



IFET COLLEGE OF ENGINEERING

(An Autonomous Institution)

IFET Nagar, Gangarampalayam, Villupuram – 605 108. Tamilnadu

Human Resources Development Policy & Finance Manual

August – 2023

IFET COLLEGE OF ENGINEERING

Human Resources Development Policy

INDO FRENCH EDUCATIONAL TRUST (IFET)

INDO FRENCH EDUCATIONAL TRUST (IFET) was formed with an objective of promoting education and research in the field of Engineering and Technology and to collate and disseminate in such fields effective ideas, methods and techniques. The Trust has dedicated itself in educating and guiding youth in a proper way for acquiring an understanding of Technology and its importance and value in day-to-day life. To cherish this objective and the needs of our nation, the trust established IFET College of Engineering in 1998. The institution is approved by AICTE, New Delhi and affiliated to Anna University, Chennai.

GOVERNING BODY

The Governing Body of the college consists of the following members:

- 1) Management - 5 Members
- 2) Teachers of the College - 2 Members
- 3) Administrative Staff of the College - 1 Member
- 4) Educational (or) Industrialist - 1 Member
- 5) State Government Nominee - 1 Member
- 6) University nominee - 1 member
- 7) Principal of College - 1 Member

Term: Normally, the Governing Body shall be reconstituted every five years.

Meetings: Meetings of the Governing Body shall be held at least once in six months.

ACADEMIC COUNCIL

- 1) Principal –Chairman
- 2) All HODS of Department in the College
- 3) Four senior teachers
- 4) Four experts/academic mission from outside the college (Nominated by Governing body)
- 5) 3 nominees of the University-not less than professor
- 6) The Controller of Examination
- 7) A faculty member nominated by the principal.

Term: The term of the nominated members shall be three years

Meetings: Meetings of the Academic Council shall be held at least once in six months

BOARD OF STUDIES

- 1) Head of the department concern (Chairperson).
- 2) The entire faculty of each specialization,

- 3) 2 subject expert outside the parent university-nominated by academic council.
- 4) One expert-nominated by the Vice-Chancellor.
- 5) One representative from industry relating to placement
- 6) One alumni – nominated by Principal
- 7) Experts from outside the college.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once in six months

FINANCE COMMITTEE

- 1) Principal – chairman
- 2) One member to be nominated by the Governing body
- 3) One member from Finance office of the college.
- 4) One senior – most teacher of the college nominated by the Principal.

Meetings: Meetings of the Finance Committee shall be held at least once every six months

Quorum: Presence of a minimum 50% of Members will be the quorum

OUR VISION

Emerge as a premier institution of excellence, dedicated to shaping students into globally renowned professionals in Engineering and Management.

MISSION OF THE INSTITUTION

Aligned with our vision, we are committed to:

M1: Delivering exceptional education focused on practical outcomes, ethical values, and societal impact.

M2: Providing state-of-the-art infrastructure to meet the demands of evolving technologies.

M3: Empowering students to achieve sustainable success and fulfil their professional aspirations.

M4: Cultivating an environment that supports faculty in continuous professional growth, research, and collaborative engagement with industry for the benefit of students.

M5: Promoting a holistic development culture, emphasizing leadership, innovation, and entrepreneurship among students.

FACULTY

Cadre structure for Teachers: Principal, 2. Professor, 3. Associate Professor, 4. Assistant Professor, 5. Librarian / Director of Physical Education, 6. Laboratory Assistant

FACULTY QUALIFICATIONS

Faculty is recruited based on the qualifications prescribed by the AICTE.

MINIMUM QUALIFICATION AND EXPERIENCE FOR TEACHING POST

	ENGG & TECH	MBA	SCIENCE & HUMUNITIES
Assistant Professor	B.E. / B. Tech. / B.S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M.Com. With First Class or equivalent	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates exempted from the requirement of SLET/NET.
Experience	Not Mandatory	2 year professional experience after PG	Not Mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject
	AND	AND	AND
	At least total 6 research publications in SCI/SCIE/UGC AICTE approved list journals.	At least total 6 research publication in SCI/SCIE/ UGC/ AICTE approved list journals	Minimum of seven publications in the peer-reviewed or UGC-listed Journals
Experience	Min 8 years of experience in teaching out of which 2 year after Ph.D	Min 8 years of experience in teaching out of which 2 year after Ph.D	Min 8 years of experience as Assistant Professor
Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least 6 research publications at the level of Associate Professor in SCI/ SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals
	OR	OR	OR

	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC/AICTE approved list of journals till the date of eligibility of promotion	Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience
Experience	Min 10 years of teaching experience & 3 years as	Min 10 years of teaching experience & 3 years as Asso.Prof	Min 10 years of teaching experience & guided doctoral candidate
Principal/ Director	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor		

RECRUITMENT PROCEDURE

MODE OF SELECTION OF TEACHINGSTAFF:

Direct recruitment to all cadres is strictly based on merit. Procedure for recruitment is as follows:

1. Requirements are forwarded by the departments to the Vice Principal.
2. Advertisements are published in leading newspapers
3. Applications are scrutinized after the last day for receipt of applications
4. Candidates are informed over phone indicating location, date and time for interview.
5. Selection committee shortlists candidates of appointment
6. Letters of appointment are issued to selected candidates, based on norms and requirement

Composition of Selection Committee

- Chairman / Secretary
- Principal
- Vice Principal, Head of Department, Senior Member of the Department concerned
- Expert members

MODE OF SELECTION OF NON- TEACHINGSTAFF:

All positions are advertised in the local newspapers. After scrutiny of application received, eligible candidates are called to appear for a technical test and subsequent personal interview. The selection Committee consists of some or all of the following:

- Chairman / Secretary
- Principal
- HOD Concerned/ Administrative Head.

All appointments (Faculty / Staff) made after selection are forwarded to the Chairman for approval.

SERVICE CONDITIONS

1. A person shall be deemed to have been appointed to a post at IFET College of Engineering provided the post is in accordance with the existing AICTE / Anna University, Chennai norms.
2. The pay scales of teaching Faculty shall be fixed by the Selection Committee as per the scales ordained by the AICTE from time to time. Currently the following are the scales as per the sixth finance commission prescribed by the AICTE.

Asst Professor Rs. 15600 – 39100 with an AGP of Rs. 6000.

Asso Professor Rs. 37400 – 67000 with an AGP of Rs. 9000.

Professor Rs. 37400 – 67000 with an AGP of Rs. 10000.

3. Seniority of any employee in any grade shall be determined by the date of his/her first appointment on probation, unless he/she has been reduced to a lower rank due to disciplinary action or has been on leave without pay.
4. In case more than one person has been recruited by the selection committee to a particular grade/ cadre, the seniority is fixed by the Selection Committee at the time of appointment.
5. All appointments in the academic services shall be made by advertisement/selection and all in service personal who possess the desired qualifications are permitted to apply. The Management however has the right to make the appointments on adhoc / by deputation.
6. Every Employee of the college shall be appointed by a written contract outlining the conditions of services, which shall be as far as possible uniform for a particular grade, except for the salaries payable to them. This shall be lodged with the trust office with a copy furnished to the employee.
7. Applications seeking employment elsewhere shall not be forwarded for an employee under probation. If the probation period is not indicated in the appointment letter issued to him, it shall be considered as "one year probation".

PROBATION

1. All appointments of the candidates selected will be temporary and deemed to be on probation for a period of 12 Months. After the completion of the probation the employee shall be reviewed and if found satisfactory, his/her services will be confirmed. His / Her service conditions will be governed by rules and regulations of the college in vogue.
2. In the case of tenure or contractual assignments the employee would be deemed to be on probation for a period of 12 months and this period could be extended by the management, if the management so desires.

3. Candidates appointed on purely temporary basis in any vacancy or leave vacancy, have no right to claim a permanent post in the college. However such candidate may apply for such posts in a regular procedure for open competition.
4. If a person normally appointed to a temporary vacancy is subsequently promoted or appointed to a regular position, he/she shall commence his probation from the date fixed for appointment on the regular position / new appointment.
5. Services of any person appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason thereof.

INCREMENTS

Increment will be sanctioned based on the appraisal of the employee by

- ❖ Head of the Department concerned
- ❖ Dean Academics
- ❖ Principal

In the case of Non-Teaching Employees, the appraisal is made by

- ❖ Head of the Department concerned
- ❖ Principal

Increments may be withheld if the performances /conduct have not been good /satisfactory. The authority withholding the increment shall state the period for which it is withheld and if so whether any postponement shall have the effect of postponing future increments also. Leave period shall be taken into account for the postponement.

PROMOTION POLICY

Promotion to a higher level of services shall be made subject to availability of posts, eligibility of staff on the basis/ criteria of merit or efficiency, commitment/ dedication of the Faculty must be to the all-round development of the corporate ambience of the college. Seniority however will be the deciding criteria.

RETIREMENT

An employee of the college shall retire on superannuation on attaining the age of sixty (60) years. This rule is not applicable to employees on contract. Contractual employees shall be bound by the terms and conditions of their offer letter issued by the management.

RESIGNATION

Any member of the faculty / supporting staff in permanent service shall give three months' notice in case he or she needs to be relieved (should be present during the notice period) or three months' salary in lieu thereof. The appointing authority reserves the right to waive the notice period or compensation thereof.

Termination of the services of an Employee

- ❖ The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reason thereof.
- ❖ The Management reserves the right to terminate the services of an employee on medical grounds giving suitable notice/suitable salary in lieu as it may deem fit.
- ❖ The Management may terminate any employee whether temporary or permanent if he/she is involved in any political activity/criminal case/ has failed to do the duty leading to moral turpitude/negligence of duty.
- ❖ Interpretation of rules, notwithstanding anything said anywhere, subject to availability of fund and the Management's decision shall be final in this regard.

Code of Conduct

Every employee of the college shall devote his/her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere in the proper discharge of his or her duties. This provision shall not apply to academic work undertaken with prior permission from the management.

Every employee should maintain absolute integrity and be committed and devoted to the college and do nothing that can go against the dignity and prestige of the college particularly in his/her relationship to the management, principal, staff, students and visitors to the college.

No employee, without the previous sanction of the Principal/management solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever except for routine farewell or felicitation functions connected with the college.

No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration

No employee shall except with the previous sanction of the Principal own, whole or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.

No employee, while on service, shall participate in politics or stand for election either as an independent or on any party.

No employee shall invite or participate in strikes or incitement there to pertaining to his service or other conditions, which tends to bring disrepute to the college.

No employee shall take recourse to any organization/forum/courts or the press in order to ventilate or air the grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his/her case.

No employee may absent himself/herself from duty without prior permission. In case of emergency or proceeding on leave without prior permission, he/ she must explain the circumstances before rejoining duty.

Every employee shall be at work punctually based on the timings fixed unless permitted otherwise by his/her Superior. No employee shall after reporting for duty be found absent during the period/work assigned to him/her.

The following shall be construed as misconduct

Failure to exercise efficient supervision

1. Insubordination or disobedience showed to his/her superior officer.
2. Gross negligence in teaching or other duties.
3. No outsider should be allowed into the college premises so as to endanger college property.
4. Any act which is immoral and can be punished under the IPC.
5. Intemperate habits affecting the efficiency of teaching.
6. Failure on the part of an employee in suppressing factual information of his/her previous history.

DISCIPLINARY PROCEEDINGS

No employee shall be subjected to any punishment unless

- (a) The member is informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a representation in person or in writing.
- (b) Such representation would be taken into consideration by the competent authority before any action is contemplated.

Disciplinary punishments and Appeals

All employees of the college may for sufficient reasons be imposed the following penalties.

- (a) Censure
- (b) Fine
- (c) Withholding of increments / promotion
- (d) Depromoting to lower post or a lower stage in the time scale.
- (e) Recovery from the pay (whole or partial) pecuniary loss caused to the college by negligence
- (f) Compulsory retirement
- (g) Removal from service
- (h) Dismissal from service

All actions indicated above shall be decided by a Committee consisting of

1. Chairman
2. Principal
3. Vice Principal

The enquiry shall be conducted by a duly constituted Board and no action shall be contemplated or taken unless the employee is given a reasonable opportunity to be heard.

Job Responsibilities of Faculty

As per AICTE pay commission recommendation, the job responsibilities of Faculty are divided into four areas.

- (a) Academic
- (b) Research & Consultancy
- (c) Administration and
- (d) Extension Services.

They are broadly identified as

ACADEMIC

1. Class Room Lectures
2. Laboratory Guidance / Instruction
3. Curriculum Development
4. Development of learning Resource Material
5. Development of laboratories, Manuals etc.
6. Student Evaluation and Assessment including University examination Work.
7. Participation in co-curricular & extra-curricular work
8. Students Counseling.
9. Conduction and Participating, Continuing Education, Summer schools / Seminars, winter Schools and symposia.
10. Self-up gradation by acquiring higher qualification, keeping abreast of developments in his / her own field.

RESEARCH & CONSULTANCY

1. The College aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels of R & D activities, Research / Project Guidance
2. Identifying and encouraging the faculty to apply for Research projects to different funding agencies and industries to carry out Research, consultancy and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
3. Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs 25000/- per project as seed money, towards developing a prototype or model.

Research Promotion Policy

An initiative to encourage and reward faculty members for their outstanding research publications in high-impact SCI/SCIE and Scopus indexed journals, conferences, books and book chapters.

S. No.	Research Activity	Incentive (Rs.)	Norms
1	Research paper publication in International journals listed in SCIE/SCI/ESCI	Impact Factor above 0.5 - Rs. 4,000 1 - Rs. 5,000 1.5 - Rs. 7,500 2 - Rs. 10,000	<ul style="list-style-type: none"> First Author (or) Second Author only can claim the research incentive. First Author is eligible for 100% incentive (or) Second Author is eligible for 75% incentive. Claiming Author affiliation should be IFET College of Engineering.
2	Research paper publication in international journals listed in Scopus Indexed Journals	Rs. 4,000	<ul style="list-style-type: none"> No incentive for First publication Subsequent publications will get the research incentive. First Author (or) Second Author only can claim the incentive. First Author is eligible for 100% incentive (or) Second Author is eligible for 75% incentive. Claiming Author affiliation should be IFET College of Engineering.
3	Publication in International Conferences (Scopus Indexed)		
4	Book(Authored/Edited), Book chapter Publications (Scopus Indexed)		

ADMINISTRATION

Oversight of policy planning, monitoring, evaluation, and promotional activities at both the departmental and institutional levels. This includes the design and development of new academic programs and disciplines, as well as participation in national and state-level policy planning bodies.

Engagement in the organization of academic and professional events such as faculty and student conferences, workshops, and symposia at the departmental, institutional, state, and national levels.

Responsibility for the planning and development of academic schedules and timetables across departments and the institution. Additionally, contribute to institutional resource mobilization, ensure accountability through regular reviews, and conduct faculty and staff performance appraisals.

Extension Services

Interaction with Industries/Services Institution, promote Community Services amongst students.

Working Hours

The college working hours consists of 45 working periods per cycle has 5 day working schedule. The normal working hours of the college is 9.20 am to 4.20 pm with a 45 minutes lunch break.

University stipulation on Teaching days

Anna University stipulated that the college working /Teaching days should be 90 days/semester or 450 hrs per semester. These do not include examinations/industrial visits/sports or other days of extra/ co-curricular work but imply actual class room lecture / laboratory contact days.

Work load

Contact hours of teacher should be as follows:

Principal/ Dean	- 04 hours/ week,
Professor/Asso Prof	- 08 hours / week
Asst. Professor	- 16 hours / week

In addition, the Faculty at all Levels shall assign suitable time for R & D /Consultancy, Administrations and Extension services.

Performance Appraisal

Annual staff Performance Appraisal System has been introduced. The system consists of

1. Appraisal by Head of the Dept.
2. Appraisal by Dean Academics
3. Appraisal by Principal
4. Feedback by Students

Transparency

Chairman / Principal / Vice Principal / HOD / will discuss the details of the appraisal with every employee. Continuous and sustained performances, will be a must for internal promotions, for Selection as HOD's or selection as Chairman of various committees, deputation, eligibility for study leave and other financial benefits, awards etc

LEAVE RULES

These leave rules shall apply to faculty and staff of IFET college of engineering

(a) Casual Leave

- ❖ All faculty and staff are entitled to 12 days of casual leave in a calendar year

- ❖ Faculty and staff can avail only on a prorata basis of 1 day CL for a month.
- ❖ Faculty/ staff can accumulate CL only up to 3 days.
- ❖ Non-working Saturdays, Sundays and declared holidays during the period of casual leave are not counted as part of the casual leave
- ❖ Compensatory leave can be availed in lieu of work done on non-working Saturdays, Sundays and declared holidays. Compensatory leave should be claimed within a month and can be prefixed or suffixed to CL
- ❖ Casual leave not availed in any calendaryear cannot be carried over to the next calendar year
- ❖ Half a day CL can be availed either in the forenoon or afternoon.
- ❖ CL can be availed only on prior sanction. In case of exigency, the employee can be absent from duty after duly informing the higher authority and the leave letter submitted on resuming duty after CL is availed. This is permitted only on emergency.
- ❖ It is the responsibility of the faculty to make an alternate arrangement for the classes missed because of the casual leave.
- ❖ HOD would monitor and ensure that no class is left free/ unattended.
- ❖ HOD office should maintain the CL register and permission granted for the respective staff under his/her control. This statement should be submitted to the office manager before the last working day to prepare the pay bill.
- ❖ Rules and regulations indicated above will be strictly followed while calculating the pay bill for the month.
- ❖ Staff members taking leave without prior permission or without any information for two days continuously will be deemed to be absent and the same treated as "Leave without pay"
- ❖ If LOP is availed prefixing and suffixing of CL/holidays all the intermediate days will be treated as LOP.

Permission

Two permissions of one hour duration each or one 2 hour permission can be availed by faculty /staff in a month on emergency only, either in the beginning or ending of the day.

Vacation leave

- ❖ Faculty who have completed one year of service are eligible for a vacation leave of 33 days (15 in odd Sem & 18 in even sem) in a calendar year. Those who have not completed one year of service are eligible for the college's closed vacation /pro rata

leave at the discretion of the Management only

- ❖ Vacation leave can be availed during slots allotted.

SICK LEAVE

Two days of sick leave per semester is permitted. A medical certificate must accompany the sick leave letter, if the leave taken is for more than 30 days. This leave is permitted only after the probation period and at the discretion of the Management only.

ON DUTY

- ❖ Faculty deputed by the institute to attend Conference / Seminars / Meetings and other college or institute work shall be deemed to be as “**on duty**” or on terms specified by the Management.
- ❖ Faculty could undertake University Examinations work / Central valuation / Laboratory External Examiner / any other University connected work which is remunerated, not exceeding 6 days in each semester, but cannot be carried over are expected to produce proof of attendance immediately on return. However, in case of excess OD availed it has to be adjusted from CL/Vacation/EL of the forthcoming semester.
- ❖ Any faculty, who has completed three calendar years of service at IFET College of Engineering, can be sponsored / sanctioned study holidays for higher studies. During the period of his sponsorship he will not be paid any salary / allowances. If the person sponsored needs to be away, then he / she shall not function as coordinator, HOD, Warden etc.
- ❖ The services of faculty proceeding on leave beyond two months, unless sponsored by the institute will be terminated.

MATERNITY LEAVE / MEDICAL LEAVE

- ❖ Regular employees of the college proceeding on maternity grounds are entitled to avail maternity leave. 45 days with pay + 45 days without pay + Daily Half day for 2 months for post – natal care. Vacation cannot be combined. Staff can avail maximum of two maternity leave only up to the second child. Minimum of three years gap should be there between the first maternity leave and the second maternity leave. In such cases they should continue to serve the institute for a minimum period of one year thereafter. This leave is not debited to the leave account.

CAREER ADVANCEMENT/ PROMOTION RULES

- ❖ **Assistant Professor** with M.E/M.Phil MBA & 8 years of experience in which at least 2 years of experience in IFETCE, published papers (6 – Engg & 7 – M.Phil,MBA), recognised as research supervisor and received an grant of Rs 1,00,000/- with reasonably good performance are likely to be promoted as **Associate Professor**. Others will be promoted as and when they satisfy the above condition.

- ❖ **Associate Professor** with M.E. / MBA / M.Phil, Ph.D qualification & having 5 years of experience as Associate Professor in which at least 2 years of experience in IFETCE, published 6 – Research Papers and 2 successful Ph.D Guided **(or)** 10 – Research Publications, with reasonably good performance are likely to be promoted as **Professor**
- ❖ For every upward progression of faculty, regulations lay down by the AICTE / Anna University, to which the college is affiliated, would be followed. Period spent on higher studies is also reckoned for purposes of awarding a higher scale.
- ❖ Sponsorship for higher studies is based on seniority, preference being to Doctoral programmes, the said facility is limited to two Faculty Members per year per department, without affecting the coursework / projects of students.
- ❖ Any faculty seriously interested in promoting or advancing the cause of research and who exhibits interest and aptitude will be suitably encouraged by the institute and shall receive special commendations

STAFF DEVELOPMENT AND TRAINING

Supporting staff (Administration & Technical)

- ❖ Arranging in-house training programmes, with the help of resource persons from the English and Management Departments (English Grammar basics).
- ❖ Arranging professionals from the industry and Academia to deliver training programmes on all aspects of management and technical skills needed for running an office in a self-financing educational institution.
- ❖ To impart computer knowledge to all ministerial and subordinate staff, with the help of Faculty from the Computer Science and Engineering / Information Technology Department. Training such staff in working knowledge of English is also needed, and this is done with the Faculty from the English department. Laboratory technicians are likewise given special exposure to newer equipment and process by head of the departments.

GRIEVANCE CELL

Any employee having any kind of grievance can address his /her problem to the grievance committee in writing. Genuine grievance of the staff and students are considered and remedial measures are instituted.

WOMEN'S CELL

The Supreme Court judgment on sexual Harassment of Working Women- August 1977 also includes a legal definition of what sexual harassment is and gives pertinent

guidelines on how to identify this kind of prohibitive behavior and preventive steps that need to be taken. The intent of the Women's Development Cell IFETCE shall be to:

- ❖ Create awareness on equal opportunity for women who ultimately lead to an improved attitude and behavior of men towards women. Bring about an attitudinal and behavioral change amongst adolescent youth.
- ❖ Provide a harassment free working/living atmosphere by identifying and fixing responsibility on concerned persons for ensuring equal treatment of and participation by women in all areas of activity in the campus.
- ❖ Conduct programmes for ladies
- ❖ Deal appropriately with reported cases of sexual harassment, abuse or discrimination. Initiate action against particular grievances in respect of unfair treatment based on gender basics.
- ❖ **March 8**-Women's Day is celebrated every year.

WELFARE MEASURES

The following are some of the ~~measures~~ /services provided to the faculty and staff of the college:

- (a) Provision of an excellent canteen in the campus providing tea free of cost twice a day and lunch at a subsidized rate.
- (b) The Management grants maternity leave for women employees for a period of 3 months (45 days with pay and 45 days without pay) and half-a-day post natal leave for a further period of two months.
- (c) Educational loan for higher studies (conditions apply)
- (d) Interest free loans for emergency.
- (e) Free transport for Faculty and staff.
- (f) In the event of the death of an employee, while in service, his/her dependent will be considered for employment, depending on individual merits, limited to the case of Junior Assistant, subject to availability of the post. In case they are highly qualified, they would go through the normal selection process, but all things being equal, preferences shall be given.
- (g) Group insurance which covers the entire faculty.

FINANCIAL POWERS

Chairman

All financial powers are vested with the Chairman, as he is the sole signatory of the trust spending, along with a senior Member of the Trust.

Finance Manual

As the Chairman, he is vested with full financial autonomy and enjoys unlimited powers:

1. To appoint and fix the remuneration/Teaching/ Non-Teaching Staff of the college and also sanction increments, as per norms.
2. To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
3. To purchase fixed assets within budgeted limits.
4. To authorize fixed payment of purchase bills and to confirm oral sanction given, if any, to Chairman / Principal / HoD's etc. over and above their delegated powers
5. Delegate financial powers down the line in case of exigencies work.
6. The Chairman shall exercise powers vested in him judiciously for the effective Management of Financial System of the college.
7. All the finance activities shall be subject to ratification by the Governing Body (GB).

Imprest Cash

Principal

Principal is delegated with financial powers up to a maximum of Rs. 1,00,000/- for any academic, co-curricular / extra-curricular activities or for any one of the following:

1. To authorize purchase of consumables for laboratories over and above the powers of the Heads of Department.
2. To permit reimbursement of travelling allowances and other expenses incurred for official purpose within the permitted limits to be decided by the Chairman.
3. To entertain guests in the campus
4. To sponsor Faculty / Staff for any academic or co-curricular / extra-curricular activities
5. To authorize any expenses which he may deem essential

Heads of Department are given an imprest cash of Rs. 10,000/- each to meet the following expenses which is to be ratified by the Principal / Chairman against receipts.

1. To meet urgent consumable purchase for the laboratory
2. To meet small non-recurring expenses
3. To pay for the TA/DA or other expenses of the Departmental Staff within the permitted levels
4. To incur any other expenditure that may be deemed necessary.

Traveling, conveyance & Telephone Expenses

- ✓ The Chairman/ Principal / Deans / Head of Departments have access to the college telephones, fax and transport. However in case of emergencies, they could avail other sources and claim reimbursement within limits, decided by the Chairman.
- ✓ The Faculty and Staff sponsored for any outstation programmes and training, authorized by the management can reimburse the expenses incurred, the amount actually spent or II Class sleeper fare whichever is less. Daily allowances as approved by the Principal shall be paid.
- ✓ The staff on official work can be paid local conveyance expenses at the rate approved from time to time. Auto fare can be reimbursed, If the place of visit, is not connected by bus or train

Sports & Games

- ✓ To encourage activities in the field of sports and to produce quality Sports Men and Women, it is necessary to expose them to matches / tournaments, organized by University or sports bodies. TA and DA will be reimbursed if the individual/ team win the semifinal round.
- ✓ The claims with necessary details and bills, duly authorized by the in charge / physical director and Principal shall be submitted for sanction.

Staff Loan & Salary advance

- ✓ This is not normally encouraged. However in dire circumstances / emergencies, any request for loan or advance by the permanent staff, shall be made to the Chairman for his consideration as per norms.

Purchases

- ✓ All the Departments, including the Hostel, Library, Transport, shall critically analyse their requirements. Based on their requirement & budgets, taking into account syllabi, technology up gradation, quality etc and place their requests before the purchase committee. All requests must be addressed to the Principal.
- ✓ All requests for purchase of non-recurring assets should contain minimum three quotations, a comparative statement after preliminary discussions have been made with the supplier, with regards to statement of quality, quantity, and alternative means of substitution and also the current trends in the market. Obsolete items should not be purchased. Unless the purchase is cleared by the purchase Committee, the request should not be forwarded to the Chairman. Purchase orders will be issued from the office of the Chairman.
- ✓ A complete database of the products relevant to the purchase, suppliers and prices should be used while making the decision for purchase.
- ✓ The Lab-In-Charge / Stores-In-Charge shall be responsible for the receipts, issues and balances. He is accountable for all his actions and has to maintain proper records and

make it available for audit at any time. The purchase could also be made by cash in cases of emergency and later it should be ratified by the Principal / Chairman.

Stores

The Lab – in – Charges / Stores-in – Charge shall intimate the concerned Department immediately on receipt of goods. The HOD concerned shall arrange to inspect the goods and clearance will be issued for passing the bill. The HOD concerned and the Stores Officer are jointly responsible for the receipts of, non-performing / defective goods received from the supplier. Immediate arrangements should be made to contact the supplier regarding the status and necessary steps taken to stop payment, unless the HOD / Stores Officer is convinced on the quality and the usefulness of the goods supplied by the vendor.

The stores / HOD's – Departments are expected to maintain the following:

1. Stock Register (Assets/Non-Consumables)
2. Consumable stock register (item-wise folio, details of receipts, issues and balances)

Banking

All bank transaction should be done on a daily balance basis. Cash for depositing should be done through our bankers only. At no time should cash be carried from cash section of the college to the bank counter. All cheques and cash should be deposited in the Bank, by the Bank Collection System on the same day. The Trust Office should be informed about the daily transactions every day at the close of banking hours.

Augmentation of Income and Cost Control

The committee consisting of the Chairman / Principal and Office Manager shall review at frequent intervals the financial aspects of the collection process of fees and other recoverable from students, income / expenditure and seek remedial measures to curtail expenditure. All the arrangements should be made for the speedy collection of fees and due from the students to the college.

Budget

The Principal is totally responsible for the preparation of the Annual Budget. All Departments are to prepare an Annual Budget including recurring expenditure and the Principal would present a consolidated budget to the Management and that should be ratified at a Governing Body meeting. As far as possible, any expenditure for the next Financial Year should follow the budget.