



RULES, POLICIES & PROCEDURE

AY : 2022 - 2023

***Approved by AICTE, affiliated to Anna
University, Accredited by NAAC A***

ABOUT OUR INSTITUTION

We at Jeppiaar Engineering College, have dedicated ourselves to impart technical and engineering education at its best. We strive to provide the students with the right environment to acquire and impart quality technical education that fosters learning and research. Jeppiaar Engineering College is determined to spawn creative, highly employable, disciplined and competent global citizens.

The management of Jeppiaar Engineering College believes in:

- Creating and sustaining an ecosystem that supports, develops and maintains the most important asset of the organization, the human resources
- Hiring of competent professionals with passion for teaching, research, consultancy and also suitable personnel with skills for providing support functions
- Continuous development of the key competencies of the employees
- Retention of the employees for a long and mutually beneficial relationship
- Developing and communicating sound policies and procedures that balance the needs of employees and the growth of the institution
- Provide strategic leadership stressing on honesty, integrity and teamwork

Board of Governance
(Chairman and Managing Director)

Governing Council

Principal

HODs

**Training &
Placement Cell**

Exam Cell

Librarian

**Maintenance
Officer**

**Admin Staff /
Reception**

Faculty

Lab Assts

**Exam Cell –
Faculty
Coordinator**

**Exam Cell –
Staff**

**Library
Staff**

**Hostel
Warden**

**Maintenance
(Civil, Plumbing,
Electrical)**

**Accounts
Staff**

RECRUITMENT

In a competitive scenario where talent is in short supply, the primary function of HRD is to create a competitive edge and a strategic advantage to the college by providing a pool of capable and committed faculty members and other workforce.

IDENTIFYING THE VACANCY

The departments send their manpower requirements after analyzing the workload, availability of manpower and the expansion planned.

RECRUITMENT PROCESS

Direct Recruitment to all cadres is based strictly on merit. The selection is done by duly constituted Committees for the various departments. The following procedure is adopted in selection of faculty members.

- Advertisement in Newspapers / Faculty Plus/ LinkedIn
- Scrutiny of applications received till the last date as mentioned in the advertisement
- Constitution of the Selection Committee
- Intimation to candidates about the date and time of Interview
- Personal interview with demonstration of teaching capabilities
- Based on the recommendations made by the Selection Committee the candidates are informed of their selection.

2. QUALIFICATIONS/EXPERIENCE/ PAY

2.1 Norms : The qualifications, experience and pay for the various teaching positions are in line with AICTE norms.

2.2 Increment : Annual increment will be decided based on the Faculty Performance Appraisal.

2.3 Probation : Initially the selected candidate will be on probation for a period of one year, after which the performance of the appointee will be reviewed to regularize their appointment.

2.4 Promotion Policy: Promotion to higher level of service is time-bound and as per experience except in cases where an improvement in performance is required.

2.5 Retirement : Teaching staff of the college shall retire from the services when he / she attains the age of 58 years
Non-Teaching staff of the college shall retire from the services when he / she attains the age of 58 years.

2.6 Resignation :

1. Any member of the faculty in permanent service shall give **two months' notice** in case he / she desire to be relieved from the services. Alternatively, he/she shall pay **two months' salary** in lieu thereof. Normally they will not be relieved **in the middle of a semester** and resignations are accepted only during the month of March.

2.7 Termination of Services:

1. The services of a temporary employee are liable to be terminated at any time without assigning any reason whatsoever.
2. The services of an employee are liable to be terminated with **one month's pay in lieu of the notice**, in the event of **insubordination, dereliction of duty, professional misconduct**, or other undesirable activities.

2.8 Other General Conditions:

1. A service file shall be maintained for each employee of the college, where all his /her service particulars will be recorded under the signature of the Principal / Administration.
2. Notwithstanding anything stated above, matters involving **financial commitments** are subject to **availability of funds** and the **decision of the management** shall be final.
3. The **Management**, subject to ratification of the **Governing Council**, is the authority for **introducing, repealing or amending** any service rule deemed necessary for day-to-day administration of the college.
4. The **service conditions** of the incumbent will be governed by the **rules and regulations** of the college as amended and issued from time to time.

3.0 CODE OF CONDUCT

1. An employee of the college shall devote his/her **entire professional time** to the service of the institution and shall not engage directly or indirectly in any **trade, business or employment** in another institution or organization that may interfere with the proper discharge of his / her duties. The provision shall not apply to academic activities such as guest lectures, talks or similar engagements, **undertaken with prior permission of the Principal**.

2. Every employee shall at all times maintain absolute integrity and devotion to duty. They shall do nothing against the dignity and prestige of the college and must extend the utmost courtesy in their relationships with faculty members, staff, Students and Visitors to the college.
3. An Employee shall not, without the knowledge and approval of the Principal & Management, approach any external organization, authority or the press for vindication of grievances.
4. No employee may absent himself/herself from duty without prior permission. In case of emergency where prior permission was not sought, the employee must explain the circumstances beyond their control before resuming duty.
5. Every employee shall report for work punctually at the time fixed, unless permitted otherwise by his/her superior authority.
6. No employee shall be found absent during working hours after reporting to duty. Internet and social media should be used with utmost discretion.

CAREER PROGRESSION:

Aspiring candidates with relevant qualifications and a passion for teaching can join as **Assistant Professors**.

They may advance through the following stages based on performance and eligibility:

- Assistant Professor
- Associate Professor
- Professor

Carrier Progression is subject to demonstrated commitment and all round performance and fulfillment of the necessary qualifications /experience as per **statuary norms**.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Principal:

- The Principal is the Head of the Institution and responsible for ensuring excellence in all areas of the College.
- Acts as the Ex-Officio Member-Secretary of the Governing Council.
- Issues circulars related to administrative and academic matters.
- Serves as the reporting authority for all academic and administrative staff.
- Sanctions and regulates staff leave in accordance with the institution's leave rules.
- Communicates all personal and official correspondence to the Management.
- Conducts regular meetings with Heads of Departments (HODs) and staff.

- Reports all administrative and academic activities to the Management.
- Ensure compliance with statutory and regulatory bodies (AICTE, UGC, University Affiliations, etc.)
- Coordinate with academic departments for seamless support services.
- Ensures smooth conduct of theory and lab classes, syllabus coverage, and orderly management of internal and End semester examinations.
- Monitors co-curricular and extra-curricular activities, and encourages staff and student participation.
- Provides guidance to staff members for their career development and ensures their active involvement in institutional activities.
- Requests annual budget proposals from various departments.
- Ensure optimal maintenance of college buildings, classrooms, laboratories, hostels, and utilities.
- Represent the institution in administrative meetings and public forums when delegated.

Duties and responsibilities of the Dean (Academics)

- Oversee day-to-day administrative operations
- Supervise the recruitment, induction, and welfare activities of non-teaching staff.
- Monitor HR policies, leave management, performance appraisals, and disciplinary procedures for administrative personnel.
- Coordinate all accreditation and inspection-related activities, ensuring timely compliance and monitoring.
- Support the approval process for AICTE and Anna University, including documentation and follow-ups.
- Organize meetings of the Governing Council, Academic Council, and Board of Studies.
- Liaise with the university on matters related to curriculum design, syllabus updates, and academic regulations.

Duties and Responsibilities of the Heads of the Departments:

- Responsible for the overall development and growth of the department.
- Define the department's mission, quality objectives, and set short-term, mid-term, and long-term goals.
- Directly oversee the performance, discipline, and development of faculty, staff and students.
- Assign academic and administrative workload to faculty members appropriately.
- Conduct regular reviews of academic activities and report findings to the Principal and Management.
- Responsible to review Class Committee Meetings (CCM), Department Advisory Board (DAB) and Program Assessment Committee (PAC) and ensures mutual data storage and communication to IQAC.
- Conduct the academic events (e.g., symposia, workshops, seminars), value-added courses, lab and equipment purchases through the Principal.
- Collaborate with industries to organize in-plant training, guest lectures, and industrial visits; coordinate with the Placement & Training Cell for student placements.

- Form faculty panels for various academic and administrative activities and monitor their progress.
- Ensure smooth coordination and participation in centralized institutional activities (e.g., IQAC, accreditations, College Day, Graduation Day).
- Foster strong intra- and inter-departmental collaboration to achieve the department's and college's quality objectives.
- Submit confidential performance and discipline reports on faculty members periodically and assist the Principal and Management in building a committed and effective teaching team.
- Maintain active interaction with students, collect feedback and take steps to improve the service delivery of the department.
- Prepare the annual budget and do the needful follow-ups.

Duties and Responsibilities of the Faculty members

- Report to the college, classes, and labs on time and maintain punctuality.
- Display dedication and commitment in all assigned responsibilities.
- Show a strong sense of loyalty and belonging to the institution and work towards its vision and mission.
- Carry out duties and tasks assigned by superiors promptly and responsibly.
- Adhere to the institution's rules and regulations, maintaining high standards of integrity and professionalism.
- Impart the Course Outcomes (COs) and align them with Program Outcomes (POs) and Program Specific Outcomes (PSOs) during course planning and delivery to the students thoroughly.
- Teach with thorough preparation, using innovative and effective methods to make learning engaging and productive.
- Ensure proper use and care of institutional resources and teaching aids.
- Take part in teaching, lab sessions, mentoring, research, publications, and other activities as recommended by AICTE and the college.
- Continuously update and supplement the syllabus with relevant and modern content.
- Motivate students to improve performance and develop a research mindset.
- Maintain classroom discipline and ensure an environment conducive to learning.
- Encourage student participation in co-curricular and extracurricular activities.
- Engage in higher studies and stay updated with developments in the chosen field of expertise.
- Actively participate in departmental and institutional events and initiatives and other academic related activities.

Duties and responsibilities of the Non-Teaching Staff:

- Follow all rules and regulations of the institution with high standards of honesty, integrity, and character.
- Report to the assigned workplace on time and maintain punctuality consistently.
- Carry out all duties and responsibilities assigned by superiors promptly and efficiently.
- Work individually or as part of a team in various sections such as: Administrative Office, Academic Departments, Central Facilities, and General Services
- Support the smooth and effective functioning of academic and administrative processes in the college.

- Cooperate with faculty, students, and other staff to maintain a positive and professional work environment.

Duties and responsibilities of the Administrative Officer

- ✓ Oversee all administrative functions including transport, campus maintenance, college security, canteen, public relations, and health center.
- ✓ Coordinate with the Directorate of Technical Education (DOTE), AICTE, and other regulatory bodies.
- ✓ Draft official letters to University, AICTE, Government, UGC, and handle affiliation-related work.
- ✓ Liaise with Police, Panchayat, Labour Office, and other government/private agencies with the approval of the Vice Chairman.
- ✓ Coordinate with the Head Office on administrative matters.
- ✓ Prepare and maintain contract documents for services such as security and general maintenance.
- ✓ Oversee and manage transport operations with the support of the Transport-in-charge to ensure safe and smooth travel for staff and students.
- ✓ Liaise with consulting architects/engineers for infrastructure-related requirements of the college.
- ✓ Coordinate and maintain campus infrastructure, utilities, and equipment such as: Classrooms, staff rooms, labs, and washrooms, Electrical and water installations (RO plants, bore wells), Office equipment and furniture, Green cover, vehicles, telephones, photocopiers, air conditioners, computers, printers, CCTV cameras, water coolers, etc.
- ✓ Manage student admission processes efficiently.
- ✓ Ensure all statutory and institutional compliance with AICTE, UGC, and SSC regulations are met within deadlines.
- ✓ Support and provide necessary documentation for accreditations like NAAC, NBA, and others.

Duties and responsibilities of the ERP Manager

- Prepare appointment letters, joining orders, and relieving orders for staff.
- Provide full HR support to the management and all staff members.
- Develop and update HR policies and procedures in line with statutory and institutional guidelines.
- Handle employee relations including grievances and disciplinary actions for both teaching and non-teaching staff.
- Manage the Leave Management System and ensure timely salary processing.
- Coordinate the recruitment, selection, and induction processes for teaching staff.
- Ensure all employee records and documents are maintained as per AICTE/Anna University regulations.
- Maintain and manage the HR database for all teaching and non-teaching staff.
- Generate and contribute to periodic HR data and reports.
- Support Heads of Departments in implementing the Performance Management System.
- Stay informed on HR-related legal and regulatory changes.
- Take up any additional duties as assigned by the management.

Duties and responsibilities of the Systems Administrator

- Manage and oversee all computer systems and networking activities on campus.
- Maintain and repair computer hardware and network infrastructure.
- Prepare and follow a schedule for system support across departments.
- Ensure internet connectivity is available and functioning when needed.
- Assist in obtaining quotations for software and hardware procurement.
- Administer and configure servers, ensuring optimal system performance.
- Maintain and update system software, operating systems, and configurations.
- Manage and monitor campus-wide LAN and internet services.
- Install and configure new hardware and software as required.
- Regularly back up important data and files.
- Handle user account management tasks like adding/removing users and resetting passwords.

Duties and responsibilities of the Accounts Manager

- ✓ Maintain records of all financial transactions, including admission fees, semester fees, and hostel fees.
- ✓ Handle the maintenance of salaries, including IT and Provident Fund (PF) contributions.
- ✓ Keep account of financial transactions related to repairs, maintenance, and purchases.
- ✓ Disburse salaries to both teaching and non-teaching staff.
- ✓ Coordinate with SC/ST/BC/MBC/Minority Department regarding scholarships.
- ✓ Oversee property insurance payments and remittances.
- ✓ Prepare the annual accounts and ensure they are audited.
- ✓ Manage all bank transactions.
- ✓ Handle payments for purchases and maintain related records.
- ✓ Ensure timely filing of annual returns.
- ✓ Liaise with the Head Office for accounts maintenance and book-keeping.
- ✓ Abide by the institution's rules and regulations, maintaining high integrity and character.

Duties and responsibilities of the Librarian

- Oversee overall library administration and management.
- Organize books using the Dewey Decimal Classification system.
- Maintain the Library Management System (LMS) software.
- Plan and procure books and periodicals as needed.
- Collect textbook requirements from faculty members, procure, and issue them.
- Coordinate photography and videography for various events, and maintain photos and videos.
- Maintain soft and hard copies of student project reports.
- Manage the library circulation counter activities, including issuing and receiving books, renewing books, and collecting overdue fines.
- Display important news items and college-related news on the notice board.
- Work on increasing library utilization among students and staff.
- Maintain the digital library, including DELNET, NDL, and E-Journals.
- Conduct annual stock verification and report the status.

- Monitor the timely receipt of periodicals and follow up on delayed subscriptions or payment issues.
- Review feedback from students and library members, and initiate corrective actions when necessary.

Duties and responsibilities of the Physical Director

- ✓ Maintain the stock of sports goods and equipment.
- ✓ Plan and organize selection trials for teams.
- ✓ Select house and college teams for various events.
- ✓ Conduct practice trials before students represent the college in external competitions.
- ✓ Arrange for the purchase of sports goods and equipment as required.
- ✓ Review student feedback on physical education and related activities.
- ✓ Analyze data related to physical education activities and plan improvements in consultation with the Principal.
- ✓ Ensure student participation in inter-college and inter-state competitions.

Duties and responsibilities of the Warden

- ✓ Maintain a list of admitted students in the hostel.
- ✓ Allocate rooms to students and manage room assignments.
- ✓ Provide medical assistance to hostellers whenever required.
- ✓ Ensure discipline among hostellers, including adherence to study hours and room upkeep.
 - ✓ Collect feedback from students on hostel facilities, including food and hygiene.
 - ✓ Communicate with parents regarding the status of studies, health, and outdoor visits of hostellers.
 - ✓ Monitor hostellers' leave and permissions.
 - ✓ Alert management regarding any observed disciplinary issues.
 - ✓ Coordinate with vendors for the proper maintenance of hostel infrastructure (electricity, water, plumbing, housekeeping, etc.).
 - ✓ Ensure hygiene and cleanliness in hostel premises.
 - ✓ Counsel students in case of indiscipline or misconduct.
 - ✓ Regularly monitor hostellers' activities, including study hours.
 - ✓ Manage security guards stationed throughout the campus.
 - ✓ Coordinate with vendors for services such as the Natural's Salon located inside the campus.
 - ✓ Ensure hostellers' attendance in coaching classes conducted after regular college hours.

Duties and responsibilities of the Transport In-charge

- Ensure that vehicles are properly maintained and inspected regularly.
- Arrange repairs and routine maintenance for vehicles.
- Monitor and reduce the risk of vehicle overloading.
- Maintain accurate records for all transport-related activities.
- Keep transport schedules and organize team members efficiently.
- Oversee a fully functional transport department that provides safe and hassle-free transportation for students and staff from various locations.

Duties and responsibilities of the Canteen In-charge

- Ensure the provision of an efficient and effective canteen service that promotes healthy eating practices.
- Maintain a safe work environment in accordance with the Work Health Safety Act.
- Manage the day-to-day operations of the canteen services.
- Supervise and manage the workload of the canteen staff. Oversee stock levels and ensure timely ordering of supplies.
- Coordinate catering services for college functions, when required.
- Monitor cleanliness and maintain a hygienic kitchen environment.
- Serve food to staff and students efficiently.
- Manage and balance financial transactions related to canteen operations.
- Perform other tasks as assigned by the Business Manager.
- Ensure that the college's vegetarian canteen provides hygienically prepared food at subsidized rates.
- Provide free lunch for all staff on operational days.

Duties and responsibilities of the Head – Training & Placement

- ✓ Build strong networks with top MNCs to arrange on-campus recruitment drives.
- ✓ Motivate, guide, and prepare students for successful placements.
- ✓ Visit core domain companies and connect with HR to arrange campus drives.
- ✓ Organize interaction programs between students and core companies.
- ✓ Categorize students based on eligibility and capability for successful placements and training.
- ✓ Build networks with Placement Officers from reputed colleges.
- ✓ Invite industry personnel periodically to update students on the latest technological innovations and industry practices.
- ✓ Identify reputed companies for signing MoUs for placement opportunities.
- ✓ Maintain good rapport with industries and software companies nationwide through calls, emails, and letters.
- ✓ Coordinate campus/group interviews with reputed industries and software companies for student placements.
- ✓ Organize seminars and guest lectures from eminent professionals.
- ✓ Report all activities related to placements to the Principal.
- ✓ Carry out any other tasks as instructed by the Principal.
- ✓ Maintain a database of students for placement purposes.

Duties and responsibilities of the Exam Cell Incharge

□ The **Exam Cell Incharge** is the chief officer responsible for the planning, execution, and integrity of all examination-related processes.

- Schedule internal assessments, end-semester exams (theory and practical),
- Ensure proper preparation and printing of question papers, maintaining strict confidentiality.
- Allocate examination halls, invigilators, and support staff.

- ☐ Liaise with the Principal, Heads of Departments (HoDs), and Deans to ensure smooth conduct of examinations.
- ☐ Coordinate with university authorities (if required)
- ☐ Ensure timely evaluation of answer scripts and entry of marks.
- ☐ Investigate and resolve cases of malpractice, impersonation, or unfair means during exams.
- ☐ Facilitate student grievances regarding results, revaluation, and transparency.
- ☐ Uphold the highest levels of confidentiality in examination operations.
- ☐ Submit periodic reports to the PAC and DAB on examination results statistics and improvements.

WORKING HOURS

The normal working hours are from 8:00 a.m. to 3:00 p.m., which includes a 45-minute lunch break. The College functions normally, for five days a week. For teaching faculty members and non-teaching staff, the working hours are from 8:00 a.m. to 3:00 p.m. However, staff members in the administrative office, IT support / system departments, civil department, Physical Education, canteen, library, and other supporting departments have working hours from 8:00 a.m. to 5:00 p.m.

However, staff in the administrative office, IT support/system departments, Physical Education, library, and other supporting departments are required to work six days a week, with two Saturdays designated as holidays on a rotation basis. Additionally, the fifth Saturday of the month will be a working day for them. Staff in the civil, hostel and canteen departments follows normally a six-day work week and have separate holiday calendar.

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 contacting teaching days and do not include days of examination / tours / sports etc.,

Workload

Workload of a teacher will be assigned as per the norms and circular of the Principal.

EMPLOYEE ON-BOARD:

Submission of Documents:

- ▯ Individual should submit their academic credentials for verification like SSLC, XII UG, PG, PhD and any other certificates as per requirements on the date of joining. In addition to the above, the following documents must also be submitted for verification:
 - a) Copies of appointment order, relieving and salary certificate of previous employer.
 - b) Copies of all experience certificates.
 - c) passport size photographs.
 - d) PAN Card, and Aadhar Card

PERFORMANCE APPRAISAL

Annual Staff Performance Appraisal Systems have been established. Employees shall fill the appraisal forms and submit the same to the HR department

The faculty will be assessed based on their performance on the following parameters

Pass percentages in the AU examinations in the subjects handled

Performance in the areas of research & consultancy

Papers presented

Extra responsibilities handled

Additional inputs to the students

Participation and contribution at the college level

Organizing conferences, seminars etc.

The system consists of: Self-Appraisal by Staff

Appraisal by Head of Department

Appraisal by Students Feedback

Appraisal by Principal & Management

Non Financial Benefits

- ‡ Free Transport facilities to and from their home to the campus
- ‡ Complementary food for all Teaching and Non-teaching members
- ‡ Free accommodation in hostel for out station employees.
- ‡ ATM inside the campus.
- ‡ Free Wi-Fi inside the campus.
- ‡ Providing On duty for attending FDP, workshop, training programs and National & International Conferences.
- ‡ All non-doctoral faculties are encouraged to get enrolled for Ph.D. program in various Universities.

Leave Regulations:

- A. Casual leave and permission should be availed with prior approval. However in exceptional cases, CL or Permission can be availed under intimation to the HOD over phone or through mail. The same will be regularized only after submitting proper application on the same day of reporting for duty, failing which the entire period of absence will be accounted as Leave on Loss of Pay and an entry shall be made in the Personal File of the staff concerned. Absence without intimation (before 9 a.m.) will be treated as LLP and will be entered in the personal file of the staff.
- B. Without alternative class arrangement details, leave shall not be sanctioned. For leave requested over phone, the HOD or any other designated staff concerned shall make alternative arrangements under intimation to the Principal.
- C. Staff members who are getting relieved from the institution are not authorised to avail vacation during the notice period.

FACULTY DEVELOPMENT PROGRAMS

- ☐ Faculty members are permitted to attend one FDP organized by Anna University (for a course in Anna University syllabus) in an academic year without affecting their work.
- ☐ The college also organizes FDPs for the newly recruited junior faculty members in the general areas of effective teaching / communications/ pedagogies as well as on core engineering subjects.

- ☐ Faculty Members publishing technical papers in SCI and Scopus indexed journals are given an incentive per paper respectively.

GRIEVANCE REDRESSAL SYSTEM

Grievance may be any genuine or imaginary feeling of dissatisfaction which an employee experiences about his job and its nature, about the policies and procedures. It must be expressed by the employee and brought to the notice of the management and the organization.

Employees are requested to mail their concerns to dean@jeppiaarcollege.org only the mails sent from the college email system will be attended to.

NOTE: ALL THE ABOVE ARE SUBJECT TO CHANGE FROM TIME TO TIME. THE MANUAL IS SUBJECT TO AMENDMENTS AND MODIFICATIONS FROM TIME TO TIME IN ACCORDANCE WITH THE AMENDMENTS MADE IN VARIOUS RULES, SYSTEMS, PROCEDURE PRESCRIBED IN VARIOUS STATUTES OR RULES OF THE COLLEGE FROM TIME TO TIME. THE PROVISIONS CONTAINED IN THIS MANUAL ARE IN BRIEF AND ARE TO BE READ WITH THE DETAILED WRITTEN INSTRUCTIONS ALONG WITH FOOTNOTES/CLARIFICATIONS, IF ANY, ISSUED BY THE MANAGEMENT VIDE VARIOUS CIRCULARS, NOTICES, OFFICE ORDERS/MEMORANDUMS ETC. ANY ERRORS AND OMISSIONS CONTAINED IN THIS DOCUMENT ARE UNINTENTIONAL AND ARE LIABLE TO CORRECTIONS WHENEVER NOTICED.