

MOOKAMBIGAI COLLEGE OF ENGINEERING

Srinivasa Nagar, Kalamavur – 622502

Pudukkottai District

(Established in 1985)



RULES
&
REGULATIONS

MOOKAMBIGAI COLLEGE OF ENGINEERING

**Srinivasa Nagar, Kalamavur – 622502
Pudukkottai District.**

VISION:

To be an institution of excellence committed to Quality Engineering Education and Research towards producing socially responsible citizens.

MISSION:

To impart quality technical education in producing competent engineers by providing a conducive learning environment.

To build a high quality human resource capacity with focus on professionalism and dedication.

To inculcate ethical values by adopting holistic teaching methodologies.

To instill innovative thinking and entrepreneurial traits by collaborating with industry and academia.

**COLLEGE ADMINISTRATION –
GENERAL**

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1. WORKING DAYS AND TIMINGS

Every week the College functions from Monday to Saturday.

Every day the college works from 9.00 am to 4.15 pm. For the benefit of students, special classes are conducted by the staff members who need extra hours.

2. MAINTENANCE OF ATTENDANCE REGISTER:

- i** All teaching and non-teaching staff members shall put the biometric attendance by their fingerprint in the college main block and sign in the Attendance Register before their reporting time on all working days.
- ii** Non-signing of attendance shall be treated as absent unless exempted by the Principal
- iii** In the evening the staff members shall put biometric attendance by their finger print which will be kept in the college main block.
- iv** Late attendance will be treated as half a day leave.

3. CONDUCT RULES FOR TEACHING AND NON – TEACHING STAFF MEMBERS:

- i** The staff members shall not leave the work place during the prescribed working hours.
- ii** If, for any unavoidable reason one has to leave the work place, prior written permission should be obtained from the Principal through the H.O.D concerned.
- iii** The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part time job in other concern etc.
- iv** The staff members shall not involve themselves in activities not related to their work during working hours
- v** The staff members shall not engage private tuitions.

- vi** Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- vii** Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- viii** The perks received from the Management by the individual shall be treated as confidential.
- ix** The staff members shall not involve in any political matter.
- x** The details of student feedback forms and self – performance appraisal reports given by the individual to the superior shall be treated as confidential.
- xi** Misbehaviour / Misconduct.

Any breach / violation of any of the above conduct rules observed by the institution is liable for disciplinary procedure and punishment on proof after enquiry.

4. SALARY:

- i** Based on the experience and qualification the monthly salary and dearness allowance (D.A) will be fixed for the staff members according to the norms of the Management.
- ii** The revision of D.A is left to the discretion of the Management.
- iii** Staff members who acquire Ph.D degree after entering into service in this institution will be sanctioned Rs.7000/- per month as an additional emoluments with their existing salary.
- iv** Salary of each staff member will be directly credited into the savings bank account of the individual in KVB branch at Thillainagar, Tiruchrappalli on the 1st day of every month.
- v** Based on the journals, patents and books published by the staff members, their faculty performance appraisal (FPA) salary has been given in every month @ Rs.50/- per point to the maximum of 100 points.
- vi** Income tax if any will be deducted from the salary by the employer and paid to the Government.

5. BENEFITS EXTENDED TO THE STAFF MEMBERS

i PAY REVISION

Performances and other credentials of the staff members shall be the integral part of the pay revision.

ii EMPLOYEES PROVIDENT FUND: (EPF)

The members of the staff except retirees will be enrolled in the EPF scheme.

iii . HIGHER STUDIES:

The staff members who have already served in this Institution atleast for two academic years are permitted to pursue higher studies in Part Time mode at Anna University, Chennai and other Deemed Universities.

As soon as the duration of Ph.D is over, he / she has to serve in this Institution compulsorily for a period of 5 years.

In case, if the individual is unable to fulfill the entire period of 5 years of service, he/she has to repay the institution the emoluments, which is, proportionately equal to the balance period that remains unserved, to the Institution.

Permitting leave and sanctioning of full salary for the period of leave is left to the discretion of the Management.

COLLEGE ADMINISTRATION - ACADEMIC

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1. STAFF PATTERN :

The staff pattern, the cadre structure and the students – staff ratio (or the staff – student ratio) will be followed according to the norms given by AICTE, Anna University / State Government.

2. QUALIFICATION :

The prescribed minimum qualification and the experience requirements for the various teaching posts will be based on the norms of AICTE and Anna University.

3. RECRUITMENT :

The recruitment of staff members to all cadres shall be based strictly on merit and by open selection through Staff Recruitment Committee comprising Director, Principal, HOD and subject experts.

4. JOINING REPORT :

The staff member at the time of joining duty in this Institution has to submit the following to the Principal.

- a) Joining report
- b) Originals of his/her educational certificates and experience certificate(s) etc.
- c) Xerox copies of the certificates
- d) One passport size photo

(Note : Xerox copies of all credentials to be retained)

The staff shall furnish both his / her temporary / permanent address along with contact phone number / e-mail I.D if any to the administrative office. As and when there is any change in the above address / contact phone number / e-mail I.D / the same has to be intimated to the administrative office immediately.

5. PROBATION :

The newly appointed staff member (both Teaching and Non – Teaching) will be placed under probation for a period of one complete year to be spent on duty. After the successful completion of the probation period he / she will be treated as a regular staff member of this Institution.

6. DUTIES OF A TEACHER:

The duties of a staff member (teaching) are as follows.

(A) For conducting theory classes, the teacher has to

- i go to the class well prepared .
- ii go to the class atleast 5 minutes earlier before the period starts.
- iii take charge of the class as soon as the staff member of the previous hour goes out.
- iv give lecture till the period ends,
- v clear off the doubts of the students then and there.
- vi give notes, only if necessary or hand over the notes to the students and asking them to take Xerox copies.
- vii use O.H.P only if needed.
- viii take attendance immediately after entering the class room for all class hours.
- ix take steps to maintain perfect discipline inside the class.

(B) For conducting practical classes, the teacher has to

- i allow the students inside the lab only on submission of the record note books written upto date.
- ii give crystal clear instructions
- iii demonstrate if needed how to do the experiment.
- iv attest the readings of the experiment.
- v let the students know the percentage of error he / she gets for every experiment.
- vi give marks based on the percentage of error he / she gets for every experiment.
- vii sign the manual before the end of each practical.
- viii sign the record note books and return them before the end of every practical.

(C) In general the teacher has to:

- i give at least two assignments to the students for every semester.
- ii correct them and give marks to them.
- iii retain the best assignments of every class for Theory Course file.
- iv correct the answer scripts of the Internal Assessment Tests and model examination in time .
- v enter the marks in web portal.
- vi enter the marks of the assignments, Internal Assessment Test, and model examination in log book also (to arrive at internal assessment marks)

(D) Apart from duties given in (A)(B)(C) the teacher has to

- i give counselling to the students if needed.
- ii bring the students misbehaving in the class to the knowledge of the Principal
- iii give the names of the students to the Principal who are long absent.
- iv sent the proposal if any to the Principal or Management through the H.O.D.
- v carry out the administrative works of the Department given by the H.O.D. concerned

(E) Duties of Technical Assistants, Lab Assistants and Office Attenders.

- i They have to perform the duties assigned by the H.O.D. or staff in charge of the lab concerned for the smooth functioning of the Department
- ii carry out the works assigned by the office or the Management and the Principal every now and then.

7. WORKING DAYS AND WORK LOAD :

As per the University norms the Institution will fulfill minimum number of working days required for a semester.

Workload of a teacher will be as per the AICTE norms.

8. PROMOTION :

- i The staff member is requested to inform the Principal about his / her acquiring higher qualification. While informing the individual should also submit officially a copy of provisional or degree certificate or any other relevant document.
- ii While considering for promotion the eligibility and performances of the staff members will be taken into account. However the promotion of a staff member from one post to the next higher post will be given only based on the performances of a particular individual at the interview to be conducted by the Management.
- iii The decision of Management is always final.

9. APPLYING FOR A JOB IN OTHER INSTITUTION(S):

If a staff member wishes to apply for a job in any other Institution “ No Objection Certificate” shall be obtained for the same from the Principal in consultation with the Management in advance and then only he / she will be permitted to do so.

10. RESIGNATION :

- i** If any staff member wants to resign the job, the concerned staff member shall give a minimum of one month (30 days) advance notice or as per the conditions specified in the appointment order / promotion order about his / her intention of leaving the job to the chairman / Principal in writing.
- ii** In case where the end of notice period falls during the semester he / she may be relieved only at the end of the semester.
- iii** In case if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for a period of one month as stipulated already in the appointment / promotion order before he / she is relieved.
- iv** During the notice period , leave of any sort will not be granted to the staff member
- v** In case if, he / she takes leave for a day and if there is no casual leave available, then it will be treated as leave on loss of pay of the day with the cut in the salary of the day during the notice period.
- vi** While getting relieved files, materials, documents etc., entrusted to him / her shall be handed over to the person nominated by the H.O.D or Principal with proper acknowledgement.
- vii** The staff member can apply for his / her financial dues and the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record if he / she happens to be incharge of the lab.

11. Suspension : -

The management is empowered to suspend any member of the staff (both teaching / Non teaching including Administrative staff) for any dereliction of duty and after giving reasonable opportunity can reinstate or terminate them on merit of each and every case .

12. Superannuation :-

All Teaching staff will be permitted to retire on superannuation on completion of 65 years of age. They may be allowed to continue on emeritus contract basis as Professor if the management wishes to use his / her services. All non – teaching staff including administrative staff will be allowed to retire on superannuation on Completion of 60 years of age.

ADMINISTRATION OF THE DEPARTMENT

1. REQUIREMENTS OF THE DEPARTMENT

The requirements of the department are classified into

- A. Consumables
- B. Non consumables
- C. Stationery

Procedures for procuring lab consumables, non consumables and stationery.

A. CONSUMABLES :

Soon after the last day of classes of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The H.O.D of the department concerned has to give a list of consumables required for the next academic year to the Management.

B. NON CONSUMABLES :

- i The H.O.D as soon as realizing the need for the equipments (including furniture) for the next year has to initiate a proposal to the Management for the procurement of the same.
- ii After the approval, the Management will call for quotations.
- iii On receipt of quotations the H.O.D has to prepare a comparative statement.
- iv If required the vendors may be called for negotiations by the Management.
- v The purchase order will be issued to the selected vendor by the Management.
- vi The Management will send a copy of the purchase order to the H.O.D of the concerned Department.
- vii After purchases are over and after the items are received by the Department, the H.O.D will have to certify that the items have been received in good / working condition.
- viii Enter the details into the consumable / non-consumable stock register as the case may be and pass the bill for payment within a week of the receipt of the consumable / non consumables.

. C. STATIONERY:

- i Soon after the last day of classes of an academic year the H.O.Ds should assess the requirements of stationery needed for the administration of their Department (including I.S.O / NBA related works).

- ii After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationary needed for the entire Institution.
- iii After procurement , the stationery required for each Department will be distributed by the office.

2. SPECIAL REQUIREMENT OF THE STATIONERY ;

- I Special indent for stationery in bulk for specific purpose such as preparation for conduct of workshops / conferences / seminars etc. has to be given by the H.O.D to the office well in advance (atleast 10 days before the proposed date).
- ii While preparing the special indent the actual use of stationery during last similar occasion should be taken into account as a basis.
- iii As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the H.O.D concerned. The stationery obtained for a specific purpose shall not be used for normal work of the Department.

3. MAINTENANCE OF STOCK :

In each laboratory the following stock registers have to be maintained.

- A. Consumable stock register
 - B. Non consumable stock register
 - C. Other register(s) based on the requirement(s) of the Department concerned.
- i The staff in charge for each lab is responsible for the proper upkeep of the materials in the lab besides maintaining the consumable and non consumable stock to be signed by the staff incharge of the lab, incharge for verification and by the H.O.D concerned.
 - ii The staff in charge is nominated from among the members of the Department. He / she will be in charge of the concerned lab of the Department.
 - iii Whenever a new staff member takes over the position of staff in charge of a lab, he / she should take charge of the lab from his / her predecessor after verifying the entries in the stock registers. The new incumbent should report if there is any discrepancy through the H.O.D to the Principal.
 - iv If a staff member who is incharge of a particular lab is on a long leave, the H.O.D should make immediate arrangement to entrust the stock to another staff member to take possession of all the stock immediately and the H.O.D has to report the fact to the Principal.

- v Any breakage or damage of any item during its use should be immediately recorded in the stock register against the item in the remarks column. This should include the reasons for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage . In case of expensive items the matter should be reported to the Principal immediately for the recovery of the breakage fees. For minimal expensive items it should be collected after the practical classes are over for the semester.
- vi Similarly loss of any item should also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
- vii After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
- viii If any old item is beyond repair and cannot be put into use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
- ix No transfer of equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is needed to take place a note should be made in the respective stock registers of the labs against the item regarding the date of issue and receipt.

4. STOCK VERIFICATION :

- a Surprise stock checks have to be carried out by the H.O.D in their Department atleast once in a year, The Principal or any member of the Management may also conduct surprise check.
- b Apart from surprise checks annual verification has to be carried out by the staff deputed by the Principal before the end of the academic year.
- c Discrepancy if any noticed during stock verification should be reported to the Principal immediately for further action.

LEAVE BENEFITS

Appendix I

LEAVE BENEFITS

The staff members are entitled to enjoy the following leave benefits :

1. Casual leave (C.L)
2. Compensation Casual Leave (C.C.L)
3. Medical leave (M.L)
4. Permission
5. Maternity leave (M.A.L)
6. On duty (O.D)
7. Vacation

1. CASUAL LEAVE (C.L)

Casual leave is a concession given to the members of the teaching and non-teaching faculty to enable them in special circumstances to be absent from duty. The total number of days of C.L permitted in a calendar year is 12.

- i A teacher availing the C.L must arrange the class works with substitute(s) and signature(s) of the substitute(s) must be obtained in the prescribed form.
- ii The teacher has to get the sanction of his / her leave from the Principal atleast one day prior to the date of leave applied.
- iii In case of emergency, the C.L can be availed after passing on the information telephonically to the office.
- iv C.L may be combined with C.C.L Sundays or any other notified holidays.
- v C.L is sanctioned at the rate of one day per month
- vi C.L lapses at the end of the month and no accumulation is allowed.
- vii (Clauses ii to vi of para1 are applicable for non-teaching staff also)

2. COMPENSATION CASUAL LEAVE (C.C.L)

It is a leave sanctioned to a teaching or non-teaching faculty in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities (i.e Chairman, Chief Executive, Director, Principal) of the College.

- i C.C.L can also be combined with C.L
- ii This leave must be availed within six months from the date of duty carried out.
- iii Clauses (i) , to (vii) of para I are also applicable for C.C.L

3. MEDICAL LEAVE (M.L) (Applicable to staff members under regular scale of pay only)

- i** The staff member handling dangerous machinery or performing hazardous tasks with chemicals while taking treatment for illness or injury directly due to risks incurred in the course of their duties are eligible for hospital leave for a period required for recovery of the health of the staff member affected as Leave on Loss of Pay.
- ii** The Management has a right to refer the affected staff member to the hospital or medical practitioner of its choice.
- iii** M.L will be sanctioned only on production of a medical certificate from a registered medical practitioner.
- iv** Intervening holidays will also be treated as ML.
- v** If the holiday are prefixed and / or suffixed with ML they will not be counted along with ML.
- vi** Special medical leave will be sanctioned to a staff member who unfortunately happens to meet with an accident / any other severe health problem, half salary will be given to him / her as a special case.
- vii** M.L intimation must be given to the Principal as soon as possible and application in writing should be submitted within 7 days from the day of availing ML.
- viii** The sanction of the leave is left to the discretion of the Management.

4. PERMISSION :

Staff members will get 2 permissions either in the morning or in the evening per month on prior written requisition.

5. MATERNITY LEAVE (M.A.L)

This leave is sanctioned for women staff members (teaching or non-teaching staff).

- i** This leave on loss of pay is applicable to all the women staff members who are working in the regular scale of pay only.
- ii** This leave is admissible for 90 days only and may be taken before or after delivery as advised by the doctor.

