



# SSM COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi / Affiliated to University of Kashmir, Srinagar)

DIVAR PARIHASPORA , PATTAN

DISTRICT BARAMULLA, JAMMU AND KASHMIR

Pin Code 193121

Email : [ssmkashmir@gmail.com](mailto:ssmkashmir@gmail.com), [info@ssmengg.edu.in](mailto:info@ssmengg.edu.in)

Website: [www.ssmengg.edu.in](http://www.ssmengg.edu.in)



## HUMAN RESOURCE MANUAL

(DUTIES / RESPONSIBILITIES AND ACADEMIC PROCEDURE)

**MAY 2019**

## **PREAMBLE**

SSM College of Engineering is the pioneering self financing technical institute of Kashmir valley. The motto of our institute is "Education Par Excellence". To achieve institutional motto to its Zenith, each and every individual connected with the institution needs to have clarity about the Vision & Mission of institution, clarity about his /her role and responsibility together with knowledge of policies and procedures of the institution.

In order to define in detail the duties, responsibilities, targets and procedures and to accomplish these targets the institution needs to have in place an effective, sustainable and practicable Human Resource Policy with set rules and regulations, delegation of powers, measures of accountability, rewards & punishments. This document will serve as a guide book wherein all the above stated matters together with Academic procedures have been laid down.

It is expected that awareness of policies, duties, responsibilities and avenues of development can help individuals working in the institution to put in their best efforts and direct their energies to their optimal capacity. Moreover, adherence to the laid down procedures and achievement of targets by predefined systematic approach will create a conducive and disciplined working environment in the institution, in turn making each employee of institution a role model to be emulated by the students of the institution.

It is an earnest hope that every member of teaching and non teaching staff shall put right efforts to their full capacity. This shall in turn lead to synthesizing & imparting quality technical education of exceptionally high standard for moulding the personalities of future Engineers and Technocrats.

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## OUR VISION

*Fostering creativity and growth of excellence for techno- economic upliftment of society.*

## OUR MISSION

- *Producing highly motivated quality engineers, technocrats and managers with sound knowledge and profound skill through efficient, effective teaching learning process.*
- *Enhancing efficiency and productivity of the students to face the global challenges by imparting education & training conforming to international standards.*
- *To inculcate value based professional ethics in students for their all round development and welfare of the society.*

## OUR MOTHER TRUSTEES

**Name of the Trust** : Srinagar School of Management  
**Address** : Divar Parihaspora Pattan  
District Baramulla, J&K-193121

**Registration No.** : Registered in the Court of Law 519/5610 dated 27-09-1988  
followed by Supplementary Deed dated: 10-03-2008  
(Srinagar).

**Board of Trustees:**

S. No	NAME	POSITION
1.	Dr. Qazi Shabir Ahmad	Chairman
2.	Mrs. Dilafrose Qazi	Vice-Chairperson
3.	Ms. Insha	Member Secretary
4.	Mrs. Aarifa Masood	Member
5.	Mr. Bilal Ahmad Bhat	Member
6.	Mrs. Halima Bano	Member
7.	Ms. Sanna	Member
8.	Ms. Haya	Member



## **Profile of the Institute**

### **Name & Address**

SSM College of Engineering is spread over on a picturesque carava once the magnificent capital of a great ancient ruler "King Lalitaditya" of 12<sup>th</sup> century, 20 kilometers away from Srinagar city, located at Divar Parihaspora of Tehsil Pattan of District Baramulla Kashmir, Jammu & Kashmir.

Nearest Airport	:	Srinagar Airport (at a distance of 25Kms)
Nearest Railway Station	:	Pattan (at a distance 12Kms)
Nearest Bus Stand	:	Srinagar (at a distance 20Kms)
AICTE Permanent ID	:	1-7376611

Website: [www.ssmengg.edu.in](http://www.ssmengg.edu.in)

E-mail: - [ssmkashmir@gmail.com](mailto:ssmkashmir@gmail.com)

## **IDEA BEHIND SSM**

- To make technical education available to all as a universal feature.
- To provide world class facility in /for imparting technical/professional education on minimum charges.
- To provide a congenial atmosphere for the student community.
- To mould our youth as citizens with moral, ethical and social values.
- To give sound exposure to the youth about the rest of the country/abroad.

## **VISION**

Fostering creativity and growth of excellence for techno-economic upliftment of society.

## **MISSION**

- Producing highly motivated quality engineers, technocrats and managers with sound knowledge and profound skill through efficient, effective teaching learning process.
- Enhancing efficiency and productivity of the students to face the global challenges by imparting education & training conforming to international standards
- To inculcate value based professional ethics in students for their all round development and welfare of the society.

## **OBJECTIVES**

- Promotion of skill based, technology-oriented Professional education with excellence to meet the growing requirements of the time so that no deficiency of the manpower with the growth of Techno-economic activities in Jammu & Kashmir in particular and the Country in general is felt.
- Stimulation of individual's creativity, intellectual growth and passion of quest in various spheres of human activity.
- Providing of quality infrastructure and other facilities to the learners.
- Exploring possibilities for diversification to their fields of technical education.
- Exploring and negotiating other tie ups with the prestigious institutions within or outside the country for learning and experience sharing.
- Development of interaction with academicians and industrial/Technical professionals and entrepreneurs to achieve academic excellence as knowledge/training for gaining efficiency and exposure.

## CHAPTER - 1

### 1. GENERAL RULES

#### 1.1 INTRODUCTION

The Service Regulations notified vide Notification No 1.4(D) Dated 29/05/2008, approved by the Governing Body of the Institute in its meeting on 30/04/2008 with modifications made from time to time, may be called as "General Service Rules" of SSM College of Engineering herein after referred as "College" as have come into force with effect from the date of approval of the Governing Body of the College.

These rules apply to all the categories of posts, whether temporary or permanent, under the employment/establishment of the College.

#### 1.2 DEFINITIONS

<b>College means</b>	:	SSM College of Engineering, Divar Parihaspora, Pattan District Baramulla, Kashmir (J&K).
<b>Governing Body means</b>	:	Board Members of the College
<b>Chairman (CMD) means</b>	:	Chairman of the College
<b>Vice Chairperson (VCP) means</b>	:	Vice Chairperson of the College
<b>Managing Trustee means</b>	:	Managing Trustee of the College
<b>Principal means</b>	:	Principal of the College
<b>Employee means</b>	:	Employee of the College (Faculty and all categories of Staff)
<b>Approved Candidate means</b>	:	A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the selection / appointment to a particular post or category.
<b>Temporary means</b>	:	A member appointed for a limited period under any arrangement basis to cope up with the staff requirement.
<b>Permanent means</b>	:	A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.
<b>Backward Class means</b>	:	The community declared so by the Government of J&K State from time to time.
<b>Most Backward Class/DNC means</b>	:	The community declared so, by the J& K State Government from time to time.
<b>SC/ST means</b>	:	The community declared so, by the J&K State Government.

### **1.3 RECRUITMENT PROCEDURE**

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion under career advancement scheme duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority under prescribed Recruitment procedure laid by affiliating scheme.

### **1.4 SERVICE BOOK**

Service Book in the prescribed form shall be maintained by the College for all the employees. It shall contain among others, the particulars of the service rendered by the employee increments earned, promotion, awards, and punishments given to the concerned employee, from the date of entry up to the date of their leaving the College. All the entries in the Service book shall be attested by the Principal, from time to time.

### **1.5 QUALIFYING SERVICE (Teaching Staff)**

The total period of service put in by a candidate in any approved Engineering Colleges/Institutes/Organization/Sectors/Departments including SSM College of Engineering or SSM Polytechnic shall be considered in all Engineering disciplines, Science and Humanities, MBA and MCA. However, for Science and Humanities, MCA, MBA discipline 50 % services rendered by a candidate in any approved Arts /Science/Commerce College imparting education in any discipline other than Engineering/ Business Marketing /Computer Application shall be taken into consideration at the entry level of appointment.

### **1.6 EXTENSION OF TEMPORARY SERVICE**

If the appointing authority is of the view that the work and conduct of a temporary employee has not been satisfactory, that the notes / memos of warning issued to such employee have been of no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her the appointing authority may, with reference to the materials placed on record, terminate his/her services or can extend the period of temporary service on further trial basis.

### **1.7 REMOVAL OF PERMANENT STAFF FROM SERVICE**

If a permanent employee is found unsuitable to carry out the entrusted work or possesses / displays misconduct which may be detrimental to the student community in particular and the Institute as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders for continuance / reduction of cadre/ reduction of salary/ removal from service.

### **1.8 SENIORITY**

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

## **1.9 RESIGNATION BY EMPLOYEES**

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

## **1.10 INCREMENTS**

All the staff members on a post or cadre in time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1<sup>st</sup> August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there has been many LOPs and EOLs.

## **1.11 RETIREMENT**

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

## **1.12 ANNUAL PERFORMANCE APPRAISAL REPORT (APARs)**

The faculty member shall submit an open and transparent performance report every year containing the teacher's academic activities and achievements. The H.O.D. shall submit his/her remarks and observations on the report. The Performance Assessment Committee headed by the VCP shall review the reports for further course of action. The Performance Assessment Committee shall constitute the following:

1. Vice-Chairperson in chair
2. Principal
3. Vice-Principal (member Secretary)
4. Dean Academics
5. Registrar
6. Concerned HOD

The assessment shall be used for the following purposes:-

- a) Award of annual increments.
- b) Award of special increments and awards for superior performance.
- c) Award of career advancement and promotion.
- d) Monitoring and recording of the regular growth of each faculty member.

### **1.13. POWER TO MODIFY THE RULES**

1.13.1 These rules are subject to modifications or amendments as may be made from time to time by the Governing Body/Board of Trustees.

1.13.2 If any dispute arises in the interpretation of these rules, the decision of the Governing Body shall be final.

### **1.14 TERMINATION OF SERVICES**

1.14.1 The termination of the services of an employee may be effected on any one of the following grounds:

- On Disciplinary grounds after proper enquiry regarding misconduct, on the recommendation of the concerned Disciplinary Committee.
- On the grounds of judicial conviction.
- On the grounds of prolonged absence.
- On the grounds of non-performance.
- On the grounds of the non-submission of the requisite documents.
- Premature termination of contract.

1.14.2 15 days notice shall be given to the employee who is to be terminated on the grounds of non-performance, premature termination or any other ground.

## CHAPTER- 2

### 2. RECRUITMENT PROCEDURE

#### 2.1 PRINCIPAL

<b>S. No</b>	<b>Particulars</b>	<b>Description</b>
2.1.1	Designation	Principal
2.1.2	Pay Scale	As per AICTE/UGC norms or in reference to the terms of mutual negotiations
2.1.3	Qualification	Ph.D. in any discipline of Engineering & Technology
2.1.4	Experience	Professor in relevant discipline with total experience of 15 years in the field of Teaching/ Industry/ Research
2.1.5	Age	65 years of age or as fixed by AICET/UGC
2.1.6	Mode of Appointment	Direct Recruitment
2.1.6.1	Selection / Appointment	Advertisement in one National & / or Two Daily Local
2.1.6.2	Interview	Short listed candidates by screening committee
2.1.6.3	Screening Committee	a) Vice Chairperson b) Dean Academics c) Registrar
2.1.6.4	Selection Committee	a) Chairman /Vice Chairperson b) Nominee from Affiliating University c) Advisor / Technical Advisor d) Member from Governing Body e) Two External Experts

The Selection Committee shall prepare panel selected on the basis of Qualification, Experience Research Contribution and Interview performance. The Panel will be recommending the list to the appointing authority. The appointing authority will issue the appointment order.

2.1.6 .5            **Appointing Authority**    Chairman / Vice-Chairperson.

### 2.2 TEACHING STAFF - COMMON TO ALL DISCIPLINES

- 2.2.1 Advertisement will be made in leading one National and two local dailies indicating the posts.
- 2.2.2 Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared by the Screening Committee.

Screening Committee shall comprise of

1. Vice-Chairperson
2. Dean Academics
3. HOD Concerned
4. Registrar

2.2.3 All eligible candidates will be called for the interview, to be conducted by the Selection Committee.

2.2.4 There shall be a Selection Committee as per norms consisting of the following members:

1. Chairman / Vice-Chairperson of the Institute
2. Nominee from the Affiliating University
3. Advisor/Technical Advisor
4. Principal
5. One external Subject Expert
6. Dean Academics of the College
7. HOD concerned

2.2.5 Interview procedure

The candidates shall be asked by the Selection Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.

2.2.6 Age of the Applicant

Should not have completed 70 years of age as on 1<sup>st</sup> September of the year for which recruitment is being made. The Governing Body/ Board of Trustees may, however, relax this age rule in favour of any deserving individual on the recommendation of the Principal.

This is applicable to all categories of Employees

2.2.7 Scale of pay : Assistant Professor As per the AICTE/UGC norms  
Associate Professor As per the AICTE/UGC norms  
Professor As per AICTE/UGC norms or in reference to the terms mutually negotiated.

2.2.8 Reckoning of service: Qualifying period of experience and service referred for promotion in sections 2.3 will be reckoned as on 1<sup>st</sup> August of the year.

2.2.9 Appointing Authority: Chairman/Vice-Chairperson

**2.3 FACULTY NORMS**

The qualification experience and other requirements for various teaching posts relating to different departments are as per the standing norms prescribed by regulatory body/affiliating University.

## CHAPTER - 3

### 3. RECRUITMENT PROCEDURE - NON-TEACHING STAFF

#### 3.1 TECHNICAL POSTS

3.1.1 Categories of Post :

a.	Tutors	Pay Scale as per AICTE/UGC norms.
b.	System Programmer / System Administrator	
c.	Technical Assistant	
d.	Skilled Assistant	
e.	Office Assistant	

3.1.2 Qualification and Experience:

S. No	Post	Qualification	Experience
a.	Tutors	B.E./B. Tech.	Fresher
b.	System Programmer/ System Administrator	B.Sc.(CS) or BCA or Diploma in Computer Tech (D.C. Tech)	One year experience
c.	Technical Assistant	A pass in the Diploma course in the relevant field	One year experience
d.	Skilled Assistant	A pass in 10 <sup>th</sup> class with ITI or +2 or 10 <sup>th</sup> class	Minimum 2 years experience in Engineering Colleges
e.	Office Assistant	A pass +2 or its equivalent	One year experience in Engineering Colleges will be given preference

3.1.3 Age : Should have completed 18 years of age but less than 60 years as on 1<sup>st</sup> July for all the above categories of post.

3.1.4 Mode of recruitment : Direct Recruitment

-Advertisement in leading local  
Dailies, indicating the details of  
posts .

Applications received against the advertisement shall be scrutinized by the concerned HODs and put up a list of eligible candidates to the Principal. The list shall indicate the reasons for not calling any candidate for interview.

All eligible candidates will be called for an interview.



There shall be a Selection Committee consisting of the following members:

1. Chairman /Vice-Chairperson or their Nominee
2. Principal
3. Registrar
4. Concerned HOD
5. Deputy Registrar (General)

- Assistant Director of Physical Education
- Physical Training Instructor
- Field Marker

Pay Scale  
As per standing norms

S. No	Post	Qualification	Experience
a.	Librarian	A PG Degree in Library and Information Science (MLIS) with Computer Knowledge.	10 years of experience in an academic institution preferably in Engineering Colleges or University out of which 5 years must be in the capacity of Assistant Librarian.
b.	Assistant Librarian	A PG Degree in Library and Information Science (MLIS) with Computer knowledge.	3 years of experience in an academic institution preferably in Engineering Colleges or University. Fresher shall also be considered based on their merit and ability.
c.	Library Assistant	A Pass in 10 <sup>th</sup> or +2 with certificate course in Library science.	Minimum one year experience in a local Library or College Library.
d.	Physical Training Instructor	Any Bachelors Degree with a Certificate course in Physical Education with computer knowledge.	
e.	Field Marker	A pass in 10 <sup>th</sup> class	

3.2.3 Age : Should have completed 18 years of age but less than 60 years as on 1<sup>st</sup> July for all the above categories of post. However retired persons can hold the post up to 65 years.

3.2.4 Mode of recruitment : Advertisement shall be made in leading local Dailies, indicating the posts

Applications received against the advertisement shall be scrutinized by the Head of the Department concerned and a list of eligible candidates will be put up to the Principal. All eligible candidates will be called for an interview.

There shall be a Selection Committee consisting of the following members:

1. Chairman/Vice Chairperson
2. Principal
3. Representative from State Sports Council/Youth services/Sports/Physical Education of State Government--Member
4. Registrar

The Selection Committee shall prepare a panel based on their performance, Qualification and experience and recommended it to appointing authority.

3.2.5 Appointing Authority : Chairman/Vice Chairperson

### 3.3 ADMINISTRATIVE POSTS

#### 3.3.1 Categories of Post

- a) Academic Officer (E)
- b) Academic Officer (B)
- c) Senior Assistant / Personal Secretary to Principal
- d) Junior Assistant/Computer Assistant
- e) Office Assistant
- f) Driver

#### 3.3.2 Qualification and Experience

S. No	Post	Qualification and Experience	Scale of Pay
a.	Academic Officer (E)	A Graduate with Computer knowledge with 10 years of Administrative/Institutional experience in an academic institution preferably in Engineering Colleges.	As per standing norms prescribed by regulatory authorities
b.	Academic Officer (B)	A Graduate, preferably in Business Administration with Computer knowledge.	
c.	Senior Assistant / Personal Secretary to Principal	A Bachelors Degree with computer knowledge having at least 5 years of Administrative experience as the Junior Assistant	
d.	Junior Assistant/Computer Assistant	A Bachelors Degree with Computer knowledge, with 2 years of Administrative experience in an academic institution or Fresher shall also be considered, based on their merit and ability.	
e.	Office Assistant	Pass in 10 <sup>th</sup> class; good physique is essential.	
f.	Driver	Pass in 10 <sup>th</sup> class Must have elementary knowledge of automobile mechanism. Must possess First Aid Certificate Must have one year experience in driving.	

- 3.3.3 Age : Should have completed 18 years of age but less than 60 years as on 1<sup>st</sup> July for all the above categories of post. However retired persons can hold the post up to 65 years.
- 3.3.3 Mode of Recruitment : Direct Recruitment/ Advertisement shall be made in leading local Dailies, indicating the Posts.

Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible candidates will be put up to the Principal giving the reasons not calling any of the Candidates for the interview.

All eligible candidates will be called for an interview.

There shall be a Selection Committee as per norms consisting of the following Members:

1. Chairman/Vice Chairperson
2. Principal
3. Registrar
4. Deputy Registrar (General)

3.3.5 Appointing Authority : Chairman/ Vice- Chairperson

## CHAPTER - 4

### 4. PROMOTIONAL PROCEDURES

#### 4.1 ELIGIBILITY

A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit the application to the College administration within three months in advance of the date, that he/she fulfills all qualifications under CAS and submit to the College the Performance Based Appraisal System (PBAS) in a Performa devised by the College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines.

#### 4.2 SCREENING COMMITTEE

A Screening Committee will be constituted with the following Members:

1. Chairman/Vice-Chairperson (nominee)
2. Principal
3. Subject Expert
4. Dean Academic
5. Registrar
6. HOD concerned

The Screening Committee will review and evaluate the Performance Appraisal Indicator, APR's and other capabilities of the candidates. Candidate who do not fulfill the minimum score requirement under the API scoring system or those who obtain less than 50% in the expert assessment of the selection process will be re- assessed only after a minimum period of one year. Date of promotion shall be the date on which he/ she is successfully re-assessed and cleared by the Selection Committee.

#### 4.3 SELECTION PROCEDURE FOR PROMOTION

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Body along with the Service Record of the individuals for approval. The approved candidates shall be promoted.

All the Candidates those qualify for the promotion under Performance Based Appraisal (PBAS) shall be called to appear before the Selection Committee to defend his/ her credentials and performance reports.

The Selection Committee shall comprise:

1. Chairman/Vice- Chairperson
2. Subject Expert
3. Principal
4. Dean Academics
5. Registrar
6. Concerned HOD

The Selection Committee will prepare the panel based on APRs' and performance of the candidates for granting promotion to next higher scale/ post and recommended it for approval by the Appointing Authority.

Appointing Authority: Chairman/ Vice- Chairperson of the College.

## CHAPTER- 5

### 5. ACADEMIC PROCEDURE

#### 5.1 CYCLE TESTS

The Examination Cell, headed by Controller Examinations, will in tandem with the concerned HOD/Academic officer, conduct cycle tests. Common Question paper will be supplied for a given subject for all classes.

#### 5.2 MODEL EXAMINATION

The Model Examination is conducted for 3 hours after covering entire syllabus. The examination is conducted by the affiliating University as per the University prescribed norms. The question paper shall comprise of following three sections with marks distribution as shown against each section.

Part A -10 questions (10 x 1 = 10marks).

Part B - 4 questions (4x5=20 marks).

Part C- 2 questions (2x10=20 marks) with internal choice.

All tests are conducted by the EXAM CELL, commonly for all the departments as per academic schedule. Re-test shall be conducted in case of special circumstances.

#### 5.3 ABSENTEEISM FOR TEST

Absenteeism for tests is not allowed. Leave or OD will not be sanctioned on that day. Further, students who are absent for tests will not be allowed to attend classes until his/her parent meets the H.O.D./Academic Officer.

#### 5.4 CORRECTIVE MEASURES FOR FAILURE IN TESTS

Faculty will ensure that the students failed ( < 50% ) in tests, perform well in further special test by taking prior corrective action like Assignment / Special coaching classes/tutorial etc., The HOD will intimate the parents through a letter/message in case of poor performance in tests.

#### 5.5 COMMON COMPREHENSIVE TEST

A common comprehensive test (Aptitude test) covering all technical subjects with multiple choice questions in all technical subjects will be conducted once in a semester.

#### 5.6 COMPENSATORY CLASSES

The subject teacher shall arrange compensatory classes after class hours (duration 1 hour) for those students who have failed (< 50%) in tests. The coaching classes will commence immediately after conducting a test. The HOD/Academic officer will prepare the schedule for a compensatory class and get it approved by Principal. Absenteeism in coaching will not be permitted. Students absent for coaching classes are strictly not allowed to attend classes the next day without their parents meeting HOD/Principal. Parents need to give written undertaking. Special compensatory classes on holidays will also be conducted by subject teachers for slow learners.

The HOD/Academic Officer will visit the compensatory class and take attendance and ask those students who were absent for the compensatory class to bring their parents for counseling. The parents should give an undertaking.

### **5.7 INTERNAL MARKS**

Allotment of Internal marks is purely based on Cycle tests, assignments and attendance.

### **5.8 TEXT BOOKS**

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or avail the book bank facilities in the college. Books along with proof of purchase are to be produced for verification by HOD.

### **5.9 STUDENT ATTENDANCE**

- 5.9.1 The Class teacher will mark the student attendance using MASTER Attendance at the beginning of the first hour and forward the attendance particulars to HOD, which in turn submits the report to Principal /Chairman.
- 5.9.2 Attendance will also be taken in all periods by the subject teacher concerned in hourly attendance. A Master Hourly Attendance Register is maintained in the HOD's Office. Individual teachers handling theory classes and labs have to mark the attendance in that register for their periods on day to day basis. It will be monitored by the HOD/Academic officer.
- 5.9.3 If a student is absent for one day (or two days) due to sickness or unforeseen circumstances, he/she should report to the class teacher on the day he attends the college with a leave letter signed by parent and also with Medical Certificate. If he reports without leave letter, the HOD will not allow the student to attend classes with information to the Principal, and his/her parents will be informed by the class teacher by phone. The parents should have informed the HOD or Principal by phone regarding the absence of his/ her ward in such cases. If the above procedure is not followed, then he / she is considered absent without sanction of any kind of leave.
- 5.9.4 If any student absents for more than 2 days due to sickness, the parent should send a fax or a medical certificate on the first day of absence or subsequently to HOD and the student should come to the college along with his/her parent, on the reporting day. Student reporting after abstaining from classes on previous day(s) without MC or without prior information will be marked Absent (A).
- 5.9.5 Under normal circumstances, such as attending a relative's marriage, or family function etc. a student should get prior permission from the HOD/Academic officer and submit leave request to HOD to avail the leave. If he/she is absent without prior submission of leave request, he/she is considered absent (A).
- 5.9.6 Absenteeism with sanction is considered as leave (L). Absenteeism without sanction is considered as Absent (A).
- 5.9.7 Individual faculty has the freedom to send the student out and or mark absent for inattentiveness / undisciplined behavior in the class in their class attendance (hourly attendance).
- 5.9.8 Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class by the Disciplinary Committee, which will be monitoring the movement of students during working hours in the College. Students will be asked to spend that hour in the library and attend from next hour.

- 5.9.9 The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by class Coordinator.
- 5.9.10 If a student is present on all working days in a semester, he will be rewarded a certificate on College Day for 100% attendance.
- 5.9.11 If a student does not report on reopening day, he/she will be levied Rs.500 as re-admission fee. No Excuses are allowed. There is no prior sanction possible.
- 5.9.12 The monthly attendance shall be published by the HOD. If the attendance is <75% the parents shall be informed and summoned for discussion.
- 5.9.13 Student Leave letter, Medical certificates and undertaking from parents, percentage attendance etc be maintained in HOD's office.

#### 5.10 FACULTY ATTENDANCE

Bio-metric attendance system involving finger print is adopted for faculty and non-teaching staff.

#### 5.11 LECTURE NOTES

Each faculty member will have to submit a hand written lecture notes (Computer Print-out ACCEPTABLE but Xerox copies are NOT ACCEPTABLE) for the first 2 ½ units of his / her subject to the HOD before commencement of each semester.

During the course of the semester, the balance lecture notes for remaining 2 ½ units need to be handed over to the HOD. The lecture notes will be reviewed by the HOD. At the end of each semester, the lecture notes for whole course paper will be submitted in the spiral bound form and kept in the respective department technical library. The Principal will monitor the proper submission of such notes by the faculty members to HOD and pull up the defaulters. The Principal will also review the quality of the lecture notes.

#### 5.12 COURSE FILE (FACULTY)

Each faculty member has to maintain a **Course File** and a **Personal File**. The course file will contain a copy of the lecture notes and the following:

- Preface
- Syllabus
- Course Description
- Student Name List
- Department PEOs and POs
- Course Plan
- Assignment
- Tutorials
- Time Table for that subject
- Question Bank
- Cycle Test-I Question Paper with key and samples
- Cycle Test-II Question Paper with key and samples
- Model Exam question paper with key and samples
- Result Analysis for Tests
- Attendance
- Identification of bright and weak students
- Lecturer Noting
- Study Material
- Table of Specifications

### **5.13 PERSONAL FILE (FACULTY)**

All Departments have to maintain the personal files of their faculty members. The personal file will contain a copy of the following:

1. Application of the candidate
2. Bio data
3. Credentials
4. Appointment/Contract Order.
5. Joining Report.
6. Job Description, Performance and Development Plan.
7. Personal details like Election Card, PAN, Adhaar Card, Blood Group etc.
8. Relieving Order or previous experience certificate from previous employer.
9. Annual salary revisions and copies of performance appraisal.
10. Five passport size photographs in colour.
11. Memos issued, if any, and reply thereof, reports of enquiry, suspension, termination
12. Any other personal memos like awards and recognitions.
13. Resignation/termination order.

### **5.14 ACADEMIC WORK LOAD**

The HODs and Professors will be allotted one theory subject and faculty members 2 theory subjects. The lab classes will be distributed in a balanced way.

#### **5.14.1 Laboratory**

There will be a maximum of 30 students per batch. Two teachers per batch and one Technical Assistant per lab shall be made available.

### **5.15 DEPARTMENTAL FACILITIES**

Each department shall be provided with computers as per the requirement with internet connectivity, 1 printer cum scanner, 1 laptop, LCD projector and OHP, Smart black board and Audio Systems.

### **5.16 PROCEDURE FOR FINAL YEAR PROJECT**

5.16.1 The Project Coordinator should be identified by the HOD and should be asked to coordinate various activities relating to the project work.

Individual review committees will be formed for each branch of study. The Committee will consist of HOD, senior faculty members and Project coordinator. The Committee meetings will be convened by the HOD as per schedule provided by the Principal.

5.16.2 The faculty members should give feedback about the broad areas of their interest strictly in consonance with academic calendar. The HOD and the Coordinator should group the students into batches with maximum of 4 and minimum 3 members considering their willingness and preference. The guides for the different batches are to be identified and allotted based on the area of interest and mutual consent strictly as per time frame.



- 5.16.3 The students and project guide shall be allowed to fix up project within the department or to select project from companies located within or outside the State in a time bound manner duly submit to Principal Office. However the companies should be fixed preferably within the State so that the students do not suffer much their class work
- 5.16.4 The students will be given time for project work during the working days after attending any class as per university syllabus given. This will facilitate the students to have continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.
- 5.16.5 Finalized project title and external guide should be identified and lists sent to the Principal.
- 5.16.6 Students start their literature survey for the project work and complete by the end of 7<sup>th</sup> semester, so that the project work can be commenced during the 7<sup>th</sup> semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed before the commencement of University Lab / Theory Examinations.
- 5.16.7 A zeroth review must be conducted for all batches before the end of 7<sup>th</sup> semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made.
- 5.16.8 The project review committee shall review the progress on the project work (First Review) by the first week of February and suggest the course of action for the timely and successful completion of the project work. The First Review will be evaluated for 50 marks.
- 5.16.9 The second review of the project work by the project review committee shall be by the first week of March. The second review – evaluated for 50 marks. Internal mark for project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.
- 5.16.10 The final review and approval of the documentation of the project by the review committee shall be completed by first week of April. The bound project report is to be submitted following the final review.

## **5.17 CONDUCT OF LAB CLASSES**

- 5.17.1 The staff in-charge of lab course shall prepare the list of experiments to be conducted, subject to a minimum of 10 experiments and also shall prepare their laboratory manual and supply it to the students.
- 5.17.2 The number of students per batch shall be restricted to a maximum of 3. However individual terminals may be given for every student in the computer lab.
- 5.17.3 The faculty shall give explanation for each experiment before the commencement of the practical classes. The faculty shall inform the students to come prepared for viva-voce questions to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.
- 5.17.4 The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.
- 5.17.5 The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and write the record. The list of students who have not submitted the records shall be submitted to the HOD who in turn will submit it to Principal.

- 5.17.6 All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff Incharge and they shall be asked to help the students in trouble-shooting and using the instruments.
- 5.17.7 The staff in-charge shall never engage themselves in correcting the record note books during lab class and shall be engaged only to assist the students in conducting the experiments.
- 5.17.8 The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments.
- 5.17.9 The Record Note Book and Observation Note Book should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.
- 5.17.10 The staff in-charge shall display the list of experiments in the Laboratory notice board.

## CHAPTER - 6

### **6. DUTIES AND RESPONSIBILITIES**

#### **6.1 PRINCIPAL**

##### **6.1.1 General Administration and Finance**

- 6.1.1.1 The Principal, as Member Secretary, shall with the consent of the Chairman convene the Governing Body meeting at least once in every year.
- 6.1.1.2 The Principal shall make recommendations regarding plans for the development of the institution for the years to come.
- 6.1.1.3 The Principal shall prepare the Annual Budget after receiving the budgetary requirement from the various departments and place it before the Governing Body of the College for approval. The budgetary requirement for all the departments should be submitted well in advance and the respective HODs.
- 6.1.1.4 He/She shall monitor the purchasing process of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment with the ratification of the Chairman/Vice Chairperson.. He will also ensure judicious use of equipment and consumables.
- 6.1.1.5 He/She shall help the creation of necessary infrastructure for a conducive atmosphere of education in the campus.
- 6.1.1.6 He/She shall participate in the development of campus in terms of sports and extra-curricular activities.
- 6.1.1.7 He/She shall ensure the appointment of qualified staff (teaching and non-teaching)
- 6.1.1.8 He/She shall recommend necessary welfare measures for the benefit of the staff and students.
- 6.1.1.9 He/She shall monitor the allocation of duties to various staff members. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
- 6.1.1.10 All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Chairman /Vice-Chairperson.
- 6.1.1.11 The Principal shall ensure that the policies and rules of the Government /AICTE/UGC and the University are strictly adhered to by the institution.
- 6.1.1.12 The Principal shall convene the HODs' meeting at least once in a fortnight and maintain the Minutes book.
- 6.1.1.13 The Principal will interact with the Management on day to day matters. He/she will regularly appraise the Chairman/ Vice-Chairperson functioning as a team leader of teaching and non-teaching staff to achieve academic excellence.

##### **6.1.2 Academic:**

- 6.1.2.1 The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials
- 6.1.2.2 The Principal shall supervise the course timetable, staff allocation, staff attendance

and syllabus coverage.

- 6.1.2.3 He/She shall ensure the conduct of internal continuous assessment examinations at appropriate periods.
- 6.1.2.4 He/She shall provide arrangements for industrial visits and guest lecturers for students
- 6.1.2.5 He/She shall monitor the student projects, progress and the University examinations (theory and practical).
- 6.1.2.6 He/She shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

### **6.1.3 Student Affairs**

- 6.1.3.1 The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
- 6.1.3.2 He/She shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.
- 6.1.3.3 He/She shall also provide for a grievance redressing mechanism while ensuring strict discipline in the campus.
- 6.1.3.4 He/She shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
- 6.1.3.5 He/She shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.
- 6.1.3.6 He/She is authorized to take disciplinary action such as calling the parents for discussion, suspension of students from the college or dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.
- 6.1.3.7 He /She is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.
- 6.1.3.8 The Management expects the Principal to be a coordinating point to ensure that all the policies of the Management are implemented to promote the college as an excellent educational institution.

### **6.1.4 Research and Extension Activities.**

- 6.1.4.1 The Principal shall encourage conducting of seminars and symposia and such research - oriented activities in the campus.
- 6.1.4.2 He/She shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.
- 6.1.4.3 The Principal shall an active role in encouraging his faculty for submission of research projects to the financing institutions such as, DST, AICTE, and UGC etc.

### **6.2 Vice-Principal**

- 6.2.1 The Vice-Principal shall assist the Principal of the College in respect of all activities/functions assigned to Principal.
- 6.2.2 During the period the Principal is not available in his Office, the Vice- Principal will function as Principal.

6.2.3 HE/SHE shall coordinate and supervise implementing all Academic Programmes/ Projects/ Schemes in tandem with all the HODs of the Institute.

### **6.3 DEAN ACADEMICS**

- 6.3.1 Dean Academics shall be of the rank of Professor with a rich academic and administrative experience.
- 6.3.2 The Dean shall be the convener for the preparation of the College calendar.
- 6.3.3 He/She shall collect the lecture notes of every faculty member through the H.O.D concerned at the end of each week, review them and submit a monthly report to the Principal.
- 6.3.4 He/She shall collect the minutes of class committee meetings from the H.O.Ds and initiate corrective and preventive action in consultation with the Principal to improve quality of teaching and learning.
- 6.3.5 He/She shall be the stock verification officer for the college and shall arrange for annual stock verification in laboratories and also ensure proper maintenance of stock books.
- 6.3.6 He/She shall be responsible for sending the monthly reports of students on unit and weekly tests, percentage of attendance, general performance, and discipline to the parents.
- 6.3.7 He /She shall review the academic performance of students in the weekly test, and model test and university examinations within three days from the date of announcement of results and counsel the students who fail in one or more subjects and arrange for coaching class in consultation with H.O.Ds.
- 6.3.8 He/She shall interact with individual teachers and students and devise methods to improve the academic performance of students, whenever performance in a test is poor.
- 6.3.9 He/She shall collect and review the results of first two tests and work out the scheme for compensatory classes in the evening or on specified days.
- 6.3.10 He/She shall convene the HODs meeting at the end of each unit and weekly test for reviewing the performance of students and work out plans to improve the results and submit a copy to Principal.
- 6.3.11 He/She shall be the head of the examination cell and will look after all the arrangements relating to university examination, unit and weekly tests, model examination and attend to all correspondence with controller of examinations, Kashmir University.
- 6.3.12 He /She shall check the record of class work of faculty members once in every month.
- 6.3.14 He /She shall initiate and monitor the arrangement of guest lectures and local visits of various departments.
- 6.3.15 He/She shall plan and be overall in-charge for organizing functions like Graduation day, sports day, cultural day and any other function arranged in the college.
- 6.3.16 He /She shall periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.
- 6.3.17 He/She shall be given a minimum teaching load of one theory course and also will be the head of the department concerned.
- 6.3.18 He/She shall be in-charge of student feedback on teachers and prepare a report.

- 6.3.19 He/She shall prepare the master annual plan for organizing conferences, seminars and symposia, workshops etc both by students and faculty members.
- 6.3.20 He/She shall prepare the semester academic calendar well in advance in consultation with the Principal. (Immediately at the end of each semester)

#### 6.4 **REGISTRAR**

- 6.4.1 He/She shall assist the Principal in all administrative affairs/admission/registration matters, publicity/publication of journals /news- letters/college magazines besides addressing other overall issues of the Management concerning the Institute.
- 6.4.2 He/She will be the overall supervisory head of all spheres within the domains of Deputy/Assistant Registrars of General/Accounts, Admission/Registration, Estates/ Protocol Works & Maintenance, Library, Transport and Security.

#### 6.5 **DEAN STUDENT WELFARE**

- 6.5.1 The Dean Students will assist the Principal in execution of all activities relating to student's affairs as spilled out at **Para 6.1.3 of Chapter 6 above..**
- 6.5.2 He/She shall arrange for congenial living environment in the Campus including hostel for the students.
- 6.5.3 He/She shall arrange the existence momentarily in the form of scholarships for the weaker and needy sections of the students.
- 6.5.4 He/She shall be responsible for nominating students representatives to various bodies of the college in consultation with elected student body.
- 6.5.5 He/She shall take care of essential support required co-curricular activities of students.
- 6.5.6 He/She shall enable the students to participate actively and effectively in management of hostels and also in organisation of the student related activities.
- 6.5.7 He/She shall provide guidance and work with Sports 'Officer, Hostel Wardens, Cultural officer for all matters related to Students' Welfare.
- 6.5.8 He/She shall design the plans and execute the programmes for overall development of students.
- 6.5.9 He/She shall make proper selection of students to participate events/ programmes outside the College.
- 6.5.10 He/She shall develop an effective mechanism for electing Students Council.
- 6.5.11 He/She shall conduct the proceeding of the ceremony of the members of the Student Council.
- 6.5.12 He/She shall provide the guidance and advice to the Student Council whenever required.
- 6.5.13 He/She shall be in a constant touch with the parents of the students for maintenance of students 'guardian discipline in the College and take action as the need arises.

#### 6.6 **CONTROLLER EXAMINATION**

- 6.6.1 The Controller of Examination of the Institute will liaise and coordinate with the University on the one hand and the concerned senior functionaries of the

Institute on the other to ensure planning/ conducting External and Internal examinations of all types for all courses/levels within the scheduled time frame.

- 6.6.2 He/She shall be responsible for making Examination material like Question papers, Answer sheets, seating arrangements supervisory staff etc available with all secrecy and prudence.
- 6.6.3 The officer of the controller examination shall be responsible for issuing the examination date sheet.
- 6.6.4 He/She shall arrange the printing of question papers& Answer Scripts for internal examination of students.
- 6.6.5 He/She shall arrange the timely publication of internal results.
- 6.6.6 He/She shall arrange and liaise with affiliating University for timely conduct of examination and publication of examination results.
- 6.6.7 He/She shall postpone or cancel examination in the event of malpractices or if the circumstances so warrant and recommended disciplinary action to be taken against faculty or student alleged to have committed malpractices.
- 6.6.8 He/She shall be responsible to review from time to time the result of minor examinations and forward the report thereon to the College Council/ Governing body.
- 6.6.9 He/She shall review from time to time, the result of External examination conduct by the affiliating University and present the report thereon to the College Council/Governing body.

**6.7 DIRECTOR Internal Quality Assurance Cell (IQAC)**

- 6.7.1 Acting as a Nodal officer of the Institute for coordinating quality development activities.
- 6.7.2 Developing and applying of quality benchmarks and parameters for various academic and promotional activities of the Institute.
- 6.7.3 Facilitating the creation of learner centric environment for improvement of quality education
- 6.7.4 Collection and analysis of feedback from all stake holders on quality related institutional processes.
- 6.7.5 The Director IQAC shall coordinate and assist the Chairman of IQAC Cell in preparation SSRs' for submission to accreditation bodies.

**6.8 Head of the Department (HOD)**

- 6.8.1 The HOD is a Team leader of his/her entire faculty & staff to administer all the activities in the concerned Department. He/She shall have to convene the departmental staff meeting once in 15 days and maintain the Minutes book. The proposed agenda is given in the **ANNEXURE A**.
- 6.8.2 The HOD shall co-ordinate local industrial visits, guest lecturers, educational tour, test examination and purchase of library books, consumables and equipment for laboratories. He/she should conduct project review meetings in consultation with students and staff and implement as per the procedure given in **ANNEXURE B**
- 6.8.3 The HOD shall be accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc. He/She shall report to Dean Academics in these matters.

- 6.8.4 He/She shall check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.
- 6.8.5 He/She shall maintain the files and records as per NAAC / NBA and ISO requirements and also submit a report on the outcome of class committee meetings to the Dean Academic for corrective and preventive actions
- 6.8.6 He/She shall co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provide support services for student placement, and department student association.
- 6.8.7 The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of test, final year project review, class committee, meeting time tabling, allotment of department work, staff meeting etc in consultation of the Advisor.
- 6.8.8 The HOD will implement activities as per in academic calendar of the college and submission of reports.
- 6.8.9 The HOD will be in charge of student's academic and personal data base maintenance, Society activities, professional societies and alumni.
- 6.8.10 He/ she shall fully be responsible for conducting coaching class, verification of log books and coverage of syllabus for all semesters, internal assessment marks and lab works.
- 6.8.11 He/She will be responsible for the scrutiny of lesson plan, lecture notes, lab manuals and question bank, log book, etc and for monitoring theory classes, lab sessions, students attendance and discipline, guest lecturer and industrial visits.

## **6.9 ROLE OF FACULTY MEMBER**

- 6.9.1 Every faculty member shall be given a teaching load as per the AICTE/UGC norms and any one or two of the following administrative responsibilities, or as assigned by respective HOD.

Laboratory in charge  
Class Coordinator  
Subject coordinator  
Lab coordinator

Allocation of workload preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.

Alternative class work arrangement, annual budget preparation (other than lab), purchase of library books, data submission to Principal's office for inspection, staff leave register educational tour, faculty recruitment and local visits.

Co-ordination of final year student projects and faculty mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.

Any other special administrative works assigned by the competent authority.

- 6.9.2 Every teacher shall complete a minimum of two mini-projects and also guide a minimum of two final year projects.



- 6.9.3 Every teacher shall carry out the following as per the schedule:
- Submission of Cycle test question papers – 3 days before the test.
- Submission of Cycle and model examination marks on or before the 4<sup>th</sup> day after the test.
- Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.
- Submission of internal assessment marks within 7 days after the completion of model examination.
- 6.9.4 Every faculty member shall compulsorily give weekend assignments to students for all the subjects taught by him/her and it shall be included as a part of lecture notes. The assignments shall be corrected and given back to students.
- 6.9.5 The faculty member shall not allow to the class, those students who do not complete weekend assignments, laboratory records or who are absent to classes or tests without leave letters, those who do not wear overcoat for lab classes etc. until they get the permission from Principal.
- 6.9.6 Every faculty member shall submit a list of text books to be purchased by the students one week prior to commencement of class work to the H.O.D and he/she should announce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.
- 6.9.7 Every faculty member shall prepare all possible Part-A, Part –Band Part-C questions and answers for every unit and give them to the students as soon as the unit is covered and a copy be given to the H.O.D in a floppy without fail. Every teacher shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank and give them to the students.
- 6.9.8 In addition to normal academic and administrative work loads, every faculty member shall carry out other work assigned by the management, Principal, Dean Academic and H.O.D.
- 6.9.9 Every faculty member shall check the attendance and discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the HOD/Acad. officer/ Principal for action. The faculty member shall never use any abusive language or punish any student, when the student indulges in misconduct or misbehavior in the premises of the college.
- 6.9.10 No teacher shall cancel any theory class or laboratory class or send a fellow teacher as substitute to his/her class without permission from the H.O.D/Principal, when the latter is present in the college.
- 6.9.11 Every teacher shall arrange special coaching class for academically weaker students on holidays or evening time in consultation with H. O.D / Principal / Management.
- 6.9.12 Every teacher shall prepare the course plan for teaching the theory courses in his /her own way and ensure to get a minimum pass percentage of 95 and more in his/ her subject. The percentage pass marks obtained by the students will be taken into consideration while considering the increments/raise in the salary.

- 6.9.13 It is mandatory on the part of every faculty member to accompany the students on educational tours and industrial visits. He/She shall be responsible for ensuring safety of students doing such visits.
- 6.9.14 Every teacher shall encourage and guide students in the preparation of technical papers for presentation in conferences in other colleges and should guide a minimum of one paper per semester.
- 6.9.15 Every teacher shall review the analysis of Internal Assessment Test marks, university examination marks and counsel the weak students.
- 6.9.16 It is mandatory on the part of every teacher to become familiar latest computer knowledge and operating systems etc.
- 6.9.17 It is mandatory on the part of every faculty member to maintain a personal and a course file. Every teacher shall publish minimum one Technical/Research paper every year.
- 6.9.18 In case a teacher resigns his/her job, they should give two months' prior notice or two months' salary in lieu thereof. The relieving orders will be given only at the end of a semester.
- 6.9.19 Wherever a teacher fails to fulfill the mandatory functions or works or responsibilities he/ she will be issued a memo calling for an explanation by the Principal.
- 6.9.20 If the teacher fails to fulfill the mandatory functions or works frequently during an academic year, he/she will be relieved from his / her post without notice.
- 6.9.21 Every teacher 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.
- 6.9.22 Every teacher shall wear Identity Cards during his/her stay in the College and shall never violate. As teachers are models for students, they are advised to follow it strictly.
- 6.9.23 The H.O.D is authorized to call for explanation and issue memo to any faculty member if he/ she fails or refuses to carry out the work. The H.O.D shall submit a report to the Principal on all such cases.

## **6.10 PLACEMENT AND TRAINING OFFICER**

- 6.10.1 Dean Development (DD) placement and training (P&T) shall be the co-coordinator of placement and training cell besides other development activities. One faculty member from each department nominated by the respective H.O.D will be a member of the Cell. Class Representative will be also the member of the Cell. The Cell shall meet once in every month and finalize plan of activities for the students of different Courses to improve employability of students and submit the plan for the approval of the Principal and the Management. Dean Development (Placement and Training) shall maintain the Minutes Book.
- 6.10.2 He/she shall manage the Placement and Training Cell including accounts of the Cell.
- 6.10.3 He/she shall create a data bank of the student profile and academic record of the final year students (Starting from their second year) and retain the same at his/her office.
- 6.10.4 He/She shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and

placement particulars both in soft and hard copies and send it to selected industries for facilitating the conduct of campus interviews.

6.10.5 He/She shall collect the addresses and company profile of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.

6.10.6 He/She shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.

6.10.7 He/She shall maintain data bank the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development communication skill development etc. He shall also provide support services in the preparation for GRE, IELTS, TOFEL and procurement of passport, and submission of application to foreign universities.

6.10.8 He/She shall arrange for special training programmes by experts from HRD of companies for all the students on the following topics:

- i) Personality skill development
- ii) Soft Skill Development

A minimum of 4 special programmes per semester shall be arranged.

6.10.9 He/She shall organize regular sample tests on the following topics for all students from III and IV years of Engineering Courses using in house resources as well as outside resources.

- IQ test
- English language grammar test
- Comprehension test
- Aptitude test
- Listening skill test
- Mock personal interview

A minimum of 4 tests per semester shall be arranged.

6.10.10 He /She shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given to the time table and academic schedule.

6.10.11 He/She shall arrange regular training classes for VII semester students on the following topics through outside agencies.

#### **Personality and communication skill**

- Oral communication
- Written communication
- English grammar
- Comprehension in English
- IQ and aptitude test
- Personal interview

6.10.12 He /She shall maintain the year-wise placement records such as the companies which have conducted placement interviews in College Campus and in other places, employment records of students containing the names of students, designations of posts etc.

#### **6.11 INCHARGE HEAD FOR PHYSICAL ACTIVITIES/SPORTS**

6.11.1 He/She shall be the member of the Disciplinary Committee constituted by the Management.

6.11.2 He /She shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.

6.11.3 The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.

6.11.4 He/She shall take adequate measures to prevent any misbehavior, misconduct, especially during extra-curricular activities and other college functions.

6.11.5 He/She shall convene disciplinary committee meetings once in a month in consultation with the Chairman of the disciplinary committee to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of students.

6.11.6 He/She shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.

6.11.7 He /She shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

6.11.8 He /She shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.

6.11.9 He/She shall train students for participating in various tournaments and also organize University Tournaments in our college.

6.11.10 He /She shall arrange intramural sports and games for our college students.

6.11.11 He/She shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary.

#### **6.12 INCHARGE HEADS OF DIFFERENT SECTIONS/WINGS**

6.12.1 In order to cope up with multifaceted sphere of activities the Institute various sections/wings function within their domains, headed by senior level officers with their supporting staff to assist the College Administration & Management as under:

- A. General Administration/Establishment, headed by **Deputy Registrar (General)**.
- B. Accounts headed by **Deputy Registrar**.
- C. Admissions/Registration/RRs and other issues relating to enrollments, migration etc, headed by **Deputy Registrar (Admissions/Registration)** with the assistance of **Assistant Registrar**.

- D. Estates/Overall supervision /Development of assets (Furniture, Furnishing& Fixtures in the College Campus, Dispensary/Medical centre, headed by **Deputy Registrar (Estates &Protocol)**.
- E. Execution of works for construction/repairs/ renovation & maintenance of buildings of all sorts in the Campus, headed by **Deputy Registrar (Works &Maintenance)**.
- F. Dispensing with College transport, both Heavy and light vehicles for the students and the staff, supervision of Watch & Ward staff, headed by **Assistant Registrar (Transport & Security)**.

### 6.13 LIBRARIAN

- 6.13.1 A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
- 6.13.2 The Librarian shall supervise and monitor the duties and assignments of his/her supporting staff such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
- 6.13.3 The Librarian shall coordinate to maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
- 6.13.4 The Librarian shall be responsible for ordering the journals and back volumes, as per the registration of the various departments and keep available in the periodical section.
- 6.13.5 The Librarian shall be responsible for selecting the books as per the registration received from various departments, ordering the books for purchase, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
- 6.13.6 The Librarian shall be responsible for getting routine classification of books, cataloging of books through the system of automation.
- 6.13.7 The Librarian shall supervise and monitor the Library staff 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).
- 6.13.8 The Librarian shall certify the accounts in respect of fine collection and Xerox charges collection from the students and renders accounts to the Principal office once in 15 days. Librarian is to check and ensure a separate register should be maintained showing the date wise receipt of fine and Xerox charges. The Librarian shall ensure that Proper receipt is issued to the student, while collecting such charges.

## 6.14 CLASS COORDINATORS

The coordinators shall monitor, assess and workout strategies for ensuring the best academic performance in the particular class or year for which the person is assigned as coordinator. For achieving this objective they will have to regularly monitor, assess and work out strategy for following academic schedules and processes effectively.

- 6.14.1 Verifying the Logbook maintenance by various faculty members.
- 6.14.2 Syllabus coverage and the extent to which the course plan has been adhered to.
- 6.14.3 Follow up of assignments in terms time of issuing, submitting and returning and the students' performance in the assignments.
- 6.14.4 Follow up regarding the regularity in timely provision of question papers to Examination Cell, smooth conduct of exams, performance of students in tests, discussion with Faculty and arriving at strategies for improving the performance of the students in future.
- 6.14.5 Regular discussions with students for understanding their problems and grievances with reference to academic activities and work out strategies for eliminating any problems faced.
- 6.14.6 Conduct of regular class committee meetings, ensuring that the minutes are recorded and follow up action is initiated based on the outcome of the meeting.
- 6.14.7 Ensure that faculty members are present in the classes as per the time table and are also arranging proper alterations when they are on leave. No unnecessary alterations when the faculty member is present in the college.
- 6.14.8 Ensure that laboratory classes are going on effectively and the students are feeling satisfied with the knowledge they are gaining through practical classes.
- 6.14.9 Ensure that innovative assignments and innovative experiments are assigned as per requirement. Follow up for carrying out mini projects.
- 6.14.10 Obtaining the feedback regarding T & P special lectures and suggesting corrective measures based on the feedback.
- 6.14.11 Monitoring the lectures and ensuring that the lectures are delivered in English and English only.
- 6.14.12 Maintaining the test analysis report, the record of monthly percentage of attendance, university examination result analysis report and University examination rank list. (The analysis will be done by AAMC)
- 6.14.13 Maintenance of the student record such as name, phone number, parent's Permanent address, E-mail ID, category of admission etc. He shall also maintain the record of students transferred from other colleges, students prevented from writing examinations, dropouts, suspension, dismissal etc.
- 6.14.14 Coordinating industrial visits, guest lectures and educational tours for the class concerned.
- 6.14.15 Preparing the list of students who do not submit the lab record or assignment work and who fail in one or more subjects in tests and forward the list to AAMC.
- 6.14.16 Preparing the number of record note books, observation note books and computer printing paper required for the class and submit 15 days prior to the commencement of class.

- 6.14.17 Collecting the list of text books to be purchased by the students for each subject from the respective teachers and forward the same to the H.O.D for further processing.
- 6.14.18 Preparing the annual budget estimate for guest lecture, local industrial visit, and educational tour for the class concerned.

**6.15 THE ROLE & RESPONSIBILITY OF LAB IN-CHARGE**

- 6.15.1 To ensure that the required quantity of equipment and consumables are purchased and kept in the laboratory as per the norms of University of Kashmir.
- 6.15.2 To arrange for servicing of all equipments as and when required and maintain all the equipment and trainer kits, instruments etc. in working condition.
- 6.15.3 To make use of the services of the lab technician to keep the lab equipment and other items neat and clean.
- 6.15.4 To train the lab technician to assemble the experimental setup, carry out trouble- shooting and to conduct the laboratory experiments and make them to assist the students in assembling the circuit diagrams and using the instruments etc.
- 6.15.5 To prepare the annual budget estimate for the purchase of equipment, consumables and servicing and repair under three separate headings namely equipment, consumables, servicing and repair for the laboratory concerned and submit it to H.O.D.
- 6.15.6 To prepare the chart to display the following information in the Laboratory concerned.
- i. List of laboratory courses and faculty members conducting the course.
  - ii. List of experiments for the lab course.
  - iii. List of laboratory courses conducted in the room.
  - iv. Lab Time-Table.
- 6.15.7 To maintain the non consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with H.O.D.
- 6.15.8 To initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.
- 6.15.9 To make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.
- 6.15.10 To maintain a list of equipment specified by University of Kashmir and the list of the available items in the concerned laboratory in the format given by the university and arrange for stock verification during vacation in consultation with H.O.D.
- 6.15.11 To prepare the Physical layout and other technical details for the installation of new equipment whenever required and submit the same to the Principal through the H.O.D for execution.
- 6.15.12 To prepare the draft plan also for the development of the laboratory facilities for mini projects undertaken by the faculty members and the projects undertaken by the students.
- 6.15.13 At the end of each semester he/she will submit a list of equipment / instruments damaged by the students along with value and forward to Principal for further action.

## CHAPTER- 7

### 7. ACADEMIC, ADMINISTRATIVE & COORDINATIVE ASSIGNMENTS AT

#### 7.1 CENTRAL LEVEL

S. No.	Assignment-in-Charge	Responsibilities
1.	Principal, Dean Academic, Registrar Dean Development and Training (P&T), Director IQAC, All HODs with the supporting Staff of Nucleus Cell Dept Co-coordinators - NAAC NBA & ISO	<p>I). AICTE approval and University affiliation</p> <ol style="list-style-type: none"> <li>1. Applications to AICTE and the University.</li> <li>2. AICTE and University Committee Inspection.</li> <li>3. Admission approval from BOPEE and the University               <ol style="list-style-type: none"> <li>a) Planning all developmental works.</li> </ol> </li> </ol> <p>II. ISO 9001-2015</p> <ol style="list-style-type: none"> <li>1. Implementation of ISO 9001-2015</li> <li>2. Internal quality audit and action on Non-conformation reports</li> <li>3. Updating ISO procedures</li> <li>4. All activities related to ISO 9001-2015</li> </ol>
	Principal, Dean Academic, Registrar Dean Development and Training (P&T), Director IQAC, All HODs with the supporting Staff of Nucleus Cell Dept Co-coordinators - NAAC NBA & ISO	<p>III. NAAC/ NBA Accreditation</p> <ol style="list-style-type: none"> <li>1. BOG / GC / GB minutes.</li> <li>2. Preparation of the following reports.</li> <li>3. Staff selection committee and recruitment procedure</li> <li>4. Leave rules</li> <li>5. Study rules</li> <li>6. Sponsorship for conferences</li> <li>7. Faculty development Programmes(FDP )</li> <li>8. Exam results analysis</li> <li>9. Placement activities.</li> <li>10. Budget allocation.</li> <li>11. Budget utilization</li> <li>12. Faculty performance appraisal</li> <li>13. M.O.U. with companies and Educational Institutions.</li> <li>14. Preparation of Reports for various items as per accreditation Performa</li> <li>15. Report on Infra-structure.</li> <li>16. Class rooms, drawing hall, office etc.,</li> <li>17. Library and laboratories.</li> <li>18. Computing facility.</li> <li>19. Support services.</li> <li>20. Co-curricular activities.</li> <li>21. Extra-curricular activities.</li> <li>22. Service Rules.</li> </ol>



S. No.	Assignment-in-Charge	Responsibilities
2.	Centre for Research and Institute- industry Collaboration	<ul style="list-style-type: none"> <li>• M.O.U. with reputed Industries.</li> <li>• Short term courses and Seminar / Symposium in collaboration with Industries.</li> <li>• Students' in-house Mini projects.</li> <li>• Paper presentation by students and faculty.</li> <li>• Attending Conferences/Workshops/Seminars by students and faculty.</li> <li>• Organizing Conferences/Workshops/Seminars /symposia Association activities</li> <li>• Organizing Faculty Development Programme.</li> <li>• Higher Studies - Faculty Members</li> <li>• In-plant training for students and faculty.</li> <li>• Students projects from Industries.</li> <li>• Research proposals to funding agencies.</li> <li>• Summer and winter school proposals</li> </ul> <p>Consultancy works.</p> <ul style="list-style-type: none"> <li>• E class rooms</li> <li>• Audio-Visual centre</li> <li>• Creation of centre for Students' project.</li> </ul>
3.	<p>Centre for Placement &amp; Training</p> <p>In-house Training course coordinators</p> <p>Dept Placement coordinator</p>	<ul style="list-style-type: none"> <li>• Organizing-in-house training classes for Communication skills, aptitude, computer programming, G.D and Mock Interviews.</li> <li>• Conducting model Aptitude Tests, communication skill and computer programming tests.</li> <li>• Organizing workshop/guest lectures on personality development with external agencies</li> <li>• Preparation of student profiles and placement brochure.</li> <li>• Procurement of placement training related Books, CD, VCD, template etc. for GRE, TOEFL GMAT etc and creating a library.</li> <li>• Activities related to Engineering College forum and arranging Campus and off-campus interviews in Co-ordination with forum and other colleges.</li> <li>• Co-ordination with Placement Cell and arranging for student registration</li> <li>• Establishing contact with prospective employers and IT companies to arrange campus interviews.</li> <li>• Creation of student data base and company data base</li> <li>• In-house resource creation relating to interview skills and GD techniques.</li> <li>• Common time table for placement training courses. (Language Lab, Internet Lab, Computer Lab) and Co-ordination of preparation of study materials and workbooks for in house training.</li> <li>• All works related to placement and training activities.</li> </ul>

S. No.	Assignment-in-Charge	Responsibilities
4.	Examination Cell, headed by Controller Examinations	<ul style="list-style-type: none"> <li>• Daily Test / Unit / Model / University Examination as per procedure.</li> <li>• Examination fee collection and submission to COE.</li> <li>• Paper revaluation and Xerox copy of Answer script.</li> <li>• University Exam Accounts maintenance and submission.</li> <li>• Issue of Hall tickets and University Mark statements</li> <li>• Appointment of AUR, Squad member and Examiners for paper valuation</li> <li>• All correspondence with COE, Kashmir University.</li> <li>• Procurement of Stationery items for Test and University exam.</li> <li>• Maintenance of Xerox machines.</li> <li>• Maintenance of Stock book for stationery items.</li> <li>• Submission of Internal assessment marks and Attendance to COE Complaints on Question paper to COE</li> <li>• Semester drop out and re-admission for attendance shortage Lecture Hall allocation and desk arrangement.</li> <li>• Exam malpractice reports</li> </ul>
5.	ACADEMIC AFFAIRS AND MONITORING ENTIRE (AAMC) with all HODs, headed by Dean Academics	<ul style="list-style-type: none"> <li>• Student and staff daily attendance report.</li> <li>• Collection of data from department</li> <li>• Preparation of required reports.</li> <li>• Student leave, permission and all other matters.</li> <li>• Maintenance of student data bank with address, phone number etc.</li> <li>• All reports to parents.</li> <li>• University result analysis report</li> <li>• First year student +2 mark analysis.</li> <li>• Implementation of Academic calendar schedule.</li> <li>• Unit completion, Lab experiments, completion report etc and submission to Principal.</li> </ul>
6.	All HODs/ Academic Officer concerned	<p>Student and staff daily attendance report.</p> <p>Collection of Internal assessment marks from class teachers and its publication</p> <p>Collection of consolidated Weekly test, Model Exam report from class teachers.</p> <p>Maintenance of leave and permission letters of students.</p> <p>Monthly attendance report of students with &lt; 75% attendance to Parents and its publication.</p> <p>Maintenance of student data bank with address, phone number etc.</p> <p>Intimation of long absentees of students to parents and department</p> <p>Sending daily test, test marks and university marks to parents.</p> <p>University result analysis report, collection from department and intimation to parents.</p> <p>Creation of student and faculty data base.</p> <p>University result analysis.</p> <p>First year student +2 mark analysis.</p>
7.	HODs MCA/CSE & IT Section.	<p>Computerization of Academic Management and Information System.</p> <p>Online Aptitude test.</p> <p>Online feedback.</p> <p>Development of new software modules for academic administration.</p> <p>Digital publication of lecture notes and question bank.</p> <p>Software installation for academic monitoring.</p>

S. No.	Assignment-in-Charge	Responsibilities
8.	In Charge Head Physical Education	<p>To prepare Sports event list for academic year in consultation with all HODs and get it approved by Principal and Chairperson.</p> <p>Conduct of sports &amp; games.</p> <p>Annual budget for the sports and games accessories.</p> <p>Sports day celebration.</p> <p>Events for sports day.</p> <p>Estimate for prizes.</p> <p>Conduct of the sports and games.</p> <p>Organizing the sports day functions.</p> <p>Hosting of Zonal games and sports.</p> <p>All development works relating to sports Cultural.</p> <p>Finalization of cultural day events.</p> <p>Preparation of proposal of purchase of prizes.</p> <p>Organizing the cultural day function.</p> <p>Preparing students to participate in cultural events and sports in other places.</p> <p>Creation of a centre for cultural activities.</p> <p>NSS and YRC Activities</p> <p>Blood and Social service camp.</p> <p>All development works relating to cultural activities.</p> <p>Co - Curricular Activities.</p> <p>Department Magazine.</p> <p>Inter departmental activities.</p> <p>Professional societies Activity.</p> <p>ISTE Chapters.</p>
9.	CENTRE FOR ACADEMIC RESOURCES (All HODs with the overall supervision of Dean Academic)	<ul style="list-style-type: none"> <li>• Collection of Lesson plan, Lecture notes, question bank for all semesters and submission to Principal. (Except 1<sup>st</sup> Year).</li> <li>• Report on Guest Lectures, Industrial visits and submission to Principal.</li> <li>• Student feedback.</li> <li>• Internet maintenance and maintenance of all records, attending to breakdown, renewals, correspondence etc.</li> </ul>
10.	CENTRE FOR ALUMNI AFFAIRS (All HODs, headed by Director IQAC)	<ul style="list-style-type: none"> <li>• To create the data base of Alumni.</li> <li>• To conduct periodical meetings and annual meeting with Alumni members.</li> <li>• To resort to the help of Alumni members for placement activities.</li> <li>• To mobilize funding for special purposes like scholarships, prizes, awards etc.</li> <li>• To conduct lectures by invited speakers.</li> </ul>
11.	College MAGAZINE (All HODs, Academic Officers, Chief Librarian, headed by Registrar)	<p><b>College Magazine</b></p> <ul style="list-style-type: none"> <li>• Preparation of College newsletters and magazine.</li> <li>• Recording of Important events under the heading</li> <li>• Technical Papers Published</li> <li>• FDP Programs attended for faculty members</li> <li>• Campus Placement</li> <li>• MOUs to be signed with academic Institutes and Industries.</li> <li>• College Events</li> </ul>

S. No.	Assignment-in-Charge	Responsibilities
12.	All concerned HODs, Academic Officers headed by Dean Academic	<ul style="list-style-type: none"> <li>• Academic Calendar preparation for first year, higher semester, MBA, MCA and vacation proposals.</li> <li>• Semester Academic schedule and declaration of holidays.</li> <li>• Arrangement of HOD and faculty meeting and maintaining minutes.</li> <li>• Monitoring the implementation of all important events in calendar.</li> <li>• Class representative and class teacher meeting with Principal.</li> </ul>
13.	COORDINATORS FOR FIRST YEAR	<ul style="list-style-type: none"> <li>• Collection of Lesson plan, Lecture notes, question bank for first year and submission to Principal.</li> <li>• Time table for first year classes and academic calendar preparation.</li> <li>• Photocopying and binding of Laboratory manual for first year students.</li> <li>• Coaching classes.</li> </ul> <p>All other academic activities for first year.</p>
14.	Central Library in consultation with concerned HODs	<p><b>Library</b>  Collecting list of books and journals from HODs and procurement after approval  Indexing and stocking of books and journals.  Stock taking of books &amp; periodical publication of defaulters list.  Indexing and stocking of lecture notes and question bank.</p> <p>All works related to Library development.</p> <p>Purchase of lab records &amp; observation note books &amp; class note books for students and issue of the same to students.  Purchase of note books, text books, Lab coats, drawing instruments, calculators, syllabus book, bags etc for first year students and Issue of the same to the first year students.</p>
15.	All HODS/Academic Officers under the overall supervision of Dean Academics	Collection of minutes of class committee meetings of first year, discussions with Principal and implementation of suggestions
16.	TRANSPORT  Assistant Registrar (Transport & Security)	<ul style="list-style-type: none"> <li>• Arranging Driver and helper uniform.</li> <li>• Monitoring of arrival and departure of buses.</li> <li>• Scheduling of buses for special coaching classes and other events.</li> <li>• Circulars on changes in bus schedule to faculty, students,</li> <li>• To check that no infringes elements board the bus.</li> <li>• To report and submit the report to the Principal for disciplinary action if any student found creating problem in the buses.</li> <li>• Administrative Officer and others.</li> <li>• Scheduling of bus during University examinations and College functions.</li> <li>• To remove all discomforts of travelers using the College transport.</li> </ul>

## 7.2 DEPARTMENT LEVEL

S. No	Activities and Faculty In- Charge	Department	Responsibilities
1.	ACADEMIC MONITORING AND CONTROL	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA  M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<ul style="list-style-type: none"> <li>Review of Daily absentees list of students and counseling the students of the respective departments.</li> <li>Collection of weekly test and SA test reports and arranging counseling for students of the respective departments.</li> <li>Review of test absentees list and arranging counseling for the students of the respective departments.</li> <li>Preparing list of students for coaching class and arranging coaching class.</li> <li>Class representative meeting and assessment of student's grievances.</li> <li>Arrangements for Graduation day function.</li> <li>Faculty recruitment works.</li> <li>Association activities.</li> <li>University result analysis</li> <li>Setting up department library.</li> <li>Proposal for Purchase of text and reference books.</li> </ul>
2.	TIME TABLE IN-CHARGE	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<ul style="list-style-type: none"> <li>Subject allocation to faculty members.</li> <li>Master time table for theory and laboratories.</li> <li>Laboratory class work allocation.</li> <li>Semester wise and individual time table.</li> <li>University practical examination time table including arrears examinations in consultation with Controller of Examination.</li> <li>All works relating to faculty recruitment.</li> <li>Proposal for procurement and issue of Lab Record books, Observation Books and Note Books.</li> </ul>
3.	FINAL YEAR PROJECT CO-ORDINATOR	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<p>Writing letters to various organizations for fixing project work.</p> <p>Formation of student batches for project work.</p> <p>Collection of confirmation letters from companies and fixing internal guides.</p> <p>Formation of project review committee.</p> <p>Scheduling and arranging project review.</p> <p>Collection of project review synopsis from students prior to each project review.</p> <p>Maintenance of project review committee's evaluation marks.</p> <p>Monitoring the preparation and submission of project report by students.</p> <p>Monitoring mini projects by faculty members and students.</p> <p>Supervision and co-ordination of technical paper presentation by students.</p> <p>All arrangements for industrial training (Bio-Tech only)</p> <p>Arrangement for University examination viva voce.</p> <p>Collection of Unit Coverage, Lab experiment Completion report and submission to AAMC.</p> <p>Collection of Lecture notes, and Question Bank for various semesters.</p>

S. No	Activities and Faculty In- Charge	Department	Responsibilities
4a.	GENERAL DEPARTMENT WORKS - PART-I	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	Arranging Guest lectures, Industrial visits and Educational tour. Proposal for purchase of equipment, Library books and Journals. Budget preparation for the above items. Association, seminar and symposia activities NAAC Accreditation/NBA Accreditation / ISO - record maintenance. Question bank Xeroxing and binding for all semesters. Conducting Seminars, Workshops and Conferences. Submitting proposals to financial Institutions for financial assistance for conduct of Seminars, Workshops and Conferences at National and International Level.
4b.	GENERAL DEPARTMENT WORKS - PART-II	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<ul style="list-style-type: none"> <li>• Records to AICTE and Kashmir University inspection committee.</li> <li>• Department file maintenance.</li> <li>• Overall annual budget preparation.</li> <li>• Faculty development program, deputing faculty members to conferences, workshop etc.</li> <li>• Lab Manual Xeroxing and binding and Issuing to students.</li> <li>• Purchase of White and Color Chalk, Duster, White Paper, Printer Paper, File and A4 Sheets etc.</li> </ul>

S. No	Activities and Faculty In- Charge	Department	Responsibilities
5.	LABORATORY IN- CHARGE	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<ul style="list-style-type: none"> <li>• Servicing of all equipments, trainer kits, instruments etc.</li> <li>• Training the lab technician to assemble the experimental setup for various lab courses and maintain equipments for each lab course.</li> <li>• Preparation of Annual budget for the purchase of equipment, consumables and servicing and repair of equipments.</li> <li>• Display of the following information in the concerned laboratory. <ul style="list-style-type: none"> <li>I) List of laboratory courses and faculty members conducting the course.</li> <li>II) List of experiments for each lab course.</li> <li>III) Lab time-table.</li> <li>IV) Display of important wall charts.</li> <li>V) Display of important equipments in the lab.</li> </ul> </li> <li>• Arranging for annual stock verification during vacation.</li> <li>• Maintaining stock Register entry of consumables and non Consumables and certify the bills for payment whenever the items are newly purchased.</li> <li>• Maintaining the list of equipment specified by Kashmir University and the list of the available equipments in the concerned laboratory in the format given by the university</li> <li>• Preparing the Physical layout and other technical details for the installation of new equipment whenever required and submit for execution.</li> <li>• Development of the laboratory facilities for mini projects by the faculty members and students.</li> <li>• Submission of the list of equipments/instruments damaged by the students along with value at the end of each semester and forward to Principal for further action.</li> <li>• Coordinating the preparation of laboratory manuals.</li> <li>• Proposal for new equipments to meet the requirements of revised curriculum.</li> <li>• Equipment status report submission.</li> </ul>

S. No	Activities and Faculty In- Charge	Department	Responsibilities
6.	CLASS and YEAR COORDINATORS	Civil Engineering Computer Engineering Electronics & Communication Engineering Electrical Engineering Mechanical Engineering BBA MBA MCA M. Tech. (Electronics & Communication Engineering & Mechanical Engineering)	<ul style="list-style-type: none"> <li>• Collection of university examination fees including arrears.</li> <li>• Application for reevaluation and Xerox copy of answer scripts for respective class.</li> <li>• Collection of breakage fee.</li> <li>• Distribution of university mark sheets and Hall tickets.</li> <li>• Students leave letter approval and daily absentees monitoring.</li> <li>• Arranging alternative class while faculty member is on leave.</li> <li>• O.M.R. sheet submission with internal mark.</li> <li>• Student data maintenance - Name, Roll, Address, Phone No, Progress card and arrears subjects etc.</li> <li>• Organizing special coaching class for weaker students University Examination</li> <li>• Result Analysis</li> <li>• Submission of Minutes of class Committee meeting to Principal's Office.</li> <li>• Submission of all academic reports pertaining to the class.</li> <li>• Maintenance of daily test, assignment, internal assessment test marks and internal assessment marks.</li> </ul>
7.	COMPUTER STATIONERY STORES IN-CHARGE	Computer Engineering	<ul style="list-style-type: none"> <li>• Purchase of all computer and printer stationery.</li> <li>• Annual budget preparation for the above items.</li> <li>• Maintenance of consumables stock register.</li> <li>• Stock entry and bill passing.</li> <li>• Maintenance of indent book for issue (printer paper &amp; printer ribbons)</li> </ul>
8.	INTERNET IN-CHARGE	MCA (IT Department)	<ul style="list-style-type: none"> <li>• Internet maintenance</li> <li>• Breakdown call</li> <li>• Bandwidth recording &amp; Renewal</li> <li>• Maintenance of all records.</li> </ul>
9.	COMPUTER CONSUMABLE INCHARGE	Computer Engineering-System Administrator	<ul style="list-style-type: none"> <li>• Purchase of computer and printer components.</li> <li>• Maintenance and issue of computer and printer components.</li> <li>• Annual Budget preparation and stock register maintenance.</li> <li>• Maintenance of consumable stock Register.</li> <li>• Stock entry and bill passing.</li> <li>• Maintenance of indent book etc. for components.</li> </ul>



**7.3 LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS**

<b>Sr. No.</b>	<b>Name of file / Document</b>
01	University syllabus
02	Academic calendar (University, Institution & Department)
03	Subject distribution (Semester wise) with work load
04	Time tables (Master, Class wise, faculty wise, laboratory wise)
05	Guest lecturers / Expert lectures delivered by faculties and Guest lecturers / Expert lectures for students
06	Student Attendance
07	Parent - Teachers meet record
08	University Question Papers
09	Departmental Budget
10	List of major Equipment's with cost (Lab wise)
11	Dead stock record
12	Maintenance record
13	Quotation and New Purchase
14	Software with Licenses
15	Consumable material record
16	Departmental Notices / Circulars
17	Office, Head office, DTE, Kashmir University, AICTE Notices / Circulars
18	Departmental meeting record (Minutes of meetings)
19	Induction Program
20	Orientation Program
21	Industry Institute Interaction
22	MOU's
23	List of Eminent Speakers/Persons visited in the department
24	Departmental magazine / News letter
25	Annual report of department
26	Departmental Library
27	Department infrastructure details
28	Cost of the laboratories
29	Class rooms details
30	Seed money record (student's Associations)
31	Sponsored lab/Setup (Under MOU)
32	NSS
33	B.E. Batch Photographs
34	Exam Time Table
35	Oral / Practical examination record
36	University results (Result Analysis with list of toppers)

7.3 LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS

Sr. No.	Name of file / Document
37	Class test records ( Results, Attendance, Question papers )
38	Remedial/Compensatory classes record with time table
39	Term Work Assessment /Continuous Assessment )
40	Faculty personal files at department (Faculty list and Updated Resume)
41	Faculty and Staff portfolios
42	Students feedback
43	International Conference attended-Year wise Details
44	National Conference attained- Year wise Details
45	International Conference -Paper Publication
46	National Conference -Paper Publication
47	International Journal -Paper Publication
48	National Journal -Paper Publication
49	Seminar/Workshop/STTP/FDP/FOW Attended (National/International) (Approved by AICTE/ISTE/IET/IETE/UOP/TEQIP or Other body )
50	Seminar/Workshop/STTP/FDP/FOW organized (Approved by AICTE/ISTE/IET/IETE/UOP/TEQIP or Other body )
51	Research Grant Received\Applied) (Kashmir University/UGC/AICTE or other bodies)
52	Books published
53	Professional bodies membership
54	Special Achievements/Awards of the staff
55	Consultancy by faculty
56	Ph.D. Completed and Pursuing staff list
57	Patents
58	Students roll call list (all classes)
59	Diversity of students
60	Student's Co-curricular activities -Industrial Visits -Industrial Training -Paper Publications -Internship -Hardware/software courses completed - Any other technical activity
61	Student's Extra-curricular activities -Sports -Special Achievements -Cultural Achievements
62	Placement record (in campus/off campus)
63	Higher studies record
64	Alumni Meet record

7.3 LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS

<b>Sr. No.</b>	<b>Name of file / Document</b>
65	Entrepreneurship
66	Stake holder feedback (Parents/Corporate/Govt. Sector)
67	Projects Under taken for UG & PG
68	Choice of opting Electives procedure and document
69	Student Grievance Redressal
70	Departmental Resource Sharing
71	Visiting Faculty Details
72	Faculty Information
73	Brochures/leaflets
74	Office communication
75	Charge handover
76	CAP Record
77	Memo & Explanation
78	Lab Requirement
79	Department Communication
80	Syllabus Coverage
81	Daily attendance Monitoring

## CHAPTER- 8

### 8. TARGET FOR ACADEMIC ACHEIVEMENTS

With an objective of improving the academic performance of the students and carrying out overall development activities in the College, the target is set for various activities relating to curricular and co-curricular and other spectrums. The objective of setting the target is to motivate each department and each faculty member to perform better and better achieve the desired objectives..

The HOD shall be responsible and have the freedom to devise innovative methods or procedures to achieve the target in all the sphere of activities. However, the new procedures or methods may be presented in the HOD meeting and discussed in detail before implementation. The responsibility of drawing the road map and working out action plan rests with the HODs and the faculty members. The problems faced in achieving the target should be assessed and solved at the department level and in the event of difficulties in solving the problems; the reasons and possible procedures for solving the same may be discussed in the HOD meeting.

#### 8.1 ACADEMIC PERFORMANCE

##### a. Weekly test / Model Exam

S. No.	Particulars of activity	Target
1	Minimum pass in each subject	85 %
2	Minimum pass in a class	75 %
3	Minimum class average mark in a subject	60 %
4	Maximum no. of students failed in 3 and More than three subjects in a class.	20 % of class strength
5	No. of students failed in all subjects in a class.	Nil

##### b. University Examination

S. No.	Particulars of activity	Target
1	Semester wise minimum pass	85 %
2	Minimum pass in each subject	95 %
3	Failures in practical examination	0 %
4	VIII semester minimum pass	100 %
5	Minimum University Rank Report	2

## 8.2 STAFF AND STUDENTS ATTENDANCE:-

S. No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	97 %
2	Maximum absenteeism permitted for a student per semester (If violated parents should be called for counseling)	4 days
3	Parent meeting the HOD compulsory if the students is absent	more than 2 days continuously
4	Collect re-admission fee of Rs.500/- if absenteeism exceeds	more than 3 days
5	Parents meeting HOD compulsory if monthly attendance	less than 75 %
6	Parents meeting HOD compulsory if the leave exceeds in a semester	4 days
7	Faculty Attendance Per Month	95 %

## 8.3 ACADEMIC ACTIVITIES:

S. No.	Particulars of activity	Target
1	Submission of Lecture notes for 2 ½ units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	On the day of reopening
5	Issue of Lab manual to students	On the day of reopening
6	Minimum no. of students project work per faculty member	2
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester
9	Minimum publication of Technical paper by a faculty member per year	1

## 8.4 MAINTENANCE OF LABORATORY FACILITIES:

S. No.	Particulars of Activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's Office after failure	2 days.
3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per Kashmir University norms.	Nil
5	Deficiency in software as per Kashmir University norms.	Nil

### 8.5 ACADEMIC WORK LOAD TO FACULTY MEMBERS:

S. No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Associate Professor	2 theory + lab
4	Assistant Professor	1 theory or 2 theory + lab
5	No. of times a teacher can take the same subject continuously	3 times
6	Critical subjects should be taken by	HOD/Professor/Associate Professor
7	First year subjects allotment	Senior faculty members
8	No. of faculty members per batch of 36 students for lab class	2

### 8.6 CO-CURRICULAR ACTIVITIES:

S. No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year (In-house or Kashmir University sponsored or Outside agency)	1
3	Minimum no. of Professional societies to be formed ISTE / IETE / IEEE / CSI in each department	2
4	Minimum MOU with industries	2
5	Minimum external sponsored projects per year	1
6	Minimum no. of consultancy work per year	1
7	Minimum no. of department level conference/seminar/workshop	2 per semester
8	Minimum no. of National / State / Regional level conference /seminar/workshop	1 per year
9	Minimum no. of industries based students project	25 % of Total Project
10	Minimum no of Students paper presentation per semester	25 % of Faculty Strength
11	Deputation of minimum no. of faculty members to conferences / workshop per year	10 % of Faculty Strength
12	Deputation of minimum no. of faculty members to FDP per year	20 % of Students Strength
13	No. of students for Industrial training per year	10 % of Students Strength
14	No. of times Students counseling per semester (slow learners)	3
15	Chairs instituted by Department	1
16	Minimum no. of Class wise group counseling by HOD / Senior faculty members per semester	2
17	Student Mini Projects Per Department	3
18	Industrial Visits for each class per year	2

## 8.7 PLACEMENT AND TRAINING - PER BATCH

S. No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	3
2	Personality development programme (In-house)	3
3	Personality development programme (Outside Agencies)	3
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	3
6	Aptitude skill development programme (Outside Agencies)	2
7	Communication skill Development (In-house)	3
8	Communication skill development programme (Outside Agencies)	2
9	Motivation and counseling lecture by senior faculty members (In-house)	6 cycles - Every year - 2 cycles
10	Computer programming (In-house)	3
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	12
13	One day workshops on placement training	3
14	Guest Lecture on IT, ITES (In-house) per semester	3
15	Guest Lecture on Interviews Tech, personality, other skills (Outside)	3

## 8.8 STUDENT DISCIPLINE

S. No.	Particulars of activity	Target
1	Semester-wise indiscipline student list submission	First week of every month
2	Semester-wise defaulters in record submission in Lab.	0 %
3	Max. no of Absence permitted in Test, Weekly Test, Model Exam per student, per sem.	1

## 8.9 PLACEMENT

S. No	Particulars of Activity	Target
1	Placement of students	75 % of eligible students
2	Minimum no. of On-campus placement interviews	10
3	Minimum no. of Off-campus interviews	15
4	Minimum no. of Companies to be visited per month	6
5	Minimum no. of special guest lecture by HR personals from IT industries per semester.	3
6	Minimum no. of IT companies tie ups for accreditation	3
7	Special lecture by Placement Officer on (resume writing, interview technique, IT companies profile, nature of placement test by various companies etc. per week)	2 hrs
8	Mini Interaction with III and IV year students to discuss placement activities	Once in a month
9	Presentation to HODs and Senior faculty members on placement activities.	Once in two months

## **CHAPTER- 9**

### **9. MOTIVATIONAL INITIATIVES**

#### **9.1 INCENTIVES TO PURSUE HIGHER EDUCATION**

Faculty members are encouraged to join M.E. / M. Tech / Ph.D. programme under the following scheme.

- M.E. / M. Tech Part-time - Evening class.
- M.E. / M. Tech Part-time - Week end days classes
- Ph.D. - Part-time programme.

#### **9.1.1 O.D. FACILITIES TO PURSUE HIGHER EDUCATION**

- i. M.E. / M. Tech - O.D. to attend class on week end Saturdays.
- ii. M.E. / M. Tech - O.D. to write University Exam on week days.
- iii. Ph.D. - O.D. to attend course work on week days.
- iv. Reduced work load for teachers pursuing P.G. programme

#### **9.1.2 FINANCIAL ASSISTANCE**

- The College provides encouragement by way of financial assistance for the faculty as per the Higher Study Course partially

#### **9.2 FACULTY DEVELOPMENT PROGRAMME, WORKSHOPS AND CONFERENCES**

Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.

Faculty members are encouraged to present papers in National and International Conferences. In addition, Registration fee, TA, DA, cash awards could be given to the faculty members.

#### **9.3 INCENTIVES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE**

The management encourages the faculty members by giving incentives and certificates of appreciation for their regular attendance and best performance on the recommendations of the Assessment and Appraisal Committee in their APRs.



## CHAPTER-10

### 10. LEADERSHIP

#### **10.1            INTRODUCTION:**

Leadership involves interpersonal interaction leading a team strategic planning and implementation to attain specific goals or to complete certain task. Leadership is interpersonal skill exercised in a situation and leadership requires strategic planning and execution of the same with the help of team members to attain specific goals. Leadership inspires and motivates faculty members and creates self-confidence and build morale. Every individual requires formal training to gain leadership skills and a practical environment or leadership position to exhibit their leadership skills. These aspects were taken care of this Institution.

#### **10.2            TRAINING TO DEVELOP LEADERSHIP SKILL:**

To equip our faculty members with their leadership skills, the college organizes various leadership programmes such as communication skills, personality development program, learning process methods, entrepreneurship development, professional ethics etc. These programmes will develop qualities and attitudes among faculty members which help them to look into the future and to bring necessary changes on proactive basis. The vital role of a teacher is to provide instructional leadership from the knowledge gained through various leadership development programmes.

#### **10.3            LEADERSHIP POSITIONS:**

The following leadership positions are given full freedom to discharge their responsibilities and to achieve their target:

- Leader of faculty team - Head of the Department/ Academic Officer
- Leader of student group in class - Class Teacher
- Leader of student team - Student Mentor (Under the coordination of DSW)
- Leader of Non-teaching staff in Lab - Lab In-charge
- Leader of various Committees - Principal

## **CHAPTER-11**

### **11. TRANSPARENCY**

#### **11.1 INTRODUCTION:**

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

#### **11.2 HUMAN RESOURCE MANUAL:**

A copy of the Human Resource Manual (HRM) shall be provided to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. The H R Manual book covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff, academic targets, etc.

#### **11.3 MINUTES OF THE HOD MEETING TO DEPARTMENT:**

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

#### **11.4 MINUTES OF GOVERNING BODY AND ACADEMIC ADVISORY BOARD TO DEPARTMENT:**

Any decisions made by the Governing Body or Academic Advisory Board or by IQAC or by the Management in policy are conveyed to all the departments by circulating a copy of the Minutes.

Minutes of the Governing Council and Academic Advisory Board are kept as reference in the Main Library.

#### **11.5 SEMESTER FACULTY MEETING:**

Every semester Staff Meeting is conducted for interaction and dissemination of the information regarding conduct of the ensuing semester's academic programmes.

#### **11.6 FEED BACK TO STAFF FOR REVIEW:**

Students' feedback, Peers' feedback, HODs evaluation and ACR are given to faculty members for self review and discussed with the faculty members or counseled.

## CHAPTER -12

### **12. DECENTRALIZATION AND DELEGATION & PARTICIPATION OF FACULTY**

#### **12.1 INDEPENDENT CHARGE OF HOD:**

- 12.1.1 The HODs are given independent responsibilities for running the department covering planning, development, procurement, maintenance, recruitment, promotion, increment, incentives etc.
- 12.1.2 Financial power is delegated to HODs for procurement of equipments, repairs and servicing of equipments and to meet all the expenditure relating to department as indicated in Chapter 15 Para 15.3
- 12.1.3 The HODs are given responsibility for identifying the books and journals required for Central Library.

#### **12.2 COMMITTEES FOR VARIOUS ACTIVITIES:**

The various Committees are constituted with empowerment to plan and execute various activities relating to Committees. The senior functionaries like Principal, Dean Academic, Registrar, Dean Development, Controller Examinations, Director IQAC, HODs concerned Deputy/Assistant Registrars and senior faculty members are included as member of various committees forming pivotal groups for running the Institution.

Grievances and Redressal Committee  
Library Committee  
Extra Curricular activities Coordination Committee  
Sports and Games Coordination Committee  
Examination Cell  
Disciplinary Committee  
Purchase Committee  
Research and Development Committee  
ISO Committee  
Alumni Activities Committee  
Industry Institute Interaction Committee  
Academic Audit Committee

#### **12.3 LABORATORY IN-CHARGES:**

Laboratory In-charges are given the full responsibilities for maintenance of equipments and other accessories. They are empowered to prepare budget for maintenance, development of lab facilities and procurement of equipments etc.

#### **12.4 EXTENSION ACTIVITIES BY FACULTY MEMBERS:**

All the faculty members are given the freedom to plan and organize the following academic extension programme:

- i) Organizing Workshops/Seminars.
- ii) Conduct of faculty development programmes
- iii) Short term course
- iv) Consultancy works
- v) Sponsored research.

## **12.5 CLASS COORDINATORS:**

12.5.1 Details of decentralization, delegation of powers and participation by faculty as Class Coordinators are clearly stipulated in Section 9.6.

## **12.6 MENTOR SYSTEM:**

Mentoring is a powerful personal development and empowerment tool. It is an effective way of helping people to progress in their careers. A mentor is a guide who can help the mentee to find the right direction and who can help them to develop solutions to career issues.

The different types of mentoring systems are

Mentoring by faculty member

Peer mentoring

Mentoring by external expert member.

### **Mentoring by faculty member**

A faculty member is put as counselor and guide for a group of 15 to 20 students to lead them in developing various skills to gain subject knowledge to plan career to prepare for placement etc., . They meet their ward weekly once / need based.

### **Peer Mentoring System**

The Peer Mentor is selected from the final year students based on their academic performance and outside world interactions. The second year and third year students are peer mentees. The job of Peer Mentor is to provide support, encouragement, and information to students (peer mentee) in their department. Peer mentor will provide personal and academic support to the students. They meet the students monthly once.

### **External Expert mentoring system**

External Expert mentor gives Psychological Counseling to the Students who seek counseling usually are experiencing discomfort or dissatisfaction in some aspect of their personal lives. Some common reasons are problems with friend, family, and or significant other relationships, concerns about personal adequacy, feeling overwhelmed, or feeling sad or anxious without knowing why. He / She meet the student monthly once.

## CHAPTER- 13

### **13. COMMITTEES**

The following are the Committees and its functions

#### **13.1 COMMITTEES FOR VARIOUS CURRICULAR AND CO-CURRICULAR ACTIVITIES AND THEIR FUNCTIONS**

##### **13.1.1 COLLEGE MANAGEMENT/ DEVELOPMENT COMMITTEE**

(To look after various aspects relating to the Academic and Development Affairs of the Institute).

- i. To consider the welfare of female teaching and non-teaching staff members of the college.
- ii. To consider the recreational facilities for female staff.
- iii. To create the health care facilities to female staff members and girl students.
- iv. To review complaints received from female staff members and girl students and take appropriate actions.

##### **13.1.2 ANTI RAGGING COMMITTEE**

(To eliminate the scourge of ragging and curbing such obnoxious activity).

##### **13.1.3 STUDENTS GRIEVENCE CELL**

(To address any kind of grievance of students enroll in the Institute).

##### **13.1.4 TEACHING AND NON TEACHING STAFF GRIEVENCE CELL**

(To tackle with any problem if the Staff).

##### **13.1.5 COMMITTEE FOR SC / ST**

(To deal with any offence of atrocities).

#### **13.2 LIBRARY COMMITTEE**

- i. Collecting list of books and journals from HODs for each semester and procuring after approval, by the Management.
- ii. Indexing and stocking of new books and journals.
- iii. Periodical publication of defaulters list.
- iv. Indexing and stocking of Lecture notes and question bank for each semester.
- v. All works related to Library development.

#### **13.3 EXTRA CURRICULAR ACTIVITIES COORDINATION COMMITTEE**

- i. Finalization of cultural day events for each year in even semester
- ii. Preparation of proposal of purchase of prizes and medals.
- iii. Organizing the cultural day function.
- iv. Preparing students to participate in cultural events in other places.
- v. Creation of a centre for cultural activities.
- vi. Conducting NSS and YRC activities
- vii. Conducting Blood and Social service camp.
- viii. All development works relating to cultural activities
- ix. Inter departmental activities.
- x. Formation of Professional societies activity
- xi. ISTE Chapters

- xii. Preparation of College News Letters and Magazine.

#### **13.4 SPORTS AND GAMES COORDINATION COMMITTEE**

- i. Annual budget for the sports and games accessories
- ii. Conduct of the sports and games – Intramural.
- iii. Organizing the sports day functions.
- iv. Hosting of Zonal games and sports.
- v. All development works relating to sports.

#### **13.5 EXAMINATION CELL**

- i. Weekly Test / Model / University Examination as per procedure.
- ii. Examination fee collection and submission to COE.
- iii. Paper revaluation and Xerox copy of Answer script.
- iv. University Exam Accounts maintenance and submission.
- v. Issue of Hall/space and University Mark statements.
- vi. Appointment of AUR, Squad member and Examiners for paper valuation.
- vii. All correspondence with COE, University of Kashmir.
- viii. Procurement of Stationary items for Test and University examination
- ix. Maintenance of Xerox machine.
- x. Maintenance of Stock book for stationary items.
- xi. Submission of Internal assessment marks and Attendance to COE.
- xii. Complaints on Question paper to COE.
- xiii. Semester drop and re-admission for attendance shortage.
- xiv. Lecture Hall allocation and desk arrangement.
- xv. Examination malpractice reports.

#### **13.6 DISCIPLINARY AND WELFARE COMMITTEE**

To examine / inquire and recommend punishments/remedial measure in the cases of:

- i. Malpractices in examinations
- ii. Indiscipline in the college campus and hostel premises
- iii. Complaints of ragging
- iv. Complaints of eve-teasing and harassment of weaker sections.
- v. Any other activity that may damage the discipline and harmony of the college.
- vi. To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.

#### **13.7 PURCHASE COMMITTEE**

- i. To scrutinize the specifications and the quotations.
- ii. To review the terms and conditions of payment, taxes, the reputation of the company etc.
- iii. To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.
- iv. To give specification to the HOD for the procurement of the tools/ equipment.

### **13.8 RESEARCH AND DEVELOPMENT COMMITTEE**

- i. Continuing education.
- ii. Consultancy
- iii. Student project work.
- iv. Overall planning to meet / satisfy NAAC/ NBA requirements.
- v. Paper presentation by students and faculty in Conferences /
- vi. Workshops / Seminars
- vii. Organizing Conferences / Workshops / Seminars / Symposia
- viii. Organizing Faculty Development Programme.
- ix. Higher studies students and faculty members.
- x. Research proposals to funding agencies.
- xi. Summer and winter school proposals. .
- xii. E class rooms and E learning
- xiii. Audio-Visual centre
- xiv. Professional affiliations - Institutional membership, IEEE, ISTE, CSI & IETE.

### **13.9 ISO COMMITTEE**

- i. Implementation of ISO 2015
- ii. Internal quality audit and action on Non-conformation reports
- iii. Updating the ISO procedures
- iv. All activities related to ISO 2015

### **13.10 ALUMNI ACTIVITIES COMMITTEE**

- i. To create the data base of Alumni
- ii. To conduct periodical meetings and annual meeting with alumni members.
- iii. To resort to the help of Alumni members for placement activities.
- iv. To mobilize funding for special purposes like scholarships, prizes, awards etc.
- v. To conduct lectures by invited speakers.

### **13.11 INDUSTRY-INSTITUTE INTERACTION COMMITTEE**

- i. MOU with reputed Industries.
- ii. Short term courses and Seminar / Symposium in collaboration with Industries
- iii. Student's in-house Mini projects and creation centre for projects.
- iv. Guest Lectures and Industrial visits.
- v. Association activities.
- vi. In-plant training for students and faculty and students projects from Industries.
- vii. Consultancy works.
- viii. Value added courses VLSI, Smart, Embedded System, Software testing, Networking, CISCO, SAP, FOSS etc.

## 13.12 ACADEMIC AUDIT COMMITTEE

Academic Audit Committee shall receive the processes and procedures used by departments to foster the quality of their programmes in terms of program objectives and ensure graduate attributes as programme outcomes as defined by each Department achieved against the stipulated targets for which standard practices and processes need to be put in place. The objective of an academic audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability that ensures quality outputs, continuous improvement, review of available resources and their optimal utilization, additional resource requirements for providing quality education. The objectives of Academic Audit Committee shall be:

- i) To set quality performance indicators in domains of education, research and administration and other units of institution.
- ii) To develop benchmark for quality performance indicators.
- iii) To develop strategies to evaluate quality performance indicators.
  - To evolve and implement self-evaluation Performa for faculty members and executives.
  - To evolve and implement stakeholders feedback assessment.
  - To facilitate periodic academic and administrative audit.
- iv) To develop the strategies to improve overall quality.



## CHAPTER - 14

### **14. LEAVE RULES**

#### **14.1 SHORT TITLE AND APPLICATION:**

- 14.1.1 These rules are called "Leave Rules" of the Employees of SSM College of Engineering.  
These rules shall apply to all persons employed in connection with the affairs of the Institute..

#### **14.2 KINDS OF LEAVE**

- 14.2.1 Casual Leave
- 14.2.2 Vacation Leave
- 14.2.3 Earned Leave
- 14.2.4 Compensatory Leave
- 14.2.5 On Duty Permission
- 14.2.6 Maternity Leave
- 14.2.7 Medical Leave
- 14.2.8 Hospital Leave
- 14.2.9 Extra-ordinary Leave
- 14.2.10 On Duty for pursuing part time study leave.
- 14.2.11 Permission / Late Attendance leave
- 14.2.12 Marriage Leave

#### **14.2.1 CASUAL LEAVE**

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 15 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

#### **14.2.2 VACATION LEAVE**

- 14.2.2.1 The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.
- 14.2.2.2 Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

- 14.2.2.3 Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.
- 14.2.2.4 In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.
- 14.2.2.5 Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

### **14.2.3 EARNED LEAVE**

Non teaching staff who have served for one year are eligible for earned leave at the rate of one day for every 11 days of service.

### **14.2.4 COMPENSATORY LEAVE**

- 14.2.4.1 Staff members who work on specific request and approval of the Secretary/ Advisor/ principal/ HOD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.
- 14.2.4.2 Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with **prior sanction**. Compensation leave should not be combined with CL.
- 14.2.4.3 Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year.
- 14.2.4.4 The un-availed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be en-cashed like CL.

### **14.2.5 ON DUTY PERMISSION**

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

### **14.2.6 MATERNITY LEAVE**

- 14.2.6.1 Maternity leave may be granted to married women employees for 60 days from pre- confinement rest to post confinement recuperation, at the option of the employee provided that **no** maternity leave shall be allowed to married women employees, if they already have one living children.
- 14.2.6.2 Should have completed two years of service in this college.
- 14.2.6.3 Should give an undertaking that they will work for one year after rejoining duty.
- 14.2.6.4 The staff members who are availing of maternity leave are not eligible for medical leave.
- 14.2.6.5 If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

**14.2.7 MEDICAL LEAVE**

14.2.7.1 The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In case of serious illness without hospitalization they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and cannot be claimed as a matter of right or it cannot be earned.

14.2.7.2 Medical leave will be granted subject to the following conditions:  
Should have completed one year of service in this college.  
Should give an undertaking that He/ She will work for one year after rejoining the duty.

**14.2.8 HOSPITAL LEAVE**

14.2.8.1 Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.

14.2.8.2 Hospital leave may be granted on leave salary either full or half, as the leave sanctioning authority may consider necessary depending on the circumstances of the case involved leading to hospitalization.

**14.2.9 EXTRA-ORDINARY LEAVE**

14.2.9.1 Extra-ordinary leave shall always be without leave salary and may be granted, when informed leave is availed by staff member and submitted the leave application belatedly. The leave is treated as Extra-ordinary Leave (EOL) with a deduction of salary as follows:

$$\text{EOL} = \frac{\text{Gross Salary X No. of days on leave}}{\text{No. of working days in the month}}$$

14.2.9.2 The leave applied and sanctioned during working days to attend classes for day time M.E. part-time course and course work for Ph.D. will be treated as EOL with deduction of salary as mentioned in **14.2.8.1**.

**14.2.10 ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH / PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME.**

14.2.10.1 An employee may be granted OD permission so as to enable him to undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.

14.2.10.2 OD Permission shall not be granted to one, whose absence will cause cadre difficulties, besides dislocation in the regular work of the college.

- 14.2.10.3 An employee availing himself of OD permission for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay Rs.50, 000/-(Rupees Fifty thousand only) to the College Management.
- 14.2.10.4 On duty permission for pursuing their higher studies will be granted only on working Saturdays. They should apply for CL or EOL as the case may be, during working days. However, for writing University Theory and Practical examination during week days, OD will be granted on production of proof.
- 14.2.10.5 Whenever applying for OD permission for study purposes, they should submit the OD application in advance; otherwise the absence will be treated as EOL.
- 14.2.10.6 They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.
- 14.2.10.7 They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.
- 14.2.10.8 Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

#### **14.2.11 PERMISSION / LATE ATTENDANCE**

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

#### **14.2.12 MARRIAGE LEAVE**

- 14.2.12.1 An unmarried staff member is eligible for 7 continuous days of marriage leave from the day of marriage. The marriage leave can be combined with CL or CPL or EOL. The concerned staff member shall apply for marriage leave in advance.

## CHAPTER - 15

### **15 PURCHASE PROCEDURE**

#### **15.1 INTRODUCTION**

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

#### **15.2 BUDGET**

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

#### **15.3 YEARLY BUDGETARY PROVISIONS**

The yearly Budgetary provisions shall be made on requirement basis with due consideration of available resources against various items/components as under specified below:

<b>A) REVENUE COMPONENT</b>	<b>B) CAPITAL COMPONENT</b>
<b>OBJECTS / ITEMS OF EXPENDITURE / COMPONENTS</b>	<b>OBJECTS / ITEMS OF EXPENDITURE / COMPONENTS</b>
SALARY	CONSTRUCTION OF BUILDINGS
C P FUND	MAITENANCE / REPAIR
STAFF WELFARE	STRENGTHENING OF LABORATORIES
TELEPHONE / FAX CHARGES	FURNITURE / FIXTURES
AFFILIATION / ACCREDITATION / REGISTRATION FEES ETC.	OTHER INFRASTRUCTURAL DEVELOPMENT (FENCING BEAUTIFICATION OF CAMPUS)
EXAMINATION / ENTRANCE FEES	MISCELINIOUS EXPENDITURE (PURCHASE OF VEHICLES / EQUIPMENT TOOLS ETC.)
LEGAL / PROFESSIONAL FEES	
POSTAGE / COURIER	
ADVERISTMENT /PUBLICITY / BROCHERS / MAGZINES	
LIBRARY UPGRADATION	
PRINTING / STATIONARY	
AUDIT EXPENSES	

<b>A) REVENUE COMPONENT</b>	<b>B) CAPITAL COMPONENT</b>
INTERNET	
PURCHASE OF SOFWARES	
FUEL & POWER EXPENSE (D G BACKUP)	
POL EXPENSES / FUEL / TRANSPORT	
TRAINING & TRAVEL EXPENSES	
HONORARIUM	
BANK CHARGES AND INTEREST	
RENT / TAXES	
CULTURAL / WORKSHOP/ SPORTS & OTHER EVENTS	
INSURANCE	
MISCELLENEOUS	

#### **15.4 FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE**

- 15.4.1 The HODs shall be in-charge for the equipments and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the same time, adequate number of quantity of spares / stores is kept consistent with the pattern of consumption and time required for the manufacturers / dealers to supply.
- 15.4.2 The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. HOD of the concerned Department shall invite quotes from minimum 3 probable vendors with the concurrence of the Dean Academics. The HOD shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

#### **15.5 GUIDELINES GOVERNING THE PURCHASE**

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

## **15.6 PURCHASE PROCEDURE**

### **15.6.1 The proposal must contain**

- i) The purpose for which they are required, e.g. for general purpose, laboratory maintenance, projects or other purposes with justification.
- ii) Detailed specifications and instructions if any should be given, so that the right type of material which is required could be intended for and supply got affected. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature
- iii) The approximate cost of the equipment and
- iv) Availability of funds etc.

### **15.6.2 Tenders / Quotations**

Stores should not be purchased without inviting quotations

### **15.6.3 Methods to be followed for obtaining Tenders / Quotations**

By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender) the invitation being sent to them by post / courier.

By invitation to one firm only (single Tender) or private purchase for small order costing less than Rs.1000/- at a time or if more than one kind of article, the same does not exceed Rs.2500/-

- 15.6.4 When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to invitation to tenders, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible renderers.

## **15.7 TENDER PROCESSING METHOD:**

The quotations received shall be tabulated, and decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term 'price ruling at time of delivery' should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.

Only the lowest tender should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

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

## **15.8 PURCHASE COMMITTEE**

15.8.1 The Purchase Committee will consist of the following Members:

- |      |                                     |   |          |
|------|-------------------------------------|---|----------|
| i)   | Principal                           | - | Chairman |
| ii)  | Purchase Officer/ Incharge purchase | - | Convener |
| iii) | HOD of concerned Department         | - | Member   |
| iv)  | Management Representative           | - | Member   |

15.8.2 The Purchase Committee will go through the Comparative statement prepared by the HOD in consultation with the concerned user received quotes and recommendations of the user. The recommendations of the Purchase Committee along with remarks to be submitted to Dean Academics for approval from the concerned authority.

15.8.3 The Dean Academics will scrutinize the comparative statement and give his remarks and send the file to the competent authority for approval. The file after approval is granted shall be sent back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

## **15.9 PLACING OF PURCHASE ORDERS**

The purchase order will be placed by the purchase officer or Incharge purchase.

### **15.10 PURCHASE ORDER FORMAT (MODEL)**

The Purchase order shall be issued for non-consumables and consumables items as per the requirements worked out.

Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

### **15.11 TESTING**

All materials which are to be tested in presence of the supplier nominee before acceptance by the stores are to be tested at the earliest opportunity with great care. The testing of materials/ equipment supplied shall be responsibility of HOD and user faculty.

The stores received at the Departments of the College should be verified and tested within one week from the date of receipt.

If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment should be tested within a fortnight from the date of receipt by the Departments of the College.



## **15.12**            **STOCK ACCOUNT**

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

## **15.13**            **ERECTION/INSTALLATION**

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

## **15.14**            **COMPLETION REPORT**

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

## **15.15**            **VERIFICATION OF STORES**

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

## **15.16**            **CONDEMNATION OF STORES**

- 15.16.1 The Chairman is the competent authority to issue orders of condemnation and write off.

- 15.16.2 The Purchase Committee is also empowered for recommending the condemnation. The Committee shall inspect the items and shall send the proposal to the competent authority for condemnation of stores, machinery and equipments.
- 15.16.3 When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College.
- 15.16.4 Whenever, there is a loss due to theft or other causes, the matter should be reported to the Chairman/ Chairperson through the Principal immediately, pending detailed investigation. The loss could be written off after approval of the Governing Council. The proposal shall be considered by the Governing Council and write off ordered. Prior orders of the Governing Council are necessary to write off such cases from the accounts.
- 15.16.5 After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipments condemned are to be deleted from the ledger and at the same time, entered in a separate register titled "Register of Condemned Articles", giving a linking reference in both the ledgers. They should be sold at the earliest and the sale proceeds realized if any, should be credited to the College accounts immediately.

## ANNEXURE A

### MAIN AGENDA FOR DEPARTMENT STAFF MEETING

#### Meeting - at the beginning of financial year

Annual budget preparation  
Plan proposal for equipment and consumable purchase.  
Proposal for development works in the department.

#### Meeting - at the beginning of the Academic year

Preparation of department academic calendar and other activities.  
Additional faculty requirement for odd and even semesters  
Proposal for students' educational tour.  
Proposal for purchase of books for library.  
Proposal for faculty development programme.  
Proposal for annual stock taking.  
Proposal for industrial/local visits.  
Proposal for guest lectures.  
Proposal for placement and training for final year students.

#### Meeting -Before the commencement of a semester

Requirements of laboratory record and observation note books to students.  
List of text books to be made available for students in the book store.  
Identification of organizations for local visits.  
Identification of experts for guest lectures.  
Work load allotment to faculty members.  
Review of department records maintenance.  
Meeting- During a semester.  
Review of test results and attendance.  
Review of syllabus coverage  
Review of laboratory experiment coverage  
Scheme for retests and coaching classes for academically weak students.  
Review of class work records for submission to Academic Audit Committee.  
Arrangement of local visits and guest lecture.  
Maintenance of laboratories.

## ANNEXURE B

### TIME SCHEDULE FOR IMPORTANT ACTIVITIES

The H.O.D and the faculty members shall complete the following activities as per the schedule given below.

The local industrial visits shall be completed within stipulated time frame keeping in view duration of the semester.

The syllabus coverage of the theory courses shall be as follows. If needed, special classes/ compensatory classes shall be arranged.

- |      |          |   |
|------|----------|---|
| i.   | Unit I   | 15 <sup>th</sup> day from the commencement of the semester  |
| ii.  | Unit II  | 30 <sup>th</sup> day from the commencement of the semester. |
| iii. | Unit III | 45 <sup>th</sup> day from the commencement of the semester. |
| iv.  | Unit IV  | 60 <sup>th</sup> day from the commencement of the semester. |
| v.   | Unit V   | 75 <sup>th</sup> day from the commencement of the semester. |

An educational tour shall be arranged within 45 days from the commencement of the semester.

Final year project report shall be submitted **15 days** before the examination date by the students to the H.O.D.

Every student shall complete minimum 50% of experiments in the laboratory class and complete the record during every week in a semester. If necessary, special classes shall be arranged.

The laboratory manual shall be prepared by the concerned faculty member and given to the student one week before the commencement of the semester.

All consumables and non-consumables required for the conduct of the laboratory classes shall be procured 15 days before the commencement of the semester by the lab in-charge.

**ANNEXURE C**  
**GUIDELINES FOR AVAILING CASUAL LEAVE**

As a general rule Casual leave should be availed only after obtaining sanction from the competent authority (Principal).

The specific reason for availing the Casual leave should be mentioned in the leave letter.

Leave should be availed only after making alternative arrangements through a teacher handling subject for the same class duly endorsed by the HOD.

For sick and hospitalization and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by HOD. In such case they should submit the leave letter on the first day of reporting to the College. If they fail to do so, the absence will be treated as Extraordinary Leave (EOL) and the salary will be deducted proportionally to the working days in that month. The HOD should specify clearly in the leave letter whether the staff member has fulfilled the norms for availing CL.

Informed CL is allowed only once in a month at the discretion of the Principal or else informed leave will be treated as EOL.

Only one day CL is allowed per month on prior sanction and all other kinds of leave in a month are treated as EOL.

There is no restriction to avail accumulated CL during vacation or study holidays or University practical / theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If it exceeds, the entire period of leave will be treated as EOL.

If he / she applies for CL or EOL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or week end holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior permission is obtained from competent authority or else the holidays will be treated as EOL.

When a leave is applied and sanctioned all absentees succeeding and preceding will be treated as EOL along with the date for which leave has been applied and sanctioned.

If a faculty joins duty in the second fortnight of a month then he / she is not eligible for CL for that month under consideration.

All un-availed casual leave will be permitted to be encashed at the end of the calendar year.

Alternative arrangements for class work have to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work with due endorsement of HOD.

If a faculty attends the college on all the working days in a semester without availing any leave, he/she will be paid 3 days salary and he/she can avail 3 days CL.

## **ANNEXURE D**

### **SUGGESTIONS FOR GOOD TEACHING**

Revise the subject topics for at least 1 hour in your room before going to the class. Write down the points to be covered in the class and use the same to teach.

Do not take the text-book to the classroom and read or dictate from the book to the students.

Always be on the stage near the board and talk facing the students. The lectures delivered should be audible to every student attending the class.

Make the students compulsorily to occupy the front benches and leave the back benches vacant so the students can hear you better.

Write down the topics to be covered on the black board neatly and teach in that sequence.

Ensure that you have driven home the points. A simple feedback will give you a clear picture.

A pep talk at intervals and a piece of advice will go a long way to develop the students' overall skills.

Attract the students' attention towards your teaching by sequencing the topics correctly and using simple language to present them.

Never go to the classroom empty handed. Always carry one or two sheets of prepared notes or lecture notes.

Write down important principles, derivations, worked out examples on the board neatly and ask the students to take them down in their note books.

In the last 10 minutes, give an overview of the topics covered and dictate probable questions.

Plan your lessons by giving lecture notes and citing the page number in the text book.

Do not accept on any account to take the class of your colleague if he is present in the college.

Refer standard text books as prescribe in the Course paper. Always discuss with your colleagues in case of doubts.

Be always student friendly and use pleasing language.

Give weak end assignments compulsorily and ensure that the students complete the same.

Whenever guest lectures are arranged, the relevant subject teachers should make it a point to attend. This will go in a long way to understand the teaching method from an experienced professor.

If a student in the class is indifferent, do not ignore him. Pay special attention to all such students and interact with them during your teaching session.

### **CHAIRMAN /VICE CHAIRPERSON SECRETARIAN**

Over and above the Administrative/ Academic set up of the Institute as laid down in the previous chapters there is an Apex Level Secretariat cum Nucleus Cell put in place to assist the Management (CMD/VCP) for carrying out official business relating to important institutional matters.

#### **The Cell has the following composition**

1. Technical Advisor
2. Director (M&C)
3. Officer on Special Duty (OSD)/Chief Administrative Officer
4. Private/ Personal Secretaries
5. Data Entry/Computer Operators
6. Office Assistants (Junior/Senior)
7. Record Keeper/Helper

The Nucleus Cell functions as a Secretariat to Guide / Assist /Coordinate and facilitates overall functioning of the Institute in its multifaceted activities.