

REVISED HR MANUAL

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Approved in the 17th 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

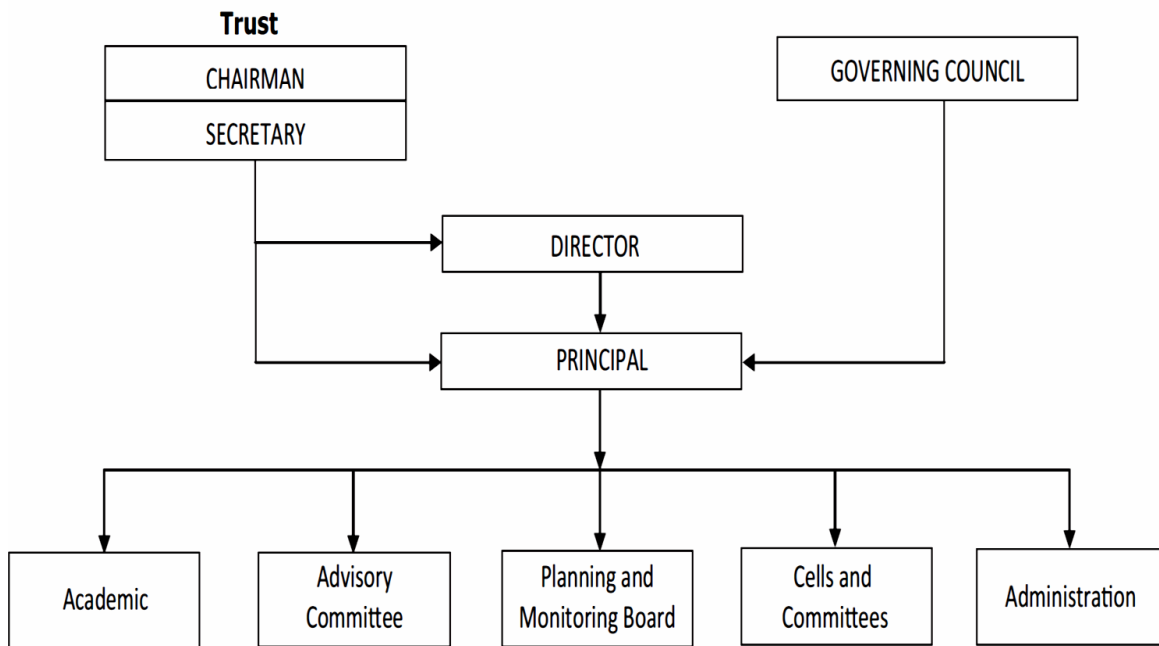
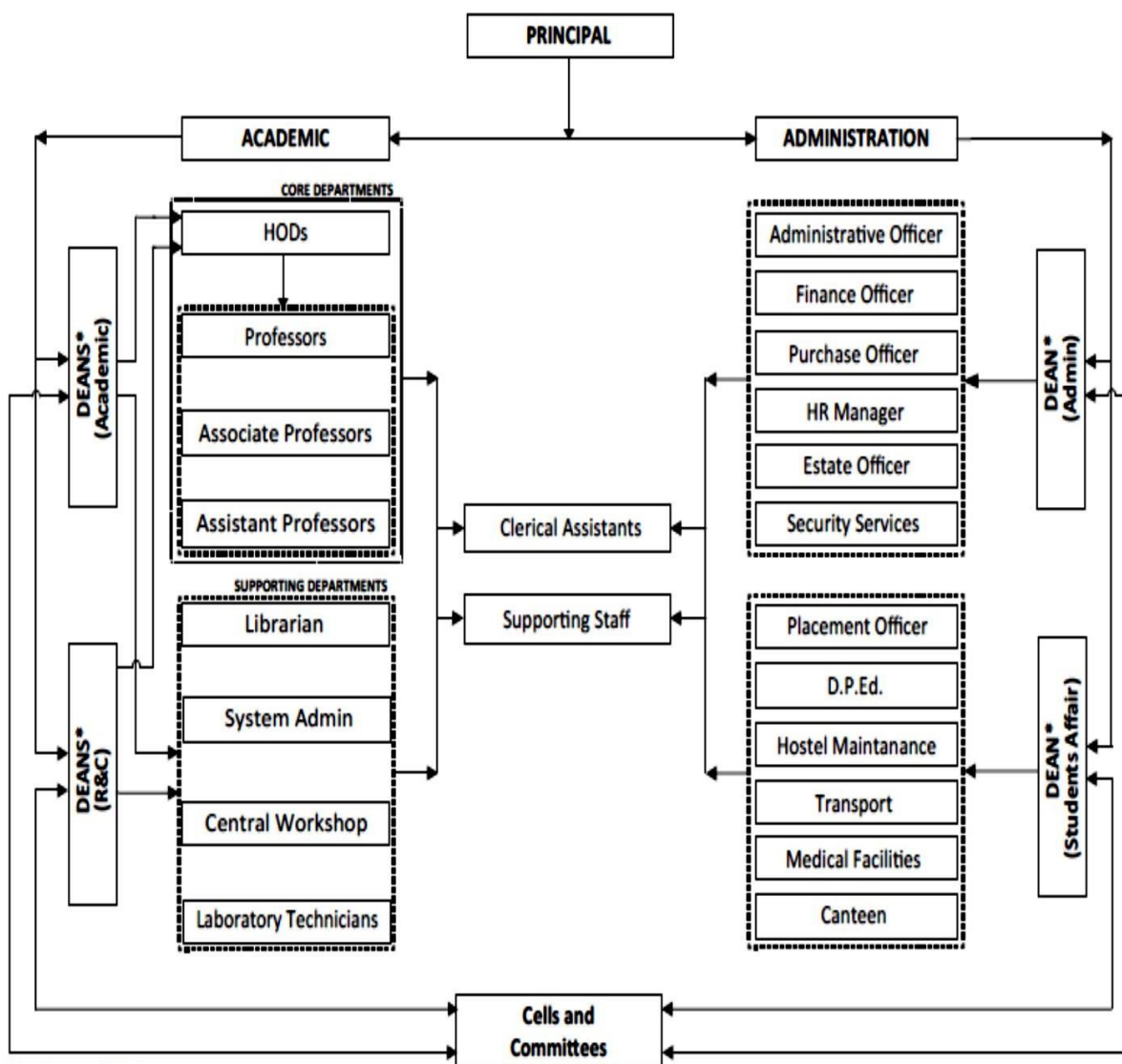


Chart - 1 : Essential Component of JCTCET



* to be appointed

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

Sl. No.	Member
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 a 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 lean 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 1st 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	Train: 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	Train: 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	Train: 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.

Impact Factor	Type of article	Financial Assistance
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.
- Financial assistance can be availed by the Faculty members from the management for attending Faculty Development Programs (FDP'S), Short term courses (STC), Workshops, Seminars, Conference and Membership fee for the Professional Body.
- **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 ADMINISTRATOR:

- 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-641105

Guidelines for Faculty Performance Appraisal



		JCT College of Engineering and Technology Pichanur Coimbatore-641105 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		
		ResourcePersonsinFDP 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:

Income				Deduction	Net Salary (Rs.)
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