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I. INTRODUCTION

1.1 INTRODUCTION ABOUT J.N.N INSTITUTE OF ENGINEERING

J.N.N Institute of Engineering was established in the year 2008 by the Alamelu Ammaal Educational Trust to impart quality technical education. It is a self-financing non-minority institution, approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. J.N.N Institute of Engineering (JNNIE) is headed by Dr. Mayakkannan, the Principal.

J.N.N Institute of Engineering has been at the forefront imparting high quality technical education in the state of Tamil Nadu. State of the art infrastructure in all branches of engineering, dedicated and qualified staff, highly conducive environment for teaching-learning process and a lush green campus are the hallmarks of this professionally managed institution. The Institute has consistently produced outstanding engineers who have excelled in their career and occupied responsible positions in some of the best-known enterprises in India.



The institution is promoted by the Alamelu Ammaal educational trust formed to cherish the memory of the Chairman's mother. It is located just 25 kms away from the city of Chennai and has running routes frequented by city buses. Students, staff members, the community and visitors alike enjoy the aesthetic view of the college with its green colour shades.

The institution has been a provider of university level education with the wider and dynamic network. It meets the demands not only to the university level education but also to the economic development of the region with wider opportunities. The

location and the range of academic offerings at both UG and PG level has lifted the intake capacity regionally and nationally. The infrastructural development also portrays enrollment growth.

J.N.N strives to impart high patterns of discipline with futuristic techniques through dedicated staff members. It is a place for making the students technologically superior and ethically strong. The environmentally friendly place of opportunities enhances skills and personal development. J.N.N has also signed Memorandum of Understanding with top level industries and training providers to develop new skills and abilities.

To promote research culture, we encourage and guide our students to do innovative projects in all engineering disciplines which influence the betterment for mankind.

Career growth should be personalized according to the aspirations and strengths of the student. Through practical and innovative approach, we enhance the students' employability and career prospects to match with the expectations of industries. Career planning starts in the first year itself to flourish the professional growth earlier. Our regular happenings like guest lectures, seminars, workshops, industrial visits, internships and career counselling strengthens interaction between the students and industries.

J.N.N Institute of Engineering encourages students to participate in various extra-curricular activities and provides facilities for them to train and exhibit their talents. A team of physical directors, faculty and students are involved in organizing cultural, sports and other extracurricular activities.



Facilities for Indoor games such as Chess, Carrom, Billiards and Table tennis are available. Like the day-scholars, the Boys and Girls hostel inmates are also benefitted from these facilities. Self-defence courses are organized primarily for female students.

Our Library plays a vital role in the enhancement of subject knowledge of students and faculty, increase orientation towards research, inculcate life skills and bring awareness to social & political events.

The J.N.N Central Library is spread across 7000 sq. ft in the Alamelu Ammaal Block. There are various sections such as Reference Section, Reading Room, Circulation Section, Digital Library. The library has vast collections of Books, Journals, Electronic Journals, Online Database, Magazines, CDs & DVDs for the branches of Mechanical, Electronics, Electrical, Computer Science, Civil, Industrial Safety, VLSI, Embedded Systems and Science & Humanities. It also has a lot of collections on Personality Development and Placement & Training.

J.N.N Institute of Engineering has always prioritised the education of students from rural and less privileged backgrounds. Our objective is to instil a lifelong love of learning in our students and to prepare them to succeed as citizens in a challenging world. The emphasis is on the holistic development of the students and strengthening their capacities. To enable the new generation of students who rely on technology to drive their information and learning, the Institution has adopted the CAMU Campus Management System to provide a seamless transition between the physical and digital world and thereby improve their learning outcomes. Through the CAMU Campus Management System, the Institution handles curriculum design, content delivery, assessment, and evaluation of our education process. This system facilitates easy accessibility to various academic and non-academic activities like teaching online, maintaining attendance, uploading course materials, managing course registrations, exam cell duties etc. Outcome-Based Education (OBE) and Choice Based Credit System (CBCS) are two international pedagogy systems that focus on student learning and their choice of subjects as per their interest to enhance holistic development. These systems guide the students to find their unique place in the professional world and hone their competitive edge. The CAMU Campus Management System enables the Institution to manage OBE and CBCS.

II. VISION & MISSION

2.1 VISION

Lead the transformation of engineering and management learning experience to educate the next generation of innovators and entrepreneurs who want to make the world a better place.

2.2 MISSION

- To develop the required resources and infrastructure and to establish a conducive ambience for the teaching-learning process.
- To nurture professional and ethical values in the students and to instil in them a spirit of innovation and entrepreneurship.
- To encourage a desire for higher learning and research in the students and to equip them to face global challenges.
- To provide opportunities for students to learn job-relevant skills to make them industry ready.
- To interact with industries and other organisations to facilitate transfer of knowledge and know-how.

2.3 Our Core Values

We, the J.N.N Institute of Engineering community, are committed to:

- Excellence in Education – Offer a rigorous, high-quality education to all students
- Student Success – Place learner needs at the center of our academic and service planning, policies, and programs
- Education Access – Provide all qualified students with access to higher education
- Diversity – Achieve multicultural understanding as a priority of educational and civic life
- Integrity – Operate with fairness, honesty, and the highest ethical standards to sustain a community of trust
- Civility – Support a civil, engaging, and respectful campus climate
- Environmental Sustainability – Model environmentally responsible and sustainable operations and education

III QUALITY POLICY

At J.N.N Institute of Engineering, we strive to achieve satisfaction of all stakeholders by providing quality education and training in Engineering, Technology and Management in a congenial and disciplined environment by

« Focusing on the overall development of the students and strengthening their capacities and leadership abilities.

« Creating a conducive environment for effective teaching, active learning and purposeful research.

« Incorporating value-added programmes to the curriculum and improving the job prospects of the students.

« Periodically evaluating the effectiveness of the programmes offered at the institute and responding positively to the needs of the industry.

« Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation.

« Continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement.

IV PLANNING

4.1. HUMAN RESOURCE PLANNING

- ❖ The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.
- ❖ He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind.
- ❖ He will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- ❖ The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- ❖ He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighbouring institutions

4.2. RECRUITMENT

- ❖ In general, the following recruitment procedure is adopted. In April every Academic Year, the department wise faculty and staff requirement are calculated and HODs submit the required faculty and staff details. The faculty requirements are calculated based on AICTE & AU norms and workload.
- ❖ The Principal reviews the details submitted by HOD and final requirements of faculty and staff are finalized
- ❖ The faculty & staff requirements are submitted to the management and permission for recruitment is obtained.
- ❖ Wanted Advertisement is given in leading English daily and Tamil daily (if required) with last date for applying. Faculty/staff wanted details are displayed in the college website, as well.
- ❖ After the last date, HOD and Principal screen the applications received. In general, applicants are called for interview on the specified date in the 1: 3 ratios.

- ❖ The Staff Selection Committee (SSC) will interview the applicants. The composition of the SSC is as follows:
 - « The Principal
 - « HOD of the concerned department
 - « 1 or 2 senior faculty of the department
 - « External experts (if management decides)
- ❖ Based on the approval of the Management, the Principal issues the appointment order.
- ❖ The advertisement will be released in April / May and appointment process is completed in May / June and newly recruited faculty will join in June / July.
- ❖ If there is any vacancy arises during the middle of the Academic Year, the Chairman, Principal and the HOD of the concerned department complete the recruitment of the faculty / staff.
- ❖ In case of college side supporting staff, similar procedure is followed up to the interview stage. The Chairman of the trust, Principal and the concerned department HOD conducts the selection interview.
- ❖ In case of Administrative, Maintenance, Hostel and Transport department supporting staff, the Administrative Officer carries out the staff selection.
- ❖ The interview is conducted and faculty and staff are selected by the SSC. The Principal decides the pay scale and pay by mutual discussion with the candidate. The final faculty and staff shortlisted for appointment is submitted to the management for approval.

4.3 ORIENTATION

The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work culture of JNNIE.

- ❖ To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering
- ❖ The Management of JNNIE strongly believes that continuous updation of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

V SALARIES, INCENTIVES

5.1. POSITIONS AND PAY SCALES

- The college will have the following positions of Hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant Professors.
- HODs appointment should decide by the Management.
- In addition, each department shall support staff like programmers, Lab assistants.
- The college office will have the following positions of hierarchy in the administrative department: PA to Principal, Accountant, office supporting staff and office Assistants.
- The Scales of pay for various teaching positions will be as follows:
 - ✓ Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
 - ✓ Professor- Rs.37,400-67,000 Grade pay 10,000
 - ✓ Associate Professor-Rs.37,400-67,000 Grade pay 9,000
 - ✓ Assistant Professor-Rs.15,600-39,100 Grade pay 6,000.

5.2. DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.

5.3 BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

- Employee's Provident Fund
- Management Provide 50% Concession for Bus facilities to all the Staff members.
- Preference given to employees' children in admission, Scholarship and concession in Tuition fees
- Management offer Free Accommodation and Mess facilities to the staff members who stay in our Hostel
- Incentive for faculties completed Ph.D. in Engineering by Rs.5000/-, Science & Humanities by 2,500/-
- Free Medical Check-up for Faculty

5.4. YEARLY INCREMENTS:

Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their Performance Appraisal system evaluation by the College Principal.

5.5. INCENTIVE AND REWARDS

Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- ❖ For producing 100% results in a theory paper Rs.1,000/- Cash award from Alamelu Ammaal Educational Trust.
- ❖ Yearly BEST TEACHER AWARD from Alamelu Ammaal Educational Trust.

VI LEAVE

6.1 LEAVE PROVISIONS

- ❖ Holidays observed by the Central and State Governments would be observed by the organization as a whole.
- ❖ Faculty/Staff are entitled for 12 days of Casual Leave (CL) and 8 days of Medical Leave (ML) each academic year. Medical Leave can also be taken as Casual Leave.
- ❖ Faculty/Staff can only take leave with the approval of the HOD and Principal, and only after proper alternative arrangements have been made. Only in the event of an emergency, Faculty will take leave informing over the phone.
- ❖ Faculty can take Maternity leave for six months.
- ❖ Faculty and staffs will request one hour of time off twice a month.
- ❖ Leaves cannot be accrued and carried on to the next academic year.

6.2 VACATION

- ❖ Teaching staff are normally eligible for three weeks' vacation per academic year, one week in winter and two weeks in summer, or three weeks in the summer.
- ❖ Non-teaching staff are normally eligible for 10-days' vacation per year.
- ❖ The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.
- ❖ Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation
Proportionate
- ❖ No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.
- ❖ Personal On-Duties / leave will not be adjusted in the vacation in general. However, Principal may permit based on genuine needs (like serious health issues, marriage)

6.3 ON - DUTY PROVISIONS

- ❖ On-Duty (OD) permission can be availed for official work, Career Development Programs (FDP, Conferences, Workshops, Research Work, Coursework examinations, STTP and others), and Anna University Examination Duty.
- ❖ Prior permission from the HOD and Principal with proper alternate arrangement is essential.
- ❖ A faculty can avail OD up to 10 working days per semester including university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.
- ❖ In general, faculty shall not be eligible for OD for the examination related works of other universities.

VII PROMOTION

7.1 PROMOTION POLICY

- All promotions shall be considered based on merit - cum- seniority basis.
- Staff is eligible for promotion only after completion of one year of service in the Institution.
- Person entering the teaching profession with PG Degree shall be designated as Assistant Professor and shall be placed in the Pay Band of 15600 with AGP of 6000. Promotion of Faculty members to next level as per AICTE guidelines for Associate Professor and Professor.

7.2 PERFORMANCE APPRAISAL

The objectives of performance appraisal of our institution are as follows:

- Provide feedback of the employees on their performance.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

VIII DISCIPLINE AND GRIEVANCE PROCEDURE

8.1. DISCIPLINARY PROCEDURE

- ✓ Any faculty who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal/ Chairman / Vice Chairman.

- ✓ If faculty commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- ✓ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- ✓ If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- ✓ The Principal shall report the proceedings periodically to the Chairman/Vice Chairman

8.2. GRIEVANCE PROCEDURE

- ✓ The Principal shall constitute a Grievance committee to redress the grievance of the teaching and non-teaching staffs.
- ✓ Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- ✓ The grievances shall be redressed immediately by the committee and by the Chairman/ Vice Chairman.
- ✓ A committee member shall record and maintain the minutes of the meetings.

8.3 CODE OF CONDUCT FOR FACULTY

- ❖ College working hours is 8.30 AM to 3.15 PM for faculty, staff and students.
- ❖ Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
- ❖ All the Faculty/ Staff members need to sign the attendance register in the morning and afternoon.
- ❖ No one can leave the college without informing the Principal in between teaching hours or during free hours.
- ❖ Those taking half-day leave may be allowed to do so under real and grave needs and emergencies only.
- ❖ Usage of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day.
- ❖ No personal relations or friends are allowed to visit the teacher in the college premises under any circumstances, whatever. Only father/ mother / husband / son / daughter / brother of the staff may be allowed to meet the staff / faculty members in the college office at the discretion and permission of the Principal.
- ❖ Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three months in advance.
- ❖ All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- ❖ The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management.

- ❖ Faculty/Staff members must cooperate in all college related activities.
- ❖ Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc. on a regular basis. This is part of the duty as a faculty/staff member.
- ❖ All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behaviour and conduct of the individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.
- ❖ During classes, only English language is allowed for teaching and communication.

8.4. ETHICAL STANDARDS FOR FACULTIES

- ❖ A Faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- ❖ Shall have a sense of belonging to the Institution.
- ❖ Shall assume total dedication to the teaching profession.
- ❖ Shall always have an urge to excel in professional acumen.
- ❖ Shall wear a respectable attire, benefiting the society's expectations
- ❖ Shall keep up immaculate personal hygiene at all times
- ❖ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

8.5. DECENTRALIZATION IN WORKING

Principal

- ✓ Identifying and implementation of staff welfare measures.
- ✓ Single Point of Contact for Anna University and AICTE
- ✓ Review and approval of proposal of projects to various funding agencies
- ✓ Approval of human resources requirements for the institution
- ✓ Identifying, Planning and Monitoring of Academic Performance Improvement initiatives
- ✓ Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives

Head of Department

- ✓ Responsible for smooth conduct of department academic and administrative activities
- ✓ Supervise the smooth conveyance of classes and get the daily attendance.
- ✓ Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty.
- ✓ Sending formal progress report of students to parents.
- ✓ Focusing on developmental works of department.
- ✓ Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
- ✓ Arrange special coaching for weak and students with arrears.
- ✓ Sending requisition letters for project works in plant training to the companies and industries.

FACULTY

- ✓ Prepare lesson plan and get it approved by HOD well before commencement of classes
- ✓ Prepare lecture notes, PowerPoint presentations, video lectures etc. for subject allotted to them
- ✓ Maintain course file along with the current copy of the syllabus for theory subjects.
- ✓ Identify and deliver minimum 1 topic as "beyond syllabus" coverage
- ✓ Ensure completion of portion as per the time table
- ✓ Prepare question papers for the internal assessment tests and model examinations within stipulated time.
- ✓ Conduct of tests on planned days and evaluation of answer sheets on the same day
- ✓ Plan for extra classes if required to complete the portions before internal tests
- ✓ Plan for conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
- ✓ Ensure that all prescribed experiments are covered within the planned date.
- ✓ Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage
- ✓ Authenticate and hand over observation notes of students within 2 days after the completion of the experiment done in laboratory.
- ✓ Make alternate arrangements for taking classes against leave or permission
- ✓ Discharge assigned duties as external examiner
- ✓ Adhere to the dress code specified by the institution
- ✓ Maintain students' discipline in the class room/ campus
- ✓ Enter lesson plan in the CAMU before commencement of classes
- ✓ Upload the lecture notes, PowerPoint presentations, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance in CAMU

DEPARTMENT TIMETABLE COORDINATOR

- ✓ Identification of faculty for handling different subjects in discussion with the HODs and Academic coordinator.
- ✓ Identification of faculty for handling interdepartmental subjects from the respective HODs
- ✓ Consolidation of the number of hours to be allotted to different considering the syllabus requirements as well as through department meeting
- ✓ Revising the class time table and faculty time table against addition and deletion of faculty as well as changes in the work load of any faculty
- ✓ Deciding the timetable to be followed for Saturdays with the HODs and release of the circular not later than the previous Friday.

LABORATORY I/CS

- ✓ Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue.
- ✓ Maintaining identification of items in the laboratory.
- ✓ Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.
- ✓ Collection of quotations and preparation of comparative statements.
- ✓ Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- ✓ Preparation of purchase orders and forwarding the same through college office after approval.
- ✓ Verification of items received from the suppliers.
- ✓ Maintaining the equipment's in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

DEPARTMENT LIBRARY I/C

- ✓ Maintaining stock of books in the department library.
- ✓ Issue and receipt of books to and from the faculty/department staff.

EXAMINATION CELL COORDINATOR

- ✓ Maintaining the current list of Examination cell members and EMS coordinator with the approval of Principal
- ✓ Finalization of University practical examination time table through a meeting among department time table coordinators

LIBRARIAN

- ✓ Overall Library Administration
- ✓ Maintenance of Library Management System.
- ✓ Planning for and procurement of books and Periodicals

- ✓ Collect the requirement of student text books from faculty members, procure and issue the same
- ✓ Coordinate Photography and Videography and maintain photos and videos of various events
- ✓ Maintenance of soft/ hard copies of project reports of students
- ✓ Issue of College ID cards to students
- ✓ Maintenance of Books and Periodicals
- ✓ Library Circulation Counter Activities (Issue and Receipt of books to students and members - Returning and Renewal - Overdue books fine collection)

IX. IN HOUSE R&D SEMINARS/ WORKSHOPS

Each Department shall organize Conference /Seminar /Workshop/ FDP during every academic year. Every Department shall conduct Guest lecturers /Special lectures per semester to impart knowledge beyond syllabus

9.1. FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

a) **Guest Lecture:** Honorarium for Resource person Rs.2000/-per lecture and this may be increased based on the value of the Resource person. Guest house Accommodation will be provided.

Transport Facility:

Local transport facility will be provided.

Bus /Train fare will be provided for outstation Resource persons.

b) **Symposium:** Maximum Rs.200/- can be collected from the students but not with all the cases.

Management contribution will be

a) Rs.12, 500/- for the Dept. with intake of 90 students.

b) Rs.10, 000/- for the Dept. with intake of 60 students.

c) **Conference:** Management contribution will be Rs.10, 000/- for each conference, in the case of international conference the shortage will be duly contributed/ supported by the management.

d) **Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

- ✓ AU financial transactions shall be made only through college account section.
- ✓ No money should be collected from the students for any specific purpose.

9.2. FACULTIES HIGHER EDUCATION:

- ✓ Faculty members interested in pursuing research (Ph.D.) on Part-Time basis shall submit an application to the Management through the Principal seeking permission for registration
- ✓ The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first/second semester.
- ✓ The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis

9.3. TEACHING ASSIGNMENTS

- ❖ The college permits its teachers to take up teaching assignment with other educational institutions / Industries subject to the approval of Chairman/ Vice Chairman/Principal.
- ❖ A faculty, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- ❖ Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution whether for remuneration or on honorary basis.

X. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and awards for students studying in the campus.

- ✓ There will be a BEST-OUTGOING STUDENT AWARD.
- ✓ There will be a BESTSTUDENT AWARD. (Department wise)
- ✓ There will be a BESTPROJECT AWARD.
- ✓ There will be a BESTPERFORMANCE IN SPORTS.
- ✓ There will be a BESTPERFORMANCE IN CULTURAL.
- ✓ There will be free personality development. Entrepreneurship, Ethics, Communication skills, computing skills and Placement specific programs for students.
- ✓ There will be free and subsidized add-on skill programs as per Industries requirements
- ✓ BEST R&D initiative awards will be given to Faculty and Students.
- ✓ There will be BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader awards for their outstanding contributions.