



**Younus College**  
of Engineering and Technology

Vadakkevila P O, Kollam - 691010

[www.ycet.ac.in](http://www.ycet.ac.in) || [info@ycet.ac.in](mailto:info@ycet.ac.in)

# HR POLICY MANUAL

## 1.0 INTRODUCTION

Younus College of Engineering and Technology (YCET) is a pioneering educational institute for more than a decade, started by Fathima Memorial Educational Trust (FMET) in the year 2002. We are committed to promote and propagate quality and value based education at par with international standards. We believe that our sincerity, dedication and focus towards our goal have been instrumental in this accomplishment. Our vision is to apply the knowledge to expand the personal growth and to create the miscellany of ideas leading to the development of the society. The institution provides a healthy, democratic and interactive environment to the students where they can evolve into responsible and knowledge engineers and managers to set new frontiers on the global form. The institution is affiliated to APJ Abdul Kalam Technological University (KTU).

- College offers five Under Graduate programs and four Post Graduate programs.

### UG Courses

- Mechanical Engineering
- Civil Engineering
- Electrical & Electronics Engineering
- Electronics & Communication Engg.
- Computer Science and Engineering

### PG Courses

- Structural Engineering (CE)
- Applied Electronics & Instrumentation (ECE)
- Computer Science & Engineering (CSE)
- Network Engineering (CSE)

### a) VISION

Our Vision is to impart quality technical education and instil in students a high pattern of discipline, through our dedicated staff, aiming at setting global standards which in turn will make our students technologically superior and ethically strong individuals who in turn shall pioneer in improving the quality of human life, both technology wise as well as in the ethics and values they follow

### b) MISSION

Our mission is to educate students from all over India and abroad, so that they become enlightened citizen and technical experts, improving the living standard of their families and thereby the whole nation. We will continue to provide world class quality education, individual attention training for hard work and will take care of character building values such as honesty, integrity and discipline.

## 2.0 RECRUITMENT OF TEACHING STAFF

### a) Cadre Structure for Teaching Staff

Level	Cadre
1	Principal
2	Professor
3	Associate Professor
4	Assistant Professor
5	Librarian / Director of Physical Education

### b) Qualifications

The minimum qualifications and experience requirements for the various teaching posts are prescribed by AICTE from time to time. At present the following criterion are prescribed.

#### i) Engineering and Technology

S. No.	Cadre	Qualification	Experience
1	ASSISTANT PROFESSOR	B.E. / B.Tech. and M.E. / M.Tech. in relevant subject with First Class or equivalent either in B.E. / B.Tech. or M.E. / M.Tech.	---
2	ASSOCIATE PROFESSOR	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent in appropriate discipline. Post Ph.D. publications and guiding Ph.D. Scholars is highly desirable.	Minimum of 5 years experience in teaching and / or research and / or industry of which at least 2 years shall be post Ph.D. is desirable. Candidates from Industry / Profession with First Class Bachelor"s degree in the appropriate branch of Engineering / Technology or First Class Master"s Degree in the appropriate branch of Engineering / Technology.
3	PROFESSOR	Qualification as above that is for the post of Associate Professor, as applicable. Post Ph.D. publications and	Minimum of 10 years teaching and / or research and / or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and / or Research and / or industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in selection committee. If the experience

		guiding Ph.D. Scholars is highly desirable.	in industry is considered the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents etc. as deemed fit by the expert members in Selection Committee.
4	DIRECTOR / PRINCIPAL / HEAD OF THE INSTITUTE	Qualification as above that is for the post of Professor, as applicable.	Minimum of 10 years teaching and / or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and / or research and / or industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in Selection Committee. If the experience in the industry is considered, the same shall be at managerial level equivalent to professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection Committee. Flair for Management and Leadership is essential. Age for holding the post of Director / Principal shall be 65 years.

**Note:**

- Equivalence for Ph.D. is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0 with incumbent as the main author and all 5 publications being in the authors" area of specialization.
- Ph.D. shall be from a recognized University.
- For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent Assistant Professor has acquired or acquires Ph.D. degree in relevant discipline.
- Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<b>Grade</b>	<b>Point Equivalent Percentage</b>
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

ii) Science and Humanities

S. No.	Cadre	Qualification	Experience
1	ASSISTANT PROFESSOR	Good academic with at least 55% marks or, as equivalent CGPA at the Master"s degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University.	No minimum requirement.
2	ASSOCIATE PROFESSOR	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. Scholars is highly desirable.	Minimum of 5 years experience in teaching and / or research and / or industry of which at least 2 years shall be post Ph.D. is desirable. Candidates from Industry / Profession with First Class Bachelor"s degree in the appropriate branch or First Class Master"s Degree in the appropriate branch.
3	PROFESSOR	Qualifications as above that are for the post of Associate Professor, as applicable. Post Ph.D. publications and guiding Ph.D. Scholars is highly desirable.	Minimum of 10 years teaching and / or research and or industrial experience of which at least 5 years should be at the level of Associate Professor (or) Minimum of 13 years experience in teaching and / or Research and /or industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in Selection Committee. If the experience in industry is considered the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books, research paper publications / IPR / patents etc. as deemed fit by the expert members in Selection Committee.

### iii) Librarian and Physical Director

S. No.	Cadre	Qualification	Experience
1	LIBRARIAN	Masters degree in Library Science / Information Science / Documentation and qualifying in the National Level Test conducted by UGC.	With 5 years of experience in library maintenance and computerization in library in an educational institution.
2	PHYSICAL DIRECTOR	Masters degree in Physical Education (two year course) or Masters degree in Sports or an equivalent degree and passed the physical fitness test and 3 qualifying in the national Level test conducted by UGC.	Record of having represented the College at the Inter - Collegiate competitions or the State in national championships

#### c) Recruitment Procedure for Teaching Staff

- The required number of faculty members for the every academic year will be received from the respective departments based on the AICTE / University norms and workload.
- Based on the requirement received an advertisement will be released in the leading national newspaper calling for applications.
- The received applications will be scrutinized based on the qualification, experience, academic credentials and the institutions where studied.
- The scrutiny of applications will be done by the Principal, HoD and a senior faculty member.
- The short listed candidates will be called for an interview on a specific date and time.
- There will be a committee comprising of Management Representative, Principal and one or two subject experts for interviewing the candidates.
- The candidates called for the interview will be asked to demonstrate their teaching skills for about 10 minutes duration on any core subject which they studied and questions covering the entire curriculum will be asked to test the subject knowledge.
- The committee will rank the candidates based on the subject knowledge, communication and audibility.
- The candidates will be appointed based on the rank secured and the same will be intimated to them.

### 3.0 RECRUITMENT OF NON-TEACHING STAFF

#### a) Cadre Structure and Qualification for Non-Teaching Staff

S.No.	Section	Designation	Qualification	Experience
1	ADMINISTRATIVE OFFICE	Administrative Officer	Masters Degree	Minimum 10 years of experience in a reputed administration position, preferably with the knowledge of working in an educational institution.
		Manager	Masters Degree	Minimum 5 years of experience in an educational institution.
		PRO	Masters Degree	Minimum 8 years of experience in an educational institution.
		Senior Assistant	Bachelor's Degree	At least 5 years of service in the lower category.
		Junior Assistant / Purchase Assistant / Receptionist	Bachelor's Degree	Knowledge of MS Office is required.
		Office Assistant / Attender / Peon	10th Passed	Not required
		Accounts Manager	Masters Degree	At least 5 years service in managing accounts in a reputed concern.
		Accountant	Bachelor's Degree	At least 5 years service in managing accounts in a reputed concern.
		Accounts Assistant / Cashier	Bachelor's Degree	At least 3 years of service in managing accounts and cash related activities in a reputed concern.
2	TECHNICAL	Senior Lab Assistant	First class diploma (or) B.Sc. in the branch concerned	years of experience in a recognized academic institution or industry.
		Lab Assistant (Engineering (or) Science)	First class diploma (or) B.Sc. in the branch concerned	3 years of experience in a recognized academic institution or industry.
		Lab Technician	ITI certificate in relevant trade	3 years of experience in an academic institution or industry.
3	MAINTENANCE	Electrician	First class diploma (or) ITI with „B“	Minimum 5 years of experience in electrical maintenance in an

			License	educational institution or industry.
		Plumber	ITI certificate in relevant trade	3 years of experience in an academic institution or industry
		Driver	10th passed	Heavy Vehicle License

#### **b) Recruitment Procedure for Non-Teaching Staff**

Direct requirement to all cadres is based on merit. Selection is done by duly constituted committee. The following procedure is adopted in the selection of staff members.

- i) Advertisement in leading Newspaper.
- ii) Scrutiny of applications received till the last date mentioned in the advertisement.
- iii) Constitution of selection committee with the following members
  - Principal
  - Head of the Department concerned
  - Administrative Officer / Officer Manager
- iv) Intimation to candidates about the date and time of interview.
- v) Based on the recommendation made by the selection committee, appointment orders signed by Chairman and Principal will be issued to the candidates.

### **4.0 JOINING AND OTHER RELATED INFORMATION**

#### **a) Joining Report**

The staff member at the time of joining duty in this institution has to submit the following to the administrative office:

- Joining Report
- Originals of his / her educational certificates and experience certificates
- One passport size photo

(Note: Photo copies of all credentials to be retained)

The staff shall furnish both his / her temporary / permanent address along with contact phone number / e-mail ID (if any) to the administrative office. As and when there is any change in the above address / contact phone number / e-mail ID / the same has to be intimated to the administrative office immediately.

#### **b) Regularization of Service**

The employees whose services are to be regularized will be placed under probation for two years within a period of three years of continuous service. The probation period may be extended for valid reasons. At the end of successful completion of probation, the employees services will be confirmed.

### **c) Teaching Days and Workload**

As per the University norms, the institution will fulfill minimum number of teaching days required for a semester. Workload of a teacher will be as per the AICTE norms. Two tutorial hours / two laboratory hours will be counted as one teaching hour.

### **d) Working Days and Timings**

Every week, the college normally functions from Monday to Saturday. Every day, the college works from 9.00 A.M. to 4.30 P.M. 1st and 3rd Saturdays are holidays. For the benefit of slow learners, who need extra coaching, special classes may be conducted from 4.30 P.M. to 5.30 P.M. every day as planned by the faculty members.

### **e) Maintenance of Attendance Register**

All teaching and non-teaching staff members shall register their attendance in the attendance register before the reporting time (8.55 A.M.) and at the end of the college time (4.30 P.M.) on all working days. The HoD will close the attendance register at 9.10 A.M. in the morning. Non-marking of attendance shall be treated as absence unless permitted by the Principal.

### **f) Salary**

- Based on the qualification and experience, salary and allowances will be fixed for every staff member according to the guidelines of AICTE and Management.
- Staff members who acquire Ph.D. degree after entering into service in the institution will be sanctioned incentives as per college norms.
- Salary of each staff member will be directly credited into the savings bank account of the individual in State Bank of India's branch.
- Income tax, if any, will be deducted from the salary on written request of the staff member and paid to the Government.
- It is the bounden duty of all staff to pay the income tax. Non remittance of tax will result in legal action

### **g) Applying for a job in other Institution**

If a staff member wishes to apply for a job in any other government institutions and organizations, "No Objection Certificate" shall be obtained well in advance for the same from the Principal who in turn will have consultation with the management and then only he / she will be permitted to do so.

## **5.0 CODE OF CONDUCT FOR TEACHERS**

- Teachers shall be present at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.

- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his / her power, or reporting the matter to the HoD / Principal .
- Every member of staff shall attend all the department and institutional functions and carry out responsibilities as assigned.
- The members of staff shall not engage themselves either directly or indirectly in any kind of business, money lending, canvassing for the sale of any articles or distribution of any commodity trade activities and undertake part time job in other concern, etc.
- Members of staff are prohibited from accepting gift in any form from the students / parents / companies having business transactions with the college.
- Teachers shall maintain a respectable work conduct in terms of:
  - Preparation for the particular days, classes with latest information added to earlier course content.
  - Keeping all teaching aid material required for conducting the class in an orderly manner.
  - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - Ensuring the orderly arrangement of classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- The members of staff shall not involve in political activities.
- The members of staff should follow the dress code of the college.
- For any unavoidable reason, if one has to leave the workplace, prior written permission should be obtained from the Principal through their HoD.
- The members of staff are expected to be at their work place during the prescribed working hours.
- Members of staff are not permitted to give private coaching to students for any remuneration.
- Teachers shall observe good personal conduct in terms of:
  - i) Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - ii) Not entering into quarrels, fights or any act of disrespectful nature.
- Any breach / violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

## **6.0 ROLES AND RESPONSIBILITIES PRINCIPAL**

### **i) General Administration and Finance:**

1. The Principal shall convene the Governing council meeting once in every year.
2. The Principal shall make recommendations regarding plans for the development of the institution in the years to come.
3. He shall monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment. He will also ensure judicious use of equipment and consumables.
4. He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.
5. He shall participate in the development of campus in terms of sports and extracurricular activities.
6. He shall ensure the appointment of qualified staff (teaching and non -teaching).
7. He shall recommend necessary welfare measures for the benefit of the staff and students.
8. He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.
9. All correspondences within the campus and to outside organizations and the University will be done through the Principal.
10. The Principal will interact with the Chairman/ Vice - Chairman on day to day matters.
11. He will regularly appraise through weekly reports with the chairman/Vice - Chairman. He will function as a team leader of teaching and non-teaching staff to achieve academic excellence.
12. He shall collect the requirements of stationery items such as laboratory records, observation note books; text books etc from the department and forward them to the Stores in charge for procurement.
13. He shall prepare the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintain the library as per Anna University and AICTE norms.
14. He shall be the in-charge for the institution scholarships, fellowships, prizes and medals for various branches and frame regulations for the award of the same.
15. He 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.
16. He shall be the head of the examination cell and will look after all the arrangements relating to university examination, CAT and model examination and attend to all correspondence with controller of examinations, Anna University.

17. He shall check the record of class work of faculty members once in every month.
18. He shall initiate and monitor the arrangement of guest lectures and local visits of various departments.
19. He shall plan and be overall in-charge for organizing functions like Graduation day, Sports day, Annual day and any other function arranged in the college.
20. He shall periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.
21. The Principal shall ensure that the policies and rules of the Government and the University are strictly adhered to by the institution.
22. The Principal shall convene the HODs meeting at least once in 15 days and maintain the Minutes.

**Academic:**

1. The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials.
2. The Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.
3. He shall ensure the conduct of internal continuous assessment examinations at appropriate periods.
4. He shall provide arrangements for industrial visits and guest lectures for students.
5. He shall monitor the student projects, progress and the University examinations (theory and practical).
6. He shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

**Student Affairs:**

1. The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
2. He shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.
3. He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.
4. He shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.
5. He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.
6. He 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.
7. He 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 / HoD in consultation with the Management.

**Research and Extension Activities:**

1. The Principal shall encourage conducting of seminars and symposia and such research – oriented activities in the campus.
2. He shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

**DEAN (ACADEMICS)**

1. Developing comprehensive academic support program.
2. Regulating teaching process by means of frequent checking of the attendance assessment record of both theory and practical subjects.
3. Monitoring the progress of teaching and learning process of the all the subjects.
4. Assisting the screening of the applications for the recruitment of the faculty members.
5. Periodic monitoring of course materials of the faculty members.
6. Improving the daily test /university exam performance by continuous observation and analysis.
7. Providing guidance to the students on academic goals and educational issues.
8. Working with faculty members and counsellors to address academic performance of the students.
9. Random checking of question papers of daily test and answer scripts.

10. Coordinating the maintenance of new academic related documents.
11. Monitoring the preparation of the academic schedule, timetable and classroom allotment.
12. Developing the training modules and development programs for the faculty members.
13. Monitoring the special classes for slow learners after the regular class hours.
14. Monitoring arrear coaching classes and its follow-ups.
15. Participating class committee meetings to learn the difficulties of the students.
16. Coordinating course coordinators to provide uniformity in the teaching of common subjects.
17. Attending classes and providing support and guidance to the faculty members based on the observations.

## HODS

1. The HoD shall convene the department staff meeting once in 15 days and maintain the Minutes.
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 should conduct project review meetings in consultation with students and staff and implement as per the procedure.
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.
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 activates and arrange for annual stock verification.
5. He / She shall maintain the files and records as per NBA and ISO requirements and also submit a report on the outcome of class committee meetings to the Advisor for corrective and preventive actions
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.
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.
8. The HOD will implement activities as per in academic calendar of the college and submission of reports.
9. The HOD will be in charge of students" academic and personal data base maintenance, Society activities, professional societies and alumni.
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.
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.

## **PROFESSORS**

1. Teaching.
2. Developing Learning Resource Material & Laboratory Development.
3. Students Assessment & Evaluation including examination work of University.
4. Participation in the Co-curricular & Extra-curricular activities.
5. Student Guidance & Counseling.
6. Helping the student in personal, ethical, moral and overall character development.
7. Continuing Education activities.
8. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications, seminars etc.
9. Self development through upgrading qualification, experience & professional activities.
10. Providing Industry sponsored projects, consultancy, testing services and Industry - Intuition Interaction.
11. Involving in the Academic and Administrative Management of the institution.
12. Policy-Planning, Monitoring & Evaluation which are connected to the department.
13. Promotional activities both at Departmental and institutional level.
14. Involving and Assisting the HoD in the Design and development of new programmes.
15. Preparing project proposals for funding in areas of R & D Work.
16. laboratory Development, Modernization, Expansion, etc.
17. Monitoring and Evaluation of academic and research activities.
18. Develop, update and maintain MIS.
19. Assisting the HoD in planning and implementing Staff Development activities.
20. Maintain accountability and conduct performance appraisal.
21. Guiding Research.
22. Any other work assigned by the Principal/Management from time to time.

## **ASSOCIATE PROFESSORS**

1. Teaching including laboratory work.
2. Evaluation including administering tests, invigilation during conduct of tests.
3. Innovation in teaching, laboratory work and instructional materials.
4. Continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
5. Leading consultancy projects and extension services.
6. Developing resource materials.
7. Research activities and research guidance.
8. Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
9. Development of the Curriculum and Learning Resource materials.
10. Guiding research.
11. Any other work assigned by HoD/Principal /Management from time to time.

## **ASSISTANT PROFESSORS**

1. Teaching including laboratory instruction and academic activities such as acting as Class advisor, Invigilator, Lab In - charge,
2. Co - ordinator (Attendance), assistance in conduct of seminars, symposia and guest lecturers.
3. Students assessment and evaluation, aside from acting as paper setter.
4. Assisting in consultancy and R & D activities.
5. Developing resource material and laboratory development.
6. Co-curricular and extracurricular activities / student welfare activities.
7. Assisting in departmental administration.
8. Involvement in departmental / institutional developmental activities.
9. Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
10. Shall attend to the work allotted by HoD/ Principal / Management from time to time, helping in the cause of academic development of the institution.

## **PLACEMENT DIRECTOR**

1. The Placement Director shall be the co-ordinator of placement and training cell. One faculty member from each department nominated by the respective HoD will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students. The Placement Director shall maintain the Minutes of the meeting.
2. He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at his office.
3. He 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.
4. He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
5. He shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.
6. He shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc.
7. He shall arrange for special training programmes by experts from HRD of companies for all the students.
8. He shall strictly adhere to the time schedule for organizing placement training programmes.

## **LIBRARIAN**

1. 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.
2. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
3. In the Reference section, the Librarian should 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.

4. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
5. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
6. In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
7. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author"s Index and Subject wise Index, reprographics services, internet and Online Public Access Catalogue (OPAC).
8. The Librarian is in-charge of fine collection and photocopy charges collection from the students and renders accounts to the Principal once in 15 days. A separate register should be maintained showing the date wise receipt of fine and photocopy charges. Proper receipt must be issued to the student, while collecting such charges.

## **PHYSICAL DIRECTOR**

1. He shall daily monitor the general discipline of students during the working hours and report to the Principal if any breach has been noticed.
2. The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, and promptness in attending classes, preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
3. He shall take adequate measures to prevent any misbehavior, misconduct, especially during extracurricular activities and other college functions.
4. He shall convene disciplinary committee meetings to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of the students.
5. He shall convene the Sports meeting at the beginning of every semester to discuss and finalize the sports and games activities.
6. He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
7. He shall train students for participating in various tournaments and also organize University Tournaments in our college.
8. He shall arrange intramural sports and games for our college students.

## **ADMINISTRATIVE OFFICER**

1. Verification of Daily Cash Book with Vouchers of all departments.
2. Verification of daily fee collection and report to be submitted to Chairman.
3. Monitoring the bank transactions, analyzing the interest & bank charges debited & obtaining clarification for any discrepancy.
4. Checking of Teaching and / Non Teaching staff monthly salary.
5. Preparation of vendors and other payments list and to be submitted to the Chairman for approval.
6. Monitoring PF, TDS and staff salary advance activities.
7. Verification of the cash book of Stationery store and Cafeteria.
8. Monitoring the day to day activities of Stationery store and Cafeteria.
9. Monitoring and procuring the stock available in the Stationery store and Cafeteria.
10. Monitoring transport facilities and bus working conditions.
11. Monitoring transport fee collection, fuel report and RTO office works.
12. Monitoring the duty allocation of security officer and guards.
13. Checking of all registers maintained by the Security Officer.
14. Monitoring plumbing and electrical works and maintenance of the same.
15. Monitoring of Housekeeping staff work allocation and gardening work.
16. Monitoring STP Plant, RO Plant and water purifiers maintenance activities in co - ordination with Campus Maintenance Manager.
17. Monitoring the Hostels and Campus neatness and cleanliness.
18. Conducting meeting with maintenance staff and drivers for their effective working conditions.
19. Monitoring Estate office materials stock and utilization.
20. Checking of purchase related activities.
21. Monitoring all maintenance related works.
22. Maintaining the furniture of entire campus in good condition and proper utilization.
23. Monitoring the First Aid and Fire safety provisions in the campus and replacing or refilling of the same after the expiring dates.
24. Monitoring the Reprography center activities.
25. Checking of Maintenance related expenses

## **OFFICE MANAGER**

1. Monitoring and verifying all the office administrative work.
2. Prompt and efficient processing of papers and correspondence coming up for disposal.
3. Maintaining all the admin related files, registers and other records in the office.
4. All files and documents should be titled and index list to be updated.
5. Strict observance of the instructions contained in the codes/ manuals / office orders etc.
6. Preparing the draft for all the outgoing letters from the office and getting approval from the Principal / Administrative Officer.
7. Weeding out of old and unwanted papers/ documents in the office.
8. Preparing the minutes of the Governing Council/ Trust.
9. All purchase activities of the Institutions.
10. Correspondence related toKTU, AICTE, Consortium Office etc, in consultation with the Principal.
11. Receiving applications from the eligible students for various scholarships and processing.
12. Online registration (fresh and renewal) and follow up of all scholarships of all community.
13. Maintaining student's scholarship disbursement account.
14. Submitting the filled consortium applications for MQ students to consortium office and collecting consortium mark sheets.
15. Preparation and submission of AICTE approval report and Anna University affiliation report.
16. Requirements of Faculty/ Staff for various departments should be published in the newspaper every year before the month of April, after getting the approval from the concerned authorities and a copy of the advertisement should be maintained in a separate file.
17. All the received applications should be filed according to the various disciplines. The resume of the candidates should be scrutinized and the interview letters should be forwarded to the short-listed candidates. A separate interview file should be maintained wherein all the interview processes should be recorded properly.
18. Assisting in conduct of Interviews and maintaining minutes of all Staff Selection Committee meetings.
19. Preparing and issuing of Appointment Orders / Joining Reports / Certificates Acknowledgments.
20. Responsible for the maintenance of individual staff profile.
21. Maintaining all the records pertaining to the Faculty Development Programme, Short Term Training Programme, and higher studies.
22. Maintenance of attendance registers of the staff members of all the departments.
23. The leave records of all Faculty/ Staff should be maintained properly. The resignation letters and the relieving orders of Faculty/ Staff should be recorded along with the experience certificate in consultation with the concerned authorities.
24. Maintaining students admission register and other documents.
25. Issue of bonafide certificates and TC to the students.

26. Maintaining incoming and outgoing letters register.
27. Forwarding the important letters from Government offices to the Principal immediately.
28. Sending circulars to the departments.
29. Stationery store maintenance and stock should be updated time to time.
30. Assist in the planning and preparation of meetings.

## **CLASS ADVISORS**

1. Verifying the Log book maintenance by various faculty members.
2. Syllabus coverage and the extent to which the course plan has been adhered to.
3. Follow up of assignments in terms time of issuing, submitting and returning and the students' performance in the assignments.
4. Follow up regarding the regularity in timely provision of question papers to Exam 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.
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. 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.
7. Ensure that faculty members are present in the classes as per the timetable.
8. Ensure that laboratory classes are going on effectively and the students are feeling satisfied with the knowledge they are gaining through practical classes.
9. Ensure that innovative assignments and innovative experiments are assigned as per requirement. Follow up for carrying out mini projects.
10. Obtaining the feedback regarding Training and Placement special lectures and suggesting corrective measures based on the feedback.
11. Monitoring the lectures and ensuring that the lectures are delivered in English.
12. Maintaining the test analysis report, the record of monthly percentage of attendance, University examination result analysis report and University examination rank list.
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.
14. Co-ordinating industrial visits, guest lectures and educational tours for the class concerned.
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 HoDs.
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.

## LAB IN-CHARGES

1. He shall ensure that the required quantity of equipment and consumables are purchased and kept in the laboratory as per the norms of Anna University.
2. He shall arrange for servicing of all equipment as and when required and maintain all the equipment and trainer kits, instruments etc. in working condition.
3. He shall make use of the services of the lab technician to keep the lab equipment and other items neat and clean.
4. He shall 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.
5. He shall 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 HoD.
6. He shall prepare the display chart to display the following information in the Laboratory concerned.
  - List of laboratory courses and faculty members conducting the course.
  - List of experiments for the lab course.
  - List of laboratory courses conducted in the room.
  - Lab Timetable.
7. He shall maintain the non – consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with the HoD.
8. He shall initiate action well in advance for the purchase of consumables and non- consumables for the laboratory.
9. He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.
10. He shall maintain a list of equipment specified by Anna University 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 HoD.
11. He shall 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 HoD for execution.
12. He shall also prepare the draft plan for the development of the laboratory facilities for mini projects undertaken by the faculty members and the projects undertaken by the students.
13. At the end of each semester he will submit a list of equipment / instruments damaged by the students along with value and forward to Principal for further action.

## **LABORATORY TECHNICIANS**

1. Installation, Operation, Identification, Maintenance and service of repaired items of laboratory equipment / instruments / tools / accessories / spares etc.,
2. Assistance in conducting laboratory sessions.
3. Reporting the damages, worn – out parts to the HoD through lab – in charges and setting it right.
4. Help faculty in consultancies and project test.
5. Attending all other assignment assigned by the HoD.
6. Assigning unique identification number for all the equipment / instrument purchased.
7. Assigning unique location for the items stored in the laboratory / workshop.
8. Carry out preventive maintenance as per plan and maintaining records for the same.
9. Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.
10. Keeping the equipment / instruments / accessories etc., neat and tidy.

## **PLACEMENT CO-ORDINATOR**

1. Receiving notification about the placement drives from placement director and communicate that to the concerned students in time.
2. Preparing the student"s database as per the company"s requirement with the help of department placement coordinators.
3. Assisting in the development and maintenance of information bulletins of appropriate employers and industrial links to the students.
4. Monitoring the training and placement activities of the students and providing feedback to Training Head / Principal.
5. Preparing placement report for every academic year and use that as a tool for briefing about the placement to the students.
6. Receiving HR team and providing necessary inputs about the college and coordinating placement activities at various locations (Interview halls, written test halls, Canteen etc).
7. Arranging Transport, Accommodation, Lunch, Tea & Snacks to the HR team.
8. Arranging transport to the students during campus interviews / training.
9. Coordinating all the department placement coordinators.

## **WARDENS**

1. To allot the rooms to the students as per the guidelines issued by the office.
2. Nominate the students for constituting mess committee.
3. To solve the day to day problems of the students.
4. To deal with the acts of indiscipline of the students.
5. To ensure the quality of food in the mess.
6. To maintain the various registers and ledgers necessary for smooth functioning of the hostel from time to time.
7. Communicate with the parents / guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.
8. To maintain overall ambiance of the hostel premises.
9. To ensure proper maintenance of the rooms and hostel premises.
10. To maintain the leave record of the students and to keep a watch on the In and Out register.
11. Occupancy/vacation of rooms to / by the students. (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
12. To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.
13. To ensure proper water supply and drinking water arrangement in the hostel.

14. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
15. Maintaining the record of the Guests / Visitors.
16. Daily report to the Administrative Officer about the maintenance of the civil and electrical works, discipline of the students, guest / visitor record and any other noticeable information.
17. Supervise the work of sweeper and security guards.
18. Arrange for First – Aid in case of any emergency and arrange for hospitalization of Students / Staff
19. Looks into the grievances / complaints of the students if found genuine.
20. Reports to the Principal in case of any indiscipline or misbehavior by the students.

## **RESIGNATION**

- If any staff member wants to resign the job, the concerned staff member shall give a minimum of three months / 90 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal through the HoD in writing.
- In case, where the end of notice period falls during the course of a semester he / she may be relieved only at the end of the semester.
- In case, if the staff members do not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- The unavailed leave at the credit of the staff member shall not be adjusted towards the notice period.
- While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HoD or Principal under proper acknowledgement.
- The staff member can apply for his / her relieving order from the institution only after the submission of "Clearance Certificate" in the prescribed form along with a copy of handing over charge record.
- Any staff member may be relieved immediately if he / she gets a Government job or the concerned individual's spouse is transferred or he / she is getting married. But, this is subject to the discretion of the Management after assessing the merit of the request.