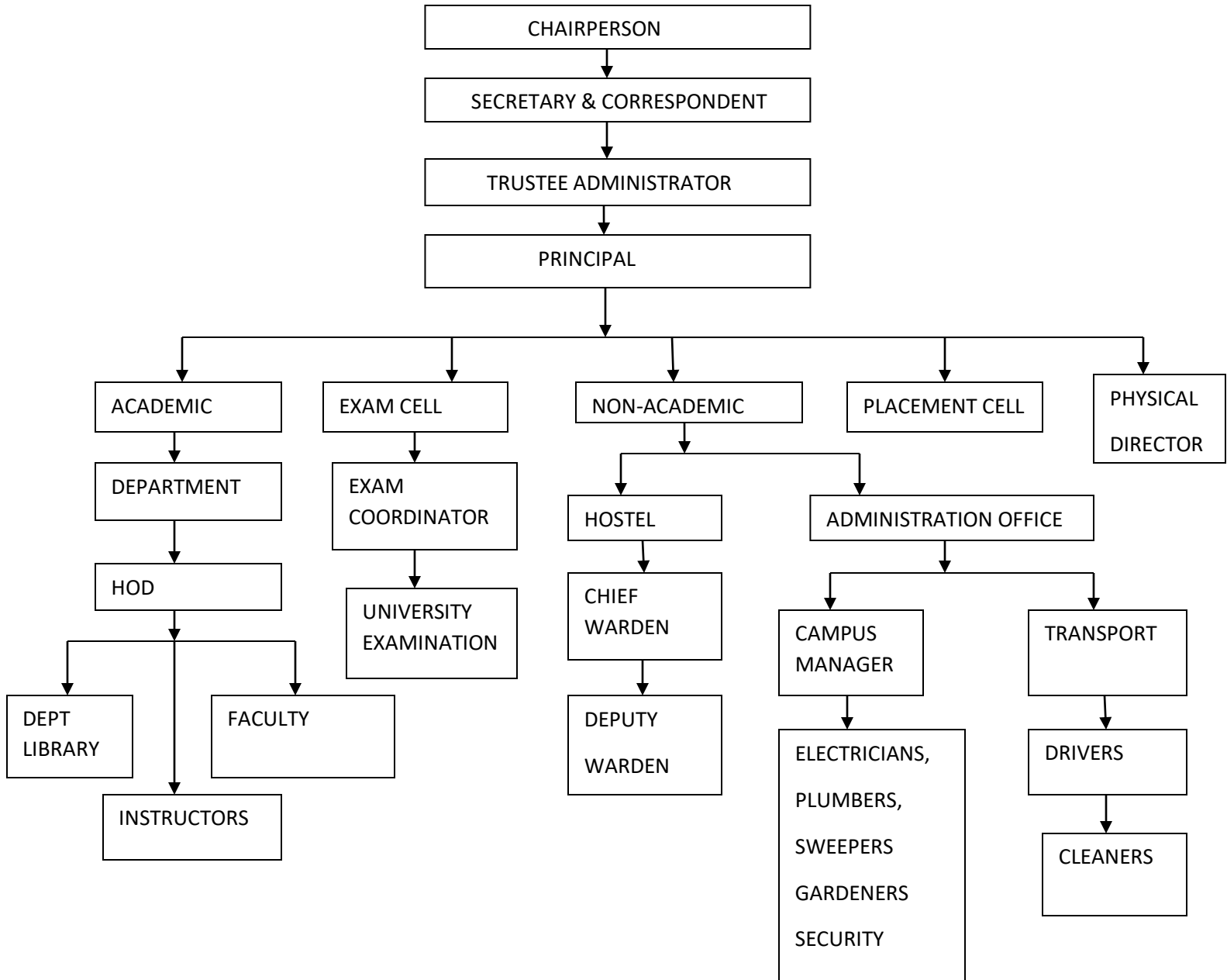


**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressed mechanism**



## **GOVENING BODIES / BOARD OF MEMBERS**

**The Governing Body of the College consists of:**

### **MEMBERS**

Ms. HABIBUNNISA  
Ms.AHAMED NASRIN  
Mr. Y AHAMED HIJAZ  
Prof. Dr. M.AFZAL ALI BAIG

### **DESIGNATION**

CHAIRPERSON  
VICE-CHAIRPERSON  
MEMBER  
PRINCIPAL

## **BOARD OF TRUSTEES**

MRS.M.S.HABIBUNNISA  
CHAIR PERSON

MRS.S.AHMED NASRIN  
VICE CHAIR PERSON

MR.S.SEGU JAMALUDEEN  
SECRETARY & CORRESPONDENT

MR.K.S.M.AHMED YASIN  
JOINT SECRETARY

MR.HAMEED SAMSUDEEN  
MANAGING TRUSTEE

MR.M. S.SADAQ ALI  
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TREASURER

MR.SHAIK ATHAULLAH  
TRUSTEE  
MR.M.I.MOHAMED BAIG  
LEGAL ADVISOR

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TRUSTEE

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TRUSTEE

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<b>ACADEMIC COUNCIL COMMITTEE:</b>		
Dr. M. Afzal ali Baig	Professor	Principal
Dr. N.R.Sankar	Professor	Prof./ECE
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	Member	Industrial expert in the field of engineering and technology

	Member	Industrial expert in the field of engineering and technology
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## **ANTI-RAGGING CELL**

### **SAY NO TO RAGGING!**

“RAGGING” means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

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- ❖ Suspension from attending classes and/or academic privileges
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- ❖ Withholding results
- ❖ Debarring from representing the institution in any regional, national and international meet, events, tournament, youth festival, etc
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- ❖ As per the directions of the Hon’ble Supreme Court of India and Tamil Nadu Prohibition of Ragging Act 1997, ragging is liable to be punished such as expulsion from the institution and/or rigorous imprisonment up to 3 years, and/or fine up to Rs. 25,000

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94447 65128

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Dr. AMANULLAH Asst. Prof.	Member	HOD 2
R.MANIKANDAN Asst.Prof.	Member	Faculty members (Preferably 2 Male and 2 Female)
M.MOHAMED IQBAL Asst. Prof.	Member	
Ms. Asst.Prof.	Member	
Ms. A.ASHMA Asst.Prof.	Member	
Mr. SURESH	Member	Non – Teaching Faculty

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Willing candidates can register with

Mr. K.Khaja Mohideen

Head, Department of Computer Applications. Cell : 9976758838

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Dr. Suresh , Programme Officer, NSS. Cell :

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RAFEEQ AHMED	Placement Asst.

<b>DISCIPLINE AND WELFARE COMMITTEE</b>		
PROF. C.R.VELU	Chairman	Prof /CSE
DR.MOHD.F.SHABIR	Member	Vice-Principal
R.SHANKAR	Member	Head / CSE
S.MOHAMED ABBAS	Member	Asst.prof / Mech
J.MOHAMED ABITHAYAR	Member	Deputy Warden of Men's Hostel
MS. R.REENAROY	Member	Deputy Warden of Women's Hostel
MS. YAGAPRIYA	Member	Lady faculty member
DR.A.JOSPHINE LUCY	Convener	Student Counsellor (Faculty)

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Students should be punctual to the college. Attendance for Tests and Model Exams are compulsory.



# **AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**

**Muthapudupet, Avadi, IAF,  
Chennai-600 055.**

**Phone: +91 44 2684 2627, 2684 2086.**

**Fax: 91-44-26842456**

**E-mail: [info@aalimec.ac.in](mailto:info@aalimec.ac.in)**

# **CODE OF CONDUCT AND HR MANUAL**





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# **AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**

## **1. PREFACE**

### **AALIM MUHAMMED SALEGH TRUST**

*“Be Learned*

*or*

**Be a Learner**

**or**

**Be a listener**

**or**

*Be of help to the above”*

*-prophet (PBUH)*

**ALHAJ Dr. S.M. SHAIK NURDDIN** founded the Aalim Muhammed Salegh Trust after his father's name in the year 1990.

The Trust's first educational establishment Aalim Muhammed Salegh Industrial Training Centre, located at Muthapudupet, Avadi - IAF, Chennai - 600 055 was started in the year 1993.

The year 1996 saw the establishment of Aalim Muhammed Salegh Polytechnic College situated at Muthapudupet, Avadi, IAF, Chennai - 600 055.

In the year 1997 the Trust established Aalim Muhammed Salegh College of Paramedical Sciences at Anna Salai in the heart of Chennai. This Institution offers a course in Bachelor of Physiotherapy.

The Millennium year 2000 saw the establishment of Aalim Muhammed Salegh College of Engineering.

In the Year 2011, The Trust has established Aalim Muhammed Salegh Academy of Architecture.

Aalim Muhammed Salegh College of Engineering offers EEE, ECE, CSE, Civil Engineering, Mechanical Engineering, and B.Tech- IT

All Degree courses of four years duration comprising Eight Semesters. Anna University conducts Examinations in every six months.

## **2. ABOUT AMSCE**

Aalim Muhammed Salegh Trust was founded in the year 1990, with the stating of Aalim Muhammed Salegh college of Engineering in the millennium year 2000. The long cherished dream of our Founder & Chairman Alhaj. Dr. S.M. Shaik Nurddin, has become a reality.

The institution offers undergraduate programmes in EEE, ECE, CSE, IT, Mechanical , Civil and Post graduate programme in Computer Applications. The college is affiliated to Anna University, Chennai. The places thrust on providing Quality and value based education to the under privileged and the needy.

## **3. VISION, MISSION, AND QUALITY POLICY OF AMSCE**

### **OUR VISION**

“We envisage a global village wherein the students of AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING are the torch bearers of Technological and Management revolution by striving for professional excellence”

## **OUR MISSION**

To achieve the vision, the institutional Mission envisages dedicated efforts to:

- To contribute to the growth of engineering and Management profession by maintaining the highest ethical and professional standards.
- To serve the community for its enrichment and advancement.
- To equip the students to face challenges in life with self confidence and to promote altruism.
- To attain the aftersaid vision we, th managent, faculty and staff at Aalim Muhammed Salegh College of Engineering shall discharge our duties and obligations to:

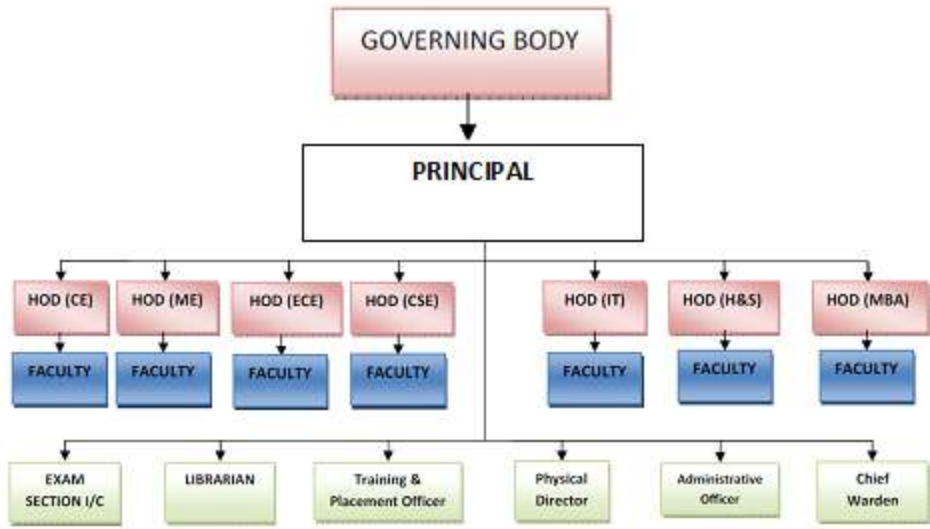
Students - Our customers

Profession - Our means

## **OUR QUALITY POLICY**

“We at Aalim Muhammed Salegh College of Engineering are committed to impart high quality technical and management education to develop the students as competent leaders with a spirit to serve the Nation and the humanity with commitment”

## **4. ORGANIZATION STRUCTURE**



## 5. GOVENING BODIES / BOARD OF MEMBERS

### 4.1 The Governing Body of the College consists of:

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 Ms.AHAMED NASRIN  
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Prof. Dr. M.AFZAL ALI BAIG

#### DESIGNATION

CHAIRPERSON  
 VICE-CHAIRPERSON  
 MEMBER  
 MEMBER  
 MEMBER  
 PRINCIPAL

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### 6.1 Board of Trustees

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 CHAIR PERSON

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 VICE CHAIR PERSON

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## **9. GRIEVANCE REDRESSAL MECHANISM**

### **9.1 GRIEVANCES REDRESSAL CELL**

The college has Grievance Redress Cell. The cell meets regularly to look into the complaints.

The mechanism to analyze the grievances is given below:

- The grievances/complaints can be given to the Grievances Redress Cell.
- Segregation of the grievance/complaint received is done based on its nature
- A report is submitted by the Cell to the Principal/Vice Principal
- As per the cell report the action is taken thereon.
- If required, the Principal set up an inquiry committee to study and resolve the matter.
- The college has kept a guardian-teacher for group of students who looks into the various issues of the respective students and provides redress.
- We have kept suggestion/complaint boxes at prominent places in the college premises to provide easy access for staff and students to put forth their grouses, which are opened regularly and prompt redress is done.

### **9.2 WOMEN GREVIENCES CELL**

All the issues and grievances Female Students , Female Faculty members and women of the campus is collected .

The grievance cell conducts meeting based on the schedule and needy basis and solves the grievances and brings the outcomes to the Management.

## **10 . RECURITMENT PROCESS**

### **Recruitment of Faculty:**

Recruitment of faculty as per the norms and statutory provisions of University, State Government and AICTE. After calculation of the vacancies, advertisement is published in leading Newspapers. The interviews are conducted by the selection panel duly constituted by the university. Recommendations of the selected candidates are sent to the University for its further Approval. Upon receipt of the approval letter, appointment is offered to the concern candidate. The list of appointed candidates is communicated to the university.

## **11. EMPLOYEE SERVICE BENEFITS AND WELFARE MECHANISUM**

### **Promotion Policy**

The College has Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programs. At the end of the academic year, every faculty submits the Self Appraisal Form duly endorsed by the Head and is evaluated on the basis of academic credentials, research contribution, quality enhancement, campus life enrichment, contribution to the university work and extensions services as per the guidelines of the statutory bodies.

As per the provisions of the university, Performance Appraisal is evaluated for implementing the Career Advancement Scheme.

The Principal appreciates during monthly staff meetings notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and self-development.

The administration, through IQAC, encourages the faculty members to take up the Quality Objective to increase the performance in transforming knowledge to the students.

### **The institution has effective welfare measures for teaching and non-teaching staff**

#### **Employee's Provident fund**

The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.

#### **Gratuity**

Every staff of the institute is given a gratuity as a social security after his/her retirement.

#### **Group Insurance**

College has taken an initiative to have the group insurance for those who are willing to be the part of this initiative.

**Maternity Leave**

College renders a maternity leave to eligible lady staff as per the rules of the government.

**Medical Health Care Centre Facility**

A separate Ayurvedic College and Hospital is being run by the society in the same campus, which is available round the clock for the faculty as well as students for any medical emergency.

**Fee Concession**

Institutional social responsibility, college provides the financial aid in the form of Fee concession to the needy students.

**Promotions**

Faculty members, based on the qualification, services, and outcome of the performance appraisal, are given promotion on to the higher post or financial benefits.

**Publication Incentives**

For participation in the National or International Conferences and for publishing research papers in the National or International Journals, its registration fees and the cost for the participation is given.

**Sponsorship for knowledge up-gradation**

Faculty members are sponsored for attending STTP, workshops, seminar, and conferences for up grading their knowledge.

**Sponsorship for higher studies**

Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored either in terms of finance or in terms of leave.

**Publications and Participation in Seminars and Conferences**

Faculty members of the college are motivated to publish their research papers in national and international journals and also for attending seminars and conferences so as to be abreast with the latest technological developments.

**12 CODE OF CONDUCT OF TEACHERS****Responsibilities of Teachers**

- Teachers must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.
- They should prepare a teaching plan to be followed through the semester.
- After completion of each topic, they should give assignments to the students and return them after correction.
- Guardian teacher scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.

- Teachers should evaluate the answer sheets of the students for DPT , Internals and Model examinations during the semester, show the answer sheets to the students and display the marks.
- They should mentor the students in a way that human and ethical values are inculcated in them.
- They should responsibly conduct regular classes and practical and also take extra classes whenever necessary.

#### **Responsibilities of Professor:**

1. Development of the teaching-learning resources and the laboratories.
2. Instigating the students to take up live industry projects.
3. Promoting Industry-Institute-Interaction.
4. Regulating the activities of the Institute in general and Department in particular.
5. Planning and implementing various academic and research activities.
6. Taking measures for preparation of project report and guiding research students for Ph.D. degree.

#### **Responsibilities of Associate Professor:**

1. Conducting regular classes and Practical's laboratory work.
2. Assisting in departmental planning for academics.
3. Guiding and counseling students as a mentor and inculcating human and ethical values in them.
4. Conducting internal examinations.
5. Evaluation of answer sheets and compilation of result.
6. Carrying out the responsibilities assigned time to time.

#### **Responsibilities of Assistant Professor:**

1. Conducting regular classes and practical.
2. Monitoring and maintaining the record attendance.
3. Carrying out invigilation during examinations.
4. Evaluation of answer sheets and compilation of result.
5. Assisting in development of the departmental and institute.
6. Monitoring Co-curricular and extra-curricular activities.
7. Carrying out the responsibilities assigned time to time.

#### **Responsibilities of Head of the Department:**

1. Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
2. Monitoring the requirements in laboratories and preparing proposals for purchase.
3. Execution of discipline among the students.
4. Recommending leaves of faculty and support staff.
5. Conducting regular faculty meetings and forwarding the minutes of the meeting to the Principal.
6. Carrying out the responsibilities assigned time to time.



### **13. CODE OF CONDUCT OF STAFF**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

#### **Responsibilities of Non-Teaching Staff/Support Staff:**

1. All non-teaching staff should remain present in the college, at least 30 min before the start of college.
2. The staff should follow the instructions from the higher authorities.
3. They should carry out the assigned work with complete zeal.
4. They should be regular and punctual.
5. They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
6. The staff working in laboratories should keep proper maintainance and cleanliness.
7. They should carry out additional work assigned to them
8. Carrying out the responsibilities assigned time to time.

## **Code of conduct of Career , Placement and Development (CPD) HEAD**

### **Head for Career Placement and Development (CPD) cell Activities**

The activities of this coordinator comprise of (I) Training (II) Placement (III) Alumni.

#### ***I. Training***

- i. To create an awareness among the students about the requirements of various recruiting organizations.
- ii. To create awareness and train the students in communication skills.
- iii. To establish a “**Centre for Career Guidance and Counseling**” and to organize professional counseling by experts in career opportunities.

#### ***II. Placement***

- i. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
- ii. To coordinate with the HOD’s, Exam branch, and the Director to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
- iii. To organize regular mock interviews and group discussions in association with the language faculty.
- iv. To intimate the students about the placement campaign in various major cities in the country.
- v. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
- vi. To gather the information about further studies of various universities and display the same for higher studies.
- vii. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOFEL / GMAT / GATE etc in coordination with library committee.
- viii. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Director, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

#### ***III. Alumni***

- i. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
- ii. To coordinate the filling up of the alumni proforma by the outgoing students.

- iii. To maintain an alumni database and conduct an alumni get together at least once in a year.
- iv. To send greetings or letters of appreciation to the alumni.

#### **14. CODE OF CONDUCT AND RESPONSIBILITIES OF STUDENTS**

Students should adhere the Rules and Regulations of the College. If any deviation , he /she will go under the enquiry committee. The punishment is based on the recommendations of the committee.

**Assessment and Evaluation:** Teacher – Guardian system is introduced in this college to monitor the Progress of the students and to take corrective steps to improve the performance of the students. The students’ attendance and progress in studies are periodically monitored through Unit Tests and Model Examinations prior to University Examinations. The Marks obtained by the students in the Tests and the Model Examinations are regularly sent to Parent / Guardian for follow up. The students are awarded prizes not only for regularity in class attendance but also for highest academic scores in the university Examinations.

It is mandatory for the Parents to meet the Principal / Head of the Department of their ward regarding academic performance once in a month or at least in a semester.

##### **Discipline**

Strict discipline will be maintained within the campus. Any deviation of code of conduct by students will be reviewed and bring to the committee

##### **Dress code**

All the students should follow the dress code strictly. Students have to tag the college ID card while in the campus. Student will not be allowed into the campus without ID card. The formal dress for boys is shirt and trouser with black belt and black or brown formal shoes, for girls it is formal Indian dress.

#### **15. CODE OF CONDUCT OFFOR OFFICE**

##### **i)Head of the Departments/Wardens of Hostels.**

- 1) The Head of the departments and wardens of hostels shall be responsible for maintaining discipline and decorum in the campus and hostels.
- 2) As the persons in charge of the Departments/Hostels, they shall take appropriate action against any in disciplinary behavior inside the campus and hostels.

3) For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Principal, for requisite action.

Other major Responsibilities are

- Check the attendance register every week and sign after verification.
- Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
- Prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
- Carryout the stock verification, maintenance of the lab and its equipment.
- Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
- Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
- Monitor the day to day student discipline, attendance and lab evaluation.
- Students having shortage of attendance must be counseled and their parents are informed.
- Meet the Director and discuss about the progress during the day and plan the next day activity.
- The overall distribution of the faculty work load should be unbiased.
- Monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Director.
- Ensure and maintain the record of the theory and practical marks awarded is as per university regulations.
- Conduct the practical examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by university authorities.
- The student's permission/Leave letters are approved only after evaluating the complexity.
- Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.

### **iii) Students Grievance Committee**

The Institute has a “**Students Grievance Committee**” where the students can put forth their grievances. The Committee shall inquire and take actions deemed necessary.

### **iv) Principal**

The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the

students.

**Function of Principal:**

1. Conducting regular meetings with Heads of the Department and various committees.
2. Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
3. Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
4. Implementing disciplinary initiatives in consultation with the enquiry committee.

**16. INSTITUTIONAL CORE VALUES**

1. To improve and nurture the standards of students in view with academic performance, every semester Daily Practice Tests (DPT) is conducted for all the subjects in the respective departments.
2. To increase the academic results and individual students CGPA, University preparatory course (UPC) and Crash Course (CC) are being conducted by respective department in each semester.
3. Analytical papers and result pulling subjects are being given special focus in terms of arranging guest lecturers as per the recommendations from faculty members.
4. To improvise the skills of students with respect to current requirements of industry, Soft Skill Training programme (SSTP) is being conducted regularly.
5. To meet the challenges and current requirements expected by reputed industry, Students are highly equipped by our placement cell through the Inhouse Trainers and the classes are added within the regular time table.
6. The NPTEL course is offered to students to cover all the aspects in their relevant core subjects and to cope up Technology, Engineering oriented concepts.
7. Students are highly initiated and encouraged to participate in conference, seminars, symposiums, workshops conducted in other colleges and universities for which on duty is given by the respective department.
8. Students are motivated to present papers in the journals, international conferences at various institutions in and outside the Chennai also with monetary assistance.

9. Every year two industrial visits are arranged for the students by the individual department to acquire practical knowledge, current scenario and latest technology practiced in the industry.
10. Sports activities for students are given utmost importance and it is regularized by our campus physical education department. Coaching and training is provided by the respective department for the students to attend tournaments, sports events conducted in other institutions and winners are being honored by our respected management.
11. Special Events such as Alumni Day, Engineer's Day, and Women empowerment programmes are being conducted to impart social responsibilities among students and Faculty members.
12. Student mentors are appointed by the respective department to identify the solutions for student's academic issues and lady faculty members are appointed as mentors for girl students.
13. To encourage the research activities, faculty members are allowed to register part time Ph.D programme by our management and on Duty (OD) is given to the faculty members to complete their Ph.D work.
14. Memorandum of understanding (MOU) is signed by our management with corporate companies, reputed organizations, industries and research sectors for the academic and research benefit of students and faculty members.
15. Research activities are highly encouraged such that faculty members are being given cash prize award for their publications in the reputed scopus index journals every year.
16. Students are motivated to pursue higher studies for which they are directed to write entrance exams like GATE, conducted by IIT Zones. Also the Students, who secured good score in GATE, are recognized by our management by giving prizes as a sign of motivation.
17. During the Republic day and independence day functions, the Department toppers, Rank holders are being awarded prizes, students participated in extracurricular activities like paper presentations, symposiums and faculty members for their journal publications are recognized and honored by our respected management.

## **17. LEAVE POLICIES AND RULES & REGULATIONS**

### **GENERAL PRINCIPLES AND POLICY GUIDELINES**

The following general principles shall govern the grant of leave to the employees.

- a) Leave cannot be claimed as a matter of right.
- b) The period for calculating and availing of leave will be from January to December.
- c) The leave will have to be sanctioned by the respective sanctioning authority( Head of the Department) as given in the Leave Approval Procedure.
- d) An employee who desires to obtain leave of absence, other than casual leave and sick leave, shall apply in the prescribed form to the sanctioning authority not less than 15 days before the leave is to commence except in urgent cases or unforeseen circumstances when it is not possible to do so. The sanctioning authority shall issue orders on such applications as soon as practicable. If the leave is granted, an order showing the date on which the employee will have to resume duty shall be issued to him. Applications may be refused without assigning any reason thereof.
- e) Leave shall be availed of only after it is sanctioned by the sanctioning authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen circumstances provided the sanctioning authority is promptly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.
- f) In case of exigencies of work, it will be open to the sanctioning authority to refuse, postpone, revoke, or reduce leave of any description.
- g) During the period of leave, an employee shall not take up or accept any employment or work with or without remuneration.
- h) Casual leave cannot be availed of in conjunction with any other kind of leave.
- i) Before proceeding on leave, an employee shall intimate to his sanctioning authority his address and other contact details while he is on leave and shall keep the said authority informed of the changes in address, if any.
- j) If an employee, after proceeding on leave, desires an extension thereof, she/he shall make an application in writing to the sanctioning authority with reasons. Such application shall contain full postal address and shall be made in sufficient time to enable the office to process the application and to communicate the decision to him.
- k) No leave or extension of leave shall be deemed to have been granted unless an order to that effect is communicated to the employee concerned.
- l) Over-stay beyond the sanctioned leave shall be treated as leave on loss of pay unless the extension of leave is sanctioned before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the

Competent Authority shall satisfy itself that there were no extenuating circumstances which prevented the employee from obtaining prior sanction for the overstay.

m) An employee is expected to fully avail of leave granted before resuming duty unless she/he is recalled for office exigencies. An employee on leave cannot return on duty before the expiry of such leave except with the express permission of the authority granting leave.

n) An employee on leave on medical grounds may not return to duty without producing a medical certificate of fitness. The sanctioning authority, if considered necessary, may require an employee who has availed of long leave, to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.

o) Any Faculty or Staff Member availing of leave will need to apply in the prescribed form .

## **TYPES OF LEAVE**

i) Casual leave

ii) Vacation Leave

iii) Maternity leave

iv) On- Duty Leave

### **i) CASUAL LEAVE**

a) All employees will be eligible for 12 days casual leave in a year.

For those employees joining mid-session, the casual leave will be calculated on a pro-rata basis.

b) Unavailed casual leave during the year will not automatically lapse at the end of the year on 31st December .

c) Casual leave can be taken for a maximum of only 2 (Two) days at a time.

d) Intervening Sundays/holidays and weekly off days will not be included in calculating casual leave availed by an employee.

e) Casual leave can be taken for half a day also.

f) Casual leave cannot be pre-fixed or suffixed to any other type of leave or period of vacation.

g) Casual leave should be approved prior to proceeding on leave.

h) Causal leave for emergency causes will have to be sanctioned on the day of reporting back for work. However information must reach the sanctioning authority at the earliest possible to facilitate the adjustment of classes/work.



i) Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.

**ii) VACATION LEAVE**

a) All Faculty members will be eligible for Vacation Leave as per the Academic Calendar.

b) During vacation leave, faculty members may be required to report for duty due to exigencies related to work.

**iii) MATERNITY LEAVE**

a) All female employees (except Part-Time and Contractual Employees) of the University are entitled to Maternity leave benefits.

b) A maximum of 90 calendar days of paid leave will be permitted.  
This includes both prenatal and postnatal periods.

**iv) ON- DUTY LEAVE**

Duty leave may be granted for the following purposes:

a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.

b) Delivering lectures in institutes and colleges at the invitation of such institutions and colleges received by the University and accepted by the Competent Authority.

c) Attending conferences and scientific gatherings of professional societies in the interest of the University when deputed to do so.

d) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University.

e) Participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission or any other academic body,

f) Performing any other duty requested by the University.

The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

**17. SUMMARY**

The college has the righteous choice for mainlining the rules and regulation harmonically and have strengthen the smooth conduct of the insitution.

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