

CHAPTER - 1

INTRODUCTION

“The College” means DMI College of Engineering, Palanchur, Nazarathpet, Chennai.

“Premises” means the entire premises of the office of DMI College of Engineering, which includes departments, laboratories, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas and precincts attached to the office of the DMI College of Engineering.

“Board of Management (BoM)” means the “Society of Daughters of Mary Immaculate”, which is the principal entity of the Management of DMI College of Engineering, constituted as per Memorandum and Articles of Association of DMI Foundations Trust (DFT) that governs all the activities of the Institute.

“Chairman” means the Founder of DMI Foundations Trust (DFT) who leads all the Institutions formed under DFT.

“Management” means the Board constituted by the Board of Management that includes Office Bearers and the Principal as members who have the authority to enforce the rules and regulations in the college from time to time.

“Employer” is the Chairman of DMI College of Engineering, empowered and vested with powers by the Board of Management to be of service to the Institute.

“Competent Authority” means any faculty / staff nominated by the Chairman / Board of Management as the case may be for specific purposes.

“Governing Council” is the highest decision making forum of the Institute to govern all the academic and administrative matters, constituted as per AICTE norms and shall have at least fifteen members including the Chairman and the Member Secretary. The Registered Trust shall nominate eight members including the Chairman and the Member Secretary. Two members who are renowned Industrialists / Technologists / Educationists shall be nominated by the Registered Trust. Apart from the above ten, a Nominee of the affiliating University, a Nominee of the State Government (Ex - Officio), a Nominee of the AICTE (Southern Region) and two faculty members of the Institute out of which one at the level of Professor and other at the level of Assistant Professor. The number of members can be increased equally by adding nominees of the Registered Trust and by adding equal number of Educationists from the Region. However, the total number of members of the Governing Council shall not exceed 21. Special invitees can be invited to participate as member (Educationist / Technologist) in the meetings of the Governing Council.

“Principal” of the Institute is the Member Secretary of the Governing Council and all other committees.

Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.

“Appointing Authority, Disciplinary Authority and Competent Authority”, under these rules means Chairman / Principal or any authority empowered and vested with powers by the “Management” to be of service to the Institute.

This Human Resources Manual is subject to revision by the Board of Management with suitable amendments based on the recommendations of the Office Bearers and the members of the Governing Council.

CHAPTER - 2

RECRUITMENT AND SELECTION POLICY

TEACHING, ADMINISTRATIVE AND NON-TEACHING STAFF

Classification of Employees

An “Employee” shall be classified as:

Teaching	Administrative	Non-Teaching
<ul style="list-style-type: none"> • Permanent • Probationer • Temporary • Part-Time • Visiting • On-Contract • Guest Faculty • Adjunct Faculty 	<ul style="list-style-type: none"> • Permanent • Probationer • Temporary • Part-Time • On-Contract 	<ul style="list-style-type: none"> • Permanent • Probationer • Temporary • Part-Time • On-Contract • Casual • Substitute

- “Permanent” employee means one who has completed the specified period of probation or the extended period of probation satisfactorily, and been given the confirmation of probation in writing by the Appointing Authority.
- “Probationer” employee means one who is appointed on probation generally for 2 years (probation period) but not given the confirmation of probation in writing by the Appointing Authority.
- “Temporary” employee is an employee who has been engaged for a specific work, which is likely to be completed within a limited period, generally the work period lasting less than 12 months. The persons so engaged do not expect continuity in the work relationship with the employer and will not have any right to claim either a permanent or a temporary post which may arise in future.

- “Part-time” employee means working less than a full-time job, either by working fewer hours in a day or fewer days per week. Persons engaged for part-time work have less responsibilities and the work period lasting less than 6 months.
- “Visiting” faculty means a faculty who is regularly employed at another Institution being engaged for teaching / research work by invitation for a certain period, generally for an academic year.
- “Adjunct” faculty means a faculty with a high profile, who is unlikely to be in the payroll of the Institute, but offers his/her services free. For instance, he/she may continue to supervise Ph.D. students upon retirement or offer other services of his/her expertise to the Institute pro-bono.
- “Guest” faculty means a faculty who is invited to teach course(s) for a specific period in which the work period lasting for a series of lectures. Based on their performance, the Institute shall appoint them as permanent faculty if they met the eligibility criteria.
- “On-Contract” employee (faculty / technical staff) means a person appointed on contractual employment for a certain period, generally for two academic years. The term of contract shall be extended only once for one or two more years based on the performance.
- “Casual” employee is one who is employed on a day-to-day basis work on daily wages. It refers to a situation in which an employee only has guaranteed work when it is needed and there is no expectation that there will be more work in the future.
- “Substitute” employee is one who is engaged in the place of a permanent employee who is temporarily on leave.

Selection and Appointment

Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. Vacancy Position / Posts required for each department concerned will be approved by the Chairman, based on the recommendations given by the HoD and Principal as per the needs of each department satisfying the norms of Affiliating University / AICTE / UGC.

Recruitment of employees shall be made from one or more of the following sources:

- a. Direct recruitment from outside through open advertisement in the Press / College Website prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
- b. Promotion of existing employees from the lower cadres as per promotion policy.
- c. From any other source as determined by the Appointing Authority.
- d. Recruitment is normally done twice in a year during April / May and November / December.

ELIGIBILITY CRITERIA FOR TEACHING POSITIONS

Assistant Professor (Cadre I – Entry Level)

Qualification	Experience
For Engineering / Technology: First Class Master Degree in Engineering / Technology in relevant branch	Fresh Appointment, experience is not required. Having valid GATE score is preferable.
For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Valid score in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.	

Assistant Professor (Cadre II – Senior Scale)

Qualification	Experience
For Engineering and Technology: First Class Master Degree in Engineering / Technology in relevant branch.	3 years of experience at Assistant Professor level. One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE). Valid GATE Score is preferable.
For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Qualified in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.	3 years of experience at Assistant Professor level. One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).

Assistant Professor (Cadre III – Selection Grade)

Qualification	Experience
For Engineering and Technology: First Class Master Degree in Engineering / Technology in relevant branch.	5 years of experience at Assistant Professor level. Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE). Valid GATE Score is preferable.
For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Qualified in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.	5 years of experience at Assistant Professor level. Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).

Associate Professor

Qualification	Experience
<p>For Engineering and Technology: Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree (or both) in Engineering / Technology in relevant branch.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>
<p>For Science and Humanities: Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>

Professor

Qualification	Experience
<p>For Engineering and Technology: Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree (or both) in Engineering / Technology in relevant branch.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>
<p>For Science and Humanities: Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>

ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

Administrative / Technical / Non-teaching Staff Recruitment

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
Administrative Staff		
1.	Finance Officer	<ul style="list-style-type: none"> • UG / PG qualification in Commerce / Finance / Accounting / Business Administration / related discipline • Having working knowledge and skills in Computer Applications / Tally / Financial Software • 15 years of experience in a College setup
2.	Superintendent	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having working Knowledge and skills in Computer operations – MS Office • 10 years of experience in a College setup
3.	Accountant	<ul style="list-style-type: none"> • Bachelor Degree in Commerce • Having working knowledge in computer applications - Tally Knowledge of account maintenance
4.	Junior Assistant	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations
5.	Assistant	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office • 5 years of experience as Junior Assistant
6.	Senior Assistant	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office • 5 years of experience as Assistant

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
7.	Typist	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office
8.	Clerk	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination
9.	Attender	<ul style="list-style-type: none"> • S.S.L.C. Pass
Technical Staff		
1.	Assistant Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • One year of experience is preferable
2.	Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • Three years of experience is essential
3.	Senior Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • 8 years of experience, out of which 5 years at level of Technician
4.	Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 3 years of experience as Technician
5.	Senior Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 8 years of experience, out of which 5 years at level of Instructor
6.	System Administrator	<ul style="list-style-type: none"> • Bachelor Degree in Engineering in the appropriate branch / MCA • Having working knowledge and skills in computer maintenance and networking
7.	Computer Operator	<ul style="list-style-type: none"> • Bachelor Degree in Computer Science or • A three year Polytechnic Engineering Diploma in Computer Science / Computer Applications / Computer Technology

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
8.	Language Trainer	<ul style="list-style-type: none"> Any Bachelor / Master Degree in Language with good Articulation BEC Higher Two years of experience
9.	Conceptual Learning Trainer	<ul style="list-style-type: none"> M. E. / M. Tech.
10.	Aptitude Trainer	<ul style="list-style-type: none"> Any Bachelor / Master Degree Engineering Degree is preferable
Library Staff		
11.	Assistant Librarian	<ul style="list-style-type: none"> MLIS / M.Phil. / M.Sc. (Information Science) / Equivalent Professional Degree Knowledge of computerisation of Library Qualified in SET or NET is mandatory Ph.D. is desirable Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.
12.	Librarian	<ul style="list-style-type: none"> MLIS / M. Phil. / M.Sc. (Information Science) Ph.D. is essential 5 years' experience at the level of Assistant Librarian
13.	Library Assistant	<ul style="list-style-type: none"> A pass in Higher Secondary Examination A certificate course in Library & Information Science
Physical Education Staff		
14.	Physical Education Director	<ul style="list-style-type: none"> M.P.Ed. / Masters in Sports Science / Equivalent Degree from a recognized University / Institute Ph.D. is essential Record of having represented the University / Institute in the Inter-University / Inter-Collegiate competitions / State and/or National Championships At least 5 years of experience in College or University

Counting of Past Experience for Appointment / Promotion

Continuous experience of more than one year and above alone will be considered for counting as past experience.

Experience	Counted as
Experience after qualifying M. E. / M. Tech. or M. A. / M. Sc. / M.Phil.	PG Level
	Industrial Experience - Full experience
	Universities - Full experience
	Engineering Colleges – Full Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	Full time Research Associate / Post - Doctoral Fellow – Full Experience
	Previous Teaching experience (before Ph.D.) – Full experience
	Defence Experience – 25 percent of Actual experience under non relevant area; 100 percent of Actual experience in relevant area
Experience after Qualifying B. E. / B.Tech. / B. A. / B. Sc.	UG Level
	Industrial Experience - Half of the actual Experience
	Engineering Colleges – Half of the actual Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	School experience will not be considered.

Note:

While calculating the total past experience for salary fixation, a total of 6 months and above will be treated as one year while a period less than 6 months is not taken into account.

Selection of Teaching and Non-Teaching EmployeesMode

of Selection of Regular Faculty

- Direct recruitment to all cadres is based strictly on merit.
- Minimum qualification stipulated by AICTE shall be adopted only if candidates with higher qualification are not available.
- The Institute shall have a strong policy of recruiting candidates with Ph.D. degree for all teaching positions.
- If Ph.D. qualified candidates are not available for a programme, candidates with qualification prescribed by UGC / AICTE shall be recruited.
- Such recruited candidates shall register for Ph.D. within one year of joining. If they fail to register for Ph.D., they shall not be allowed to continue in service beyond 2 years.
- Such candidates have to complete the Ph.D. degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted.

In all the cases, the following procedures are to be followed:

- At the end of each semester, the HoDs review the faculty position in their departments and prepare a manpower requirement list.
- The manpower requirement list is presented to the Principal and the Principal discusses the requirement in the HoD's meeting and finalize the list.
- The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements can be released in the leading newspapers / College Website

- The applications received (should contain photocopy of mark sheets from Xth Std. onwards) are duly scrutinized by the screening committee of the respective Department.
- Candidates should have 65 percent of marks or 6.5 CGPA in UG & PG and 60 percent marks in HSE / Diploma shall only be short listed. In extra-ordinary situation, if the candidate is found to be efficient and also non-availability of suitable candidates in certain branches, special permission may be given to such candidate in consultation with Chairman / Selection Committee.
- Letter of intimation is to be sent by the Principal to the members of the Selection committee for conducting the Selection Process.
- Short listed applicants are intimated to attend a written test, 15 minutes of classroom teaching demonstration and screening by interview on a specified date and time.
- The choice is made by the Selection Committee after interviewing the eligible candidates.
- The Selection Committee finalizes the selection of candidates based on written test, teaching demonstration, interview performance and the decision is intimated to the Chairman for further action to get the approval from the Governing Council.
- The selected candidates will be given the provisional offer of appointment by the Principal.
- The selected candidates are required to fill in the Joining Report which is signed by their respective HoD and the Principal in the prescribed format along with the following enclosures:
 - a. Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.
 - b. Relieving letter from the previous employer, if any.

- c. Evidence of date of Birth / Proof of age
- d. One set of copies of the SSLC / HSC / Diploma / UG / PG / M.Phil. / Ph.D. certificates duly self-attested and experience certificates (if any or claimed)
- e. Originals of the above certificates are to be produced for verification.
- f. Three copies of the candidate's colour photograph.
- g. Copy of PAN Card and Aadhaar Card.
- h. Any other documents specified by the Management.

Evidence of date of Birth / Proof of Age:

Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- a. Certified extract from Register of Birth and Deaths
- b. Secondary School Leaving Certificate
- c. Matriculation Certificate
- d. Any other document acceptable to the Management

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of employee for all purposes including appointment and retirement.

Note:

The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Resource available". As and when required and depending on emergency / exigency situations, ad-hoc appointments can be made on contract basis for specified period.

Composition of Selection Committee:

- Every regular recruitment Selection Committee for selection of teaching staff shall consist of the following members:
 - a. Chairman or his nominee
 - b. The Principal
 - c. External two subject experts (Professor / Associate Professor Level) nominated by the Academic Council
 - d. The concerned Head of the Department
- The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee.
- Four members of the Selection Committee shall form the quorum including the Chairman or his nominee
- If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

Selection of Technical / Non-Teaching / Administrative Staff:

- For recruitment of administrative / technical / non-teaching staff, advertisement shall be issued in leading dailies and also put up in the Website of the Institute indicating the qualifications, experience and scale of pay prescribed.
- Applications received by the Institute for administrative posts shall be scrutinized and short-listed by the Office of the Principal taking into consideration of qualification, previous experience and knowledge in administration and for the technical posts, the applications received by the Institute shall be short-listed by a committee consisting of the Administrator, the HoD of the concerned department and two senior faculty of the concerned department.

- All short-listed applicants shall be called for personal interview before a selection committee constituted by the Chairman for the purpose.

The selection Committee shall consist of the following members:

- a. Chairman or his nominee
 - b. The Principal
 - c. A senior teaching faculty nominated by Principal
 - d. The concerned Head of the Department
- The number of administrative staff is as sanctioned by the Governing Council, taking into account of the administrative workload of the Institute.
 - The number of technical staff depends upon the need in each department on the basis of the recommendation of the HoD concerned and is as sanctioned by the Governing Council.

Scale of Pay for Teaching Faculty

A teaching faculty shall be appointed in accordance with the existing UGC / AICTE / Affiliating University norms. This does not include the faculty appointed on deputation / ad-hoc / on-contract / temporary basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time as given below:

Category	Pay Scale	AGP
Assistant Professor	Rs.15,600 – Rs.39,100	Rs.6,000/-
Assistant Professor (Senior Scale)	Rs.15,600 – Rs.39,100	Rs.7,000/-
Assistant Professor (Selection Grade)	Rs.15,600 – Rs.39,100	Rs.8,000/-
Associate Professor	Rs.37,400 – Rs.67,000	Rs.9,000/-
Professor	Rs.37,400 – Rs.67,000	Rs. 10,000 /-

Note:

- a. Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- b. For all regular employees recruited, the selection committee shall fix the order of seniority based on the merit of the candidate selected, otherwise the seniority shall be fixed as per the date of joining for duty in the Institute.
- c. Higher Pay for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman.
- d. Three increments will be given at the entry level of Assistant Professor for candidates with Ph.D. For the existing faculty members, two increments will be given at the Assistant Professor level when they complete Ph.D. degree during their service.
- e. For all the regular teaching faculty / non-teaching staff, the management approved DA is applicable after the Grade Pay. The Dearness Allowance will be fixed on 1st July of every year.
- f. Faculty who are submitting their highest degree / provisional certificate (Ph.D.) will become eligible for the appropriate salary to the post specified with effect from the date of submission of their qualifying certificate.
- g. Annual increment of 3 percent of (Basic + Grade Pay) will be given for all the regular teaching faculty / non-teaching staff as per the terms stated in the appointment order.

- h. It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.
- i. Every person appointed shall be certified to be of sound mental and physical health for service by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by a Medical officer of the Hospital approved by the Management. If on such an examination, the employee is found to be suffering from any disease or complaint that is infectious or of an objectionable nature, which continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his / her services.

Scale of Pay for Non-Teaching Staff

A non-teaching staff (administrative and technical) shall be appointed in accordance with the norms as approved by the Governing Council. This does not include the staff appointed on ad-hoc / on-contract / temporary basis. The pay scales of the regular non-teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Governing Council from time to time as given below:

Category	Pay Scale	AGP
Administrative Staff		
Finance Officer	Rs.15,600 – Rs.39,100	Rs.7,600/-
Superintendent	Rs.9,300 – Rs.34,800	Rs.4,600/-
Accountant	Rs.9,300 – Rs.34,800	Rs.4,200/-
Junior Assistant	Rs.5,200 – Rs.20,200	Rs.2,000/-

Category	Pay Scale	AGP
Assistant	Rs.5,200 – Rs.20,200	Rs.2,400/-
Senior Assistant	Rs.9,300 – Rs.34,800	Rs.4,200/-
Typist	Rs.5,200 – Rs.20,200	Rs.2,400/-
Clerk	Rs.5,200 – Rs.20,200	Rs.2,000/-
Attender	Rs.5,200 – Rs.20,200	Rs.1,900/-
Technical Staff		
Assistant Technician	Rs.4,440 – Rs.7,440	Rs.1,600/-
Technician	Rs.5,200 – Rs.20,200	Rs.1,900/-
Senior Technician	Rs.5,200 – Rs.20,200	Rs.2,400/-
Instructor	Rs.5,200 – Rs.20200	Rs.2,000/-
Senior Instructor	Rs.9,300 – Rs.34,800	Rs.4,200/-
System Administrator	Rs.15,600 – Rs.39,100	Rs.5,400/-
Computer Operator	Rs.5,200 – Rs.20,200	Rs.2,400/-
Language Trainer	Consolidated Pay Rs.18,000/- + Rs.1,000/- increment every year	
Conceptual Learning Trainer	Consolidated Pay Rs.20,000 /- + Rs.1000/- Increment every year	
Aptitude Trainer	Consolidated Pay Rs.15,000/- + Rs.1,000/- Increment every year	
Library Staff		
Assistant Librarian	Rs.15,600 – Rs.39,100	Rs.6,000/-
Librarian	Rs.37,400 – Rs.67,000	Rs.9,000/-
Library Assistant	Rs.5,200 – Rs.20,200	Rs.1,900/-
Physical Education Staff		
Physical Education Director	Rs.37,400 – Rs.67,000	Rs.9,000/-

Note:

- a. Non-teaching staff (except consolidated salaried employees) will be eligible for annual increment from third year of service and DA is applicable at minimum rate of 20 percent after completion of one year of service and for every additional year of service 4 percent of DA will be raised to the maximum of 56 percent.
- b. While appointing special posts like System Administrator, Site Electrical Supervisor, etc., salary may be fixed based on the experience of the candidates and as recommended by the selection committee.

Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the Management with the approval of the Governing Council from time to time for all regular employees.

Probation

- All employees irrespective of their cadre will be on probation for a period of two years when they are recruited for the posts. During the period of probation, the employee will be assessed on their performance. The status of employment will be confirmed after the successful completion of probationary period.
- Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HoDs to correct the same. If, in spite of the advice to improve his / her performance, he / she continues to be deficient in his / her work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- Recommendation for extension of probation / confirmation of an employee shall be approved by the Principal and Chairman of the Institute. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

- The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his / her appointment will be terminated or reverted to the post held prior to the promotion by the Management.

Timings for Attendance

Session	Timing
Morning	Before 08.45 a.m. (For Teaching / Non-Teaching Staff) Before 07.00 a.m. (For House Keeping Staff)
Evening	After 4.00 p.m. (For Teaching Staff)
	After 05.15 p.m. (For Non-Teaching Staff)

All staff members are required to sign the attendance in the registers and mark attendance in the Bio Metrics provided at the Institute Office every morning and evening when they come in and go out. On late arrival, he / she is required to sign the late attendance register and note the time of arrival. A maximum of two late entries in a month are allowed. Thereafter, half-a-day casual leave will be deducted for every subsequent late arrival.

Working Hours

The working hours for each category of employees are given below: (as decided from time to time)

Category	From	To	Lunch Break	Weekly Off
Teaching Staff	08.45 a.m.	04.00 p.m.	12.40 p.m. – 01.30 p.m.	Second Saturday and Sunday
Non-Teaching Staff	08.45 a.m.	05.15 p.m.	01.30 p.m. – 02.00 p.m.	Second Saturday & Sunday
Administrative Staff	09.00 a.m.	06.00 p.m.	01.45 p.m. – 02.30 p.m.	Sunday

Category	From	To	Lunch Break	Weekly Off
House Keeping Staff	07.00 a.m.	05.00 p.m.	01.15 p.m. – 02.00 p.m.	Sunday
Lab Attenders	08.45 a.m.	05.15 p.m.	01.15 p.m. – 02.00 p.m.	Second Saturday & Sunday
Admin. Office Attenders	09.00 a.m.	06.00 p.m.	01.45 p.m. – 02.30 p.m.	Sunday

Depending upon the exigencies of the work, the faculty / staff members concerned are expected to be available beyond the office hours indicated above.

CHAPTER - 3

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

General

The Performance Based Appraisal System stipulated by UGC / AICTE is closely followed and all faculty members have to estimate their self-appraisal score, which will be verified by the respective HoD and the members of the staff-appraisal committee.

Annual Appraisal Form of every employee is generally filled up at the end of every year. The Appraisal Form and the Confidential Report are the documented evidence on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee in writing and acknowledgement shall be obtained. The provision of annual increment, special increments or withholding increment, promotion or de-promotion or initiation of any disciplinary action is solely based on performance / non-performance / mis-performance of the employee as indicated in the self-appraisal report.

Annual Appraisal Report is generally to be filled up by the faculty members for every calendar year and to be submitted on or before 31st January. The IQAC approved format for PBAS has to be followed.

Performance Criteria (Key Result Area) for Teaching Faculty:

Professor / Associate Professor

- a. One or more scholars had been awarded Ph.D. degree and consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, two more publications in SCI / SCIE journals for every period of 3 years is required in addition to regular criteria.

- b. Two papers are to be published in International or National Journal with at least one publication in a reputed peer-reviewed SCI / SCIE journal during the course of every appraisal year.
- c. National / International Conference / Workshop is to be organized in single / multi-disciplines in every two years duly funded by Government / Private Agencies.
- d. Two papers are to be presented in person in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.
- e. One Book / one or two chapters in a book is to be published or Book(s) edited, which are to be published by reputed International / National Publishers (like Elsevier / McGraw Hill, etc.,) over a period of three years.
- f. Atleast one externally funded research / consultancy project is to be obtained over a period of three years.
- g. The pass percentage of the class handled should be consistently more than 75 percent every year.
- h. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- i. Evidence of peer recognition in terms of Invited talks, keynote address / prestigious committee membership, etc.

Assistant Professor (Selection Grade)

- a. Consistent supervision of research scholars. In case, the department is not recognized as a Research Centre, the faculty shall be the Joint Supervisor for the candidates pursuing research in the other recognized departments. If not, one publication in SCI / SCIE journal is required in every 2 years in addition to regular criteria.

- b. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE journal during the course of every appraisal year.
- c. Two papers are to be presented in person in a National or International conference with at least one of them being presented in a conference organized by a reputed research or higher learning institution during the course of the assessment year.
- d. Atleast one externally funded research / consultancy project is to be obtained or applied over a period of three years.
- e. The pass percentage of the class handled should be consistently more than 75 percent every year.
- f. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- g. Industrial Visits are to be organized for the students every year.

Assistant Professor (Senior Scale / Entry Level)

- a. Atleast one research article is to be published in a peer-reviewed and reputed SCI / SCIE / SCOPUS journal during the course of every two years.
- b. One paper is to be presented in person in a National or International conference organized by a reputed research institution preferably in higher learning institution during the course of the assessment year.
- c. The pass percentage of the class handled should be consistently more than 75 percent every year.
- d. Guest lectures / Seminars / Skill Development Programmes are to be organized every year.
- e. Industrial Visits are to be organized for the students every year.

Annual Increment

- Annual increment according to the scale applicable to the employee shall be granted after every year of service, if the work and the conduct of the employee are satisfactory.
- The performance appraisal score will be intimated to the staff concerned to make awareness of the employee's own strengths and weaknesses and to facilitate improvement in the performance.
- In case the employee is on a consolidated pay, a lump sum increment may be given after the end of every year at the discretion of the Management, provided his / her work and conduct are satisfactory.
- Additional increment / incentives may be offered to the deserving faculty / staff based on their performance, outstanding work, irrespective of their qualification and experience.
- The annual increment will be withheld as a disciplinary measure, if an adverse report is received against the employee and so decided by the Management after necessary enquiry. The period for which the increment should be withheld will be decided by the Governing Council, the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years / duration. In the case of increment withheld for a particular period without cumulative effect, he / she will be entitled to get the increment immediately after the completion of the particular period e.g., if an employee who is appointed on 01.07.2008 is given punishment withholding the increment for three months and if no clause is added that will have cumulative effect, the increment that is due on 01.07.2009 will be withheld for three months but the next increment which falls due on 01.07.2010 will be given to him with effect from 01.07.2010 itself. The employee, If he / she so desires, can appeal to the Management for cancellation of the punishment. However, the decision of the Governing Council shall be final.

- When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, the increment will fall due after the employee completes one year of service in the higher post.
- The increment date will be postponed in proportion to the number of days the employee is on leave on Loss of Pay.
- An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1st January, 1st April, 1st July and 1st October (for all regular employees) of every year.

Non- Teaching Staff Performance Appraisal System

The performance criteria for the non-teaching staff are defined in their respective appointment orders. The staff performance will be evaluated by the staff's Subordinate, Colleague, Superior (HoD), Administrative Office and the Performance Appraisal Review Committee.

Appraisal based on	Value (%)
Subordinate	3
Colleague	9
HoD	56
Administrative Office	16
Reviewing Committee	16

Promotion Policy

- The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.

- Availability of posts will be based on the statutory requirement of the norms stipulated by UGC / AICTE / Affiliated University. All the promotions should be made through appropriate Selection Committee.
- For promotion to all higher positions, the eligible faculty members of the Institute will be considered along with outside candidates, who apply against notification, taking into account, qualification, experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.
- However promotion may be given irrespective of vacancy, provided the candidate fulfils all the requirement as per UGC / AICTE norms and recommended by the Selection Committee.
- An employee who is under suspension or against whom disciplinary proceedings have been taken or about to be taken shall not be promoted until he is unconditionally reinstated or exonerated.
- One of the Professors / Associate Professors in the Department shall be appointed as Head of the Department based on the merit for a period of three years on rotation basis by the Principal with the approval of the Chairman.

Transfers

- In general, a staff member selected for appointment is attached to the department to which he / she was selected.
- However all employees are liable for transfer from one department to another at the sole discretion of the Management or with the approval of the Governing Council with proper justifications in the interest of the Institute and depending upon the need and exigency.
- All employees are liable for shifting from one discipline / function, centre, department, section, branch etc., to another provided that such transfer does not adversely affect the nature of duties as per the terms of appointment.

- The salary of the individual concerned shall remain intact except in the case of transfer requested by an employee for his personal reasons.
- In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his / her service.
- The Management may grant special scale or allowance on transfer / deputation depending on the merit of the case.

Retirement

- Every teaching and Non-teaching staff of the Institute will retire from service on completing 60 years of age. However, a retired teaching faculty can be re-employed up to the age of 70 considering the meritorious service of the staff.
- Retired teaching faculty / non-teaching staff who are physically fit and whose services are considered necessary and beneficial to the Institute, the Management may reappoint the teaching / non-teaching employee on contractual basis for a period of one year and the tenure shall be extended based on the requirement.
- In respect of a teaching faculty attaining the age of retirement on a particular day, he / she shall continue till end of the month or may be reappointed with the permission of Chairman till the end of academic year.
- In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed to receive duty pay for the holiday. The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule.

Resignation of Service

- If an employee desires to resign, he / she must give notice for resignation in writing to the Principal through the proper channel. However, the member of the teaching staff shall not ordinarily be allowed to resign during the course of an academic year.
- A faculty member can give notice of resignation only in the month of March so that the resignation will be processed and the employee will be relieved on 30th June of the same year i.e., 3 months after the submission of resignation letter or subject to the discretion of the Management.
- A Probationary / confirmed teaching employee can request for relieving during any period subject to he / she agrees to pay three months Gross salary if agreed by the authorities.
- The Management reserves the right to accept or reject the resignation with effect from the day deemed fit, irrespective of the notice period given by the employee.
- Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the relieving order is issued to the employee concerned, he / she shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.
- On receipt of the notice of resignation, the Principal will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval is obtained. No service certificates, testimonials, etc., are to be issued until the resignation is accepted and once the letter of acceptance is given, the accounts will be settled.

- When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his / her dues to the College, hand over the documents, cash, equipment, library books and other properties held in his / her custody, vacate the quarters occupied by him / her to obtain the No Dues certificate to that effect. The Management reserves the right to recover all such outstanding amounts to the College from the dues to the employee or in any other manner decided by the Management.
- The exception to the rule is when a female employee resigns on the reason that her marriage is scheduled.
- After all the formalities are completed and the No Dues certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

Abandonment of Service

If an employee remains absent for more than 7 consecutive working days without prior sanction of leave he / she shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he / she is also liable for disciplinary action as per rules, at the discretion of the Management.

Termination of Service

No notice or salary will be required to be given in case the service of an employee is terminated for any misconduct / indiscipline / negligence in service. However, Management has the authority to relieve any faculty for any other reason without notice but with 3 months' salary cheque.

CHAPTER - 4

DUTIES AND RESPONSIBILITIES

General

The following are the duties and responsibilities of the various members of the Management, faculty and administrative / non-teaching staff members of the DMI College of Engineering, Chennai. They follow conjointly with the Act and the Statutes of the Institute without any contradiction.

Major Functions and Responsibilities of Governing Council

Constitution of Governing Council

The Governing Council for the DMI College of Engineering is constituted as per the AICTE guidelines as shown in the following Table to look into the administrative and academic activities of the Institute.

No. of Member(s)	Category	Nature
7	Management	Founder (DMI Foundations) – Chairman
		Representatives from DMI Foundations: Managing Trustee / Correspondent / President / Director / Administrator
2	Teachers of the College	Nominated by the Principal based on seniority by rotation
1	Educationist	Nominated by the Management
1	Industrialist	Nominated by the Management
1	AICTE (Southern Region) Nominee	Nominated by Southern Regional Office, AICTE
1	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1	University Nominee	Nominated by the Affiliating University
1	Principal of College	Member Secretary

Functions and Responsibilities of the Governing Council

The Governing Council gives directions to the College Management.

- The Governing Council shall guide the Institute to fulfil its Vision and monitor all the activities to achieve the goal.
- The Governing Council shall facilitate for the provision scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Competent Authorities.
- The Governing Council shall approve the proposal for the introduction of new courses / programmes of study.
- All recruitments of Teaching Faculty / Principal shall be made by the Governing Council in accordance with the policies laid down by the AICTE / UGC and the Affiliating University from time to time.
- The Governing Council shall approve annual budget of the Institute with the consent of the Finance Committee.
- The Governing Council shall perform such other functions and introduce committees, as may be necessary and deemed fit for the proper development of the Institute.
- Formulate academic objectives of the Institution and guide the Institute towards the achievement of the same.
- Examine the recommendations made by the departments / stakeholders and take appropriate decisions to improve the academic standards of the Institute.
- Monitor academic, research and other related activities of the Institute and provide suggestions and recommendations for consistent and conducive academic environment.

- Prepare strategic plans for strengthening of finance, infrastructural development and recruitment process.
- Consider the recommendations of the staff selection committee and approve the same.
- Consider the letters and notifications received from the University, Government, DoTE, AICTE, UGC etc. and suggest appropriate actions to implement policy decisions.
- Suggest suitable strategies to improve admission status and to formulate admission policies.
- Encourage and facilitate the Institute to apply for Accreditations / Certifications / Ranking.
- Facilitate and encourage the faculty to apply for research projects / funded projects / consultancy / proposals
- Monitor the skill development programmes for the students and faculty development programmes and guiding the Institute appropriately to achieve the end objectives.
- Facilitate starting of new UG / PG programmes, deciding on discontinuing any existing programs and increase / decrease intake into any UG / PG programme.
- Consider the recommendations of Academic Committees and direct the authorities for implementation.
- Scrutinize the Self Appraisal score and the recommendations of the members of the Faculty Appraisal Committee to take decisions on the capacity building of the faculty.

- Facilitate tie-up with foreign Universities / industries through MoUs to make vibrant collaborations.
- Examine the budget proposals and accord approval and pass the annual budget.
- Facilitate checking the audited income and expenditure statements and approve the same.
- Consider and facilitate the Institute to resolve legal / court cases, if any.
- Scrutinize the recommendations of the disciplinary committees and suggest appropriate actions based on the severity of the issues.
- Take decisions on the amendment of rules, regulations and policies of the Institute as per the norms of statutory bodies.

Powers and Responsibilities of the Principal

- The Principal shall be the Academic Head & the Principal Executive Officer of the Institute.
- The Principal shall develop a long term model for the Institution and work for realizing the Vision of the Institution in close association with top management.
- The Principal shall be responsible for developing policies towards effective teaching, research and extension activities of the Institute.
- The Principal shall supervise the effective functioning of the Heads of various Departments, Coordinators, Faculty Members and Administrative / Non-teaching Staff of the Institute.
- The Principal shall facilitate all functions of the College by accommodating relevant norms / rules / regulations with a view to create learning friendly and research specific environment.

- The Principal shall assist the Management in making policies and taking decisions on setting goals and achieving them using the resources available to develop infrastructural facilities, amenities for the students and research laboratories for the faculty with international ambience.
- The Principal shall co-ordinate all the activities related to the Institute with the Anna University, AICTE / UGC, State Government / DoTE and NBA for Affiliation, National Ranking, Accreditation and other related works.
- The Principal shall execute the mission to achieve the goals adopting the policy of the Governing Council giving top priority for discipline and quality education.
- The Principal shall facilitate for the admission of students under Government / Management / NRI Quota.
- The Principal shall locate, attract and recruit the right kind of faculty members suitable for Institution keeping in the view of future needs.
- The Principal shall arrange periodical meetings with the HoDs / Coordinators / Faculty / Administrative Staff to monitor the progress and growth with the aim of raising the status towards Institute of Excellence.
- The Principal may assist the Chairman regarding financial and administrative matters including preparation of the annual budget for continuous development of the Institute.
- The Principal shall report the important events of the Institute regularly to the Chairman.
- The Principal shall bring to the notice of the Chairman on any unauthorized expenditure or other financial irregularities and suggest appropriate action to be taken against person(s) at fault.
- With the approval of the Chairman, the Principal shall suggest effective internal controls in the financial and accounting system.

- The Principal shall implement, through administrative mechanism, all decisions of the Chairman and the Board of Management of the Institute within seven days from the date the decisions were made.
- The Principal shall communicate the decisions of various meetings of the Institute to the concerned members within a time limit of three days.
- The Principal shall be responsible for planning manpower for effective execution of long as well as short term teaching and administrative activities.
- The Principal shall inspect the academic departments and guide them towards effective & purposeful functioning.
- The Principal shall represent the College in various International, National, State and regional level bodies, societies, councils, meetings as required.
- The Principal shall improve the environmental conditions of the campus to bring conducive environment for study and work.
- The Principal shall take necessary steps to improve the status of placement / higher education and to prepare the students for high end entrance examinations.
- The Principal shall develop a strong association with industries, research and consultancy establishments and signing MoUs aimed at improving specific strengths of the Institution.
- The Principal shall get the Industrialists and Business people on the Governing Council and other advisory bodies of the Institution.
- The Principal shall coordinate with the Management for the recruitment of Teaching and Non-Teaching Staff.
- The Principal shall take necessary steps to conduct the events such as College Day, Sports Day, and Hostel Day etc.

- The Principal shall focus on building an image for the Institution at an overall level.
- The Principal shall exhibit the true qualities of a leader by being a role model.
- The Principal shall work with the faculty and staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
- The Principal shall attend other works assigned by the Management and Governing Council and could take up many more functions suiting to the requirements and needs of the Institution from time to time.

Roles and Responsibilities of the Research Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Research Coordinator for a period of three years from the date of appointment.

The Research Coordinator shall be vested with powers to monitor the complete activities of each research scholar and examine all matters from admission to award of Ph.D. Degree as per regulations stipulated by the Affiliating University.

- The Research Coordinator shall make recommendations on the infrastructural development for the research activities proposed by the Faculty / Research Scholars.
- The Research Coordinator shall make recommendations / suggestions on the eligibility criteria before applying to the Affiliating University for Research Centre Recognition.
- The Research Coordinator shall scrutinize the eligibility norms of the faculty towards obtaining Supervisor status from the Affiliating University.

- The Research Coordinator shall make recommendations on the constitution of Doctoral Committees.
- The Research Coordinator shall make recommendations / suggestions on the list of examiners (Indian / Foreign) for thesis evaluation and conduct of viva voce examination before submitting to the Affiliating University.
- The Research Coordinator shall maintain the income and expenditure statement for every financial year considering all the research activities in the campus.
- The Research Coordinator should manage effectively and efficiently the research programmes and administration affairs of the research centres of the Institution.
- The Research Coordinator shall create an environment conducive to intellectual and research growth.
- The Research Coordinator shall identify opportunities for externally funded R&D projects, apply for funding, submit project proposals and follow up with the funding agencies for securing sanction of projects.
- The Research Coordinator shall prepare R&D budget including seed money for faculty for research, incentives, project cost and funds for budget proposals.
- The Research Coordinator shall submit reports to the Principal every semester on the progress of R&D activities, status of sponsored research project proposals and the actions to be taken to meet the targeted performance.
- The Research Coordinator shall identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.

- The Research Coordinator shall ensure that the laboratory facilities are being utilized optimally through R&D / consultancy related activities.
- The Research Coordinator shall identify prioritized research areas based on the expertise available in the Institute.
- The Research Coordinator shall take additional measures to check for the competence of the research scholars in their area of research before allowing them to appear for comprehensive examination.
- The Research Coordinator shall invite eminent professors / researchers to interact with the faculty and students.
- The Research Coordinator shall facilitate national and international conferences in association with the concerned departments and shall invite eminent scientists / technologists in specialized / emerging areas for key note addresses and for participation.
- The Research Coordinator shall develop plans, and co-ordinate efforts of departments of the Institute to obtain recognition for their research activities by national and international agencies such as UGC, DST, ICSSR, ICHR, etc.
- The Research Coordinator shall fix yearly targets for research publications by the faculty in the peer reviewed journals and regularly monitor the progress towards achievement of targets.
- The Research Coordinator shall maintain database of paper presentations, paper publications and publication of books by the faculty of all the departments.
- The Research Coordinator shall motivate the eligible faculty to guide research scholars.
- The Research Coordinator shall establish policies to check malpractices and misconduct in research.

- The Research Coordinator shall encourage the faculty to utilize their expertise for consultancy services.
- The Research Coordinator shall constitute the Institutional Review Board for scrutiny of project proposals and certification.
- The Research Coordinator shall initiate and co-ordinate signing of MoUs with other institutions and industries for collaborative research with an objective to enhance the quality and output of teaching-learning, research and development activities.

Roles and Responsibilities of Academic Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Academic Coordinator for a period of three years from the date of appointment.

- Academic Coordinator shall work as a mentor for students, teaching and non-teaching staff members of the Institute.
- Academic Coordinator shall be the Convener for the meeting of the Performance Analysis Committee chaired by the Principal.
- Academic Coordinator shall look after the Academic Regulations of the Affiliating University relating to all courses of study offered by the Institute.
- Academic Coordinator shall arrange to conduct with the consent of the Principal, the internal academic audit once in a semester and the external academic audit once in a year and the suggestions and recommendations shall be collectively submitted to the Performance Analysis Committee (PAC) and communicate the resolutions of PAC to the Governing Council.
- Academic Coordinator shall convene the meeting of the Performance Analysis Committee with the consent of the Principal, once in a semester to analyse the performance of the students of all courses.

- Academic Coordinator shall look after the Students Section of the Institute and through his / her office, keep the records pertaining to each student from the date of admission till the date of graduation.
- Academic Coordinator shall look into the scholarship and disbursal management.
- Academic Coordinator shall prepare the Academic Calendar with the consent of all HoDs well in advance before the commencement of every academic year and present the same to the Principal for further action.
- Academic Coordinator shall be the Chairman of the Mentors Forum, which shall be organized once in a semester to consolidate the students' requirements and communicate to the Governing Council through Principal to take appropriate decisions.
- Academic Coordinator shall monitor the quality of teaching of all faculty and the instructional methodologies adopted by each faculty and communicate the consolidated rewards / remarks to the Performance Analysis Committee.
- Academic Coordinator shall be responsible to approve Institute level electives and Allied electives proposed by HoDs, faculty as well as students every semester in compliance with the Regulations.
- Academic Coordinator shall encourage and motivate the students and faculty for a good teamwork and create professional development opportunities for all.
- Academic Coordinator shall coordinate the meeting of the Staff Appraisal Committee with the consent of the Principal every year to monitor the progress of each faculty, preferably towards the end of odd semester and consolidated reports shall be presented to the Governing Council.
- Academic Coordinator shall assist the Principal towards interaction with industries, leading institutions and research organizations in the National and International level and sign MoU.

- Academic Coordinator shall assist the Principal to conduct periodical HoD and staff meetings to monitor the academic performance of the Institute.
- Academic Coordinator shall take necessary steps to conduct Graduation Day and Fresher's Induction Day Functions in consultation with the Principal.
- Academic Coordinator shall prepare and getting approval from the Management in association with the Principal regarding budget allocation for various academic activities.
- Academic Coordinator shall support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE / UGC, NBA, Affiliating University, DoTE, DST, CSIR, Tamil Nadu State Council for Science and Technology and other authorities.
- Academic Coordinator shall assist the Principal in the preparation of agenda and notes for the periodical meetings of the Governing Council and provide support in planning and creation of infrastructural facilities for the development of the Institute.
- Academic Coordinator shall perform such other academic related duties as and when arise or instructed by the Principal to meet the standards of quality technical education.

Roles and Responsibilities of the Examination Coordinator

The Principal shall recommend a list of 3 Senior Professors to the Governing Council to consider one among them as the Examination Coordinator for a period of three years from the date of appointment.

- Examination Coordinator shall frame the guidelines of conducting internal assessments every semester and to recommend modifications required if any from time to time.
- Examination Coordinator shall facilitate to examine the quality of question papers for the internal assessments and the evaluation system.

- Examination Coordinator shall scrutinize the recommendations of the Performance Analysis Committee.
- Examination Coordinator shall verify and approve the income and expenditure statement every semester.
- Examination Coordinator shall monitor the budget towards conduct of the examinations.
- Examination Coordinator shall submit all the results of internal assessments to the Academic Coordinator and the end semester results provided by the affiliating University for elaborate discussion about the performance in the Performance Analysis Committee.
- Examination Coordinator shall prepare the schedules for the Internal Assessments with the consent of Academic Coordinator and follow the schedules provided by the affiliating University for Practical / End Semester (regular and arrear) examinations for every semester.
- Examination Coordinator shall monitor the entire process of conduct of internal assessment examinations.
- Examination Coordinator shall prepare various proforma documents and forms for record keeping and monitoring all examination related activities.
- Examination Coordinator shall circulate all the examination related forms on time to the respective Head of the Department.
- Examination Coordinator shall exercise general supervision over the conduct of examinations of the Institute.
- Examination Coordinator shall submit the approved results of the internal assessments to the affiliating University through Principal within stipulated time.

- Examination Coordinator shall constantly review the internal assessment pattern in order to enhance the quality of the academic system.
- Examination Coordinator shall communicate the malpractices, if any identified, during end semester examinations to the Anna University through Principal with the recommendation of Internal Enquiry Committee and submit the details to the Complaints Appeal Committee for further action.
- Examination Coordinator shall perform any other matter connected with examinations from time to time as assigned by the Principal.

Further, the Examination Coordinator shall follow the guidelines with respect to “during examination” and “post examination” processes, which have been laid down by the affiliating University.

Duties and Responsibilities of Heads of the Departments

The Head of the academic Department is overall responsible for establishing an ideal and conducive learning environment in the department and promoting the departmental activities to achieve its objectives and in turn, the objectives of the Institute. The following are the duties and responsibilities of the Heads of the Departments:

- The Head of the Department (HoD) shall strive to maintain overall discipline of the students with the involvement of faculty / staff members of the department.
- The HoD shall coordinate all the activities of the faculty / staff in the department to offer quality education to the students.
- The HoD shall allocate course works (both theory and practicals) considering the competency level, domain interest or willingness of the faculty members.
- The HoD shall prepare and finalize the academic time-table, internal examination time-table in association with the faculty members of the department.
- The HoD shall coordinate semester by semester development of schedule of course offerings.
- The HoD shall ensure smooth conduct of internal / external examinations including question paper setting, continuous assessment of theory and practicals.
- The HoD shall check periodically the tutorial sessions conducted and quality of continuous assessment and give suitable suggestions for improvements.
- The HoD shall encourage the faculty members to develop the laboratory facilities as per the curricula requirement and to maintain the existing facilities.

- The HoD shall make arrangements to meet the requirements of the department such as faculty / staff, equipment, departmental library books, text books and other infrastructure facilities.
- The HoD shall facilitate each faculty in the preparation and processing of self-appraisal of performance and forward the same with recommendations to the Principal through Academic Coordinator.
- The HoD shall identify the talented students and encourage them to pursue for higher studies / extreme opportunities towards career growth.
- The HoD shall encourage the faculty members to apply for research / consultancy projects to various Government / Private funding agencies and to execute the activities for successful completion of the work.
- The HoD shall encourage the faculty members to publish research articles in reputed / peer reviewed journals.
- The HoD shall convene and chair the faculty meetings, at least, once in a month with a quorum of 50 percent of faculty strength and shall maintain the agenda and minutes of the meetings.
- The HoD shall convene and chair the meetings of the Department Purchase Committee to discuss the purchase of equipment and utilization of funds allocated to the department in the Annual Budget.
- The HoD shall maintain a Stock Register for consumable / non-consumable goods purchased by the department. The HoD shall make necessary arrangements for stock verification at the end of every financial year with the involvement of the faculty / staff members of the department and shall report the same to the Academic Coordinator.

- The HoD shall monitor and maintain discipline among the faculty, students and research scholars. Whenever infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Academic Coordinator and the Principal for appropriate action at their end.
- The HoD shall attend all the meetings of Heads of the Departments chaired by the Principal / Academic Coordinator. If, for any reason, the Head of the Department is not able to attend the meeting, a faculty member shall be deputed by the HoD to attend the same. The HoD shall exchange the information discussed / deliberation of such Heads of the Departments meetings in the faculty meetings for smooth / effective academic administration / delivery.

The Head of the Department shall maintain the following records:

- a. Attendance registers of the Research Scholars in the department
 - b. Attendance registers of the Students
 - c. Agenda and minutes of the meetings with faculty
 - d. Agenda and minutes of the Department Purchase Committee
 - e. Separate File for each faculty and staff member of the department
 - f. Stock registers
- The HoD shall maintain all records as stipulated by the NBA / NAAC / NIRF or any other National / International agencies for ranking and accreditation.
 - The HoD shall arrange, organize and facilitate faculty members for conducting seminars / workshops / conferences and extension activities.
 - The HoD shall conduct regular research meetings and facilitate healthy discussion on the research works carried out by the research scholars and the faculty.

- The HoD shall develop strategic and futuristic plans in association with the faculty members for the progress of the department.
- The HoD shall sanction Casual Leave and leave to attend other Official Duty to the faculty / staff as per the norms of the Institution.
- The HoD shall assist the Research Coordinator to develop Industry – Institute interaction.
- The HoD shall check the course files maintained by the faculty members periodically and suggest corrective measures.
- The HoD shall prepare and review course evaluation and programme evaluation reports with the help of faculty members and present the same to Performance Analysis Committee chaired by Principal.
- The HoD shall collect the CO-PO-PSO attainment reports from each faculty for each course in every semester, the consolidated remarks, suggestions and recommendations to tune the course outcomes and shall communicate the same to Academic Coordinator for further action-
- The HoD shall participate actively in the Performance Analysis Committee and give suggestions / recommendations for improvement of courses and programmes.
- The HoD shall have frequent monitoring of Institute's Website for its proper and regular updates.
- The HoD shall ensure the overall maintenance and cleanliness of the department.
- The HoD shall forward all the applications / requisitions of faculty members to the higher authorities with appropriate guiding comments / recommendations for effective / smooth administration.

Duties and Responsibilities of Faculty members

Every faculty member is expected to work with high standards, initiative, efficiency and economy. He / She will apply himself / herself diligently and faithfully to the work, that may be assigned to him / her from time to time and will conform to such directions that shall be given to him / her by their superiors. The teaching work load will be allotted by the HoD after taking into account of the interests of the faculty members.

The following are the duties and responsibilities of faculty member appointed in an academic departments of the Institution:

- The faculty member of the DMI College of Engineering shall carry out teaching, research and extension activities for the development of the department, Institute and in turn to the society.
- The faculty members shall devote their entire time to the work assigned to them by the authorities of the Institute.
- The faculty member shall build research infrastructure in the department by obtaining research grants from funding agencies.
- The faculty member shall prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.
- The faculty member shall participate in all meetings and departmental activities organized by the Head of the Department regarding laboratory development and maintenance, department library, periodical stock verification, department purchase, organize and conduct of seminars / conference / workshop etc.
- The faculty member shall strive nurturing of Industry - Institute interface and other academic activities.

- The faculty member shall do attend Faculty Development Programmes every year, do publish research articles in peer reviewed journals and do attend online courses in the thrust areas conducted by reputed institutions to enrich and update their knowledge.
- The faculty member shall be self-disciplined and shall maintain discipline among the students in the class rooms and laboratories and should not show partiality to any group of students or individual student.
- The faculty member should go to the class in time and engage the full period and should not leave the class early.
- The faculty member should take care of slow learners and pay special attention to their needs by conduction special classes.
- The faculty member who has been designated as Mentor should update the students' personal files regularly and put up for inspection by the HoD / Principal / Academic Coordinator as the case may be.
- Every faculty member should maintain students' attendance records.
- The faculty member shall inform to the Class Advisor or Mentor about the regular absentees, slow learners, objectionable behaviour etc.
- The faculty member shall prepare the lesson plan once the subject is allotted. The lesson plan and the course file should be approved by the HoD and Academic Coordinator. The course file consists of preface about the subject to be handled, lecture notes, hand-outs, Power Point Presentation slides, test / assessment question papers, two model answer scripts for each test / assessment, assignments, previous year University question papers and feedback analysis report etc.
- The faculty members shall prepare the course file in the prescribed format for each semester for all the subjects handled by them and keep the same for stipulated period of time as instructed by the superiors.

- The faculty member shall correct the assessment papers within 3 days from the date of the examination and the marks shall be submitted to the Examination Coordinator through HoD collectively before entering into AU portal.
- Each faculty should have a good knowledge of the accreditation process and its requirements.
- Each faculty shall fill up the self-assessment form for performance appraisal and submit the same to the HoD every year.
- The faculty member shall plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities and in turn for the benefit of the Society.
- The faculty member shall undertake the administrative responsibilities of the Institute whenever required in addition to regular teaching and research works.
- The faculty member shall send any correspondence or communicate to the higher / competent authorities only through the Head of the Department or with prior approval.
- The faculty member shall obtain prior permission from the Head of the Department for availing any Leave and On-Duty permission for attending other Official Duties (OD).
- The faculty member shall enter all purchases in their research projects and other grants in the common Bill Passing Register and Stock Register of the department; shall return all the non-recurring items to the department at the time of departure from the service.
- The faculty member shall prepare laboratory manuals for conducting practical classes and shall help the students for clarifying their doubts.
- They should also take up additional responsibilities assigned to them by the Principal / Academic Coordinator and Chairman from time to time.

Duties and Responsibilities of the Mentor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher, who shall function as Mentor for those students throughout their period of study. The Mentor shall advise the students in registering and reappearance (arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities of the Mentor shall be:

- The Mentor shall be familiar with the personal history of assigned students including educational and family background.
- The Mentor shall inform the students about the various facilities and activities available to enhance their curricular and co-curricular activities.
- The Mentor shall guide in the process of enrollment and registration of the courses.
- The Mentor shall authorize the final registration of the courses at the beginning of each semester.
- The Mentor shall monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- The Mentor shall collect and maintain the academic and co-curricular records of the students.
- The Mentor shall explain to the students, the importance of participation in the class activities and explain the importance of mid-semester examination and its consequence in the end semester examination.

- The Mentor shall explain the importance of laboratory exercises and their correlation with theory.
- The Mentor shall help the students to explore the career fields in their branch of study and provide information about higher education and job opportunities.
- The Mentor shall assist the students at regular intervals to make adequate self-evaluation and explain the importance of self-motivation to do well in career and subsequently in life.
- The Mentor shall counsel the students whose progress is unsatisfactory and monitor the interim and final performance of them and liaise with parents whenever required.

Duties and Responsibilities of the Class Advisor

There shall be a Class Advisor for each class. The Class Advisor will be one among the course instructors of the class. He / She will be appointed by the HoD of the department concerned. The Class Advisor is the ex-officio member and the Convener of the meetings of the class committee.

The responsibilities for the Class Advisor shall be:

- The Class Advisor shall act as the channel of communication between the HoD and the students of the respective class.
- The Class Advisor shall collect and maintain various details such as attendance, assessment marks and long leave particulars.
- The Class Advisor shall help the Chairperson of the class committee in planning and conduct of the class committee meetings.
- The Class Advisor shall monitor the academic performance of the students including attendance and to inform the class committee.

- The Class Advisor shall insist the importance of not missing even one lecture, as continuity is important in engineering education.
- The Class Advisor shall make the students fully aware of their responsibility to meet the requirement of regulations as well as performance standards and also insist the importance of acquiring high academic credentials in the development of their career.
- The Class Advisor shall coordinate with each instructor in performing analysis of results of continuous assessments and end semester examinations and in estimating CO – PO – PSO attainment.
- The Class Advisor shall attend to the students' welfare activities like awards, medals, scholarships and industrial visits.
- The Class Advisor shall act as a mentor, counsellor and role model in resolving students' related difficulties.
- The Class Advisor shall identify good students and motivate them to excel and collect information regarding weaker students from the teachers who are handling the classes and arrange remedial classes and counselling sessions in consultation with the HoD.
- The Class Advisor shall call the parents of the students whose attendance is less than 75 percent and arrange to ensure parents meet the HoD particularly while student's attendance is less than 65 percent.
- The Class Advisor shall assist the department's HoD towards computation of internal marks of the corresponding class and ensure circulation of the same among the students for their signatures and the same shall be dispatched to the Examination Coordinator with attendance details collectively.

- The Class Advisor shall assist the HoD towards computation of semester attendance of the corresponding class at the end of the semester.
- The Class Advisor shall assist the HoD and Account Section to ensure no fee defaulters in the class.
- The Class Advisor shall perform any other duty that may be assigned by the corresponding HoD from time to time.

Duties & Responsibilities of Coordinator, Internal Quality Assurance Cell

- The Coordinator, Internal Quality Assurance Cell (IQAC) shall disseminate information on various quality parameters of engineering education.
- He / She shall coordinate the documentation of various programmes / activities leading to quality improvement.
- The Coordinator, IQAC shall prepare the Annual Quality Assurance Report of the Institute every year, upload the same in the Institute's Website and submit the same to NAAC with appropriate quality parameters.
- The Coordinator, IQAC shall call for Performance Based Appraisal System Proforma along with evidences every year from the faculty members and coordinate the scrutiny of the filled-in proforma through appropriately constituted committee.
- The Coordinator, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities and shall execute the decisions arrived / recommendations from the members in time.
- The Coordinator, IQAC shall provide information to NAAC by preparing the Re-accreditation Assessment Report (RAR).

- The Coordinator, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the Institute in close association with higher authorities.
- The Coordinator, IQAC shall arrange for feedback responses from the students on evaluation of performance of their teachers and analysing the same in coordination with the HoDs of the concerned departments and provide the processed report to the concerned faculty through HoD.
- The Coordinator, IQAC shall conduct of inter and intra college workshops and seminars on quality related themes and promote the quality culture of the Institute and assist quality audit process.

Duties and Responsibilities of the Librarian

- The Librarian shall be responsible for all activities of the Library such as purchase of books and journals, their maintenance, classification, stock maintenance including Stock Register and making entries of lost, old and unusable books.
- The Librarian shall depute assistants for effective surveillance of reading rooms, stocks, computer facilities and security personnel at entry and exit points.
- The Librarian shall monitor and maintain the discipline and decorum inside the library.
- The Librarian shall make arrangements for annual stock verification.
- The Librarian shall conduct awareness programmes for faculty, non-teaching staff and students on usage of Library, e-books, INFLIBNET, e-journals, N-List, DELNET, NDL etc.

- The Librarian shall organize various activities such as Library Week or introduce clubs such as Reading Club essentially to develop a vibrant reading culture among the students, faculty and staff.
- The Librarian shall be responsible for the maintenance of digital library, server, INFLIBNET services, DELNET and uploading of theses in 'Shodhganga', D-Space server uploads, e-question modification, maintenance of EZproxy, updating Library Website periodically and renewal of e-journals and e-books subscriptions.
- The Librarian shall purchase books and journals on the recommendations of the academic departments under the budget amount allocated to the departments.
- The Librarian shall prepare the annual budget for the Library and submit the same to the Principal for further processing.
- The Librarian shall purchase all other general books including Encyclopaedia on the recommendations of at least two Heads of the Departments and Academic Coordinator.
- The Librarian shall ensure the availability of reprographic facilities.
- The Librarian shall remove obsolete book materials based on the recommendations of the members of the Library Committee, securing the old books through rebinding and make binding arrangements for important back volumes.
- The Librarian shall ensure that the Library is getting face shifting according to the technological innovations and developments on par with other Libraries of National and International repute.

- The Librarian shall introduce library automation and digitization of library and strive to keep the integrity through proper maintenance.
- The Librarian shall ensure the availability of academic regulations, course files, laboratory workbooks, syllabus copies and thesis / dissertation reports.
- The Librarian shall take effective steps to interlink all the departments and hostels through Internet to share the resources.
- The Librarian shall coordinate with the departmental library in-charge for smooth functioning of the department library.
- The Librarian shall take efforts to interlink with other Libraries in the country for inter-library book borrowing system.
- The Librarian shall furnish the required data on all matters relating to Library during accreditation, ranking and affiliation process.
- The Librarian shall perform any other work or duties related to library that may be assigned from time to time by the higher authorities.

Duties and Responsibilities of the Superintendent (Administration)

The Superintendent (Administration) has the responsibility of the overall monitoring, managing and supervising the office personnel of the Institute.

Other major responsibilities include:

- The Superintendent (Administration) shall maintain the students' files which include basic data, semester-wise progress reports, grievances reports (if any), leave particulars, break of study (if any), achievements, fee details and alumni details.

- The Superintendent (Administration) shall maintain all the employees' personal files which include the application details, copy of the appointment order, joining report, self-attested copies of the certificates, leave particulars, discipline related matters (if any) and salary details.
- The Superintendent (Administration) shall maintain registers for inward and outward correspondences with all required details.
- The Superintendent (Administration) shall issue railway concession forms together with Bonafide Certificate.
- The Superintendent (Administration) shall maintain the register for employees' entry and leaving times, retrieving the information from Biometric System.
- The Superintendent (Administration) shall maintain the details of Employees' Provident Fund, Pension Scheme and Employees' State Insurance for all employees.
- The Superintendent (Administration) shall maintain the notice boards and display of information.
- The Superintendent (Administration) shall keep the inventory of office equipment and furniture, assign unique asset number and coordinate annual verification of the assets.
- The Superintendent (Administration) shall maintain the office purchase registers, stores and issues of stationery items through proper procedure.
- The Superintendent (Administration) shall collect the suggestion slips from the drop box and submit the same to the Principal / Academic Coordinator for further action.
- The Superintendent (Administration) shall assist the Principal and other officials in the preparation of reports to AICTE / UGC / Affiliating University / DoTE / Government / Accreditation and Ranking agencies.

- The Superintendent (Administration) shall do periodical shuffling of ministerial and contingency staff across departments / sections with the consent of Coordinators / HoDs following proper procedures.
- The Superintendent (Administration) shall take initiatives for repairing and maintaining of vehicles, furniture, sanitary fittings and electrical and plumbing works.
- The Superintendent (Administration) shall monitor the maintenance activities, Security personnel and the function of Canteen periodically and prepare performance reports and devise future plans for improvement towards bringing perfection.
- The Superintendent (Administration) shall monitor the transportation activities and fix the bus routes, allocate buses and drivers on the routes and ensure the fuel efficiency of transport vehicles and optimum use of college resources.
- The Superintendent (Administration) shall do other functions assigned by the Chairman / Management / Principal / Coordinators.

Duties and Responsibilities of Technical Staff

(Electrician, Plumber, Carpenter, Instructor, Computer Operator, Telephone Operator, Laboratory Assistant)

- The Technical Staff shall assist in installation, operation and maintenance of laboratory equipment and their calibrations.
- The Technical Staff shall maintain the inventory of consumables and help in purchasing of consumables for laboratories and Workshops as per requirement.
- The Technical Staff shall take necessary steps for proper supply of water and electricity in the campus.

- The Technical Staff shall assist the faculty while conducting practical classes and the researchers while doing experiments in the laboratories and provide support for the faculty carrying out consultancy and testing works in respect of projects especially in design and fabrication works.
- The Technical Staff shall take additional responsibilities at the times of organising functions / seminars / workshops / conferences by assisting in the operation of telephones, intercom, Internet and Audio Visual aids.

Duties and Responsibilities of Laboratory In-charge

The Laboratory in-charge is basically a technical staff who is assigned to look after the specific laboratory based on his / her domain knowledge and responsible for safety and upkeep of all the equipment in the laboratory as listed in the inventory.

- The Laboratory in-charge shall maintain the following documents:
 - a) Inventory of the laboratory
 - b) Laboratory Time Table for UG / PG practical classes
 - c) Log book for daily usage
 - d) Complaint Register
 - e) Laboratory manuals and
 - f) List of Experiments for each practical course
- The Laboratory in-charge shall ensure proper discipline in the laboratory with respect to the following:
 - a) No bags or eatables are allowed inside the laboratory.
 - b) Unnecessary talking and movements of the students are avoided.
 - c) Chairs / Stools are placed in proper position at the end of each practical session. Equipment are switched off or made inactive as per the procedure at the end of each practical session.
 - d) All fans / lights wherever not needed are in OFF condition.
 - e) Entire laboratory room and the equipment are maintained in neat and clean condition at all times.

- The Laboratory in-charge shall facilitate procurement of necessary consumable items well before the commencement of the semester by sending requisition to the HoD.
- The Laboratory in-charge shall ensure adequate infrastructural facilities in the laboratory.
- The Laboratory in-charge shall coordinate periodical testing of equipment in the laboratory.
- The Laboratory in-charge shall assist the class teachers in conducting the practical classes.
- The Laboratory in-charge shall take appropriate measures to prevent unauthorized use of laboratory equipment.
- The Laboratory in-charge shall keep suitable motivation boards and list of experiments in the laboratory.
- The Laboratory in-charge should be conversant with all the laboratory experiments and exercises.
- The Laboratory in-charge should be conversant with the locking procedure of the laboratory, emergency procedures in case of fire, accident and maintain the keys of cupboards and doors of the laboratory.
- The Laboratory in-charge shall report to the HoD of the respective department.

Duties and Responsibilities of Technician / Laboratory Assistant

- The Technician / Laboratory Assistant shall assist the Laboratory in-charge in the maintenance, repair and troubleshoot, calibration, fabrication and installation of various equipments.

- The Technician / Laboratory Assistant shall distribute various components / parts to the students for use in laboratory exercises.
- The Technician / Laboratory Assistant shall help the students to assure proper handling and operation of equipments in the laboratory.
- The Technician / Laboratory Assistant shall have the responsibility to find out the missing / damaged items and suggest further action to compensate the loss.
- The Technician / Laboratory Assistant shall report the matter in writing immediately to the Laboratory in-charge / HoD as soon as they come to know about the missing / damaged items in the laboratory.
- The Technician / Laboratory Assistant shall identify the students those who are responsible for any breakage / loss and facilitate to recover costs.
- The Technician / Laboratory Assistant shall maintain the stock register and the documentation in coordination with Laboratory in-charge.
- The Technician / Laboratory Assistant shall make entries about the missing / damaged items in the respective stock registers.
- The Technician / Laboratory Assistant shall have sufficient skills towards the use of power tools such as hand drill, drill press, soldering etc., while installing new equipment.
- The Technician / Laboratory Assistant shall maintain the warranty, service and repair records of all equipment in the Laboratory.
- The Technician / Laboratory Assistant shall perform any other duty assigned by the Laboratory in-charge / HoD.

Duties and Responsibilities of the Physical Director

- The Physical Director shall be the Head of the Physical Education Department and shall co-coordinate with the staff to ensure effective functioning of the department.
- The Physical Director shall report to Principal.
- The Physical Director shall be responsible in identifying the sports capability / proficiency / skills / interests of the students and accordingly to create sports infrastructural facilities and upkeep of the same.
- The Physical Director shall ensure proper use of sports material and facilities and smooth conduct of sports.
- The Physical Director shall purchase the sport items by coordinating with Superintendent (Administration).
- The Physical Director shall organize and conduct University level and State level tournaments, intra and inter-collegiate sports, University competitions and encourage the students to participate in the tournaments.
- The Physical Director shall prepare the annual budget for sports.
- The Physical Director shall ensure discipline among students in the campus and make the campus as non-ragging campus.
- The Physical Director shall ensure the availability of medical facilities in the campus.
- The Physical Director shall attend all the meetings at the University regarding physical education.

Duties and Responsibilities of Warden (Men's and Women's Hostel)

The following are the duties and responsibilities of the Warden. The Principal shall be the Warden of both Men's and Women's Hostels.

- The Warden shall periodically monitor the maintenance works, discipline, cleanliness and other aspects of general administration of all the hostels of the institution.
- The Warden shall provide guidance to Deputy Wardens (Men and Women) in administering the hostels and hostel mess.
- The Warden shall arrange internal auditing of mess accounts and decide upon the financial management of the hostels and the hostel mess.
- The Warden shall recruit cooks, mess boys and girls, waiters, hostel attenders and other mess related workers who will be under direct control of Deputy Wardens (Men and Women) of Hostels through outsourcing with prior approvals from the Management.
- Any other duty in addition to those mentioned above concerning the hostel mess management, which may be deemed fit, may be assigned to the Warden by the Management. The Warden may assign such duties to Deputy Wardens (Men and Women) based on the work load.
- The Warden shall monitor and operate the funds of the following accounts:
 - a. Mess Account
 - b. Hostel Fund Account
 - c. Miscellaneous Fund Account.

- The Warden shall observe the established rules of financial propriety inter se while incurring or authorizing the expenditure out of hostel funds.
- The Warden shall observe strict economy at every stage of Hostel administration.
- Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.
- The expenditure should not be more than the occasion demands.
- Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his / her own advantage.
- Money out of the hostel fund should not be utilized for the benefit of a particular person.
- The amount of allowances granted to meet the expenditure of a particular type should be so regulated that the allowances are not on the whole source of profit to the recipients.
- The Warden shall constitute the Hostel Committee (Men and Women) to look in to the following matters:
 - a. To frame policies on the running of the hostels, messes and other facilities within the hostel.
 - b. To ensure that no ragging takes place in the hostels and maintain a ragging free environment.
 - c. To plan for upgradation of facilities in the hostels.

- d. To ensure maintenance of discipline in and around the Hostel.
- e. All disciplinary action of boarders or reward giving action will be finally decided by the Warden on the recommendations of the Hostel Committee. The Hostel Committee may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, or such other rules on reference to it for final decision.

**Duties and Responsibilities of Deputy Warden
(Men's and Women's Hostel):**

The Deputy Warden shall perform such duties as assigned by the Warden from time to time and shall function under the over-all charge of the Warden. The following are the duties and responsibilities of the Deputy Warden, in addition to specific duties assigned by the Warden.

- The Deputy Warden shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.
- The Deputy Warden shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.
- The Deputy Warden shall inspect Hostel Rooms along with the Matron / Attender.
- The Deputy Warden shall be individually and collectively responsible for the smooth functioning of the Hostels.
- The Deputy Warden shall promptly take appropriate actions within his / her power on all cases of misbehaviour, indiscipline and sickness of the residents and report to Warden and other higher authorities for the cases beyond his / her powers.

- The Deputy Warden can impose fine for the misbehaviour of the residents, damage or loss caused by them up to the limits prescribed by the Hostel Committee.
- The Deputy Warden shall be available in the hostel office every day at specified hours.
- The Deputy Warden shall chair the meetings of the Students in the Hostel which will be held regularly.
- The Deputy Warden can transfer a resident from one room of the Hostel to another.
- The Deputy Warden shall be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- The Deputy Warden shall recommend refund of all kinds of caution deposit / security money deposit.
- The Deputy Warden shall ensure timely completion of all financial transactions pertaining to the Hostels and shall examine the bank reconciliation statement.
- The Deputy Warden shall sanction funds for repairing the furniture in the cases of emergency.
- The Deputy Warden shall be responsible for proper pursuance of complaints relating to civil / electrical works, repairs / replacement of furniture, fittings, etc.
- The Deputy Warden shall estimate overtime allowance in accordance with the rules and forward the same to Warden for disbursement.
- The Deputy Warden shall take action for the eviction of resident students in consultation with the Warden and Hostel Committee, if necessary.

Duties and Responsibilities of the Accountant

- The Accountant shall be responsible for maintaining all income and expenditure particulars of the Institute in appropriate cashbooks, ledgers / registers.
- The Accountant shall be responsible for holding the bank account details, monthly income and expenditure statements and maintaining petty cash accounts and advances.
- The Accountant shall be responsible for keeping the financial records for all kinds of deposits and refunds.
- The Accountant shall be responsible for holding the cheque books of all the accounts in his / her custody and making appropriate entries in the front pages of the cheque book immediately after issue of cheques.
- The Accountant shall maintain the accounts of the research grants received from AICTE / DST / CSIR etc.
- The Accountant shall issue Utilisation Certificate for the funded projects after completion of proper auditing procedures.
- The Accountant shall initiate and assist the internal audit process once in every month and external audit process once in a year.
- The Accountant shall assist the Principal in the preparation of the annual budget.
- The Accountant shall verify all the bills prepared and submitted.
- The Accountant shall settle all the bills through the Finance Officer.

- The Accountant shall assist in the preparation of monthly salary statement and acquaintances.
- The Accountant shall prepare income tax statements for all the employees of the Institute during March every year to enable filing of income tax returns.
- The Accountant shall attend to the subject of income tax and performing TDS at source for all payment transactions.
- The Accountant shall supervise the challan writing, remittance to the bank and postal accounts (if any).
- The Accountant shall prepare daily receipts, challans and keep the remittance details and reconcile the same every month during internal audit process.
- The Accountant shall prepare the audit reports and replies for both internal and external audits.
- The Accountant shall be responsible of keeping the following records in safe custody:
 - a. Bill books / receipt books
 - b. Files pertaining to accounts / purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / Pass books
 - h. Bank challans
 - i. Fixed Deposit certificates
 - j. Other important office documents

CHAPTER – 5

CONDUCT RULES

General

These rules may be called as the conduct rules for the employees of DMI College of Engineering and shall apply to every employee of the Institute.

- Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may vary from time to time.
- Every employee shall at all times maintain absolute integrity, devotion to duty, confirm to and abide by the rules and regulations, comply with and obey all lawful orders and directions for the official duties issued by the designated authorities.
- Employees should not involve in any activity which is anti-secular or anti-social, which tends to create communal disharmony.
- Every employee shall serve the Institute honestly and faithfully and shall endeavour to promote the interest of the Institute.
- Every employee shall show courtesy and attention in all transactions and not to do anything which is unbecoming of the Institute's employee.
- No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal.
- Every employee shall obtain prior permission from the Principal / competent authority for undertaking honorary work of a social and charitable nature or work of a scientific character.

- An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- Every employee shall maintain the secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by superior officer in the discharge of his duties.

A Role Model Faculty

The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself / herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the DOs and DON'Ts are listed below:

Do's

- Reach the Institute a few minutes before the scheduled time.
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.
- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book / notes on to the board.
- Practice ICT aided teaching methodologies and maintain necessary records for documentation.

- Provide good practical examples.
- Provide references for further reading (maintain record).
- Train the students to present seminars on referenced topics.
- Teach some topics beyond the syllabus.
- Take up the role of Mentors (maintain record), and help students to the best of your ability.

Don'ts

- let off the class before time unless there is a justifiable reason.
- be harsh ever or disrespectful to the students or their parents.
- be disrespectful to your superiors and colleagues.
- let bureaucracy affect your functioning, bring out the matter in writing / verbally to your superiors immediately.
- act in a manner prejudicial to the interest of the Institute, good order and discipline.
- indulge in any act of vindication which may affect the organizational culture / climate.

Misconduct

The term 'misconduct' denotes an offence or an act on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution. The following acts shall be treated as misconduct on the part of an employee:

- Late attendance or absence from duty without notice or permission.
- Not wearing uniform allotted by the Institute (if applicable) and / or Identity card during working hours.
- After marking attendance, leaving the place of work during working hours without permission.
- Laziness, inefficiency or carelessness in work or sleeping while on duty.
- Obtaining leave or attempting to obtain leave on false pretences.
- Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Institution or that of any others.
- Borrowing or lending money in the College premises.
- Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance and noise in the college premises.
- Failure to report a disease in an employee which may endanger others.
- Using institutional facilities unauthorized for personal gain.
- Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the Principal / Head of Department.

- Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- Unauthorized handling, misuse, mishandling of a machine, apparatus, equipment or material
- Using indecent language, making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
- Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
- Refusal to accept or obey an order of transfer from one job to another or from one department to another.
- Furnishing false or incorrect information / credentials or withholding relevant or pertinent information at the time of appointment or any other time.
- Unauthorized use of the name, address, telephone or any other description of the Institute.
- Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the college or others or attempting to do so.
- Tampering with the records of the Institute, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
- Disclosing to an unauthorized person, without written permission of the competent authority, information affecting the interest of the college with regard to procedures, practices and functioning of the institution.

- Gambling within the premises of institution.
- Bringing liquor or other intoxicants, including addictive / drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition.
- Intimidating other employees by threats, pressures or other means, with a view to preventing them from attending their duties or to join in a group.
- Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the competent authority.
- Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the competent authority.
- Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- Delay in the performance of work or go slow in work or instigating thereof.
- Misbehaving with students / colleagues / superiors.
- Poor performance in teaching.
- Instigating the students against the College Authority.
- Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the Institute.
- Assisting or promoting any political movement or activity inside the college premises.

Discipline

- The Chairman or the nominee of the Chairman shall place an employee under suspension when disciplinary proceedings against him / her are contemplated or pending or a case against him / her in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- In a case where in a number of teaching or non-teaching staff commits any misconduct in discharge of their duties, the Chairman got discretion to award punishment based on the recommendations of the Inquiry Committee constituted by him with the Principal as convenor.

Penalties for Minor Misdemeanour

- Censure
- Warning
- Withholding an increment or promotion to the next higher grade.
- Withholding of annual increment including stoppage at an efficiency bar with or without cumulative effect.

- Recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered.
- Suspension for a period of 3 to 6 months without pay and allowance.

Penalties for Major Misdemeanour

- Reduction of three to ten increments depending on the nature of misconduct.
- The cut in the increments is cumulative and irrevocable.
- Reduction to a lower post or grade or to a lower pay scale.
- Compulsory retirement from the service.
- Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the college.
- Dismissal from service, which debars the employee from future employment in any capacity in the college.

Others

The following shall not amount to penalty within the meaning of the rule.

- Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
- Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
- Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.
- Volunteer retirement at an age below the prescribed age for normal retirement.

CHAPTER – 6

LEAVE RULES

Types of Leave

The employees are entitled for the following types of leave:

- Casual Leave
- Vacation (For Teaching and Non-teaching Staff)
- Compensation Leave
- Medical Leave
- Maternity Leave
- Study Leave
- Special Leave
- On Duty
- Extra-ordinary Leave on Loss of Pay

Casual Leave (CL)

Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said Academic year. (i.e., one day CL on completion of a month). Staff member is eligible to avail casual leave only after completion of one month service from the date of joining.

Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction.

Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on the reporting day for duty.

Non submission of Leave Form for three days from the reporting day for duty will be accounted as Loss of pay.

Leave without information to the concerned Head or without prior application in the appropriate form will be seriously dealt with. In case of unforeseen situations, the employee shall avail casual leave, informing to the concerned HoD or sanctioning authority through phone / email / SMS.

Absent from duty for three consecutive days without prior permission or sanction will not be permitted.

Causal leave cannot be combined with any other type of leave except Compensatory off and / or Study Leave.

Casual leave can only be suffixed or prefixed with holidays / weekly off days.

In case an employee is out of station, he / she should mention the same in the leave application and give the address and contact details.

A single spell of casual leave shall not exceed 9 consecutive days at a time. However in special cases like medical grounds, marriage, etc., the decision of the Principal is final.

Casual leave cannot be carried over to the next year, if it is not availed during the academic year.

It is the responsibility of the teaching faculty to make alternative arrangements for his / her duties as per schedule on the day(s) of casual leave. The HoD of the concerned department should ensure the same.

The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as "Loss of Pay". If a staff absents himself / herself from duty for seven days and more shall be treated as abandonment of service as mentioned in the Clause 3.8.

Non-teaching employees are entitled to avail special casual leave for three days in an academic year.

Vacation (for teaching faculty)

The faculty members who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 40 days every year in two spells (10 days at winter and 30 days at summer) if and only if the employee has put at least 180 days of actual work in that year,

Intervening Government public holidays, non-working Saturdays and Sundays will be included in the vacation period.

Casual leave cannot be combined with vacation.

Vacation period as mentioned above is inclusive of common vacation declared by the Institution.

Vacation (for non-teaching staff)

All regular administrative and technical staff who have completed the probationary period successfully are entitled to avail vacation during summer and winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.

All other non-teaching staff appointed on contractual basis are entitled to avail vacation during summer or winter for a period of 20 days every year in two spells (5 days at winter and 15 days at summer) based on their workload and depending upon the need of their presence at the Institute during vacation period.

A faculty / staff who has not availed vacation or forced to work during vacation cannot compensate the same during regular working days and such non-availed period cannot be carried forward to the next winter or summer.

Non-Vacation Staff

The following members are not eligible for vacation. They are declared as non-vacation staff:

- Principal
- Coordinators, HoDs and the administrative / technical staff attached to them

The non-vacation staff are permitted to avail a maximum of 15 days leave in a year in addition to 12 days casual leave with prior permission subject to condition that not more than 8 days of leave shall be allowed at a time.

Compensation Leave

The teaching faculty who attended duty on holidays as per the Institute's requirement are entitled to compensate the same within the current academic year and such compensatory leave cannot be carried forward to the next academic year.

The administrative staff who attended duty on holidays are eligible to get remuneration as compensation in addition to their regular salary.

Medical Leave

All employees who completed two years of service including successful completion of the probationary period are eligible for sanction of 15 days of medical leave for every completed year of service.

Medical leave can be availed only in the case of surgery, accident related injury, hospitalization for ailments, fever due to any infectious diseases where hospitalization is not necessary and during pregnancy based on the medical certificate.

To claim medical leave, the requisition letter should be accompanied with proper medical certificate.

Medical leave can be carried over to next year to a maximum of 180 days that can be availed during the entire service.

Maternity Leave

Maternity leave shall be granted for a maximum period of 90 days. Such sanction is restricted to two children only.

All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave.

Maternity leave will not be granted during probationary period and it shall be only on loss of pay.

Maternity Leave Salary will be released with the monthly salary when the employee is reporting for duty.

Study Leave

A faculty member may be granted a maximum of 24 months of study leave in his / her entire service in one or two spells within three years from the date of joining for higher studies. Such leave is applicable only for pursuing higher studies without salary.

The employee has to execute a bond to serve the Institute for a period of two years on the completion of leave even such study leave is less than 24 months.

The faculty member shall resign from current position to proceed for higher studies without a bond.

For Pursuing Ph.D.

All faculty who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee are entitled to the following benefits:

Course Work:

Two and half days per week is permitted during the course work period. One full day per week is permitted if the supervisor's work place is more than 60 km away from the Institute during the period of course work.

Thesis work:

One full day per month is allowed for discussion with the Ph. D Supervisor.

Thesis Submission and Viva Voce Examination:

Paid leave for the preparation of synopsis, submission of the thesis, and to attend Viva Voce examination is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor.

For the faculty who are pursuing part-time Ph.D. in other institutions, where one semester residential requirement is insisted, study leave shall be granted for a period of six months without salary.

Special Leave

Special Leave may be granted to an employee with salary for cases such as marriage including his / her son's or daughter's marriage etc., for a maximum period of seven days and it has to be approved by the Chairman based on the recommendations of the HoD and Principal.

Leave on Loss of Pay

Absence without permission and without making alternative arrangement for regular academic duties will be treated as Leave on Loss of Pay.

If any staff member avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If acceptable supporting documents in evidence of justifying such excess leave are not provided and the availed excess leave is more than seven days at a stretch in a year, it will be considered as a Break-in-Service. The decision of the Chairman shall be final in such cases.

If any staff member is absent from duty consecutively for more than seven days without prior permission, such case will be construed as an abandonment of service.

No yearly increment is provided to the employee if he or she availed more than one break-in-service within a year and the employee cannot avail vacation in the current academic year.

The LLP shall be prefixed and / or suffixed with either Government holiday / Sunday or any other holiday announced.

On Duty

On Duty (OD) will be granted when staff members are required to go out for official duty such as examination related works, attending meetings of Board of Studies and Academic Council and delivering invited lectures or to participate in seminars, conferences, summer and winter schools, refresher courses, orientation courses etc., as approved by the Principal / Academic Coordinator.

The requisition letter to obtain permission for OD must be accompanied by the official invitation / order from the organizing body or conference / workshop brochure with approval status of registration.

Request for OD without prior permission or approval by the Principal / Academic Coordinator will not be entertained.

The absence on OD will be recorded in the service registers, only after the staff submits the proof for attending the event or the report on attending / presenting paper in the conference / seminar / workshop to the Principal / Academic Coordinator through the HoD.

If a staff is absent for regular duty without prior approval or sanction and wishes to claim the absence is as On Duty, he / she should inform the same to the HoD of the respective department through email or by message with proper evidence of performing Institute related work or attending any academic event as permissible for On Duty. In such case, the OD forms should be submitted to the competent authority through proper channel on the day he / she returns for the duty.

Number of days for such OD is limited to 25 calendar days in an academic year. If availed in excess whatever the case may be, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LLP. However the absence on OD shall exceed the limit for reasons assigned by the Head of the Department / Institution.

The Principal / Academic Coordinator / Competent Authority shall have the rights to cancel the OD sanctioned earlier, for any emergency work in the Institution.

General

No leave other than casual leave will be granted to an employee once notice of resignation is given by him / her and such employee will not be given any On Duty assignment including study leave.

Undertaking by the Employee

Every faculty / staff should carefully read and understand the above “Duties and Responsibilities” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as given below: “I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of noncompliance with any of the above I will be relieved from the employment of DMI College of Engineering”.

Signature:

Name & Designation:

Date: