



# FACULTY HANDBOOK

A lively centre for learning  
&  
A lovely place for winning

**J.C.T.**  
**GROUP OF INSTITUTIONS**

PICHANUR  
COIMBATORE – 641 105



## **CHAIRMAN'S MESSAGE**

I welcome you all to JCT Group of Institutions. This hand book will serve as a guide to familiarize you with your rights and responsibilities as a Faculty of this college. It describes our services, rules & regulations, besides contains all other important information that will serve as a point of reference throughout your college years.

Our goal is to seek solutions to global challenges by using the power of engineering principles, techniques and systems. The University is committed to pioneering innovations in research, transferring discoveries to broader community and educating tomorrow's leaders and entrepreneurs.

I wish you all the success.

Coimbatore  
02-07-2018

Shri S. A. Subramanian  
DIRECTOR

## **SECRETARY MESSAGE**

Engineering is a human activity aimed at creating new artifacts, algorithms, processes and systems that serve humans. An engineer seeks to create what never did exist. It is a privilege in any one's career to embark on engineering education.

At JCT Campus, our vision is "To develop Industry ready Engineers with competency, initiative and character to meet the challenges in global environment". JCT is committed to provide students with a strong, broad based fundamental engineering education and prepare the students for careers in industry, teaching and other research organizations.

I look forward for preparing my students to face the challenges, the technology and engineering sector would offer in the future and succeed in offering technology solutions for the betterment of the society and our nation. It gives me immense pleasure to welcome all those who aspire to have a career in Engineering and Technology.

Coimbatore  
02-07-2018

R.DURGA SHANKAR  
SECRETARY

## **DIRECTOR'S MESSAGE**

I would like to welcome you on behalf of the Management and on my own behalf, to our sprawling J.C.T. campus. I hope that you would have a long and fruitful professional career with us. Our group believes that Teaching, Research and Consultancy should help our society to improve the quality and standards of our life. Our aim is to define vision, encourage new ideas, inculcate human values, adhere to ethics and work for social cause.

This booklet has been prepared as a guide for new faculty to provide a detailed view of **J.C.T.** campus, academics, rules and regulations and various activities of our Group. We strongly believe that by wholeheartedly participating in various activities of our group and being aware of the opportunities that we provide, your professional career with us will be enlightened, enriched and empowered and will definitely be a rewarding one.

With Best Wishes

Coimbatore – 641 105  
02-07-2018

K.RAMESHWARAN  
DIRECTOR

**J.C.T. GROUP OF INSTITUTIONS**  
**PICHANUR, COIMBATORE - 641 105**  
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# CHAPTER 1

## **CHAPTER 1: GENERAL INFORMATION**

- 1.1. Trust Members
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- 1.3. Central facilities
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  - 1.3.2. Stationery stores
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- 1.4. Governance
- 1.5. Identity Card

## **CHAPTER 1: GENERAL INFORMATION**

Shri Jagannath Educational, Health and Charitable Trust was established by renowned and philanthropic personalities with an objective of providing education to all, especially the down trodden and rural populace. Considering the growing demands for technical education in the country, the trust started an engineering college, namely, JCT College of Engineering and Technology (JCTCET) in Pichanur in Coimbatore in the academic year 2009-2010.

The management strives hard to enhance the professional knowledge, skills and attitudes of educators, so that they would in turn improve the Teaching-Learning process. The college aims at developing a deep understanding of the human values and social concerns among the engineering graduates

Students will be encouraged to get equipped and sensitized to understand full implications of their decisions, actions and ever inactions. Above all, the college will promote Technical Education to meet the requirements of a developing nation in the context of global concern.

A team of educated, enlightened, experienced technocrats with vision, firmly determined to promote high quality of education will strive to provide every facility for achieving excellence.

## **1.1. TRUST MEMBERS**

<b>S. No.</b>	<b>Name</b>	<b>Position in the Trust</b>
1	Shri S. A. Subramanian	Chairman
2	Mr. R. Arulselvan	Vice-Chairman
4	Mr.R.Durga Shankar	Secretary
5	Mr.R.Gautaman	Trustee

## **1.2 OBJECTIVE AND COVERAGE**

The objective of this handbook is to make Faculty members fully acquainted with the service conditions, rules, regulations and opportunities available to them in the teaching profession. This hand book will be of great assistance to all the teaching staff governed by AICTE norms and standards.

## **1.3 CENTRAL FACILITIES**

### **1.3.1 Transport**

A fleet of 23 buses are plying to various parts of the city and neighbourhood for the convenience of students and staff.

### **1.3.2 Stationery Stores**

Stationery Store with photocopy facility and also offers a range of value-for-money items like envelopes,

papers, pencils, pens, note books, record note books, CDs, DVDs, memory sticks, batteries as well as greetings cards.

### **1.3.3 ATM Facility**

City Union Bank ATM is functioning in the college campus.

### **1.3.4 Drinking Water Facilities**

Reverse Osmosis (RO) plants have been installed in all building and this supply pure treated bacteria free water to the entire campus.

### **1.3.5 Cafeteria**

A modern canteen provides good quality snacks to the students at a very reasonable price.

## **1.4 GOVERNANCE**

There are three core committees responsible for management and administration of the JCT College of Engineering and Technology. They are:

- a) Governing Council
- b) Planning and Monitoring Board
- c) Advisory Committee

All major decisions concerning the colleges are taken by the Managing Committee, which is guided by the Governing

Council constituted as per the AICTE norms consisting of eminent personalities in technical education and administration.

## **1.5 Identity Card**

All the faculty members are required to wear the identity cards issued to them inside the campus. Newly joined faculty members are requested to apply for the same in the prescribed form to the Administrative Officer/Office Superintendent concerned.

# **CHAPTER 2**

## **CHAPTER 2: JCT Group of Institutions**

2.1 JCT College of Engineering & Technology

2.2 JCT Polytechnic College

## **CHAPTER 2**

### **JCT GROUP OF INSTITUTIONS**

#### **GENERAL INFORMATION**

The following two technical institutes form a part of JCT Group of institutions.

<b>S. No.</b>	<b>Name of the Institutions</b>	<b>Year of establishment</b>
1	JCT College of Engineering and Technology	2009
2	JCT Polytechnic College	2014

## 2.1 JCT College of Engineering and Technology

JCT College of Engineering and Technology (JCT CET) was established in 2009. The College has been approved by All India Council for Technical Education (AICTE) and is affiliated to Anna University, Chennai. The various UG & PG programmes offered are detailed below.

S. No.	UG Courses	Duration in years
1	Automobile Engineering	4
2	Civil Engineering	
3	Computer Science and Engineering	4
4	Electronics & Communication Engineering	4
5	Electrical & Electronics Engineering	4
6	Food Technology	4
7	Mechanical Engineering	4
8	Petroleum Engineering	4
9	Petrochemical Engineering	4

S. No.	PG Courses	Duration in years
1	Engineering Design	2
2	Structural Engineering	2
3	Power Electronics and Drives	2
4	VLSI Design	2

## 2.2 JCT Polytechnic College

The **JCT Polytechnic College** was established in 2014 as a charitable institution with a prime ambition of affording opportunities to young men and women for equipping themselves to get employed and contribute to the

technological development of the nation. The College is located at Pichanur at the foothills of the Western Ghats in a serene, eco friendly lush green environment. The various diploma programmes offered are detailed below.

**Courses offered:**

<b>S. No.</b>	<b>UG Courses</b>	<b>Duration in years</b>
1	Civil Engineering	3
2	Electrical and Electronics Engineering	3
3	Mechanical Engineering	3
4	Petrochemical Engineering	3

# **CHAPTER 3**

## **CHAPTER 3**

### **HONOUR OF BEING A TEACHER**

Most engineers and engineering students do not realize that engineering teaching is a fascinating, stimulating and exciting career. Perhaps this is a result of not-having applied the “Engineering method” in an evaluation of engineering teaching as a career. However, there are several advantages of teaching over other possible careers. A few important ones are listed below.

- Teaching offers an opportunity to serve the society in a very important area of training young minds to make contributions to the society.
- The quantum of satisfaction that a teacher derives in this profession cannot be measured in terms of materials.
- Teachers work with young and hence they are always exposed to fresh viewpoints. This is stimulating to any teacher and adds honour to his/ her everyday living. Interacting with students keeps the teacher stay young.
- Teaching affords freedom to follow one’s own intellectual bent and to satisfy one’s curiosity.
- A teacher’s working hours are not as rigidly scheduled as in most other professions. After class-room lectures are delivered, research and writing can very well be fitted into a time schedule largely to the best advantage of each individual.
- Teachers have many responsibilities outside the classroom, but there is a certain flexibility in handling many of them which cannot be found elsewhere.

- “Vacations” during the end of the semesters offer a break in the daily routine. The change in the everyday routine does much to prevent a feeling of being in a rut, and creates additional enthusiasm for the job ahead. Also, the “vacations” offer the teacher opportunities to do many things outside the teaching, including family affairs, travel, research, writing and work in industry. One of the most fruitful of these opportunities to an the engineering teacher is industrial work.
- A teaching position offers more stability than most jobs do. Even at times of economic recession, the effect on teachers has been practically nothing, whereas in industries, a general occurrence has been termination of projects and at times of employment too. This is because of the fact that the process of education must go on forever irrespective of whether the economy is good or bad.
- In teaching there are opportunities to do consultancy work, which enhances a teacher’s income.
- Teaching profession is a noble, holy and satisfying one.

# **CHAPTER 4**

## **CHAPTER 4: WORK LOAD AND RESPONSIBILITIES**

### **4.1 Work load**

### **4.2 Job responsibilities**

#### **4.2.1 Academic**

#### **4.2.2 Research and Consultancy**

#### **4.2.3 Administration**

#### **4.2.4 Extension Services**

#### **4.2.5 Accountability and Performance Appraisal**

## **CHAPTER 4**

### **WORK LOAD AND RESPONSIBILITIES**

Each College shall have at least 180 full teaching days per academic year (or 90 full teaching days per semester). "Teaching days" here shall mean actual classroom / Laboratory Instructional days and shall not include days of University examinations / Industrial Visits / Sports etc. Teachers shall be present in the college during the working hours unless engaged in official work outside.

#### **4.1 WORKLOAD**

Workload of a teacher should not be less than 40 hours a week, of which instructional hours (i.e. class room teaching) should be as follows: -

- |                        |   |                 |
|------------------------|---|-----------------|
| a) Principal/HoD       | - | 4 hours / week  |
| b) Professor           | - | 8 hours / week  |
| c) Associate Professor | - | 12 hours / week |
| d) Assistant Professor | - | 16 hours / week |

For the above stipulations, 3 (Three) hours of laboratory / drawing session will be counted as one class room teaching hour. 2 (Two) hours of PG class room teaching is equal to 3 (Three) hours of UG class room teaching. Work plan of teachers shall ensure proper utilization of the stipulated 40 working hours per week in the most productive manner with

regard to roles, jobs and targets assigned to them by the Head of the Institution and / or HoD concerned.

## **4.2 JOB RESPONSIBILITIES**

### **4.2.1 Academic:**

- a) Teaching UG & PG courses including lectures, laboratory and tutorials.
- b) Students assessment and evaluation including examination work of the university concerned.
- c) Planning and implementation of instruction in laboratory.
- d) Developing resource material and curricula.
- e) Design and developing of laboratory instructions.
- f) Participation in co-curricular activities and extra curricular activities.
- g) Students guidance and counselling and in moulding their character.
- h) Innovation in engineering education and evaluation.
- i) Providing leadership in teaching and evaluation.
- j) Providing leadership in teaching engineering courses.
- k) Promoting and coordinating Continuing Education Programmes (CEPs).
- l) Self development through up-gradation of knowledge and skills.

### **4.2.2 Research and Consultancy**

- a) R&D work on industrial problems and projects
- b) Publication of technical papers
- c) Promotion of Industry Institution Interaction (III) and industry oriented R&D.
- d) Organizing and coordinating consultancy services
- e) Providing testing / repair services

### **4.2.3 Administration**

- a) Assisting in Institute / Department administration planning and its implementation.
- b) Organizing R&D work in industrial problem and projects.
- c) Academic and administrative management of the institute.
- d) Preparation of projects proposals for funding.
- e) Development, administration and management of Institutional facilities.
- f) Providing academic and administrative leadership.
- g) Monitoring and evaluation of academic activities in the institute.
- h) Participation in policy and system planning at state regional and national level for development of technical education.
- i) Assisting in resource mobilization for the institute.
- j) Maintaining accountability.
- k) Developing, updating and maintaining Management Information System (MIS).
- l) To conduct performance appraisal.

### **4.2.4 Extension Services**

- a) Assisting in extension services to the industry.
- b) Contributing to community activities.
- c) Public relations and interaction with community.
- d) Providing non-formal / distance mode of education for the benefit of community.
- e) Promotion of entrepreneurship and job creation.
- f) Dissemination of knowledge.
- g) Technical support to society relevant projects.

#### **4.2.5 Accountability and Performance Appraisal**

An open, transparent and objective performance appraisal system for Faculty comprising of feedback from students, self-appraisal, evaluation by HoDs concerned and Principal/Director shall be implemented for the professional development of the faculty.

# **CHAPTER 5**

## **CHAPTER 5**

### **RESEARCH FOCUS**

Our country needs to maintain its competitive advantage with respect to other emerging nations. Further, it must move up the value chain in software and other core technology areas. This requires linkages between academic research and the industry.

With Liberalization Privatization and Globalization (LPG), Indian industry is realizing the need for originality and innovation through Research & Development. In Western countries, universities have traditionally provided this support. However, in our country, this is yet to happen in a significant manner. While a few centrally funded elite Universities and Institutes like the IITs, IISc and NITs may have a system in place, the vast majority of engineering institutions in our country carry out not so serious R & D. The current worry is the decline in the quality and quantity of R & D across the country. It must be stressed here that this has happened due to the non availability of sufficient R & D funding support. A teacher should focus on Research activities too.

# **CHAPTER 6**

## **CHAPTER 6: INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH**

6.1 Industrial Consultancy

6.2 Sponsored Research Project

## **CHAPTER 6**

### **INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH**

M.A.M. maintains a strong interaction with industries, research organizations and various sponsoring agencies which fund R&D projects of immediate national importance. This has given an opportunity for our college faculty to become aware of and work on live problems of immediate relevance to the country. Our students can also be trained to tackle such practical problems.

#### **6.1 INDUSTRIAL CONSULTANCY**

Projects that can be executed and problems that can be solved readily utilizing the professional knowledge and expertise of the Faculty, and assignment involving modifications/improvements in certain research components are classified as consultancy assignments. College facilities may be used for research work, theoretical analysis or experimentation required for generating sufficient information and data for this problem solving operation. However, these assignments are heavily dependent on the existing Know – How and skill of the faculty concerned. These are mostly related to the application of an already known or existing technology.

#### **6.2 SPONSORED RESEARCH PROJECTS**

These are projects sponsored by government agencies, industries or other institutions with a view to generate new knowledge, develop a new technological process or create new, products. Considerable amount of studies may have to be put in by the investigator(s) to solve the problem and such of these projects are considered as R&D projects. These are long term assignments in emerging areas and in highly specialized fields of Science and Technology (S&T).

# CHAPTER 7

## **CHAPTER 7: RESEARCH PROPOSALS**

### **7.1 Research Proposals**

### **7.2 Patents**

## **CHAPTER 7**

### **RESEARCH PROPOSALS AND PATENTS**

#### **7.1 RESEARCH PROPOSALS**

Research projects are generally made by the Faculty members for submission to the funding agencies for their approval and sponsorship. Proposals must be prepared in the standard format prescribed by the funding agency to which the proposal is submitted. Apart from the objectives, proposals must contain provisions for all anticipated expenses related to Research staff, equipment, travel and contingencies. An Institute overhead equal to 15% of the total cost of the project must be included in the proposals. The allocation of overhead towards Corpus Fund, Department. List of a few sponsoring agencies is prescribed below.

#### **General Information on Research & Development Funding**

##### **Schemes of Central Government:**

1. All India Council for Technical Education (AICTE)
2. Council of Scientific and Industrial Research (CSIR)
3. Defence Research and Development Organisation (DRDO)
4. Department of Atomic Energy (DAE)
5. Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)
6. Department of Biotechnology (DBT)
7. Department of Coal (DOC)
8. Ministry of Earth Sciences (MoES)

9. Department of Science and Technology (DST)
10. Department of Scientific and Industrial Research (DSIR)
11. Indian Council of Medical Research (ICMR)
12. India Meteorological Department (IMD)
13. Indian Space Research Organisation (ISRO)
14. Ministry of Communications & Information Technology (MOCIT) Department of Information Technology
15. Ministry of Environment and Forests (MOEF)
16. Ministry of Food Processing Industries (MFPI)
17. Ministry of New and Renewable Energy
18. Ministry of Power, Central Power Research Institute (CPRI)
19. Ministry of Social Justice & Empowerment (MOSJE)
20. Ministry of Water Resources (MOWR)
21. Petroleum Conservation Research Association (PCRA)
22. University Grants Commission (UGC)

**Note:**

**General Information on Research & Development Funding Schemes of Central Government Departments/Agencies (All the Agencies in India) are available in [http://www.dst.gov.in/r&d\\_funding/rdfs.htm](http://www.dst.gov.in/r&d_funding/rdfs.htm).**

## **7.2 PATENTS**

The faculty members are encouraged to take patents whenever possible for their inventions. If the patents right belong to the Institute, the procedure approved by the Governing Council will apply. If licensed for commercialization,

the sale proceeds received will be shared on 50:50 basis. The institute's share will be credited to IRDF.

# CHAPTER 8

## **CHAPTER 8**

### **FELLOWSHIPS AND AWARDS**

A Faculty may apply for any one or more of the following fellowships available in India and abroad.

- 1) Quality Improvement Programme (QIP)
- 2) Alexander Von – Humboldt Fellowship
- 3) Indo – US Boyscast Fellowship

# **CHAPTER 9**

## **CHAPTER 9**

### **CODE OF CONDUCT**

Code of conduct for Faculty working in JCT Group of institutions is governed by the standard of conduct of College Teachers as detailed under sub section (2) of section 18 of the Tamil Nadu Private Colleges Regulation Act 1976.

- 9.1** Every member of the faculty shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- 9.2** Every faculty shall, at all times, maintain absolute integrity and devotion to duty. He / She shall be strictly honest and impartial in his/her official dealings.
- 9.3** Every Faculty shall be present at the place of his/her duty during the prescribed working hours. No faculty shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- 9.4** Every faculty of the College may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including sunday without claim for additional remuneration.

- 9.5** No Faculty shall leave headquarters **(i.e.) Coimbatore** except with the previous permission of the Principal/Director even during leave or vacation.
- 9.6** Whenever leaving station, a faculty shall inform the Principal/Director, the contact address [along with telephone & mobile numbers] where he/she would be available during the period of his/her absence from headquarters.
- 9.7** Every faculty shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 9.8** Every faculty shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His/her academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and Assessment/Examination/Evaluation work assigned to him/her by the college authorities.
- 9.9** Every faculty shall participate fully and enthusiastically in the college activities and shall perform any other curricular or extra – curricular work related to the college as may be assigned to him/her by the college authorities.

- 9.10** No faculty shall discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language. He/She should discourage such tendencies among his/her colleagues and students.
- 9.11** Every faculty shall help the college authorities in enforcing and maintaining discipline among students.
- 9.12** No faculty shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.
- 9.13** Every faculty shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses etc. He/She should not indulge in over making, under-making or other attempts of victimization on any ground.
- 9.14** No faculty shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- 9.15** No faculty shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- 9.16** No faculty shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.

- 9.17** No faculty shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
- 9.18** No faculty shall ever take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization, which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- 9.19** No faculty shall without previous intimation to the college stand for election or accept nomination to any local body, legislature of the state or parliament nor shall be in any manner force his/her subordinates or students against their will for the canvassing of his/her election.
- 9.20** No faculty shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of our nation, the security of the state, the friendly relation with foreign states or any act that may amount to contempt of court, defamation or morality or incitement to an offence.
- 9.21** No faculty shall in any radio broadcast or television telecast in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press, make any statement or public utterance or express an opinion.

- a) Which is in the nature of character assassination, reflection on the personal life of his/her superiors.
- b) Which is in the nature of criticism of individual as distinct from policy decision, provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his/her official capacity or in the due performance of the duties assigned to him/her on academic matters.

**9.22** No faculty shall except in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.

**9.23** No faculty shall except with the previous permission of the college authorities, engage himself directly or indirectly in any business or private tuition.

**9.24** No faculty shall except with previous sanction of the college accept or permit his wife [or her husband] or any other member of his [or her] family to accept from any person any gift of more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the government servants conduct rules.

- 9.25** No faculty shall speculate in any business nor shall make or permit his wife [or her husband] or any members of his [or her] family to make any investment likely to embarrass or influence him/her in the discharge his [or her] official duties.
- 9.26** No faculty shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official transactions beyond the financial dealings.
- 9.27** A faculty shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable for disciplinary action, which may lead to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
- 9.28** A faculty who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he/she has been released on bail or not.

# **CHAPTER 10**

## **CHAPTER 10**

### **PRIMARY DUTIES OF A TEACHER**

- a) Get a through understanding of the programme objectives
- b) Read the syllabus thoroughly of the subject assigned and understand its contents and objectives.
- c) Understand the level of your students and their general behaviour.
- d) Collect all related teaching resources: Books, Journals, downloads, etc.
- e) Prepare a detailed Lesson plan including tests within the allotted hours.
- f) Prepare lecture notes and handouts.
- g) Prepare testing methods and schedule.
- h) Deliver in an unambiguous way.
- i) Review the lessons periodically.
- j) Clarify doubts willingly.
- k) Assess progress and provide feedback to parents/guardians.
- l) Maintain records of plans, delivery and assessment.
- m) Make final assessment.
- n) Submit assessment records to administration.

- o) Keep all the documents safely for future reference and as a measure of accountability.

# **CHAPTER 11**

## **CHAPTER 11**

### **GUIDELINES TO BE AN EFFECTIVE TEACHER**

Four important Facets that are required to be an effective teacher are:

- a) Professional attitude
- b) Professional ability
- c) Human relations
- d) Personal habits

#### **11.1 Professional attitude**

- 11.1.1** Have a very positive attitude towards teaching profession. Always say “I love teaching”.
- 11.1.2** Believe in the shared responsibility in the process of moulding the students.
- 11.1.3** Be accountable for both success and failure of your students.

#### **11.2 Professional ability**

##### **11.2.1 Exemplify excellent teaching techniques**

Know and practice all teaching techniques like Conventional lecture, Demonstration, Group Discussion, Seminar, Fieldtrip, Case Study, Role-play etc.

##### **11.2.2 Exemplify excellent teaching techniques.**

Know and use appropriate teaching aids like Conventional [Chalk, Talk, Walk] Handouts, Flip charts, OHP slides, Posters, Models, Videos, and Computer based animations and presentations.

**11.2.3 Express yourself well both in writing and speaking.**

Acquire good communication skill.

Be correct in grammar. Use proper words.

Use clear expressions.

Be smart in articulation.

Know what to say, why to say, when to say and how to say.

Also know what not to say, why not to say, when not to say and how not to say.

**11.2.4 Be highly competent in the area in which you are teaching.**

Have a thorough understanding of the subject.

Be ready with the entire syllabus even in the beginning of the semester.

Acquire additional and latest knowledge in the subject.

Prepare notes in your own words.

Answer (or attempt to) questions as and when they are posed.

**11.2.5 Be highly competent in the area in which you area teaching.**

Update and upgrade your knowledge and skill continuously.

Interact with experts from industry.

Become a member of Professional societies and collaborate with them.

Participate in seminars, conferences, and exhibitions.

### **11.2.6 Be a creative teacher.**

Go down to the level of the students.

Make even a dull subject interesting.

Express difficult concepts in simple words with examples.

Use new and innovative ideas in teaching.

### **12.2.7 Evaluate student progress fairly.**

Adopt correct procedure for assessment.

Use fair method of assessment.

Make the students aware of their progress and help them to improve.

Be impartial in assessment. Inform progress of your students to their parents / guardians.

## **11.3 Human relations**

### **11.3.1 Work well with faculty and administration.**

Keep all academic records ready and updated.

Submit all required reports in time.

Be ready to share common and additional responsibilities.

Be willing to be accountable for personal and collective results.

Keep personal copy of your service records.

### **11.3.2 Work effectively with students**

Be more informal and friendly with students.

Be sincere and helpful in students learning requirement.

Teach students of suitable learning techniques.

Try and provide proper counselling to students.

Avoid getting personal with any student – in and out of the class room.

## **11.4 Personal habits**

### **11.4.1 Be neat and well groomed.**

Take great care in having a formal and neat appearance befitting the teaching profession.  
Wear dresses with subdued colors and design.  
Avoid coming with body odours, unkempt hair, dirty nail and stinking socks.  
Have pen and paper in pocket and avoid wearing distracting ornaments or gadgets.

### **11.4.2 Maintain ethical standards**

Be punctual to the class.  
Be prompt in keeping records and producing reports,  
be honest in all the dealings.  
Be a role model to your students.

## **11.5 GENERAL GUIDELINES TO BE AN EFFECTIVE TEACHER**

- 11.5.1 College works from 09.10 a.m. to 04.30 p.m. from Monday to Saturday. Attendance register should be signed by all the staff in time in the forenoons i.e. at 09.10 a.m. Like wise should be signed at 04.40 p.m. in the afternoons.
- 11.5.2 All staff members are expected to be in the college during the working hours and follow the dress code prescribed by the Management / Director / Principal.
- 11.5.3 Faculty should handle the classes according to the schedule and should not leave the class room before time.

- 11.5.4 Class adjustment should be made not to the convenience of the individual but only to suit administrative convenience.
- 11.5.5 No Faculty should avail leave without prior sanction except in cases of emergency.
- 11.5.6 When a faculty member is on leave, his / her classes have to be adjusted among other faculty members in such a way that no hour is left free. HoDs concerned should ensure non – cancellation of classes.
- 11.5.7 University examination work is a mandatory on the part of the faculty as per Anna University regulations.
- 11.5.8 All correspondence to the management by Faculty should be routed through proper channel only [i.e. Faculty → HoD → Principal → Director → Management].
- 11.5.9 Collective representation will never be entertained.
- 11.5.10 Faculty members are prohibited from taking tuitions of any kind.
- 11.5.11 Faculties are prohibited from carrying out private business or private consultancy of any kind.
- 11.5.12 All the faculty should take active part in co-curricular & extra curricular activities of the college.
- 11.5.13 Any appointment can be terminated with Three month's notice on either side or by payment of three month's pay in lieu of the notice period. **Notice period must be co – terminus with the end of the semester.**
- 11.5.14 All the faculty members should continuously update their knowledge by attending Seminars / Workshops etc.
- 11.5.15 Each faculty has to publish at least one technical paper per year. The technical paper may be an outcome of research or from Final year UG / PG project work.
- 11.5.16 **Promotion to higher cadre is not automatic.** It depends on Teaching / Research and other satisfactory academic and administrative achievements.

# **CHAPTER 12**

## CHAPTER 12

### TEN COMMANDMENTS TO BE A GOOD TEACHER

- a) A teacher should **never** exhibit an Impartial attitude to any of his/her students.
- b) A teacher should never be late to his/her class.
- c) A teacher should always try his/her level best to complete the syllabus in time.
- d) A teacher should always encourage class room discussion.
- e) A teacher should always discuss the question paper immediately after the examination. and should value and distribute the answer scripts in time.
- f) A teacher should always keep all the records updated.
- g) A teacher should always adhere to proper dress code.
- h) A teacher should always apply for leave well in advance (Except certain emergency situations).
- i) A teacher should always submit all his/her letters/applications/ only through proper channel.
- j) A teacher should firmly believe and practice **Team Building**.

# **CHAPTER 13**

## **CHAPTER 13**

### **CONCLUSIONS**

An effort has been made for the first time to present all the relevant details that a teacher may require in a very comprehensive manner to make his / her professional life a rewarding one. While the teachers are welcome to put forth their suggestions on this, they are reminded that they should always strive to command respect and should never demand.



# JCT

College of Engineering and Technology

## **JCT COLLEGE OF ENGINEERING AND TECHNOLOGY**



## **STUDENTS HANDBOOK (2018 - 2019)**

**JCT College of Engineering and Technology**

Pichanur, Coimbatore,

Tamil Nadu -641105.

Phone: 0422 263 6900 / 903

URL: [www.jct.ac.in](http://www.jct.ac.in)

## PERSONAL MEMORANDA

1. Name : .....

2. Class.....Roll No. :.....

3. Name of the Father/Mother : .....Guardian : .....

4. Permanent address : .....

..... Pin : .....

Telephone:.....Mobile:.....

5. Present address : .....

..... Pin : .....

Mobile : ..... E-mail : .....

6. Driving License No. : .....

7. Insurance Policy no. : .....

8. Blood group : ..... 9. Day Scholar / Hosteler : .....

9. Bank Account Details:

a) Bank: ..... b) Branch: .....

c) Number: ..... d) IFSC code: .....

11. Emergency Contact no. : .....

12. Any other Information : .....

.....

## **VISION & MISSION**

### **VISION**

To emerge as a Premier Institute for developing industry ready engineers with competency, initiative and character to meet the challenges in global environment.

### **MISSION**

- To impart state-of-the-art engineering and professional education through strong theoretical basics and hands on training to students in their choice of field.
- To serve our students by teaching them leadership, entrepreneurship, teamwork, values, quality, ethics and respect for others.
- To provide opportunities for long-term interaction with academia and industry.
- To create new knowledge through innovation and research.

## **QUALITY POLICY**

- To create quality professionals to meet the emerging Industrial, Social and Economical needs.
- To create a good ambiance to the Students for their Academic Excellence and Innovation.
- Enhancing the skills and Knowledge of the Faculty and Staff through career development programmes.
- Encouraging and fostering a spirit of teamwork.
- Aiming at continual Improvement in all our activities.
- The management supports the team of educators to improve their professional knowledge through career development programmes, which enhance them to bring out graduates with social values.
- Students are motivated to take up decisions and they are continuously updated with technical knowledge that is essential for a developing nation.
- Helps the students for career development by improving their communication skills and technical knowledge.

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## **1. ABOUT THE COLLEGE**

JCT College of Engineering and Technology located in Pichanur Coimbatore was established in the year 2009. The Shri Jagannath Educational Health and Charitable Trust started this college.

Shri Jagannath Educational Health and Charitable Trust was established by renowned and philanthropic people with an objective of providing education to all especially the down trodden and rural population. Considering the growing demands for technical education in the country the trust has started an engineering college namely JCT College of Engineering and Technology.

JCT College of Engineering and Technology, is situated in a sprawling campus of 11.6 acres at the foothills of the Western Ghats in a serene, eco friendly lush green environment. It is well connected by road, rail and air.

The Management strives hard to enhance the professional knowledge, skills and attitudes of educators, so that they might in turn improve the learning process of students. The college aims at developing a deep understanding of the human values and social concerns among the engineering graduates

Students will be encouraged to get equipped and sensitized to understand full implications of their decisions, actions and ever inactions. Above all the college will promote Technical Education to meet the requirements of a developing nation in the context of global concern at the threshold of the twenty-first century.

A team of educated, enlightened, experienced technocrats with vision, firmly determined to promote high quality of education will strive to provide every facility for achieving excellence.

**The following courses are offered in JCTCET:**

**UG COURSES:**

B.E. - Automobile Engineering  
B.E. - Civil Engineering  
B.E. – Computer Science and Engineering  
B.E. – Electrical and Electronics Engineering  
B.E. – Electronics and Communication Engineering  
B.E. – Mechanical Engineering  
B.E. – Petrochemical Engineering  
B.Tech. – Food Technology  
B.Tech. – Petroleum Engineering

**PG COURSES:**

M.E. – Engineering Design  
M.E. – Power Electronics and Drives  
M.E. – Structural Engineering  
M.E. – VLSI Design

## **2. FACILITIES**

### **Seminar Hall:**

Air Conditioned Seminar Hall of 250 sq.m. with good acoustic system.

### **Career Guidance and Counseling Cell:**

The college has Career Guidance and Counseling Cell which makes available information about jobs and posts in the public and private sectors and also arrange campus interviews.

### **Library:**

Provide approx 22800 course books, along with 74 journals and 10 news papers. Have also a cornucopia of e-books, journals & magazines.

### **Wi-Fi Campus:**

More than 500 computers are connected with LAN facility along with Wi-Fi so the students can access internet from anywhere in the campus.

### **Cafeteria:**

A modern canteen is providing good quality snacks to the students at a very reasonable price.

### **Transport:**

A fleet of 22 buses are running in every part of the city and neighborhood for the convenience of students and staff.

### **Games & Sports:**

The College has vast playground for cricket, football and other games and physical activities.

### **ATM:**

City Union Bank ATM is available in the college campus.

### **STATIONARY:**

A stationary is available inside the campus with photocopy facility.

### **3. COLLEGE RULES AND REGULATIONS**

1. College works from Monday to Friday. Saturday may be declared as working day if necessary.
2. WORKING HOURS: 9:10 am to 4:10 pm
3. The periods in the Morning and Afternoon sessions are of 50 minutes duration.
4. The students should wear the prescribed uniform for lab classes.
5. Boys and girls should wear shoes. Boys should tuck in their shirts.
6. The vehicle of the students should be parked in the allotted parking place.
7. Mobile phones should not be used in class rooms, laboratory, workshops, Administrative Buildings, Library, Conference Hall, Seminar Halls, etc.
8. Students should follow the rules and regulations prescribed by Anna University, Chennai.
9. The hostel students should follow the “Hostel rules and Mess Rules” given in Chapter 10.
10. Students should maintain discipline in the campus. A disciplinary committee appointed by the Principal will enquire into any incident of the report of act of indiscipline of any student or group of student and recommend suitable action to be taken.
11. Students should use the facilities in the campus without causing any damage. If any damage is caused, action will be taken to recover the cost, in addition to applicable disciplinary proceedings,
12. Students’ should wear their Identity Card inside the campus.
13. Students are expected to be courteous and greet staff members when they meet them in the campus. Students are suggested to meet Principal, HoD and Faculty with prior appointment only.
14. Students are encouraged to take part in co-curricular and extra-curricular activities.

15. Students are expected to conduct themselves in an exemplary manner and have true pride and dignity in themselves and earn a good name for the college.

16. Smoking / Possession and/or consumption of drugs Consumption of tobacco products possession and consumption of alcohol inside the campus will lead to dismissal from the institution.

17. Celebrations of any kind without prior written permission from the Management are prohibited inside the campus. Violation of the above will be viewed seriously.

18. Periodical reports will be sent to parents / guardians their attention heeding to the attendance, progress and conduct. Students should bring their parents / guardians to the HoD / Principal for any discussion regarding the above issues, as and when required.

#### **4. CLASS ROOM ETIQUETTE**

1. Students are expected to be polite, dignified and professional.
2. Students should not use mobile phones in the class rooms, laboratories, workshops, library, conference centre, seminar halls and auditorium.
3. Students are expected to be seated in their respective lecture hall at least 5(Five) minutes prior to the commencement of the class.
4. Students should stand up whenever a faculty member or a dignitary or a VIP enters or leaves the classroom.
5. Students should maintain discipline inside the lecture halls drawing hall, Computer Centre, Library etc.
6. Students' movement outside the classroom in between the lecture classes is strictly prohibited.
7. Students should bring their own calculators, drawing instruments, charts, data book, etc.
8. Students are expected to take care of their belongings.
9. Students are instructed not to bring any valuables to the college.
10. Chewing bubble gum, etc. inside the class room during lecture hours is strictly prohibited

## **5. LABORATORY ETIQUETTE**

1. Students should not use mobile phones in the laboratory / workshops.
2. Students should maintain discipline inside the laboratory / workshops.
3. Students should bring their own calculators, drawing instruments, charts, data book, etc., whenever needed.
4. Students should wear their own lab coats and bring observation / workbook to the laboratory classes regularly.
6. Students' movement outside the classroom in between the laboratory classes is strictly prohibited.
7. Record of experiments done in a particular class should be submitted in the next lab class.
8. In the interest of their own safety, the students should follow the rules / guidelines in their laboratories / workshops.
9. Students should leave the laboratory after completing the experiments.
10. Students are expected to take care of their belongings.
11. Students are instructed not to bring any valuables to the college.
12. Chewing bubble gum, inside the class room during lecture hours is strictly prohibited
- 13. In the interest of their own safety, students should wear prescribed uniform for laboratory classes.**

## **6. LEAVE, ON DUTY AND ABSENTEEISM**

1. Students must avail leave only after getting prior permission. However, sudden sickness or unforeseen circumstances may be exempted.
2. Leave message over Telephone will have to be confirmed by a letter of post with approval from the HoD concerned.
3. In the case of sick leave or leave due to unforeseen circumstances, a leave letter signed by the Parent / Guardian / Warden enclosed with medical certificate (for sick leave only) should be submitted to the HoD concerned through the Faculty Advisor, immediately when the student reports to the college. Such leave may be permitted to a maximum of three times only in a semester. Parent / Guardian should accompany the student if the above condition is violated.
4. In case of sick leave for more than two days taken continuously, leave letter supported by medical certificate must be submitted to the college immediately, and the Parent / Guardian should accompany the student and meet the HoD and Principal on the day of reporting. The leave taken will be treated as absent and the student will not be allowed to attend the class without the Parent / Guardian accompanying him/ her on the reporting day (even if the letter is sent in advance).
5. For 'ON DUTY', the student has to apply with proper evidence before one week and get approval from the HoD concerned and the Principal. After availing on duty, the student must submit Certificate / Attendance etc to the Class Advisor.

## 7. EXAMINATION RULES

1. Students should note the examination Time-Table and the seating arrangements made for each exam carefully. They shall take their places in the examination hall at least 10 (ten) minutes before the commencement of the examination.
2. Students are required / permitted to use their own stationery items (except papers / answer books), mathematical / drawing / geometric instruments, non - programmable calculators and approved tables and data books during the theory and practical examinations. **No other material / gadget (including mobile phone) should be brought inside the examination hall.**
3. Students are not permitted to bring any pouch / purse / electronic gadget with memory that could be used for storing, retrieving and copying answers during the examination.
4. Students should search their desks and benches and hand over to the Hall Superintendent / Invigilator any paper / book / note / chit which they may find therein before starting to answer the paper.
5. Students shall affix their signature acknowledgement the receipt of an answer book in the record of Hall Superintendent / Invigilator record.
6. Students should read the instructions given in the first page of the answer book before beginning to answer.
7. Students shall write their registration number in the space provided in the question paper immediately after the question paper is distributed.
8. Students will not be allowed to leave the examination hall till the expiry of half an hour after the distribution of question papers. Students who leave the hall during the examination (after the stipulated half an hour) will not be permitted to return to the examination hall.

9. Students are forbidden to ask questions of any kind on the subject during the examination.

10. Students shall use only blue or black ink while writing in the answer book. Any other colour (except red & green) is permitted for diagrams / drawings / highlighting portions of text.

11. Students who have completed answering the papers before the prescribed period of examination shall stand up in their places till the Hall Superintendent / Invigilator collects the answer books from them. All candidates shall remain in their places when the prescribed period for the examination is over until the answer books are collected by the Hall Superintendent / Invigilator.

12. Students who commit any of the following offences during the examinations is said to have committed malpractice :

a). Possession of or access to any papers / books / notes / chits with contents related or not related to the subject of the examination.

b). Possession of any electronic gadget with memory that can be used for copying answers.

c). Receiving assistance from / giving assistance to others.

d). Copying / trying to copy from any paper, book or notes or another candidate's answer book.

e). Allowing any other candidate to copy from his / her answer book.

f). Found to have any written matter on the person (palm, hand, leg, clothes, etc.) or in any instrument / stationery item possessed by the candidate.

g). Using any unfair means.

h). Disclosing their identity by making peculiar marks in the answer book while answering.

i). Using obscene or abusive language.

j). Writing any appeal in the answer book (for more marks or any other favours).

k). Disturbing the fellow candidates.

l). Scribbling any points / answers on the question paper and / or passing on the same to any other candidate.

m). Tearing off or spoiling the sheets in the answer book.

n). Destroying any evidence of malpractice.

13. Candidates found guilty of malpractice in the examination hall shall be sent out by the Chief Superintendent / Hall Superintendent and such candidates shall face enquiry by the appropriate committee constituted by the Principal / University.

14. Candidates who are suffering from serious infectious diseases will not be admitted to the examination hall but may be allowed to write the examination in a separate place at the discretion of the Principal / Controller of Examinations / Chief Superintendent.

15. Candidates should maintain discipline and decorum during the examinations.

16. Violation of the above rules in any form during the examinations will attract punishment as per the rules of the Anna University, Chennai. The punishment will be decided by a committee appointed to enquire into the nature of the malpractice

## 8. GRADING SYSTEM AND CGPA CALCULATION

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded by Anna University as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Grade		Grade Points	Marks Range
Letter	Meaning		
O	Outstanding	10	91 – 100
A+	Excellent	9	81 – 90
A	Very Good	8	71 – 80
B+	Good	7	61 – 70
B	Average	6	50 – 60
RA	Failed to Pass	0	<50
SA	Shortage of Attendance	0	
W	Withdrawal	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”.

‘SA’ denotes shortage of attendance and hence prevention from writing the end semester examinations. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course.

“W” denotes withdrawal from the examination for the particular course. The grades RA and W will figure both in marks statement as well as in the result sheet). In both cases the student has to earn Continuous Assessment (CA) marks and appear for the End Semester Examinations.

## Grade sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade secured.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled right from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where

$C_i$  is the number of credits assigned to the course

$GP_i$  is the point corresponding to the grade obtained for each course

$n$  is total number of courses successfully completed during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

## 9. LIBRARY RULES



### General Rules:

- Identity Card is compulsory for getting access to the library
- Silence to be maintained strictly.
- No discussion is permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings is allowed inside the library
- Text books, printed materials and issued books are not allowed to be taken inside the library
- Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and affix signature in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.

- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken inside the library premises

**Admission to Library:**

Students are allowed to library only on production of their authorized/valid Identity Cards.

**Number of Books issued to students: 03 (Three)****Working Hours of the Library:**

- Monday to Friday 09:00 a.m. to 06:00 p.m.
- Saturday 09:00 a.m. to 05:00 p.m.

## **10. HOSTEL AND MESS RULES**

### **10.1 HOSTEL RULES**

#### **a) Allotment of rooms**

1. Students should stay in their allotted rooms. Mutual exchange is not permitted.
2. All students are insisted to stay in their allotted rooms during study hour. (Mobile phone, Laptops & other Electrical and Electronical devices are not permitted during the study hours)
3. Don't bring your friends (Day scholars or others) to hostel premises.
4. Ragging is strictly prohibited inside college campus and hostel.
5. Get proper permission and gate pass from the warden before leaving the Hostel.
6. On weekdays enter the hostel on or before 8.00pm.
7. Students are advised to maintain silence and discipline.
8. Birthday celebration and other kind of entertainment activities are strictly prohibited inside the hostel premises.
9. Switch off the lights & fans when not in use.
10. Usage of Tobacco and Alcohol is banned and if caught the student will be terminated from the hostel.
11. Damaging of hostel property is strictly punishable and unacceptable. Students are responsible for any physical damage to hostel property.

### **10.2 Mess rules**

1. Mess timings should be followed strictly.

2. Don't waste food & drinking water.
3. Students should follow proper dress code while coming to mess.  
Dress code: Tracks & T-Shirts (Sleeveless, shorts are not permitted).

## **11. SCHOLARSHIPS AND AWARDS**

### **1) Government Scholarships**

#### **a) ONGC Scholarship for SC/ST Students**

This fellowship is awarded by the Oil and Natural Gas Corporation Limited for SC/ST students pursuing professional courses like Engineering and Medical. Candidate's family income must not exceed INR 4.5 Lakhs per annum. Amount – Rs 1500 per month for 4 (Four) years.

#### **b) Post-Metric Scholarship**

Full maintenance allowance and full fee for all courses annual study tour charges of Rs. 1,000 thesis typing/printing charges of Rs. 1,000 etc.

### **2) Scholarships provided by private trustees**

#### **a) Vijayalakshmi Charitable Trust**

## **12. ANTI RAGGING**

Ragging constitutes one or more of any of the following acts:

12.1. Any conduct by any student or a group or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

12.2. Indulging in acts of rowdism or indisciplined activities by any student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof to any fresher or any other student.

12.3. Asking any student to do any act which such student will not in the normal course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

12.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

12.5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

12.6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

12.7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

12.8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student. i. Any act that affects the mental health and self-confidence of a fresher or any other

12.9 student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

As per the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions an Anti-Ragging Committee has been formed in our Institute for the academic year 2018-2019.

<b>ANTI RAGGING COMMITTEE</b>				
<b>SI.No.</b>	<b>Name</b>	<b>Present Designation</b>	<b>Position</b>	<b>Mobile Number</b>
1	Dr.G.Ramesh	Principal	Chairman	9361488804
2	Mr.S.Sivashankaran	Tahsildhar	Member	9789698853
3	Mr.N.Rajendran	Police Inspector	Member	9443333329
4	Mr.J.Anand	Managaer	Member	9789977049
5	Mr.A.Chandrasahsan	AO	Member	9361488801
6	Dr.P.Pitchandi	Dean - Academic	Member	9362499901
7	Prof.A.Kumar	HOD-CIVIL	Member	9361433307
8	Prof.V.Jethose	Head – Placement	Member	9361444407
9	Mr.M.Ramar	Parent	Member	9994342594
10	Mr.Malairaja	Warden/Boys Hostel	Member	9940390787
11	Miss.S.Subraja	Warden/ Girls Hostel	Member	9361477708
12	Mr.C.Mugesh Kumar	Physical Education Director	Member	9361477702

13	Mrs.J.Carolin	Lab. Assistant	Member	9965297313
14	Mr.C.Nabeel Bullet	Student	Member	9037902699
15	Miss.R.Hema	Student	Member	9965006040

<b>ANTI RAGGING SQUAD</b>				
<b>SI.No.</b>	<b>Name</b>	<b>Present Designation</b>	<b>Position</b>	<b>Mobile Number</b>
1	Dr.P.Pichandi	Dean - Academic	Chairman	9362499901
2	Dr.Rajeeve SureshKumar	HOD-CSE	Member	9361444409
3	Dr.Perumal	HOD-PCE	Member	9361444406
4	Prof.A.Kumar	HOD-CIVIL	Member	9361433307
5	Prof.V.Jethose	Head - Placement	Member	9361444407
6	Dr.Venkatesh Prabhu	HOD-PE	Member	9361455502
7	Dr.V.J.Arulkarthick	HOD-ECE	Member	9361433301
8	Prof.J.Prabhahar	HOD-AUTO	Member	9894983347
9	Dr.C.Sivakumar	Faculty Member	Member	9176289942
10	Miss.P.Savitha	Faculty Member	Member	883160347
11	Mr.R.Gunasekaran	Workshop Instructor	Member	9791219631

### **13. DISCIPLINE MATTERS**

- 13.1 Students are expected to conduct themselves in a worthy manner in their dressing, demeanour and sense of discipline. Students are expected to be seated in their respective classrooms during class hours, loitering in the campus, corridors will not be appreciated.
- 13.2 Dress Code: Boys are expected to be in full pants and clean shirts. Low-waist trousers/pants are not allowed. Girls are expected to dress in formal & decent attire and avoid wearing tight, transparent, sleeveless, or revealing outfits. Uniforms & dress codes are prescribed by the respective authorities for different academic streams in order to promote unique identity with discipline; students are expected to strictly adhere to such guidelines.
- 13.3 Students must always carry and wear their College Identity Cards. The ID cards must be displayed at the College gates and whenever asked for.
- 13.4 Code of conduct on the campus includes safeguarding the Institutional property, keeping the campus clean & tidy and dressing civilly.
- 13.5 Smoking is strictly prohibited.
- 13.6 Defacing any part of the campus is treated as an offence.
- 13.7 Use of mobile/cell phones along the corridors or inside the classrooms is strictly forbidden and will lead to confiscation & strict action against the student.
- 13.8 Students are expected to make use of the library services during free hours. Every student must have two library cards.
- 13.9 Students and staff may utilize the parking space at their own risk. The College management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked

upon as an act of indiscipline and can attract adverse consequences.

- 13.10 Important Notices/Notifications/Circulars etc are displayed at separately allocated Notice Boards, students are expected to make it a practice to regularly read such displayed information.
- 13.11 For any certificate that is to be collected from the Principal's Office, request letter must be submitted two days in advance,
- 13.12 All visitors are expected to establish their identity and purpose of visit upon entry to the campus premises.
- 13.13 Parents/guardians may visit the campus upon prior intimation/request and are expected to kindly adhere to the security requirements if and as prescribed by respective authorities.
- 13.14 Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances.

## **14. GRIEVANCE REDRESSAL**

### **SCOPE:**

- Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of JCTCET raised individually by the concerned aggrieved employee/ student of the College.
- Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature or raised collectively by more than one employee/ student.
- After receiving any application the Committee will decide on the merit of the case regarding scope of further discussion.

### **PROCEDURE, PERIODICITY AND ATTENDANCE AT MEETINGS:**

- Grievance Redressal Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- At least three members of the Grievance Redressal Committee shall be present in any meeting.
- If a member of the Grievance Redressal Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Redressal Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Redressal Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.

### **Terms of Reference:**

- Grievance Redressal Committee shall consider all grievances submitted in writing by an individual member of the College regarding employment/ working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties in the College.
- Grievance Redressal Committee shall study the petition/ application and after looking into the relevant documents discuss with those concerned and submit its recommendations and report to the Principal as expeditiously as possible, but in any case within 3 (three) months from the date of application / representation.
- Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made, if required
- The Principal, as far as possible, shall be guided by the advice of the Grievance Redressal Committee unless the recommendations of Committee violate basic rules and regulations of the College.
- The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Principal by the Grievance Redressal Committee.

### **PROCEDURE FOR SUBMITTING GRIEVANCE**

- Any aggrieved member shall submit his/her application / representation to the Convener, Grievance Redressal Committee in a sealed envelope marked 'Confidential'.
- On receipt of a application / representation the Grievance Redressal Committee will endeavour to enquire the matter and submit its recommendation to the Principal within one month if possible, but in any case not beyond three months, for further action.
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend for the Principal to take appropriate action against the complainant.

## **15.WOMEN EMPOWERMENT**

Women Empowerment Committee is functioning in the campus headed by Ms.Vedha Vinodha, AP/ECE to empower the women staff and students and make them feel secure inside the campus. The Committee is established to provide a conducive environment for ladies and to protect and safeguard their rights and bring about their growth and development. This Committee monitors all aspects pertaining to girl students and women staff members of the institution and handles any complaints composition of the committee from women student / employee.

OBJECTIVES OF THE COMMITTEE ARE :

- Develop, promote and disseminate knowledge about women's roles in society and economic trends which affect women's lives and status.
- Undertake activities that are consistent with the objectives of the committee and helps to bring about attitudinal and other changes for effective participation of women from all levels.
- Undertake, promote and coordinate both fundamental and applied research on women and development.
- Develop and promote (in collaboration with other agencies) educational training action programmes for women, especially under-privileged women.
- Organize various activities such as lectures, seminars, movies, panel discussions, elocution, roleplays, games etc., promoting gender equality and gender amity.

**IN ADDITION, THE FOLLOWING SPECIAL AMENITIES ARE AVAILABLE FOR GIRL STUDENTS / WOMEN EMPLOYEES:**

- JCT Counseling service is provided for the students
- Separate Hostel and Mess for girls

**16. STUDENT CLUBS**

**Reasons to join in Students Club**

- You'll learn more about yourself.
- You'll develop soft skills.
- You'll learn how to work with a team.
- You'll gain practical experience in a safe environment.
- You'll be able to use the skills you've learned in class.
- You'll learn how to engage with diverse groups of people.
- You'll gain leadership skills.
- Getting Involved Will Help You Expand Your Network
- You'll Have Something To Look Forward To Outside of Class
- It Will Help With Time Management.
- It Will Help Your Resume.
- You'll have fun!

**Fine Arts Club:**

Fine arts club provides an opportunity to the students to let their imagination run wild and provides them with the sight to see things in a different way. Students learn from one another and share their prowess in different aspects of art.

- The educational objectives of this club are to encourage imagination, creative ability and artistic discrimination
- To develop the skills essential for professional competence
- To relate the various arts and help students find the means to enjoy them

- To incorporate studies in the College for social and cultural growth, inspiring students to make maximum contributions as creative artists and citizens.

**Activities:**

Movie Club

Cultural Club

Arts Club

Photography

# REVISED HR MANUAL

(With effect from 21.08.2018)

Approved in the 17<sup>th</sup> meeting of the Governing Council



## JCT COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Pichanur, Coimbatore – 641 105



# **J.C.T. COLLEGE OF ENGINEERING AND TECHNOLOGY**

**PICHANUR, COIMBATORE – 641 105**

## **HR MANUAL**

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# **CHAPTER 1**

## **THE MANAGEMENT**

### **1.1 Shri Jagannath Educational Health and Charitable Trust**

Shri Jagannath Educational, Health and Charitable Trust was established by renowned and philanthropic personalities with an objective of providing education to all, especially the down trodden and rural populace. Considering the growing demands for technical education in the country, the trust started an engineering college, namely, JCT College of Engineering and Technology (JCTCET) in Pichanur in Coimbatore in the academic year 2009-2010.

The management strives hard to enhance the professional knowledge, skills and attitudes of educators, so that they would in turn improve the Teaching-Learning process. The college aims at developing a deep understanding of the human values and social concerns among the engineering graduates

Students will be encouraged to get equipped and sensitized to understand full implications of their decisions, actions and ever inactions. Above all, the college will promote Technical Education to meet the requirements of a developing nation in the context of global concern.

A team of educated, enlightened, experienced technocrats with vision, firmly determined to promote high quality of education will strive to provide every facility for achieving excellence.

### **1.2 JCT College of Engineering and Technology**

JCT College of Engineering and Technology, is located at Pichanur in a sprawling campus of 11.6 acres at the foothills of the Western Ghats in a serene, eco friendly lush green environment. It is well connected by road, rail and air.

JCTCET is a self-financing non-minority institution, approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. The following courses are offered in JCTCET:

#### **U.G. COURSES:**

B.E. – Automobile Engineering

B.E. – Civil Engineering

B.E. – Computer Science and Engineering

B.E. – Electrical and Electronics Engineering

B.E. – Electronics and Communication Engineering

B.E. – Mechanical Engineering

B.E. – Petrochemical Engineering  
B.Tech. – Food Technology  
B.Tech. – Petroleum Engineering

**P.G. COURSES:**

M.E. – Engineering Design  
M.E. – Power Electronics and Drives  
M.E. – Structural Engineering  
M.E. – VLSI Design

## **CHAPTER 2**

### **VISION, MISSION AND QUALITY POLICY**

#### **VISION**

To emerge as a Premier Institute for developing industry ready engineers with competency, initiative and character to meet the challenges in global environment.

#### **MISSION**

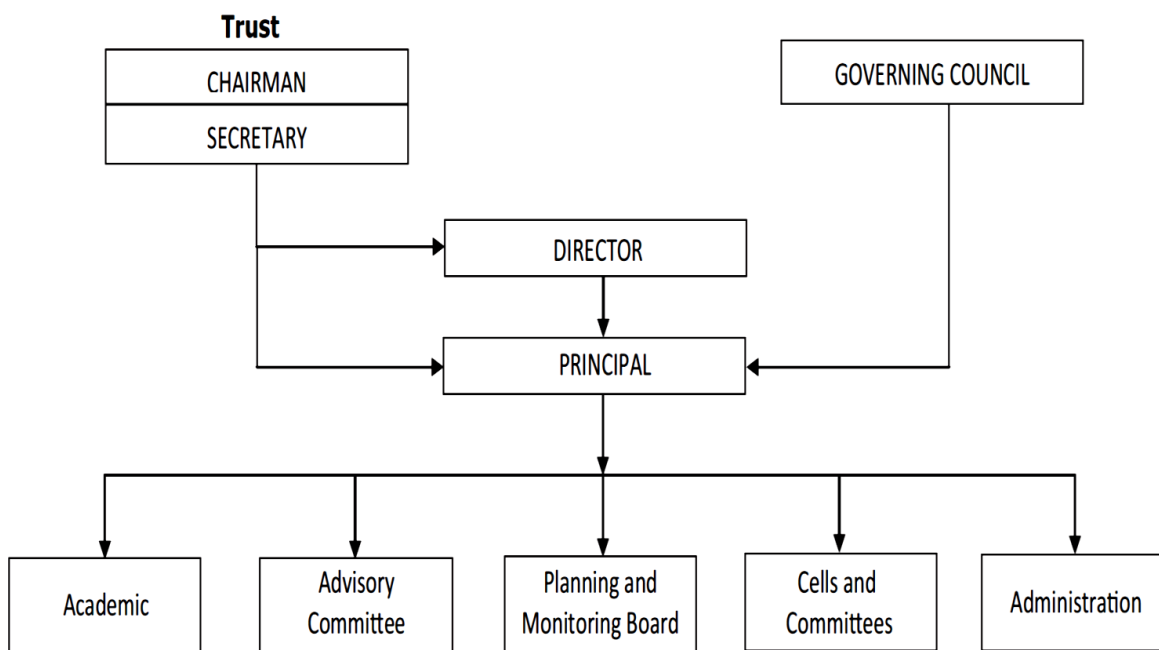
- To impart state-of-the-art engineering and professional education through strong theoretical basics and hands on training to students in their choice of field.
- To serve our students by teaching them leadership, entrepreneurship, teamwork, values, quality, ethics and respect for others.
- To provide opportunities for long-term interaction with academia and industry.
- To create new knowledge through innovation and research.

#### **QUALITY POLICY**

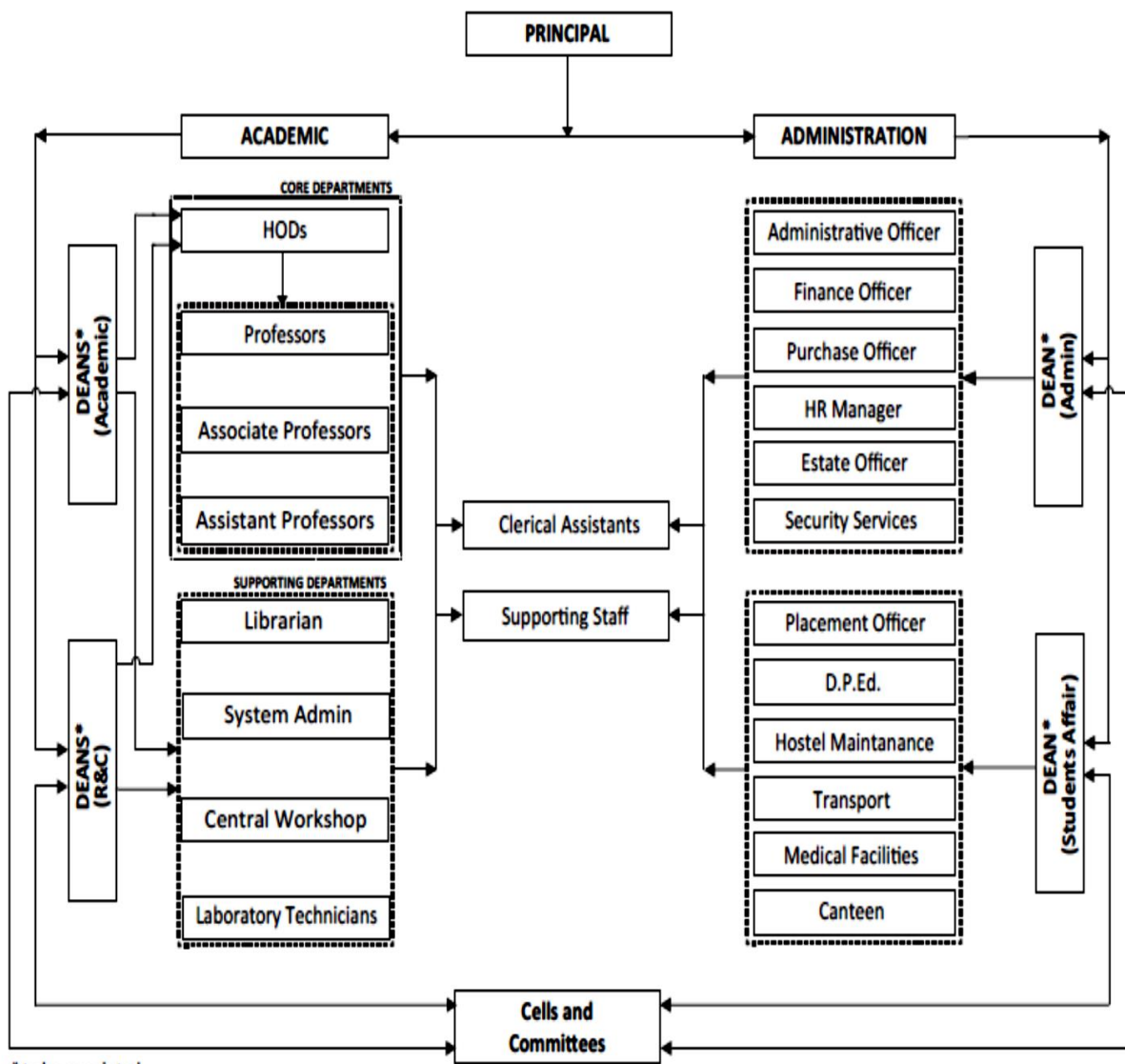
- To create quality professionals to meet the emerging industrial, social and economical needs.
- To create a good ambiance to the students for their academic excellence and innovation.
- Enhancing the skills and knowledge of the faculty and staff through career development programmes.
- Encouraging and fostering a spirit of teamwork.
- Aiming at continual improvement in all our activities.
- The management supports the team of educators to improve their professional knowledge through career development programmes, which enhance them to bring out graduates with social values.
- Students are motivated to take up decisions and they are continuously updated with technical knowledge that is essential for a developing nation.
- Helps the students for career development by improving their communication skills and technical knowledge.

### CHAPTER 3

## ORGANIZATIONAL STRUCTURE



**Chart - 1 : Essential Component of JCTCET**



**Chart - 2 : Executive Component of JCTCET**

## CHAPTER 4

### DEFINITIONS

1. This HR Policy shall be called as **JCT College of Engineering and Technology Service Rules**. These rules shall supersede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college irrespective of their date of joining.

#### **Definitions:**

1. **‘College’** means ‘JCT College of Engineering and Technology, Pichanur, Coimbatore- 641105’.
2. **‘Management’** means ‘Shri Jagannath Educational, Health and Charitable Trust’ (therein abbreviated as the trust).
3. **‘Governing Council’** means ‘The Governing Council of the College’ constituted as per A.I.C.T.E. Norms.
4. **‘Chairman’** means ‘The Chairman of the Trust’.
5. **‘Secretary’** means ‘Secretary of the Trust’.
6. **‘University’** means ‘Anna University, Chennai’.
7. **‘Director’** means ‘Director of the JCT Group of Institutions’.
8. **‘Principal’** means ‘Principal of the JCT College of Engineering and Technology’ or any other person appointed by the Management to discharge the duties and responsibilities of the Principal for a short period irrespective of his/her designation.
9. **‘Employee’** means a person who is employed by the Trust including Principal, Faculty and Supporting Staff excluding all those who are engaged on part time basis or on daily wages.
10. **‘Vacation’** means any recess in an academic year, which is for a minimum period of Five (5) days.
11. **‘Vacation Staff’** means employees who are eligible to avail vacation. All other employees are deemed to be ‘Non-Vacation staff’.
12. **‘Teaching Staff’** comprises the following categories:
  - a) Principal
  - b) Deans
  - c) Professors
  - d) Associate Professors
  - e) Assistant Professors
  - f) Teaching Assistants

- g) Director of Physical Education
- h) Librarian
- i) Any other category of post created/declared so by the management.

13. **‘Technical Staff’** comprises the following categories:

- a) Estate Officer, Site Engineer, Supervisor, Carpenter, Electrician, A/C Mechanic and Plumber.
- b) Workshop Superintendent and Foreman
- c) System Administrator, Programmers, Asst. Programmers, Computer Operators
- d) Technicians and Laboratory Assistants
- e) Library Assistant.

13. **‘Administrative Staff’** means all those staff who are categorized as follows:

- a) Administrative Officer (A.O.)
- b) Finance Officer (F.O.)
- c) Purchase Manager (P.M.)
- d) Public Relations Officer (P.R.O)
- e) Senior Assistants
- f) Junior Assistant
- g) Steno cum P.A.
- h) Typist
- i) Record Clerk
- j) Attender
- k) Transport staff

14. **‘House Keeping Staff’** means all those staff who are categorized as follows:

- a) Gardner
- b) Sweeper
- c) Scavenger

15. **‘Watch & Ward’** means all those staff who are categorized as follows:

- a) Chief Security Officer
- b) Security Officer
- c) Security Personnel such as Guard, Sentry and Watchmen.

16. **‘Competent Authority’** means Chairman/ Secretary/Director in the case of Principal and Principal in the case of all other employees.

17. **‘Duty’** – an employee is said to be ‘On Duty’ for the purpose of service benefits when:

a) An employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post.

b) An employee is absent from duty on authorized holidays, on permitted vacation or when availing any other leave sanctioned by the competent authority.

c) An employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programmes, etc., duly permitted by the competent authority.

d) An employee is attending to the work assigned by the competent authority in the interest of the College/Management.

18. **‘Leave’** means leave granted by the competent authority to an employee to which he/she is eligible.

19. **‘Pay’** means basic pay in the time scale or basic pay with a special pay/allowance as the case may be.

20. **‘Year’** means Academic year (AY) / Calendar year (CY) /Financial year (FY) as the case may be.

## CHAPTER 5

### **RECRUITMENT PROCESS**

The Heads of Departments (HoDs) will prepare Faculty requirement list as per AICTE guidelines, three months prior to the commencement of the next semester. Relevant details used to arrive at the department faculty requirement shall be submitted to the Principal. The Principal shall scrutinize the department faculty requirement list and after modifications will get the approval of the Chairman/Secretary.

#### **5.1 AICTE Norms**

- The workload for the faculty as per AICTE norm is 40 hours per week.
- A relaxation of two hours in the work load may, however, be given to HoDs who are actively involved in administration.
- Two laboratory hours will be counted as one teaching hour. For laboratory sessions, the size of a group / batch is generally 60. For a batch of 60 students the number of electives that can be offered in a semester is normally 2, and for a batch of 120 students, three electives may be offered.
- Academic Projects-Academic Projects are not to be calculated in the workload of faculty for PG programmes. For UG programme, final year Academic Project, 3 hours could be counted towards work load. (1 hour each for 3 faculty members). In JCTCET, as a rule, for 8th semester academic project, one faculty member will be in charge of Project Co-ordination. This is considered as a regular laboratory work. All the faculty members will get project guideship. This will not be considered as additional work load. All faculty members have to find time to guide, review the presentations and evaluate their students' projects.
- As per AICTE norms Student-Faculty Ratio (SFR) is 20:1. The SFR is computed at the departmental level. The ratio is calculated based on the sanctioned student strength in an academic year. The Faculty members who are on medical and other long leaves and those who have been deputed for higher studies (Ph.D. / M.E. / M.Tech.) under a contract are to be taken into account while calculating SFR.
- No substitute appointment shall normally be made to fill a vacancy caused by a faculty member proceeding on medical or any other long leave including study leave. However, in case there are two or more faculty members from a department proceeding on such leaves around the same time, ad-hoc faculty will be appointed on contract basis for that period alone.
- Additional workload caused by a vacancy, that is likely to exist only for a few months, has to be shared among the faculty members of the department concerned.
- Qualification for appointment of faculty shall be as notified by AICTE from time to time.

- Only experience after acquiring the basic academic qualification for the post concerned shall be considered as relevant.
- Only degrees from universities recognized by AICTE/UGC shall be treated as valid.

If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to First class/division. If Cumulative Grade Point (CGP) system is adopted, it will be converted into equivalent marks as stipulated vide AICTE Notification F.No.37-3/Legal/2010 dated January 22, 2010.

## **5.2 Notification and Selection**

a) Vacancies shall be notified in leading newspapers as decided by the management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and Anna University.

b) The Vacancies shall also be notified on the college website. Applications received against these notifications shall be considered for filling up the vacancies.

c) At least 15 (Fifteen) days time from the date of publication of the advertisement in the news papers shall normally be given to the candidates to apply.

d) The screening and short listing of the applications shall be done by the HR Team with the help of the faculty members of the departments concerned and in consultation with the Director / Principal.

e) Shortlisted applications will be tabulated department wise in the prescribed format, showing the personal details of the candidates, the marks / grades obtained by them, their academic and/or other achievements over and above the minimum prescribed qualification and previous relevant experience.

f) Only teaching / industry / research experience gained after getting M.E./M.Tech. will be considered as qualifying experience for direct recruitment to teaching posts.

g) Candidates who have taught in AICTE/UGC recognised institutions for a period of one full academic year will be considered as having one year of teaching experience. Part time / Guest / Ad-hoc / Contract teaching appointments will not be considered for reckoning the years of teaching experience.

h) Candidates with relevant experience in reputed industries in their area of specialization will be considered to possess qualifying experience.

i) Study leave of a candidate for higher studies shall not be treated as qualifying experience.

j) Interviews shall normally be conducted in the month of February / March or October/November. However, interviews may also be conducted at other times if situation so warrants.

k) Date and time of interview shall be decided by the HR manager in consultation with the Secretary /Director / Principal. Notice for interviews shall be issued by post to the candidates sufficiently in advance so as to reach the candidates at least one week before the date of interview. Candidates shall also be given intimation over Phone / SMS / E-mail.

l) Interview shall be conducted by the Staff Selection Board (SSB) constituted by the Governing Council/Management. Secretary, Director and Principal shall all be the ex-officio members of the Staff Selection Board (SSB). The selection board includes 2 (Two) external subject experts also.

### **5.3 Recruitment Procedure**

#### **Constitution of the Staff Selection Board**

<b>Sl. No.</b>	<b>Member</b>
1	Secretary of the Trust
2	Director
3	Principal
4	2(Two) external subject experts.

- Recruitment of candidates shall be on merit and suitability as decided by the Staff Selection Board (SSB) and a rank list of suitable candidates shall be prepared based on the assessment by the board.
- The rank list of selected candidates shall normally be valid for a period of 6 (Six) months. However this period may be extended by the management depending on the need and circumstances.
- The SSB may, if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations regarding sanction of additional advance increments or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay in the relevant scale and other benefits as per the norms of the college.
- Offer of appointment signed by the Secretary shall be sent to the candidate for acceptance as and when the vacancy arises. Intimation of the offer shall also be conveyed to the candidate over phone or by SMS or E-mail.
- If the candidate accepts the offer, a formal appointment order signed by the Secretary shall be issued to the candidate.

- If any meritorious candidate applies for any post even without a formal notification by the college, the management will be free to consider him/her for appointment to a suitable post, which is to be ratified by the next SSB.

## **5.4 Joining Formalities**

- The newly selected faculties are welcome with a joining kit which contains the List of Documents to be submitted viz., Employee Application Form, Application Form for issue of Identity Card, Details for inclusion in ERP, Certificate Acknowledgement Form and Central Library Membership Form and E-mail account opening request form.
- A softcopy of HR manual will be sent to their individual E-mails.

### **5.4.1 Allotment of Staff number**

- Each Faculty member will be allotted with an unique Identity number by the HR manager which will be displayed in his/her identity card.

### **5.4.2 Issue of Identity Card**

- Every employee shall be issued with an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Management/Director/ Principal.
- The identity card should be worn with a lanyard by all the staff during the college working hours and during their travel in the college bus.
- The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., Residential Address. The said identity card shall be issued duly signed by the authority concerned.
- If any employee loses his/her identity card, the college shall provide him / her with a duplicate identity card on payment of the requisite fee.
- When an employee ceases to be on employment of the college, he/she shall surrender his/her identity card to the HR Department before his/her accounts are settled.

## **5.5 Probation and Regularization**

- The appointing authority shall be the Chairman/Secretary.
- The first appointment, in the case of regular faculty shall be on probation for a period of 1 (one) year. Leave during this period shall not count for this purpose.
- At the time of first appointment, the management has the right to direct the candidate to undergo an induction program or any other similar programme. The time spent on such programmes shall be treated as part of the probation.

While in service, the management may direct a faculty member for further training or refresher course.

- The performance of new faculty members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, it may give an extension of probation for a further period not longer than one year but no second such extension of probation shall be given under any circumstances.
- On satisfactory completion of probation as decided by the management, the services of the probationer shall be regularized.
- The performance of regular faculty members shall be reviewed once in a semester.
- Appointment of retired persons shall normally be on contract basis and on consolidated salary.
- A newly appointed faculty member shall submit a joining report to the Secretary / Principal at the time of joining and is required to submit all his/her original certificates in support of age, academic qualifications and experience (if any claimed by him/her) to the Administrative Officer.
- **Administrative Officer is the custodian of all Certificates and Documents.**

## CHAPTER 6

### **INDUCTION PROGRAMME**

- HR Manager is responsible for the structured induction of staff in order to ensure their smooth and easy assimilation into the institution.

- Principal will welcome the new staff and brief them about the college, its history, general rules, facilities and human resource policies and procedures. A notification informing the staff about the joining of new staff member will be circulated under the signature of the Principal or HR Manager depending on the cadre of the staff who have joined.

- HoD concerned may issue such notification in the case of staff joining their departments in the cadre of supporting staff.

- For supporting staff an induction program will be conducted jointly by the HR team and the departments concerned covering an orientation to various departments and sections of the college. HR team should identify staff with an extremely positive attitude and train them to assist new staff in their initial period of service in the college.

- Induction programme is conducted for all the new Teaching and Non-Teaching staff.

- The purpose of the induction programme is to get them familiarized with the college, its Rules and Regulations, Departmental Procedures, etc.

The Induction Programme focuses on the following topics:

- Vision and Mission
- Quality Policy
- Service Guidelines
- Dos and Don'ts
- Facilities Available
- Career Opportunities
- Recognition of Service
- Service Issues
- Academic Matters
- Research Matters
- Consultancy Matters
- Help Desk

In addition to the above, the following topics will also be discussed in detail:

- Introduction to the JCT Group of Institutions
- Internal Quality Assurance Cell and its functions.
- QMS Procedures and Requirements
- Departmental Procedures
- Imparting Pedagogical knowledge.
- Students' Psychology
- Counselling Procedures
- Library Information Resources
- Campus Infrastructure, Co-Curricular, Extracurricular activities.
- Disciplinary proceedings.

## **CHAPTER 7**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **7.1 Working days and working hours**

- Monday to Friday will be working days for JCTCET.
- If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following (and if that is not possible, the very next Saturday following that), will be a working day.
- Other Saturdays, may be declared as working days if that is found necessary to make up the shortfall in the total number of working days in a semester.
- Class work starts at 09:10 a.m. and closes at 04:30 p.m. Lunch break is from 12:30 p.m. to 01:10 p.m.
- All staff members are required to punch-in before 09.10 a.m. and punch out only after 04.30 p.m.
- ‘Forgot to punch’ shall not be accepted as a reason for not punching. In such cases the faculty member should submit his/her explanation to the HoD at the earliest and in any case not later than the next working day. The HoD shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as eligible leave or Leave on loss of pay.
- Holidays declared by the Government / District administration (with the clause ‘for all educational institutions including professional colleges’) will be holidays for both the students and the faculty.
- All other days will be working days for the entire staff, both teaching and non teaching. Absence on these days shall be treated as on leave.
- As a general rule, the classes will be conducted, if not notified to be a holiday.
- The management / Principal reserves the right to convert any holiday into a working day under special circumstances.

#### **7.2 Attendance**

- Every employee shall ordinarily be at work in the college or any other designated area connected with the college.
- He/she shall register his/her attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Administration Office both in the mornings as well as in the evenings.

- The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, “late attendance” will be marked and the employee has to sign in the “Time In Time Out Register”.
- Forfeiture of half-a-day Casual Leave will be the penalty for every three days’ late attendance. Habitual three days’ late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- Employees should normally obtain permission before hand to arrive at the college either late or to leave early. For all staff, habitual absence or late attendance will entail penal provision.
- Employees are expected to be present in their respective departments at least 10 (Ten) minutes in advance before the working hours.

### **7.3 Dress Code**

#### **Men:**

- The employees should preferably wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.
- Dress should be clean and not crumpled.
- Hair should be clean, neatly cut, not extending below the ears – Crew cut is recommended. It should be always well combed.
- Face should be clean shaven without beard. Moustaches should be well trimmed-above the lip level and not drooping down.
- Shoes and Socks should be color co-ordinated with the clothes and well polished and clean.
- Wrist watch and other accessories should be formal and with appropriate size.
- Always use a deodorant which is mild.

#### **Women:**

- Saree is the dress code for the female faculty members.
- Hair should be well kept and neatly combed.
- Make up should be light, subtle and properly applied
- Should wear low heeled shoes or sandals in good condition
- It is recommended that the faculty members wear light authentic jewellery like a thin gold chain, a thin gold bangle and small earrings.
- All Categories of employees should wear their ‘Identity Cards’ at all time during college working hours.

## 7.4 Code of Conduct

Every employee shall:

- Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence control, he/she is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties.
- Endeavour to promote the interest of the college and shall not act in any manner prejudicial thereto. Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties assigned to him/her from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he/she shall, from time to time, be placed.
- He/she shall discharge all duties pertaining to the office diligently and as required. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc).
- No employee shall join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
- If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government / MHRD / AICTE / Anna University.

## **7.5 Resignation and Relief**

### **7.5.1 Resignation**

- Any employee desirous of leaving the service shall provide three months notice or three month's salary in lieu of the notice period to the management in writing. The employee shall formally inform the management in writing either in the month of September/October (for employees who intend to get themselves relieved by the end of the Odd Semester) and in the month of February/March (for employees who intend to get themselves relieved by the end of the Even Semester) about their intention to get relieved from the services.

### **7.5.2 Relief**

- The HR Manager is to conduct an 'Exit interview' with the employee concerned to ascertain feedback on the institute and its management.
- After completion of 3 (Three) months notice period and on submission of 'No Dues' certificate, all the original certificates, can be obtained from the Administrative Officer.
- All the leaves that an employee applies during the notice period shall be granted by the HoD and the Principal only after obtaining the prior approval of the management.
- All payments due to the employee or the management will be settled in full before the discharge.

## **7.6 Issuance of Relieving order and Service Certificate**

- Before being relieved, all employees should hand over the charge to the appropriate person in consultation with the Head of the Department concerned and inform the same to the Principal. HoDs are responsible for initiating the necessary action to ensure that all college property and equipment are returned safely and a 'No Dues Certificate' is obtained from the competent authority on or before the last day of work.
- After submitting 'No Dues Certificate' by the employee, the Relieving Order and Salary cum Service Certificate will be issued.
- **Relieving Order and Salary cum Service Certificate will be issued only once.**

## CHAPTER 8

### LEAVE RULES

#### 8.1 Casual Leave [CL]

- All members of the staff are eligible for 12 (Twelve) days of Casual Leave (CL).
- Application for Casual Leave should be submitted to the HoD / competent authority in advance with necessary alternative arrangements for class work during their absence to engage the students.
- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HoD would be contacted over the phone at the earliest so that the HoD would be able to make necessary alternative arrangements to engage the classes.
- Failure to engage the classes on account of leave shall be treated as **‘Dereliction of Duty’** on the part of the faculty member availing leave.
- Casual leave cannot be availed for more than 3 (Three) days at a stretch and it cannot be combined with any other type of leave including holidays.
- Intervening holidays will count towards eligible leave.
- Any absence without proper sanction will be treated as unauthorized abstention and salary will be deducted for those days of such absence.
- **Principal is the authority to sanction Casual Leave to teaching as well as non teaching staff.**

#### 8.2 Compensatory Leave [CCL]

- The management has the right to assign employee(s) on duty on public holidays. In such cases the employee(s) will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority.
- If compensatory off is the choice, it should be availed within 3 (Three) months from the date of carrying out duty on holiday. Compensatory leave will not be granted for external duty for which extra remuneration is paid or for normal extra work in JCTCET, as it is part of one's duty.

#### 8.3 Special Casual Leave [SCL]

- 15 (Fifteen) days Special Casual Leave (SCL) will be granted for Examination related works [Invigilation, AUR duty, Examination and Valuation].
- Unavailed Special Casual Leave (SCL) earmarked for Anna University Examination work can neither be converted into any other leave nor carried over to the next academic year.

- Special casual leave availed over and above the maximum limit of 15(Fifteen) days will be adjusted against eligible vacation.
- **Intervening holidays will count towards SCL.**

#### 8.4 On Duty

A maximum of 15 (Fifteen) days ‘ON DUTY’ in a calendar year will be granted with full pay to the faculty members for the following purpose:

- Attending Conferences/Seminars/Workshops.
- Delivering invited talks.
- To interact with industry.
- To attend meetings of the university.
- To perform any other task assigned /approved by the Management / Director / Principal.
- Management may sanction on duty leave in excess of 15 (Fifteen) days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University / Director / Principal.
- At present, in addition to the maximum of 15 (Fifteen) days of ‘On Duty’, faculty members who have registered for Ph.D. programme are granted 1 (one) day ‘On Duty’ per month so as to enable them to meet and interact with their respective research supervisors.

#### 8.5 Study Leave [SL]

- A faculty member who has put in at least 3 (Three) years of regular service in JCTCET will be eligible for ‘Study Leave’.
- Study leave will be granted on ‘Loss of Pay’ for 2 (Two) years for Post Graduate programmes and 3 (Three) years for Doctoral Programmes.
- The management reserves the right to sanction leave for other courses for appropriate durations provided the management is satisfied that such a study by a member of the faculty will be beneficial to the college.
- Study leave will count towards continuity of service.
- Total number of faculty on study leave at a time from a department shall be restricted to a maximum of 2 (Two). If there are more applicants, they may be granted leave on the basis of seniority.
- However, if the management is of the view that sanctioning leave to a junior will better serve the interest of the college, the management will have the discretion to do so.
- Extension of study leave, will normally be not granted. The individual on completion of study leave should rejoin the institute immediately on the expiry of study leave, unless the management permits him/her to extend the leave for want of vacancy or for other reasons. In such a case the individual will retain

his/ her leave and seniority until he/she rejoins on the expiry of his/her extended leave or rejoins duty cutting short the extended leave under the directions of the Secretary/ Principal.

## 8.6 Leave on Loss of Pay (LoP)

- Leave on Loss of Pay (LoP) may be granted by the Secretary / Principal in the case of genuine need such as sickness, provided if the authorities are satisfied that the staff member will not be able to attend to his/her duties in spite of his/her best efforts and that he/she has exhausted all other types of eligible leave.
- A Medical Certificate (MC) is to be submitted in case of leave on medical grounds. Further, a fitness certificate is to be submitted at the time of rejoining duty.
- LoP will be granted only for one month at a stretch and the maximum LoP that can be granted is limited to 3 (Three) months in a calendar year.
- LoP leave beyond 3 (Three) months in a calendar year may be sanctioned by the management as a special case and that will not count for increment but will count towards continuity of service.
- LoP for a maximum of 3 (Three) days at a time may be granted by the Principal if he / she is satisfied that due to unforeseen exigencies the faculty member/staff member is unable to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to 10 (Ten) days in a semester.

## 8.7 Vacation

Faculty and supporting staff who have successfully completed the probation period are eligible for vacation leave.

	Teaching Faculty	Non-Teaching Staff
Winter	15 days	7 days
Summer	21 days	15 days
Total	36 days	22 days

- Only those faculty members who have put in more than one year of continuous service in our institute are eligible for vacation.
- Vacation can also be availed in 2 (Two) spells within the specified dates.
- **Holidays can be prefixed and / or suffixed. Intervening holidays will count towards vacation.**
- No other leave [i.e. CL,CPL,SCL,LoP,OD etc.] should precede or succeed vacation.

- Faculty members should rejoin duty on the due date after availing vacation. If not, salary will not be claimed for the vacation period availed.
- During vacation period, at least 33% of Faculty members should be present in the department at any time.
- Before proceeding on vacation, Faculty members must complete all the academic and administrative works assigned to them.
- Faculty members who wish to resign their posts are not eligible to avail vacation. If anyone resigns within a period of 3 (three) months after availing vacation, he/she has to repay the salary for the entire vacation period availed.
- **Faculty members on vacation may be recalled to duty whenever a need to do so arises.**

## **8.8 General Provisions on Leave**

- Approval of the competent authority should be obtained before availing any type of leave.
- If previous approval could not be taken, on account of emergency or unforeseen reasons, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission must be obtained. This should be followed by submission of a written application and ratification thereupon by the competent authorities immediately on rejoining date.
- Availing leave without previous sanction will be treated as unauthorized abstention and for such period of abstention the pay shall be deducted.
- Unauthorized abstention for a continuous period of more than 30 (Thirty) days will be treated as voluntary desertion of service and the service of such persons shall be treated as terminated automatically.
- All kinds of authorized leave will count towards seniority and increment, except study leave (unless otherwise specified). Study leave on QIP scheme of AICTE/MHRD will count towards seniority and increment, but study leave will count only towards seniority and not for grant of annual increment.
- Casual Leave not availed in a calendar year cannot be carried over to the subsequent year.
- It is the duty of the faculty / staff member going on leave to make necessary alternative arrangement, with the approval of the HoD/Principal, to engage the classes/ attend to the work during his/her absence.

## CHAPTER 9

### PAY, ALLOWANCE AND OTHER BENEFITS

#### 9.1 GENERAL

- Management of JCTCET adopts its own pay scales based on the pay scale notified by AICTE. However, for the supporting staff viz., Administrative, Technical, Ministerial etc., JCTCET adopts its own pay scales based on the pay scale notified by the Government of Tamilnadu.
- Dearness Allowance (DA) and other allowances will be paid as decided by the management.
- Salary structure for the faculty members is given in the following table:

Category	Salary
Assistant Professor	Rs. 15,600 + 6,000(Grade Pay) + Other applicable Allowances
Associate Professor	Rs. 37,400 + 9,000(Grade Pay) + Other applicable Allowances
Professor	Rs.37,400 + 10,000(Grade pay) + Other applicable Allowances

- Annual increments are normally payable on the 1<sup>st</sup> of July of every calendar year based on the performance evaluation of both odd and even semesters as per the Academic Performance Indicators (API).
- No increment will be sanctioned, if the overall performance appraisal indicates that the performance score is below the minimum fixed. **Increment is neither automatic nor mandatory.**
- A faculty member who acquires a Ph.d., or M.Phil. degree in the subject that he/she teaches while serving in the college may be considered for special increments as per AICTE notification F.No.37-3/Legal/2010 dated January 22, 2010 from the date of himself/herself acquiring the said degree and on production of the original degree certificate to the college office.

## 9.2 RULES FOR TA & DA

Category	Travel Allowance		Lodging at outstations	Boarding
	For outstation duty	For duty in and around Coimbatore		
Director / Principal / Dean / HoD/ Professor	<b>Train:</b> Second class AC	Rs.10.00 per kilometer	Rs.3000/- per day for Calcutta , Mumbai and New Delhi.	Rs.500/- per day for all places other than Coimbatore.
			Rs.2000/- per day for Chennai and other state capitals except Calcutta , Mumbai and New Delhi.	
	Intra-city Transportation at Rs.5.00 per km		Rs.1500/- per day for all places within Tamilnadu except Chennai.	Lunch allowance Rs.200/- for Coimbatore.
Associate Professor/ Assistant Professor/ Lecturer	<b>Train:</b> Second class Non-AC / Actual Bus fare.	Rs.5.00 per kilometer	Rs.2500/- per day for Calcutta , Mumbai and New Delhi.	Rs.300/- per day for all places other than Coimbatore.
	Intra-city transportation at Rs.2.50 per km.		Rs.1500/- per day for Chennai and other state capitals except Calcutta , Mumbai and New Delhi.	Lunch allowance Rs.100/- for Coimbatore.

	Actual auto fare (Under emergency conditions)		Rs.1000/- per day for all places within Tamilnadu except Chennai.	
Supporting staff	<b>Train:</b> Second class Non-AC / Actual Bus fare	Rs.5.00 per kilometer	Rs.2000/- per day for Calcutta , Mumbai and New Delhi.	Rs.300/- per day for all places other than Coimbatore.
	Actual bus fare for Intra-city transportation		Rs.1250/- per day for Chennai and other state capitals except Calcutta , Mumbai and New Delhi.	
	Actual auto fare (Under emergency conditions)		Rs.1000/- per day for all places within Tamilnadu except Chennai.	Lunch allowance Rs.100/- for Coimbatore.

## **CHAPTER 10**

### **CAREER ADVANCEMENT SCHEME (CAS)**

JCT has established a detailed process for ‘Career Advancement Scheme (CAS)’ for its faculty members. The career progression is applicable to all faculty members who are already in service. Faculty who have joined in the cadre of Assistant Professor can move to the cadre of Associate Professor and those who have joined in the cadre of Associate Professor can move to the cadre of Professor under CAS. They are promoted considering both their educational qualification and experience. The norms fixed by AICTE/Anna University are followed in the implementation of CAS.

#### **10.1 ENGINEERING STREAM:**

*Assistant Professor to Associate Professor* (with Ph.D.) – Total 5 (Five) years of experience, of which, 2 (Two) years shall be after completion of Ph.D.

*Associate Professor to Professor:* Ph.D along with a first class in Under Graduate/Post Graduate is essential. Total of 13 (Thirteen) years of experience or 10 (Ten) years of experience out of which 5 (Five) years should be at the level of Associate Professor.

#### **10.2 SCIENCE & HUMANITIES STREAM:**

*Assistant Professor to Associate Professor* (with Ph.D.) – Total 7 (Seven) years of experience, of which, 2 (Two) years shall be after completion of Ph.D.

*Associate Professor to Professor* – Ph.D. with at least 55% marks in Post Graduate Degree is essential. Total of 13 (Thirteen) years of experience or a total of 10 (Ten) years of experience out of which 5 (Five) years should be at the level of Associate Professor.

The above stated norms are minimum qualifications considered for CAS. Apart from the above, the staff members have to go through a performance appraisal process on an yearly basis. The staff members do a self- evaluation of their performance and make a presentation to a panel comprising of the Director, Principal, HoD concerned and 2 (Two) external subject experts. An interview is conducted as part of this presentation and based on the outcome, the decision for promotion is taken. Compensation and benefits are revised upon promotion based on the norms prescribed by AICTE.

## CHAPTER 11

### **RESEARCH PROMOTION SCHEME**

- Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind.
- It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques.
- The economic growth of any society is increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. JCTCET is eager to contribute to the social and economic development of the country by promoting Research & Consultancy among its staff and students. Therefore, certain incentive schemes for research in Science, Engineering and Technology have been introduced.

#### **11.1 Financial Incentives for Research Publications**

Teachers who publish research work in reputed journals will be eligible for financial assistance. The quantum of assistance which will depend upon the Impact factor of the indexed Journal.

<b>Impact Factor</b>	<b>Type of article</b>	<b>Financial Assistance</b>
Impact Factor Between 1 and 2	Full paper	Rs. 2,000/-
Impact Factor Between 2 and 3	Full paper	Rs. 3,000/-
Impact Factor Between 3 and 5	Full paper	Rs. 5,000/-
Impact Factor Above 5	Full paper	Rs. 8,000/-

- Assistance under this scheme is not applicable if research allowance / grant are claimed under any other scheme. Impact Factor is based on SIF (SC Imago). Assistance is payable only if full paper is published and not for publication of abstract alone.

- Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the HoD and Dean (R&C) for assistance. Also the contributor of the article has to submit the latest Impact factor

of the journal, from reliable sources. Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centres. A maximum of Four (4) publications in a year will be eligible for financial incentive under this scheme.

### **11.2 Honorarium for Research Projects**

An honorarium of Rs.5000/- per month subject to a maximum of Rs.50,000 per annum will be granted by the management to that faculty member who is the Principal Investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE etc., if the fund exceeds Rs. 2.5 lakhs in an academic year. Additional facilities like space, infrastructure etc., may be provided at the discretion of the management.

### **11.3 Honorarium for Consultancy Projects**

Revenue generated through consultancy work will be shared by the faculty members and the institution in the ratio of **60:40**. The share of the institution will be utilized for the upgradation of laboratories and infrastructure facilities.

### **11.4 Other Norms**

- A faculty member can avail of a maximum of Rs. 10,000/- per annum in this scheme.
- Number of faculty members participating in conferences shall not exceed 50% of the sanctioned strength of a department in any semester.
- Number of faculty members participating in a conference at a time shall not exceed 15% of the sanctioned strength of the department
- No faculty member will be permitted to attend/ present a paper in a conference more than twice in an academic year.
- Publications / Patents should be in the name of JCTCET and the reward / benefit should be property of the Authors / Presenters.
- For joint work with M.E. / M.Tech. students, the incentive will be divided in the ratio 40:60 between the faculty concerned and the student(s) concerned.
- **Management has the right to review or modify the scheme at any time.**

## **CHAPTER 12**

### **ROLES AND RESPONSIBILITIES**

#### **12.1 PRINCIPAL:**

- Principal is the academic and administrative Head of the Institution and is also the Member Secretary of the Governing Council.
- Principal represents the college for all activities connected with statutory and regulating bodies like Anna University, AICTE, DoTE and is responsible to maintain all records connected with these bodies.
- Principal establishes a suitable system for observing and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- Principal is primarily responsible for the smooth conduct of all academic activities and maintenance of discipline among students and staff.
- Principal approves the leave applications of all staff on the recommendations of the HoDs concerned.
- Principal approves of all industrial and other visits by the students when the same is put up to him/her with the specific recommendations of the HoDs concerned. [Through: Dean (Academic) / Academic Coordinator/any other competent authority].
- Principal approves of co-curricular activities like guest lectures, seminars, conventions, symposium, literary & cultural events and any other programme as recommended by the HoDs concerned [Through : Dean (Students Welfare) / Students Coordinator/any other competent authority].
- Principal is responsible for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- Principal cannot take any major policy decisions.
- Principal's financial power is restricted to signing the cheques with regard to the following accounts only:

- 1) University Fees
- 2) University Examination
- 3) Scholarship

- 4) Training & Placement
- 5) Technical Clubs
- 6) NSS,RRC & YRC

### **1. Administrative Matters**

- a) Appointments [Through : SSB]
- b) Pay fixation and promotion [Through : HR]
- c) Leave matters.
- d) Communications with all statutory agencies.
- e) Proposals and inspections.
- f) Departmental visits.
- g) Conduct of Periodical review meetings of HoDs.
- h) Conduct of Periodical review meetings of the College Council.
- i) Conduct of Periodical meetings of the Governing Council.
- j) Preparation of Annual Reports.
- k) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to the Management for approval.

### **2. Academic Matters**

- a) Work load allotment [Through HoDs]
- b) Monitoring Class work including laboratory [Through : HoDs]
- c) Periodical tests [Through : COE]
- d) University examinations [Through : COE]
- e) Feedback from students
- f) Disciplinary matters (Staff)
- g) Disciplinary matters (Students)
- h) Central library

### **3. Miscellaneous**

- a) Letters / Fax
- b) Conduct of meetings / functions
- c) Safe custody of certificates and documents [Through : Administrative Officer]
- d) Issue of Certificates [Bonafide, Conduct ,Transfer etc.]
- e) Staff grievances and redressal
- f) Anti-ragging measures
- g) Interaction with alumni
- h) Interaction with parents

- i) Purchase proposals
- j) Public relations
- k) Community service.

## **12.2 DEANS**

### **RESPONSIBILITIES:**

Deans offer assistance to the Principal in the following matters:

- Planning & Development, Institutional Building, Teaching-Learning, Students Discipline, Staff Recruitment, Assets Inventory etc.,
- In the absence of the Principal, the senior most Dean will act as the Principal-in-charge.
- In the absence of Dean posts, the principal will nominate the in-charge with the approval of the Secretary/Director.

#### **12.2.1 DEAN (ADMINISTRATION)**

- Participating in administration affairs
  - a) Taking care of Inspections & Committee visits.
  - b) Preparation of Reports and Proposals.
- Release of Press advertisements [Through: PRO].
- Admission and Enrolment of students.
- He / She will assist the Principal in maintaining the discipline and work ethos among various departments and between the faculty members.
- Convening the Purchase Committee meetings for procurement of equipment related to the projects and consultancy.
- Supervision over faculty discipline, integrity and commitment.
- Code conduct for staff and students.
- Dress code and discipline.
- Publication and Distribution of Annual magazines, News bulletins, Newsletters, Handbooks, Invitations etc.,
- Issuance of all types of certificates to staff.

### **12.2.2 DEAN (ACADEMIC PROGRAMMES)**

- Finalization of academic calendar and time tables.
- Arrangements and all other requirements for proper conduct of classes.
- Monitoring of conduct of classes and laboratories
- Monitoring the conduct of Class committee meetings.
- Conduct of class tests and co-coordinating the finalization of attendance and internal assessment.
- Supervision of maintenance of up-to-date academic records of all categories of students.
- Issuance of all types of certificates to students.
- Printing & distribution of syllabi.
- Coordinating co-curricular activities (Technical festivals, quizzes etc.,)
- Arranging the issuance of all academic certificates, medals & prizes to the students [either on Annual Day or on Graduation Day].
- Arranging for conduct of all those examinations which are to be conducted by the college as stipulated by the affiliating University.
- Central Library.
- Central Workshop.
- Computing and Internet facilities.
- Result analysis.
- Feedback on teaching.
- Issue of original and duplicate mark sheets.
- To coordinate the conduct of Graduation Day.

### **12.2.3 DEAN (RESEARCH AND CONSULTANCY)**

- Deputation of faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignment etc.,
- Deputation of faculty member to various institutions under Quality Improvement Programme (Q.I.P.) under rules applicable to them.
- Evaluation of papers submitted by the faculty members to Conferences / Seminars.
- Organizing training programmes for the faculty members.
- Creating and maintaining Data Base regarding faculty expertise.
- Framing rules for Industrial Sponsored Research and Consultancy.

- To formulate policies for the conduct of research and steps to maintain suitable standards.
- Facilitating Faculty members through his/her office in procuring equipment necessary to conduct research / consultancy work and in recruitment of project staff.
- Monitoring the activities of consultancy, testing and sponsored research projects of college and to ensure timely submission of progress reports.
- Coordinating the formulation and conduct of non-formal and continuing education and extension programmes.

### **12.3 HEADS OF THE DEPARTMENTS**

- Providing a clear vision and direction to the department.
- Academic planning.
- Delineation and allocation of responsibilities to faculty and staff.
- Allotment of work load to staff.
- Time-Table and Hall management.
- Guest lectures.
- Budget proposals.
- Periodical staff meetings (Preferably once in a fortnight).
- Periodical class committee meetings (Preferably once in a month before and / or after each Assessment test).
- HoDs are responsible for all the curricular and co-curricular activities of their departments.
- HoDs enforce discipline in their department.
- HoDs call for at least one departmental meeting in every calendar month.
- HoDs prepare the budget requirements (Consumables & Non-Consumables etc.,) in consultation with other faculty members of their department.
- Staff Leave.
- Students Symposia / Seminars.
- Review of students' performance and remedial measures.
- Industrial Visits and In Plant Trainings.
- Departmental Library.
- Issuance of Bonafide Certificates to staff and students for participation in Seminars / Symposiums.
- Cleanliness of the Department.

- Purchase of equipment, testing, quality assurance and processing of bills.
- Purchase and issue of books and stationery items to staff and students.
- Development of inter-departmental cooperation.

#### **12.4 FACULTY:**

- Preparation of 'Lesson Plan' effectively well ahead of the commencement of the semester.
- Handling lecture classes as per the Time-Table and timely completion of the syllabus.
- Completing Laboratory exercises.
- Verifying note books / records periodically.
- Counselling the students and conducting re-tests for those failed / performed poorly.
- Coordination with HoDs / Faculty members in preparation of laboratory requirements and budget, discipline maintenance, students' counselling and execution of co-curricular activities.
- Class room instruction.
- Laboratory Practice.
- Student Project and Exhibits.
- Preparation of Learning Resource Material:
  - ❖ Course / Lesson Plan
  - ❖ OHP Transparencies / Power Point Slides
  - ❖ Question Bank with Answers
  - ❖ Drill Problems with Solutions
  - ❖ Quizzes, Crosswords and Puzzels
  - ❖ Web Based Learning Material

#### **12.5 TRAINING AND PLACEMENT OFFICER:**

- Creation and maintenance of data base of companies, alumni and student.
- Conduct of Soft Skill Development programmes.
- Placement activities.
- Interaction with industry.
- Interaction with alumni.

## **12.6 CONTROLLER OF EXAMINATIONS:**

- Internal test schedule and seating arrangements.
- Practical examination schedule and seating arrangements.
- Printing of Answer booklets & Question Papers.
- Assignment of invigilation duty to faculty and staff [Through : HoDs].
- Internal Assessment Tests and Model examination.
- Computation of attendance.
- Computation of internal test marks.
- Submission of absentees list.
- Distribution of examination remuneration.
- Issue of original and duplicate hall tickets.
- Issue of original and duplicate mark sheets.

## **12.7 LIBRARIAN:**

- Purchase of books as per the requirement of AICTE and Anna University.
- Subscription & renewal of E-journals, Journals, Magazines and news papers.
- Stock entry & maintenance.
- Issue & collection of books.
- Reprographic facilities.
- Collection of fine.
- Binding & lamination facilities.
- Establishment of book bank.
- Coordination of purchase of books for students.
- Submission of Annual budget Proposal.

## **12.8 DIRECTOR OF PHYSICAL EDUCATION:**

- Purchase of Sports Kits.
- Stock entry & maintenance.
- Condemnation & auction.
- Collection of fine.
- Scheduling of sports events.
- Scheduling of sport day.
- Submission of Annual Budget Proposal.

## **12.9 SYSTEM ADMINSTRATOR:**

- Purchase, installation & maintenance of computer systems and UPS based on requirements received from various departments.
- Purchase, installation & maintenance of new software based on the requirements from various departments.
- Up gradation of existing hardware & software.
- Renewal of AMC for computer systems.
- Renewal of existing software.
- Installation, up gradation and maintenance of firewall and antivirus software.
- Conduct of computer related courses to staff & outsiders.
- Maintenance and up gradation of JCT website.

## **12.10 ADMINISTRATIVE OFFICER:**

- The Administrative Officer (A.O) looks after the administration of administration office and takes care of correspondence to AICTE, Anna University and other agencies in consultation with the Principal and co-ordinates all activities of the office and the academic departments.
- Administration Officer renders necessary assistance to the Principal in the day-to-day affairs.
- Administrative officer carries out the task assigned to him / her by the Principal. He/she is the custodian of all records and documents.

## **12.11 FINANCE OFFICER:**

- Pay & Accounts.
- Pay bill preparation and disbursement.
- Maintenance of salary acquittance.
- Advances and settlement.
- Collection of fees and remittance.
- PF matters.
- Income tax matters.
- Internal audit.
- Audited statement of receipts & expenditure.
- Preparation of annual budgets.
- Advertisements & Tenders.

## **12.12 PURCHASE MANAGER:**

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Control purchasing department budgets.
- Review purchase order claims and contracts for conformance to college policy.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Represent college in negotiating contracts and formulating policies with suppliers.
- Prepare reports regarding market conditions and merchandise costs.
- Arrange for disposal of surplus materials.

## **12.13 HR MANAGER:**

- Prepare job vacancy list with directions from the Principal and job advert; deciding on how best to advertise
- Communicate with the shortlisted candidates for the interview.
- administer payroll and maintain staff records
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors

- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment
- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exit interviews

#### **12.14 ESTATE OFFICER:**

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the

authorization/approval of the works committee or building committee etc. as per the prescribed procedure.

- Executes any other works assigned from time to time.

#### **12.15 TECHNICAL STAFF:**

- Maintenance of stock and Inventory.
- Issues and receipts.
- Servicing of equipment.
- Assistance in purchase.
- Stock entry and bill passing.

#### **12.16 CHIEF SECURITY OFFICER:**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Ensures the Contract labourers wear Contract badge during working hours within the campus.

#### **12.17 TRANSPORT MANAGER:**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses.
- Responsible for a periodical check of the log books maintained by the drivers.
- Responsible to inform the Principal at any major repair of college vehicle.
- Responsible for the purchase of new vehicle.
- Responsible for the transport for the staff and students for any educational tours and visit Sports competitions etc.,
- Responsible for time management of buses.
- Responsible for timely payment of Insurance.
- Responsible for timely arrangement of obtaining Fitness Certificate.

#### **12.18 MESS MANAGER**

- Responsible for the purchase of groceries for hostel.
- Responsible for food related complaints.
- Responsible for food timings.

### **12.19 RESIDENT TUTOR**

- Responsible to monitor the discipline of the students.
- Responsible to monitor study hour.
- Responsible for the students to comply with the Hostel rules and regulations, and to maintain the orderly management of the Hostel, providing a harmonious environment for the students
- Responsible to ensure the general wellbeing of students in their Hall and to handle situations of emergency as and when these arise

## **CHAPTER 13**

### **ETHICAL STANDARDS FOR FACULTY MEMBERS**

#### **A Faculty**

- Shall live and lead by example in every sphere of conduct.
- To inculcate a culture in students
  - to respect parents, teachers and elders.
  - to express the love of brotherhood to fellow students.
  - to accept and extend due respect to every religion, language, gender and social grouping.
  - to love the nation and commit their endeavours to her progress.
- Shall have a sense of belonging to the Institute.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.

#### **A Faculty**

- Shall wear a respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament that he/she wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

#### **A Faculty**

- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

#### **A Faculty**

- Shall attend to parents as a true representative of the Institute, clarify their doubts with concern and help them understand the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards, assist them in solving their problems and guiding them properly on how and who to approach for further help/assistance.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of the society.

## **A Faculty**

- Accept the entity of fellow teachers, honour their sentiments and respect their value system.
- Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of assistance required for discharging their responsibilities.

**Annexure 1**

**GUIDELINES FOR FACULTY PERFORMANCE APPRAISAL**



**JCT College of Engineering and Technology**  
**Pichanur Coimbatore-641 105**  
**Guidelines for Faculty Performance Appraisal**



S.No.	Academic Performance Index			API SCORE		
				Max. score	Total Score	
I	Academic Contribution	University Exam Pass% (Max : 30) (Only for theory subjects) For UG and PG	Average Pass percentage of all UG and PG subjects for the assessment year X 0.3 (Only when pass percentage of UG subject is above 75% and PG subject is above 80% )	Pass % *0.3	30	50
		For UG	If pass percentage is below 75%	Nil		
		For PG	If pass percentage is below 80%	Nil		
		Feedback on Faculty (Max : 10)	Actual Feedback Score in %*0.1 If the feedback score is above 90% (90*0.1=9)	% *0.1	10	
			If overall feedback score is below 50%	Nil		
		Conducting Remedial classes ( Max : 5)	On an average of 5 hours per subject per year	5	5	
		Faculty conducting additional Experiments/ training/GATE Coaching (Max : 5)	Seminar/Training/Workshop to students on an average of 5 hours per year	5	5	
II	Research Contribution	Journal Publications /Papers Published (Max : 10)	Journal Publications(Scopus / SCI Indexed) or Presenting papers in International Conferences outside India ( 5 marks per paper)	10	10	25
			Other Journals (Non -Scopus/SCI) ( 2.5 marks per paper)	5		
			Presenting papers in National / International Conference ( 1.5 marks per paper)	3		
		Patents / Book Published (Max : 5)	Patents/Text Book Published with ISBN	5	5	
			Text Book Published without ISBN	3		
		Project Guiding / Ph.D. Guidance (Max : 10)	Ph.D scholars completed under the guidance during the assessment year (Min: 1 Scholar)	5	10	
			Guiding P. G. Project	3		
Guiding U.G. Project	2					

III	Professional Upgradation	Organizing FDPs/ Workshops/ Conferences/ Training program for Faculty (Max : 10)	Convener /Co-Cordinator	10	10	15
			Committee member	3		
		Attending FDP(Max : 3)	More than 5 days duration	3	3	
			More than 3 days duration	2		
		Resource Persons in FDP Conference or Invited Talk (Max : 2)	FDP Resource Person (Engg.)	2	2	
			Conferences : Panel member	1		
			Invited talks	2		
IV	IV. Industrial Consultancy and Sponsored Research	Industrial Consultancy (Max : 5)	Consultancy works (More than Rs 2,00,000)	5	5	10
			Consultancy works (More than Rs 1,00,000)	2		
			Consultancy works(More than Rs 10000)	1		
		Sponsored Research (Max : 5)	Govt. funded Projects worth a total of Rs. 4, 00,000 and above.	5	5	
			Govt. funded Projects worth a total of Rs. 2, 00,000 and above.	2		
			Trust funded	1		
		TOTAL				

**Annexure 2**  
**Joining Report Format**

## **Joining Report Format**

**Date:**

**From**

**To**

Secretary

JCT College of Engineering and Technology

Pichanur

Coimbatore – 641 105.

**Through:** Principal / JCTCET

**Sir,**

**Sub.:** Joining Report-reg.,

**Ref.:** 1) Your Offer Letter dated-----

2) Your appointment order dated -----

\*\*\*\*\*

I am thankful for having selected me to the post of ----- in the Department of ----- . I accept your offer of appointment and join duty this forenoon / afternoon of ----- (                      )

I assure you that I will discharge my duties to your fullest satisfaction. Also, I assure you that I will abide by the rules and regulations of the college in force.

Thanking you,

Yours faithfully,  
(                      )

**Annexure 3**  
**Salary Certificate Format**

## Salary Certificate Format

Date : .....

### TO WHOM SO EVER IT MAY CONCERN

#### SALARY CERTIFICATE

This is to certify that **(Name of the Faculty or Staff)** is serving as (Designation)  
in the (Department).

His salary details are given below:

<b>Income</b>				<b>Deduction</b>	<b>Net Salary (Rs.)</b>
Basic Pay (Rs.)	Grade Pay (Rs.)	Other Allowance (Rs.)	Gross Salary (Rs.)	PF (Rs.)	
XXXX	XXXX	XXXXXX	XXXXXX	XXXX	XXXXXXX

This certificate is issued purely for the purpose of applying for (Reason).

**PRINCIPAL**

**Annexure 4**  
**Service Certificate cum Relieving Order Format**

**Service Certificate cum Relieving Order Format**

Date : .....

**SERVICE CERTIFICATE CUM RELIEVING ORDER**

This is to certify that **(Name of the faculty or staff)** was serving as an **(Designation)** in the **(Department)** in our College from **(Date)** to **(Date)** and he was relieved of his assignments from **(Date)**.

His Conduct & Character have been good during the period.

**PRINCIPAL**