



**SNS COLLEGE OF ENGINEERING  
COIMBATORE-641 107**



**POLICY HANDBOOK**

**JUNE 2022**

# SNS COLLEGE OF ENGINEERING

## Management Norms

### **I. Norms Related to Faculty Members**

#### **I.a Rules / Regulations on the Roles and Responsibilities of Faculty Members**

*The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.*

***Non- adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable action will be initiated against such employees/faculty members.*

##### **I.a.1 General Norms**

- I.a.1.1 A pass percentage of 90% for every subject and an overall class pass percentage of 85% in all semesters, 90% for the 7<sup>th</sup> and 95% for the 8<sup>th</sup> semester stand mandatory for all courses. To achieve this, evaluation/ assessment/question bank/ mini-project/ assignments are very essential. It should be monitored rigorously and also the activity materials are to be prepared as per Blooms taxonomy
- I.a.1.2 All the faculty members are advised to report to their HoD at the end of every day before leaving the College about the work done on the day. Similarly all the HoDs and Deans are advised to report to the Principal about the work, they have completed before leaving the college
- I.a.1.3 SNSCE website and SNS Courseware should be updated on a daily basis and a weekly report of changes should be kept in the file for verification by authorities
- I.a.1.4 All Dean(s) / HoD's and Faculty should ensure that the student's targets are fixed in the pink cards. Each advisor/tutor shall ensure that each student is appropriately guided and mentored to reach the target fixed
- I.a.1.5 Student dress code to be followed strictly. Failure will lead to issue of memo for the respective Tutor/Faculty advisor
- I.a.1.6 The faculty member must be punctual
- I.a.1.7 The faculty shall stay within the campus during the working hours of the College
- I.a.1.8 The faculty shall discharge the responsibilities assigned in teaching/research/ consultancy and administration diligently in an honest and unbiased manner with total commitment
- I.a.1.9 The faculty members are expected to conduct themselves in a professional and co-operative manner
- I.a.1.10 Take precautions to protect equipment, materials and facilities of the college
- I.a.1.11 Attend and participate in the meetings, activities called/assigned by the HoD/ Dean(s)/Principal/Director/Management

- I.a.1.12 Take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties
- I.a.1.13 Undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor
- I.a.1.14 They are required to confirm to & follow the rules & regulations in force and brought in force from time to time
- I.a.1.15 The faculty shall not engage/take private tuitions after College hour/outside the campus
- I.a.1.16 The faculty shall be present with appropriate professional dress code with the College ID card
- I.a.1.17 The faculty shall finish the evaluation work of continuous Internal Assessment (IA) and End Semester / University Examinations on priority without causing any inconvenience to the evaluation process
- I.a.1.18 The faculty shall not accept/proceed to undertake any duties/works outside the College without prior approval of the Principal/Director
- I.a.1.19 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned staff should submit proof of attendance along with one/ two page report to the Principal and the same should be maintained in the Department
- I.a.1.20 For any reason, collection of funds from students by faculty members should be avoided. If necessary, collection of money should be made only after obtaining permission of concerned HoDs and Principal for the conduct of Seminars, Symposia, Conference, Industrial Visit and Association expenses which are part of the Cocurricular and Extra Curricular activities
- I.a.1.21 The money collected from the students for the Department association activities should be deposited immediately in Bank A/C and the amount may be drawn from Bank whenever necessary. Department Association Faculty incharge is permitted to hold to a maximum of Rs.1,000 at any point of time. He/She should also ensure that the pass book is always kept updated
- I.a.1.22 Resignation, if any, shall be submitted by the applicant three months prior to the end of the academic year. i.e. on or before 1<sup>st</sup> of March , so that they could be relieved after completion of the semester or earlier at the discretion of the Management. No person will ordinarily be relieved from the duty, during the middle of the academic year. If one desires to leave in the middle of the academic year, for whatsoever reason, it will be deemed as violation of accepted norms and conditions and He/She has to pay three months salary
- I.a.1.23 He/She shall contribute effectively and always work towards continuous improvement and act with integrity at all times

## **I.a.2 Code of Conduct**

*The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in a professional and befitting manner. The faculty member shall adhere to ethical code of conduct listed below.*

- I.a.2.1 The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members or the Institution, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct
- I.a.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents
- I.a.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit
- I.a.2.4 The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution
- I.a.2.5 Faculty members should follow the hierarchy at all times
- I.a.2.6 Staff absenteeism without prior approval of leave or information will be treated only as leave on loss of pay
- I.a.2.7 Alternate arrangement should be made only with person who will be available on the day to handle the hour for the class.(i.e., any faculty member handling any course for the same class)
- I.a.2.8 Avoid availing leave frequently, since it would affect the teaching learning process
- I.a.2.9 While accompanying students for educational tour/industrial visits, utmost exercise of control and discipline is to be maintained
- I.a.2.10 While attending national conferences, symposia or seminars outside the college campus, the faculty members, who will be then the brand Ambassadors of the college, should maintain a high standard for the college prestige and nothing by words or action should cause any disrespect to the Management/Principal or College itself
- I.a.2.11 Use of Mobile phones inside the class rooms and laboratories is strictly prohibited
- I.a.2.12 The faculty shall not carry Mobile phones while going to classes. It should be kept in the respective tables/ department

## **I.a.3 Academic Norms**

- I.a.3.1 Conduct the assigned classes as per schedule
- I.a.3.2 Maintain the record of lesson plans and other relevant documents of the courses handled by them



- I.a.3.3 Implement designated curriculum with the said objectives
- I.a.3.4 Participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions
- I.a.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, projects or outdoor activities thereby help in improving Teaching and Learning Process

#### **I.a.4 Classroom Management Norms**

- I.a.4.1 Come well prepared for the class and stay focused on the topic/content
- I.a.4.2 Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement]. Faculty should ensure the structure of the classroom lecture prescribed by CLT
- I.a.4.3 Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance
- I.a.4.4 Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas
- I.a.4.5 Share knowledge in a manner that encourages effective two-way communication.
- I.a.4.6 Be organized and in order to make efficient use of time move in a planned and systematic direction
- I.a.4.7 Be self-confident and facilitate quality delivery of the subject
- I.a.4.8 Inculcate activity based teaching and learning & wherever possible, make use of power point presentations (PPT), video lectures, role play, Project Based Learning, Product Based Learning, mind mapping, usage of charts, Demo/working models, simulations, etc in addition to conventional use of black board depending on the course & necessity
- I.a.4.9 Provide real time case studies wherever required. Employ appropriate strategies to achieve desired objective of learning and ensure the assessment of Course Outcomes [COs] which leads to attainment of Program Outcomes [POs] and Program Educational Objectives [PEOs]
- I.a.4.10 Post questions to the students which inculcate out of box thinking
- I.a.4.11 Summarize the concepts at the end of every class
- I.a.4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it
- I.a.4.13 Evaluate the test answer books within the stipulated time make the scheme of evaluation transparent by getting signature of the students in answer sheets
- I.a.4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time

- I.a.4.15 Shall not **pre-pone**, post-pone, let-off, alter or suspend a scheduled class without authorization from the concerned HOD/Principal
- I.a.4.16 Shall handle the assigned practical classes, help the students to do the experiments and be available in the designated place for the entire duration
- I.a.4.17 Individual attention to be paid during the practical class, Maximum students per batch shall be not more than 30
- I.a.4.18 Students should be properly instructed regarding the procedures and methods of doing the experiments
- I.a.4.19 Safety aspects should be taught in handling the equipment's and machines
- I.a.4.20 Observations should be corrected on the day of experiment and record should be corrected on or before the next practical class
- I.a.4.21 Viva-Voce is to be effectively conducted for each experiment while correcting the observation note in the laboratory class
- I.a.4.22 Be it theory or practical or tutorial class, a **teacher** shall handle the class for the complete duration of the said class
- I.a.4.23 Absence from duty to class without authorization is not permitted and will be viewed seriously

#### **I.a.5 Student Related Norms**

- I.a.5.1 **Motivate** the students to inculcate **interest**, so as to create a culture of lifelong learning
- I.a.5.2 Be available for the students even after class hours to clarify their doubts, if any
- I.a.5.3 Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
- I.a.5.4 Treat students with respect, and teach them to treat others with respect
- I.a.5.5 Do not punish or scold the students in front of other students inside the class unnecessarily, rather they may be advised in person at a later time
- I.a.5.6 **Motivate** and help students to do minor educational projects in related area/topics (suggested by the faculty & chosen by the Student himself/herself), so that their analytical and self-learning skills will improve
- I.a.5.7 Feel comfortable working with advanced learners/achievers and learners with diverse needs
- I.a.5.8 Handle gently but firmly, any misbehavior of students and weed out the cause.
- I.a.5.9 Act as a role model to instill moral and ethical values
- I.a.5.10 Faculty should take all possible steps to **prevent ragging** inside the campus, hostel or even outside the campus and while taking class, they are expected to advise the students suitably

### **I.a.6 Role as Counselor/Tutor/Class Advisor**

- I.a.6.1 A Tutor is responsible for 15-20 students in a class
- I.a.6.2 Tutor assigned will remain till the student completes his course of study unless otherwise tutor got relieved from the institution
- I.a.6.3 As a counselor/Tutor, the faculty shall advise/counsel the student on all the academic and other matters (like studies, lab classes, projects, personal issues etc.,)
- I.a.6.4 The faculty must meet the assigned students at least once in every fortnight and shall report to the HOD/Principal about the outcome of the meeting and about those students who avoid meeting the counselor
- I.a.6.5 The faculty shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed
- I.a.6.6 Keep the parents informed about the academic progress and general behavior of their wards
- I.a.6.7 Demonstrate communication and interpersonal skills as they are related to interaction with students, Parents, colleagues, Staff, and Administrators
- I.a.6.8 Ensure maintenance of counseling register by Tutor in accurate, complete, and appropriate manner
- I.a.6.9 The Pink Card is to be regularly updated by the tutor with the comprehensive information of the student's academic progress with proper verification
- I.a.6.10 The counselor/tutor should serve as a friend, philosopher and guide
- I.a.6.11 Class Advisor is responsible for the progress of the students of the class during the particular semester
- I.a.6.12 Class Advisor should report about the academic progress of the class to the HoD/Principal, maintain master attendance, class log book, uploading IA marks and attendance in the Anna University web portal and the overall maintenance of the class

## **I.b Responsibilities and Functions of various Officials In-Charge of Academic Administration**

### **I.b.1 Principal**

*The Principal shall provide leadership for the academic administration and create an effective environment conducive for learning. He/ She shall ensure that quality education is imparted to the students and fosters the holistic development of the students. He/ She shall ensure all round development of the Institute and achievement of strategic goals of the institution.*

- I.b.1.1 The Principal shall Report to the Technical Director, Chairman & Correspondent on all matters. In critical matters he can get the advice from Director if necessary
- I.b.1.2 As a Head of the Institution, he/she shall act as a link between the Staff, Students and Management
- I.b.1.3 In the capacity of the Member-Secretary of the Governing Council, he/she shall put- forth proposals in all administrative/ academic/ finance related matters and seeks approval and ensures its apt implementation
- I.b.1.4 The Principal shall assess the HR requirement and make recruitments as per the procedures and norms
- I.b.1.5 The Principal shall act as a link between external agencies and the Institutional faculties
- I.b.1.6 The Principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution
- I.b.1.7 The Principal shall ensure that proper administrative and evaluation process in addition to addressing to the rightful grievances of the students, staff and faculty members
- I.b.1.8 The Principal shall from time to time prepare Strategic Plans for the Institution which set the milestones to be achieved
- I.b.1.9 The Principal shall be the executive in-charge of all academic and administrative bodies and ensure adherence of all regulations framed by the Governing Council (GC)
- I.b.1.10 Conduct regular meetings among various bodies as necessary, for proper functioning of the Institution
- I.b.1.11 Comply in a timely fashion all records and reports required by the various agencies like AICTE, Anna University, NBA, NAAC, NIRF and others
- I.b.1.12 Promote accreditation activities and facilitate agencies like NBA, NAAC etc., by complying in a timely fashion all records and reports required by the agencies
- I.b.1.13 Take all necessary actions for smooth conduction of Anna University end semester examinations

- I.b.1.14 Being the Chief Warden of the Hostels- shall advise and monitor the functioning of the Hostels; ensure congenial environment for the hostelites
- I.b.1.15 Principal shall put-forth plans for various building projects proposed by the College and proper completion of the approved projects
- I.b.1.16 The financial power delegated to the Principal is Rs. 25,000/- per year by the Management
- I.b.1.17 Any other duties and responsibilities may be assigned by the Chairman, GC/ Management from time to time

### **I.b.2 Training & Placement – Head**

- I.b.2.1 Counseling of Students related to training, placement & higher studies
- I.b.2.2 Training Students for soft skills development
- I.b.2.3 Maintaining the eligible student database
- I.b.2.4 Maintaining Placement Database
- I.b.2.5 Maintaining Industry Database
- I.b.2.6 Ensuring more than 90% Student Placements
- I.b.2.7 Facilitating Internships
- I.b.2.8 MOUs with Industry for Academic Development in consultation with the HoDs
- I.b.2.9 Industry Institution Interaction
- I.b.2.10 Organizing HR Conclave and other similar events
- I.b.2.11 Any other duties assigned by the Principal/Management

### **I.b.3 Dean-R&D**

- I.b.3.1 Provide platform for sharing available research facilities
- I.b.3.2 Identify thrust areas of national and international significance related to each department and motivate Dean/ HOD / Faculty to write proposals for getting external funding
- I.b.3.3 Help the faculty/scholars working for their Ph.D. or research to become innovators
- I.b.3.4 Motivate and guide faculty/students to publish papers in National and International refereed Journals in their areas of research
- I.b.3.5 Monitor the research activities of faculty
- I.b.3.6 Monitor the research activities of students with the help of Deans & HoDs
- I.b.3.7 Recommend incentives for outstanding research articles, projects, research proposals and patents
- I.b.3.8 Develop a close link between research scholars, guides and related industry for fostering research culture in the campus

- I.b.3.9 Conduct faculty lecture series based on the faculty publications, research/innovative works/patents/IPR for presentation
- I.b.3.10 Shall monitor the Progress of on-going funded projects [both external and in-house]
- I.b.3.11 Identify useful and innovative projects of staff and students for allotting seed money. Advise Dean/ HoD to monitor the seed money projects till completion
- I.b.3.12 Identify research thrust areas, promoting research, evaluating and disseminating research outcomes
- I.b.3.13 Motivate Deans/ HoDs/ Senior Professors to become Anna University recognized supervisors
- I.b.3.14 Any other responsibilities assigned by Management from time to time

#### **I.b.4 Dean-First Year (B.E./ B.Tech.) Students**

*The Prime Role of Dean (First Year B.E./B.Tech.) is to liaise between the administration, department and first year students. The responsibilities are as follows:*

- I.b.4.1 Students at the end of the 1st year should possess all the following skills
  - Presentation Skills
  - Speaking Skill
  - Problem solving Skill
  - Writing Skill
- I.b.4.2 Evaluation will be done by SCD through mock online tests, GDs & Interview process by external agency
- I.b.4.3 Guide the students regarding Rules and regulations
- I.b.4.4 Co-ordinate with various trainers/counselors towards providing additional training needs
- I.b.4.5 Monitor the class list of the students and administer changes as required with the approval of the Principal
- I.b.4.6 Monitor the student's attendance. Authorized to monitor/ approve the attendance as prescribed
- I.b.4.7 Monitor the conduction of Classes in co-ordination with the concerned HODs
- I.b.4.8 Suggest methods of improving the first year curriculum
- I.b.4.9 Interact with the HODs/ Tutors/ faculty members handling first year courses to resolve student related issues
- I.b.4.10 Organize bridge course during the start/commencement of the 1 year programme to bridge the gap between School Education and Engineering College Education
- I.b.4.11 Ensure that the IAE details (both attendance and marks) are recorded/ maintained properly by the concerned faculty, to liaise with the Exam Cell in this regard
- I.b.4.12 Ensure proper conduct of IAEs
- I.b.4.13 Identify Achievers and arrange for remedial coaching on need basis by seeking due approval



- I.b.4.14 Ensure students are free from any acts of ragging or other such activities
- I.b.4.15 Organize Science Exhibition
- I.b.4.16 Ensure proper handing over of all documents pertaining to students to the concerned Department when they move to II Year
- I.b.4.17 Any other responsibilities in this regard will be assigned by the Principal from time to time

### **I.b.5 Dean / Head of the Department**

*The prime role of the Head of an Academic Department is to provide strong academic leadership.*

- I.b.5.1 Ensuring that the overall pass percentage of the Departments as stipulated (All years 85% minimum; 7<sup>th</sup> semester: 90% and 8<sup>th</sup> semester: 95%)
- I.b.5.2 Updating the documentations as per norms
- I.b.5.3 Monitoring student's attendance, success & retention
- I.b.5.4 Class observations as per the norms
- I.b.5.5 Visit minimum one company per week for placement (Core/Software)
- I.b.5.6 The Head of Department is required to lead, manage and develop the Department to ensure, it achieves the highest possible standards of excellence in all its activities
- I.b.5.7 Deans/HoDs are responsible to bring to the notice of the Principal immediately if any untoward incident happened in their Department
- I.b.5.8 Responsible for ensuring the educational progress and welfare of students registered with the Department
- I.b.5.9 Plan and prepare proposals to receive funds from funding agencies and sponsored research projects from organizations like AICTE, UGC, DRDO, DST, CSIR, etc for development of the Department  
Research grants: Min One lakh per year (or)  
Consultancy : Min One lakh per year
- I.b.5.10 Publishing paper in International Journal : 1 paper in Anna University (Annexure 1) journals or Filing patents- Minimum 1 per year
- I.b.5.11 Establishing Centre of Excellence with Industrial Collaboration: Rs 50 Lakhs to Rs 1 crore (only with reputed companies)
- I.b.5.12 Signing MoU with Indian/Foreign universities for faculty and students to undergo exchange program for research and consultancy : Min 1 per year
- I.b.5.13 Organize the academic work load of the Department (theory classes, drawing classes, laboratory classes, Project supervision etc) as per norms indicated by the Principal/ IQAC/ other statutory bodies
- I.b.5.14 Supervise the attendance of students in classes and laboratories and to scrutinize the academic progress of students

- I.b.5.15 Ensure smooth co-ordination with the Exam Cell to assist the administration in smooth conduct of the end semester examinations/ IAE/ practical examinations
- I.b.5.16 Continuously encourage Research, collaborations, consultancy amongst faculty and students
- I.b.5.17 Dean/HoD should be a role model for all faculty members and students in Research and Development. To achieve this Dean/HoD should become Anna University recognized supervisor and guide more research scholars
- I.b.5.18 Take suitable initiative to elevate their department to Anna University Recognized R&D centre
- I.b.5.19 Ensure proper maintenance and upkeep of the Department. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum/Research/Consultancy requirements
- I.b.5.20 Prepare Departmental Budget and ensure effective financial management of the Department in accordance with the financial procedures and as delegated by the Principal
- I.b.5.21 Responsible for faculty/staff welfare and development including but not limited to (i) training, development and career management and (ii) day-to-day management matters, such as leave of absence, sick leave, etc.,
- I.b.5.22 If Dean/HoD is not satisfied with the performance of a faculty, he/she can issue memos to the faculty showing all the non-performance remarks with material evidences. If the performance of the faculty is not improved, a file containing all the details and the evidences for the non-performance shall be submitted to the Principal. Based on the details an enquiry may be conducted by the Principal and Director and action will be taken based on the findings during the enquiry
- I.b.5.23 Provide all records and reports required by the concerned College office promptly to comply with agencies like AICTE, Anna University, UGC, NAAC and others
- I.b.5.24 Promote accreditation activities and facilitate agencies like NBA, NAAC, NIRF etc., and ensure awareness among staff
- I.b.5.25 Submit monthly report to the Management through the Principal
- I.b.5.26 Conduct regular meetings with faculty/staff (once in a fortnight) in order to assess the academic progress and to ensure that the department is aware of all the policies
- I.b.5.27 HoDs/Deans should actively participate in HoDs meeting with proper preparations of documents
- I.b.5.28 Ensure that Safety Objectives/security measures are in place
- I.b.5.29 The financial power delegated to the Head of the Departments is Rs.5, 000/- by the Management
- I.b.5.30 Maintaining conduct and discipline in the department
- I.b.5.31 Undertake any other tasks as and when assigned by the Principal/Management from time to time

**I.b.6 Duties and Responsibilities-Faculty Acting as Department Coordinators**

Sl.No.	COORDINATOR	RESPONSIBILITIES
1	<b>DEAN/HoD</b>	Action Plan & Follow up , Admission Minimum pass percentage in each IA Exam Improvement in University result Placement Ranking of the Dept./College Classroom observation Project exhibition Students discipline Student Grievance & Redressal Overall development of the Department
2	<b>IQAC Coordinator</b>	Academic Calendar IQAC Monthly, Quarterly & Annual report preparation Monthly IQAC PPT preparation Accreditation report and PPT preparation Overall IQAC activity of the Department
3	<b>Academic Coordinator</b>	Maintaining Regulation, Curriculum, Syllabus, Subject Allocation in consultation with HoDs/Deans Time Table & workload Elective Selection Lesson Plan Monitoring Course Material preparation Lab Manuals & Lab records Class committee meeting Course committee meeting Identifying subjects that may pull down the result Parent Intimation regarding attendance & performance Parent-teacher meeting Student Counseling Student Feedback Fortnight attendance monitoring
4	<b>Teaching Coordinator</b>	Use of Blooms Taxonomy in Lesson Plans, QP setting etc., Innovative and best teaching practice Development of Demonstrable model Innovative Topics /Case study as assignment Remedial process for Achievers Special attention to advanced learner Random verification of answer script of IAE Monitoring Tutorial, Seminar & Lab Classes FDP for specific skill set development Content beyond Syllabus Lab teaching & demonstration Mini project Monitoring the SNS Courseware

5.	<b>IIPC Coordinator</b>	<p>MoUs signing with Industry / Institution  Activity/ program by the existing MoUs  Inplant training and report  Industrial visit and report  Internship to students and report  Internship to faculty and report  Industrial projects  Consultancy work from Industries  Guest Lecture by Industry persons  Attending Technical Exhibitions and Report</p>
6.	<b>Research Coordinator</b>	<p>Funded projects  Funded/ Financially assisted activity/program National  &amp; International Conference/ workshop publications  National &amp; International Journal publication  Ph.D. Completed/ Pursuing  Guiding Ph.D./M.S(By Research) scholars  Faculty pursuing Ph.D./M.S(By Research)  Reviewer / Editor in Journals  Patents  Design contest / Project Contest organized/ National  and International Conferences organized  Innovative Research, Seed Money proposals  Faculty Details with Qualification Proof  Faculty permitted for higher studies  Faculty participation in Conference, Workshops  and Seminars  Faculty as Resource Person  FDP – Emerging Areas  Faculty Orientation Programme  Book, Book Chapter, Monograph Publication</p>
7.	<b>Exam Coordinator</b>	<p>Preparing the Academic Calendar  IA test schedules- Prepare and discriminate  QP formats to be checked  Seating Plans to be prepared  Preparation of test attendance statements  Receipt &amp; delivery of Answer Scripts- to &amp; from all  faculty Invigilators  Planning and conducting IA Exams and University  practical exams  IA Exam result analysis and Presentation  Uploading attendance &amp; Internal Marks in Anna  University webportal in consultation with Faculty  Advisor  University result analysis and Presentation  Revaluation &amp; Challenge Revaluation  Conducting Anna University Practical &amp; Theory Exams  Invigilation  Examination Fee Payment Details</p>

		Anna University External invigilation, Examiner & Valuation duty Graduation details & University Ranks
8.	<b>Training &amp; Placement Coordinator</b>	Training in Soft-skills, GD, Aptitude, Technical Company Specific Training Mock Interview Sample Aptitude & Interview Question Bank (All Possible Recruiters) Placement Eligible Students List Placement Target List of Recruiters Assisting during Placement Drive Strength & Weakness analysis after each campus drive Placement Through Alumni Placement Through MoU Recruiters / Employers feedback Competitive Exam and Higher Studies - Coaching
9.	<b>Infrastructure Coordinator</b>	Budget preparation & Utilization Purchase of equipments/items/software Stock Entry & Maintenance Stock verification Classroom, Lab., Faculty Room, Dept Library Maintenance Department Library Register Electrical Equipments, LCDs & OHPs and Furniture [Classroom, Laboratory, Faculty Room & Department Library] Periodic Maintenance & Problem Report Cleanliness of the department
10.	<b>Department Activity Coordinator</b>	Association activities & Association Accounts Workshop organized Conference organized Seminar organized Student symposium organized Professional chapter activity Guest Lectures Organized <b>Co-curricular activities attended</b> Paper Presentation in Journals, Conference & Symposium Workshop / Seminars Attended Other Technical Events Prizes Won <b>Extra-curricular activities participated</b> Sports Cultural [Music, Dance Etc.] Any Others

		<b>Participation in competitive exams &amp; Results</b> <b>Extension Activity Participated</b> NSS YRC RRC
11.	<b>Media, Website &amp; MIS Coordinator</b>	Publishing events in News Papers or other media Hosting the events details one week before the event in the website Updating www.snsce.ac.in Maintain the department files and all reports
12.	<b>Alumni, Scholarship Coordinator &amp; PRO</b>	Alumni Details Alumni guest lecture-Organizing Alumni reunion Alumni feedback Information of scholarship holders Information about scholarship schemes Academic details of scholarship holders Social Responsibilities Initiatives(SRI)
13.	<b>Skill and Career Development (SCD)</b>	85 % of the students appearing for the campus recruitment should clear the 1 <sup>st</sup> round of Interview (Online test) 80% students must clear online test (Aptitude & Verbal) conducted semester wise by external vendor 80% students must secure minimum mark in GD conducted semester wise by external vendor 80% students must clear HR interview conducted semester wise by external vendor 50% students should clear problem solving cases conducted semester wise by external vendor Mentor the advanced learners for placement in Top companies (Minimum 5 students in Fortune 500 company on & off campus drives) Teach as many shortcuts for Math/Quantitative tests Send minimum 20 students for Top contest/Competitions per year and win awards Get minimum 1 student as BOG nominee



## **I.c Guidelines for Performance Measurement of the Faculty on various Cadres by way of Duties & Responsibilities**

### **I.c.1 Duties and Responsibilities-Professor**

*A Professor shall provide academic leadership in creating an effective learning environment for students.*

#### **Duties:**

- I.c.1.1 Research grants: Min One lakh/year (or) Consultancy: Min One lakh/year
- I.c.1.2 Publishing paper in International Journal : 1 paper in Anna University (Annexure 1) journals or Filing patents- Minimum 1 per year
- I.c.1.3 Establishing Centre of Excellence with Industrial Collaboration: Rs 50 Lakhs to Rs 1 crore (only with reputed companies)
- I.c.1.4 Signing MoU with Indian/Foreign universities for faculty and students to undergo exchange program for research and consultancy : Min 1 per year
- I.c.1.5 Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology
- I.c.1.6 Prepare course material, lesson plans for the courses assigned
- I.c.1.7 Take-up on priority mandatory works of the College like paper setting, invigilation, evaluation etc
- I.c.1.8 Conduct internal tests and end semester examinations with utmost integrity as per Anna University schedule
- I.c.1.9 Monitor and counsel students
- I.c.1.10 Supervise [innovative] student projects
- I.c.1.11 Conduct refresher courses for industry executives
- I.c.1.12 Publish research papers jointly with industry persons
- I.c.1.13 Involve in the Departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities)
- I.c.1.14 Involve in the process of procuring course materials/ textbooks, laboratory equipment
- I.c.1.15 Participate in all Departmental and College activities as prescribed
- I.c.1.16 Recognized supervisor by Anna University, Chennai
- I.c.1.17 Any other responsibilities assigned by the HOD/ Principal/ Management from time to time

#### **Responsibilities:**

- I.c.1.1 Continuous research work
- I.c.1.2 Prepare and submit proposals for external funding agencies like UGC, AICTE, DST, DRDO etc.,
- I.c.1.3 Guide Research Scholars for Ph.D
- I.c.1.4 Make presentations at national and international conferences and similar events

- I.c.1.5 Authoring Text Books/Manuals/Monographs etc. published by reputed book publishers
- I.c.1.6 Developing products & applying for patents
- I.c.1.7 Undertake consultancy works / Sponsored research projects
- I.c.1.8 Keep abreast of current developments in their respective fields
- I.c.1.9 Conduct/organize FDPs [workshop/conference/STTP] once in a year
- I.c.1.10 Deliver Guest / Invited lectures [one in a year] at other Institutions [without affecting the scheduled class works of the Department]
- I.c.1.11 Take steps to be a member of board of Industry, executive council, R&D Cell, Academic council, Board of studies etc., in Industries or Institutions

## **I.c.2 Duties and Responsibilities-Associate Professor**

### **Duties:**

- I.c.2.1 Project Writing & proposal submission for grant ( 3 members can join)
- I.c.2.2 Consultancy Fees received: Rs. 50,000 per year (3 members can join) (or) Product development: 1 per year (3 members can join) (or) Book writing: 1 per year (3 Members can join) (or) Start Incubation Lab: 1 per year (3 Members can join)
- I.c.2.3 Guiding the students for preparing BOG award (Tutor/Advisor): Min 1 BOG Nominee/year. Preparing records of contact with Alumni and utilize their services for our students. UG Admission: Min 1 per year
- I.c.2.4 One Industry MoU followed by consultancy, student Internships & Placement. Min. Average increase of class CGPA: 0.5 CGPA/Semester
- I.c.2.5 Involve in Design/revision and up-gradation of course materials
- I.c.2.6 Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques
- I.c.2.7 Prepare course material, lesson plans for the courses assigned
- I.c.2.8 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc
- I.c.2.9 Conduct internal tests, end semester Anna University examinations with utmost integrity
- I.c.2.10 Submit annual performance commitment before the commencement of the academic year and deliver the same
- I.c.2.11 Monitor and counsel students
- I.c.2.12 Supervise student projects
- I.c.2.13 Publish at least one paper in International / National conference or one paper in Scopus indexed Journal in a year
- I.c.2.14 Participate in all Departmental and College activities as prescribed
- I.c.2.15 One internship per year
- I.c.2.16 Any other responsibilities assigned by the HOD/Principal/Management from time to time

**Responsibilities:**

- I.c.2.17 Pursue research & Consultancy works
- I.c.2.18 Guide research scholars for Ph.D
- I.c.2.19 To prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc.,
- I.c.2.20 To make presentations at National and International Conferences and similar events
- I.c.2.21 Keep abreast of current developments in their respective fields
- I.c.2.22 Writing Manuals/Monographs etc.,
- I.c.2.23 Conduct/organize FDPs [workshop/conference/STTP] one in a year
- I.c.2.24 Deliver Guest / Invited lectures [one in a year] at other Institutions [without affecting the scheduled class works of the Department]

**I.c.3 Duties and Responsibilities-Assistant Professor****Duties:**

- I.c.3.1 Conducting & Sending students to contest in Top Contests/ Competitions in various areas ( Min 10 students/ Semester)
- I.c.3.2 Conducting Special classes for Hostel/Tamil/Lateral Entry students making 95% as the pass percentage for that category (Min 3 hours per week)
- I.c.3.3 Min. Average increase in class CGPA: 0.5 CGPA per semester. Taking Industry Training/ Internship: 1 week per semester
- I.c.3.4 Prepare course material, lesson plans for the courses assigned
- I.c.3.5 Deliver lectures using innovative methods and technology
- I.c.3.6 Submit annual performance commitment before the commencement of the academic year and deliver the same
- I.c.3.7 Assist students for improving their learning in academics
- I.c.3.8 Supervise student projects
- I.c.3.9 Monitor and counsel students
- I.c.3.10 Accompany students during field trips and industrial visits
- I.c.3.11 Take-up on priority mandatory works of the College like paper setting, invigilation, evaluation etc.,
- I.c.3.12 Conduct internal tests, end semester Anna University examinations with utmost integrity
- I.c.3.13 Attend at least one FDP [workshop/conference/STTP] during lean period [The duration of the programme shall not be less than one week]
- I.c.3.14 Involve in the Departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities)
- I.c.3.15 Involve in the process of procuring course materials/textbooks, laboratory equipment etc.,
- I.c.3.16 One internship per year

**Responsibilities:**

- I.c.3.17 Publish Papers in refereed Journals.
- I.c.3.18 Present papers in conferences
- I.c.3.19 Keep abreast of current developments in their respective fields
- I.c.3.20 The faculty with three years and more of experience in the college shall compulsorily register for Ph.D. subject to the college norms
- I.c.3.21 Participate in all Departmental and College activities as prescribed
- I.c.3.22 Any other responsibilities assigned by the HOD/ Principal/ Management from time to time

**I.d Teaching & Learning**

- I.d.1 All the Deans, HoDs and faculty members are advised to maintain the documents like AAA Record, Life Skill mapping, Problem based learning, Project based learning, Activity based learning with proper record and material. They are also expected to upload SNS Courseware regularly without fail
- I.d.2 If it is observed that the preparation of teachers manual, students work book and all records are not done properly, the faculty having any pending works is mandated to take necessary steps by working on 2<sup>nd</sup> and 4<sup>th</sup> Saturday to complete the assigned tasks. No compensation will be provided
- I.d.3 All the Deans/ HoDs are requested to conduct the Class observation for a minimum of 3 hours per day. These observations should be duly documented and the faculty who require support may be guided and supported so that there will be improvement in their future performance
- I.d.4 Deans/HoDs shall submit the class room observation report and the support measures undertaken for the staff improvement on a weekly basis to Director-CLT
- I.d.5 Classroom delivery structure to be followed should be as mentioned below:
  - 5-10 minutes for Recalling or opening or introducing the topic in an interesting manner
  - 15 minutes for content delivery (using right engagement method & life skill mapping)
  - 5 minutes for activity break
  - Again 15 minutes for content delivery (using right engagement method & life skill mapping)
  - Last 5-10 minutes for discussion, questioning, quick test and answering about the class they have handled in that particular hour
- I.d.6 All the faculty members are requested to use Demo models/ working models, puzzles, Case study, Role play, multiple choice questions, Group discussion and debate in the process of teaching and learning in class rooms
- I.d.7 Collaborative Teaching/ Leadership Board methods should be followed effectively and a record of weekly collaborative meeting should be maintained

- I.d.8 Deans, HoDs and faculty members are expected to provide training in Resume building. Students coaching classes are to be conducted regularly. Every student should get at least one Technical certificate through MOOC/NPTEL online courses. Proper training/ guidance to the students to be given by the HoDs and faculty members
- I.d.9 Deans & HoDs have to ensure that arrear coaching is done systematically and ensure that at least 50% of the arrears should be reduced in each semester to help the students to progress to the next level
- I.d.10 Deans & HoDs have to prepare the students to get University Rank (Minimum 5 per year)
- I.d.11 All faculty members are expected to clear CLT Teaching certification within 6 months from date of joining. Existing staff are also given 6 months to clear the same. Syllabus/format of exam can be obtained from CLT
- I.d.12 In addition, all faculties should be qualified as per directives from AICTE/UGC/ Anna University received from time to time

## **I.e Guidelines / Conditions for Award of Cash Incentives for Research Publications, Research Projects, Consultancy and other Activities**

### **I.e.1 Award of Cash Incentive for Research Publication**

- I.e.1.1 Award of cash incentive for research publication in the referred international/national journals by the faculty members who are on regular scales. The Principal/Director is authorized to sanction the award of incentive after ensuring the compliance of the conditions as cited below:
- I.e.1.1 The journal should be listed by Anna University
  - I.e.1.2 Copy of publication to be submitted
  - I.e.1.3 Any other conditions which the sanctioning authority deems fit
- I.e.1.2 There shall be no ceiling limit on the number of publications an individual faculty can publish
- I.e.1.3 The cash incentives are Rs.1,500/- and Rs.1,000/-for each paper published in refereed International or National Journal respectively as first/Second author
- I.e.1.4 Monograph- Rs.5000/-
- I.e.1.5 Cash incentives of Rs. 2,000/- for each chapter published in a book with ISBN by reputed publishers
- I.e.1.6 Cash incentives of Rs.5,000/- for each book published with ISBN by reputed publisher
- I.e.1.7 The faculty should submit proof for the Impact Factor Journal. [Doi & ISSN]
- I.e.1.8 Incentives are for only non-paid journals
- I.e.1.9 Research paper author should be a faculty of SNSCE for receiving the cash incentive. [Only First or second author will be considered]

## **I.e.2 Award of Cash Incentive for Consultancy Works**

- I.e.2.1 Consultancy Projects: A request received from the industry/organization for carrying out an investigation / research / design referred to/by the Director (R & D)/Dean/Head of the Department to suitable faculty members for providing a solution to a problem is termed as a consultancy project
- I.e.2.2 Individuals or Departments may take up consultancy work after intimation and approval of the Principal / Director / Dean (R & D ) through the HOD
- I.e.2.3 All consultancy work shall be approved by the College level committee, and categorize the consultancy as Type I or II consultancy and then taken up by the Principal Investigator [PI]
- Type-I Consultancy Projects  
Consultancy Projects which do not require laboratory facilities of the Departments/Institute
  - Type-II Consultancy Projects ( involving lab. facilities, etc)  
Consultancy Projects involving use of laboratory facilities of the Departments/Institute will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, calibration of equipment/ instruments and testing of materials/equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project
- I.e.2.4 All fees/charges in connection with consultancy projects should be received in the name of R&D Cell, SNS College of Engineering, Coimbatore
- I.e.2.5 R&D cell shall disburse the fund appropriately as per guidelines provided. Director's approval shall be obtained wherever necessary, in case of deviations
- I.e.2.6 For Individual Consultancy/Department Consultancy work, faculty and staff members proceeding out of station for consultancy work with the permission of HOD, will be treated on duty. However consultancy must not hamper the academic schedule/services to be given to the students
- I.e.2.7 Distribution of Consultancy Funds
- [a] Consultancy Type- I:  
After meeting all the expenses in connection with the consultancy work, the balance amount shall be disbursed to the PIs/consultants, Department and the Institute in the ratio of 70% : 10% : 20%
  - [ b] Consultancy Type – II:  
After meeting all the expenses in connection with the consultancy project, the balance amount shall be disbursed to the PIs/consultants, Department and the Institute in the ratio of 50%:25%:25%



**I.e.3 Financial Assistance for Faculty Attending the Seminar/ Conference / Workshop**

**I.e.3.1 Financial Assistance**

<b>Sl.No.</b>	<b>Details</b>	<b>National/ International Events etc in India</b>	<b>National/ International Events/ visiting Universities/ Labs outside India</b>
<b>1</b>	<b>Registration/ TA</b>	Assistance to the extent of 50% of registration fee	Assistance to the extent of Rs.15,000/-

**I.e.3.2 Conditions for sanction of Financial Benefit**

- I.c.3.2.1 Faculty member should present the paper compulsorily
- I.c.3.2.2 Faculty should be a full time employee
- I.c.3.2.3 If there are one or more authors for a paper, only one author will be eligible for financial assistance
- I.c.3.2.4 In the case of international conference abroad/ visit to foreign countries, a staff can avail such assistance if he/she had not received assistance in the earlier two years. In the case of conferences in our country, the facility can be availed twice a year
- I.c.3.2.5 The assistance is released on reimbursement basis
- I.c.3.2.6 The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure
- I.c.3.2.7 The reimbursement is subject to the production of vouchers for registration fee and travel tickets. Self-certification regarding assistance, if any, received from other sources for the purpose shall also be produced
- I.c.3.2.8 The financial assistance for participation in the International Conference is funded subject to review of the Experts by screening the papers prepared and to be presented by the faculty before deputing the faculty and also to check the credibility of the Conference
- I.c.3.2.9 A faculty is eligible to claim financial assistance for a maximum of 2 programmes in a year

**I.f Guidelines/Conditions for deputing Faculty Members for Higher Studies**

*To depute a maximum of 35% of the total faculty members in a department for pursuing Ph.D programmes on Part-Time subject to the following guidelines/eligibility conditions:*

**I.f.1 Conditions for Issuing No Objection Certificate (NOC) for Faculty Registering Part Time/External Ph.D Programmes**

- I.f.1.1 To execute a Bond (on a Stamp Paper) with a surety to serve in SNSCE for a minimum period of 1 year after successful completion of Ph.D programme
- I.f.1.2 That in case the faculty fails to fulfill the above condition, the faculty and the surety shall be jointly and severally liable for the payment of 3 months salary to SNSCE
- I.f.1.3 The faculty shall be bound by the rules of Management from time to time

*Note: All undertaking / agreement formats are available in the college office.*

**I.g Policy and Monitoring Guideline for Assessment and Evaluation of the Faculty Performance based with regard to poor performance rated by Student Feedback, Results, Self Appraisal, HoD & Principal's Feedback**

*The Management has introduced a policy and monitoring guideline for assessment and evaluation of the faculty and HoDs performance based on the ratings of **student feedback, results, self appraisal, HOD & Principal's feedback.***

I.g.1 **Faculty members shall submit a self appraisal form covering all activities carried out in a particular year** which includes Academics, Research & Consultancy, Funding Proposals & MoUs, Training & Placement, Admissions and Other activities for 100 marks. The policy regarding the self appraisal is mentioned below,

**1.g.1.1. Minimum Requirement to continue service with regular increment**

- The minimum score should be 60 Marks (60%) in total.

**1.g.1.2. Faculty rated below the threshold (60%)**

- **Faculty scored overall 60%**
  - For one year they will be put in probationary period with regular increment and he/she may be counselled and advised to improve in the lagging criteria
- **Faculty scored 51%-59% in overall**
  - Probationary period will be extended for one more year
  - Warning will be issued
  - No increments. Should serve with the existing salary for one year
  - Shall not be eligible for doing higher studies

- **Faculty scored less than 50% in overall**

- Cannot continue their service at SNSCE

The faculty with low marks (below threshold) shall not be eligible for any special benefits / deputation for seminars, workshops, conference, deputation to higher studies etc. However, they shall be deputed to appropriate Development Programmes to improve their skills and teaching abilities with due recommendation of the concerned HoD and approval of the Principal

**I.g.2** Deans /HoDs shall submit a self appraisal form covering all activities carried out in a particular year by the department which includes Academics, Research & Consultancy, Funding Proposals & MoUs, Training & Placement, Admissions and other activities for 100 marks. The policy regarding the self appraisal for Deans /HoDs is mentioned below

**I.g.2.1. Minimum Requirement to continue service with regular increment**

- The minimum score should be 60 Marks (60 %) in total

**I.g.2.2.** It is mandatory that all Deans/ HoDs/Professors with Ph.D Qualification should be an Anna University recognized research supervisor. Salary will be fixed based on the recognition status by the management

**I.g.2.3. Dean/ HoD rated below the threshold (60%)**

- **Dean / HoD scored overall 60% but not in each criteria**
  - For one year they will be given with regular increment and he/she may be counselled and advised to improve in the lagging criteria
- **Dean / HoD scored 51%-59% in overall**
  - Minimum increment would be given
- **Dean / HoD scored less than 50% in overall**
  - Cannot continue their service as Dean / HoD @ SNSCE

## **II            Norms related to Non-Teaching Staff**

### **II.a            Rules / Regulations on the Roles and Responsibilities of Non-Teaching Staff Members**

*“The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employee”.*

- II.a.1    The staff members must be punctual to duty
- II.a.2    The staff shall stay in the workplace during the entire working hours of the College
- II.a.3    The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment
- II.a.4    The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside person, unless and until the employee has been authorized to do so
- II.a.5    The staff shall desist from falsifying/tampering any records or documents
- II.a.6    The staff shall take precautions to protect equipment, materials and facilities
- II.a.7    The staff shall take up other responsibilities prescribed by the Superiors from time to time
- II.a.8    The staff shall wear uniforms provided (if any) while on duty
- II.a.9    The staff shall desist from borrowing/lending money from/to other employees
- II.a.10    The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.,
- II.a.11    The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority
- II.a.12    The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members or students
- II.a.13    The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive and irrelevant or go beyond fair and professional conduct
- II.a.14    The employee shall not consume alcoholic beverage/Narcotics in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath
- II.a.15    The employee shall desist from un-authorized distribution of printed material or sell items on campus

- II.a.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest
- II.a.17 The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution
- II.a.18 The staff members are expected to conduct themselves in a professional, co-operative and ethical manner
- II.a.19 The staff shall comply with rules, regulations and policies of Management from time to time

**II.b Guidelines/Conditions for deputing Non-Teaching Staff Members for Higher Studies**

*To depute a maximum of 10% of the total Staff members in a department for pursuing UG/PG programmes on Part-Time subject to the following guidelines/eligibility conditions:*

- II.b.1 To execute a Bond (on a Stamp Paper) with a surety to serve SNSCE for a minimum period of 3 years after successful completion of UG/PG Programme
- II.b.2 That in case the staff Members fails to fulfill the above condition, the staff members and the surety shall be jointly and severely liable for the payment of three months' salary to SNSCE
- II.b.3 The staff shall be bound by the rules of Management from time to time

**II.c Financial Assistance for Non-Teaching Staff undergoing Industrial/Skill Up-gradation Training**

- II.c.1 Non-Teaching staff members are motivated to undergo skill up gradation training for a maximum of 7 days in a year
- II.c.2 Non-Teaching staff members will be reimbursed with 100% of registration fee

### **III. Leave Norms (Applicable to Faculty & Non-Teaching Staff)**

#### **III.a General Leave Rules**

- III.a.1 Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities.
- III.a.2 It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.
- III.a.3 Leave cannot be claimed as a matter of right. Discretion is reserved to the PRINCIPAL to grant leave or refuse or revoke leave at any time according to the Exigencies.
- III.a.4 A staff who remains absent from duty without permission [for a period of four months or more] may be liable to be removed from service
- III.a.5 Carryover of vacation or casual leave to next academic year is not possible.
- III.a.6 Accordingly, leave rules and norms have been categorized under various heads.

The following leave rules and norms, give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-teaching staff of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute.

#### **III.b Casual Leave**

- III.b.1 A staff [who has put in three years of service] is credited a Casual Leave [CL] of 12 days in each academic year [June to May]. Maximum of 3 days of CL can be availed at a time. If more than 3 days of CL is availed in a month, the rest of the days will be considered as loss of pay
- III.b.2 Faculty members under probation period are eligible to take only 1 day CL per month
- III.b.3 CL cannot be combined with any type of leave
- III.b.4 CL can be taken for half a day also
- III.b.5 Casual Leave shall be get sanctioned before a staff avails or proceeds on leave
- III.b.6 If a staff is unable to attend the college due to illness or other sufficient cause and obtain consent to avail leave in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control
- III.b.7 Casual leave granted by the HoD/Principal over phone will be marked as phone leave[PL]. Number of PLs shall not exceed 3 in an academic year
- III.b.8 Leave taken without any information will be marked as absent leave [AL] and considered as loss of pay
- III.b.9 Staff members should adjust their classes and present the consent of the substitute faculty members in the prescribed leave form given for the purpose



III.b.10 Holiday Saturday/Sunday shall not be prefixed as well as suffixed by Casual Leave. [For example CL cannot be had on the day before the holiday [Govt holiday/ Holiday Saturday/Sunday] and on the day after the holiday together. If Saturday, Sunday and Monday are holidays staff should be present either on Friday or on Tuesday otherwise all days including holidays will be marked as CL / LOP]

### **III.c Vacation Leave**

III.c.1 Faculty members can avail vacation leave based on their service at SNSCE

III.c.2 All academic and other allotted activities of the previous semester should be completed before availing vacation leave

III.c.3 The duration of winter vacation period and summer vacation period will be notified by the Principal

III.c.4 Totally 35 days (5 Weeks) of vacation leave is permitted to faculty members, out of which 2 weeks shall be availed in winter and 3 weeks in summer

III.c.5 Eligibility for vacation is as below

- 2 semesters service in SNSCE - 1 week in summer
- 4 semesters service in SNSCE - 4 weeks (2 weeks in winter + 2 weeks in summer)
- More than 4 semesters in SNSCE - 5 weeks (2 weeks in winter + 3 weeks in summer)

III.c.6 Non-Teaching staff members, who have completed 1 year of service are eligible to avail 1 week vacation during summer

### **III.d Earned Leave**

III.d.1 Staff members prevented from vacation for any academic or administrative duty can avail earned leave

III.d.2 Number of Vacation days worked will be converted in to Earned Leave in the ratio of 3 : 1

III.d.3 Earned leave can be availed within one year of granting

### **III.e Medical Leave**

III.e.1 A staff [who has put in one or more years of service] is eligible to avail Medical leave of 7 days in a year

III.e.2 Medical documents such as Medical certificate, Discharge summary etc., to be produced to avail the leave

III.e.3 An intimation regarding medical leave should be properly informed to Dean/ HoD & Principal over phone or e-mail without fail

### **III.f Maternity Leave**

- III.f.1 A female staff granted maternity leave for a period of 6 months to 1 year
- III.f.2 Maternity leave shall not be admissible to a female staff, who has two or more children
- III.f.3 If the maternity leave is extended beyond 6 months, faculty may be permitted to rejoin the duty only during the commencement of next academic year, subject to the availability of the vacancy. Such Maternity Leave period will not be considered as the service period for increment, promotion, etc.

### **III.g On-Duty (OD)**

- III.g.1 OD is classified as Exam ODs and Other ODs
- III.g.2 Up to seven days of EXAM OD per semester may be availed for exam duty, invigilation, valuation, etc.
- III.g.3 Maximum of 10 days of OTHER ODs per year can be availed for participation in conferences, workshops, seminars etc.
- III.g.4 In case of College/ Department related activities such as Industrial visits, MoU signing and Consultancy, a maximum of 10 days in a year is permitted
- III.g.5 OD can be taken for half a day also
- III.g.6 The HoD/Principal is empowered to examine the purposes for which absence can be treated as "ON DUTY" and granting of on-duty
- III.g.7 On-duty shall be claimed at least one day in advance

### **III.h Permission**

- III.h.1 Staff members are allowed to avail 2 permissions [8:45am-9:45am or 4.30-5.30pm] in a month
- III.h.2 Permission cannot be claimed as a matter of right and the sanctioning authority may refuse or revoke the permission on any ground
- III.h.3 Permission and Casual leave cannot be availed on the same day

## **WELFARE MEASURES FOR FACULTY / NON TEACHING STAFF MEMBERS**

### **EMPOWERMENT / RECHARGE STRATEGIES :**

- ❖ Faculty Improvement Industrial Training
- ❖ Special increment of Rs.10,000/- to Rs.25,000/- per month after acquiring Ph.D.
- ❖ *Sri SNS Subbanna Gounder free clinic* for medical treatment
- ❖ Cash Gift for Staff Members for their Marriage
- ❖ Incentives based on Performance Appraisal
- ❖ Employee Provident Fund facility / Group Insurance schemes for all
- ❖ In house FDPs by Centre for Learning and Teaching for Pedagogy
- ❖ Tuition Fee waiver (50%) for Staff Members ward's education in SNS Group of Institutions
- ❖ Management sponsored Faculty get together every year with dinner and cultural
- ❖ Library facilities are extended to Non Teaching Staff Members to updating their knowledge by providing Library Cards
- ❖ Training Programme for maintenance of Equipments / Laboratory / Installation of Softwares and basic computer skills to Non Teaching Staff Members
- ❖ Training on configuration of Software Tools / Computer Literacy for non-circuitry branches
- ❖ Salary credit on the last working day of every month since inception.
- ❖ All the Non-Teaching Staff Members are provided with free Transport facility.
- ❖ Faculty are provided with transport facility on subsidized rates.

# ASSIGNING FACULTY POSITION BASED ON EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

## 6<sup>th</sup> PAY COMMISSION

Note: All degrees must be from AICTE/UGC/Anna University approved Institutions

### **I. ENGINEERING & TECHNOLOGY DISCIPLINES**

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./ B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	Experience not required
Associate Professor	Ph.D. with First class at Bachelor's or Master's level or both in the appropriate branch of Engg / Tech.	5 years experience out of which 2 years shall be after Ph.D
	(OR)	
Professor	B.E./ B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	13 years experience after B.E./ B.Tech
Professor	Ph.D. with First class at Bachelor's or Master's level or both in the appropriate branch of Engg. / Tech. total of 13 years experience	10 years experience out of which 5 years experience as Associate professor (or) a
Principal of Engineering Colleges	<ul style="list-style-type: none"> <li>❖ related to Engineering Discipline and Should be an eligible Professor with Ph.D a minimum experience of 13 years</li> <li>❖ Maximum age limit is 65 years</li> <li>❖ M.Sc. / MCA +PhD without any Engineering Degree M.E / M.Tech. is not eligible as Principal</li> </ul>	

Additional information on minimum eligibility may be referred for special cases such as M.Sc./MCA + M.E./M.Tech. + Ph.D. degree holders, M.S. degree holders, Inter disciplinary degree holders, etc.

## **II. MASTER IN COMPUTER APPLICATIONS (MCA)**

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	Experience not required
	(OR)	
	First Class B.E / B.Tech. and MCA	Experience not required
	(OR)	
	First class MCA Degree or equivalent	2 years experience
Associate Professor	Ph.D. with First class at Bachelor's or Master's level or both in the appropriate branch of Engg /Tech.	5 years experience out of which 2 years shall be after Ph.D.
	(OR)	
	Ph.D. with First Class MCA Degree or equivalent	7 years experience out of which 2 years shall be after Ph.D.
	(OR)	
	B.E. / B.Tech. and M.E. / M.Tech. or equivalent in the appropriate branch of Engg. / Tech. with First class either in Bachelor's or Master's degree	A total of 13 years experience
	(OR)	
	First Class MCA Degree or equivalent	15 years after Master degree
Professor	Ph.D. degree with First class at Bachelor's or Master's level in Engg. / Tech. / Computer Applications	10 years experience out of which 5 years of experience as Associate professor (or) a total of 13 years experience
	(OR)	
	Ph.D. degree with First class MCA Degree or equivalent	12 years experience out of which 5 years of experience as Associate Professor (or) a total of 15 years experience
Principal/ Director For Stand- Alone Colleges	<ul style="list-style-type: none"> <li>❖ Should be an eligible Professor in Engg./ MCA with a minimum total experience of 13 years/ 15 years respectively.</li> <li>❖ Maximum age limit is 65 years</li> </ul>	

### **III. MANAGEMENT PROGRAMMES**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>
Assistant Professor	First Class Master's degree in Business Administration or equivalent	Experience not required
Associate Professor	Ph.D. with First Class Master's degree in Business Administration or equivalent	5 years experience out of which 2 years shall be after Ph.D
	(OR)	
	First Class Master's degree in Business Administration or equivalent	13 years after Master degree
Professor	Ph.D with First Class Master's degree in Business Administration or equivalent	10 years experience out of which 5 years experience as Associate Professor (or) a total of 13 years experience
Principal/ Director for Stand- Alone Colleges	<ul style="list-style-type: none"> <li>❖ Should be an eligible Professor with Ph.D Degree obtained after M.B.A Degree and a minimum total experience of 13 years</li> <li>❖ Maximum age limit is 65 years</li> </ul>	

#### **IV. HUMANITIES AND SCIENCES DISCIPLINES**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>
Assistant Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's Degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.</p> <p>Note:</p> <p>i) Candidates having Ph.D. degree are exempted from the above tests for UG and PG level teaching.</p> <p>ii) Candidates having M.Phil. degree are exempted from the above tests for UG level teaching only.</p>	Experience not required
Associate Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's Degree level and Ph.D. degree in the relevant subject.</p> <p style="text-align: center;">(OR)</p> <p>At least 55% of marks (or) an equivalent CGPA at the Master's Degree level (Desirable: 3 publications in International Journal)</p>	7 years experience out of which 2 years shall be after Ph.D.
Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's Degree level and Ph.D. degree in the relevant subject.</p> <p>(Desirable: Post Doctoral work and guiding Ph.D. students in the relevant subject)</p>	15 years after Master's degree
Professor	<p>At least 55% of marks (or) an equivalent CGPA at the Master's Degree level and Ph.D. degree in the relevant subject.</p> <p>(Desirable: Post Doctoral work and guiding Ph.D. students in the relevant subject)</p>	10 years experience out of which 5 years experience as Associate professor (or) a total of 13 years experience



### Additional Information on Minimum Faculty Eligibility

1. **AMIE is equivalent to B.E** Marks above 60% in AMIE may be considered as I Class.
2. All UG and PG Degrees (Full time / Part time ) awarded by any **UGC approved** Universities are **eligible**.
3. UG and PG Engineering Degrees (B.E. /B.Tech. or M.E. / M.Tech.) obtained by **Correspondence / Distance education** are **not eligible**.
4. **Ph.D.** degrees from International Universities (obtained by Correspondence / Distance mode ) are **not eligible** Degrees. **Ph.D.** degrees awarded by Institutions not approved by UGC such as CMJ University, Meghalaya are **not eligible**.
5. **Ph.D.** Degrees obtained from IITs/IISc/NIT directly after B.E/ B.Tech. are **eligible**.
6. **M.S.** Degrees after B.E/ B.Tech (obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required) obtained from other institutions approved by Association of Indian University (AIU) are considered as **eligible**.
7. Non-Engineering Degrees such as MBA /MCA / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are eligible.
8. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the UG or PG degree was obtained. (eg. 1. B.E. (CSE) and M.E (VLSI) degree holder could work in either CSE or ECE) (eg. 2. B.E. (EEE) and M.E (Environmental Engineering) could work as faculty either in Chemical/ Civil Engineering Department or in EEE Department.
9. M.E / M.Tech. Degree holders after M.Sc. / MCA **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments of M.E. / M.Tech. Degree holders after M.Sc. / MCA should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E / M.Tech. Degree holders and by the year 2012 for Three-year Part-time M.E / M.Tech Degree holders.
10. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience  $\geq 10$  years in an industry. The industry should be atleast 10 years old.

*AICTE Notification Dated:04.1.2016 may be referred for detailed clarification of various other issues. The above adhoc norms on Faculty Qualification and Experience are based on AICTE Notifications Dated : 05.3.2010, 04.01.2016 and 09.01.2016.*

*Schun*  
Principal  
JSS College of Engineering  
Collobator-CH 107