Approvals
- Procurement
- To review the working conditions of all the equipments in various laboratories of the Department and submit a monthly maintenances Report to Principal and take necessary corrective actions including periodical calibrations of equipments and documentations.
- To periodically review and report on the maintenance requirement of the department to the (central) Maintenance Department and ensure completion of work on time.
- To inspect the department laboratories, class rooms and surroundings and ensure that the staff and students go to the classes in time and all classes are conducted as per plan. In case of leave taken by any staff check whether proper alternative arrangements are made.
- To frequently inspect class rooms, laboratories and staff rooms of the Department and ensure proper house-keeping and also maintain academic ambience.
- To develop and organize laboratories and necessary documents to demonstrate the strength of the Departments of Expert Committee Members at the time of inspection (by AICTE / UGC / NBA / NAAC).
- To develop centres of Excellence in the Department.

**LABORATORY INSTRUCTORS AND ASSISTANTS:**

- To provide instruction to the students on the operational aspect of equipment / machinery.
- Upkeep and maintenance of the equipments in the laboratory.
- Maintenance of records relating to the laboratory (Stock, Issue register etc.).
- Help Lab in-charge in stock verification.

- Maintenance of cleanliness and neatness of laboratory/workshop.
- Maintaining the service record for equipment in lab.
- Ensuring the lab instruments are in proper working condition.
- Safe accounting and reporting of breakage.

**CHIEF LIBRARIAN:**

- The Chief Librarian of Library Services is the designated leader and administrative officer responsible for the effective and efficient operation of the Library [system] within the policies, directions, and plans of the campus as a whole.
- The Chief Librarian of Library Services is the public spokesperson for the library to the internal/external campus constituencies.
- The Chief Librarian of Library Services reports to the Principal and ED for Academic Affairs and other matters. The Chief Librarian is responsible for the performance of the following duties, some of which may be delegated in whole or in part.

**LIBRARIAN:**

- The Librarian is responsible for planning and developing the library of the college and provides the necessary Library's service to the students and staff of the college. He is responsible to the Chief Librarian in all matters connected with the library activities.
- Librarian shall be responsible for general administration of the Library
- He/she will be responsible for preparing Library Budget and submit the same to the Principal.
- Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section.
- Librarian is responsible for selecting the books (along with HODs), ordering the books, receiving the books, classifying the books and accessing the books in the accession register and passing the bills.
- He/she is responsible for maintaining the books/periodicals/video tapes selection and acquisition.
- Library staff is responsible for shelving 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).

- Librarian is in-charge of fine collection from the students and renders accounts to the Principal once in 15 days (a month) and remit the amount to accounts Department. A separate register should be maintained showing the date wise receipt of fine charges. Proper receipt must be issued to the students, while collecting such charges.
- He/she shall be responsible for supervising of cataloguing and indexing.
- He is responsible for re arranging the books etc on their return. He is also to ensure cleanliness of the entire library premises through library attender.
- Purchase of books, journals etc.,
- The librarian will routinely check out whether the acquisition, numbering process, circulation, upkeep of books are going on smoothly or not
- If the users faces any difficulty in the library, the librarian is fully responsible and must help to solve the problem then & there.
- The librarian is responsible for annual stock verification in the library
- Arrange for binding of damaged books with loose sheets
- Arrange for binding back volumes and journals
- Prepare statement of books lost and condemnation of worn out books

#### **ASSISTANT LIBRARIAN:**

- She/he shall be assisting the librarian in his work.
- She/he shall be cataloguing and classification of books and periodicals.

#### **LIBRARY ASSISTANT:**

- The Library assistants are responsible to the assistant Librarian and the librarian.
- She/he shall be issuing and receiving books.
- She/he shall be restoring books and periodicals.

#### **LIBRARY ATTENDANTS:**

- The Library attendants shall be responsible to the librarian.
- He / she shall be checking at the entrance.
- He / she shall be in control at the property counter.
- He / she shall be labelling and pasting.

- He /she shall be maintaining and upkeep of library.
- He/she shall repair the books.
- He /she shall ensure cleanliness of the library premises.

**PHYSICAL DIRECTOR:**

- He/ She shall train students for participating in various tournaments and also organize University Tournaments in our college.
- He/ She has to monitor disciplinary aspects including 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 college premises.
- He/ She shall take adequate measures to prevent any misbehaviour, misconduct, especially during extracurricular activities and other college functions.
- He/ She shall convene disciplinary committee meetings once in a month to discuss the general disciplinary status of students and plan precautionary steps that should be taken to maintain the discipline of students.
- He/ She shall prepare the annual budget for the sports and games accessories and submit them to the Principal and Executive Director.
  - He/ She shall motivate students sportsmanship quality.
  - He/ She shall Stimulate the psychomotor development of the students
  - He/ She shall Conduct sports meet.

**MANAGER / ADMINISTRATIVE OFFICER:**

- The Manager will maintain a Master Stock Register for general furniture excluding Lab equipments in which the entire list of furniture which includes Steel Cup-boards, Chairs, Desks, Electrical Fittings like fans, tube lights, switches, switch boards, Plumbing fittings, Writing boards, Staff tables etc should be entered, and new furniture if any, should be entered and then issued to the corresponding departments.
- The Manager will keep the entire campus clean and free from dust, cobwebs which includes floors, walls, windows and ceiling of all the buildings.

- The Manager has to identify the damaged items like glass pane in window, switches or switch boards, fans, tube lights, plumbing and sanitary fittings in toilets and make arrangements to replace them immediately after obtaining the necessary approval from the higher authorities.
- The Manager shall maintain landscaping in the campus
- The Resident Manager will have to make sure that adequate water supply and power supply is available to College Campus, Hostels and Canteens at all times and appropriate steps should be taken to maintain the same.
- The Manager will extract and supervise work from the Sweepers, Toilet Cleaners, Electricians and Plumbers.
- The Manager is expected to inspect canteen frequently and check whether the floors, walls, ceilings and equipments are kept clean and maintained properly. He is further expected to verify the canteen equipment and the utensils available in the canteen before payment of bills to the Contractor at the end of every month.
- The Manager should see to it that no construction material is lying in the college campus except at the construction site.
- The Manager should monitor the AMC for water coolers and Aqua Guard Water Purifiers and see to it that they are washed, maintained neatly and kept in working Condition
- The Manager will take charge of the seminar halls and hand over the keys to the concerned departments when required and ensure that there is no clash in the programmes of the various departments at all times
- Daily rounds in the college premises.
- Staff performance / Attendance and Vacation Details: Annual review for performance increment promotion.
- Monitoring of Salary Bills including PF and TDS deductions.
- Monitoring of Admission Procedures, Collection of Fees, Issue of Hall Tickets, Student Scholarship issue of Course Completion Certificate and T.C. Railway Concessions.
- Correspondence with Drafting letters, Coordination with University / AICTE / UGC / Other Institutions
- Preparation of reports at the time of Inspection by University / AICTE in consultation with Principal.
- Liaison with Police / Panchayat / Labour Department / others Govt. and Private



- Agencies and when required, with the approval of Director/ Principal.
- Staff welfare and Administrative activities including PF, ESI, Group Insurance, Assets Insurance and Claims.
  - Maintenance of personal files of all staff members
  - Arrangement of Stores, Stationery, Inventory, Annual Stock Verification and Waste Management.
  - Coordination with Departments for arrangement of Conference / Seminars / Meetings / Functions etc. including coordination with Transport Dept. and Construction.
  - Overall Supervision and Monitoring of Security ID cards and House-Keeping.
  - Office files maintenance in line with ISO procedures.
  - General Administration Discipline and related issues.
  - HRD, Personal issues and Establishment matters.
  - Management of Non-Teaching Staff under and guidance of the Principal.
  - Coordination with HOD / Teaching Staff as per guidance of the Principal.
  - Coordination through cashier regarding Bills, including Material / Labour / Salary Authorization of Payments, Cash Distribution.
  - Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation and Greetings Cards etc.
  - Daily reporting to the Principal and other works as assigned by Administration Authority
  - Image Building Activities and coordination with Press and Media.
  - Hospitality for VIPs during Special programs.
  - Assistance for Examination cell and coordination.
  - Responsible for Budget finalization and get approval from the Top Management.
  - Recommending Leave / OD / Permission Letters of Staff Members for the approval of Principal
  - Recommending Salary Advance request / resignation letters for the approval of Principal
  - Forwarding requests for Transportation for the Students / Faculty / VIP / Guest to the Principal
  - Providing all necessary details for the stock verification in the Department, to furnish necessary clarification and take necessary actions on the findings of the

Stock Verification team.

**WARDEN:**

- Resident Deputy Warden is responsible for overall maintenance of Hostel infrastructure.
- If any problem in execution, he may report to the Principal for necessary action.  
Resident Deputy Warden shall go on rounds for Maintenance of discipline, silence and study hours in the Hostel in the morning, evening and before going for bed.
- Resident Deputy Warden shall be overall responsible to follow and implement the Hostel rules strictly
- Resident Deputy Warden is responsible for maintenance of the leave attendance of Hostel Inmates.
- Resident Deputy Warden and mess supervisor have to be present during the serving of food to the inmates
- Counseling to the inmates of the Hostel be given periodically in respect of maintaining the rooms neat and clean and maintain the environment conducive to their healthy living
- The Deputy Wardens shall ensure that hostel rules are followed scrupulously by hostellers and if any hosteller violates the rules, he/she shall recommend to Principal for appropriate action.
- The Deputy Wardens shall ensure the hostel rooms / toilets / bathrooms are kept clean and hygienic. They should maintain a register showing that every day the hostel, bath rooms and toilet are cleaned by sweepers/Scavengers if required twice also.
- The Deputy Wardens are responsible for proper record keeping, safety of the students and maintaining discipline.

**DUTIES OF WARDEN BOYS HOSTEL.**

- Monitoring Cleanliness of Boys Hostel, Gym Room, Net Room, Office Room , TV Room, Doctor`s Room and Hostel Premises.
- Supervision and assistance of Breakfast, Lunch, Snacks and Dinner at Mess.
- Attending to the complaints and maintenance works of Boys Hostel with the help of Electrical/Maintenance Supervisor.
- Attending to sick students and taking them to Hospital, if required.

- He will ensure availability of drinking water in Boys Hostel.
- He has to ensure the serviceability of all electrical and water fittings in co-ordination with Electrical and Maintenance Supervisor.
- Any other duties entrusted by the manager
- He will report to the manager.

**DUTIES OF WARDEN GIRLS HOSTEL.**

- Monitoring Cleanliness of Girls Hostel, Gym Room, Net Room, Office Room TV Room, Beauty Parlour and Hostel Premises.
- Supervision and assistance of Breakfast, Lunch, Snacks and Dinner at Mess Attending to the complaints and maintenance works of Girls Hostel.
- Attending to sick students and taking them to Hospital, if required.
- She will ensure availability of drinking water in Girls Hostel.
- She is required to ensure the serviceability of all electrical and water fittings in co-ordination with Electrical and Maintenance Supervisor.
- Any other duties entrusted by the Manager.
- She will report to the Manager.

**WORKSHOP INSTRUCTOR:**

- The Foreman /Workshop Instructor shall be responsible to the workshop superintendant in all matters connected with workshop instruction, proper utilization of man, materials and machines and maintenance of shops assigned to him.
- He/she shall be responsible for installation/commissioning of plant and equipment.
- He/she shall be responsible for procurement /storage /accounting of raw materials, tools and instruments.
- He /she shall be planning, scheduling, organizing, co-coordinating and monitoring workshop instructions and tasks.
- He/she shall be arranging for issuing of raw materials, tools and equipment for the workshop jobs.
- He/she shall plan, deliver and evaluate theoretical and workshop instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- He/she shall arrange for preventive and breakdown maintenance.
- He/she shall Assist students and faculty members in preparing their projects

- He /she shall assist the workshop superintendent in certain functions as and whenever it is necessary.

**WORKSHOP SKILLED ASSISTANT:**

- The workshop assistant is responsible to the assistant instructor and foreman of the shop in all the matters concerned with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him.
- He/she shall assist the assistant instructor in his work.
- He /she shall guide the students in their practical classes to complete the exercises.
- He/she shall assist the students and faculty members for preparing their projects.

**WORKSHOP ATTENDANT:**

- The workshop attendant shall be responsible to assistant instructor, foreman, and workshop superintendant.
- He/she shall assist the instructor /foreman instructor in the performance of their duties. He is responsible for cleanliness of the Workshop/Machinery and other equipments.

Dr. S. Muruganandam  
Principal

**RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE  
HR POLICY**

This is to acknowledge that I have received a copy of the KRCT employee HR policy, dated, 05/04/17. This HR policy sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with the College. I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the HR policy.

I understand that provisions of this HR policy, the college reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion.

I understand that nothing in this HR policy creates or is intended to create a promise or representation of continued employment and that employment at the College is at will. My signature below certifies that I understand that the foregoing agreement on at will status is the sole and entire agreement between the College and myself concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the College.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Employee)

Signed: \_\_\_\_\_  
(Hiring employer)

**(Note: The “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement above must be separated from the employee’s copy of their HR policy, and placed in the employee’s personnel file. The college upon receiving the “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement from the employee should make a copy of the receipt and return copy back to employee.)**

<b>Sl.No</b>	<b>Employee Name</b>	<b>Designation</b>	<b>Signature</b>



**K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY  
SAMAYAPURAM, TIRUCHIRAPPALLI - 621112**

**RULES AND REGULATIONS**

**1. GENERAL RULES**

Each student should have certain goals in his / her life. In order to achieve their goals, they should develop good manners, and accept to adopt certain principles. The following steps are suggested,

**General Routines**

- College Working hours: 8:30am to 4:15pm, Break: 10:10am to 10:30am & 2.20pm to 2.35pm, Lunch break: 12.00pm to 12.50pm / 12.50pm to 1.45pm.
- Students should always wear their Identity card inside the college campus which is issued by the College for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, iPods, MP3 players or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the Principal will enquire any in disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the teacher entered the class without getting written permission from the HOD / competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Exam Halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HoD / competent authority.
- Chewing bubble gum, chocolates and Student's roaming outside the classroom during the lecture hour is strictly prohibited.
- Observation and Record Note books should be brought to the laboratory classes. Record of experiments done in a particular lab class should be completed before the next laboratory/workshop class.



- Students shall bring all materials necessary for the classes and examinations as being instructed.
- Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- Each student will be attached to a class counselor and the counselor will counsel the students on academic and other activities.
- Students are allowed to organize or attend any meeting inside or outside the institution only with the prior permission of the HoD/Dean/Principal.
- Students should use the facilities in the campus without causing any damage. If any damage is caused, necessary action will be taken to rectify and recover the cost, in addition to any disciplinary proceedings, if applicable.
- Students are encouraged to take part in co curricular and extra-curricular activities.
- Students should not throw waste papers, covers etc inside the class rooms, veranda, laboratories etc. Writing on walls, pillars, bathrooms and furniture or black boards is strictly prohibited. They should keep the college campus neat and clean.
- Students are encouraged to regularly check the notice board for current information.
- Documents or promotional materials circulation without the permission of the higher authority is not encouraged.
- Students should park their vehicles only in the space meant for parking. Helmet and Driving License are mandatory.
- Visitors will not be allowed to contact the student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the HoD/Dean/ Principal.

### **Attendance and Examination**

- The students should have minimum 80% of attendance for theory classes and 100% of attendance for the laboratory classes. Students who do not have the minimum attendance will not be allowed to appear for the semester examinations.
- Students must avail leave only after getting prior permission from Class Advisor and HOD. Leave message over Telephone / E-mail is not entertained. However, sudden sickness or unforeseen circumstances may be considered with medical certificate. Such leave may be permitted only three times per semester. Parent / guardian should accompany the students if the above condition is violated.
- Bridging any holiday with the adjoining working day is strictly prohibited.
- The tests / Examinations are being conducted in each semester and the results of the same can be viewed by the parents through CAMU students login and portal also.

- Students should attend all tests and show good academic progress.
- Students those who have failed in more than two subjects in the semester Examination should bring their parents in to meet HOD in the scheduled date.
- Periodical reports will be sent to parents / guardians calling their attention regarding the student's attendance, progress and conduct. Students should bring their parents / guardians to HoD/ Principal for any discussion regarding the same, as and when required.

**Dress Regulations**

All the students in the campus should be neatly dressed on all days including all examinations

✓ **On all Wednesdays:**

Complete formal dress code with formal/polished black or brown Shoes, Socks & clean shaved face is must.

✓ **On all other days except Wednesday.**

**Permitted**

<b>For Boys</b>	<b>For Girls</b>
Trousers/Jeans and collared shirt; Cargo/Chinos pants; formal/casual Shoes and Socks; Sandal/Canvas;  Collared T-Shirt (only on Saturdays) without wordings & indecorous pictures.	Formal wear dress like Salwar Kameez or Churidhar; Jeans or Pencil fit Jeans or Leggings with Long Kurthi/Long top (Shawl pinned properly);  Formal foot wear; Sandals /Canvas; Hair (beyond shoulder length) to be tied.

## Prohibited

For Boys	For Girls
Faded/Ripped/low-waist jeans, Balloon/Track Pants, Pencil fit, Shorts, clothes with cuts or holes or sleeveless, Frayed / dirty / wrinkled / Transparent / tight outfit clothes, Midriff shirts, tube-top dresses, dresses above knee length, flip-flops / slippers, Bracelets / Earrings, Pony Tails, Long/Colored hair and visible body piercing	Tight-fitting jeans, torn trousers touching the floor, Skirts, shorts,  Tops – Revealing deep / Spaghetti / Sleeveless / Side cut/ Short, Shirts, T-shirts, Transparent/ Tight outfits, Netted Shawl / Hands.

- The Students should attend the laboratory/workshop classes with the specified uniform. Lab uniform with Shoes is compulsory for laboratory classes (except Computer lab) in order to ensure the safety.
- Formal wear with tie is mandatory during project viva voce, student presentations, guest lectures, campus drives and any formal college occasions.
- Hairstyles and mustaches, Beard and side burn must be clean with neatly groomed and must not distract the learning environment. Any hairstyle that distracts the college environment will be dealt by the designee of the college.

### **Violation of Dress Code:-**

Any form of improper clothing is strictly restricted in the college premises. If it is determined that a student is in violation of the Dress Code, the student's parents or guardians will be notified of the violation ,for immediate correction.

*Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution.*

## **2.RULES AND REGULATIONS FOR HOSTEL RESIDENTS (Boys & Girls)**

### **Hostel Management**

1. The following officers constitute the Hostel Management:
  - a. Chief Warden – The Principal
  - b. Warden - Senior faculty member of the college
  - c. Resident Warden
  - d. Resident Tutor

- e. Wing In charge - Department senior faculty members
- f. Hostel Supervisor / Mess Supervisor

2. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

### **Accommodation**

1. Hostel accommodation is available for B.E/ M.E a for a maximum length of stay for Four years/Two years respectively. Every year end they have to vacate the hostel.
2. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel m a n a g e m e n t in writing, at once.
3. Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
4. The Hostel Management will generally provide minimum furniture and fittings for each room, consisting of one for each. Residents will be personally responsible for the safety of their belongings.
5. Students should occupy the rooms allotted to them. If any resident is in need for change of room in hostel, he/she is required to get prior permission from the Hostel Management.
6. Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

### **CODE OF CONDUCT**

- 1 . All residents a r e expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
2. Day scholars are not allowed to enter into the hostel
3. Residents shall maintain a high standard of decorum and behavior.
4. At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipments are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
5. The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.

6. Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
7. The rooms, common areas and surroundings should be kept clean and hygienic.
8. Residents are expected to dress decently while visiting the mess hall.
9. Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
10. Finger registration must be proper for daily attendance. (Girls Hostel)
11. Student must be proper for daily attendance taken by the wing incharges. (Boys Hostel)
12. Silent/study hours shall be maintained from 8.00 p.m to 10.00 pm. Only inmates are allowed to sit inside the room. Keep room door in open condition.
13. No movement of inmates from one room to another room is allowed during study hour at any case. If any found, their names will be reported to the Warden.
14. Except Saturday, all days study hour is compulsory.
15. No writing work is allowed in study hour (including assignment, homework, observation and record).
16. Residents should not use Charger, Mobile phones and Laptops during Night study hours. (Keep inside the bag. Under bed and pillow is not allowed).
17. Once mobile or Laptop found by Wing in-charge during night study, Students should hand over the electronic gadgets to warden.
18. Residents should get permission letter from their Department to use Laptop in study hour (In case of presentation day & PPT in other colleges). Get prior permission from wing incharge for illness cases.
19. Lights in the room shall be switched off at 12:00 midnight. Residents are allowed to use laptops in their rooms only till 12:00 midnight.
20. Those who wish to continue studies after 12:00 midnight can do so in the common study area only.
21. Dispose the waste and napkins properly in the respected dustbins. (Girls Hostel)
22. Residents are expected to sign in the movement register while going out of the hostel other than to the campus on working days and holidays.
23. Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately.

24. Residents are permitted to use mobile phones in the hostel only between 07:00 p.m. and 08:00 p.m.
25. Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management.
26. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
27. Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colours are not allowed in hostels and on the campus.
28. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
29. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
30. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
31. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
32. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".
33. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

34. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. **The visit of a person of the opposite gender in the hostel is restricted to common room and lounge.**
35. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a) He / she will be expelled from the hostel.
  - b) A record of his/her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him / her together with penalty.
  - d) He / she will also be fined commensurate with the offence committed.
  - e) No recommendations will be given to him / her for studies abroad.
36. Residents shall settle all the dues on time.
37. Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.
38. Residents shall deposit valuables, if any, in the locker. They shall use their own lock for their lockers.
39. Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only.
40. Warden / Resident Warden will inspect rooms at 09:30 a.m. on working days to ensure that no student is staying in the hostel without permission.
41. Residents shall return to their respective hostels before 06:00p.m. In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the Chief Warden.
42. When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.
43. Misbehavior with wardens or any employee of the institution will attract strict action.
44. Residents are expected to make conscious efforts to take into account the larger interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room.

### **USE OF APPLIANCES**

1. The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
3. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

## **LEAVE PROCEDURE**

1. Residents can avail Monthly 2 Leave and for the further leave parents has to come in person. It can be availed only for continuous 2 days holidays.

## **APPROVALPROCEDURE**

### **1. Leave Approval procedure**

**APPROVAL PROCEDURE:** One day before

During working days – Department Approval

Saturday & Sunday – Resident Tutor Approval

Common holidays – Enabled automatically by Resident Tutor

**OUTING PROCEDURE:** One day before

Sunday Only – 4 hours Resident Tutor Approval

On that day apply for leave approval is not allowed.

Students can check their approval status before 3 hours of their leaving.

## **STUDENT IN – OUT TIMING**

Details	Ladies Hostel		Gents Hostel	
	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before
<b>Regular Days</b>	5.30 AM	6.30 PM	5.30 AM	8.00 PM
<b>Approved cases with HoD's permissions</b>	5.00 AM	8.00 PM	5.00 AM	9.00 PM

**For Gents hostel evening entry to hostel is before 8.00 P.M APPLY** One day before

- o Working days -Department Approval
- o Holidays -Resident Tutor Approval
- o Outing on Sunday (4 Hours Only) -Resident Tutor Approval



### **STUDENT IN-OUT TIMING**

1. Students can check their approval status before 3 hours of their leaving time.
2. If anybody enters the hostel after the approved, her Login ID will be blocked. Next approval to home will be with the parents in person visit
3. Daily Attendance entry time – 06.30 PM to 7.45 PM. If not, fine of Rs.50/- per day.(Girls Hostel)

<b>Details</b>	<b>Allowed EXIT from Hostel (MORNING) after</b>	<b>Allowed ENTRY to Hostel (EVENING) Before</b>
Working days	<b>06.00 AM</b>	<b>06.30 PM</b>

### **VISITORS**

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
2. The visit of men students to the women's hostel and vice-versa is not permitted. Parents/guardians will be allowed to visit the inmates only during visiting hours.

### **MESS RULES**

1. No student is allowed to stay in the hostel without being a member of hostel.
2. Residents should not take the food and drinks (milk, tea, coffee & Snacks) to their room.
3. The mess timings are as follows and the students should strictly adhere to these timings:

<b>Details</b>	<b>Start Time</b>	<b>End Time</b>
Breakfast	07.15 AM	08.15 AM
Lunch	12.00 Noon	01.50 PM
Snacks	04.00 PM	06.00 PM
Dinner	06.30PM	07.45 PM

4. The mess rates will be calculated on the basis of the dividing system.
5. The quantity of food will be unlimited except in the case of special items.
6. Non-vegetarian will be served as extra items on specified days of the week.
7. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
8. No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.

9. Residents will be entitled for mess reduction only for N-1 days where N is the total number of days absent from the mess.
10. At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the mess.
11. Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
12. No food will be served in the rooms of the hostel for any student in their rooms.
13. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed.
14. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
15. Students should not bring any pet animals into the mess halls or encourage such practice.

#### **PENALTY FOR ACTS OF INDISCIPLINE**

The Faculty Warden, together with the Chief Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

1. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
2. Shouting / whistling / using abusive words
3. Frequent late coming to the hostel even after warnings
4. Disobedience towards Warden / Faculty Warden / Staff Members etc.
5. Damaging hostel property
6. Use of electrical appliances, which are not allowed as per the rule
7. Bursting crackers or creating such avoidable noisy scenes without the Warden's Permission
8. Use of mobile phones / laptops etc. when they are disallowed.