



**RATHINAM**  
**TECHNICAL CAMPUS**  
(AUTONOMOUS)



# **POLICIES, RULES AND REGULATIONS**

**[Last amended in January, 2023]**

## **VISION**

To be a leading and path breaking institution in multi-disciplinary education, research and industry related development for meeting the challenges of New India.

## **MISSION**

**M1:** Provide quality Engineering Education, Foster Research and Development; inculcate innovation in Engineering and Technology through state-of- the –art infrastructure.

**M2:** Nurture young men and women capable of assuming leadership roles in the Society for the betterment of the country.

**M3:** Collaborate with industry, government organizations and society for the curriculum alignment and focused, relevant outreach activities.

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## **1. ADMISSION CELL**

**RTC Policy Number: RTC - #01**

### **RULES AND REGULATIONS FOR ADMISSION CELL**

**1.1. During the months of November and December every year, the admission brochures/prospectus with details of the UG and PG Courses offered, eligibility, Community reservation etc. are prepared by the admission cell and circulated among the stakeholders.**

## **2 UG COURSES OFFERED AND ELIGIBILITY**

### **2.1. UG COURSES:**

Candidates are selected on the basis of their performance in the HSC (+2) examination conducted by the state and through counseling (TNEA) conducted by Anna university Chennai and selected candidates are allotted to various courses for admission in our college. Candidates may also appear directly for admission to our College through Consortium of Self-Financing Colleges under Management Quota.

### **2.2. THE ADMISSION PROCEDURE IS BASED ON THE RULES OF GOVERNMENT OF TAMIL NADU, DIRECTORATE OF TECHNICAL EDUCATION, ANNA UNIVERSITY, CHENNAI AND AICTE.**

Every year Anna University releases advertisement for admission in leading News Papers and in the University Website for the admission under Government Quota seats and conducts Single Window Counseling. During the time of admission, the availability status is updated every day in the University Website and in the newspaper.

For the Management Quota seats Consortium of self-financing Engineering Colleges Management Association advertises in the News Papers about the admission process and admissions are made purely on the basis of +2 marks. No entrance test is conducted in Tamil Nadu. The present ratio for Government Quota: Management Quota is 65: 35.

### **THE FOLLOWING UG COURSES ARE OFFERED FOR THE YEAR 2023-24:**

- B.E. Electronics and Communication Engineering – 60 Intake
- B.E. Mechanical Engineering – 30 Intake
- B.E. Computer Science and Engineering – 60 Intake

- B.E. Computer Science and Engineering (Regional) – 60 Intake
- B.E. Computer Science and Engineering ( AI & ML) – 60 Intake
- B.E. Information Technology – 60 Intake
- B.E. Agriculture Engineering – 30 Intake
- B.Tech. Biomedical Engineering – 30 Intake
- B.Tech. Biotechnology – 30 Intake
- B-Tech. Artificial Intelligence and Data Science- 60 Intake

### **2.3. QUALIFYING EXAMINATIONS & ELIGIBILITY:**

The candidate seeking admission into B.E/ B.Tech/B.Arch courses should have passed any one of the following examinations.

a) A pass in Higher Secondary Course (academic) Examination (Regular 10 +2 year pattern) of Government of Tamil Nadu with Mathematics, Physics, Chemistry as the subjects of study.

OR

b) A pass in any one of the following HSC Examination (vocational) of 10+2 years regular stream of Government of Tamil Nadu with ONE or TWO of the related subjects namely Mathematics /Physics / Chemistry with a stipulated minimum average percentage in the relevant subject(s)

#### **VOCATIONAL SUBJECTS**

Building Maintenance, Draughtsman (Civil), Soil Conservation and Rural Construction Technology, Auto Mechanic, Diesel Mechanic, Draughtsman (Mechanical), Farm Mechanics and Post-Harvest Technology, Fitting, Foundry, General Machinist, Metal Finishing, Repair and maintenance of Refrigeration and Air Conditioning Equipment, Repair and Maintenance of two wheelers, Sheet metal Works, Tractor repair and maintenance, Welding, Business Machines and Computer Programming, Domestic Electronic Equipment and projection Equipment (Repairing and Servicing) Electrical Domestic Appliances (Repairs and Maintenance), Electrical motor rewinding, Maintenance and servicing of Electrical Machines including Generators, Radio Television (Maintenance & Repair), Leather Technology, Textile Technology, Printing Technology and Composing & Printing Technology.

c) A pass in the HSC or Equivalent examination with Mathematics, Physics, Chemistry as subjects conducted by any of the recognized board of examinations.

**MINIMUM ELIGIBILITY MARKS FOR ADMISSION:**

EXAMINATION PASSED	COMMUNITIES	MINIMUM QUALIFYING MARKS
<b>HSC Academics / Equivalent</b>	Communities other than BC/BC(Christians) / BC (Muslims) / MBC/ DNC/ SC/ST – Other communities	A minimum average of 50% and above in Mathematics, Physics and Chemistry put together
	BC BC (Christians) / BC (Muslims)	A minimum average of 45% and above in Mathematics, Physics and Chemistry put together.
	MBC / DNC	A minimum average of 40% and above in Mathematics, Physics and Chemistry put together
	SC / ST	Mere pass in the qualifying Examination with Mathematics, Physics and Chemistry.
<b>HSC Vocational</b>	Communities other than BC / BC(Christians) BC (Muslims) / MBC / DNC / SC/ST-other Communities	A minimum average of 50% and above in the related subjects (Mathematics, Physics and Chemistry), vocational theory subject and practical put together
	BC BC (Christians) / BC (Muslims)	A minimum average of 45% and above in the related subjects. (Mathematics, Physics and Chemistry), vocational theory subject and practical put together.

	MBC / DNC	A minimum average of 40% and above in the related subjects. (Mathematics, Physics and Chemistry), vocational theory subjects and practical put together
	SC / ST	Mere pass in the related subjects Vocational theory subjects and Practical put together.

NB : In case candidates produce grade certificates, a certificate showing the equivalent marks should also be produced, failing which only the minimum marks applicable to the grades in the examinations of the eligible subjects viz., Mathematics, Physics and Chemistry will be taken in to account.

### 3. PG COURSES:

Candidates for the admission to the first semester of the Master Degree Programme should have passed an appropriate U.G degree examination of Anna University or any other examination of any University or authority accepted by the Syndicate of Anna University as equivalent there to with 50% marks.

For M.B.A/M.C.A/M.E, candidates are selected on the basis of their performance in the common entrance examination (TANCET) conducted by the state and selected candidates are allotted to various colleges for admission. For M.B.A and M.C.A courses MMAT and CAT exam valid scores will also be considered. Details regarding the entrance examination are published in the newspapers well in advance every year. Candidates may also appear directly for admission to the College under Management Quota through Consortium of Self Financing Colleges. Appearing for entrance examination for these seats is a must and this entrance examination is conducted by the college in its campus.

#### 3.1 The following PG courses are offered 2023-24:

- M.E- Medical Electronics – 18 Intake
- M.E- Biometrics and Cyber Security- 9 Intake
- M.B.A – 60 Intake

- M.C.A - 60 Intake

### **3.2 Eligibility Qualifications for admission to M.E. / M.Tech and M.Arch degree programmes:**

The eligibility of courses under the category of M.E. / M.Tech / M.Arch are given below.

#### **M.E. / M.Tech DEGREE PROGRAMME:**

1) Bachelor's degree or equivalent in the relevant field and obtained at least 50% (45% in case of candidates belonging to reserved category) at the qualifying examination.

- i) B.E. / B.Tech. degree programme (or)
- ii) B.Pharm / B.Sc. (Agri./Forestry/Horticulture/ Fishery) degree programme (or)
- iii) Master's Degree in the relevant branch of Science / Arts, which are prescribed. (or)
- iv) M.Sc. (5 years) Integrated Degree Programme. (or)
- v) B.Sc (3 years) in IT related major courses and M.Sc. (2 years) in IT related major courses.

2.) Candidates with section 'A' & 'B' certificates and other similar certificates of professional bodies or societies (e.g. A.M.I.E) recognized by the Ministry of Human Resource Development, Govt. of India are considered to be equivalent to B.E./ B.Tech. Degree holders only with 2 years regular full time Teaching experience / Industrial experience in the relevant field after passing all the subjects. An experience certificate is to be produced by the candidates.

Note : i) Candidates admitted through lateral entry in degree courses are not eligible except, B.E. / B.Tech. degree courses ii) Candidates with B.E. / B.Tech. / M.C.A. / M.Sc. degrees obtained through week-end courses and B.E. / B.Tech. through distance mode are not eligible. iii) Those who are appearing for final year / semester examination of the above qualifying degree in April / May 2023 can also apply for TANCET 2023.

Other state Candidates can write the Common Entrance Test, but eligibility conditions will be fixed by the admitting authorities.

#### **M.B.A DEGREE PROGRAMME:**

##### **1. Qualifying Examinations and Eligibility**

- (a) A Pass in a recognized Bachelor's Degree of minimum 3 years duration and obtained at least 50% (45% in case of candidates belonging to reserved category – BC / BCM / MBC & DNC / SC / SCA / ST) in the qualifying Degree examination.
  - (a) 10 + 2 + 3 / 4 / 5 years pattern (or)
  - (b) 10 + 3 years Diploma\* + 3 years pattern (or)
  - (c) (i) 10 + 2 + AMIE\*\* (or)



(ii) 10 + 3 Years Diploma\* + AMIE\*\*

\* Awarded by the State Board of Technical Education

\*\* Candidates with section 'A' & 'B' certificates and other similar certificate issued by professional bodies or societies (e.g. A.M.I.E) recognized by the Ministry of Human Resource Development, Govt. of India and enrolled with Institutions with permanent recognition upto 31-5-2013 are eligible to be considered equivalent to B.E. / B.Tech. Degree holders, only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the candidates.

Community	Minimum Marks in the Qualifying Examination
OC	50 %
Tamil Nadu native candidates belonging to BCM, BC, MBC & DNC, SC, SCA and ST Communities	45 %

- (b) In case of B.E./ B.Tech. / Diploma courses, in addition to regular mode of study, Lateral Entry and Part time modes are also considered to be eligible.
- (c) Candidates with B.E. / B.Tech. Degrees obtained through Distance mode / Week end courses are not eligible.
- (d) Candidates with Degree obtained without studying 10<sup>th</sup>, 12<sup>th</sup> Std. or 3 years Degree programme are not eligible.
- (e) Candidates admitted through Lateral Entry in UG Degree courses of Arts and Science Colleges are not eligible
- (f) The qualifying UG Degree awarded by Universities should conform to the minimum standards of instruction for Grant of the First Degree through Formal / Non-Formal / Distance (Wherever applicable) Education prescribed by UGC.
- (g) Candidates who have already passed the above qualifying Degree course and candidates who are appearing for the final semester / year examination of the said qualifying Degree course except certificates issued by professional bodies or societies such as AMIE etc., during April / May 2023 may apply for admission to **MBA** Degree Programme. However, candidates should provide evidence for having passed the qualifying Degree examination at the time of counselling.

## 2. Computation of minimum eligibility marks in the qualifying examinations

The average % of marks obtained by the candidate in the entire duration of the qualifying UG Degree (semester / yearly pattern) course after exclusion of marks for extra curricular subjects will be considered for computation of minimum eligibility marks.

### 3. Entrance Examination

Candidates should have appeared for the TANCET 2023 (MBA) Examination conducted by Anna University Chennai, Chennai 600 025 and should produce TANCET 2023 (MBA) Mark Sheet issued by Anna University Chennai, Chennai 600 025.

#### M.C.A DEGREE PROGRAMME :

##### 1. Qualifying Examinations and Eligibility

- (a) A pass in B.C.A/ B.Sc. (Computer Science)/ B.Sc. (IT) / B.E. (CSE)/ B.Tech. (CSE) / B.E. (IT) / B.Tech. (IT) or equivalent Degree. OR a pass in any graduation degree (e.g.: B.E. / B.Tech. / B.Sc / B.Com. / B.A./ B. Voc./ etc.,) preferably with Mathematics at 10+2 level or at Graduation level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying degree examination.

(for students having no Mathematics background compulsory bridge course will be framed by the respective University/Institution and additional bridge courses related to computer subjects as per the norms of the concerned University).

- (a) 10 + 2 + 3 / 4 / 5 years pattern (or)  
 (b) 10 + 3 years Diploma\* + 3 years pattern (or)  
 (c) (i) 10 + 2 + AMIE\*\* (or)  
 (ii) 10 + 3 Years Diploma\* + AMIE\*\*

\* Awarded by the State Board of Technical Education

\*\* Candidates with section 'A' & 'B' certificates and other similar certificate issued by professional bodies or societies (e.g. A.M.I.E) recognized by the Ministry of Human Resource Development, Govt. of India and enrolled with Institutions with permanent recognition upto 31-5-2013 are eligible to be considered equivalent to B.E. / B.Tech. Degree holders, only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the candidates.

Community	Minimum Marks in the Qualifying Examination
OC	50 %
Tamil Nadu native candidates belonging to BCM, BC, MBC & DNC, SC, SCA and ST Communities	45 %

- (b) In case of B.E./ B.Tech. / Diploma courses, in addition to regular mode of

study, Lateral Entry and Part timemodes are also considered to be eligible.

- (c) Candidates with B.E. / B.Tech. Degrees obtained through Distance mode / Week end courses are not eligible.
- (d) Candidates with Degree obtained without studying 10<sup>th</sup>, 12<sup>th</sup> Std. or 3 years Degree programme are not eligible.
- (e) Candidates admitted through Lateral Entry in UG Degree courses of Arts and Science Colleges are not eligible.
- (f) The qualifying UG Degree awarded by Universities should conform to the minimum standards of instruction for Grant of the First Degree through Formal / Non-Formal / Distance (Wherever applicable) Education prescribed by UGC.
- (g) Candidates who have already passed the above qualifying Degree course and candidates who are appearing for the final semester / year examination of the said qualifying Degree course except certificates issued by professional bodies or societies such as AMIE etc., during April / May 2023 may apply for admission to **MCA** Degree Programme. However, candidates should provide evidence for having passed the qualifying Degree examination at the time of counselling.

## **2. Computation of minimum eligibility marks in the qualifying examinations**

The average % of marks obtained by the candidate in the entire duration of the qualifying UG Degree (semester / Yearly pattern) course after exclusion of marks for extracurricular subjects will be considered for computation of minimum eligibility marks.

## **3. Entrance Examination**

Candidates should have appeared for the TANCET 2023 (MCA) Examination conducted by Anna University Chennai, Chennai 600 025 and should produce TANCET 2023 (MCA) Mark Sheet issued by Anna University Chennai, Chennai 600 025.

## **4. The Reservation Policy of Government of Tamil Nadu is followed.**

**5. During the months of January – March every year, wide publicity is made out to reach the school students.**

## **6. Every year in the months of April and May, exhibitions are conducted in which B.E**

Students' projects are displayed. The school students are invited to visit the exhibition which helps them to improve their technical knowledge and talents. This will inspire school students to choose RTC for B.E. Our college students also participate in outside exhibitions.

## **7. Admission is done through Single Window Counseling and management quota in the month of June and July every year.**

65% to 80% of the seats are filled by the Government through Single Window Counseling. Remaining 20% to 35% of the seats are filled by the Management. For management admissions, private engineering colleges in Tamil Nadu have got an Association namely

Association of Self Financing Engineering Colleges. Selection of students for the 20% to 35% management quota is based on Higher secondary (+2) marks only. There is no Entrance exam as per the policy of Government of Tamil Nadu.

**8. U.G Classes will commence during the 2<sup>nd</sup> week of September every year.**

**9. P.G classes will commence during the 1<sup>st</sup> week of September every year.**

**10. Admission Review Committee:**

After admissions are over, the committee reviews the performance of the admission process. Appropriate steps will be recommended to admission cell for improving its performance of admission every year.

**11. Eligibility for Various disabilities** – According to TNEA admission procedure, candidates are admitted.

**12.** If a student indulges in any act of vandalism to college property, He/she will be fired and proper disciplinary action will be taken against him/her.

## 2. DISCIPLINE COMMITTEE

**RTC Policy Number: RTC- #02**

### **RULES FOR GENERAL DISCIPLINE, CONDUCT AND BEHAVIOUR**

Character building is the paramount important value of our college. RTC sets its foot firmly on grooming good characters and enhances the demeanor to maintain the decorum of the institution. Every student must meticulously follow disciplined and decorous behavior both inside and outside the College and not to indulge in any activity which will tend to bring down the image and repute of the College.

1. The college gives utmost priority for discipline and every one, student or staff, is bound to adhere to the rules and regulations of the college and maintain strict discipline.
2. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution's image and repute.
3. Mobile Phone usage inside the college campus is strictly prohibited.
4. Browsing is banned during the class hours.
5. Listening to music through any device inside the college campus is punishable.
6. Every Student shall conduct himself / herself in a refined manner and not to cause any disturbance to the working of the classes or to fellow students and to the smooth conduct of the classes.
7. Consuming Alcohol and Smoking are strictly prohibited in the college campus.
8. No function shall be arranged by the students in the college campus without prior permission from the principal.
9. Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
10. During class hours, eating snacks / taking lunch inside the class rooms or along the corridors or on the staircase are not permitted.
11. If students indulge in any act of vandalism to college property, He/she will be fired and proper disciplinary action will be taken against him/her
12. Students are advised to switch off fans and lights when they leave the class rooms.
13. Furniture in the class rooms should not be moved or displaced.
14. Students are not allowed to attend classes or any college function wearing shorts, dhotis, jeans or T-Shirts.

15. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
16. Students have to bring all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
17. Students should be inside the exam hall till the expiry of the stipulated time for the internal tests and university examinations.
18. All students should be properly tucked in shirts and neatly dressed on all working days.
19. Any student, who indulges in movements which may lead to communal ill feelings or enmity will be liable to be punished with fine, suspension, loss of attendance, debarred from promotion to higher semester or even expulsion from the College as per the decision of the College discipline council.
20. Students should attend classes, submit assignments, records, homework etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class. Every hour attendance is mandatory.
21. Students shall move silently when proceeding from one class to another without disturbing other classes.
22. The college properties should be handled with utmost care and our college building, furniture, library books and the premises should be in spick- and -Span.
23. The Continuous Internal Test (CIA), Unit Test and Model Examinations are to be attended by all the students with sufficient preparation. Re-tests will not be conducted normally.
24. Students must work quietly while a student in the library he must maintain silence and work quietly without disturbing the fellow students work.
25. Students must park their vehicles only ear marked parking areas and should not use the vehicles inside the campus beyond the parking areas.
26. Under any circumstances, no student or outsider is permitted to meet a faculty member while he is engaging classes or on invigilation duty.
27. Students are expected to look at the College Notice Board every day.
28. Students should always wear their identity cards around the neck.
29. Fees to be paid in full before the last date of remittance to the college, partial payment is not allowed. If the fees are not paid before the due date, the student will not be permitted to

attend the class and marked as absent and he/she will not be eligible for any merit awards. Examination fees to be paid before the due date, late payments with a reasonable time delay has decided by the Principal only be allowed.

30. Being co-educational Institution students must maintain dignified approach and decent behaviors with opposite sex. Any indecent behavior will be viewed seriously and severe action will be taken by the Principal.

31. Students should inculcate the good habit of depositing the waste packets and papers into the dust bins and should not be strewn in the class or the road side.

32. Using Crackers within the college or hostel campus even during festivals is strictly forbidden.

33. Students are required to be regular in their attendance. No student shall absent himself/herself from classes without obtaining prior sanction for leave from the concerned tutor. A student joining after medical leave should produce Medical certificate from Registered Medical practitioner.

34. The students shall always wear their identity card inside the College campus and the College bus.

35. The students must follow the allotted dress code to maintain the dignity and decorum of the College.

36. Smoking is strictly prohibited inside the college campus. Students found intoxicated will be punished severely.

37. Students using two wheelers shall park their vehicles only the parking space allotted for the purpose outside the college campus.

38. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dust bin provided for the purpose.

39. Every student should handle the college property with care. Damage caused to college property shall be taken seriously and penalty will be imposed on the students.

40. Polythene covers are prohibited inside the college premises.

41. Students indulging any kind of misbehavior will be investigated by an enquiry committee comprising of the Principal.

42. The student should not take part in any religion related activities.

43. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.

44. Loitering and making noise in the college campus is strictly forbidden.

### **CODE OF CONDUCT MEMBERS**

<b>President</b>	-Dr.B.Nagaraj-Principal
<b>Vice president</b>	-Dr.K.Geetha, Professor & Head - ECE
<b>Head</b>	-Dr.N.Jayakkannan, Associate Dean -School of computing

### **Members:**

Mr.M.Athipathy-Asst Director Academics

Mr.M.Marimuthu- Physical Director

Mr.K.Venkataraman- HoD AGRI

Ms.K.R.Venkatalakshmi- TA

Mr.D.Kaleeswaran-AP

Mrs.K.Susithra-AP

Mr.R.Naveenprasad-AP

Mr.T.Sivakumar-AP



### 3. ANTI RAGGING COMMITTEE

**RTC Policy Number : RTC- #03**

#### 3.1 RULES & REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING

The All India Council for Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Honorable Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

#### 3.2 VARIOUS TYPES OF RAGGING

The Honorable Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual/lesbian assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or use of abusive language/unparliamentarily words/vulgar slang by, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be impacted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.

6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

### **3.3 RECOMMENDED ACTIONS**

Against students for indulging and abetting in ragging in technical institutions universities including deemed to be university imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Fine of Rupees 25,000/-
- (xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

### **3.4 ANTI-RAGGING COMMITTEE COMPOSITION**

1. Principal, Dean (Research), Dean (Academic), Dean (Administration) and Dean (Examinations)
2. HoDs and Two Senior Professors.
3. Discipline Committee Coordinator.

### **3.5 ANTI-RAGGING SQUAD**

An anti-ragging squad consisting of ten members will be constituted by the anti-ragging committee. To be nominated by the head of the institute with the representation as may be considered necessary from the campus community only.

### **ROLES AND RESPONSIBILITIES OF THE COORDINATOR**

- To conduct a meeting with the committee members regarding the anti-ragging measures and readiness of the team.
- Instruct the members to act as per the plan and in accordance with the situation.
- Resolve the complaint received from the victim.
- Verifies the facts through enquiry from the committee members
- To execute disciplinary action against the convict as per Anna University norms.
- To report the case to Inspector, in case of severe harassment.
- To ensure the presence of at least one faculty member at each spot like ground, cafeteria, canteen, stationery, parking lot, etc., at any particular time to avoid ragging activities.

### **ROLES AND RESPONSIBILITIES OF THE ANTI-RAGGING SQUAD**

- To ensure anti-ragging hoardings with names of the committee members along with their contact number is displayed at the college entrance.
- To conduct a meeting with the senior students to ensure their preclusion in ragging.
- To ensure one faculty member is present on each floor during break hours to refrain

students from ragging.

- To take precautions to avoid ragging activities at other locations like bus stops, college buses and gives instructions to the student volunteers and espionage at various boarding points.
- To assure hostel fresher are safeguarded from ragging in hostel.
- To report the implementation of the above-mentioned activities in the campus to the Chief Coordinator.
- To campaign about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas to prevent ragging.
- Arranges counseling and guidance programs for the fresher and parents regarding anti-ragging measures inside the campus.
- Ensuring the students and parents to read and acknowledge the affidavits regarding Ragging during the admission.
- To provide anti-ragging helpline details inside and outside college premises.
- To report the occurrence to the Coordinator.
- To allocate a disciplined student as a volunteer to espionage on ragging on the bus and at various boarding points.

## **4. STUDENTS WELFARE COMPLAINTS & REDRESSAL COMMITTEE**

### **RTC Policy Number: RTC- #04**

Grievance Redressal Cell has been constituted to create a platform for stakeholders to point out their problems regarding academic and non-academic matters. Further, this cell is to improvise the student community by collecting valid suggestions from them and take the necessary steps to minimize the grievance measures if reported.

#### **4.1 OBJECTIVES**

- To express the policy to investigate and review complaints or grievances of students and Faculty
- To create awareness of the availability of members for students and faculty to report grievances
- To explore the cause of grievances
- To sort out the reported grievance with effective solution

#### **4.2 COMPOSITION:**

- The principal shall determine the composition and tenures of the Committee is for two years.
- The committee may constitute members from teaching section and nonteaching section.
- The number of grievances, settled or pending will be reported to the Principal every month.

#### **4.3 ROLES AND RESPONSIBILITIES:**

- To maintain the documents related to the students grievance and actions taken.
- To audit the happenings of the committee on a regular basis.
- The Coordinator listens to the grievances of the students about the staff members, hostel and academic-related issues and it can be addressed to the management in person.
- To introduce a fair, impartial and consistent mechanism for the appeal of various issues faced by the students/parents.
- To develop a responsive and accountable attitude among the members and students, there by maintaining a harmonious atmosphere in the campus.
- To ensure the grievances are resolved promptly, neutrally and in complete confidential process.
- To uphold the dignity by promoting cordial student-teacher relationship.

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially.

#### **4.4 FUNCTIONS:**

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class advisors.
- In case the person is unwilling to appear in self, grievances may be dropped in utilizing the mail.
- The cases will be attended promptly and the Grievance Cell will act upon those cases.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will give formal response.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

#### **4.5 COMPLAINTS AND REDRESSAL COMMITTEE:**

The objective is to provide a platform for the students / faculty members/staffmembers to represent their grievances arising out of acts of violations of guidelines in the regular working environment and provide a suitable solution.

#### **4.6 AREAS UNDER PURVIEW OF THIS COMMITTEE ARE:**

Anyone affected either physically or mentally by the act of anyone else whose act are deviated from the specified guidelines in the campus can register their complaints at suitable level.

## 5. WOMEN EMPOWERMENT CELL

### RTC Policy Number: RTC- #05

*“Feminism isn't about making women strong. Women are already strong. It's about changing the way the world perceives that strength.”- G.D. Anderson*

Every woman has the innate power and they need to be empowered for the overall development of the society. They have proved their powers in every walk of life with many success stories. Empowering women needs a luminous glimpse to remove the hurdles in the path of women's emancipation both from the perspective of government as well as women themselves. Rathinam Technical Campus has a well constituted Women Empowerment Cell (WEC) and the responsibility of the cell is to follow the mandatory guidelines and directions of the Anna University, Chennai to enhance understanding of issues related to women and to make the college campus a safe place for female students and female faculty members. The institution aims not only to boost the confidence and morale of women, but also to foster significant growth and prosperity of women.

#### 5.1 VISION

An Institution in which, women attain their full potential and are able to participate as equal partners with men in all spheres with accelerated efforts to achieve empowerment and create an impact for the radical social change.

#### 5.2 MISSION

To forge an effective and combined effort to enable the process of developing policies, programmes and practices which will ensure equal rights and opportunities for women empowerment.

#### 5.3 POLICY STATEMENT

Women empowerment is a right thing to do and a keen thing to do from education to economic inclusion.

#### 5.4 OBJECTIVES

1. To promote a culture of respect and equality for women force
2. To aim at intellectual and social upliftment of the female students and faculty members.

3. To ensure and enhance personality traits along with the academic development of female students.
4. To make them avail opportunities to train themselves in various fields.
5. To inculcate among the young women a sense of social commitment.
6. To explore their intuitive talents and utilize them to the maximum in the social spheres of endeavors.
7. To provide training for female students so that they become empowered in their young age, thereby making them self- sustainable in the society.

### **5.5 INITIATIVES**

- Counseling services.
- To facilitate women's empowerment through guest lectures, seminars, awareness programmes and other welfare activities.
- Conducting various competitions to motivate their creative talents and build participative management.
- Educating the women faculty members and students towards gender sensitization.

### **5.6 SCOPE**

- The provision of these procedures shall apply to all female students and academic and non- academic female staff of Rathinam Technical Campus (RTC)

### **5.7 PLAN OF ACTION**

The action plan consists of the planning and preparation for the upcoming presentation on Feminist Club activity to be held at Rathinam Technical Campus (RTC). The Feminist Club has planned to conduct a series of activities monthly twice every month periodically for the benefit of all female students and academic and non-academic staff of Rathinam Technical Campus.

#### **ACTIVITIES:**

- Guest lectures, Seminars & workshops,
- Awareness programmes and other welfare activities,
- Conducting various competitions.



## 5.8 SEXUAL HARASSMENT PREVENTION POLICY

Sexual harassment is also a form of human rights violation, and is an infringement on their life and liberty as defined in the Constitution of India. Such behavior is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is also contrary to anti-discrimination laws of the land. \*Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth” and Article 19(1) (g): Right to Freedom which upholds a woman’s right “to practice any profession or to carry on any occupation, trade or business”.

Sexual harassment consists of any unwanted verbal, nonverbal or physical attention, or contact that is sexual in nature. Victims may be subjected to comments about their physical appearance, sex-based jokes, gender-specific put-downs or other language meant to demean, intimidate or threaten. Spreading rumors about a person's appearance or sexual activity can also constitute harassment, as can texting or emailing pictures of an individual. Nonverbal instances of harassment may include staring at someone suggestively, showing a person sexual images or engaging in other behavior intended to make someone feel uncomfortable. Physical manifestations of sexual harassment include hugging, patting or other bodily touching. Following someone or otherwise invading her or his personal space can also constitute harassment.

Harassment can occur between strangers or people who know one another very well, including couples or friends. The harasser and victim can be of any gender, and they need not be of the opposite sex. Also, the person who is the victim of the abuse doesn't need to be the target of harassment - he or she need only be affected by it.

### 5.8.1 SEXUAL HARASSMENT: THE LAW

There is no law dealing with sexual harassment. But there are existing laws which contain provisions under which sexual harassment can be challenged. The Indian Penal Code, for example, has no specific provision dealing with sexual harassment, but it has section 354 (outraging modesty of a woman), section 375 dealing with Rape section 509 dealing with act intended to insult the modesty of a woman etc. There are Acts such as Indecent Representation of Women (Prohibition) Act 1987 or the Delhi Prohibition of Eve Teasing Act

1988.

Sexual harassment has been recognized globally as most intimidating, most violating forms of violence since long. Countries like UK, USA and many others have not only taken note of how degrading experiences of sexual harassment can be for women as well as employers but have adapted legislative measures to combat sexual harassment.

In India, it has been only more than ten years since sexual harassment was for the first time recognized by The Supreme Court as human rights violation and gender based systemic discrimination that affects women's Right to Life and Livelihood. The Court defined sexual harassment very clearly as well as provided guidelines for students to redress and prevent sexual harassment at college.

### **5.8.2 OBJECTIVES OF THE PREVENTION POLICY**

Sexual Harassment Prevention Policy of RTC has been framed keeping the following objectives as the basis:-

1. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the college.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
3. To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms.
4. To generate awareness among the public against sexual harassment and all forms of gender-based violence.
5. With the commitment to ensure an environment without gender bias or gender based discrimination in the college campus.

Whereas Sexual Harassment infringes the Fundamental right of a woman to gender equality under Article 14 of the Constitution of India and her right to life and live with dignity under article 21 of the Constitution which includes a right to a safe environment free from Sexual Harassment. And whereas the Supreme Court has formulated guidelines to address Sexual Harassment at work place & educational institutions in the following judgments.

### **5.8.3 THE DISCIPLINARY ACTION MAY BE TAKEN IN THE FORM OF:**

- Warning.
- Written apology & bond of good behavior.
- Debarring entry into hostel/ campus.
- Supervision for a specified period of time.
- Debarring from exam or withholding results.
- Debarring from holding posts.
- Denial of admission.
- Declaring the harasser as a (Person Non Gratia for a stipulated period of time.
- Suspension.
- Permanent expulsion from the institution.
- Any other punishment as may be warranted by the case.

### **5.8.4 POLICY ENFORCEMENT**

1. The Institution shall take complaint of sexual harassment seriously and investigate all sexual harassment charges quickly and thoroughly and professionally.
2. Accurate record of investigations and findings will be maintained.
3. The Institution shall make sure that the complainant, witnesses, members of sexual harassment complaint committee, joint control room members and others who are to be instrumental in implementing the policy for gender sensitization along with procedure for taking complaints and for enquiry etc do not face retaliation.
4. The Institution shall ensure confidentiality and time bond response to the complaint.
5. The Institution shall take immediate action when sexual harassment is discovered or suspected.
6. The Institution shall discipline appropriately any student found to have engaged in sexual harassment.
7. The Institution shall safe guard female student from third party work related sexual harassment.

## 6. RECRUITMENT AND PROMOTIONAL POLICIES COMMITTEE

RTC Policy Number: RTC- #06

### Recruitment and Promotional Policies

Requirement of the teaching faculty for various departments is submitted by the HoDs to the Principal during month of December every year depending upon the need of the department based on

1. Resignation of existing faculty
  2. Additional intake
  3. Introduction of new course
- The Principal prepares the consolidated staff requirement of all departments and sends it to the Board of Management for approval. Human Resource Department (HR) arranges advertisement for faculty requirement in the National, Regional newspapers and online.
  - Candidates are interviewed by duly constituted staff selection committee comprising of the Principal, HoDs/Senior Faculty and subject experts.
  - The applications received are scrutinized and eligible candidates are called for interview. A committee comprising of the concerned department HoD, senior faculty members and experts is formed which conducts the interview and submits the report of selected candidates based on their performance.
  - The candidates are selected based on merit and interview performance.
  - Based on the report submitted by the selection committee, the HR department prepares the selected list of candidates and recommends for issuing appointment order to the Principal.
  - Principal in consultation with the management takes the final decision on selection and issues the appointment order and the candidate is advised to confirm his/ her consent of acceptance within 15 days.
  - After receiving the signed copy of acceptance, it is sent to HoD for admitting him/her in the department.
  - The Principal's office sends a Copy of the order to accounts department and Trust office.

- He/ She will be on probation for a period of one year and depending upon the performance his/her service will be confirmed after one year.

### **Promotional Policies**

The promotion policies are followed strictly as per AICTE norms. The following factors are taken into account:

- Potential to undertake higher responsibilities is evaluated among staff members.
- Promotion and increment is given to any staff based on experience, overall performance, self-appraisal and interview.
- Faculty appraisal is conducted every year by the Principal along with a team of faculty.
- After the evaluation, the staff is recommended for increment and promotion, etc.
- Annual increments and promotions in the grades are all implemented by the management. The management takes effective decisions and provides appraisal.

## 7. FACULTY SERVICE RULES

RTC Policy Number: RTC- #07

### 7.1 INTRODUCTION:

Rathinam Technical Campus is established to serve as a Center for Academic Excellence in imparting Technical Education. The Institution is recognized by the All India Council of Technical Education (AICTE) and is affiliated to Anna University. It has been established in the year 2011.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best efforts and discharging in their responsibilities.

The Institution wishes to encourage its employees to enhance their professional qualification on par with changing needs of the Engineering education and to enrich in their abilities to serve the Institution. Likewise, it wishes to appropriately evaluate, recognize and reward excellent performance. The following service conditions are the preamble; however, these conditions and practices will be reviewed periodically and such changes will be made as experience indicates.

These service rules applicable only regular employees who are employed on the rolls of the Institution and on continuing positions. Some persons may be employed on *temporary/Adhoc/contractual/part-time* basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement.

### ACCORDING TO RTC SERVICE RULES

(a) '**Salary**' means Basic Pay, Dearness Allowance, House Rent Allowance, Annual Grade Pay, City Compensation Allowance, Medical Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(b) '**Service**' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

- (c) **Disciplinary Authority:** The Principal of the Institution is the disciplinary authority for all the employees employed in the Institution. The Principal may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- (d) **Appellate Authority:** Where the disciplinary authority is being exercised by the Principal, the Governing Council/Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Principal will be the Appellate Authority.
- (e) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

## **7.2 POWER TO IMPLEMENT AND TO AMEND THE RULES:**

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time.

## **7.3 MANAGEMENT'S POWERS TO DELEGATE:**

The Management means the Management Committee. It may delegate to the Secretary or Principal or to any officer or officers of the institution under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

## **7.4 PROBATION:**

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year and in case of employees on promotion/transfer appointed to higher posts shall

be for a period of six months. However the probation period for different other categories may be learnt from the Appointment Order and in case of any difference between the probation policy mentioned here in this Policy, the terms and conditions given in the appointment order shall be given a supervening effect.

The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu thereof.

#### **7.5 RESIGNATION AND TERMINATION:**

- a) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.
- b) The Management shall also the authority to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.
- c) The Management shall also name the authority to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, -by giving three months' notice or paying salary in lieu of notice.

#### **7.6 WORKING DAYS/HOURS:**

The working timings of the employees are determined and notified by the Institute from time to time, based on the work / service required, fulfillment of Institute's obligation to students and such other expedencies. The Institution will observe National/ Festival holidays as may be notified from time to time. Employees notified will be of their availability for work on said holidays and those are working on the holidays will be granted compensatory off (as per the convenience of the Institution).

The Institute will also observe vacation which will be notified from time to time.



## 7.7. ATTENDANCE AND LEAVE POLICY

### a) ATTENDANCE

Every employee is expected to sign the attendance register maintained by the Organization & Finger access in the Bio – Metric equipment at the time of entry and leaving. The attendance timing for morning will be by 9.00 A.M and in evening 4.40 P.M every day. For the convenience of employee's 05.00 min grace time has been provided in the morning on a daily basis.

Anyone found not signing the attendance register either in the morning or in the evening would be marked absent for that particular day.

No employee is allowed to go out of the office premises on personal work during office hours without prior permission of immediate supervisor and the same need to be updated in the SecurityGate Register.

### b) Office Working Hours

Employee of Rathinam Technical Campus should follow the office timing without any deviation

<u>Division</u>	<u>Office Timing</u>
Rathinam Technical Campus	08.45 A.M to 05.00 P.M

### c) Leave Request & Approval

- ✓ Employees are requested to update their leave request in ERP with proper approval from their HOD.
- ✓ In case of emergency situation employees, need to intimate leave to HOD through proper Communication / SMS / Mail/ Telephone call and need to submit leave request while resuming to the duty. (Employees can avail this facility 3 times in a semester, if it exceeds the same will be treated as LOP (Loss of Pay)).
- ✓ Any kind of leave like CL / EL / Compensatory off/ LOP (Loss of Pay) / on duty and Permission need to be updated in ERP and it must be approved by Principal /HOD else the same will be treated as LOP.

- ✓ Employees should verify whether all their leave balance and attendance details are updated in ERP on regular basis.
- ✓ Respective Heads should approve their subordinates leave within 3 days from the date of apply.
- ✓ If HOD's fail to approve the leave on time, LOP will be marked for HOD's depending on pending approval during Payroll process.
- ✓ Any kind of Continuous leave more than 3 days will not be permitted, unless if it's an exceptional case for reasonable and unavoidable circumstances.

#### **d) Permission**

Permission shall be applicable to all categories of employees.

- ✓ An employee can take 1 hr permission (2 times for Colleges/ Institution & 3 times for Techzone and others) in a month. Exceeding the prescribed limit will be considered as half day (LOP) loss of pay.
- ✓ No accumulation of permissions is allowed.
- ✓ Permission is granted under the sole discretion of the respective Head.
- ✓ Employees should ensure that all their permissions are marked in ERP with proper approval.

#### **e) Leave Policy**

- (I) Casual Leave
- (II) Marriage Leave
- (III) Vacation Leave
- (IV) On Duty
- (V) Leave on LOP
- (VI) Compensatory Off
- (VII) Maternity Leave
- (VIII) Medical Leave

- ✓ Leave policy will be applicable to all employees of Rathinam Technical campus.
- ✓ Leave is offered to all employees with an intention to provide rest, recuperation and to fulfill social obligations.
- ✓ Necessary permission/ approval need to be obtained for availing leave.
- ✓ For the purpose of this policy, 'Year' is defined as Academic year of Rathinam Technical Campus.
- ✓ Employees need to handover their assigned responsibilities to their subordinates properly before availing leave, without affecting the assigned work to them.
- ✓ If employee avail any Leave (CL) prefix and suffix any Intervening national /festival / declared holidays / weekly offs shall be counted as leave.

#### **(I) Casual Leave**

All employees will be permitted up to 12 working days of casual leave per year.

Casual leave of totally 12 leaves shall be credited to the employee leave record at the beginning of the every year or on the basis from the date of joining for the new employees.

Casual leave is at the discretion of the Principal /HOD of the Department.

- ✓ Un-availed leaves will be carried forward to the next year.
- ✓ Casual Leave cannot be granted in combination with any other leave

#### **(II) Marriage Leave**

Employees are eligible for Marriage leave of 3 days.

1. Employees need to submit their Marriage Invitation routed through the Principal /Head to HR/Admin department.

#### **(III) Vacation – Leave Policy**

1. Employees who have completed One (1) year service with our organization will be eligible for paid vacation Leave.
2. All the Teaching Faculties RTC is eligible yearly 15 days will be applicable for Teaching staff and 6 days for Non-Teaching staff.

3. Principal of the Institute shall decide the period of leave with the approval from Management.

4. In case if any staff requires extra leave, he/she should get approval from the Principal and the same will be treated as LOP (Loss of Pay).

#### **(IV) On Duty (OD):**

The On Duty policy shall be applicable to all categories of employees, who travel on official need and necessity on the basis of respective Heads' instruction for official work. Employee need to apply their OD request in ERP for the approval. Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon the prior approval from the Principal.

Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days in a calendar year.

Faculty members pursuing Ph.D. are eligible to avail OD for the following:

- One day for Ph.D. Admission
- 2 days/calendar year to meet/ getting signed in the Progress Report from the Supervisor
- All Course Work Examinations
- One day for Confirmation/Comprehensive Viva
- One day for Synopsis submission meeting
- Two days for Thesis submission meeting
- Two days for Ph.D. Viva-Voce examination

After attending Conference, FDP, Workshop, Seminar, etc., the faculty/staff members need to present a seminar in the department and submit a report through proper channel for the sanction of ON DUTY. Further, attendance certificate for the event attended by the concerned faculty need to be submitted to the college office after returning to the duty. Otherwise the ON DUTY shall be adjusted in the casual leave if available or shall be treated as loss of pay.

#### **(V) Leave on Loss of pay**

In the absence of leave balance, the employees may opt to go on Leave on Loss of pay.

However the same shall be granted purely on the discretion of the respective HOD/ Principal.

#### **(VI) Compensatory off:**

Whenever an employee is required to work on a week off/Closed Holiday/public holiday for full day, Compensatory Off for maximum One (1) day will be granted. However, in exceptional circumstances if an employee is required to work for less than 8 hours or before lunch break, he or she shall be entitled for ½ day Compensatory Off.

The Compensatory Off shall not be sanctioned for a half day. Two half day Compensatory Off shall be combined together for sanctioning of one day.

Compensatory off leave need to be availed within 30 days from the date attended the duty.

The employees who are all working on mentioned week off/Closed Holiday/public holiday need to submit their request in ERP for the approval of HOD / Principal / Management. Based on the approval he/she can avail the leave.

Compensatory Off leave can be availed only for Future leave days.

#### **(VII) Maternity Leave**

The Maternity leave can be granted to all the eligible Women faculty/staff members.

#### **(VIII) Medical Leave**

The medical leave is granted for 4 days/year to the eligible faculty/staff members.

### **7.8.TRAVEL POLICY**

#### **Outstation Travel Policy**

The travel and accommodation entitlements shall depend on the employee classification and the classification of the cities.

1. Employee shall be responsible for travel and accommodation bookings.
2. Employees are eligible for travel advance on approval of his/her superior.
3. The travel advance shall be settled within 7 days on completion of the tour.
4. In the event of the employee failing to settle the travel advance within 7 days on completion of his/her tour, the advance shall be recovered from the employee's subsequent month salary.

## Receipt submission details are as follows

Appropriate vouchers/receipts/documentation includes:

Business purpose:

1. Statement of business purpose or conference/itinerary or schedule of events
2. Transportation: Air, Train, Rental Car and Other Ground Transportation (Original receipt required)
3. Lodging: Hotel-Original bill/receipt (detailing all expenses)
4. Meals: Credit card/ cash register receipt/ bills
5. Conference Fees: Receipt from conference or copy of registration form
6. Miscellaneous Charges: Tips and other miscellaneous charges - do not require receipts

General Note:

1. Booking has to be ideally done (wherever possible) through an appropriate instruction to the travel desk at [travel@rathinam.in](mailto:travel@rathinam.in)
2. Employees are urged to book Air tickets as early as possible (ideally 10 days in advance) to take advantage of low fares.
3. Whenever possible booking has to be made through "Makemytrip" website for better pricing.

## Employee Classification

The travel policy shall be applicable to all employees as classified in the following table:

## Purpose of Travel

1. An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes:
  - a. Outstation duty duly authorized by the approving authority.
  - b. Attending training programmes /seminars/conferences or any other development programmes approved by the Organization, as per Management discretion.

## Process followed for Travel

1. Employee should submit Outstation Travel plan and Travel expenses budget and it should be approved by their respective Division/ Dept. Head.
2. Post completion of the travel statement need to be submitted in 3 days to the approving authority

The cities shall be classified as follows:

### A Class Cities:

Ahmedabad, Bangalore, Chennai, Calcutta, Delhi, Hyderabad & Mumbai

### B Class Cities:

All the state capitals, which are not, mentioned in A Class City and the cities given below come under the B Class cities.

Aurangabad, Cochin, Coimbatore, Madurai, Trichy, Mysore, Mangalore, Haryana, Vijayawada, Visakhapatnam, Kolkata, Nagpur, Pune, Nasik, Aragonda, Baroda, Surat, Jodhpur, Agra.

### C Class Cities:

All other places which does not come under the above 'A' & 'B' class cities shall form part of the C Class cities.

1. If the accommodation, Food, Local Conveyance is being organized by the Organization, the employee shall not be eligible for claiming these allowances.
2. Employees traveling to outstation in their conveyance (own Vehicle) will not fall under the above said policy. (Keeping the safety in mind)
3. In case the employee prefers to stay with friends or relatives or make their own arrangements; they shall be entitled to for their food allowances.
4. If the employees stay more than 7 days in particular location, employee needs to opt for monthly paid service Apartment/ mansion after the discussion and approval from HOD & HR.
5. The allowance for lodging and stay will be approved case to case; the allowance for food will be as per table
6. While submission of claim/ bills the employee should submit the Travel Report (One Page) about their activity along with the Initial budget approval copy.

**Leave While on Tour:**

If any employee avails leave while on tour, he / she shall not be entitled for any expenses (Boarding, lodging, Conveyance, etc.,) for the period of such leave.

**Foreign Travel Policy:**

Foreign travel shall be governed as mentioned below

The Accommodation and Food expenses will be fixed depending on the countries Expenses cost with the approval of management based on the rate from <https://www.numbeo.com/cost-of-living/>.

**Reimbursable expenses included as follows on submission of actual bills:**

1. Excess Baggage charges and storage expenses
2. Business office expenses (copy services, postage, etc.)
3. Business-related phone calls and faxes
4. Costs of obtaining required visas and passports
5. Currency conversion fees



SNO	EMPLOYEE DESIGNATION	DOMESTIC TRAVEL POLICY			LOCAL CONVEYANCE	
		MODE OF TRAVEL	ACCOMMODATION (Per Day)	FOOD & REFRESHMENTS (Per Day)	MODE OF LOCAL	REIMBURSEMENT
1	CO & Above	1, Air fare Economy class or Train – I st ClassA/c ( Whichever is convenient)	4 star hotel Actuals can be 5 star hotel withprior permission	Actuals	A/c Car or Organization Cab	Actual
2	Principal/CO	1. AC 2 Tier Train for less than 10 hrs journey. 2. Air fare – Economyclass for more than 10hrs journey.	A Class:Rs. 3000 B & C Class:Rs. 2500	Rs.800/-	A/C car or Organization Cab Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
3	Sr. Manager /Dean	1, AC 2 Tier Train for less than 10 hrs journey. 2, Air fare – Economyclass for more than 10hrs journey.	A Class:Rs. 2500 B & C Class:Rs. 2000	Rs.500/-	A/C car or Organization Cab Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate

#### Local Conveyance:

The employees are entitled to local conveyance as per the eligible limit for any local travel on an official ground. The conveyance for local travel will be reimbursed to you at actual.

4	Manager / HoD/A.O	1. II Class (Sleeper) - Train or A/C Bus for less than 10 hrs Journey.	A Class:Rs. 2000 B Class:Rs. 1800 C Class:Rs. 1500	Rs.450/-	Taxi or Own Vehicle	1. For Taxi As per rate fixed in Ola
		2. AC 3 Tier - Train more than 10 hrs journey.				2. For own vehicle ca reimburse at Local Conveyance rate
		3. Air fare – Economy class for more than 20 hrs journey with specialapproval for Heads.				
5	Executive / Asst. Prof	1, II Class (sleeper) or Bus	A class:Rs. 1500	Rs.400/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate
		2,Air fare – Economy class for more than 20 hrs journey with specialapproval for Heads.	B Class:Rs. 1250 C Class:Rs. 1000			
6	Officer to Trainee	1, II Class (sleeper) or Bus	A Class:Rs. 1250	Rs.350/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehicle can reimburse at Local Conveyance rate
		2, Air fare – Economy class for more than 20 hrs journey with specialapproval for Heads.	B Class:Rs. 1000 C Class:Rs. 900			

Travel by auto need not require any bills. However, conveyance for pre paid taxi does require a receipt and it is to be attached with the conveyance voucher. Expenses reimbursed will be at

actual amount spent.

For employees using their own vehicles for Organization business related local travel, the reimbursement is as follows:

Rs. 3.5 per Kilometer for Two Wheeler. Rs. 6.20 per kilometer for four wheeler.

After undertaking the trip, the respective employee has to complete the necessary conveyance voucher before 25<sup>th</sup> of every month with the approval of Reporting Head and submit it to the HR dept. HR dept will verify and authorize it to Accounts department for reimbursement, failing which bills will not be processed.

#### **Mobile Allowance: Mobile Connection**

The management of Rathinam Technical Campus may at its liberty allot mobile connectivity to employees whenever it deems fit in the business interest of the organization.

Management defines the eligibility for mobile connections as follows:

- A. Eligibility Parameters
- B. Those staff whose job profile demands uninterrupted connectivity.

## ELIGIBILITY FOR MONTHLY RENTALS & CALL CHARGES.

S. No	Employee Classification	Monthly Rent	Eligibility for Instrument	Eligibility
1	CO & Above	Actual* (Paid by Organization)	Provided by Organization	Mandatory
2	Principal/CO	Actual* (Paid by Organization)	Provided by Organization	Mandatory
3	Sr. Mgr / /Dean	900	Based on approval	Mandatory
4	Manager / HoD/A.O.	700	Based on approval	Management Decision
5	Executive / Asst. Prof	500	NA	Management Decision
6	Officer to Trainee	400	NA	NA

The HR shall coordinate with the approved service provider for the issuance of CUG SIM card and the same to be communicated to the Accounts Department for billing purpose.

### Procedure for Payment of bills

1. The Employee will be responsible for monthly bill payment.
2. The eligible monthly amount will be paid along with employee's salary. In case the bill amount is beyond the eligible limit, the differential amount need to be paid by the employee along with actual.

### Administration & Monitoring

The HR department shall raise the requisition for allotment of mobile device and connection in the prescribed form; The Accounts department shall take the responsibility to own the payments. The HR department shall coordinate with the department of Purchase as and when

a new employee joins or new requirement comes up.

In the event of separation of a user, the device/SIM card has to be handed over to the HR by the employee.

### **Benefits & Welfare:**

We are happy to announce that the below mentioned benefits and welfare will be provided for all the employees associated with Rathinam Technical Campus.

- All Faculties and other employers are covered under group personal accidents insurance policy.
- Staff members are eligible for EPF scheme, who complete one year service in this college. The management contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer's contribution to the EPF Scheme. PF contribution would be made only on formal request.
- Day out or tour with the team, twice in a semester.
- Internal Job Promotions are encouraged for the benefits of the staff members.
- International trips for faculties expertise in research for the purpose of their project.
- The institute will cover the cost of online certification course fees.
- Motivation for higher education through cash incentives.
- Recognition for completing and registering Ph.D in the form of rewards and promotions.
- Awards for motivating students in academic and other events.

### **Education Scheme**

- a. Rathinam Technical Campus employees' son/ daughter will be eligible for this scheme.
- b. Blood relations are not covered under this scheme.
- c. Management will provide 50 % fees concession on actual tuition fees.

### **Employee Utilization.**

#### **(i) Employees can use the Campus**

Employee can utilize our Institution Auditorium / Food Court / Ground for their family function with the 50% concession on Actual Cost.

- a. Request need to be submitted to HR /A.O on prior basis.
- b. Allocation of above said infra will be provided on availability and need basis.
- c. Management's decision will stand final.
- d. Excess rate of Concession is at the discretion of the Management.

#### **(ii) Employees can avail Organization vehicle (Car / Van)**

Employees can utilize this facility for their own emergency and occasional needs at 75% concession from the rate announced Every Year.

- a. Employees should bear the cost for Petrol / diesel and driver charges.
- b. Request need to be submitted to Transport Dept.
- c. Final decision shall be taken by the Management.

### **Hospital Tie up:**

RTC has tie-up with Abinath Hospital, Sundarapuram, Coimbatore for availing Medical treatment for our students and staff in case of any emergency during their office hours.

Listed below are the benefits & procedures to be followed for availing the same.

#### ***Benefits & Procedures:***

- Rathinam Technical Campus staff or students can utilize this hospital facility in case of any emergency during their working hours/ hostel hours.
- Students and staff can avail treatment and pay their Medical expenses to the College.
- There is a special concession in the rate for Staff & Students of Rathinam College.
- Free Ambulance service for 24/7 from college to hospital.

- Utilizing staff or students need to collect the PASS from respective Coordinator before availing treatment, also need to submit their ID card (photocopy) along with PASS in the hospital.
- Payment terms & Conditions.
- Employees Medical expenses will be either deducted from the salary or employee can pay directly to the hospital.
- Students need to pay their Medical expenses directly to the hospital or college, on or before getting the hall ticket of the semester.
- Approved limit of treatment will be Rs.3000/- more than the limit, staff or student should get approval from HR dept.

### **Transport Facility:**

Employees can utilize the college bus transport facility with the minimal concession rate.

1. For availing transport facility / Cancellation of Transport facility, staff need to submit a form to HR Department.
2. HR will forward the request to Transport dept. for registration and acknowledgement Pass (Route coordinator details, Monthly amount, Bus no- will be provided to the employee).

Monthly charges will be deducted along with the respective employee's salary on monthly basis. The Transport details are shared by the Transport Department.

### **Birthday gift**

The management considers it as a responsibility to celebrate the birthdays of all employees. Each employee shall be given a Chocolate box & Greeting Card for the employee on the occasion.

### **Marriage Gift**

We acknowledge the significance of marriage that occurs once in a lifetime. All the employees working at Rathinam Technical Campus shall be eligible for a marriage gift.

AO of Rathinam technical campus, can represent on behalf of their Management and Chairmen shall share the gift to newly Married staff.

### **Advance**

All the employees of Rathinam Technical Campus are eligible for Salary Advance subject to their completion of 6 months of service in the Organization. The salary advance shall be given to employees during festivals, Special purpose or to meet the emergencies. The employee shall raise the advance requisition in the prescribed form through the concerned Heads of Institutions with relevant document attached (If required) and the same shall be forwarded to HR.

The request shall be verified and scrutinized by the HR. If any deviations are found it may be cancelled.

Final request shall be put forward to the authorized signatory for necessary approval and forward to Accounts department for payment process.

The advance eligibility and the repayment schedule are as follows.

### **Salary Advance:**

- a. Employees are eligible to get their One (1) month Gross Salary as an advance
- b. Advance amount will be recovered in maximum of 7 equal installments starting from month of disbursement.
- c. Sanctioning of salary advance is purely at the discretion of the management.

### **Other Conditions for grant of Salary Advance**

- ✓ The request for advance will be processed and approved within 2 days of receipt of application by HR department. The amount will be remitted to the employee within 2 days from the date of approval subject to availability of funds.
- ✓ All salary advances will be remitted to the concerned employee's bank account or through Cheque.
- ✓ The recovery of the advance will commence from the month immediately succeeding the month in which the advance is sanctioned. The amount will be recovered from the salary/wages/stipend of the concerned employee.
- ✓ In case an employee exits from the Organization prior to the repayment of the advance



drawn by him/her, the balance amount will be adjusted against his full and final settlement. If there is still some advance amount outstanding against him, the employee will be advised to remit the sum before a relieving order is issued to him.

✓ The sanction of advance will be subject to budget provision and availability of funds to be determined and regulated by Accounts.

### **Employee Subsidiary Food:**

There is facility in our campus for people who are in need of breakfast and lunch during college working days at a subsidized rate. If taking for full month (26 days) you need to pay around Rs.60 per day for both breakfast and lunch in advance and you can avail the facility. Only lunch required Rs. 30 per day and to be paid for full month.

If needed only for few days you can pay and get tokens at a rate of Rs.50 per meal. This is just a courtesy and information message for people looking around during college days in need of food.

### **Procedure:**

Employees need to submit monthly request to their respective Admin Head or through online request form. Food for Visitor/ guest need to be intimated a day before through respective Admin to the Manager.

### **Facilities for Differently abled Persons :**

Our College is well prepared with all physical facilities like Ramp, specially designed differently abled Rest Rooms and Human Assistance with modernized equipment.

### **RTC rewards:**

- Awards for academic excellence for getting more than 80% pass percentage in university exams.
- Sponsorship for Professional body membership presenting papers in National/International conference/ workshop/ FDP registration fee will be provided.
- A sum of 1000 Rs has been provided for achieving academic excellence through activities such as conducting audits, delivering classes, implementing innovative teaching

methodologies, and developing distinctive instructional materials.

S.No	Type of Proposal	Status	Cash Reward
1.	Scheme funding (Conference/Seminar/ Symposia/ FDP/SDTP/ Travel grant )	Submitted to the Agency	Rs. 1000/-
2.	Research Proposal – Minor(Grant Amount within Rs.5Lakhs )	Submitted to the Agency	Rs.3000/-
3.	Research Proposal – Major (Grant Amount above Rs.10Lakhs )	Submitted to the Agency	Rs.5000/-
4.	Scheme Funding	Sanctioned by the agency	5% of sanctioned amount
5.	Research Proposal- Minor/Major	Sanctioned by the agency	5% to 25 % shall be provided; the percentage will be decided by the scrutiny committee based on the grant sanctioned & other factors.
6.	Article in Scopus/ Web of Science Journal (applicable for faculty who cite them as first and second author)	Published	Rs.3000/- per article
7.	Article in Scopus/ Web of Science Journal (applicable for faculty who cite them as third author)	Published	Rs.1000/- per article
8.	Article in SCI journal ( Applicable for faculty who cite them as first & Second author)	Published	Rs.5000/- per article
9.	Article in SCI journal ( Applicable for faculty who cite them as third author)	Published	Rs.2000/- per article

10	ISBN – Book publication	Published with college Name	Maximum of Rss.5000/- or 50% of the book publication cost, whichever is lower.
11	Patent	Filing Completed	Once the scrutiny Committee approved the patent and it is filed then 25% of the total filing cost shall be reimbursed.
		Patent Published	50% of the remainingfiling cost shall be reimbursed.

### 7.8. APPRAISALS:

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. The Principal is authorized to design a form as per the requirements and to meet the objectives and the performance appraisal shall happen accordingly.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

### 7.9. GOVERNANCE AND INTERPRETATION OF RULES

- a) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- b) All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.
- c) The decision of the Management Committee of the Institute regarding the

interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

### **SANCTIONING AUTHORITY:**

The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except Extraordinary leave, in which case, the Secretary is the competent authority to sanction such leave.

The Secretary of the Institution is the competent authority to sanction all the leaves to the head of the Institute.

## **7.10 RESPONSIBILITIES OF THE EMPLOYEES**

### **7.10.1 RESPONSIBILITIES OF THE PRINCIPAL:**

- The Principal shall be the head of the institution.
- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- To identify and recruit suitable persons to man the various departments and administrative units.
- Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- To maintain cordial rapport with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- To maintain healthy rapport with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
- Prepare the minutes of meetings. Prepare the budget for approval of the management. Regularly apprise the management about the various activities.
- To plan functions like Convocation, Annual Day, Fresher's Day, Merit Awards.

- To enhance leadership qualities for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
- In a nutshell, the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of university, AICTE, Government, Parents and other stakeholders.

#### **7.10.2 RESPONSIBILITIES OF DEAN/ DIRECTOR:**

- To assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, students' feedback on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.
- Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments stakeholders and the general public.

#### **7.10.3. RESPONSIBILITIES OF HEAD OF DEPARTMENT:**

- Spearheading the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time.
- Maintain vacation duty statement, CCL account for the staff of the department.
- Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
- The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.
- Preparation of class-wise timetables.
- Ensure compilation of students' attendance and sectional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.

**vii)** Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time. Development of various laboratories and arrange for regular maintenance and records for future reference.

**viii)** Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.

#### **7.10.4. RESPONSIBILITIES OF TEACHING STAFF:**

**i)** Establish quality of Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by Anna University and relevant advanced topics beyond syllabus.

**ii)** Developing curriculum, learning resource materials and Laboratories.

**iii)** Developing active participation of co-curricular and extra – curricular activities of the college and those organized by other institutions.

**iv)** Extend an Excellent guidance and counseling to promote the student's personal, ethical, moral and overall character.

**v)** Keeping abreast of new concepts in the discipline and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc. Self-development through up-gradation of qualification and participation in professional activities.

**vi)** Actively involved in Research and Development Activities, Research guidance and Industries sponsored research.

**vii)** Providing consultancy and testing services by providing extension services and participating in community services.

**viii)** Providing non-formal modes of education for the benefit of community and dissemination in community services.

**ix)** Promoting the spirit of entrepreneurship with an aim at creation of jobs.

**x)** And any other relevant work assigned by the head of the institution.

**xi)** To identify and recruit suitable persons to man the various departments and administrative units.

**xii)** Development of various laboratories, Computer Centre, library and all organs required for an educational institution.

**xiii)** To maintain cordial rapport with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.

- xiv)** To maintain healthy rapport with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
- xv)** Prepare the minutes of meetings. Prepare the budget for approval of the management. Regularly apprise the management about the various activities.
- xvi)** To plan functions like Convocation, Annual Day, Fresher's Day, Merit Awards.
- xvii)** There will be a feedback form for teaching learning process circulated to the students twice in a semester for any kind of improvements or highlights for the faculty. The collected forms are then validated and rated. Rating score >90 % will be appreciated from the management team. Ratings <80 % will be assigned with the Faculty Development Program or Short term training program and will be also guided by the senior faculty with their inputs on improvement.

## **7.11 PLANNING**

### **HUMAN RESOURCE PLANNING:**

- i)** The principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The principal will consider appointing a professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio of 1:15.
- ii)** The principal shall assess the staff requirement for the subsequent academic year in the month of May every year.
- iii)** Principal will constitute the selection committee for recruitment in each Department, with the HOD, senior staff member and the Departments Advisors/experts as its members. University experts will be invited as per the university norms.

### **ORIENTATION**

- i)** Every teacher of the college shall be briefed about the college by the principal or hisnominee on the day of his/her joining.
- ii)** The principal shall take/send him/her to the department of his/her work and introduce him/her to the Head of the Department in turn.
- iii)** The Head will brief him/her about the Department and will introduce the newincumbent to all the teaching and non-teaching members of his team.
- iv)** The HOD will take him/her round the campus, and explain to him/her the variouscode of

conduct to be observed in availing the facilities in the college.

- v) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.
- vi) The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his/her assignment.

### **DECENTRALIZATION IN WORKING:**

Decentralization in our institution allows for greater academic and administrative freedom for different heads, as decisions can be made at the local level, rather than being dictated from a central authority.

This approach fosters a culture of innovation and creativity, while also promoting accountability and responsibility. Furthermore, it allows for greater collaboration and communication between different levels of the institution, as each level contributes to the overall success of the institution.

In conclusion, decentralization is an essential aspect of effective governance in an engineering institution. It promotes academic and administrative freedom for different heads, while also promoting innovation, creativity, and collaboration. By distributing power and decision-making authority to different levels of the institution, decentralization allows for greater responsiveness to local needs, while also promoting accountability and responsibility.

### **PRINCIPAL**

- As the head of the institution, the Principal has both academic and administrative freedom.
- Academic freedom allows the Principal to develop and implement innovative academic programs that meet the needs of students and faculty.
- Responsible for financial matters of the institution, regulation of academic and general administration, and monitoring the systems, policies, procedures, and functioning of the institution.
- Monitoring all office processes, including admission, fee collection, attendance, recruitment, wage payments, acquisitions and procurements, accounts and audits, and any other matters that might arise.
- Administrative freedom allows the principal to manage the instantaneous budget of INR



1,00,000, personnel, and facilities of the institution, while ensuring that resources are used effectively and efficiently.

- Responsible for meeting statutory and regulatory requirements of the government, AICTE, and Anna University (AU).
- Upholding the institution's dignity and influencing student discipline and behavior (including attendance).
- Observing successful teaching in accordance with the prescribed curriculum and the University/AICTE's/Management's teaching/institutional approach.
- Keeping track of the regularity, discipline, and actions of both administrative and academic personnel. Ensure that all appropriate infrastructures, such as furniture and fittings, lab equipment, books, and other items, are procured and purchased in accordance with the institution's procedures.
- The Principal balances these freedoms with the responsibility of ensuring that the institution meets academic quality standards, operates ethically and transparently, and fulfils its mission and vision.

#### **DIRECTOR- ACADEMICS**

- The director academics has both academic and administrative freedom.
- Academic freedom allows the director academics to develop and implement academic policies, curriculum, and programs that align with the institution's mission and goals.
- The director academics also has the freedom to manage an imprest cash amount of INR 25000, to hire and manage faculty members, evaluate academic performance, and develop plans to improve student learning outcomes.
- Administrative freedom allows the director academics to manage academic resources, such as the academic budget and facilities, and to make decisions regarding the allocation of these resources.
- The director academics balances these freedoms with the responsibility and ensures that the institution meets industry standards, operates ethically and transparently, and provides quality education to its students.

#### **IQAC:**

- Ensuring timely, efficient and progressive performance of academic, administrative and

financial tasks.

- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA.
- To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.

#### **DEAN- RESEARCH**

- Works to facilitate and promote quality research in the institution.
- Academic freedom allows the dean of research to set research priorities, establish research policies and guidelines, and promote a culture of research within the institution.
- The dean of research holds the authority to approve incentives for the publication of research articles, books, patents etc., by the faculty members.
- Coordinates and facilitates timely conduct of Research Board meetings.
- Coordinates and facilitates submission of research project proposals to various funding agencies by Principal Investigators and is also responsible for their internal monitoring.
- Provides necessary guidance and encourages teachers/researchers to write research project proposals and suggests incentives/other initiatives
- Liaises with relevant national/regional agencies/organizations/group/ individuals for financial support and promotion of quality research in the institution.
- Supervises and promotes the quality of research journals published by the institution.
- Prepares an annual research report and identifies the initiatives to be taken for promoting/maintaining quality of the research work.
- Keeps track of research /visiting schemes advertised by various funding agencies, both national and foreign, and sensitizes the faculty and other stakeholders including students to the need for making use of these schemes which would promote his/her individual talent and

professional career.

- Responsible to receive/disburse financial support offered by various funding agencies or projects related to research and infrastructure development.
- The dean of research balances these freedoms with the responsibility and ensures that the institution meets research quality standards, operates ethically and transparently, and fulfils its research mission and vision.

### **DEAN- PLACEMENT**

- Academic freedom allows the dean of placement to design and implement effective placement strategies, collaborate with industry partners, and develop programs that prepare students for successful careers.
  - Administrative freedom allows the dean of placement to manage an imprest cash amount of INR 25000, personnel, and resources, and to make decisions regarding the allocation of these resources.
  - The dean of placement balances these freedoms with the responsibility and ensures that the institution meets industry standards, operates ethically and transparently, and fulfils its mission of facilitating successful careers for its students.
  - Organizing Training and Placement activities for students.
  - Building and maintaining relationships with students to discover skills and preferences.
- Liaising with students and employers during placements.
- Fostering relationships with local placement providers.

### **ACADEMIC DEANS**

- Lead academic faculty in the delivery of the school's high- quality curriculum and drive innovation in new programmes and educational approaches.
- Foster and support excellence and integrity in teaching, research, and service to students through developing the resources and talent within the school.
- Administrative freedom allows to manage an imprest cash amount of INR 25000 for instantaneous expenses.
- Develop research opportunities within the school and provide leadership for knowledge transfer with industry and other partners.

- Ensure that the performance of faculty and administrative staff within the school is appropriately managed and reviewed in line with college policies.
- Ensure that the academic performance of the school is appropriately monitored and that related action plans are implemented.
- Maintain and develop positive relationships with those professional bodies involved in accrediting the school's provision.
- Develop and maintain external links and partnerships that support the objectives of the school and the college's strategic plan.
- Monitoring the functions of Heads/ Class Advisor's of their respective schools.
- Approving the Internal Assessment marks for all students of their schools.
- Monitoring the students' on-line feedback.
- Monitoring the faculty performance in University results
- Monitoring and controlling students discipline in the campus.
- Contribute to the development of college strategy.

#### **HEAD OF THE DEPARTMENT:**

- The HoD enjoys certain academic and administrative freedoms.
- Authorised as the chairperson of the Department advisory board, holds and conducts DAB meetings and regular department meetings.
- The HoD assesses the department's faculty requirements and modifies them accordingly to ensure the department's success.
- Head of a department in our institution is responsible for faculty recruitments in the department including identifying the need for new faculty members and intimating the same to the Director of Academics for further processing.
- Authorised to handle an imprest cash amount of INR 25000.
- Incentive freedom allows the HoD to develop and implement policies that recognize and reward faculty and students who have excelled in various areas.
- Performance appraisal is another important responsibility of the HoD, where they evaluate the performance of faculty members and take necessary action to address any gaps.
- Conducting class audits and course file audits, and takes corrective action if necessary, Faculty Development Programs (FDPs) to enhance the teaching and research skills of faculty

members.

- Manages the class committees, allocates subjects to faculty members, and procures minor lab equipment through the Purchase Department.
- Coordinates with the Dean of Research and Development to provide incentives for research activities, identifies slow learners and takes necessary action to support their academic progress.
- Monitor, lead, train, manage all the department Faculty and technical Staff.
- Assigning duties and monitor faculty performance.
- Decide on departmental needs, propose yearly budget and arrange for compliance.
- Planning academic activities and training programs.
- Monitoring R&D and project activities of the department.

#### **TUTORS:**

- As a tutor in an engineering institution, there are certain academic and administrative freedoms granted.
- The tutor has the freedom to meet their wards and provide feedback to the head of the department.
- Administrative freedom allows the tutor to manage the class committee, participate in parent meetings, and arrange counselling sessions with a psychiatrist for students.
- The tutor can also host tea sessions with students to address any academic or personal concerns they may have.
- Additionally, the tutor has the authority to award prizes and rewards to students for academic excellence or participation in extracurricular activities.
- While enjoying these freedoms, the tutor must always adhere to the institution's policies and maintain ethical and professional conduct.

#### **CENTRE OF EXCELLENCE:**

- Conducts high Quality Training in specific sectors with special focus on emerging technologies.
- Develops association between academia and industry for the benefit of the skill development sector.
- Conducts Research and Development in related fields and disseminate the results of the R&D and other activities through filling of patents and transforming them into sustainable business

proposals/ solutions.

- Upgrades the Centre's technical capacity, information architecture.
- Supports creative and innovative proposals in terms of functions and facilities.
- Establishes a sound new institutional base for executing the programmes/projects by strengthening the existing infrastructure.
- Creates network of nearby institutes for capacity building and mentoring support.

## 8. TEACHERS CODE OF PROFESSIONAL ETHICS

### RTC Policy Number: RTC- #08

The college has a holistic approach to education, including faith development, personal growth, physical development, social and emotional growth, skill development, academic achievement and appreciation of the talents. This approach is achieved only with the cooperation and support of staff, parents and students.

#### MANAGING STUDENT BEHAVIOR

The main elements of a whole College program are:

##### PREVENTION

Prevention of misconduct by creating a positive environment building relationships structuring the education system having clear guidelines rewarding positive behaviors

##### INTERVENTION

Challenging students about misbehavior that disrupts the rights of others, be their teachers, non-teaching members of the general community or fellow students.

Intervention is best done immediately and solves it amicably.

##### ACTION

Imposing related, reasonable and respectful actions to be taken for inappropriate behavior

##### SUPPORTING, REPAIRING AND REBUILDING

Rejuvenating and rebuilding the student/teacher relationship Implementing Restorative Justice

The four elements of the model will assist students and teachers:

- to own their own behaviors
- respect others' rights
- to develop self esteem
- to enhance working relationships

#### 8.1 TEACHER AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which

have already been set forth and which he / she should seek to inculcate among the students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### **Teachers should**

- (i) Adhere to responsible pattern of conduct and behavior expected of them by community;
- (ii) Manage their affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their performance in the form of teaching, tutorial, practical seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation: and
- (viii) Participate in extension, co-curricular and extracurricular activities including community service.

## **8.2 TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his / her opinion;
- (ii) Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;



- (vi) Be empathetic to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay more consideration to the weaker section of the students community in accomplishment of their tasks;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals: and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **8.3 TEACHERS AND COLLEAGUES**

#### **Teachers should**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- (v) Refrain from scandalous talk and gossip and back biting.

#### **Teachers should**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to produce;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to conditions of contract;
- (vii) Give and expect due notice before a change of position as made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **8.4 TEACHERS AND NON-TEACHING STAFF**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in co-operative undertaking, within every educational institution.
- (ii) Teachers should help in the function of joint staff-council covering both teachers and the non-teaching staff.

#### **8.5 TEACHERS AND GUARDIANS**

##### **Teachers should**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **8.6 TEACHERS AND SOCIETY**

##### **Teachers should**

- (i) Recognize that education is noble service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend

to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **9. TRANSPORT RULES AND REGULATIONS**

### **RTC Policy Number: RTC- #09**

#### **9.1 RULES:**

- Ragging is strictly prohibited inside the bus.
- If any student involve in ragging, his / her bus facility will be withdrawn after proper enquiry.
- Students should not play music through any means which disturbs fellow passengers.
- Students must board the bus at the respective stop as allocated by the Transport Department.
- Students are prohibited to communicate with the driver for any matters.
- All sorts of problems must be communicated only to the Transport Officer and necessary actions will be taken.
- In case of non-arrival of bus, students can wait for the alternate arrangements provided by the Transport Department.
- Any sort of financial transactions are not allowed inside the bus with the driver (or) Attender.
- Celebrations related to birthday or towards any such matters should be strictly avoided inside the bus.
- Music system is prohibited in the bus.
- Students are advised to give respect and preference to the Staff members in seating inside the bus.
- Totally 20 buses are being operated in different routes and boarding time will vary depending upon the location and distance.
- All are advised to come and wait for the bus at their respective bus stop 5 to 10 minutes well in advance.

#### **9.2 REGULATIONS:**

- College bus facility is an optional service provided for the Staff members and students who wish to come as a day-scholar.

- For all the students, College bus fee is applicable for every Academic year only.
- Bus fee is non-refundable unless otherwise genuine reason is specified.
- For Staff Members, College bus facility is provided with a concessional rate.
- Ministerial Staff are exempted from bus fee.
- For Lab technicians and supporting staff members, bus fee is levied with a concession.
- For Staff members, bus fee is deducted from their salary on monthly basis.
- After the payment of bus fee by the student, a bus pass will be issued by the Transport Officer.
- Bus pass must be available during their journey and random verification is being done by the Transport Officer and Transport Assistant.
- A warning will be given to the students who don't have bus pass at the time of verification. If repeated, a nominal fine will be imposed.
- Usage of bus facility without proper payment of bus fee will lead to a fine of Rs.1,000/-
- During the Academic year, students can change the place of boarding when situations arise and information must be given to the Transport Officer and a new bus pass will be provided.
- Hostel in-mates can utilize bus facility upon payment of a nominal fee for a single trip or round trip at the College Office.
- After payment of fee, a "bus token" will be issued by the Transport Officer which must be available during their journey and should be shown upon verification.
- Buses are being operated after regular working hours for the students who are working in laboratories and having special coaching classes.
- Buses are being operated free of cost for the students who have off-campus drives arranged by the Placement and Training Department.
- Buses are being operated on Sundays for coaching classes for students or for any specific programmes.
- Buses are arranged for students to visit various industries all over Tamil Nadu with proper permit obtained from Transport Authorities. All the expenses relevant to these trips are provided by the Management.

## **10. HOSTEL RULES AND REGULATIONS**

### **RTC Policy Number: RTC- #10**

The rules and regulations as stipulated below are applicable for all inmates of hostels. Boys and Girls are provided separate hostels with comfortable accommodation. All the inmates got admitted to the hostels are to conduct themselves be fitting to the reputation of our institution and maintain decency and decorum.

#### **10.1 ADMISSION AND ACCOMMODATION:**

1. Students seeking hostel accommodation are required to apply in a prescribed application which can be collected from the A/O office.
2. The requisite fee for hostel & mess has to be paid each year in advance. The fee receipt is to be produced before the warden for admission.
3. Students are allocated specific block/ rooms and they have to stay in the room allotted to them. Change of room is not permitted until and unless written permission is obtained from the hostel authorities.
4. For any requirements he/ she can approach the Chief Resident Tutor (CRT) concerned.
5. Students are not allowed to carry the food, cups, saucers and other utensils of hostel mess to their rooms under any circumstances and also not supposed to bring the day scholars to the mess and rooms.
6. Students found wasting the mess food on the dining table, will be fined.

#### **10.2 CLEANLINESS IN HOSTEL:**

1. Students are responsible for the cleanliness of their rooms. They should ensure that they are properly swept everyday by co-operating with the sweepers.
2. All waste papers and rubbish must be placed in bins provided for that purpose. Members should keep the room scrupulously clean. Soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown around in the rooms, terrace and premises. Writing, sticking handbills, posters etc. should be strictly avoided.
3. Cooking in the room is strictly forbidden. Students are not allowed to remove any article or furniture fittings, lights etc., belonging to the hostel. Any damage to the hostel property including driving in of nails and defacing of walls, fixtures or furniture will be made good at

their own expense.

4. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the room/ wing/ block will be held responsible and the fine amount will be deducted from all equally.

### **10.3 RESPONSIBILITY OF STUDENT PROPERTY:**

1. The hostel or college authorities do not hold themselves responsible for any loss of private property by students residing in the hostels.
2. Students are advised in their own interest not to keep money and other valuables in their rooms. They may deposit the liquid cash which is immediately required by them for their expenses in the bank located inside the college premises.
3. Students must provide themselves with their own locks for their rooms in the hostel.
4. They shall not lock their rooms when they leave the hostel during the college vacation. The warden is empowered to break open any locked room during the vacation if that becomes necessary.

### **10.4 HOSTEL DISCIPLINE:**

1. Ragging is strictly prohibited.
2. Anything which disturbs the student's studies must be avoided at all times.
3. No student should leave the hostel or stay away from his/ her room during the night except with prior permission of the warden. The hostellers of boy's hostel should be back to the hostel before 8:00 pm for domestic students, 9:00 pm for international students. The hostellers of girl's hostel should be back to the hostel before 6:00 pm.
4. Hostellers are not permitted to bring day scholars inside the hostel under any circumstances.
5. The warden may enter any room for verification at any time of the day or night.
6. Smoking, chewing pan, panmasalas, gutkha or taking intoxicating drinks in the campus including the college and hostels is strictly prohibited.
7. No circular or handbill or posters list shall be taken without the permission of the warden.
8. Students willing to have computer system in their room should get written permission

from CRT. No speaker and headphones are allowed along with the system.

9. Students staying in the hostels during working hours must get the letter signed from the concerned department and submit it to the warden.

#### **MESS TIME:**

Breakfast : 08.00 a.m. to 09.00 a.m.

Lunch : 12.30 p.m. to 01.30 p.m.

Dinner : 07.30 p.m. to 09.00 p.m.

#### **10.5 VISITORS:**

1. Visitors are not allowed to be inside the hostel premises after 6: 00 pm
2. Visitors should report to the warden and wait in the hostel office to meet the inmates.
3. Visitors are not permitted to go inside the hostel rooms.

#### **10.6 VACATING FROM THE HOSTEL:**

1. Students are not permitted to vacate the hostels during the middle of the academic year. At the end of the year/ course, they have to submit request letter to vacate, after the approval of the A.O, they can vacate. All inmates should strictly adhere to the timings and should be back to their hostels before 8 p.m
2. Students who are leaving the hostel forever have to obtain proper out pass and no due certificate from the hostel office.
3. Students, who are suspended due to indiscipline action, have to vacate the hostel only on completion of disciplinary proceedings.
4. Readmission to the hostel, once vacated, is possible only on exceptional cases subject to the student's good conduct.
5. All fees including fine will have to be paid before vacating and no due certificate has to be submitted to the hostel office. Chief Operations (CO) is the ultimate deciding authority and decision will be the final in all matters pertaining to hostels/hostellers.



## 11. LIBRARY RULES AND REGULATIONS

### RTC Policy Number: RTC- #11

Central Library does the cardinal help administrations for the Institute with the prime target to give the correct data to the correct peruses at the ideal time in the correct way by bibliographic and full content print just as print less asset to help the insightful and educational needs of the Institute Community. The Central Library is very much furnished with inventive learning offices like Museum and different assets as CD-ROMs, On-line databases, Books, E-assets, Patents, Theses, Reports, and so on. The Central Library is completely computerized with in excess of 13,000 books and around 75 Journals and magazines just as online Journals on different Disciplines.

1. Open access system (i.e., a borrower permitted to have access to the stock room) is followed.
2. Strict silence should be observed in the library.
3. No discussion permitted inside the library
4. Identity Card is compulsory for getting access to the library
5. Textbooks, printed materials and issued books are not allowed to be taken inside the library.
6. Enter your name and Sign in the register kept at the entrance counter before entering library.
7. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
8. Refreshment of any kind shall not be taken anywhere inside the library premises.
9. Library remains open from 08:30 am to 06:30 pm on every working day
10. When a book is borrowed, it must immediately be examined carefully and check for any damage, if any, noted should be brought to the notice of the Librarian at once. If the borrower fails to do so, he/she is liable to be held responsible of the damage. Students must keep the borrowed books neatly. Photocopying of text books is strictly prohibited.
11. Eligible criterion for issue of books:
  - 4 books for a Students- per month/year

- Book for Faculty Members - per month/year

12. Books can be retained for a maximum of 14 days. A fine of Re.1.00 per working day will be levied in respect of books returned late up to a maximum of 28 days.

13. If the books are not returned even after 28 days of default, it will be presumed that the student has lost the book and accordingly double/thrice the cost of book will be recovered without giving any notice.

14. If any book is reported to be lost, then the borrower should replace the lost one by a new book to the latest edition. If he/she is not able to make a replacement, then double the original cost

of the book in the case of books purchased within 8 years prior to the loss or thrice the original cost of book if the book was purchased earlier will be recovered from the borrower.

15. Books borrowed from the library are not transferable.

16. Books will not be issued during the summer vacation. All the students are required to return the books before they proceed on vacation. Final Semester students will be issued no dues certificate only after they return the books on the eve of the commencement of theory examinations.

17. Students should not write anything or make any marking or in any way damage the books and periodicals belonging to the library.

18. There is a separate reference section for books newspapers and periodicals.

19. Books and journal in the reference section will not be issued for study at home under any circumstance.

20. Students who have not cleared their dues or against whom there are other dues pending will not be allowed to borrow books.

21. Books, files and other personal belongings should be left in the shelf provided for the purpose at the risk of the users. Users who enter the reference section will be allowed to carry loose sheets only for taking notes. Books, note books or files of any kind will not be allowed inside.

22. Mobile phones should be kept in silent mode inside the reading room. Attending phone calls inside the reading room is strictly prohibited.

23. Playing songs or movies or videos in laptops / mobiles / ipods etc. in the library is strictly prohibited.

24. Chairs and reading desks must be kept in their proper places.
25. Severe disciplinary action will be taken against those who contravene these rules.
26. Any kind of misbehavior or unfair activities inside the library will be strictly dealt with.
27. Books will be issued to the students only on the production of the identity cards. In exceptional cases the students should satisfactorily be identified by the Librarian
28. No due Certificate: Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.
29. Care of Library Books: Students are required to handle the books/ Journal very carefully: marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
30. Book bank: SC/ST students of college can become a member of the book bank filing an application along with caste certificate, by paying refundable membership fee of Rs. 100 for UG Rs.200 for PG for the full duration of course. Book shall be returned within two days after the theory examination, otherwise a fine of Re.1/- per day will be charged.
31. Reference section: This section has Encyclopedia, dictionaries. Textbooks, Reference books etc, which are only available for reference. User can make use of these resources.
32. Journal Section: In these section journals, general magazine and newsletter are available, They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.
33. Any matter not covered by the above will be solely decided by the Principal.

## 12. LABORATORY RULES AND PRECAUTION

### RTC Policy Number: RTC- #12

The following general rules and precautions are to be observed at all times in the laboratory. These rules are for the safety and well-being of the experimenter as well as those around him/her.

#### 12.1 ELECTRICAL SAFETY

1. There must be at least two (2) people in the laboratory while working on live circuits.
2. All students should wear the lab coats and shoes at all times.
3. Long hair should be tied firmly/safely. Remove all loose conductive jewelry and trinkets, including rings, which may come in contact with exposed circuits. (Do not wear long loose ties, scarves, or other loose clothing around machines.
4. When making measurements, form the habit of using only one hand at a time. No part of alive circuit should be touched by the bare hand.
5. Keep the body, or any part of it, out of the circuit. Where interconnecting wires and cables are involved, they should be arranged so people will not trip over them.
6. Be as neat as possible. Clean off the unwanted items from work area and workbench which are not used in the experiment.
7. Always check to see that the power switch is OFF before plugging into the outlet. Also, turn instrument or equipment OFF before unplugging from the outlet.
8. When unplugging a power cord, pull on the plug, not on the cable.
9. When disassembling a circuit, first remove the source of power.
10. No ungrounded electrical or electronic apparatus is to be used in the laboratory unless it is double insulated or battery operated.
11. Keep fluids, chemicals, and heat away from instruments and circuits.
12. Report any damages to equipment, hazards, and potential hazards to the laboratory instructor.
13. Do not operate any other machines not connected with your experiment.

## **12.2 MECHANICAL SAFETY**

1. When using compressed air, use only approved nozzles and never directs the air towards any person. Guards on machinery must be in place during operation.
2. Exercise care when working with or near hydraulically- or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

## **12.3 CHEMICAL SAFETY**

1. Treat every chemical as if it is hazardous.
2. Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
3. Never return chemicals to reagent bottles. (Try for the correct amount and share any excess.)
4. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
5. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
6. Never allow a solvent to come in contact with your skin. Always use gloves.
7. Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
8. Dispose of waste and broken glassware in proper containers.
9. Clean up spills immediately.
10. Do not store food in laboratories.

## **12.4 LASERS SAFETY**

1. Never, ever look into any laser beam, no matter how low power or "eye safe" you may think it is.
2. Always wear safety goggles if instructed by your Lab Instructor
3. The most common injury using lasers is an eye injury resulting from scattered laser light reflected off of mountings, sides of mirrors or from the "shiny" surface of an optical table. The best way to avoid these injuries is to always wear your goggles and NEVER LOWER YOUR HEAD TO THE LEVEL OF THE LASER BEAM! The laser beam should always be at or below chest level.
4. Always use "beam stops" to intercept laser beams. Never allow them to propagate into

the laboratory. Never walk through a laser beam. Some laser beams of only a few watts can burn a hole through a shirt in only a few seconds.

5. If you suspect that you have suffered an eye injury, notify your instructor or teaching assistant immediately! Your ability to recover from an eye injury decreases the longer you wait for treatment.

### **12.5 ELECTRICAL SAFETY FOR ELECTRICIANS:**

A safe work environment is not always enough to control all potential electrical hazards. You must be very cautious and work safely. Safety rules help you control your and others risk of injury or death from workplace hazards.

If you are working on electrical circuits or with electrical tools and equipment, you need to use the following safety rules:

1. Avoid contact with energized electrical circuits. Use rubber mats below the MV panels.
2. Treat all electrical devices as if they are live or energized. Ensure that all the electrical devices are properly earthed.
3. Disconnect the power source before servicing or repairing electrical equipment.
4. Never use metallic pencils or rulers, or wear rings or metal watchbands when working with electrical equipment.
5. When it is necessary to handle equipment that is plugged in, be sure hands are dry and, when possible, wear nonconductive gloves, protective clothes and shoes with insulated soles.
6. If it is safe to do so, work with only one hand, keeping the other hand at your side or in your pocket, away from all conductive material. This precaution reduces the likelihood of accidents that result in current passing through the chest cavity.
7. Minimize the use of electrical equipment in cold rooms or other areas where condensation is likely. If equipment must be used in such areas, mount the equipment on a wall or vertical panel.
8. If water or a chemical is spilled onto equipment, shut off power at the main switch or circuit breaker and unplug the equipment.
9. If an individual comes in contact with a live electrical conductor, do not touch the equipment, cord or person. Disconnect the power source from the circuit breaker or pull out the plug using a leather belt.

10. Do not rely on grounding to mask a defective circuit nor attempt to correct a fault by insertion of another fuse or breaker, particularly one of larger capacity.
11. Drain capacitors before working near them and keep the short circuit on the terminals during the work to prevent electrical shock.
12. Never touch another person's equipment or electrical control devices unless instructed to do so.
13. Never handle electrical equipment when hands, feet, or body are wet or perspiring, or when standing on a wet floor.
14. When it is necessary to touch electrical equipment (*for example, when checking for overheated motors*), use the back of the hand. Thus, if accidental shock were to cause muscular contraction, you would not "freeze" to the conductor.
15. Do not store highly flammable liquids near electrical equipment.
16. Be aware that interlocks on equipment disconnect the high voltage source when a cabinet door is open but power for control circuits may remain on.
17. De-energize open experimental circuits and equipment to be left unattended.
18. Do not wear loose clothing or ties near electrical equipment.
19. Use the fire extinguisher when fire occurs.

## 13. EXAM CELL

### RTC Policy Number: RTC- #13

#### 13.1 PREAMBLE

The successful conduct of Rathinam Technical Campus examinations depends greatly on the integrity, alertness and sincerity of all examination cell officials. These guidelines aim at set out uniform codes of conduct for each official engaged in connection with examinations held at Rathinam Technical Campus. It is, therefore, necessary that each one of these persons should follow the rules and guidelines strictly and meticulously.

#### 13.2 EXAM CELL

The Role and Formation of the exam cell committee:

1. The Examination cell of the college which is headed by the Chief Coordinator and shall be facilitated by three sections: Examination, Record Maintenance and Administration.
2. The main function of this exam cell Committee is to carry out examinations, keeping the record of each and every issue related to the test and examination.
3. The Chief Coordinator is a faculty member (Professor level) of the college and is appointed by the principal.
4. The Examination cell committee shall function under the guidance of the Chief Coordinator.
5. The Committee under the Chief Coordinator shall comprise 2 exam cell Coordinators for carrying out Continuous Internal Assessment (CIA) and End Semester examinations.
6. The Committee shall further comprise of 11-12 members from each department for carrying out Continuous Internal Assessment (CIA) and End Semester Examinations (ESE).
7. The Committee shall meet at least twice in a semester and record minutes of the same and submit a copy to the Principal.

#### 13.3 ROLE OF EXAM CELL

The exam cell should conduct the following:

- **CONTINUOUS INTERNAL ASSESSMENT (CIA)**

Three Continuous Internal Assessment (CIA) test are conducted in each semester for students of all the departments. For CIA, there will be 2 invigilators for a maximum of 60 students.



- **END SEMESTER EXAMINATIONS (ESE)**

End semester exams are conducted with the coordination of the Controller of examination office in the Month of May/June and November/ December every year for the students of all the departments. For End semester examination there will be one invigilator for a maximum of 25 students.

### **13.4 EXAMINATION OFFICERS AND THEIR DUTIES FOR CONTINUOUS INTERNAL ASSESSMENT (CIA)**

Any duty related to Continuous Internal Assessment (CIA) test is binding for Teachers / other Academic staff / Officers / Non-teaching staff.

#### **13.4.1 FUNCTIONS OF THE CUSTODIAN OF CONFIDENTIAL PAPERS:**

The Head of the Department shall be the custodian of confidential papers relating to Continuous Internal Assessment (CIA) test. The custodian shall keep the confidential papers in his or her safe custody. The custodian shall hand over question papers on relevant subjects(s) two days prior to the test to the Chief Coordinator.

#### **FUNCTIONS OF THE CHIEF COORDINATOR:**

The Chief Coordinator of the exam cell shall make all preparatory arrangements for holding tests, including seating arrangements for candidates. He will have to take all necessary measures for the smooth conduct and fairness of all tests. Exam cell shall have administrative control over the members working under him/her. The Coordinator will keep the question papers in safe custody and will print the papers the day before the commencement of the respective test. In the absence of the Chief Coordinator, the Exam cell coordinators shall perform the functions of the Chief Coordinator with intimation to the principal.

#### **SCHEDULE OF CIA:**

The schedule of CIA is done in accordance with the academic calendar released by the academic affairs. The detailed programme schedule is displayed in a conspicuous place at the notice boards including the examination cell notice board two weeks before the commencement of the test and it will remain there till the completion of the test.

### **CHIEF SUPERINTENDENT:**

Senior Professors and Head of the Department preferably after discussing with the principal shall be appointed as Chief Superintendent for each session to monitor the conduction of the test.

### **INVIGILATOR:**

The Academic staff members of the Department shall perform as invigilators in different halls/rooms during the specified tests. The Duty Roster of the invigilators must be maintained by Chief Coordinator. The same along with day-wise signatures of the invigilators is maintained in the exam cell.

### **DUTIES OF THE INVIGILATORS:**

- (a) The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the college.
- (b) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- (c) An invigilator is under the control of the Chief Superintendent during the invigilation time and she/he should not leave the Examination Centre without the permission of the Chief Superintendent
- (d) An invigilator should report at the exam cell at least half-an-hour before the time fixed for the commencement of the test.
- (e) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall. She/he will report such malpractice or misconduct to the Chief Superintendent and render such assistance to the Chief Superintendent / Chief Coordinator, as required, in regard to the smooth conduct of the test.

### **RESPONSIBILITIES OF THE INVIGILATORS:**

- (i) To distribute amongst the examinees Answer-books and Question papers.
- (ii) To make announcements asking the examinees to –

- Produce the ID card
  - Leave books, notes, copying material, wireless communication set, Mobilephone and / or paper at specified place outside the Test Hall.
  - Announce that students should write Roll No. on the question paper and nothing else.
  - Use only non-programmable calculator.
  - Write Subject, Paper and Registration Number, Semester & Year in the allotted spaces in the answer script.
- (iii) To take attendance of examinees and sign on the answer books at the appropriate place within half an hour of starting of test.
- (iv) To collect answer scripts from the examinees as soon as the test is over and to hand over the same to the Chief Superintendent in sequential order of roll after duly counting and tallying these with students' attendance sheet.
- (v) To ensure that the examinees occupy their allotted seats in the room.
- (vi) To check the ID card.
- (vii) To issue supplementary / continuation sheets to an examiner.
- (viii) To return surplus papers sheets to the Chief Superintendent immediately after the examination.
- (ix) Not to allow any examinee who reports after 15 minutes of the commencement of the test to sit for the test.
- (x) No examinee shall in any case be allowed to leave the test hall before the expiry of the stipulated time.

### **ATTENDANCE & SIGNATURE ROLLS**

The Registration number and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll is duly countersigned by the invigilator. The consolidated list of absentees is sent to the principal and heads of the department once test is over. Sufficient care should be taken in preparing this statement.

### **MISCONDUCT / MALPRACTICE**

- (i) Inside the test hall ,if She/he is found to be in possession of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in

which she/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or

- (ii) She/he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the test hall, any help in any manner, or
- (iii) She/he leaves the test hall without submitting answer-script, or
- (iv) She/he leaves the test hall before one hour, taking with him answer-script, or carries
- (v) She/he allows somebody else to write answers on his/her behalf during test, or
- (v) She/he leaves the test hall without recording his/her attendance on the attendance roll, or
- (vi) She/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
- (vii) She/he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the test either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or
- (viii) Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate.

## **END SEMESTER EXAMINATIONS**

Subjects handling faculty member's presence is mandatory in the college during their subject exams. Feedback from the students regarding examination has to be collected and reported to the exam cell in-charge and the Principal. Such absence of the subject handling faculty on the day of exam shall be viewed seriously.

## **REGISTRATION FOR END SEMESTER EXAMINATION**

Student shall pay the examination fee for the ongoing semester within a period of 10 days from the date of publication of the previous semester results. Students failing to comply the

above shall not be registered for both the current papers and arrear papers for the upcoming semester examination.

#### **WEB PORTAL ENTRY**

Web portal entry details have to be submitted immediately one day after the last working day. Exam cell members shall be authorized to make the entries in web portal.

#### **MARKSHEET AND DEGREE CERTIFICATE**

A photocopy of student's End semester Mark sheet, consolidated mark sheet and Degree certificate with acknowledgement from students has to be maintained in the exam cell.

## 14. RTC RESEARCH CONSULTANCY AND EXTENSION CELL

### RTC Policy Number: RTC- #14

#### AIM

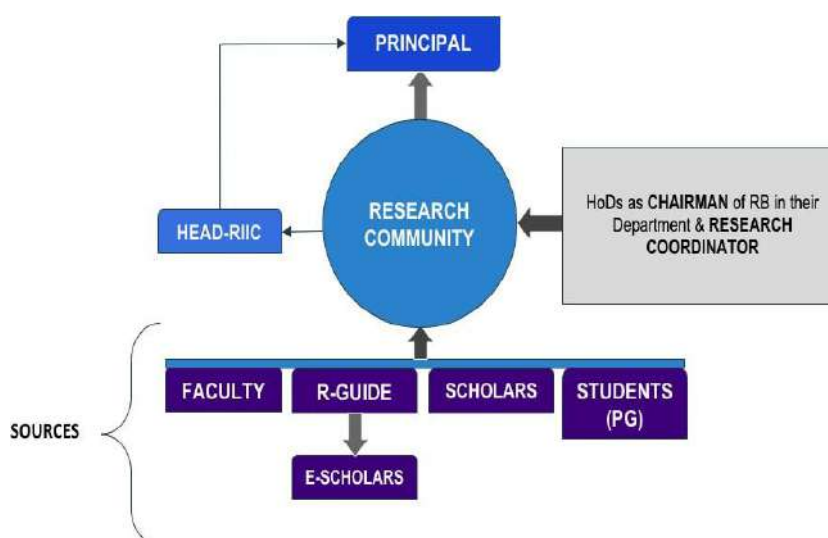
Rathinam Technical Campus is dedicated for providing an excellent research and development atmosphere for distinction in all disciplines. Through kaleidoscopic of research activities, we enable to create a unique learning environment to encourage innovation and design thinking inside the campus.

#### OBJECTIVE

- Act as the responsible committee for the planning, promoting and financing the competitive research in emerging sectors and thrust areas.
- Recognize and support interdisciplinary research areas for students and faculty of the organization for research activities.
- Assist the development of scientific research facilities and the community inside the campus
- Allow the promotion of research activity in science and engineering to achieve synergies between academic institutions, research and development laboratories and industry.
- Enabling research board to responsibly support and encourage the research activities in the campus.

#### ROLES AND RESPONSIBILITIES OF RESEARCH BOARD

##### STRUCTURE OF RATHINAM RESEARCH BOARD



## WHO IS WHO IN RATHINAM-RB

- The Principal of the Institute is the head of the Rathinam-Research Community (Head-RC).
- HoD of the Department is the Chairman of their department RB (Chairman-RB)
- Research Community(RC) - RB-Chairman(s) + Research Coordinator(s) + Faculty +Scholars, Research Guides + Students.
- RC will be headed by the Principal of the Institute (i.e Head-RC)
- Head-RC evaluates RB in terms of (1) Publications (2) Grant-in-Aid Proposals through Head-RIIC.
- Head-RIIC will be the overall coordinator to report the activities to the Head-RC

## RESEARCH COMMUNITY (RC)

- RB is responsible for conducting an active advocacy program to fortify internal research.
- RB submits the fortnight report, current and future publication records to the Head-RIIC.
- RB coordinates the research activity inside the department.
- RB Conducts a weekly update meeting to upgrade the interest and compulsion among theSources (Staffs, students, and Research Scholars) and the MOM should be shared Head - RC, which will be maintained by Head-RIIC.

During the First Research Publication Progress meeting the RB in the department have to declare their target.

## SOURCE VS TARGET

SOURCES	TARGET
Faculty	2 papers per year
Internal research scholars	2 papers per year
Research guide	5 papers per year
External research scholars	2 papers per year

## RESPONSIBILITIES OF RATHINAM RESEARCH BOARD

- Increasing the Department publications through SOURCES (Only Scopus/ SCI/ Web of Science is considered \*UGC can be considered for Arts).
- Motivate and encourage all faculties to register for Ph.D.
- Organizing Weekly Research Seminars (all should present in cyclic pattern-one per week).

- Focusing on the quality of Grant-in-Aid proposals.
- Motivating students towards innovation & Research challenges.
- Improving the depart. Scopus Index / Google Scholar - H Index, I-10 Index and Citations.
- RB-Chairman will organize their review meeting inside their department.
- The internal meetings should comprise all the faculty of the respective department.
- RB-Chairman responsibilities are to make sure the progress in Research Publications & Grant-in-aid proposals.

### **POLICIES TO IMPROVE PUBLICATION RATE**

- All the Current Publication status of the department will be displayed in a separate noticeboard.
- Frequent Expert talks on Writing articles and new research areas will be conducted.
- A Consulting Session for Each faculty will be provided to step out of their hurdles.
- The department and HoD with More publication will be awarded.
- Collaborating with other institute faculty for publication will be highly encouraged.
- Frequent plagiarism check and one to one consulting session will be provided for facultywho struggles.
- Faculties who are pursuing their coursework, conducting meetings, meeting their guides, and engaging in other research-related activities are provided with a given on duty for Ph.D.

### **RESEARCH INCENTIVES**

- For the faculty members who are getting enrolled and for the members who complete PHD there will be reward with a form of promotion

### **ACTIVITIES OF RESEARCH CLUB.**

#### **A) RATHINAM RESEARCH BOARD**

#### **Rathinam Process of enabling and tracking publication and grant-in-aid proposals.**

- RB should organize periodic meeting to get the progress of the department
- In each meeting the discussion should have the following
- Research Publication



- Upcoming Grant-in-aid proposals
- Events- to make the research vibrant
- Ph.D. Progress updation etc.,
- Also dedicated meetings can be organized for the various Grant-in-aid proposals and RB-Chairman can invite chairman from other departments in- case of cross disciplinary or can invite any industrial relevant persons.
- Head of the RC (Principal) will attend the meeting monthly once based on his availability.
- On special occasions Head-RIIC will arrange meeting for a group of specific people or departments.
- The Grant-in-aid proposals may be based on (1) Innovation (2) Entrepreneurship (3) Research (4) Infrastructure Development (5) Awards (6) Innovation Challenges (faculty/student).
- To get more inputs for the Grant-in-aid proposals the respective dept. should invite all the RB-Chairman of the institution. After getting the correction the dept. Can finalize the submission. These details should be shared with the Head-RIIC.
- Publication of any research article should be sent to the Head-RIIC for creamy level review and plagiarism check.
- Ph.D. progress of all the faculty -dept wise should be updated to Head-RIIC.

## **B) INNOVATION AND PATENT CELL**

Innovation & Patent Cell (IPC) embraces a sound IP strategy to protect sagacious faculty IPR and highly prospective campus students. To define, promote and enhance creativity, we are in the process of setting up formal processes. Almost always, there is an exclusive unit devoted for strategizing on IP issues in corporate organisations. The Institute claims that research is a discipline of the profession and not a career. IPC is here to provide inventors with relevant, timely and targeted help in protecting their IPR and to increase confidence in generating IPR to make our Institute Self-Reliance in Finance.

The Primary objectives of IPC are (1) To create an awareness about IPR for faculty members and students of the College. (2) To encourage faculty members and scholars to go for

patentable works (3) To disseminate knowledge on patents, patent regime in India and abroad and registration aspects (4)To conduct workshops, seminars and training course on IPR (5) To impart training on future endeavours regarding patent filing processes.

### **B1) FINDERS CAMP**

Finders camp's primary objective is to create real-time problem statements that are faced by you in your day-to-day life. Through which we can find technical solutions for the problem through brainstorming sessions. This process is designed to group the technical minds in our campus towards achieving the goal of Patent and product development.

For Example - Every day, we are using our two-wheelers very frequently. While we reach the fuel station for refilling, the petrol that refilled is measure with the help of the Stations device. There is a possibility that the consumers may get cheated by the fuel stations since there is a chance to manipulate fuel discharge. Also, the Fuel measurement mechanism in the two-wheelers is not accurate due to the inconvenient space in the tank.

### **B2) IPC IDEATHON**

Students will be presented with a general problem statement in this situation (for example: Water Scarcity, Cost effective Home appliance, etc.,). Based on their interest, these students will be grouped or based on the tutor's advice. Now all the teams will have to formulate the same problem statement. Students will be asked to prepare a graph or other imaginative means to express their thoughts. Not only is this method an indoor practice, students are free to visit places throughout the campus and meet individuals to make the concept more successful. Finally, each team will be presented with an opportunity to express and present their ideas during the day of the activity.

This will encourage them to be a team player, strengthen the desire to lead, help them think outside the box.

### **B3) SKILL TALK**

Every fortnight, the coordinators of IPC will organise a session on any skill topic to help the students nurture their skills. The resource persons will be from our institutions/ Industry / Other institution, etc.

## **15. INDUSTRY- INSTITUTE PARTNERSHIP CELL**

**RTC Policy Number: RTC- #15**

### **OBJECTIVES**

- To bridge the gap between Industry and Institute.
- To synchronize the quality of education to meet the requirements of Industry and to provide industry ready students.
- To integrate industrial training and academic learning.

### **VALUE ADDED COURSES**

- An Industry Synergy meet shall be organized by the Institution with the governance committee.
- Members present shall discuss on the value added courses to be offered to the department students to facilitate them to be industry ready.
- Finally, Department Head shall identify minimum 3 training resources and decide it upon discussion with Principal and CO should finalize the resource.
- The minimum duration of value-add courses should be 40 hours.
- Value added courses shall be conducted during weekend or semester holidays.
- HoD and faculty team shall monitor the course content delivery and obtain periodic feedback from students.
- After conducting each course, the documents of value added course shall be maintained as given in Annexure A.

### **TECHNICAL KNOWLEDGE TRANSFER**

- Transfer of knowledge should take place bi-directionally.
- Industry should offer minimum two days of training for at least 30% of department faculty members in the core area.
- This can be planned during semester breaks.
- The trained faculty should train the remaining faculty of the department within two weeks after the completion of their training.

- The Faculty who underwent training should guide a batch of students to do a mini project for the problem statement given by industry.
- The status of project should be updated to Industry once in fortnight.
- After completion of the project, it has to be taken to the industry for trials.
- The faculty and student team should be rewarded on successful completion of the project.
- Faculty can file patent in coordination with the industry for the project.
- Concept oriented training can be given to the industry executives once in a semester by the Institute
- Our faculty can guide or support industry when their employees are interested to do higher studies like (UG, PG, P.hD)

### **HR DEPARTMENT INTERACTION**

- HR, head of Institute and Industry have to be introduced while signing the MoU.
- HR should verify periodically (Once in two months) about the goodness of interaction and also the support needed.
- HR development program can be organized through the faculty of Institute for new joiners of the industry.

### **PROJECTS AND CONSULTANCY WORK**

- HoDs of the Department and SPOC have to discuss with SPOC of Industry to understand the problem statement available, once in a month.
- HoD should identify a batch of students either final year or it can be a mix of second year to final year to do the project.
- A guide from industry and department has to be assigned for the student.
- Guides and project team have to discuss the concept to be used for the project.
- They have to arrive on a block diagram for their project, make a cost analysis and feasibility analysis and submit the proposal to the SPOCs.
- On approval, the student should do the project in the Institute or in the company.
- Review has to be done by SPOCs once in a month.
- On completion of project, the SPOC of Industry should give for evaluation and the feedback has to be submitted to the Institute.
- Patent of the product has to be owned by the industry and the institute.

### **MENTORING BY INDUSTRY**

- Industry has to provide mentoring to faculty and students during events like hackathon, ideathon, etc., on chargeable cases or free of cost.
- Every month, one seminar on recent technology has to be provided by the industry on free of cost to students.
- Hands on workshop for minimum period of two days in a semester has to be provided by industry to the students on chargeable or free of cost basis during weekends or semester holidays.

### **INTERNSHIP AND PROJECT GUIDANCE TO STUDENTS**

- Industry should offer minimum two week internship to students during their vacation
- Mini projects have to be given in Industry during internship to the students under their guidance.
- Students have to complete it and obtain a certificate from the industry.
- A faculty from Institute has to be assigned to monitor the process.
- In case if the batch is not able to complete the project, next batch can be assigned to continue and complete the project.
- Based on the performance of the students, industry can provide placement for at least top 10% performers if there is any vacancy.

### **ENTREPRENEURSHIP FORUM**

- Entrepreneurship cell should form a committee with successful budding entrepreneurs.
- Training on entrepreneurship has to be given to students during their first semester holidays.
- On completion of training, evaluation has to be done and minimum 10% of interested students should be shortlisted.
- The shortlisted students should be taken to AIC every Saturday at least for four weeks to kindle their interest in Entrepreneurship.
- Ideation Camp has to be conducted for the students after their four weeks' visit and talk with mentors from AIC.
- At least one batch of students with innovative ideas has to be shortlisted.
- The students have to be put up in Rathinam Startup School.

## 16. INTERNAL AUDIT CELL

RTC Policy Number: RTC- #16

### POLICIES AND RULES

1. **Personal Log (Subject Log):** Subject handling staff should have filled the log book and got it signed by HOD - All entries should be up to date.

2. **Course File:** The course file should be completed as per the format developed by the Audit Committee

#### COURSE FILE CONTENTS FOR: MECH, CSE

- A. Course Syllabus
- B. Time Table
- C. Name List of the Students
- D. Lesson Plan with Course Objective, Course Outcomes and Program Outcomes
- E. History of the subject
- F. Lecture Notes Prepared by Faculty (Hand written/Printed): Detailed lecture notes including fundamentals with minimum of 20 sheets/Unit must be prepared by the faculty and ensure that the faculty covers entire syllabus
- G. Previous Four Years University Question Papers & Question Bank
- H. Tutorial Questions and Answer script ( 3 samples with student's sign)
- I. Assignment Questions and Answer Script (3 samples with student's sign)
- J. Unit Test I –V: 20 Objective Type MCQ, Answer Script (3 samples with student's sign) and Result Analysis
- K. Internal Test Question Paper/Model Test Question Paper, Answer Key, Answer Script (3 samples with student's sign) and Result Analysis
- L. Innovative Topics Taken / Guest Lectures Arranged

3. **Remedial Class/Coaching Class:** Timetable, List of students who require remedial class, Students attendance, Activity conducted.

4. **Class Advisor File (For Class Advisors only):**

- A. Nominal Roll, Class timetable.
- B. **Class Log:** Completely filled in and signed by respective subject faculty and the HOD.

- C. **Consolidated Attendance:** Advisors should have the Consolidated Attendance- (Prepared once in a month)
- D. **Class Committee Meeting Report:** Minutes & action taken.
- E. **Proctorial Card:** Should have updated periodically with all details including pervious semester results, attendance and Internal Assessment Marks.
- F. Arrear List of Students

#### 5. Tutor File (For both Tutors and advisors)

- A. **List of students with lack of attendance:** Tutors should have the list of his/her wards with lack of attendance for every month.
- B. **Tutor / Ward Register:** Recording of Tutor-ward interaction (one-to- one) & Monthly report.
- C. **Proctorial Card:** Should have updated periodically. All details including pervious semester results, attendance, Internal Assessment Marks and other required details.

#### 6. HOD File

- A. Circular file
- B. Department meeting and minutes of the meeting file
- C. Individual faculty timetable file
- D. Master timetable for the department file
- E. Faculty work load file
- F. Department budget file
- G. Programs/Events conducted by the department
- H. Lab technician work load file
- I. Disciplinary action file
- J. HOD – Faculty(one-to-one) meeting file
- K. Student meeting file
- L. Parent meeting file
- M. Classroom audit file
- N. Faculty leave/OD form file
- O. Faculty profile file
- P. Department petty cash maintenance file
- Q. Department stationary file

- R. Student participation/award in the external event file
- S. Department industrial visit file
- T. Department project proposal file
- U. Department library file

## 7. Points to remember while updating the Log Book

1. Allocation of Hours to cover each unit should be as per LTPC. Hours allocation may vary depends on the subject.

Faculty must complete the syllabus as per the hours allotted to complete the syllabus

2. Planning a Topic and Executing a Topic should match in the log book
3. Syllabus Topics must be covered in an order (Swapping is not allowed)
4. Subject handling faculty must update the log book in his/her own handwriting
5. Lesson plan in the log book and the lesson plan uploaded in the ERP should match
6. Log book should be updated daily, Overwriting must be avoided
7. Faculty must sign in the attendance column/Mark entry column of the log book to ensure correct data.
8. Faculty must sign the Execution part of the lesson plan with date 10. HOD must check the log book once in 15 days.

## SALIENT FEATURES

- Auditing will be conducted twice in a semester. First auditing will be conducted by the Internal Auditor before the start of the semester
- Final auditing will be conducted by the external auditor at the end of the semester
- Faculty handling subjects for the first time must submit at least 3 Units lecture notes for the first auditing
- Faculty handling subjects for the second time onwards must submit all 5 Units lecture notes for the first auditing
- Consolidated audit report will be signed by the HOD along with the Auditors
- HOD's audit report will be signed by the Next Superior along with the Auditors
- **OFI** : An Opportunity for Improvement (OFI) is an idea, It allows your auditor to share with you the valuable ideas that may be helpful for your continual improvement



- **Minor NCR:** Minor NCR shows small difference against the Standard Operation Procedure, If not rectified, then it leads to Major NCR
- **Major NCR:** Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to the requirements of the Standard Operation Procedure.

## 17. RTC STARTUP SCHOOL

### RTC Policy Number: RTC- #17

#### **AIM**

In order to enhance the quality of teaching and learning, the college is taking unique steps to create an environment for new ideas and innovations. By organizing different activities, the institution plays a major role in developing the creative thinking of the students. The Rathinam Technical Campus promotes innovation among students, faculty and citizens of the region and promotes entrepreneurial talents. It promotes interdisciplinary research and provides start-ups and emerging entrepreneurs with incubation facilities.

Innovation and development of skills are twin drivers of prosperity growth, national competitiveness, and the information economy. Rathinam Technical Campus has founded the Rathinam Startup School and the Innovation & Patent Cell to develop leading-edge technologies and to develop international skills for all sectors of Indian industry and society. Imagination, teamwork and openness are what the Rathinam Technical Campus stands for. Those who come here are curious and open-minded. Those who remain here will show their bravery, their risk appetite, and their desire to succeed. By applying their proposals, innovators will apply to move into the Innovation Centre. If the application is good, the project receives funding from the Innovation Centre for a particular time, much like a start-up. Teams learn how to turn their concept into a stable and scalable business model within a versatile start-up framework.

#### **A) RATHINAM STARTUP SCHOOL**

The Vision of Rathinam Startup School is to make the student dreams come true, helping them to realize their Entrepreneurial Passion and Personality inside to foster the economic growth of oneself and the country. We believe in producing future leaders. We see an entrepreneur not just as a businessman but a leader who believes in creating a change in the industry, who believes in creating value to the society and to the nation.

The primary objective of Rathinam Startup School is

- (1) Finding passionate persons/students/faculty inside the campus
- (2) Finding the potentials of the passionate

(3) Skilling the Rookies

(4) Facilitating them to develop -entrepreneurial skill (6) Bridging them to AIC Raise (Atal Incubation Centre, Supported and funded by Atal Innovation Mission, Niti Aayog, Govt of India).

Rathinam Startup School is our pre-incubation facility that helps the students as a bridge between the institution and the Atal Incubation Centre.

### **A1) STARTUP ROOKIES**

Startup Rookies are the members of the Startup School. We organize a selection process to find the young passionate that has the grit to reach the CEO mindset. This Selection process comprises of a written exam and a Personal Interview. The questions are designed based on decision making, Self-Motivation, problem finding, Risk management, Self-confidence, etc.

### **A2) STARTUP CLINIC**

A process of organizing Expert talk for the Startup Rookies.

### **A3) POWER TALK**

A process of inviting the Investors, Funders, Agencies who is looking for the young minds to work in their Project, Agents who can channel the corporate giants/ Investors, etc.

### **A4) STARTUP PASSPORT**

This is travel-based event, in which students will be taken to the nearest Startups to experience the real-time. This is one day event, in which students will visit 2 to 3 startups.

### **A5) IDEATION BOOT CAMP**

During this session, the rookies will be motivated and asked to practice the process of recruiting their own team for the action. The students will be mentored to have a business model for their budding startup.

### **A6) IDEATHON**

During this process, the Rookie members will be provided with a Problem Statement. The

students should form their own team based on the required skills and should develop a business model for their Startup.

## **B) INNOVATION AND PATENT CELL**

Innovation & Patent Cell (IPC) embraces a sound IP strategy to protect proficient faculty IPR and highly prospective campus students. To define, promote and grow creativity, we are in the process of setting up formal processes. Almost always, there is an exclusive unit devoted to strategizing on IP issues in corporate organizations. The Institute claims that research is a discipline of the profession and not a career. IPC is here to provide inventors with relevant, timely and targeted help in protecting their IPR and to increase confidence in generating IPR to make our Institute Self-Reliance in Finance.

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### **B1) FINDERS CAMP**

Finders camp's primary objective is to create real-time problem statements that are faced by you in your day-to-day life. Through which we can find technical solutions for the problem through brainstorming sessions. This process is designed to the group the technical minds in our campus towards achieving the goal of Patent and product development.

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## **B2) IPC IDEATHON**

Students will be presented with a general problem statement in this situation (for example: Water Scarcity, Cost effective Home appliance, etc.,). Based on their interest, these students will be grouped or based on the tutor's advice. Now all the teams will have to formulate the same problem statement. Students will be asked to prepare a graph or other imaginative means to express their thoughts. Not only is this method an indoor practice, students are free to visit places throughout the campus and meet individuals to make the concept more successful. Finally, each team will be presented with an opportunity to express and present their ideas during the day of the activity.

This will encourage them to be a team player, strengthen the desire to lead, help them think outside the box.

## **B3) SKILL TALK**

Every fortnight, the coordinators of IPC will organise a session on any skill topic to help the students nurture their skills. The resource persons will be from our institutions/ Industry / Other institution, etc.

## **C) INDUSTRY-INSTITUTE PARTNERSHIP CELL**

The primary objectives of IIPC is (1) To bridge the gap between Industry and Institute. (2) To synchronize the quality of education to meet the requirements of Industry and to provide industry ready students. (3) To integrate industrial training and academic learning.

## **C1) INDUSTRY MENTIONING PROGRAMME**

Our Institute will get help from the Industry whom we are tie-up with, to get expertsmentoring for our students. Every month, one seminar on recent technology has to be provided by industry to students. A hand on Workshop for minimum period of two days in a semester has to be provided by the industry to students.

## **C2) TECHNOLOGY KNOWLEDGE TRANSFER**

Through the IIPC ecosystem, the semester breaks will be utilized to train the faculty by getting help from the industrial resource persons. The trained faculty will lead the group of students to do mini projects or their academic projects. Identified potential students will be given a chance to work in the problem statement that is given by the industry. This process helps the faculty and students progress in the process of technology knowledge transfer.

## **C3) INDUSTRY SYNERGIC MEET**

A process of inviting the industrial experts for a talk every fortnight to deliver the current scenario is the specify field of industries, opportunities for young minds, Skill set requirements, etc.,

## **18. STUDENT SCHOLARSHIP CELL**

**RTC Policy Number: RTC- #18**

### **AIM & SCOPE**

The ultimate aim of this cell is to provide scholarship benefits to the eligible students of RTC. This cell functions to help students from rural background, first graduate students and students from poor community backgrounds.

### **18.1 AICTE TUITION FEE WAIVER**

#### **ELIGIBILITY:**

1. Students admitted through Government Quota only.
2. Given only for 5% of approved intake based on cut-off marks, admitted over and above the sanctioned intake

#### **SCHOLARSHIP AMOUNT**

1. For students admitted during the period up to ACY 2016 – 2017, Rs. 20,000/ year
2. For students admitted during the period ACY 2019 – 2018, Rs. 25,000 / year during the period of study.

### **18.2 MERIT SCHOLARSHIP (CATEGORY - I)**

#### **ELIGIBILITY:**

1. 195.00 and above cut off marks in 12th exams for Regular I Year B.E. admissions.
2. 95% and above for Lateral Year (LE) B.E. admissions

#### **SCHOLARSHIP AMOUNT**

Tuition fees and other college fees during the period of study (Transport / Hostel fees are to be paid)

### **18.3 MERIT SCHOLARSHIP (CATEGORY - II)**

#### **ELIGIBILITY:**

1. 190.00 – 192.75 cut off marks in 12th exams for Regular I Year B.E. admissions
2. 90.00% - 94.99% for Lateral Year (LE) B.E. admissions

**SCHOLARSHIP AMOUNT :** Tuition fees only, during the period of study

#### **18.4 EBW SCHOLARSHIP ELIGIBILITY:**

Earning parent deceased and/or family income is less than Rs. 2,50,000 / year and students with good academic record.

**SCHOLARSHIP AMOUNT :** Rs. 5,000 to Rs. 50,000 per year for the sanctioned period.

#### **18.5 SCHOLARSHIP FOR OUTSTANDING SPORTS PERSON ELIGIBILITY:**

Students won First, Second and Third Place in sports events at State / National level.

**SCHOLARSHIP AMOUNT:** Tuition Fees / Tuition Fees and other Fees during the period of study.

#### **18.6 TALENT REWARD EXAMINATION (TRE) FEE CONCESSION ELIGIBILITY:**

1. Students who score 'A' grade in TRE (or)
2. Students who score 'B' grade in TRE

#### **SCHOLARSHIP AMOUNT:**

1. Rs. 10,000 per year for 'A' grade students during the period of study.
2. Rs. 5,000 per year for 'B' grade students during the period of study.

#### **BACKWARD CLASSES, MOST BACKWARD CLASSES AND MINORITIES WELFARE DEPARTMENT**

The details such as the schemes implemented for the development of Backward Classes, Most Backward Classes, Denotified Communities and Minorities, the eligibility required for availing the benefits under the schemes.

As per the orders issued by the Supreme Court of India in Mandal Commission cases the Tamil Nadu Backward Classes Commission has been constituted as a permanent body under Article 16(4) read with Article 340 of the Constitution of India, functions from 15.3.1993 onwards, under the Chairmanship of a Retired Judge of High Court.

The Government have issued orders to issue community certificate to the persons belonging to the communities declared as Backward Classes , Most Backward Classes and Denotified Communities in certain restricted areas, (District and Taluk) as and when they migrate to other areas. Certificate are issued by the Authorities of the migrated area, if they produce



community certificates issued to their parents so as to prove that they belong to that community and have migrated from the areas (Districts and Taluk) where such community has been declared as Backward Classes, Most Backward Classes and Denotified Communities.

### **MERIT CUM MEANS BASED SCHOLARSHIP**

The students should be studying the following Professional / Technical courses in Under Graduate and Post Graduate level are given scholarship by Govt. of Tamil Nadu. The following scholarship schemes are implemented for the students belonging to Religious Minorities viz, CHRISTIAN, MUSLIM, SIKH, BUDDHIST AND PARSIS. The students studying in Govt. Govt. Aided/ Recognised Private Educational Institutions may apply for the scholarships.

### **ENGINEERING & TECHNOLOGY COURSES (B.TECH/B.E./M.TECH.)**

- (1) Aeronautical Engineering (AE)
- (2) Agricultural Engineering (AG),
- (3) Automobile Engineering (AUE),
- (4) Applied Electronics & Instrumentation (AEI),
- (5) Automation and Robotics (ARE),
- (6) Bio-Medical Engineering (BME),
- (7) Bio-Technology (BT),
- (8) Ceramic Engineering/Technology (CT),
- (9) Chemical Engineering (CH),
- (10) Computer Science and Engineering (CS),
- (11) Electrical Engineering or Electrical & Electronics Engineering (EEE),
- (12) Electronics and Communication Engineering (ECE),
- (13) Environmental Engineering (ENE),
- (14) Food Technology (FT),
- (15) Industrial Engineering and Management (IEM),
- (16) Information Technology (IT),
- (17) Instrumentation and Control Engineering (ICE),
- (18) Leather Technology (LT),
- (19) Marine Engineering (MRE),
- (20) Materials Science & Technology (MST),

- (21) Metallurgical Engineering (MT),
- (22) Mechanical Engineering (ME),
- (23) Mining Engineering (MN),
- (24) Oil & Paint Technology (OPT),
- (25) Polymer Science and Rubber Technology (PSR),
- (26) Printing Technology (PT),
- (27) Production Engineering (PE),
- (28) Pulp & Paper Technology (PPT),
- (29) Sugar Technology (ST),
- (30) Textile Engineering/Technology (TXT),
- (31) Transportation Engineering (TE).
- (32) Civil Engineering (CE)

#### POST MATRIC SCHOLARSHIP SCHEME

Postmatric Scholarship are sanctioned from 11 <sup>th</sup> Standard to Researchlevel as per the rates prescribed in the Scholarship Notification as detailedbelow:			
1.	Post Matric Scholarships	Students studying in11 <sup>th</sup> and 12 <sup>th</sup> std in English Medium	<b>Tuition Fee</b> Rs.500/- at the rate of Rs.50/-per month for 10 months
			<b>Examination Fee</b> Sanctioned in full for 12 <sup>th</sup> Standard Students
			<b>Conditions for BackwardClasses Students</b>
			The income of the parents should not exceed Rs.1,00,000/- There should be no graduate in the family.

			<b>Most Backward Classes and Denotified Communities Students</b>
			No conditions
		Postgraduate, Diploma, Professional and Research Courses in Govt./Govt. aided colleges. for BCs.MBCs.& DNCs.	Special fees, Tuition fees and Book-Money as prescribed in the Scholarship Notification and examination fees in full.  <b>Conditions</b> The income of the parents should not exceed Rs.1,00,000/-

The students should be studying in Std. XI, XII, Vocational for XI & XII Std. ITI/ITCs, NCVT Courses, Under Graduate & Post Graduate Degree courses, Research studies (Ph.D), Polytechnic, Diploma in Teacher Training, Nursing (i-e. the courses which are not covered under Merit-cum-Means Scholarship Schemes) Courses

#### ELIGIBILITY CRITERIA

<b>Marks</b>	50% of marks in the previous year examination
<b>Income</b>	Annual Income of the Parent/Guardian (from all sources) not exceeding Rs. 2.00 Lakhs

#### HOW TO APPLY SCHOLARSHIP?

##### FOR THE HIGHER SECONDARY SCHOOL STUDENTS

- The simplified application forms can be downloaded from [www.tn.gov.in/bcmw/welfschemes\\_minorities.htm](http://www.tn.gov.in/bcmw/welfschemes_minorities.htm), all the details should be filled up and submitted only to the Educational Institutions only within the stipulated time limit as and when advertisement published by the Commissionerate along with Mark sheets, Community & Income Certificates or Self declaration of Parent/Guardian (Affidavit) in Rs. 10/- Non Judicial Stamp Paper, Present and Permanent Address Proof, Fee receipts etc.

### **ROLE OF THE EDUCATIONAL INSTITUTION**

- The Headmaster/Principal of the Institution should receive the filled applications along- with relevant enclosures from the student and keep it in the Institutions in safe custody for audit purpose.
- The Headmaster / Principal of the Educational Institution should scrutinize the application carefully after satisfying the above criteria and segregate fresh and renewal applications separately.
- Prepare the claims in the prescribed format for fresh and renewal separately in Arial Font (size 12) and send it along with CD to the District Backward Classes and Minorities Welfare Officer, Collectorate in the jurisdiction of the District within the stipulated time.

## FREE EDUCATION SCHEME

S.NO	FREE EDUCATION SCHOLARSHIP FOR PROFESSIONAL COURSES (ENGINEERING, MEDICAL, AGRICULTURE, VETERINARY AND LAW)		
1.	Free Education (Professional)	Backward, Most Backward Classes and Denotified Communities students studying in Government and Government Aided Professional Colleges and in Self Financing Professional Colleges under Government quota.	<p>Tuition fee, Special fee and other non-refundable compulsory fees are paid as prescribed by Government and Examination fee in full.</p> <p><b><u>Condition</u></b></p> <p><b><u>for Backward Classes, Most Backward Classes and Denotified Communities students</u></b></p> <p>1) The income of the parents should not exceed Rs.1,00,000/-</p> <p>2) There should be no graduate in the family.</p>

## **19. FINANCE AND BUDGET COMMITTEE**

### **RTC Policy Number: RTC- #19**

#### **AIM:**

The Governing Council is to ensure that all financial resources are made available to the College is used in an efficient and effective manner in order to ensure that Value for Money is achieved. The aim of this policy is to create a framework within which individual member of the College staff and the Department can achieve this. This policy conforms to the requirements of the Operating Budgetary Plan for the Financing of the College as set out by the Governing Council. The framework within this policy should be operated in conjunction with both the Budget and Finance policies and Procedure Rules.

#### **GUIDELINES:**

Financial decisions will be made after considering the:

- a) Needs of the students and staff of the College
- b) Need to support and deliver the College Curriculum together with any additional elements as agreed by the Governing Council
- c) The financial resources delegated to the College
- d) The priorities as identified in the college operating development plan.

#### **ROLES AND RESPONSIBILITIES**

##### **1. THE GOVERNING COUNCIL**

The Governing Council has a statutory responsibility to oversee the financial management of the College and to ensure adherence to the Budget and Finance policies and Procedure Rules through Principal.

##### **2. FINANCE COMMITTEE**

Consists of a nominated member of the Governing Council, Principal and three Heads of Departments, the Finance Committee will work to the agreed terms. The Finance Committee meets at least once in a term to consider, as a minimum, the following:

- a) Financial monitoring statements,
- b) College budget and long term financial forecast,

- c) End of financial year outturn statement

### 3. THE PRINCIPAL

The Principal is responsible for:

- a) The detailed preparation of a consolidated annual College budget which addresses the strategic aims and targets established by the Governing Council;
- b) Ensuring the effective operation of the finance function within the College, to include:
  - i. The roles of each member of staff being clearly defined and the duties of staff with responsibility for financial transactions being, as far as is practicable, distributed to ensure that key tasks such as the processing of orders and invoices, are assigned to separate member of staff (segregation of duties) and that appropriate systems of internal check exist;
  - ii. Adherence to the Budget and Finance policies and Procedure Rules.
  - iii. the establishment of systems to ensure that financial control is maintained at all times including procedures in the absence of key staff; and
  - iv. Maintenance of appropriate documentation and transactional records.

#### BUDGET PREPARATION

The allocation of funds is made only after consolidating the requirements from the various departments and the office, commensurate with the projected growth of the institution. The consolidated requirement is scrutinized by the Management Committee with inputs from the Finance department and thus approved. Hence, normally there will not be any major deficit or surplus. However, in case of additional purchases to be made / new faculty to be recruited / new buildings to be constructed, due to development of new research facilities or approval of new programme by the AICTE etc., the Principal and Department Head will put forward for additional requirements and this will also be normally approved. Due to paucity of time, sometime expenditure is incurred and ratified in the budget of the forth coming year.

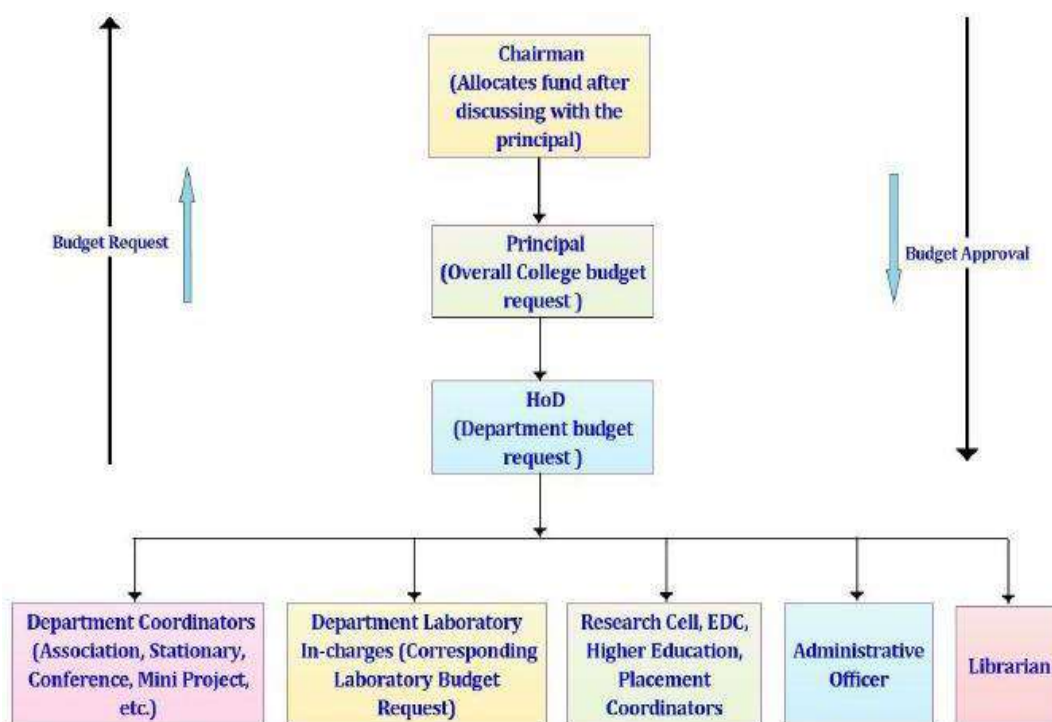
#### ADEQUACY OF BUDGET ALLOCATION

Budgeting process for every academic year starts 6 weeks before the academic year starts. Budgeting process starts with an initial meeting with Principal, all HODs, Faculty Members, Finance team and each department will come up the list of requirements for the next

academic year. Budget has two components - Capex and Opex. Each department validates the budget requirement with the last year submitted requirement.

Some of the requirements will be similar from the last year and some of the requirements will be new for the forth coming year. With this approach, each department come up their requirement and it is submitted to the principal. Principal consolidates the budget requirements from each HOD and adds the common budget requirements including infrastructure and other common requirements. There is also small percentage of 5 - 10 % contingency is also added to the final budget.

#### FLOW CHART DEPICTING BUDGET PROVISION AND APPROVAL PROCESS



#### UTILIZATION OF ALLOCATED FUNDS

(The institution needs to state how the budget was utilized during assessment years) After the budget is finalized for both Capex and Opex, each department will start mapping their expenses from the approved budget. There is a form used by department users and it is approved by the HOD, principal and it goes to the purchase department to complete the buying process. There is a midyear financial review process to check how the approved budget is spent till date and also to see any of the budget heads needs additional budget provisioning.



## 20. HIGHER EDUCATION CELL

RTC Policy Number: RTC- #20

### AIM

To enhance intellectual and technical skills of Indian youths on par with International education sector and excel in their field of specialization and solve the societal problems, by motivating them to pursue higher education and research.

### MISSION OF THE HIGHER EDUCATION CELL

- To educate the students about the scope of higher education at National and International level and support them with admission procedures.
- To interact with technical experts in various fields and academicians from various Institutions and disseminate information about the present and advanced research aspects.
- To study and analyze the frontiers of higher education and research, and recommend new programs to the Institution.

### SCOPE OF HIGHER EDUCATION

SCOPE OF HIGHER EDUCATION FOR RTC STUDENTS			
		Programs in Rathinam Technical Campus	
		B.E. / B.Tech.	M.E.
Programs Eligible Elsewhere	M.E. / M.Tech.	✓	
	Ph.D.		✓
	MBA	✓	
	PDR		✓
	M.Phil.		

### POLICIES FOLLOWED FOR STUDENT PROGRESSION

1. The main objective of Higher Education Cell is to motivate all the final year students of our college to pursue higher education.

2. Higher education awareness and training program will be conducted at least one per semester and in turn at least two per year.
3. The Head of Higher Education Cell assisted by the department HEC coordinators will interact with all the final year students department wise around the month of January and July every year.
4. As a result of this interaction, a list will be prepared detailing the students willingnessto pursue higher studies.
5. The list will be further categorized to identify
  - a. B.E./B.Tech. students opting for M.E./M.Tech. or MBA or M.S.,
  - b. M.E. students opting for Ph.D.,
  - c. MBA and MCA students opting for Ph.D. or M.Phil.,
  - d. Ph.D. students opting for PDR.
6. For each category, appropriate training is planned and resource persons are identified to impart training.
  - a. Students opting for M.E./M.Tech. will be prepared for TANCET and GATE,
  - b. Students opting for MBA will be prepared for GMAT,
  - c. Students opting for M.S. will be prepared for GRE, TOEFL and IELTS.
7. Students opting for Ph.D. or M.Phil. or PDR will be given special lectures or current and future technology by identified subject experts either from our college or from other institutions.
8. After training, the students will also be guided about the admission requirements for various programs.
9. This process will be carried out atleast once per semester or twice a year.

#### **REQUIREMENTS FOR ADMISSION IN M.E. / M.TECH. PROGRAMS**

1. B.E./B.Tech. graduates can pursue M.E. / M.Tech. either in our college or in Anna University - Chennai or in IITs, IISC, NITs, etc.
2. Candidates admitted should be available in the Institution during the entire duration of working hours. They should not attend any other Full-Time programme(s) or take up any job during the period of the M.E. / M.Tech. programme. The duration is 2 years.
3. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % (45% in case of SC/ST of Tamil Nadu).

4. Candidates must qualify Tamil Nadu Common Entrance Test (TANCET) or for admission into Anna University – Chennai.
5. Candidates must qualify Graduate Aptitude Test in Engineering (GATE) for admission into Anna University – Chennai or IITs with stipend.
6. The candidates are admitted through Tamil Nadu Common Admission (TANCA) criteria.
7. The prescribed credits range required for the completion of the program is 65 to 70.

#### **REQUIREMENTS FOR ADMISSION IN PH.D. PROGRAMS**

1. M.E. graduates can pursue Ph.D. in engineering either in full-time mode or in part-time mode in Anna University - Chennai and its affiliated research centers including our college or in other universities, IITs, IISC, NITs, etc.
2. MBA graduates can pursue Ph.D. in management science either in full-time mode or in part-time mode in Anna University - Chennai or in other universities, IITs, IISC, NITs, etc.
3. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamil Nadu).
4. Candidates under Full-time shall do research work in the University and shall be available during the working hours for curricular, co-curricular and related activities.
5. Part-Time mode of study is applicable to those candidates working in institutions or industries.
6. Selected candidates shall be provisionally registered for Ph.D. programme with the approval of the Vice-Chancellor either in January or July session as decided by the candidate.
7. The minimum duration of the programme in Engineering for Full-time/Part-time shall be two/three years respectively. The minimum duration of the programme in Management Science for Full-time/Part-time shall be three/four years respectively. However, for M.Phil. Degree holders, the minimum duration shall be reduced by one year, if the M.Phil. Degree relates to the field of research of the programme.

#### **REQUIREMENTS FOR ADMISSION IN MBA PROGRAMS**

1. B.E. graduates can pursue MBA either in either in our college or in Anna University - Chennai or in other universities.
2. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamil Nadu).

3. Duration of program is 2 years.
4. Candidates must qualify Graduate Management Admission Test (GMAT) for admission in our college or in any of the Business Schools.

#### **REQUIREMENTS FOR ADMISSION IN PDR PROGRAMS**

1. Any doctorate can pursue Post-Doctoral Research (PDR) either in our college or in any of other National and International Institutions.
2. The doctorate can apply with a research proposal to any of the Professors either in our college or in other institutions.
3. Once the Professor approves the research proposal, the doctorate can be inducted in the research lab as a PDR candidate.
4. The PDR candidate will be sponsored from the research lab funding.

#### **REQUIREMENTS FOR ADMISSION IN M.PHIL. PROGRAMS**

1. MCA and MBA graduates can pursue M.Phil. either in full-time mode or in part-time mode in Anna University - Chennai or in other universities.
2. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamil Nadu).
3. Candidates under Full-time shall do research work in the University and shall be available during the working hours for curricular, co-curricular and related activities.
4. Part-Time mode of study is applicable to those candidates working in institutions or industries.
5. Selected candidates shall be provisionally registered for Ph.D. programme with the approval of the Vice-Chancellor either in January or July session as decided by the candidate. The minimum duration of the programme in Full-time/Part-time shall be two/three years respectively.

## 21. HR POLICIES

### RTC Policy Number: RTC- #21

#### Definitions of terms used in this HR policy manual:

In this policy manual, unless the context otherwise requires:

- “RTC” or “College” means **“Rathinam Technical Campus”**.
- “Employer” means the Chairman / Secretary / Correspondent who are appointed by “Rathinam Technical Campus” or any one duly authorized by the trust to act on its behalf.
- “College Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
- “Employee” means any person who is employed for salary in any kind of work associated with RTC & who gets his/her salary directly from RTC.
- “Calendar Year” means period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- “Academic Year” means the normal period stipulated in the academic calendar for activities from odd and even semester in the present system it is stipulated from July to June.
- “Financial Year” means the period commencing from 1st April of the current year ending with the 31st day of March of the succeeding year.
- “Faculty” includes all employees who teach subjects to the students in various departments.
- “Staff” includes all employees who assist the faculty in various departments and assist Principal in the administrative works.
- “HOD” means Head of the Department.

## **1. Introduction**

HR Policies of Rathinam Technical Campus, Coimbatore 641021, is revised and replaces all other policies, procedures, benefit statements, memoranda and other established written and oral policies.

The “Employee Handbook” of RTC serves two purposes. Firstly, it informs the employees’ about the rules, regulations, policies, and procedures and, secondly, it gives support to the supervisors when they need to enforce these regulations and policies.

Every employee should follow these rules so that the goals of the organization can be achieved amicably and ultimately provides a sense of satisfaction to both the employees and the organization. Finally, we want to make your journey of work life a mutually beneficial and fruitful one. This handbook provides answers to most of the questions you may have about benefit programs, policies, rules, and procedures.

The information in this handbook is important to all of our employees. Read the manual which is available in our group website. You can refer to this handbook when you have query about organization policies and benefits.

If you have any questions / doubts after going through this handbook, please do not hesitate to get them clarified by your superior or the HR Department. These policies, benefits and rules as explained in this handbook may be revised from time to time. This handbook supersedes all other previous circulars. If and when they are revised you will be informed through new circulars.

You have joined an organization that has established an outstanding reputation for quality services. Credit goes to each one of our employees. We hope, you too will find satisfaction and take pride in working here.

We hope your association with our organization will be a mutual beneficial and pleasant one.

**\*Please Note:** The Management may at its discretion to add / amend / delete any of the Provisions mentioned in this handbook as it deems fit from time to time.

## **1. EXPECTATION**

### **What Rathinam expects from you**

- ✓ To contribute fully to the job and hence help to accomplish the organization's vision and mission.
- ✓ To carry out the activities using highest ethical principles.
- ✓ To give best of service to the students & clients.
- ✓ Quality of contribution is essential. Your first responsibility is to know your duties and how to do them effectively.
- ✓ To put forward any idea, which you feel would be useful and could add value to the organization.
- ✓ To have a cordial atmosphere wherein the employees/Students shall approach the management at any time to discuss any issue.

### **What you can expect from Rathinam**

- ✓ You will be appreciated and recognized for good work done, for making an extra effort and for coming providing innovative ideas.
- ✓ You will be treated equally without any bias of any kind what so ever.
- ✓ You will be given opportunity and resources to improve your competence.
- ✓ Clear communication, which leads to good interpersonal relations between peers, subordinates, supervisors and ultimately to success of Organization.
- ✓ Mutual respect in working relationships.

## **2. KNOW YOUR ORGANIZATION**

Rathinam Technical Campus provides an impact on all aspects of life, to which learning is just one aspect. The college preempts what education in the future would be because any learning environment that exists in isolation, divorced from the reality of the world outside the campus is bound to be progressive in every respect.

Rathinam is more than just a college. It has a new idea in education that takes the concept to a higher stratum. It's an experience that no other educational institution in this category can offer. It's about life in all its dimensions – Learning, Working and Living.

An inspiring and optimistic motto with a message of celebrating life i.e. living your life, rather than just spending it without a motto or the realization of the goal is the prime principle.

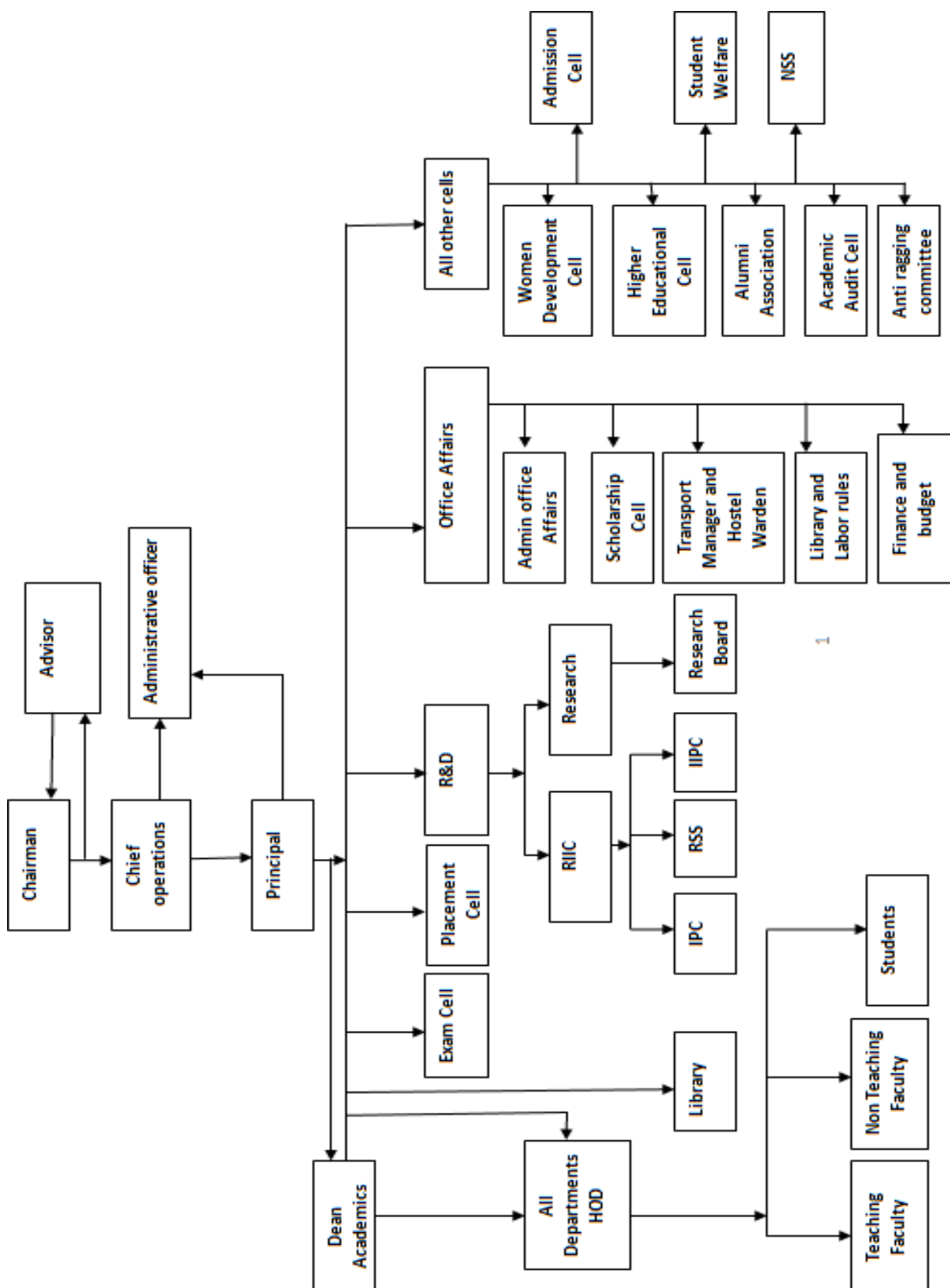
An intimation to everyone to treat your life as a festival of your thoughts and decisions and celebrate it with the utmost joy in the form of never ending quest for success.

RTC is Located on NH-209 within Coimbatore Corporation limits 30 minutes travel from Gandhipuram, Coimbatore.

So the advantages that it offers are indeed enormous with Project and in-house training at the ITPark and SEZ within the campus. Access to professionals, real time experience and better institutional industry interaction is facilitated by the proximity of the SEZ. It is a new idea in education that takes the concept of education to a higher stratum.



## ORGANIZATION CHART



## **4. RECRUITMENT PROCESS**

### **4. a. Recruitment & Selection Our Approach**

We ensure the availability of right candidate, in the right time as per the manpower plan. Ensure the availability of quality human resources and support the smooth functioning of the business. We hope to establish as a quality employer attracting high quality applicants at all times and ensure that the best applicant is hired.

**To do this we are committed to: Ensure that all our recruitment and selection processes are carried out in accordance with our “Equal Opportunities Policy”.**

We recruit internally wherever possible- either through career progress/Internal Promotion/Inter Department Transfer and also recruit externally if there are no suitable internal candidates. It is done through various sourcing activities like Job Posting / Free ads / paper ad and Employee Referral. Use progressive, consistent, fair recruitment and selection methods. Continually help develop the skills and talents of our employee's.

### **Hiring Process**

#### **Job Requisition:**

The respective department HOD /Principal provide the manpower requisition with the approval of CO for New Position. Replacement shall be made without the approval of CO. HR facilitates the sourcing of the right candidate after the validation of New Hiring / replacement within budget.

#### **Selection:**

The selection of a candidate is done based on the recommendations of the Selection Committee for Academic, Administration, Technical and Business Development.

All candidates are selected based on the following parameters. This is in addition to Qualification criteria.- Functional knowledge, Technical skills, Attitude, Relevant Experience, Educational background, Career focus, Communication skills and Personality.

Stages	Teaching Faculty	Non-Teaching Staffs
Written Test	Yes	Yes
Demo Class	Yes	NA
HOD / Panel Interview	Yes	Yes
Management	Yes	Yes
HR - Final Negotiation	Yes	Yes

If the candidate clears all assessments/interviews and is found good to be hired, the candidate profile is passed on to HR for Validation. The HR Validation would include Internal Parity Check in terms of Compensation & role, education & prior experience validation, and adherence to the hiring process and salary negotiation.

#### **4. b. Employee Referral Program:**

The objective of this program is to encourage employees to refer deserving and eligible individuals for the open positions.

##### Eligibility:

All active employees are eligible to refer suitable candidates. If the referred candidate is hired, Cash reward will be given to the referrer. However, the following policy shall not be applicable to the employees of the following groups:

- ✓ Human Resources Team
- ✓ Respective Hiring Principal / Heads

##### Procedure:

Recruitment team shall notify employees of vacant positions internally.

Employees should send the referral's CVs to HR department with the referrer's Name, Emp. no, Dept., & Division.

##### Reward:

1. If the referred candidate is hired, Cash prize will be given to the referrer.
2. Cash Reward shall be given only if the referred candidate completes his/her 3 months of service in our Organization.
3. Referral amount is Three (3) day's salary or Rs.3000/ per candidate - whichever is lower.
4. This program is applicable in Rathinam Technical Campus.

## **References Check**

HR Dept. will ensure that the selected employee has met our job requirements and has proven track record of achievement and reliability in their earlier jobs.

1. Pre-Employment verification shall be done from his/ her previous employment.

Employment will be confirmed only after the receipt of satisfactory references.

## **Contractual Employees**

Contractual employees will be covered by a different contract or agreement. The remuneration or compensation will be defined in the agreement or contract letter.

## **Offer Rollout**

After completion of the Interview and reference processes, Candidate's profile will be submitted to the Management for the approval.

Based on the Management approval and recommendation, an offer is made to the approved candidate and the soft copy of the offer will be e-mailed / sent as a letter to the candidate.

The Candidate on receipt of the offer letter confirms his/her offer acceptance, adherence to the policies and the date of joining mentioned on the Offer letter. The candidate is expected to furnish all required documents at the time of joining as detailed in the offer letter.

## **4. c. Hiring of retired persons on contract**

Persons retired from Government / private organization can be recruited as per the detailed instructions mentioned below.

### **Remuneration:**

The staff hired on contractual basis will be paid a consolidated remuneration and No other allowance will be payable over and above the consolidated amount.

### **Approving Authority:**

The approving authority for hiring a contract person will be Chairman – Rathinam Technical Campus, after submitting the proper request note from the respective division.

### **Eligibility:**

The candidate should have retired from the services of Central/State Government, Local Bodies, defense service or equivalent services,

- ✓ He/she should be less than 65 years of age.
- ✓ The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner need to be submitted.
- ✓ The candidate should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order/ Gratuity Payment will have to be submitted.)
- ✓ The person should have working knowledge of Computer such as MS-Office (Words & Excel), Internet and e-mail.

### **Term of Hiring:**

The contract of hiring will be for One (1) year and the same will be renewed on yearly basis based on satisfactory work and conduct report/ performance.

### **Renewal of Contract:**

Request for continuity of service has to be initiated through specific form signed by HRD and employee needs to be submitted to RRC (Recruitment & Remuneration Committee) One (1) month before end of the period. If the form does not return signed by the Head of Recruitment committee, the contract period expires naturally and his/ her salary will not be processed. The designation of the employee may be continued and the employee will automatically move to On-call based paid for specific service unless the employee specifically wants to remove this provision. On-call basis will be defined and the letter will be issued automatically by the HRD to the employee if the extension request doesn't come signed by the Head of RRC. This extension period will not be beyond the age of 65 years.

### **Entitlement of leave:**

The contractual Staff will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will not be allowed to be carried forward.

### **Termination of services:**

The services of any contractual Staff may be terminated without any notice for any

lapse/irregularity committed by him/her or the work and conduct not found satisfactory.

#### **4. d. Joining Formalities**

On joining, the candidates are requested to furnish original of the following documents as applicable:

1. Proof for the date of birth (Birth Certificate, Election ID card, SSLC marks sheet, etc.).
2. Certificates of educational qualifications (including marks sheets from SSLC/SSLC till the highest qualification).
3. Relieving letter of all previous employments.
4. Documents showing the proof of the compensation last drawn (Salary slips of last 3 months)
5. Photo ID proof (PAN Card, Election ID card or Driving License and AADHAR Card, etc).
6. Five recent passport size photographs.

#### **4. e. Joining Date**

HR shall issue an offer letter on the agreed terms and conditions and collect the acceptance in the defined format. The Applicant shall join the Organization every week Friday of the month. In the event of the Friday falling on any holiday, the joining shall happen on the next day and be put for induction.

#### **4. f. Welcome Kit**

After Completion of Joining Formalities "Employee Welcome Kit" will be provided to New Joiners with the below mentioned record.

1. Welcome Letter
2. Organization's Profile
3. HR /Employee Manual (Employee ID, Mail ID, Leave details and General Info)
4. Internal telephone directory
5. Job description with KRA
6. Induction Schedule
7. Stationery (Pen, Notepad, Pencil)
8. ID Card & Visiting Cards (depends on cadre)

A welcome onboard circular will be forwarded by HR Department to all the employees of Rathinam Technical Campus.

#### 4. g. Induction Program

Induction is the first step in building a two -way relationship between the Institute and the new employee. The transition to the new workplace is made easier and more effective for the new employee.

##### Objective

1. To ensure that the new employees feel comfortable and part of the Institute.
2. To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
3. To give employees an opportunity to discuss and set career development goals for themselves and their department.

##### Responsibility

1. HR Dept
2. Department Head
3. Institution Head Two Day Induction program.

Day	Forenoon (FN)	Afternoon (AN)
Day 1	Joining Process, HR policy and Introduction	Department HOD Orientation & Institution Head
Day 2	ERP Training, IT Training, Space allotment	Campus tour, Feedback

#### 4.h. Probation

All the new employees who are on probation are subject to confirmation of service process after the completion of one year of service.

The HR shall initiate the process in advance and forward the confirmation sheet to the concerned Principal / Head for reviewing the performance of the employee under probation. The concerned Principal/ Head is required to send the filled appraisal forms within 10 days from the date of receipt from HR. Based on the recommendations of the HOD, the services of the employee shall be confirmed on the roles of the Organization or the probation period may be extended depends on the recommendation from Head with the discretion of the Management.

#### 5. COMPENSATION DETAILS

## 5. a. Salary Cycle

Salary Cycle for Rathinam Technical Campus employees as follows.

1. Attendance is Calculated from 1<sup>st</sup> to 30/31<sup>st</sup> for faculty salary
2. Salary will be credited through Salary Account in the Bank before 10<sup>th</sup> of every month.

## 5.b. Salary Structure:

### **CTC (Cost to Organization)**

The full form of CTC means Cost To Company. It is a term, which signifies the total cost that a Organization would incur, on you, as an employee in a year.

The breakup of various elements in CTC would talk about the basic salary, HRA (House rent allowance) and other such allowances. Please note that CTC which contains all monetary and non-monetary values spent on an employee.

### **Basic:**

It is computed as 60% of Cost To Organization.

### **House Rent Allowance:**

It is computed as 20% of Cost To Organization.

(Income Tax rebate may be claimed by the employees as per existing tax laws.)

### **Conveyance Allowance**

Employees will be paid conveyance allowance of Rs.800/- per month. (Fixed slab)

### **Adhoc Allowances**

This component will be calculated from remaining salary of other components.

### **Deductions Provident Fund:**

It is included in the CTC of the salary Structure.

Employee Contribution: 12% from Salary except HRA Component Employer

Contribution:13.21% from management except HRA Component

### **Other deductions from Salary:**

Income Tax, Professional Tax, Employee's and Organization's Contributions towards

ProvidentFund and all other statutory deductions, which may be applicable from time to time will be deducted from the salary. The amounts deducted will be shown on the pay-slip.

### **Professional Tax:**

According to the Tamilnadu Municipal Laws (Second Amendment) Act, 1998, Professional Tax Shall be deducted once in 6 months (Half yearly) for the period April to September



and October to March of each year in your Gross salary as per the slab mentioned by Government of India norms.

#### **Income Tax:**

As per existing IT (Income Tax) Act.

#### **Benefit of Provident Fund.**

The Employees' Provident Fund (EPF) - A provident fund is a form of social safety net into which employee must contribute a portion of their salaries and employers must contribute on behalf of their employee. The money in the fund is paid on attaining retirement or in some cases to the disabled who cannot work.

#### **Withdrawal benefit:**

An employee can withdraw the entire amount from the fund in any of the following cases:

- (a) On attaining retirement age
- (b) Migration for permanent settlement abroad
- (c) Transfer to an organization/university not covered under the act Non-Refundable PF Loans:
  - (a) Purchase of House (after 5 yrs service)
  - (b) Housing loan repayment (after 5 yrs service)
  - (c) Marriage loans - self/daughter/son/sister/brother (after 7 yrs of service)
  - (d) Children's education (after 7 yrs of service)

### **6 ATTENDANCE & LEAVE POLICY**

#### **6. a. Attendance**

Every employee is expected to sign the attendance register maintained by the Organization & Finger access in the Bio – Metric equipment at the time of entry and leaving. The attendance timing for morning will be by 9.00 A.M and in evening 4.40 P.M every day. For the convenience of employee's 05.00 min grace time has been provided in the morning on a daily basis. Anyone found not signing the attendance register either in the morning or in the evening would be marked absent for that particular day.

No employee is allowed to go out of the office premises on personal work during office hours without prior permission of immediate supervisor and the same need to be updated in the SecurityGate Register.

#### **6. b. Office Working Hours**

Employee of Rathinam Technical Campus should follow the office timing without any deviation

<u>Division</u>	<u>Office Timing</u>
Rathinam Technical Campus	08.45 A.M to 05.00 P.M

#### **6. c. Leave request & approval**

- ✓ Employees are requested to update their leave request in ERP with proper approval from their HOD.
- ✓ In case of emergency situation employees, need to intimate leave to HOD through proper Communication / SMS / Mail/ Telephone call and need to submit leave request while resuming to the duty. (Employees can avail this facility 3 times in a semester, if it exceeds the same will be treated as LOP (Loss of Pay)).
- ✓ Any kind of leave like CL / EL / Compensatory off/ LOP (Loss of Pay) / on duty and Permission need to be updated in ERP and it must be approved by Principal /HOD else the same will be treated as LOP.
- ✓ Employees should verify whether all their leave balance and attendance details are updated in ERP on regular basis.
- ✓ Respective Heads should approve their subordinates leave within 3 days from the date of apply.
- ✓ If HOD's fail to approve the leave on time, LOP will be marked for HOD's depending on pending approval during Payroll process.
- ✓ Any kind of Continuous leave more than 3 days will not be permitted, unless if it's an exceptional case for reasonable and unavoidable circumstances.

#### **6. d. Permission:**

Permission shall be applicable to all categories of employees.

- ✓ An employee can take 1 hr permission (2 times for Colleges/ Institution & 3 times for Techzone and others) in a month. Exceeding the prescribed limit will be considered as half day (LOP) loss of pay.
- ✓ No accumulation of permissions is allowed.
- ✓ Permission is granted under the sole discretion of the respective Head.
- ✓ Employees should ensure that all their permissions are marked in ERP with proper approval.

#### **6. e. Leave Policy:**

- (I) Casual Leave
- (II) Marriage Leave
- (III) Vacation Leave
- (IV) On Duty
- (V) Leave on LOP
- (VI) Compensatory Off
- (VII) Maternity Leave
- (VIII) Medical Leave

- ✓ Leave policy will be applicable to all employees of Rathinam Technical campus.
- ✓ Leave is offered to all employees with an intention to provide rest, recuperation and to fulfill social obligations.
- ✓ Necessary permission/ approval need to be obtained for availing leave.
- ✓ For the purpose of this policy, 'Year' is defined as Academic year of Rathinam Technical Campus.
- ✓ Employees need to handover their assigned responsibilities to their subordinates properly before availing leave, without affecting the assigned work to them.
- ✓ If employee avail any Leave (CL) prefix and suffix any Intervening national /festival / declared holidays / weekly offs shall be counted as leave.

### **(I) Casual Leave**

All employees will be permitted up to 12 working days of casual leave per year. Casual leave of totally 12 leaves shall be credited to the employee leave record at the beginning of the every year or on the basis from the date of joining for the new employees.

Casual leave is at the discretion of the Principal /HOD of the Department.

- ✓ Un-availed leaves will be carried forward to the next year.
- ✓ Casual Leave cannot be granted in combination with any other leave

### **(II) Marriage Leave**

Employees are eligible for Marriage leave of 3 days.

1. Employees need to submit their Marriage Invitation routed through the Principal /Head to HR/Admin department.

### **(III) Vacation – Leave Policy**

1. Employees who have completed One (1) year service with our organization will be eligible

forpaid vacation Leave.

2. All the Teaching Faculties RTC is eligible yearly 15 days will be applicable for Teaching staff and 6 days for Non-Teaching staff.
3. Principal of the Institute shall decide the period of leave with the approval from Management.
4. In case if any staff requires extra leave, he/she should get approval from the Principal and the same will be treated as LOP (Loss of Pay).

#### **(IV) On Duty (OD):**

The On Duty policy shall be applicable to all categories of employees, who travel on official need and necessity on the basis of respective Heads' instruction for official work. Employee need to apply their OD request in ERP for the approval. Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon the prior approval from the Principal.

Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days in a calendar year.

Faculty members pursuing Ph.D. are eligible to avail OD for the following:

- One day for Ph.D. Admission
- 2 days/calendar year to meet/ getting signed in the Progress Report from the Supervisor
- All Course Work Examinations
- One day for Confirmation/Comprehensive Viva
- One day for Synopsis submission meeting
- Two days for Thesis submission meeting
- Two days for Ph.D. Viva-Voce examination

After attending Conference, FDP, Workshop, Seminar, etc., the faculty/staff members need to present a seminar in the department and submit a report through proper channel for the sanction of ON DUTY. Further, attendance certificate for the event attended by the concerned faculty need to be submitted to the college office after returning to the duty. Otherwise the ON DUTY shall be adjusted in the casual leave if available or shall be treated as loss of pay.

#### **(V) Leave on Loss of pay**

In the absence of leave balance, the employees may opt to go on Leave on Loss of pay. However

the same shall be granted purely on the discretion of the respective HOD/ Principal.

#### **(VI) Compensatory off:**

Whenever an employee is required to work on a week off/Closed Holiday/public holiday for full day, Compensatory Off for maximum One (1) day will be granted. However, in exceptional circumstances if an employee is required to work for less than 8 hours or before lunch break, he or she shall be entitled for ½ day Compensatory Off.

The Compensatory Off shall not be sanctioned for a half day. Two half day Compensatory Off shall be combined together for sanctioning of one day.

Compensatory off leave need to be availed within 30 days from the date attended the duty. The employees who are all working on mentioned week off/Closed Holiday/public holiday need to submit their request in ERP for the approval of HOD / Principal / Management. Based on the approval he/she can avail the leave.

Compensatory Off leave can be availed only for Future leave days.

#### **(VII) Maternity Leave**

The Maternity leave can be granted to all the eligible Women faculty/staff members.

#### **(VIII) Medical Leave**

The medical leave is granted for 4 days/year to the eligible faculty/staff members.

### **7. TRAVEL POLICY**

#### **7. a. Outstation Travel Policy**

The travel and accommodation entitlements shall depend on the employee classification and the classification of the cities.

1. Employee shall be responsible for travel and accommodation bookings.
2. Employees are eligible for travel advance on approval of his/her superior.
3. The travel advance shall be settled within 7 days on completion of the tour.
4. In the event of the employee failing to settle the travel advance within 7 days on completion of his/her tour, the advance shall be recovered from the employee's subsequent month salary.

## Receipt submission details are as follows

Appropriate vouchers/receipts/documentation includes:

Business purpose:

1. Statement of business purpose or conference/itinerary or schedule of events
2. Transportation: Air, Train, Rental Car and Other Ground Transportation (Original receipt required)
3. Lodging: Hotel-Original bill/receipt (detailing all expenses)
4. Meals: Credit card/ cash register receipt/ bills
5. Conference Fees: Receipt from conference or copy of registration form
6. Miscellaneous Charges: Tips and other miscellaneous charges - do not require receipts

General Note:

1. Booking has to be ideally done (wherever possible) through an appropriate instruction to the travel desk at [travel@rathinam.in](mailto:travel@rathinam.in)
2. Employees are urged to book Air tickets as early as possible (ideally 10 days in advance) to take advantage of low fares.
3. Whenever possible booking has to be made through "Makemytrip" website for better pricing.

## Employee Classification

The travel policy shall be applicable to all employees as classified in the following table:

Purpose of Travel

1. An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes.
  - a. Outstation duty duly authorized by the approving authority.
  - b. Attending training programmes /seminars/conferences or any other development programmes approved by the Organization, as per Management discretion.

Process followed for Travel

1. Employee should submit Outstation Travel plan and Travel expenses budget and it should be approved by their respective Division/ Dept. Head.
2. Post completion of the travel statement need to be submitted in 3 days to the approving authority

The cities shall be classified as follows.

#### **A Class Cities:**

Ahmedabad, Bangalore, Chennai, Calcutta, Delhi, Hyderabad & Mumbai

#### **B Class Cities:**

All the state capitals, which are not, mentioned in A Class City and the cities given below come under the B Class cities.

Aurangabad, Cochin, Coimbatore, Madurai, Trichy, Mysore, Mangalore, Haryana, Vijayawada, Visakhapatnam, Kolkata, Nagpur, Pune, Nasik, Aragonda, Baroda, Surat, Jodhpur, Agra.

#### **C Class Cities:**

All other places which do not come under the above 'A' & 'B' class cities shall form part of the C Class cities.

1. If the accommodation, Food, Local Conveyance is being organized by the Organization, the employee shall not be eligible for claiming these allowances.
2. Employees traveling to outstation in their conveyance (own Vehicle) will not fall under the above said policy. (Keeping the safety in mind)
3. In case the employee prefers to stay with friends or relatives or make their own arrangements; they shall be entitled to for their food allowances.
4. If the employees stay more than 7 days in particular location, employee needs to opt for monthly paid service Apartment/ mansion after the discussion and approval from HOD & HR.
5. The allowance for lodging and stay will be approved case to case; the allowance for food will be as per table
6. While submission of claim/ bills the employee should submit the Travel Report (One Page) about their activity along with the Initial budget approval copy.

#### **Leave While on Tour:**

If any employee avails leave while on tour, he / she shall not be entitled for any expenses (Boarding, lodging, Conveyance, etc.,) for the period of such leave.

#### **7.b. Foreign Travel Policy:**

Foreign travel shall be governed as mentioned below

The Accommodation and Food expenses will be fixed depending on the countries

Expenses cost with the approval of management based on the rate from

<https://www.numbeo.com/cost-of-living/>.

**Reimbursable expenses included as follows on submission of actual bills:**

1. Excess Baggage charges and storage expenses
2. Business office expenses (copy services, postage, etc.)
3. Business-related phone calls and faxes
4. Costs of obtaining required visas and passports
5. Currency conversion fees

**Amendment:**

1. The management may amend or modify any of the provisions of the policy in full or in part as and when it deems fit in the interest of the Organization and the same may be brought to record through a circular.

S. NO	EMPLOYEE DESIGNATION	DOMESTIC TRAVEL POLICY			LOCAL CONVEYANCE	
		MODE OF TRAVEL	ACCOMMODATION (Per Day)	FOOD & REFRESHMENTS (Per Day)	MODE OF LOCAL CONVEYANCE	REIMBURSEMENT
1	CO & Above	1, Air fare Economy class or Train – I st Class A/c ( Whichever is convenient)	4 star hotel Actuals can be 5 star hotel with prior permission	Actuals	A/c Car or Organization Cab	Actual
2	Principal/CO	1. AC 2 Tier Train for less than 10 hrs journey. 2. Air fare – Economy class for more than 10 hrs journey.	A Class: Rs. 3000 B & C Class: Rs. 2500	Rs.800/-	A/C car or Organization Cab Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate
3	Sr. Manager /Dean	1, AC 2 Tier Train for less than 10 hrs journey. 2, Air fare – Economy class for more than 10 hrs journey.	A Class: Rs. 2500 B & C Class: Rs. 2000	Rs.500/-	A/C car or Organization Cab on request	If used own vehicle can reimburse at Local Conveyance rate



4	Manager /HoD/A.O	1. II Class (Sleeper) - Train or A/C Bus for less than 10 hrs Journey.	A Class: Rs. 2000	Rs.450/-	Taxi or Own Vehicle	1. For Taxi As perrate fixed in Ola
		2. AC 3 Tier - Train more than 10 hrs journey.	B Class: Rs. 1800			2. For own vehicleca reimburse at Local Conveyance rate
		3. Air fare – Economy class for more than 20 hrs journey with special approval for Heads.	C Class: Rs. 1500			
5	Executive / Asst. Prof	1, II Class (sleeper) or Bus	A class: Rs. 1500	Rs.400/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehiclecan reimburse at Local Conveyance rate
		2,Air fare – Economy class for more than 20 hrs journey with special approval for Heads.	B Class: Rs. 1250 C Class: Rs. 1000			
6	Officer to Trainee	1, II Class (sleeper) or Bus	A Class: Rs. 1250	Rs.350/-	Bus or Local Train where ever available or Two Wheeler or Auto only with prior Approval by the Heads	If used own vehiclecan reimburse at Local Conveyance rate
		2, Air fare – Economy class for more than 20 hrs journey with special approval for Heads.	B Class: Rs. 1000 C Class: Rs. 900			

### 7. c. Local Conveyance:

The employees are entitled to local conveyance as per the eligible limit for any local travel on an official ground. The conveyance for local travel will be reimbursed to you at actual.

Travel by auto need not require any bills. However, conveyance for pre paid taxi does require a receipt and it is to be attached with the conveyance voucher. Expenses reimbursed will be at actualamount spent.

For employees using their own vehicles for Organization business related local travel, the reimbursement is as follows:

Rs. 3.5 per Kilometer for Two Wheeler. Rs. 6.20 per kilometer for four wheeler.

After undertaking the trip, the respective employee has to complete the necessary conveyance voucher before 25<sup>th</sup> of every month with the approval of Reporting Head and submit it to the HR dept. HR dept will verify and authorize it to Accounts department for reimbursement, failing which bills will be not be processed.

#### **7. d. Mobile Allowance: Mobile Connection**

The management of Rathinam Technical Campus may at its liberty allot mobile connectivity to employees whenever it deems fit in the business interest of the organization.

Management defines the eligibility for mobile connections as follows.

- A. Eligibility Parameters
- B. Those staff whose job profile demands uninterrupted connectivity.

#### **Eligibility for monthly rentals & Call Charges.**

S. No	Employee Classification	Monthly Rent	Eligibility for Instrument	Eligibility
1	CO & Above	Actual* (Paid by Organization)	Provided by Organization	Mandatory
2	Principal/CO	Actual* (Paid by Organization)	Provided by Organization	Mandatory
3	Sr. Mgr / /Dean	900	Based on approval	Mandatory
4	Manager / HoD/A.O.	700	Based on approval	Management Decision
5	Executive / Asst. Prof	500	NA	Management Decision
6	Officer to Trainee	400	NA	NA

The HR shall coordinate with the approved service provider for the issuance of CUG SIM card and the same to be communicated to the Accounts Department for billing purpose.

## **Procedure for Payment of bills**

1. The Employee will be responsible for monthly bill payment.
2. The eligible monthly amount will be paid along with employee's salary. In case the bill amount is beyond the eligible limit, the differential amount need to be paid by the employee along with actual.

## **Administration & Monitoring**

The HR department shall raise the requisition for allotment of mobile device and connection in the prescribed form; The Accounts department shall take the responsibility to own the payments. The HR department shall coordinate with the department of Purchase as and when a new employee joins or new requirement comes up.

In the event of separation of a user, the device/SIM card has to be handed over to the HR by the employee.

## **8. BENEFITS & WELFARE:**

We are happy to announce that the below mentioned benefits and welfare will be provided for all the employees associated with Rathinam Technical Campus.

### **8. a Education Scheme.**

- a. Rathinam Technical Campus employees' son/ daughter will be eligible for this scheme.
- b. Blood relations are not covered under this scheme.
- c. Management will provide 50 % fees concession on actual tuition fees.

### **8. b. Employee Utilization.**

#### **1) Employees can use the Campus**

Employee can utilize our Institution Auditorium / Food Court / Ground for their family function with the 50% concession on Actual Cost.

- a. Request need to be submitted to HR /A.O on prior basis.
- b. Allocation of above said infra will be provided on availability and need basis.
- c. Management's decision will stand final.
- d. Excess rate of Concession is at the discretion of the Management.

## II) Employees can avail Organization vehicle (Car / Van)

Employees can utilize this facility for their own emergency and occasional needs at 75% concession from the rate announced Every Year.

- a. Employees should bear the cost for Petrol / diesel and driver charges.
- b. Request need to be submitted to Transport Dept.
- c. Final decision shall be taken by the Management.

### 8. c. Hospital Tie up:

RTC has tie-up with Abinath Hospital, Sundarapuram, Coimbatore for availing Medical treatment for our students and staff in case of any emergency during their office hours. Listed below are the benefits & procedures to be followed for availing the same.

#### *Benefits & Procedures:*

- Rathinam Technical Campus staff or students can utilize this hospital facility in case of any emergency during their working hours/ hostel hours.
- Students and staff can avail treatment and pay their Medical expenses to the College.
- There is a special concession in the rate for Staff & Students of Rathinam College.
- Free Ambulance service for 24/7 from college to hospital.
- Utilizing staff or students need to collect the PASS from respective Coordinator before availing treatment, also need to submit their ID card (photocopy) along with PASS in the hospital.
- Payment terms & Conditions.
- Employees Medical expenses will be either deducted from the salary or employee can pay directly to the hospital.
- Students need to pay their Medical expenses directly to the hospital or college, on or before getting the hall ticket of the semester.
- Approved limit of treatment will be Rs.3000/- more than the limit, staff or student should get approval from HR dept.

### 8. d. Transport Facility:

Employees can utilize the college bus transport facility with the minimal concession rate.

1. For availing transport facility / Cancellation of Transport facility, staff need to submit a form to HR Department.
2. HR will forward the request to Transport dept. for registration and acknowledgement

Pass(Route coordinator details, Monthly amount, Bus no- will be provided to the employee).

3. Monthly charges will be deducted along with the respective employee's salary on monthly basis. The Transport details are shared by the Transport Department.

#### **8. e. Birthday gift.**

The management considers it as a responsibility to celebrate the birthdays of all employees. Each employee shall be given a Chocolate box & Greeting Card for the employee on the occasion.

#### **8. f. Marriage Gift**

We acknowledge the significance of marriage that occurs once in a lifetime. All the employees working at Rathinam Technical Campus shall be eligible for a marriage gift. AO of Rathinam technical campus, can represent on behalf of their Management and Chairmans shall share the gift to newly Married staff.

#### **8. g. Advance**

All the employees of Rathinam Technical Campus are eligible for Salary Advance subject to their completion of 6 months of service in the Organization. The salary advance shall be given to employees during festivals, Special purpose or to meet the emergencies. The employee shall raise the advance requisition in the prescribed form through the concerned Heads of Institutions with relevant document attached (If required) and the same shall be forwarded to HR.

The request shall be verified and scrutinized by the HR. If any deviations are found it may be cancelled.

Final request shall be put forward to the authorized signatory for necessary approval and forward to Accounts department for payment process.

The advance eligibility and the repayment schedule are as follows.

#### **Salary Advance:**

- a. Employees are eligible to get their One (1) month Gross Salary as an advance
- b. Advance amount will be recovered in maximum of 7 equal installments starting from

monthof disbursement.

c. Sanctioning of salary advance is purely at the discretion of the management.

### **Other Conditions for grant of Salary Advance**

- ✓ The request for advance will be processed and approved within 2 days of receipt of application by HR department. The amount will be remitted to the employee within 2 days from the date of approval subject to availability of funds.
- ✓ All salary advances will be remitted to the concerned employee's bank account or through Cheque.
- ✓ The recovery of the advance will commence from the month immediately succeeding the month in which the advance is sanctioned. The amount will be recovered from the salary/wages/stipend of the concerned employee.
- ✓ In case an employee exits from the Organization prior to the repayment of the advance drawn by him/her, the balance amount will be adjusted against his full and final settlement. If there is still some advance amount outstanding against him, the employee will be advised to remit the sum before a relieving order is issued to him.
- ✓ The sanction of advance will be subject to budget provision and availability of funds to be determined and regulated by Accounts.

### **8. h. Employee Subsidiary Food:**

There is facility in our campus for people who are in need of breakfast and lunch during college working days at a subsidized rate. If taking for full month (26days) you need to pay around Rs.60per day for both breakfast and lunch in advance and you can avail the facility. Only lunch requiredRs. 30 per day and to be paid for full month.

If needed only for few days you can pay and get tokens at a rate of Rs.50 per meal. This is just a courtesy and information message for people looking around during college days in need of food.

#### **Procedure:**

Employees need to submit monthly request to their respective Admin Head or through online request form. Food for Visitor/ guest need to be intimated a day before through respective Admin to the Manager.

### **8. i Facilities for Differently abled Persons :**

Our College is well prepared with all physical facilities like Ramp, specially designed differentlyabled Rest Rooms and Human Assistance with modernized equipment.

#### 8. j. RTC rewards:

Awards for academic excellence for getting more than 80% pass percentage in university exams. Sponsorship for Professional body membership presenting papers in National/International conference/ workshop/ FDP registration fee will be provided.

S.No	Type of Proposal	Status	Cash Reward
1.	Scheme funding (Conference/Seminar/ Symposia/ FDP/SDTP/ Travel grant )	Submitted to the Agency	Rs. 1000/-
2.	Research Proposal – Minor(Grant Amount within Rs.5Lakhs )	Submitted to the Agency	Rs.3000/-
3.	Research Proposal – Major (Grant Amount above Rs.10Lakhs )	Submitted to the Agency	Rs.5000/-
4.	Scheme Funding	Sanctioned by the agency	5% of sanctioned amount
5.	Research Proposal- Minor/Major	Sanctioned by the agency	5% to 25 % shall be provided; the percentage will be decided by the scrutiny committee basedon the grant sanctioned & other factors.
6.	Article in Scopus/ Web of Science Journal (applicable for faculty who cite them as first and second author	Published	Rs.3000/- per article

7.	Article in SCI journal ( Applicable for faculty who citethem as first & Second author)	Published	Rs.5000/- per article
8.	ISBN – Book publication	Published with college Name	Maximum of Rss.5000/- or 50% of the book publication cost, whichever is lower.
9.	Patent	Filing Completed	Once the scrutiny Committee approved the patent and it is filed then 25% of the total filing cost shall be reimbursed.
		Patent Published	50% of the remainingfiling cost shall be reimbursed.



## 9. DRESS CODE:

### General Principles

Everyone in our Organization must dress in a way which:

- Is not likely to render them vulnerable to criticism or allegation or ridicule
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Does not include any political or otherwise contentious symbolism or slogans
- Is not considered to be discriminatory
- Is respectful of ethnic and cultural difference
- Is smart, clean and 'neat and tidy' (This concept includes the expectation that clothes will be ironed, shirts will be tucked in, trousers legs will not be tucked into socks, well-ordered, etc.)
- Maintain effective personal hygiene

All our Staff is expected to dress smartly and any outfit worn must, in its entirety, be deemed to be smart.

Dress Code	Male Staffs	Female Staffs
<b>DO'S</b>	Formal Full hand shirt and formal Trousers tucked in with well-polished shoes	Formal Saree for Teaching Faculties on all regular working days.
	Tie (Mandatory for Teaching Faculties)	Over Coat (Mandatory for Teaching Faculties)
	Formal Shoes (Black or brown)	Sandals / Cut Shoes.
	Lab Coats & Shoes for Laboratory Sessions	Lab Coats & Shoes for Laboratory Sessions
	Display of Identity Cards	Display of Identity Cards
	Maintain a professional look with clean shave or well-groomed beard	Well set hair
<b>DON'TS</b>	Short , Gaudy or Embroidered shirts	Short type Salwar Kameez and Short Tops
	T Shirt , JEANS or Colored Trousers	T Shirt , JEANS or Colored Trousers
	Chappals , Colouring of hair and wearing of studs	High Heeled Foot wear (more than 2.5 inches)
	Tattoos	Tattoos

Saturday business casuals will be allowed for all employees of Rathinam Technical Campus.

In exceptional cases formals is mandatory.

## 10. GRIEVANCES PROCEDURE

The purpose of the Grievance Procedure is to assist in resolving workplace issues/problems as they develop. We recognize that workplace challenges may arise from time to time and have found that the best way of maintaining job satisfaction and good working relationship, is to follow a procedure for solving problems and grievances.

The procedure aims to provide all employees with a number of avenues to have their grievances heard and resolved.

### Definitions

What is a grievance?

A grievance is any type of problem, concern or complaint related to work or the work environment. For example, you could have a grievance about:

- i. Transfer or promotion
- j. Staff development or training availability
- k. Rosters or hours of work
- l. Wage or salary levels
- m. Leave allocation
- n. The work environment
- o. Safety in the workplace
- p. The nature of supervision
- q. Performance appraisal
- r. Discrimination or harassment.

A grievance may be about any act, omission, situation or decision that you think is unfair, discriminatory or unjustified.

### Responsibility

The following people have responsibilities in relation to this procedure: Chief

Operations

Manager Human Resources Management Committee Principal Heads of Departments

### Procedure

The following procedure sets out the way in which we will handle a complaint.

Please use it if you need to. Do not let people get away with harassment and

unfair behavior.

Employee Suggestion & Grievance box will be fixed at each Institution and which is will be monitored directly by HR Dept.

Employees can drop their grievance and which will be kept confidentially by Human Resource department and corrective actions will be taken to resolve the issues.

#### **10.1 Our Grievance Procedures are:**

**Confidential** - Only the people directly involved in the grievance, or in sorting it out, can have access to information about the grievance. Information goes on an employee's personnel file only if they are disciplined as part of sorting out the grievance.

**Impartial** - All affected parties sides get a chance to tell their grievances. No one makes any assumptions or takes any action until all relevant information has been collected and considered. All sides have access to support or representation if they want or need it.

**Free of Repercussions or Victimization** - Management takes necessary steps to make sure that people involved in a grievance are not victimized by anyone for coming forward with the grievance or for helping to sort it out. Any victimization will lead to disciplinary action.

However, if the grievance procedure is used by an employee to lie about someone, the employee too can be disciplined. Of course, if we decide that we need to take disciplinary action against someone for breaching any of our policies or standards, then we will do so.

However, we will do this fairly and consistently.

**Sensitive** - the people who help sort out grievances have been specially trained to treat all grievances sensitively. You won't be laughed at or treated badly for making a grievance, or for explaining your side of the story.

**Timely** - Management aims to deal with all grievances as quickly as possible. There are time limits

for the different stages. The aim is to sort out all grievances within four weeks if at all possible. Most grievances can be sorted out even faster than this.

## **11. DISCIPLINARY MATTERS:**

The following disciplinary matters are followed:

### **11. a. Disciplinary action**

If the person sorting out the grievance decides that there has been a breach of one of our policies or standards disciplinary action shall be taken against the person.

If your grievance consists of lies, you can be disciplined. If the person or people you complained about are found to have committed a breach of one of our policies or standards, they can be disciplined.

Disciplinary Committee will be formed and Enquiry officer will be appointed.

The level of discipline will depend on such things as:

- a. The seriousness of the breach
- b. Whether they have been officially warned or disciplined before about this type of breach
- c. Whether there are any circumstances that mean they should not be disciplined at all, or
- d. Not disciplined so seriously.
- e. Discipline could involve one or more of the following:
- f. A written apology
- g. Counseling
- h. An official warning
- i. Loss of promotion rights or
- j. Wage/salary reduction for a specified period
- k. Transfer or demotion
- l. Dismissal.

If necessary further legal proceeding will be followed depends on the ground of

compliant. A record of the grievance and the resulting disciplinary action will be placed on the personnel file of the person who is disciplined. The grievance handlers will also send all their notes and a copy of the record of the grievance to Manager of Human Resources Department for filing. Some Possible Outcomes are records, including allegations, investigation reports, interviews and file notes will be securely kept within the Human Resources Department to ensure privacy and confidentiality is maintained for all parties involved.

### **11. b. Women in Work Place : To Work Without Harassment**

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental right of women to work in a safe environment.

The Supreme Court has defined 'sexual harassment' to include

- a. Physical contact and advances
- b. Demand or request for sexual
- c. favors sexually colored remarks
- d. Display of pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Often such behavior goes unpunished because of hesitation on the part of women to report such behavior out of a sense of shame or fear or both. It is important for women to protest against any behavior that they feel is unwanted and unacceptable.

#### **What should you do if you are sexually harassed?**

Do not feel ashamed. Tell the harasser very clearly that you find his behavior offensive.

Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Concern authorities.

Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.

Keep a record of all incidents of sexual harassment. If you feel the need to register a formal complaint later, this record will be helpful.

#### **What action can be taken against the offender?**

The Eve teasing Committee is deemed to be an Inquiry Authority for the purpose of CCS

(Conduct) Rules, 1964 and the report of the Complaint Committee is deemed to be an Inquiry Report under the rules according to government norms.

After it has been proved that the offender has indulged in sexual harassment in the work place, appropriate disciplinary action would be taken against him irrespective of his status in the Institute (staff, faculty, student). Where such conduct amounts to a specific offense under the Indian Penal Code or under any other law, a complaint will be made to the appropriate authority for action in accordance with the law.

Care shall be taken by the committee to ensure that the victims of sexual harassment and the witnesses shall not be victimized while dealing with the complaint. The victims also have the option to seek transfer of the perpetrator or their own transfer.

### **The Role of the Women Development Committee**

To act as Inquiry Authority on a complaint of sexual harassment.

To ensure that victims and witnesses are not victimized or discriminated because of their complaint. To take proactive measures towards sensitization of the staff, students and faculty members of our Institutions on gender issues.

## **12. LEAVING THE ORGANIZATION**

### **12. a. Notice period**

Notice period and pay in lieu of notice period

Every employee who desires to relieve must work for the stipulated notice period, or pay in lieu of the notice period. The employees, whose services are confirmed, will be required to give notice period of 3 months.

Provided further that in the case of Academic staff, the Institution may ask the Faculty to complete the teaching assignment in the respective term or Semester, and she/he may be relieved after completion of such assignment.

The decision to waive the notice period or accept payment in lieu thereof rests with the management. In cases where the termination is initiated by the Organization, the employee will be

relieved immediately with a additional of 20 days salary. However if the termination is due to “indiscipline or misconduct”, notice pay will not be applicable.

The Management may withhold the settlement of accounts and issue of relieving letter to an employee who does not comply with the relevant clause pertaining to notice period. ‘Pay’ for the purpose of notice period means Gross Pay as per the compensation structure.

## **12. b. Cessation of Employment**

Resignation and Separation will be in accordance with the terms and conditions of employment. Normally, leave or sponsorship for training and development is not permitted during notice period. However, based on merits, grant of leave may be considered by the Head of Institutions/ Heads. Separation from the Organization can occur in the following events:

- ✓ On resignation from the services
- ✓ On retirement
- ✓ On being removed from the services or on being dismissed
- ✓ On the expiry of any fixed contract period
- ✓ On being found medically unfit to continue working in her/his present responsibility
- ✓ On death of the employee.
- ✓ Employees are not being permitted to hold any office of profit either directly or indirectly outside the Institution without the permission of the Management. This includes an agency/ agent to any Insurance Company, also not to involve in any business or do any trading on your own account. Breach of any of the condition above will render you liable to termination of your employment without notice.

## **12. c. Resignation**

An employee, who wishes to leave the services of the Organization, has to submit a resignation letter giving notice as stipulated in the appointment letter, to the immediate Superior with a copy of the same to Human Resource Department.

#### **12. d. Retirement**

The retirement age will be 58 years. The age-proof certificate that is submitted by the employee at the time of appointment shall be final for determining the retirement date.

The last date of the month in which the employee was born is considered as the date of retirement. The payroll section will be advised regarding payment of dues to the employee after ensuring clearance from all concerned departments.

#### **12. e. Termination**

An employee's services may be terminated due to

- ✓ Lack of job related skills
- ✓ Inadequate work performance
- ✓ Questionable character
- ✓ Indifferent attitude
- ✓ Integrity issues

Any other reason, which the organization believes renders the employee unsuitable for continued employment with the Organization.

The appointment of an employee is made on the basis of the information supplied by them in their application / résumé at the time of interview. Their appointment shall become null and void in case any material error is established at any point of time. In such a case, the employee's services will be terminated with immediate effect.

The clearance formalities will be similar to those applicable for resignations.

#### **12. f. Expiry of Contract Period**

Employees engaged on contractual basis shall automatically cease to be employees of the Organization at the close of the last working day as stipulated in the contract. Such contractual employees will also be required to furnish a No-due / clearance certificate from all concerned for settlement of dues, if any. In case Management feels to extend his/her service period; same can be extended for the period of one (1) year.

#### **12. g. Return of Office Property**

On cessation of employment with the Organization, the employee must surrender all property (laptop, phone, etc.), business related documents, confidential data or the like which may have been entrusted to the employee.



#### **12. h. Lien on Service**

An employee who is absent from work without information or without obtaining prior approval of the Supervisor for more than eight (8) consecutive working days will lose his lien on service as this would amount to the employee voluntarily abandoning his employment in the Organization. The management would strike off the name of the employee from the roles of the Organization without any notice to the employee.

#### **12. i. No due Certificate**

Employee should complete all his/her handing over and Submit his/her No-Dues certificate to HR Dept with proper clearance by their HOD, Principal, Library, Finance & Accounts, Administration and other departments as required. Else the HR Dept will withhold their relieving until it get completed.

#### **12. j. Exit Interviews**

Prior to leaving, exit interview will be conducted by the Human Resource Department.

Exit interview will be conducted for all employees exiting through formal separation, (resignation and retirement) except dismissal/ termination.

The exit interview will be applicable to all employees. On specific cases, the HR will conduct the exit interview via Telephone or face to face.

#### **12. k. Full and Final Settlement**

Employees separating through formal exits will be eligible for the full and final settlements as per the below guidelines:

Full and Final settlement will be paid after 45 days from their date of leaving after clearing all their dues or recovery amount or asset from the employee.

## 22. NSS CELL

RTC Policy Number: RTC- #22

### BASICS CONCEPTS OF NSS

#### AIM

The primary aim of National Service Scheme is to make the student to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in educational institution. The reason for the formulation of this objective is the general realization that the college and +2 level students have a tendency to get alienated from the village/slum masses which constitute the majority of the population of the country. The educated youth who are expected to take the reins of administration in future are found to be unaware of the problems of the village/slum community and in certain cases are indifferent towards their needs and problems. Therefore, it is necessary to arouse the social conscience of the students, and to provide them an opportunity to work with the people in the villages and slums. It is felt that their interaction with the common villagers and slum dwellers will expose them to the realities of life and bring about a change in their social perception

#### 1.1 OBJECTIVES:

The broad objectives of NSS are to:

- (i) understand the community in which they work
- (ii) understand themselves in relation to their community;
- (iii) identify the needs and problems of the community and involve them in problem solving process;
- (iv) develop among themselves a sense of social and civic responsibility; Utilize their knowledge in finding practical solution to individual and community problems;
- (v) develop competence required for group living and sharing of responsibilities;
- (vi) gain skills in mobilizing community participation;
- (vii) acquire leadership qualities and democratic attitude;
- (viii) develop capacity to meet emergencies and natural disasters and
- (ix) practice national integration and social harmony

## 1.2 THE MOTTO

The motto or watchword of the National Service Scheme is : 'NOT ME BUT YOU'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

## 1.3 NSS SYMBOL

The symbol of the National Service Scheme, as appearing on the cover page of this Manual is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment

## 1.4 NSS BADGE

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking any programme of community service. The Konark wheel in the symbol has eight bars which represent the 24 hours of the day. Hence, the badge reminds the wearer to be in readiness for service of the nation round the clock i.e. for 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood i.e. lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

## 1.5 NSS DAY

NSS was formally launched on 24th September, 1969, the birth centenary year of the Father of the Nation. Therefore, 24 September is celebrated every year as NSS Day with appropriate programmes and activities.

## **1.6 NSS SONG**

During Silver Jubilee Year the NSS theme song has been composed. All NSS volunteers are expected to learn the theme song and sing the song during NSS programmes and celebrations. The theme song cassette is available and the theme song is given in the end of the Manual.

## **2. NSS COMPONENTS**

The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhi, the Father of the Nation, had recognized that the country could not progress in a desired direction until the student youth were motivated to work for the upliftment of the villages/community. For Gandhiji the villages, where majority of the population lived, represent the country i.e. India. Therefore, for the national reconstruction and national resurgence it was deemed fit that the students and teachers should be properly sensitized and utilized for strengthening the Indian society as a whole with particular emphasis on rural community. Therefore, student youth, teachers and the community are considered the three basic components of the National Service Scheme.

### **2.1 NSS PROGRAMME OFFICER**

The Programme Officer, who is a member of the teaching faculty provides necessary leadership traits to the youth/NSS students. The teacher/NSS programme officer has the professional knowledge and skills. He/she is also a representative of the school/college and the educated elite and knows the needs and aspirations of student youth. Further he/she is expected to be a role model of the values and the norms of the institution and the society as a whole. Therefore, he/she is the fittest person to provide necessary lead to the students in developing their personality through community service. In fact the Programme Officer is a friend, philosopher and guide to the students in achieving this goal.

### **2.2 NSS VOLUNTEER**

The NSS volunteer, who is a college/+2 level student is the main beneficiary of the programme by way of development of his/her perception about the community, his/her skill to perform certain jobs, and develop quality of a leader, organiser, and an administrator and development of his/her personality as a whole. Through NSS, he/she gets opportunities to see the community closely and thus gets an experience of human nature in relation to his/her

environment. This is how the NSS programme aims to make NSS student youth better citizens through “Development of their personality through Community Service”.

### **2.3 COMMUNITY**

The community provides NSS volunteer the firsthand knowledge of living conditions of masses to the NSS volunteers and thus, the process of mutual learning starts. The interaction between students’ community and teachers while on one hand enrich the personality of the student volunteers and on the other hand help the community to improve its living conditions.

### **3. NSS PROGRAMMES/ACTIVITIES**

The operational aim of NSS is to integrate the three basic components of the programme. NSS programme should provide a variety of learning experiences which must develop a sense of participation, service and achievement among the volunteers. The activities should aim at the following:-

- (i) making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the rural situation;
- (ii) Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community;
- (iii) Encouraging students and non-students to work together along with the adults in rural areas;
- (iv) Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps;
- (v) Emphasizing dignity of labour and self- help and the need for combining physical work with intellectual pursuits;
- (vi) Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative

action. While undertaking these activities, each NSS unit should envisage its programmes/activities aimed at instilling discipline, building character, promotion of physical fitness and development of culture.

#### 4. CLASSIFICATION OF NSS PROGRAMME

NSS activities have been divided in two major groups. These are regular NSS activities and special camping programme –

(a) Regular NSS Activity: Under this, students undertake various programmes in the adopted villages, college/school campuses and urban slums during weekends or after college hours;

(b) Special Camping Programme: Under this, camps of 10 days duration are organised in adopted villages or urban slums during vacations with some specific projects by involving local communities. 50% NSS volunteers are expected to participate in these camps. Special Camping programme under NSS has been dealt with in Part III in detail.

(c) NSS Regular Activities: As stated above, NSS volunteers undertake various activities in adopted villages and slums for community service. Duration of these services is 120 hours.

The NSS units organise the regular activities as detailed below:

(i) Orientation of NSS volunteers: To get the NSS volunteers acquainted with the basics of NSS programmes, 20 hours are allocated for their orientation through lectures, discussions, field visits and audio-visuals etc.

(ii) Campus Work: The NSS volunteers may be involved in the projects undertaken for the benefit of the institution and students concerned. Such projects cover development of play grounds, laying of gardens, tree plantation in the premises, awareness programmes on drug-abuse, AIDS, population education and other projects. The NSS volunteers may work on campus projects for not exceeding 30 hours in a year.

The remaining 70 hours will be utilized for community service on the projects in adopted villages/urban slums independently or in collaboration with others in this field, as detailed below:

(a) **Institutional work:** The students may be placed with selected voluntary organisations working for the welfare of women, children, aged and disabled outside the campus.

**(b) Rural Project:** The rural projects generally include the working of NSS volunteers in adopted villages for eradication of illiteracy, watershed management and wasteland development, agricultural operations, health, nutrition, hygiene, sanitation, mother and child care, family life education, gender justice, development of rural cooperatives, savings drives, construction of rural roads, campaign against social evils etc.

**(c) Urban Projects:** In addition to rural projects other include adult education, welfare of slum dwellers, training in civil defence, traffic control, setting up first-aid posts, work in hospitals, orphanages, destitute home, environment, population education, drug, AIDS awareness, and income generation projects etc. Professional and technical institutions having NSS may have to design appropriate programmes for the community based on the needs.

**(d) Natural calamities & National Emergencies:** The NSS units are expected to utilize the services of NSS volunteers at the time of natural calamities and national emergencies for mobilizing public support and rendering necessary assistance to the authorities in rescue, relief and rehabilitation. In such emergencies and calamities the Programme Officers are expected to take the initiative and offer the services of the NSS units and its volunteers to assist the administration.

**(e) National Days and Celebrations :** The National Service Scheme programmes also include the celebration of National days. The purpose of such a provision is to celebrate such occasions in a befitting manner. List of important days and weeks to be celebrated at institutional level are given in Annexure-I.

**National Programmes:** In the development perspective of any nation, certain programme assumes special relevance in view of problems existing or anticipated. In our country, three such programmes have been launched. They are the Mass Programme of Functional Literacy, AIDS Awareness Programme and Sustainable Development with emphasis on Watershed Management & Wasteland Development. It is pertinent to mention here that NSS Volunteers have come forward with zeal to make these programmes a great success. List of NSS regional Centres where given in annexure 2. Quarterly report for NSS is to be maintained as in annexure 3.

## **23. ALUMNI ASSOCIATION**

**RTC Policy Number: RTC- #23**

### **VISION**

- To act as a bridge among the students, management, staff and alumni of RTC for mutual benefit and synergy.
- To build a better interaction through application of strengths and resources of alumni, student and staff to improve the quality of the society.
- To actively work for a relationship among the alumni for their career growth & rapport curriculum Development of the institution.

### **MISSION**

- To act as a forum for exchange of information among its members and to act as liaison between the old students and college.
- To provide students guidance for higher studies and career development as and when required by them, with help from alumni.
- To maintain a compendium of all alumni in different parts of the world.
- To establish, promote and support the local chapters of the association in different parts of the world.

### **OBJECTIVES**

1. To encourage, foster and promote close rapport between the Institution and its alumni and among the alumni themselves,
2. To promote and encourage cordial relationship between all the members of the alumni body, an interest in the affairs and well-being of the Institution,
3. To initiate and develop programs for the benefit of the alumni,
4. To assist and support the efforts of the Institution in obtaining funds for development,



5. To serve as a forum through which alumni may support and advance the pursuit of academic excellence of the Institution,
6. To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits and useful to the society.
7. To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude.
8. To collect, publish and distribute such information as may be useful to the students from their alumni.

#### **ACTIVITIES OF THE ASSOCIATION**

- The first batch of Rathinam Technical Campus Alumni came out in April 2015. RTC alumni association was formally inaugurated on June 2015.
- Since inception the Alumni Association has actively involved in various activities, focusing on its vision and mission.
- Each student of RTC in their Final year all eligible to enrol themselves in [alumni.rathinamcollege.com](http://alumni.rathinamcollege.com) website to become future alumni.
- Once in two years an interactive reunion get together program will be organised.
- For the year 2020, Alumni association installed award under three categories namely Professional Excellence, Dynamic Entrepreneurship award and Societal Impact award are given for suitable alumni.
- From each department, Alumni will organise webinars, motivational link to the fellow RTCians.

## 24. PLACEMENT CELL

### RTC Policy Number: RTC- #24

#### AIM

The Placement department is operated by professionals with commendable work experience from industry and academic field. It aims at providing placement to students in renowned companies with lump sum packages. A team of hardworking and talented faculty coordinators, student placement committee works in tandem with the different departments of the college. Placement department strives to bridge the gap between Industry and the Academia and the professional world ensuring the students are well-prepared before stepping into the job arena. The primary agenda of the placement department is to ensure 100 percent placement to all the placement registered students. Placement cell is responsible in organizing both on campus and off campus drives as per the requirements of the companies as well as the students.

The Placement is not an “End of Course” activity and the institutional effort needs to begin at the entry level of the students by way of making them aware of what the industry would expect from them after they join their professional careers as trained managers and should continue through their academic tenure till creating placement opportunities for them from corporate of high repute. Placement Department actively supports and coordinates with the academic faculty in providing guidance and support to the students in their self-grooming and directs the efforts to bring best possible opportunities of Campus Placements for the students.

#### VISION:

To train the students industry ready and provide a platform to the students to showcase their talents and get selected.

#### MISSION:

- To equip students with the required skills as per the need of the industries through specialized placement training.
- To ensure 100% placement to all the eligible students.
- To maintain good rapport with the industry and utilize all the employment opportunity.
- To enhance the opportunities of student's placement by conducting various placement drives (off-campus, on-campus, alumni meet, HR meets, internships, industrial visits and live

projects)

- To facilitate the industry to visit the campus and maintain good relation in all aspects.
- To provide assistance to alumni and get support from alumni for the betterment of the institution and alumni.

#### **OBJECTIVES:**

- To organize campus interviews for final year students and summer internship (training) for pre final year students in the industries.
- To prepare students to face campus interviews by organizing training in Aptitude, Group discussions, preparing for Technical and HR interviews through professional trainers.
- To promote career counseling by organizing guidance lectures by senior corporate personnel.
- Maintaining regular interaction with the industry through Seminars, Guest Lectures, Conferences and Corporate Meets.
- Providing requisite training to students in the area of Personality Development and Communication Skills.
- Collaborate with industry for live projects, Research work, Workshop or any academic alliance, Industrial visit with many industrial organizations.

#### **PLACEMENT ACTIVITIES:**

- Interacting & developing rapport with industries of all domains with maximum corporate retention.
- Coordinating with the corporate to understand the requirements in terms of candidate's skill set, work experience, salary range, notice period etc.
- Conduct students profiling and providing specific training to the students based on their need.
- Following a well-defined process for shortlisting and scrutinizing the resumes, identifying prospective candidates with required skills.
- Finding out new recruiters, performing demand analysis and then organizing Pre-Placements or Placements as per requirement.
- Guiding and motivating students, ensuring the process of controlling performance and

maintaining healthy outlook of students for placements.

- Meeting with students to identify their needs and document requirements, communicating with them throughout their process to manage student's expectations, resolve issues, and provide process status.
- Supporting Industrial Visits activities for students, organizing corporate meets, guest lectures, orientation program, and management development program.
- Organizing corporate meets, guest lectures, orientation program, management development program to enrich the knowledge of student community with the latest technological innovations and industry practices.
- Promoting career counseling through guidance lecture programs by suitable corporate representatives.
- Supporting the departments to identify industries for internship.
- Organize activities to strengthen the industry – institute interaction.

#### **ORGANIZATION OF PLACEMENT DEPARTMENT:**

Placement organization will be a composite organization, consisting of its own Staff and Student Committees, formed under recommendation of the Placement Head.

The placement department consists of the following members

1. Head of the Institution
2. Advisory Members
3. Placement Head
4. Placement Officers
5. Placement Trainers
6. Department Placement Coordinators
7. Student Coordinators – Final year

To augment the placement activities, a team of students will be formed giving adequate representation to all courses, specializations and institutions. A few junior students will also be included for continuity and training. The team should be large enough to cater extra workload to allow or incur minimum disruption to students' education needs, turnover as a result of team members joining jobs, etc.

## RESPONSIBILITIES & DUTIES

Announcement notices for CVs, interviews, PPT, etc., have to be signed by Placement Officer of the Institution. These notices are to be preserved for placement records. Placement activity, due to the involvement of the students, would require active involvement of the department placement coordinator. HoD of the department and other faculty members would extend the necessary support to the Placement Division. Placement Head will ensure that required support in terms of material and facilities are made available to the Placement Team as per their requirements for successful arrangement of placement activity when the corporate visit campuses.

## ROLES OF PLACEMENT OFFICER:

- Preliminary training must be planned within the Academic Schedule from II year and in each semester; on category basis training modules will be implemented. From fifth semester, in-depth training on personality development, attitude, reasoning, group discussion, assignment on industry based technology / tools trending in current development & manufacturing process, frequent mock interviews, face to face interviews with real time external professionals.
- Jobs availed by previous batch will be listed as per industries, designation of the job, functional area, location and salary offered will be maintained in the Placement Department.
- Jobs available / trending currently in industries for upcoming placement drive will be displayed in placement notice board, flex print banner in Engineering blocks.

Each student will get an opportunity to attend placement interviews and if any student is not willing in Placement, his/her name will be removed from placement willingness tracker.

- Sourcing of Company by visiting the companies.
- Keeping track of the companies confirming the dates.
- Getting the requirements of company and make the students ready by providing company specific training.
- Preparing the Chart – list of companies identified, contacted, responded, committed, visited and recruited.
- Arranging guest lecturers, experts from companies to the departments.
- Keeping track of prominent alumni and convert them as recruiter.
- Keeping track and maintaining good rapport with the company and getting feedback

about the students joined.

### **ROLES OF DEPARTMENT PLACEMENT COORDINATOR**

- Keeping track of students details (excel / required formats)
- Identifying the interest level of the students and counseling the students to get 100% placed.
- Categorizing the students (placement interested | Not Interested | Higher Studies | Entrepreneur | Civil Services Examination)
- Keeping track of the Placement interested students and nurturing them.
- Providing continuous aptitude training by conducting online tests | Written Tests.
- Conducting Mock Interview with the help of Department staffs | Placement Officer | HR | Alumni placed in IT Company.
- Conducting orientation session to the final year students by inviting motivational speakers | HR | Alumni.
- Identifying the companies and inviting them through Placement officer for Campus Drive.
- Supporting Placement Officer in organizing the drives.
- Keeping track of Training Attendance, Assessment performance, Interview attendance should be taken care.
- Maintaining the details pertaining to number of students attended each interview, number of companies each student attended, number of offers received by each student and from the company in which they received the offer, through on-campus, off-campus and others.
- Maintaining the placement offer letter of the selected/shortlisted students should be kept in the department file.
- Providing update to the Department HoD, as and when required.

Note: The department placement coordinator has to properly update the concerned HOD regarding the training/Placement Drive/Off-Campus/On-Campus on day-to-day activities.

### **ROLE OF HEAD OF THE DEPARTMENT AND PRINCIPAL**

Once guest is arrived, Institution Principal, HODs, Placement Officer / HR Manager will have

short introduction on each people roles and general discussion on place we live, culture, business opportunities, current trends in core business areas, scope for future, our institution milestone, departments we have, MOU's we signed, previous placement, university ranks, Endeavor to get info about the company, roles and responsibilities for the jobs on offer, growth prospects of the offer etc.,

#### **ELIGIBILITY FOR CANDIDATES:**

All graduating students shall be eligible to receive placement assistance, unless otherwise debarred or if he/she does not meet the company requirements as mentioned.

#### **ELIGIBILITY OF COMPANIES PARTICIPATE IN RATHINAM PLACEMENTS**

- The Company / Organization will be of good repute.
- The offered profile should have general acceptance.
- Students are also encouraged to bring positive leads for placements.
- No “fly by night” companies / organizations will have been entertained.

#### **REGISTRATION FOR PLACEMENT ASSISTANCE**

All students seeking Placement Assistance are required to register, with the help of department placement coordinator, as required by Placement department through google forms / personal interview via Tutor and also sign an undertaking in the prescribed format placed at **Annexure-A**.

Before the registration process, the students are segregated to various categories by the department placement coordinator based on the data collection from final year students using **Annexure – D**.

Students, interested to pursue their entrepreneurial career / Civil services / higher studies should also sign the undertaking through **Annexure-B**.

#### **APPLICATION PROCEDURE**

- Interested students will apply in response to the jobs announced by placement department either through the registration process or through department placement coordinator.
- Students are allowed to attend off campus drives upon consent from Placement officer.

Students are advised to keep sufficient copies of the resume, passport size photos, etc., ready so as to submit it as per deadlines announced.

- Sometimes organizations, at the time of their campus interviews, may inform the placement department that they are interested in screening more candidates. Then the placement center will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- Nomination of a student to appear for a selection process will depend on her/his academic performance, placement training assessment and the recruiter's requirement. Wherever, the number of students to be nominated is restricted by the recruiter, the placement officer will take the final decision.
- It is mandatory for participating students to attend the pre-placement talks of the visiting companies. However, the Pre-Placement Talks are open to all students for knowledge gaining and to understand the available opportunities/companies better.
- Nominations for each company will be scrutinized based on the requirement of the company vis-à-vis the academic performance and the training grades of the students.

#### **MODE OF COMMUNICATION:**

- All information regarding the placement (particular event) etc., will be passed on primarily through Placement Coordinators. It is the duty of every student to check and find out the latest communication on a regular basis. Late applications and/or communication will not be entertained. Also the communication will be sent via circular and WhatsApp group.

#### **INTERVIEW PROCESS**

Interview schedules as decided by the Placement department shall be given to the visiting executives. Thereafter, no modifications shall be entertained, except under very unusual circumstances.

Students shall,

- Keep record of organizations and positions for which they apply.
- Keep notes on the job details announced. These are useful at the time of interview.
- Prepare completely for attending the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.



- Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced, unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and wear proper business attire provided by the institute. They must adhere to all code of conduct rules specified by placement department. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to publish his influence, derogatory remarks about
- other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed.
- Keeping the corporate convenience in view; selection processes may take place in any city/town in the states or nearby metros. The students may be required to travel and attend the same. The placement department shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

#### **WITHDRAWAL PROCEDURE**

- Students having once applied to an organization shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization under the confines of the due process. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.
- If a student does not appear for an interview after registering or nominating, he/she will be permitted to attend the next placement drive upon consent from the Department Head and Head of the Institute.  
Any student after nominating or registering does not attend three (3) selection processes provided by the institute, he/she will be permitted to attend the next
- Placement drive upon consent from the Department Head and Head of the Institute.

## OFFERS

- Offer stands for the placement selection letter issued by the company in composite letter form for a set of students or individual letter in the name of student.
- Students are permitted to receive a maximum of **two job offers only**, one incore and another in any one company.
- Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms. They shall also not request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization. Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the placement department only.
- Students, who may receive the offer letters directly from the recruiter, need to essentially submit a copy of the same at the placement department without fail.
- In addition to it, students getting placements on their own are also required to give a copy of their offer letters to the Placement department for records.
- In the event of a student getting an offer and deciding not to join that particular organization, for whatsoever reason, has to first communicate it to department Placement coordinator and Placement officer via written document and then meet the Placement Head for final discussion, before declining the offer to the company.

## DEEMED TO HAVE OPTED OUT

If any of the student falls under any of the below category, he / she will be deemed to have opted out by Placement Officer using the format available in Annexure C.

- The student, who has not attended the Training Program and not having eligible minimum requirement.
- Once the offer letter from the recruiter is received, and the student has not expressed his/her reservations a-priori, he/she will be removed from the placement list as 'already placed'. However, he/she may appeal to Placement Head in writing through Placement

officer. This provision is in interest of all students to avoid wasting of available vacancies and maintain good relationship with the companies.

- Students must adhere to the norms of discipline and personal conduct during their interactions with the Company officials and their conduct at company offices.
- Any misbehavior / indiscretion will attract disciplinary action which may result in permanent debar from placement process.
- If a student is found irregular in attending the college and other academic activities or if for any reason is declared as defaulter (for misbehavior/indiscipline etc) by the Faculty members is considered as Debar from the placement facilities. However, such students can appeal to Placement Head in writing through Department Placement Coordinators and with consent of Placement Officer.

#### **POST –SELECTION:**

Following contingencies may occur:

- The company may want the selected candidate to complete entire course before joining. That would be the best alternative and supported by the institute in the interest of the company and the student. Students will take full advantage and complete the course in full earnest.
- It is mandatory for the student to work at least 6 months with recruit to maintain the relationship of the institute and industry.
- Early placement is permitted after midterm examination of the 7<sup>th</sup> Semester. However, students will be required to complete internal components and appear in End Semester Examinations in order to qualify for award of Degree.
- If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the placement department immediately.
- The students selected through campus interview will complete all the necessary

formalities asked by the employer and will join the organization within stipulated time frame. He/she will keep the placement department update regarding his/her progress in the Company. Placement department, in turn, will obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students will work at least for the duration of one year in that organization.

## **ATTENDANCE RULE**

- Students willing to attend the placement process should first register through Google sheets / Department placement coordinator.
- Placement officer will keep the faculty informed about the date and time through an Email / SMS / Whatsapp Group.
- Faculty will mark the attendance first as "Absent" for students not in the class.
- All Students should mark their attendance with the student coordinator (nominated for each placement process) for being present full time at the venue of the placement (both on/off campus). Student Coordinator will carry the pre attendance sheet with him/her.
- Student(s) leaving the venue after pre-placement talk or anytime during the process should come back and join the class for rest of the day.
- Based on the attendance confirmation sheet, the Student Coordinator will prepare On Duty Slip, attach the student pre attendance and attendance confirmation sheets and submit it to Placement officer and Department Placement coordinator for approval.
- Student Coordinator will then return the approved Duty Slip to Class Advisor who will then mark "Present" for students (who were initially marked "Absent" by the respective faculty).

## **FEEDBACK**

- After completion of the interview process students should share the Questions (eg. GD Topic, PI questions) to the department placement coordinator or placement officer
- Students should also share their feedback about the interview process and interviewer.
- Students may seek information or clarification on notice, lists, and timing of the event, CVs etc. In case students want to give any suggestion, they will do so in a polite manner. Or else they will use suggestion box kept outside the placement department. Improvement suggestion may be applicable to a group of students or all students. However, the complaints

must be specific and only related to individual case. Disagreement or Difference of Opinion, on any such issue will be resolved by student placement committee within these rules or the interpretation in the light of the context. In case any student is not satisfied, he/she may apply in writing to Placement Head for redress of grievance, interpretation of rule, or give decision.

### **GUEST / HR HONORING**

Purpose of this is to ensure, people from industry visiting our campus for placement, campus recruitment should be honored as follows.

#### **GUEST PICK UP:**

- I. Guest should be picked up from pick up point by our transportation department.
- II. If accommodation is arranged in our scope, Guest should be taken to respective hotel; faculty / placement officer should assist the guest coordinating with hotel reception people to locate their room.
- III. Placement officer or concerned faculty should arrive to hotel and pick up the guest at the arriving location on time and spot to drop the guest should be planned and instructed to the folk in advance.
- IV. Mobile number and other coordination must be finally given by placement officer to concerned person.

#### **WELCOMING THE GUEST:**

- I) Guest should be welcomed by placement officer / manager / principal the firstly in the respective institution entrance.
- II) Placement officer will honor the guest and greet with flower bouquet.
- III) Guest will be taken to board room or training and placement cell.
- IV) Followed by that, Institution Principal, HODs, Placement Officer will have short introduction on each people roles and general discussion takes place.
- V) Talk to pre placement program with principal, department heads, placement officer.
- VI) After pre-placement talk, team will be taken to respective class rooms / training and placement cell for conducting interviews.
- VII) Respective staff coordinators, student volunteers, placement coordinators will assist

interview panel members.

#### **GUEST FACILITY COORDINATOR:**

- I) Allocate placement coordinators to take care of guest, supply of stationeries, refreshment beverages and lining up people for upcoming discussions batch wise.
- II) After interview process, Guest shall meet the Chairman/the Head of the Institution and get feedback about the arrangements, student's knowledge, and areas for improvement, etc.
- III) Lunch arranged from the canteen shall be provided to the guest.

#### **FINAL PROCESS:**

- I) Once interview process is completed, get the panel members to boardroom / training and placement cell.
- II) Placement officer should coordinate and collect shortlisted list / offered list.
- III) Placement officer should coordinate with panel members to take offer letter print copy.
- IV) Placement officer should gather all offer letters at the end of the day.
- V) Placement officer should ensure the appointment letters are provided from the company at the earliest and a copy of the same is filed for documentation.

#### **TRAINING**

- I) In-house and External trainers mould the Students on Employability skills. Placement Training shall be provided from IV semester of II year with soft skills and Aptitude training at its feet.
- II) Training Modules to be handled for each year shall be submitted to Placement officer in the beginning of each year.
- III) Three hours per week are allotted for placement training comprising of Soft Skills, Aptitude and Technical training.
- IV) Basics of Technical Training shall be handled by the Department staff members.
- V) Industrial specific technical training as per the department requirements shall be ensured through external trainers.
- VI) English language training to enhance effective communication skills of the students is ensured since I year through External training and Institution's English Department.
- VII) Students are assessed through pre and post assessment scores shall be submitted to

Placement officer and discussed in Monthly meeting with Head of the Department.

VIII) Students shall be counseled/ motivated by the trainers to improve in all the facets of training.

IX) Trainers shall share the feedback to the students and also the scoresheet, feedback report are submitted to the placement officer.

## **CORE TRAINING MODULE**

### **PERSONALITY DEVELOPMENT**

- Motivation & Positive Thinking
- Goal Setting -Short Term & Long Term
- Time Management & Organizing
- Team Building
- Ethics & Social Responsibility

### **SOFT SKILLS TRAINING**

- Public speaking
- Presentation skills
- Debating
- Body language
- Group discussion & Panel Discussion

### **PRE-PLACEMENT TRAINING**

- Mock Aptitude Test
- Quantitative Test Training
- Technical Training
- Mock Group Discussion
- Mock Interviews
- Organizing Campus Placement Drives

### **EMPLOYABILITY SKILLS DEVELOPMENT**

- Sector focus activity
- Corporate expectation sessions

- Corporate culture & etiquette
- Stress Management in work
- How to face Job Interviews.



## INDUSTRY- INSTITUTE PARTNERSHIP CELL

### ANNEXURE- A

#### List of Necessary Documents

- Value added course documents.
- Training company profile.
- Schedule for training.
- Agenda of the training.
- List of students attending the course Attendance.
- Feedback of students
- Photos Press release.
- Payment details
- For clarification

# **NSS CELL ANNEXURE - I**

## **LIST OF INTERNATIONAL AND NATIONAL DAYS/WEEKS TO BE OBSERVED BY NATIONAL SERVICE SCHEME**

<b>S.NO</b>	<b>DAYS</b>	<b>DATE</b>
1.	National Youth Day	12 <sup>th</sup> January
2.	Republic Day	26 <sup>th</sup> January
3.	Martyr Day	30 <sup>th</sup> January
4.	International Women Day	8 <sup>th</sup> March
5.	World Health Day	7 <sup>th</sup> April
6.	Anti-Terrorism Day	21 <sup>st</sup> May
7.	World No Tobacco Day	31 <sup>st</sup> May
8.	World Environment Day	5 <sup>th</sup> June
9.	World Population Day	11 <sup>th</sup> July
10.	Independence Day	15 <sup>th</sup> August
11.	Sadbavana Day	20 <sup>th</sup> August
12.	International Literacy Day	8 <sup>th</sup> September
13.	International Peace Day	15 <sup>th</sup> September
14.	NSS Day	24 <sup>th</sup> September
15.	National Blood Donation Day	1 <sup>st</sup> October
16.	Communal Harmony Day	2 <sup>nd</sup> October
17.	National Integration Day	19 <sup>th</sup> November
18.	World AIDS Day	1 <sup>st</sup> December

19.	World Human Rights Day	10 <sup>th</sup> December
<b>WEEK</b>		
1.	National Youth Week	12-19 January
2.	Van Mahotsava Week	1-7 July
3.	International Literacy week	8-14 July
4.	Quami Ekta Week	19-25 November

## ANNEXURE – II

### LIST OF NSS HEAD OFFICE & REGIONAL CENTRES

<b>1</b>	Sh. H. K. Sharma Asstt. Programme Adviser NSS Regional Centre 2-Amul Society, Paldi Ahmedabad-380007	Code – 079 26603141(O)	<b>2</b>	Sh. H. S. Suresh Asstt. Prog. Adviser NSS Regional Centre, 57/190, R. V. Road, Basavanagudi, Bangalore-560004	Code – 080 26563530(O) 26573910(R)
<b>3</b>	Sh. S. S. Kain Asstt. Prog. Adviser NSS Regional Centre E – 1/123, Arera Colony, Bhopal- 462016	Code – 0755 2464817(O) 2462572(R)	<b>4</b>	Ms. Sarita Patel Youth Officer NSS Regional Centre Plot No. 754/1, Jayadev Vihar, Bhubaneswar-751013	Code – 0674 2360439(O) 2421746(R)
<b>5</b>	Sh. S. K. Sahwney Dy. Prog. Adviser NSS Regional Centre Kendriya Sadan, 4 <sup>th</sup> Floor Sec – 9/A, Chandigarh-160009	Code – 0172 2743275(O) 2792912(R)	<b>6</b>	Sh. M. Rajamony 2 Youth Officer NSS Regional Centre, 4 <sup>th</sup> Floor, 4 <sup>th</sup> Block, Shastri Bhawan, Haddows Road, Chennai-600006	Code – 044 28225709(O)
<b>7</b>	Dr. Gopal Ji Dy. Prog. Adviser NSS, Programme Adviser's Cell 11/12, Jamnagar House New Delhi-110011	Code – 01123384513(O) 23073324(O) 23073324(F)	<b>8</b>	Sh. Gurdeep Singh Bhatti Asstt. Prog. Adviser NSS Regional Centre, 11/15, Jamnagar House, New Delhi-110011	Code – 011 23382991(O)

<b>9</b>	Sh. Dipak Kumar Youth Officer NSS Regional Centre, Dhirendra Bhawan,	Code – 0361, 2330296(O) 2228945(R)	<b>10</b>	Sh. K. Rajendran Asstt. Programme Adviser NSS Regional	Code – 040 24657369(O)
	2 <sup>nd</sup> Floor, Sapta Sahid Path, MathuraNagar, Dispur, Guwahati-781006			Centre, 3 <sup>rd</sup> Floor, 2 <sup>nd</sup> Block, Kendriya Sadan, Sultan Bazar, Hyderabad-500195	
<b>11</b>	Sh. A. K. Kewalia Asstt. Prog. Adviser NSS Regional Centre SB-12, Bhawani Singh Road, (Opp. Durlabhji Hospital) Bapu Nagar, Jaipur- 302015	Code – 0141 2701035(O) 22742181(R)	<b>12</b>	Ms. A. Wallang Dy. Prog. Adviser NSS Regional Centre, 3, Church Lane, Kolkata-700001	Code – 033 2243- 9233(O) 2461- 7803(R)
<b>13</b>	Sh. J. B. Singh Asstt. Prog. Adviser NSS Regional Centre Kendriya Bhawan, 8 <sup>th</sup> Floor, Hall-1, Sec-H, Aliganj, Lucknow- 226024	Code – 0522 2381545(O) 2761753(R)	<b>14</b>	Sh. D. N. Pathak Asstt. Programme Adviser NSS Regional Centre Renu Kutir, C/15-B, Opp Lalitha, Hotel, Bashawan Park Road, S. K. Puri, Patna- 800001	Code – 0612 2205474(O) 2592596(R)
<b>15</b>	Sh. M. S. Jambhule Asstt. Programme Adviser NSS Regional Centre, 'ALANKAR' Building, 1 <sup>st</sup> Floor, 25, Mukundnagar, Pune- 411037	Code – 020 24273078(O)	<b>16</b>	Asstt. Prog. Adviser, NSS Regional Centre, CGO Complex, 2 <sup>nd</sup> Floor, PO- Poonakulam, Vellayani, Trivandrum-695522	Code – 0471 2481814(O)

## ANNEXURE – III

### QUARTERY REPORT ON NSS FROM STATE LIAISON CELLS

**(To be submitted to the Department of Youth Affairs & Sports, Government of India with copies to programme Adviser's Cell and concerned Regional; Centres)**

**(QUARTER ENDING MARCH / JUNE / SEPTEMBER / DECEMBER \_\_\_\_\_)**

#### **PART - I**

Name of the State / UT :

Name of the State Liason Officer :

Whether full time / part time (if full time, whether holding any) :

Other charge in addition to NSS. (If yes, give details.) :

Date of joining :

Location of the State Liaison Cell :

Dept. two which attached :

Name and designation of controlling/reporting officer:

Postal Address with PIN Code :

Telephone Numbers of SLO and his/her controlling officer : Office : Residence : Telex/Fax :

#### **PART-II**

Volunteer Strength

NSS volunteer Strength allocated to the State Govt. by Govt. of

India :

NSS strength accepted and allocated by the State Govt. To Universities/+2 level Universities :

+2 Level Schools (if any) :

NSS operation in the State/UT.

No. of Universities have NSS

No. of colleges with NSS :

No. of +2 school/Junior college with NSS College: +2 Schools Total

No. of NSS Units :

No. of NSS Programme Coordinators in the State/UT

Whether all the University Programme Coordinators appointed as per guidelines circulated in August to prevent violation of guidelines.

No. of Programme : \_\_\_\_\_

Officers trained : Male Female

Total No. of Programme Officers to be trained : \_\_\_\_\_

What steps have been taken to ensure training for NSS Programme Officers

Accounts

- Upto which year audited statement of accounts consolidated at State level submitted to Govt. of India :
- Steps taken for settlement of accounts to Govt. of India in time

### **NSS STATE ADVISORY COMMITTEE**

Whether NSS State Advisory Committee has been constituted Date (s) on which the State Advisory committee meet:

If the Committee has not met periodically steps taken to convene the meeting

Have you noticed any violation of guidelines by the University/+2 level in NSS programme implementation in the State.

If so, details of the step taken to rectify : \_\_\_\_\_

Furnish details of visits, if any, to Universities/colleges and other Agencies during the Quarter

S.No	Date	Place	Purpose	Outcome

Details of efforts made for the successful implementation of the following centrally sponsored programmes and NSS related activities

- National Integration Camps
- National NSS award
- Selection of NSS R.D. Campers
- Youth Exhibitions
- Seminars/ Workshops/ Consultation, if any

## PLACEMENT CELL

### ANNEXURE - A

#### UNDERTAKING/ REGISTRATION SEEKING PLACEMENT ASSISTANCE

I,

Mr/Ms.....

.

Roll No.....of (Degree)

.....

Batch(20 - 20 ), hereby undertake

- to follow all procedures pertaining to Rathinam Placement
- to attend all such interviews arranged for me by the placement department of Rathinam during the placement season ending (DD/MM/YYYY) .....
- to adhere to the guidelines / rules prescribed by the placement department
- to respect all formal procedures with respect to dress code, etiquettes and other necessary professional practices.
- To agree my exit from the placement process in the event of getting selected or by doing or abstain from doing an act as required by the rules and procedures set in
- to agree that if I had not attained the required attendance percentage in placement training / pre-placement talk / not attending the registered placement drive, I may be expelled from Placement Process

I hereby respect the efforts taken by placement department of Rathinam for my professional career development and am truly obliged to the Institute for providing me with this opportunity.

Date:

(Signature of Parent/Guardian)

(Signature of the Student)



## ANNEXURE - B

### Interested to do Entrepreneurial career / Civil Services/ Higher Studies

I, Mr/

Ms.....

..

Roll No ..... Of (Degree) ..... batch ( 20 - 20 )

of Rathinam College of Arts and Science, hereby inform that I am interested in

Entrepreneurial career / Civil Services / Higher Studies. Hence, I would not require placement assistance from Placement Department of Rathinam.

I hereby respect the efforts taken by placement department of Rathinam for my professional career development.

Date:

(Signature of Parent/Guardian)  
Student)

(Signature of the

(Head-Department)  
Officer)

(Placement

## ANNEXURE - C

### Undertaking to opt out of Placement Assistance

I, Mr / Ms..... Roll  
No..... of (Degree) .....  
Batch (20 - 20 ) voluntarily opt out of Placement/Entrepreneurship / Civil Services  
assistance offered by Rathinam College of Arts and Science. I sincerely thank the officials for  
having offered assistance through their Placement/Entrepreneurship / Competitive Exams  
department.

Date:

(Signature of the Student)

**Reason for opting out of Placement/Entrepreneurship / Civil Services**

(Signature of Parent/Guardian)

(Head of the Department)  
(Placement Head)

# ANNEXURE - D

## Placement Enrollment Form – June 2018 – (2016 – 2019 Batch)

Student Name : \_\_\_\_\_

Gender : **Male/Female/Transgender**

DOB (DD/MM/YYYY) : \_\_\_\_\_

Class : \_\_\_\_\_

Registration Number: \_\_\_\_\_

Do you have pass port? : **YES/NO**

PAN card : **YES/NO**

Aadhar No : **YES/NO**

(tickwhichever is applicable)

Email : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Department : \_\_\_\_\_

	10 <sup>th</sup>	12 <sup>th</sup>	UG	PG
Year of Passing				
Percentage of Marks				
Medium of Study (English / Tamil / Hindi/..)			English	

Number of standing arrears: \_\_\_\_\_

History of Arrears: **YES/NO**

Do you wish to enroll yourself in college placement cell for your placements? : **YES/ NO**

What's your Father? (Occupation)		Annual Income:	
How many Siblings?		Siblings Status - currently	
What skill you have currently?			

What skill you want to acquire during your final year?	
What is your area of interest?	
Whether you have any dream job / Company?	
What kind of job you expect?	
What is your expected salary?	
Will you be able to relocate if asked by the company you get placed?	
Are you aware of the placement opportunities available in the job market presently?	
Are you aware of the college placement policies?	
What is your immediate future plan after completing degree?	
Do you have any idea to become entrepreneur?	
Are you interested to get through in civil services/banking/ any government exams and avail job?	
What is your long term goal?	
Feed Back by the Faculty who interacted with student (Select one option which best suits)	Entrepreneur / Civil Service / Placement Interested / Placement Not Interested / Higher Studies / Not interested

Faculty Signature