



DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING

COIMBATORE-641105



HR POLICY

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DHANALAKSHMI SRINIVASAN

COLLEGE OF ENGINEERING

COIMBATORE

PROFILE

DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING established in 2008, a lush green ecofriendly serene campus located along the western ghats, is one of the premier institutions which takes pride in inspiring and providing access to the latest technologies and developments in engineering under the aegis of the **SSK Educational, Health and Charitable Trust** is run by Shri P Neelaraj, Secretary, a highly self-disciplined visionary and able educationalist with more than three decades of experience in the field of education. His vast experience in the field of education makes DSCE strive to impart quality technical education and move in the path towards excellence. Our Director, Dr.N.Vinoth is a medical practitioner by profession and his futuristic vision makes DSCE think innovatively and strive meaningfully in a rapidly changing 21st Century world.

The college is affiliated to Anna University, Chennai and approved by AICTE, New Delhi. The college is located in aesthetically designed buildings along the Western Ghats in 19 acres of lush, serene, eco friendly and plastic free landscape. The college offers 10 undergraduate B.E., / B.Tech programmes in Artificial Intelligence & Data Science, Agricultural Engineering, Biomedical Engineering, Computer Science& Engineering, Computer Science& Engineering (Cyber Security), Civil Engineering, Electronics & Communication Engineering., Electrical & Electronics Engineering, Food Technology, Mechanical Engineering and one postgraduate programme in Master of Business Administration. All the eligible courses, CIVIL, CSE, ECE, EEE, MECH and MBA, are provisionally accredited by the National Board of Accreditation (NBA). The CIVIL, CSE, ECE, EEE and MECH programmes are reaccredited by NBA.CSE, ECE, EEE, MECH and MBA courses are permanently affiliated to Anna University, Chennai. The college is listed among colleges that are categorized under 2(f) and 12(B) of the UGC Act. The college has been rated with 3 stars by Institution Innovation Council.

The college strives toward producing employable Engineering graduates who can think innovatively, communicate effectively, participate ethically and meaningfully in a rapidly

changing world. The institution responsibly puts forth its policy to reach its objectives as well as provides space to achieve the quality policy successfully and cater to the needs of the students to become socially conscious, knowledgeable and responsible citizens.

VISION OF THE INSTITUTE

To instill discipline, promote character and value based quality education in the younger minds, making them technologically superior in Science, Engineering and Business Management thereby grooming them to be ethically strong to serve the nation and lead a quality life.

MISSION OF THE INSTITUTE

- To impart quality education and learning environment through state-of-the-art infrastructure, qualified and dedicated faculty to produce knowledgeable students.
- To collaborate with stakeholders by way of industry-institute interaction, need based R & D, encouraging entrepreneurship and fostering innovative programmes.
- To organize industry specific value-added programmes, co-curricular and extracurricular activities for overall personality development to produce competent graduates who can face the challenges across the globe and serve the society at large.

SCOPE

This policy applies to all staff working in Dhanalakshmi Srinivasan College of Engineering and involved in curriculum delivery and/or assessment.

PURPOSE

The purpose of this policy manual is to:

- Support the continued development of academic work culture which is transparent and responsive, especially, to students.
- Establish and maintain quality systems and procedure which enable us to rigorously evaluate our strengths and weaknesses and respond effectively to improve.
- To support collaboration and sharing and be accountable to our stakeholders.
- Continually improve the quality of the student experience and our service to employers by monitoring, reviewing, developing and enhancing standards of learning, teaching and

assessment.

- Provide mechanism for our students, employers and other stakeholders to express their views, and provide feedback and participate in decision making.
- Develop and set standards and targets for all areas of activity.
- Encourage the involvement of all members of the college in the review of performance, the maintenance of high standards and the setting and achieving of quality improvement targets.
- Achieve recognition for performance standards through accreditation and commitment to national quality systems, such as NAAC, NBA and NIRF.
- Operate within the context of a coherent and transparent planning and quality assurance and enhancement cycle.
- Ensure that staff in all areas of activity connected with learner and employer experience aspires to excellence and develop the skills to respond effectively to the challenges of self-assessment, analysis and continuous improvement.

RECRUITMENT POLICY

PURPOSE

To recruit and retain members of the faculty and other staff keeping in view the students faculty ratio (SFR) prescribed by AICTE and workload available for each position.

BOARD MEMBERS

Chairman, Director, Principal, Dean (Academic) and concerned HoD.

1.1 PROCEDURES

- The selection and appointment of staff is carried out based on a standard procedure as detailed below. At the end of each semester, the Chairman, Principal, Dean (Academic), and HoD review the staff position for the college.
- The Principal through the Dean Academic will obtain the staff requirement list from all the Head of Departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- The Principal/ Dean (Academic), with the help of the concerned HoD consolidate the workload for theory, practical, tutorial, workshop, administrative work, external program and work out the staff requirement.
- He will consider appointing a Professor/Senior faculty to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the student faculty ratio(SFR) prescribed herein.
- The student faculty ratio (SFR) shall be **1:20**, in accordance with the norms of AICTE.
- The staff selection committee in each discipline will be composed of Chairman, Director, Principal, Dean (Academic), HoD and an internal or external expert member(if necessary)
Advertisement
- The Principal and the Dean Academic through the administrative office designs the format for the advertisement and gets approval from the Chairman before publishing the same in website & newspaper.

1.2 INITIATION OF SELECTION PROCESS

On receipt of eligible applications for various posts, the administrative office collects and submits the same to the principal.

The committee shall augment candidature for every position to be filled, from any or all of the following sources:

- Advertisement in the Newspapers.
 - Advertisement in the website.
 - Advertisement through online platform.
 - Files maintained for storing the unsolicited applications.
- The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
 - The committee shall short list the candidates in the following processes:
 - Scrutiny of the Personal Bio-data (Annexure 1) of the candidate.
 - Personal Interviews.
 - Class room demonstrations
 - The selection committees shall recruit candidates and inform them about the date of joining.
 - Eligibility for appointment as per Anna University, Chennai, norms.(Annexure-2)
 - The administrative office intimates (over the phone), to the applicants asking them to attend the Personal interview along with their original testimonials/ information.

1.3 SELECTION PROCESS

- Appraisal sheets are given to the staff selection committee members to allot suitable marks / grading for each of the item under observation.
- Each member makes his own assessment and valuation. Selection of candidates made on merit is unanimously consolidated and approved by all the selection board members. The selection board also recommends the pay structure based on the candidates interview performance, qualification and experience.

1.4 APPOINTMENT

- Newly appointed faculty is expected to join work as instructed by the administrative office
- On reporting for duty at the college, the candidate shall meet the Principal/ Dean Academic for attending the formalities and submit the joining report (Annexure-4) duly filled. On receipt of appointment order(Annexure-2).
- The Bio-data will be verified and an individual staff file containing the certificates, Bio-data, original along with the copy of the joining report duly signed by Dean Academic and Principal is maintained in the office.

1.5 ORIENTATION

- On the day of joining, the newly appointed faculty member shall meet the principal and Dean Academic in person and submit the joining report duly filled.
- The Principal/Dean Academic/HoD will give a brief introduction of the College/ Department, the dress code, the working hours and other general rules and regulation to be adhered to in the college and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- The HoD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HoD will also explain about the rules to be followed in the campus and college working hours.
- The HoD will introduce the new faculty member in the first class he/she is going to handle in every section of his/her assignment.

1.6 TEMPORARY APPOINTMENT

- In case of emergency, an ad hoc walk-in interview can be conducted by the Principal and this can be approved by the Chairman later.

1.7 POSITIONS AND PAY SCALES

- The college will have the following positions of hierarchy in the teaching departments:
 - Principal
 - Special positions like Dean
 - Professors
 - Associate Professors
 - Assistant Professors
 - Technical Assistants
- In addition, each department shall have support staff like lab assistants and department attendant.
- The college office will have the following positions of hierarchy in the administrative department.
 - Vice-Principal
 - Administrative Officer
 - Accountant/Clerical Assistants
 - Office Assistants.
- The scales of pay for various teaching positions will be as follows:

- Principal and Special Positions: Pay as per AICTE norms, commensurate with qualification and experience
 - a. Professor Rs 37,400 – 67,000 – 10,000
 - b. Associate Professor Rs 37,400 – 67,000 – 9,000
 - c. Assistant Professor Rs15,600 – 39,100 – 6,000
- Additional Qualifications and Previous Experiences carry the following monetary benefits:
 - a. Ph.D (Engg) - Rs 10,000
 - b. Ph.D (Science/Humanities) - Rs 5000
 - c. Previous Experience - 5% D.A per year of Experience.
- In addition, the non teaching staff can be given additional benefits of Rs.500 for his/her additional skills or Bachelor or Master Degree. Previous experiences carry Rs 500/ per year of experience. Lab assistants get Rs 10,500 or Rs 12000 based on their diploma qualification.

1.8 DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness allowance shall be extended to teaching faculty.
- Allowances for Principal, Dean Academic and all other special posts shall be at the discretion of the Management.

1.9 INCREMENTS

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the institution. The increments will be effected in the month of June.
- Additional increments shall be given to staff members based on their results achieved in the University Examinations and additional incharges at the discretion of the Management.

1.10 INCENTIVES AND REWARDS

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to j are applicable to staff members with minimum one year of service at the Institution.
 - a. For producing 100% results in a paper: Rs 5000/- Cash Award.
 - b. For producing 95% results in a paper : Rs 3000/- Cash Award.
 - c. For producing 90% results in a paper: Rs 2000/- Cash Award.

- d. Paper publications in Journals (Peer Reviewed and Indexed) : Rs 7,500/- Cash reward.
 - e. Paper publications in National Journals (Indexed) : Rs 5000/- Cash reward.
 - f. Book publications: Rs 5000/- Cash reward.
 - g. Patent Publications: Rs.3000/-Cash reward.
 - h. Submission of funding proposals and sanction: Rs 3000/- Cash Reward.
 - i. Faculty undergoing Full-time, higher Education (Ph.D) – Leave without pay for a maximum of two years.
 - j. Seminars/Conferences/FDP/Workshops – On Duty for faculty
- Necessary support shall be provided to supporting staff for higher education or skill development. whenever needed

1.11 ROLES AND RESPONSIBILITIES OF THE EMPLOYEES

Responsibilities of the Principal

- The Principal shall be the Head of the Institution
- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- Identify and recruit suitable persons to man various departments and administrative units.
- Develop various laboratories, Computer Centre, library and all organs required for an educational institution.
- Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies.
- Maintain healthy relationship with the management and conduct meetings of the Governing Council and other Committees as and when necessary.
- Prepare the minutes of meetings.
- Prepare the budget for approval of management.
- Regularly apprise the management about the various activities.
- Plan functions like Graduation Day, Annual Day, Freshers Day, Hostel Day etc.
- Give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.

- In a nutshell, the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of university, AICTE, Government, Parents and other stakeholders.

Responsibilities of Dean

- Assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, students' feedback on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.
- Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

Responsibilities of Head of the Department

- Prepare budget for academic year.
- Administer the department in respect of regularity, punctuality, distribution of teaching and laboratory work among the staff and ensure completion of syllabus as per the academic calendar.
- Maintain leave, vacation duty, OD statement for the staff of the department.
- Preparation of class-wise timetable.
- Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.

- Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.
- Procure spares and components and stock them and maintain inventory laboratory-wise.
- Coordinate the activities of Technical Associations and such other professional associations.
- Organizing FDP, special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
- Extend all possible help to the students of the department for training / project work / professional employment.
- Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

Responsibilities of teaching staff

- Class room instruction & laboratory instruction in line with the syllabus prescribed by Anna University and relevant advanced topics beyond syllabus.
- Develop curriculum, learning resource materials and laboratories.
- Actively participate in co curricular and extra – curricular activities of the college and those organized by other institutions.
- Provide guidance and counseling to promote personal, ethical, moral and overall character.
- Keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars
- Self development through upgradation of qualification and participation in professional activities.

- Actively involve in Research and Development activities, research guidance and Industries sponsored research.
- Provide consultancy and testing services, extension services and participating in community services.
- Provide non-formal modes of education for benefit of community and dissemination in community services.
- Promote the spirit of entrepreneurship with an aim to create jobs.
- And any other relevant work assigned in the interest of the institution.

LEAVE POLICY

2.1 CASUAL LEAVE

- The teaching staff will be eligible for two permissions (one hour duration each) /one day of casual leave with pay every month.
- A maximum of two casual leaves can be consolidated and availed.

2.2 VACATION LEAVE

- The teaching staff of the college will be eligible for vacation leave on the following basis:
 - a. More than 1 year of service - 10 days of winter vacation
 - b. More than 1 year of service - 25 days of summer vacation
- The non teaching staff of the college will be eligible for a similar vacation leave after completion of 2 years of their service
- The vacation leave can be availed during the annual vacation period, unless under special circumstances the Principal after approval from the Chairman grants it on the basis of the merit of the case.
- The vacation staff members are permitted to avail a total of 35 days of vacation in a year. During summer vacation, a staff member can avail 25 days with prior permission. During winter vacation 10 days can be availed. This is further subject to the condition prescribed at the time of declaration of vacation (Summer and Winter).

2.3 STUDY LEAVE

- The teaching staff of the College may be granted leave for advancement of their education, in India or abroad. The teacher will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Chairman / Principal on case to case basis.
- The Management, at its discretion may extend assistance towards higher education fees, as interest free loan.
- A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the University on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

2.4 MATERNITY LEAVE

- Maternity leave may be granted to married female permanent employees who have completed 2 years of service for a period of not exceeding 6 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The maternity leave, however, can be clubbed with other available leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

PATERNITY LEAVE

Paternity leave of one week will be granted for married male permanent employees who have completed 2 years of service.

2.5 ON DUTY ASSIGNMENTS

- The college can permit any staff member, for a specific period of time to attend FDP/ workshop/conferences/seminars or training programs with prior and proper approval from the HoD and Principal.
- Where the Staff is proceeding on a training programme duly sponsored by the College, the period of absence due to such assignments shall be treated as on duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

IMPLEMENTATION AND PROMOTION POLICIES

3.1 POWER TO IMPLEMENT AND TO AMEND THE RULES

The power to implement or to amend the rules and regulations vests with the Chairman, who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Chairman has got the absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at his sole discretion any or all the rules contained herein or any rules and regulations framed and enforced from time to time.

3.2 MANAGEMENT'S POWERS TO DELEGATE

The Chairman may delegate powers to the Principal or to any officer or officers of the institution under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

3.3 PROBATION

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year.

- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- The rule of probation shall not apply to appointments made on temporary or contract or on daily wage basis.
- The Management of the College reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions.
- Every faculty member should submit his/her annual performance report in the self appraisal format prescribed by the College by the end of April. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

- It is incumbent on the part of the HoD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- A review committee formed by the Management with the Principal and Dean Academic as members shall review the performance of every faculty member and recommend annual increment, career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service as given below at each level and have satisfactory performance as evaluated by an appropriate review committee/authority.

Extra Ordinary Leave on Loss of Pay

A staff member may be granted extra-ordinary leave on loss of pay (LOP) to the extent required depending upon the circumstances. However, if the University requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the University.

3.4 RESIGNATION AND TERMINATION

- If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate with immediate effect the services of any employee.
- The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for mis - conduct in discharge of his/her official duties immediately.

All promotions shall be considered on the basis of merit- cum – seniority basis. The Principal shall recommend to the Chairman about a candidate for promotion after consideration of the following,

- a. Analysis of staff Appraisal form.

- b. Analysis of feedback of the staff collected from the students.
- c. Consideration of the fact that there has not been any disciplinary action taken against such candidate for any misconduct he/she has committed during the service.
- d. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed by AICTE.
- e. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- f. All decisions on promotions shall be taken up in the month of June every year depending upon the self appraisal or adhoc in case of need approved after it is by the chairman and the same shall be implemented.

3.5 WORKING DAYS/HOURS

The working timings of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National/ Festival holidays as may be notified from time to time. The Institute will also observe vacation which will be notified from time to time.

3.6 ATTENDANCE AND PUNCTUALITY

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave. An employee shall not absent himself / herself from his/her duties without first obtaining the permission from the competent authority.

In case of unavoidable circumstances, a letter should be sent on the next working day, giving reason for his/her absence. Suitable alternate arrangements have to be made for classes. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

3.7 GOVERNANCE AND INTERPRETATION OF RULES

- All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- All employees of the Institute shall be governed by the leave rules and D.A. rules that are framed separately.
- The decision of the Management of the Institute regarding the interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

STAFF DISCIPLINE AND GRIEVANCE POLICY

4.1 CODE OF CONDUCT FOR TEACHERS

- Teachers shall be at the appointed classroom at the appointed time without any exemption.
- 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 corrective action if it is within his/her power, or
 - counsel him/her appropriately
 - reporting to higher authorities.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculty and staff members shall not accept gifts of any kind from the students or their parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - Preparation for the particular day's classes, with latest information added to earlier course content.
 - Keeping all teaching aid material required for conducting the class in an orderly manner.
 - Going according to the 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 students.
 - Ensuring the orderly arrangement of class room.
 - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
 - Teachers shall observe good personal conduct in terms of:

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

4.2 STAFF DISCIPLINE

- Any teacher who is violating the code of conduct defined in this manual will be subject to appropriate disciplinary action by the Chairman / Principal.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, it can be reported in writing to the Principal.
- The Principal shall constitute a committee and hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. staff member receiving more than two memo or warning will be given punishments mentioned in c or d.

- Where the punishment proposed is one of the above, the Principal shall constitute a committee to go into the details in the presence of the complainant, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Principal shall report the proceedings periodically to the Management. Any action on the staff is after the approval of the Management

CONSULTANCY AND R&D POLICY

5.1 CONSULTANCY, R&D

- The college encourages its teachers to take consultancy and R&D assignments within institution, with other institutions or Industries, appropriate to the teachers' competence.
- The teacher shall undertake such assignments when the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by an outside agency.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Chairman / Principal in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40.
- In all other cases like consultancy assignments, it shall be 70:30 (30% to College).
- Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/ Correspondent.
- The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

RESEARCH GUIDELINES

- In all research efforts, researchers should maintain high standards of honesty and an ethical mindset.
- Those carrying out research should obtain permission from the relevant Head of Department before using the laboratory, equipment, or other facilities. These facilities should be handled with extreme caution and prudence.

- Attempts should be made to publish the research findings as papers in reputable journals and conferences. Before submitting a paper for publication, writers should check the allowed plagiarism limit, and once a work is accepted by a journal or conference, it should be reported to the Head of the Department/IQAC/Principal.
- Internal Researchers shall include his or her affiliation with our Institute in all publications resulting from Research undertaken. External researchers should acknowledge the institute in case facilities at the premises are utilized.
- The Researchers dealing with hazardous materials should take appropriate precautions to prevent any injury to the persons or damage to equipment or institutional property around.
- The Researchers shall not enter into any private agreement with any other organization without the approval of the institution.
- The Researchers (internal & external) ending up with a granted patent and wanting to go for commercialization should comply with the Institutional policy governing Intellectual Property Rights. There should be no conflict of interest with the Institutional Policy.

5.2 TEACHING ASSIGNMENTS

- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- A teacher, who has been approached for giving guest lectures/seminars in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

FACULTY DEVELOPMENT POLICY

6.1 IN-HOUSE R&D

- The College encourages its faculty to undertake department-wise R&D Activities along with Students and other Staff Members.
- Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs 5000/- per project, towards developing a prototype or model.

6.2 SEMINARS/WORKSHOPS

- The College encourages its faculty to organize AICTE/ISTE funded Seminars and Workshops for the benefit of fellow teachers and students.
- The Management provides 100% funds for all programs organized by the Department. The department shall get the proposal approved by the Chairman through the Principal depending upon the proposed budget.

6.3 INCENTIVES BENEFITS

- Cash Rewards are given for technical paper publication, Book Chapters and patent acquisition. since the expertise gained from these results impacts the students and adds to their understanding.

6.4 HIGHER STUDIES

Teachers who join the institution with a PG qualification (with minimum one year experience) are encouraged to pursue Ph.D. programmes in their areas of specialization.