



# **DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

**ECR, MAMALLAPURAM, CHENNAI – 603 104**

## **POLICY AND PROCEDURES (HR MANUAL)**



<b>S.No</b>	<b>CONTENTS</b>	<b>PAGE No</b>
1	GOVERNING BODY	4
2	VISION, MISSION	5
3	ADMINISTRATION AND GOVERNANCE	5
4	STUDENTS ADMISSION PROCEDURE STUDENTS DIVERSITY, PWD AND MANAGEMENT SCHOLARSHIPS	5 6
5	RECRUITMENT OF FACULTY – QUALIFICATION, PROCEDURE	7
6	RECRUITMENT OF NON-TEACHING STAFF-PROCEDURE	8
7	SERVICE CONDITIONS- PROBATION, INCREMENTS, PROMOTION, RETIREMENT, RESIGNATION, TERMINATION, CODE OF CONDUCT, JOB RESPONSIBILITIES	9
8	CODE OF CONDUCT - STAFF	14
9	WORK LOAD, SERVICE RULES	18
10	AWARDS, INCENTIVES AND FINANCIAL ASSISTANCE	22
11	PERFORMANCE APPRAISAL	23
12	LEAVE RULES	24
13	CAREER ADVANCEMENT AND DEVELOPMENT	26
14	GRIEVANCE REDRESSAL	27
15	TRANSPORT RULES AND REGULATIONS	28
16	HOSTEL RULES AND REGULATIONS	29
17	RESEARCH, IPR AND CONSULTANCY POLICY	32
18	ENVIRONMENTAL POLICY	33
19	CODE OF CONDUCT - STUDENTS	34

# **DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

**MAMALLAPURAM, CHENNAI – 603 104**

## **GENESIS OF THE COLLEGE**

Dhanalakshmi Srinivasan College of Engineering and Technology (DSCET) was established in the year 2001 under the aegis of the Srinivasan Charitable and Educational Trust, Perambalur, for imparting quality technical education at affordable cost. The college actively updates itself with foresight, vision and perspective of committed learning, research and training to meet the global demands of professional talents.

### **The College has the following programs:-**

#### **Under Graduate:**

- B.E. Aeronautical Engineering
- B.Tech. Agricultural Engineering
- B.Tech. Artificial Intelligence and Data Science
- B.E. Biomedical Engineering
- B.E. Computer Science and Engineering
- B.E. Computer Science and Engineering (Cyber Security)
- B.E. Electronics and Communication Engineering
- B.E. Electrical and Electronics Engineering
- B.Tech. Food Technology
- B.Tech. Information Technology
- B.E. Mechanical Engineering
- B.E. Civil Engineering

#### **Post Graduate:**

- M.C.A. -Master of Computer Applications
- M.B.A. -Master of Business Administration
- M.E. - Communication Systems
- M.E. - Computer Science and Engineering
- M.E. - Aeronautical Engineering
- M.E. - Power Electronics and Drives

## **GOVERNING BODY**

### **Members of the Body:**

Sl. No.	Name	Position	Qualification	Present professional position/Occupation	Telephone numbers	E-mail	Address
1	Thiru. A.SRINIVASAN	Chairman	--	Chairman, Srinivasan Charitable and Educational Trust	04328 - 220555	dsgroups1996@gmail.com	274/C, Thuraiyur Road, Perambalur - 621 212
2	Mr. S.KATHIRAVAN	Member	B.E.	Vice Chairman, Srinivasan Charitable and Educational Trust	04328 - 220555	kathiravannirmal@gmail.com	274/C, Thuraiyur Road, Perambalur - 621 212
3	Mr. P.NEELARAJ	Member	--	Secretary, Srinivasan Charitable and Educational Trust	04328 - 220555	dsgroups1996@gmail.com	274/C, Thuraiyur Road, Perambalur - 621 212
4	MR.P.MANI	Managing Director	--	Managing Director	044- 27442844	---	274/C, Thuraiyur Road, Perambalur - 621 212
5.	Dr.S.GOWRI	Member	Ph.D.	Vice Chancellor, University of Madras	044- 22203288	vcunom@gmail.com	Vice Chancellor, University of Madras
6	Dr.R.VIJAYARAJ	Academician	Ph.D/Mech	CEO, DSCET	044- 27442844	vijayme2u@dsgroupmail.com	Dhanalakshmi Srinivasan College of Engg & Tech, Mamallapuram
7	Dr.KANISHKA REDDY.M	Member	M.B.B.S	DOCTOR	---	---	Thuraiyur Road, Perambalur - 621 212
8	Mr.T.SRINIVASAN	Member	M.Sc.,	Rtd. RTI Commissioner, Government of Tamilnadu	8754445678	tsvasan49@gmail.com	Dhanalakshmi Srinivasan College of Engg & Tech, Mamallapuram
9	Dr.D.MANJULA	Member	Ph.D / IT	PROFESSOR	---	---	Anna University, Chennai
10	Dr.V.SEKAR	Member	Ph.D.	Principal, Dhanalakshmi Srinivasan College of Engg. & Tech., Mamallapuram- 603 104	98946 08444	principaldscet@dsgroupmail.com	Dhanalakshmi Srinivasan College of Engg. & Tech., Mamallapuram, 603 104
11	Dr.V.JANAKIRAMAN	Member	Ph.D.	Vice Principal, Dhanalakshmi Srinivasan College of Engg. & Tech., Mamallapuram- 603 104	94990 51265	dscet-vp@dsgroupmail.com	Dhanalakshmi Srinivasan College of Engg. & Tech., Mamallapuram, 603 104
12	Mr.V.VISWANATHAN	Member	---	Country Head, Wipro Technologies, Chennai.	---	---	Chennai
13	Dr.L.KARUNAMOORTHY	Member	Ph.D.	Rtd.Registrar, Anna University, Chennai.	---	---	Anna University, Chennai

## **VISION AND MISSION**

### **OUR VISION**

A world class nodal center committed to advanced learning, research and training to serve the nation, meeting the National/International standards.

### **OUR MISSION**

To be a Premier Engineering College, much sought after by industries and societies, by offering professional education and training, blended with moral and ethical values, to convert student resources into strong assets of our nation.

### **ADMINISTRATION AND GOVERNANCE**

1. To provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The DSCET has resolved to implement e-governance either fully or partially in some aspects of functioning like library, accounts, website, students admission and administration.

### **STUDENTS ADMISSION PROCEDURE**

#### **UG ADMISSION**

The UG admission is made in two parts, namely, the Government quota and Management quota. The government quota admission of 65% of sanctioned strength is made by single window counseling conducted by Anna University, Chennai on behalf of state Government. For Management quota admission of 35% of sanctioned strength, the state government has formed a committee for regulating admission in all engineering colleges in Tamil Nadu. The committee is headed by a retired Judge. This regulation committee authorizes the association of engineering colleges to fill the management seats of all engineering colleges. The students get application forms from this association and

send their applications opting for the colleges of their choice. The association prepares the rank list and accordingly issues allotment order to the candidate based on the choice of the college. The management quota admission is done based on the allotment order issued by the management association.

### **PG ADMISSION**

The PG admission is also made in two parts, namely, the Government quota and Management quota. The Government quota admission is made by single window counseling conducted by Anna University, Chennai on behalf of state Government through TANCA (Tamil Nadu Common Admission). The Management quota admission is done by the entrance exam conducted by the Association of Engineering Colleges.

### **STUDENT DIVERSITY, PWD AND MANAGEMENT SCHOLARSHIPS**

1. Student admission and diversity adheres to the Tamilnadu state government rules and reservation policy.
2. For the management quota, the DSCET follow norms of the consortium of self financing engineering colleges, Tamilnadu.
3. To promote technical education among the first generation and rural background students, DSCET conducts Dhanalakshmi Srinivasan Merit Aptitude Test (DMAT) scholarship exam at school level. Tuition fee is waived for the top performing meritorious students in DMAT and also for students with extraordinary academic and sports performance.
4. DSCET encourages Learners with disabilities adequately and appropriately supported in and out of the classroom with the right resources and assistive technology that are responsive to their needs.

## RECRUITMENT OF FACULTY

### (a) Cadre Structure for teaching faculty members

LEVEL	CADRE
1.	Principal
2.	Professors
3.	Associate Professor / Librarian
4.	Assistant Professor /Assistant Librarian / Physical Director

**(b) Qualification:** The faculty members are recruited strictly on merit as per the Qualifications prescribed by AICTE / Anna University for various cadres.

### (c) Mode of selection of Faculty Members

Direct Recruitment of cadres is based strictly on merit. Selection is done by duly constituted staff selection committee. The following procedure is adopted in the selection of faculty members.

1. Advertisement in leading Newspapers
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Constitution of Staff Selection Committee.
4. Intimation to candidates about the date and time of Interview.
5. Based on the recommendations made by the Staff Selection Committee, the selected candidates are announced and appointment order is issued.

Occasionally, senior positions at Professor and Associate Professor Levels are filled up by retired persons or those taking voluntary retirement from teaching institutions and/or industry. Selected list of faculty members are passed in the presence of governing council members for approval.

#### **(d) Composition of Staff Selection Committee**

A selection committee is constituted with the following members

- (i) Chairman
- (ii) Secretary
- (iii) Director
- (iv) Principal
- (v) Concern Head of the department

### **RECRUITMENT OF NON-TEACHING STAFF MEMBERS**

#### **(a) Cadre structure of Support Staff**

<b>LEVEL</b>	<b>CADRE</b>
1.	Office Manager
2.	Senior Assistant / Programmer
3.	Junior assistant / Lab Instructor / Library Assistant
4.	Electrician/ Plumber/Carpenter/Driver/Lab Assistant
5.	Attender

**(b) Qualifications:** Members of supporting staff are recruited based on the qualification needed for the post.

### **MODE OF SELECTION OF NON-TEACHING STAFF**

All the positions are advertised in newspapers. After scrutiny the received applications, resumes are short listed as per the instruction of HODs and Principal. Selection of supporting staff are done as per the requirements. Appointment order is issued to the selected candidates.



## **SERVICE CONDITIONS INCLUDING PROMOTION POLICY**

- a. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms.
- b. Every appointment shall be subjected to the condition that the appointee is certified to be in sound mental health and fit for service by a Medical authority as specified from time to time.
- c. The pay of teaching staff shall be fixed by the staff selection Committee in accordance with the following scales of pay prescribed by AICTE.

	Pay band	Grade pay
Assistant Professor	15600 – 39100	10000
Associate Professor	37400 – 67000	9000
Professor	37400 – 67000	7000

- d. The pay of Non-Teaching staff shall be fixed by the staff Selection Committee in accordance with existing norms.
- e. The seniority of an employee in any Grade shall, unless he/ she has been Reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- f. The appointing authority, is appointing two or more persons  
Simultaneously to a Grade, fix the seniority for them reference to the rank fixed by the selection committee at the time of appointment, irrespective of the date of joining.
- g. All appointments in the academic services shall be made by open competition by an advertisement and selection, where all the in-service person who possess the qualification prescribed shall also be permitted to apply. The management may however make adhoc appointments in specific cases or recruit by deputation.

- h. Save as otherwise, provided every employee of the College shall be appointed on a written contract and the conditions of service relating to them shall as far as possible be uniform except for principal and a copy thereof shall be furnished to the employee concerned.

**Terms and Conditions for faculty:**

1. He/She will be on probation for a period of one year from the date of joining, subject to extension or termination, as the case may be depending upon your performance.
2. The appointment is terminable by three months notice on either side or payment of three month salary in lieu thereof , subject to the condition that the notice is not submitted by you during the middle of the semester. The condition of one month notice by the employer shall not apply to the termination of services on grounds of moral turpitude.
3. Faculty must work under the administrative control of the Principal and carry out such orders and directions, as may be issued from time to time.
4. Governed by the terms and conditions of service, applicable to the employees under the service of this management.
5. The appointment shall take effect from the date of your joining service at this college.
6. Faculty should surrender all the original certificates relating to the date of birth, qualifications, experience etc.
7. He/She should follow the institutional timings strictly.
8. Eligible for one-day casual leave for each calendar month; provided that no such leave is admissible if the period of service during the month is less than 15 days.
9. For those faculty already employed, proper relieving order from the previous employer should be produced.

Duties and responsibilities include, amongst other things the following:

- a) Teaching, training and instruction (Theory and Practical)
- b) Introduction of new programmes, subjects / electives etc in the existing programme.
- c) Establishment and development of laboratories etc.
- d) Procurement of equipment, consumables, library books, journals etc.
- e) Fabrication of teaching aids / materials and introduction of innovative techniques in teaching etc.
- f) Designing of good projects and providing guidance to the students etc.
- g) Invigilation, correction of answer scripts in class tests, examination etc.
- h) Counselling, guidance, monitoring students' discipline and welfare and their progress.
- i) Promotion of leadership qualities and maintenance of good academic standards.
- j) Consultancy and extension service activities.
- k) Participation in faculty education programmes, continuing education programmes etc as and when deputed.
- l) Involvement in curricular, co-curricular and extra-curricular activities.
- m) Participation in involvement with departmental level/college level meetings, functions and extension of cooperation / assistance in their successful organization.
- n) Maintenance of attendance and other academic records/registers.
- o) Any other duty or responsibility that may be assigned from time to time.
- p) The above appointment is purely performance based and accountability oriented and is subject to the acceptance of terms and conditions of this management.
- q) Need to serve for a minimum period of one year from the date of joining any post.

## **PROBATION**

- i. Initially the appointment of the selected candidate will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for a period of one to two years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for a permanent post following the regular procedure in respect of candidates for open competition.
- iv. If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis, he/she shall commence probation from the date fixed for appointment on probation.
- v. Any candidate appointed on temporary/adhoc basis, his/her service can be terminated without any notice without assigning any reason.

## **INCREMENTS**

Increment will be based in accordance with the AICTE norms existing from time to time. Special allowance will also be sanctioned based on the performance of the Employee.

## **PROMOTION POLICY**

Promotion to higher posts shall be based on qualification, experience, performance and participation in the Institutional development activities.

## **RESIGNATION**

- i. Any member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or the alternative he/she pay three months salary in lieu thereof. The resignation shall come into force the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- ii. Any member of the supporting staff in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from that date from which the appointing authority accepts the resignation or the date of relieving whichever is earlier.
- iii. Any member of the faculty / Support staff during probation shall give one month's notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three month salary in lieu thereof. The resignation shall come into force from that date from which the appointing authority accepts the resignation or the date of relieving whichever is earlier. Normally they will not be relieved in the middle of a semester.
- iv. However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

## **TERMINATION OF SERVICES OF AN EMPLOYEE**

- i. The Services of a temporary employee is liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving three month notice or in lieu thereof three month's pay.

- iii. The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in political activity or a criminal or in the event, it is proved by a competent Committee appointed for the purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duty.
- iv. In case of doubt or different interpretation of a rule, as these rules are applicable to Dhanalakshmi Srinivasan College of Engineering and Technology the decision of the Secretary will be final, in consultation with the Governing Council.
- v. Notwithstanding anything said anywhere, any service rules, the sanctions which involve financial commitments, will be subjected to availability of funds and the decision of the Management will be final.
- vi. The Management subjected to the ratification of the Governing Council is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the College.

## **CODE OF CONDUCT**

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the College, particularly in his relationship with the Principal, Staff, Students and Visitors to the College.

- iii. No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation connected with the College.
- iv. No Staff-member of the College shall, engage himself/herself in coaching students privately for any remuneration.
- v. No employee shall, without the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- vi. No employee shall, without the previous sanction of the Principal, wholly or in part, conduct or participate in editing or management of any news papers of other periodical publications.
- vii. No employee shall, while being on duty, take part in politics which includes holding office, election or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- viii. No employee shall take part in any act or movement , such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring dishonor to the College, nor shall he/she resort to media with his/her grievances.
- ix. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.
- x. The Governing Body in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

- xi. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xii. Every employee shall be at work punctually during their working hours fixed unless permitted otherwise by his/her Superior.
- xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

However, the above rules do not apply to Employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Disobedience to any lawful order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- No outsider shall be allowed to get inside the premises of the College or to damage the College property.
- Any act involving moral turpitude punishable under the provisions of IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

In Case of appeal, the decision of Principal is final.



## **JOB RESPONSIBILITIES OF FACULTY MEMBER & STAFF**

Teaching faculty Job Responsibilities identified and stated as per AICTE/Anna University guidelines

The Job responsibilities of a faculty member consist of 4 Components viz. Academic, Research & Consultancy, Administration and Extension Services which are as given below.

### **ACADEMIC**

- Class Room Instructions
- Laboratory Instructions
- Curriculum Development
- Development of Learning Resource Material & Laboratory
- Students Assessment & Evaluation including examination work of University
- Participation in Co-curricular & Extra-curricular Activities
- Students guidance & Counseling & helping their personal, ethical, moral, and overall character development
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Continuing Education Activities
- Self development through upgrading qualification, experience & professional Activities

### **RESEARCH & CONSULTANCY**

- Research & Development Activities, and Research Guidance
- Industry sponsored projects
- Providing Consultancy and Testing Service
- Promotion of industry institution interaction and R&D

### **ADMINISTRATION**

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Department and Institutional level.

- Design and development of new programmes.
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional / National level for development of technical education.
- Helping mobilization of resources for the institution.
- Developing and implementing Staff development activities.
- Conducting Performance Appraisal.
- Maintaining accountability.

### **EXTENSION SERVICES**

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

### **WORKING HOURS**

The normal working hours of the College is from 8.30 a.m. to 3.45 p.m. with 40 mins as Lunch break. The college normally works for 6 days in a week. However, the 6<sup>th</sup> day in the week is allotted for Mentoring System and personality Development Programme.

### **TEACHING DAYS**

The college shall have at least 180 full teaching days per year or 90 full teaching days per semester. “Teaching days” here shall mean actual class room/laboratory contact days and do not include days of examination/tours/sports etc.

## **WORK LOAD**

Professor	:	5 hours/week
Associate Professor	:	10 hours/week
Assistant Professor	:	16 hours/week

## **SERVICE RULES 1.General**

- (a) These rules shall be called, the Dhanalakshmi Srinivasan College of Engineering & Technology, Mamallapuram, Chennai, Employees service and conduct rules and shall come into force from the date of its approval by the Governing Council. These rules supersede all other rules previously enforced.
- (b) Except as otherwise provided, these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.

## **2.Definition**

- (a) The term „College“ wherever used in these rules shall mean the Dhanalakshmi Srinivasan College of Engineering & Technology, Mamallapuram, Chennai.
- (b) „Trust“ means the Srinivasan Education and charitable Trust, Perambalur.
- (c) „Teaching Post“ means a post, the duties of which involve teaching and training the students and other academic responsibilities.
- (d) „Supporting Staff“ means persons appointed to Non-Teaching and NonExecutive posts.

## **3. Appointing Authority**

All appointments of faculty members and staff of the College shall be made based on a selection committee whose convener is the Principal and ratified by the Managing Trustee, subject to the approval of the Governing Council.

#### **4. Appointments on Contract**

Apart from appointments on regular basis, appointment of faculty and other staff can be made on contract basis by the Principal, subject to the approval of the Governing Council.

#### **5. Termination of Service/Resignation**

- (a) The appointing authority shall have the power to terminate the services of an employee by giving one month's notice, or payment of salary in lieu thereof.
- (b) If, in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, he will be considered for a less laborious job if such a vacancy exists and the employee is willing to accept it.
- (c) Resignation of an employee will come into effect only after the specific Approval/Acceptance by the appointing authority. The appointing authority may, in the interest of students call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- (d) The one month notice by the appointing authority is not necessary if the services of an employee are terminated on grounds of moral turpitude.

#### **6. Retirement**

The age of retirement of faculty members shall be normally 65 Yrs. If the management is satisfied that a person who has crossed 65 Yrs has not reached the stage of efficiency bar, may retain his/her services beyond 65 Yrs.

#### **7. Leave**

##### **(a) Casual Leave**

Staff members are eligible for 12 days C.L in a calendar year

##### **(b) Religious Holiday (Leave)**

Each staff member shall be entitled to one day optional religious holiday in a year. This optional religious holiday eligibility is only to those who actually celebrate the religious festivals.

**(c)Medical Leave**

Those who have completed 2 years of service in the college are eligible for a maximum of 15 days" medical leave in a year. This leave is allowed for hospitalization/bone fracture cases.

**(d)Maternity leave**

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

**(e)Marriage Leave**

Those who have completed 2 years of service in the college are eligible for 5 days leave for his/her marriage.

**(f)Summer vacation is allowed in a staggered manner, as described below:****i. Teaching Staff**

S. No.	Eligibility	No. of days
1	Staff who have rendered 1 to 3 years of service	25
2	Staff who have rendered 6 Months to 1 year of service	15
3	Staff who have rendered less than 6 Months service	Nil

**ii. Non-Teaching Staff**

S. No.	Eligibility	No. of days
1	Above 1 year service	2 weeks
2	6 Months to 1 year service	1 week
3	Below 6 Months	Nil

Winter vacation to the faculty members will be compulsorily declared during the period of central valuation. Any further period of winter vacation will be decided depending upon the exigencies of academic activities and other relevant factors.

**8. Qualification**

Qualification of the faculty member shall be as per AICTE/Anna University norms.

**9. Provident fund (PF)**

Staff must contribute 12% of their pay plus D.A towards EPF, subject to a maximum of Rs. 780/- per month.

The Management will make equal contributions to the fund as per rules.

**10. Group Gratuity Cum insurance (2006)**

All the regular staff who retires after a minimum of 5 Yrs of continuous service in the college (after 2006) are eligible for payment of gratuity subject to the rules of the scheme.

**11. Other Concessions**

Transportation for the staff to and fro will be provided at nominal charges for travel by the college bus. This is applicable only to the staff residing in the areas where college buses are operated.

**12. Pay Scales**

Pay scales of faculty shall be as per AICTE norms. Pay scales of supporting staff shall be decided by a committee appointed by the Governing Council.

**13. Promotion**

Promotion to higher posts shall be based on qualification, experience, performance and participation in the Institutional development activities.

#### **14.Travelling and Daily Allowances**

The Employees of the college are entitled to travel and daily allowances based on actual expenditures.

### **AWARDS/INCENTIVES**

#### **Cash incentive for faculty members for result oriented performances**

<b>S. No.</b>	<b>Description</b>	<b>Amount (Rs./)</b>
1	Teachers producing 100% pass in the theory subject handled by them	Rs. 10,000/- per subject
2	Teachers producing more than 95% pass in the theory subject handled by them	Rs. 5,000/- per subject

### **FINANCIAL ASSISTANCE/SPONSORSHIP FOR HIGHER STUDIES AND SKILL ENHANCEMENT**

1. The Management will allow the faculty members to avail „other duty“ facility with full pay for a reasonable duration, subject to the condition that the faculty member after the completion of higher studies, agrees to serve this college as per the terms specified in the contractual obligation tendered.
2. The following assistance/awards will also be extended to the faculty members.

#### **(a)Paper presentation**

##### **i)In India**

- OD for the period of conference including travel period
- Registration / delegation fee

##### **ii)Abroad**

- OD for the period of conference including travel period
- 50% reimbursement

**(b)Faculty Development programmes**

- OD for the period of the programme
- Registration fee

**(c)Incentives for Publication of paper**

- In National Journal — Rs. 1,000/-
- In international Journal — Rs. 3,000/-

**(d)Incentives for Publication of text Books**

- With Standard publishers — Rs.10,000/-
- With South Indian Publishers — Rs. 5,000/-

**(e)Incentives for funded project approvals from Government / Private Agencies**

- Funded project from Government agencies — Rs.5,000/-
- Funded project from non-govt. agencies — Rs.2,000/-

**PERFORMANCE APPRAISAL OF EMPLOYEES**

Staff Performance Appraisal System consists of:

- Appraisal by the Head of the Department
- Appraisal by the Principal
- Appraisal by the Student
- Self Appraisal
- Result

**Weightage for the Appraisals In case of Faculty**

- |   |     |
|---|-----|
| • Appraisal by the Students             | 30% |
| • Result                                | 25% |
| Appraisal by the Head of the Department | 20% |
| Appraisal by the Principal              | 25% |

**In case of other Support staff**

- |   |     |
|---|-----|
| Appraisal by the Head of the Department | 40% |
| Appraisal by the principal              | 60% |

**TRANSPARENCY**

The Principal and the HOD will discuss results of the appraisal with each employee for sustained good performance.



## **LEAVE RULES**

### **(a)CASUAL LEAVE:**

- All Members of staff are eligible for 12 days CL in a calendar year.
- The staff can avail CL only for one day in a month.
- Vacation and OD cannot be combined with CL.
- Half a day casual leave can be availed either for the forenoon session or afternoon session.
- The only proof of individual's presence in the campus on a working day is his signature in the attendance.
- Saturdays (if not working days), Sundays / public holidays / restricted holidays / weekly offs can be prefixed or suffixed to casual leave.
- Casual leave is availed by individuals only on prior sanction. However, in any emergency, the individual can be absent from duty and he must apply for leave immediately on joining duty. This is permitted only in an emergency. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by mail or by telephone to the component authority. The component authority for all employees will be the concerned Head of the Department. For all the Heads of the Departments, the component authority is the Principal.
- It is the responsibility of the faculty to make an alternative arrangement for the classes of the particular members of staff who go on leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.
- The rules and regulations given above may be followed while preparing the pay bill for that month.

### **(b)PERMISSIONS**

Two permissions of one hour duration each can be availed by the staff in a month.

### **(c)VACATION LEAVE**

- Faculty who have completed 1 year of service are eligible for a vacation of 20 days. Those who have not completed 1 year of service are eligible for the college's closed vacation only.
- The vacation leave can be availed of at one stretch of 20 days or in part of a minimum of 10 days each.

- Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave shall not be availed during the course of a semester except in case of emergency and with prior permission.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.

#### **(d) ON DUTY**

- Members of the staff are allowed OD for practical, theory valuation and University related examination work.
- Persons sponsored for higher studies shall not be eligible for university work including invigilation / vacation.
- Members of the staffs who avail on duty are expected to produce proof of attendance to the HOD concerned immediately on return.
- If a person sponsored for higher education is away from the college for more than 6 hours per week, he/she shall not function as department co-coordinator, acting HODs, wardens etc.

#### **(e) GENERAL RULE**

As far as possible, members of the staff are requested to avail leave without affecting regular work.

### **CAREER ADVANCEMENT**

As per existing AICTE norms.

### **FACULTY DEVELOPMENT**

#### **i. Higher Studies**

The member of staff is granted study leave for higher studies in the fields of specialization desirable from the point of view of the institution.

Preference will be given for the doctoral programmes, followed by Master Degree and Second Master Degree Programmes on execution of a bond to the effect. That he/she

Shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's programmes and in case he/she fails to successfully execute: and further that he/she shall refund the assured amount on prorated basis in case he/she does not serve the College for the full period as per the bond on return after successful completion of studies.

Staff are encouraged to pursue Doctoral research work within the college by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help for preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

## **ii.Seminars / Workshops / Conferences**

Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as ON DUTY.

The faculty are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work and preference will be given those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as ON DUTY during the period of attending the courses.

## **iii.Promotion of Research**

The college aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those members of staff, who exhibit initiative and drive by getting substantial grants for R & D work or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

#### **iv.Awards**

Excellent Teacher Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers at or attend National or International Conferences.

#### **GRIEVANCES REDRESSAL COMMITTEE**

- To redress the genuine grievances of staff and to ensure a congenial atmosphere for smooth working of administration, the college has constituted the grievances redressal committee.
- Faculty appeal either directly or through mail.
- Committee will resolve the grievances in consultation with the Principal and Management.

#### **TRANSPORT RULES & REGULATIONS**

##### **RULES:**

- Ragging is strictly prohibited inside the bus.
- If any student is involved in ragging, his / her bus facility will be withdrawn after proper enquiry.
- Students must board the bus at the respective stop as described by the Transport Department.
- Students are prohibited to communicate with the driver for any matters.
- All sort of problems must be communicated only to the Transport Officer and necessary actions will be taken.
- In case of non arrival of bus, alternate arrangements will be provided by the Transport Department.
- Any sort of financial transactions are not allowed inside the bus with the driver (or) attender.
- Celebrations related to birthday or towards any such matters should be strictly avoided.

- Students are advised to give respect and preference to the staff members for seating inside the bus.
- Boarding time of buses will vary depending upon the location and distance.
- All are advised to come and wait for the bus at their respective bus stop 5 to 10 minutes well in advance.

## **REGULATIONS**

- College bus facility is an optional service provided for the staff members and students who wish to come as day-scholars.
- For staff members college bus facility is provided at a concessional rate.
- For lab technicians and supporting staff members, bus fee is levied with a concession.
- For staff members, bus fee is deducted from their salary on monthly basis.
- After the payment of bus fee by the student, a bus pass will be issued by the Transport Officer.
- Bus pass must be available during their journey and random verification will be done by the Transport Officer or Transport Assistant.

## **HOSTEL RULES AND REGULATIONS**

The rules and regulations as stipulated below are applicable for all inmates of hostels Boys and Girls are provided separate hostels with comfortable accommodation. All the inmates admitted to the hostels are to conduct themselves be fitting to the reputation of the institution.

## **ADMISSION & ACCOMMODATION**

- Students seeking hostel accommodation are required to apply in the prescribed application which is available in the office.
- The requisite fee for hostel & mess has to be paid each year in advance. The fee receipt is to be produced before the deputy warden for admission.

- Students are allocated specific block/rooms and they have to stay in the room allotted to them. Change of room is not permitted until and unless written permission is obtained from the hostel authorities.
- For any requirements he/she is required to approach the deputy warden concerned.
- Each student is expected to share (four each) in a room allotted to them.
- Students are not allowed to carry food, cups, saucers and other utensils of hostel mess to their rooms under any circumstances and are also not supposed to bring the day scholars to the mess and rooms.
- Students should not waste the mess food.

### **CLEANLINESS IN HOSTEL**

Students are responsible for cleanliness of their rooms.

- All waste paper and rubbish must be placed in baskets provided for that purpose. Members should keep the room scrupulously clean. Soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown around in the rooms, terrace and premises. Writing, sticking handbills, posters etc. should be strictly avoided.
- Cooking in the room is strictly forbidden.
- Students are not allowed to remove any article furniture, other fittings or lights, belonging to the hostel. Any damage to the hostel property including driving in nails and defacing of walls, fixtures or furniture will be recovered from the individual concerned.
- If the person is not traced, the members of the wing or flat concerned will be held responsible. In case of wanton damage in addition to recovery cost of repair the deputy warden might impose a suitable fine.

### **RESPONSIBILITY OF STUDENT PROPERTY**

- The hostel or college authorities do not hold themselves responsible for any loss of private property by students residing in the hostels.
- Students are advised in their own interest not to keep money and other valuables in their rooms. They shall not lock their rooms when they leave the hostel during

the college vacation. The warden may order the breaking open of any locked room during the vacation if that becomes necessary.

### **HOSTEL DISCIPLINE**

- Ragging is strictly prohibited.
- Anything which interferes with student's studies must be avoided at all times.
- Study hours should be properly observed and students are not allowed to go around during study hours. They are supposed to be present in their respective rooms. Attendance will be taken every day during study hour. No noise of any sort will be permitted during the silence hours.
- Students should not sing aloud, whistle, shout or make noise which are likely to distract the attention of those who may be at their studies. Playing of stereos, Radios, tapes and cell phones etc. also amounts to disturbance and is prohibited.
- No student should leave the station or stay away from his/her room during the night except with prior written permission of the warden. Residents of the hostel should return to the hostel before 6.00 p.m.
- Hostellers are not permitted to bring day scholars inside the hostel under any circumstances.
- Warden or Dy. Wardens may enter any room for verification at any time of the day or night.
- Students are not allowed to celebrate birthdays and any festival in the hostel.
- Smoking, chewing pan, panmasalas, gutkha or taking intoxicating drinks in the campus including the college and hostels is strictly prohibited.
- Loitering about in the corridor or college and hostel campus is not allowed.
- No circular or subscription list shall be taken except with the permission of the warden.
- Students willing to have computer system in their room should get written permission from warden. No speaker and headphones are allowed along with the system.

## **Visitors**

- Visitors are not allowed to be in the hostel after 6.00 p.m.
- Visitors should report to the deputy warden and wait in the hostel office to meet the inmates.
- Visitors are not permitted to go inside the hostel rooms.

## **VACATING FROM THE HOSTEL**

- Students are not permitted to vacate the hostels during the middle of the academic year. At the end of the year/course, they have to submit permission letter to vacate and after due approval from the deputy warden they can vacate. All inmates need to strictly adhere to the timings.
- Students, who are suspended due to disciplinary action, have to vacate the hostel and only on completion of disciplinary proceedings he/she will be readmitted to the hostel.
- All fees including/fine will have to be paid before vacating and no due certificate has to be submitted to the hostel office. Principal will be the warden of the hostel and his decision will be binding/final incase of matters pertaining to the hostel.

## **RESEARCH, IPR AND CONSULTANCY POLICY**

1. All principal investigators/members at DSCET will comply with the highest ethical standards for the conduct of research and consultancy work
2. A fair and honesty in research and consultancy work by understanding own values, limitations, competence, belief system and client needs
3. Confidentiality in all circumstances on maintaining documentation, safe guarding the clients confidential inputs and data
4. There will be mutual understanding about the roles, interest and responsibilities of principal investigator and the concern members
5. Promoting the highest possible standards in research and consultancy
6. Encourage freedom of expression and mutual collaboration through the open exchange of ideas among the various departments



7. Apply clear procedures to manage the conduct of research and consultancy work
8. Principal investigators and senior members have a responsibility to develop junior faculties/UG, PG students in developing the necessary skills to acquire research and consultancy work from the industries
9. Making DSCET become the number one industry- institution hub with state of art technologies
10. Balancing the academic and research work without compromising the quality.
11. Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.
12. Innovation and IPR are promoted in DSCET that encourage faculty and students to convert their innovative ideas into patent.

### **ENVIRONMENTAL POLICY**

The Policy of DSCET is to conserve natural environment and energy consumption towards sustainable development of society;

- To create awareness among students about conservation of natural resources and development of Renewable Energy Sources.
- To facilitate development of technologies utilizing alternate sources of energy.
- To adopt fair, ethical and environment-friendly approach, towards Green and Sustainable environment initiatives.
- To help building up a society that has conservation oriented attitude towards water management, effective use of harvested Rain water, and preserve surrounding ecosystem.

### **CODE OF CONDUCT (STUDENTS)**

1. Students should be present in the college premises ten minutes before the commencement of the classes. Late comers will not be permitted to attend classes.  
Habitual late comers will be fined and the matter will be dealt seriously.
2. Students should have moral responsibility. They should behave in a disciplined manner with teachers, non-teaching staff and co-students. Even verbal contact between boys and girls is prohibited.
3. Students are expected to show respect to teachers by greeting them on their first meeting on each day in the college premises.

4. When a teacher enters the classroom, the students should standup and keep standing till they are directed to sit. Students must stand up when a visitor enters their classroom.
5. No student should leave the classroom either without permission or before the teacher leaves the room.
6. Students, who come to the classroom after the roll call, should enter only on getting permission from the lecturer in-charge.
7. Students shall spend their leisure time in the library or in the net lab.
8. Loitering in the verandah, disfiguring or disturbing furniture and writing on walls or desks are strictly prohibited. Students violating this rule will be fined.
9. Students must observe silence while at work in the classroom, library and laboratory.
10. Students are expected to read the notices / circulars displayed on the notice boards and ignorance of the above will not be accepted as an excuse for failure to comply with it.
11. No meeting or debate of any kind shall be arranged / conducted by any student in the college premises without the written permission from the Principal.
12. Students shall not align themselves with any political party or take part in any political agitations.
13. No student shall organize or instigate strike, of any kind. Any student who contravenes this rule will be expelled from the institution.
14. Any grievance shall be given in writing/ email or online through college website to the Principal.
15. No subscription of any kind shall be collected by any student without the written permission from the Principal.
16. Any act of misbehavior or indiscipline will entail suspension and / or expulsion from the college.
17. Students using either college bus or the private bus should not indulge in any act of misbehavior during bus journey.
18. Students who are not living with the Parents or Guardian shall reside in hostel or in lodging approved by the Principal.
19. Students should abide by the rules and regulations framed by the management from time to time. The management has full right to expel a student.

20. In regard to all matters, not specified in the forgoing rules, students shall aim at conducting themselves with the highest standard of conduct befitting the reputation of the college.
21. The Principal's decision shall be the final in the matters of punishment to the students for violation of any of the college rules.
22. Use of mobile phones is strictly prohibited in the campus, during the working hours.