J·N·N

INSTITUTE OF ENGINEERING

An ISO 9001:2015 Certified Institution
Approved by AICTE New Delhi | Affiliated to Anna University, Chennai
90, Ushaa Garden, Kannigaipair, Chennai - Periyapalayam Hwy, Thiruvallur, TN 601102.

INSTITUTION
Policy / Guidelines

Policy Ref Number : 2019-2020/Institution_policy

☎ **044-27629613 / 96000 57121**   🌐 **www.jnn.edu.in**
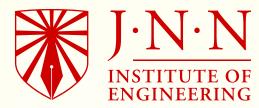
J·N·N INSTITUTE OF ENGINEERING

An ISO 9001:2015 Certified Institution

Approved by AICTE New Delhi | Affiliated to Anna University, Chennai

90, Ushaa Garden, Kannigaipair, Chennai - Periyapalayam Hwy, Thiruvallur, TN 601102.

CONTENTS

S. No.	CHAPTER - 1		
1	**GENERAL SERVICE RULES**		
1.1	**INTRODUCTION**		
	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. G. Gunasekaran, the Principal		
1.2	**DEFINITIONS**		
	1	College	**J.N.N INSTITUTE OF ENGINEERING,** Tamilnadu - 102.
	2	Governing Council	Governing Council of the College
	3	Trust	**Alamelu Ammaal Educational Trust,** Tamilnadu - 600 040
	4	Chairman, Vice Chairman	Chairman & Vice Chairman of Alamelu Ammaal Educational Trust
	5	BoT	Board of Trustees of Alamelu Ammaal Educational Trust
	6	Management	BoT of Alamelu Ammaal Educational Trust
	7	Principal	Principal of the College
	8	Employee	The Employee of the College
	9	Approved Candidate	A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment to a particular post or category
	10	Temporary	A member appointed initially for a limited period
	11	Permanent	A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority
	12	Backward Class	The community declared so, by the Government of Tamil Nadu.
	13	Most Backward Class/DNC	The community declared so, by the Government of Tamil Nadu.
	14	SC/ST	The community declared so, by the Government of Tamil Nadu.
1.3	**THE MANAGEMENT - ALAMELU AMMAAL EDUCATIONAL TRUST**		
	Change is the law of nature and the sign of life; growth is the sign of development, be it of an individual or Institution and Alamelu Ammaal Educational Trust tends testimony to these words. The year was 2005, when a trust was made with destiny; a seed with social consciousness was sown in the form of Alamelu Ammaal Educational Trusts. Alamelu Ammaal Educational Trust was registered on 15.12.2005 under the Trust act, bearing registration No. 1593 of 2005 by the Registrar of Villivakkam.		

1.4	**VISION OF JNNIE**
	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.
1.5	**MISSION OF JNNIE**
	◉ 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 instill 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 organizations to facilitate transfer of knowledge and know-how.
1.6	**OUR CORE VALUES**
	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 centre 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
1.7	**GOVERNANCE OF JNNIE**
	The top Management of JNNIE refers to the Alamelu Ammaal Educational Trusts headed by our honourable Chairman **Shri. S. JAYACHANDRAN**. He is supported by the Vice Chairman **Mr. NAVEEN JAYACHANDRAN** and the Governing council in designing strategic planning and in the day-to-day administration of the institution. The Principal is the head of the institution who implements the strategies formulated by the Management with the help of H.O.Ds, faculty and other staff members.

1.7	GOVERNING COUNCIL		
	LIST OF GOVERNING COUNCIL MEMBERS		
	S.No	**Council Members**	**Designation**
	1	**Mr. S. JAYACHANDRAN** Chairman J.N.N Institute of Engineering.	Chairman
	2	**Mrs. USHA JAYACHANDRAN J** *Chairperson* J.N.N Institute of Engineering.	Member
	3	**Mr. NAVEEN JAYACHANDRAN** *Vice Chairman* J.N.N Institute of Engineering.	Member
	4	**Ms. NANDHINI JAYACHANDRAN** *Director* J.N.N Institute of Engineering.	Member
	5	**Dr. BASKAR K** *Director, Crystal Growth Centre,* Anna University, Chennai.	Member
	6	**Mr. VASU. M** *Advisor* J.N.N Institute of Engineering.	Member
	7	**Dr. GUNASEKARAN G** *Principal* J.N.N Institute of Engineering.	Member Secretary

1.8	**SERVICE BOOK**
	The College should maintain Service Book in the prescribed format for all the employees of the college. It shall contain the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Get attestation of the entries in the Service book from the Principal, from time to time.
1.9	**ORIENTATION AND TRAINING**
	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.
1.10	**QUALIFYING SERVICE**
	The total period of service either put in by an employee in other Engineering Colleges or in JNNIE shall be considered in all Engineering disciplines, Science and Humanities, and MBA. However, for Science and Humanities, MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account if this polytechnic experience is after M.E. qualification or equivalent.
1.11	**EXTENSION OF TEMPORARY SERVICE**
	If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.
1.12	**REMOVAL OF PERMANENT STAFF FROM SERVICE**
	If the permanent staff is found not suitable / not satisfactory to carry out the entrusted work or possesses / displays bad conduct, which may be detrimental to

	the student community or institution as a whole, the Principal / Management shall give a show cause's notice to the individual. The explanation of the individual shall be placed before the appointing authority / management for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. If the performance is not satisfactory, the management / principal can give a three months' notice / salary in case teaching faculty or one-month notice / salary in case of supporting staff without issuing any showcase notice to remove him / her from the service.
1.13	**RESIGNATION BY EMPLOYEES**
	A staff will be at liberty to tender his/her resignation from the services of JNNIE incompliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.
1.14	**INCREMENTS**
	For increments, year of the service is calculated as on 30th June each year. The increment will be given to the staff as decided by the management time to time by considering college admissions and financial position of the trust. The competent authority may withhold an increment if his/her conduct is not good or his/her work is not satisfactory or there has been many LOPs during assessment period.
1.15	**RETIREMENT**
	The age of retirement of teaching Faculty member shall be as per AICTE Norms. The age of retirement of other non - teaching staff shall be as per State Government Rules or the Management may decide as. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service until the close of the academic year, if the management decides the continuation of service.
1.16	**ANNUAL PERFORMANCE APPRAISAL REPORT**
	The faculty member shall submit the open and transparent performance report every year, containing the staff's academic, research, administrative activities and achievements. The HOD shall offer his/her remarks and observation on the report. The Performance Assessment Committee headed by the Chairman and Principal shall review the reports and finalize. The assessment shall be used for the following purposes. Award of annual increments. Award of special increments and awards for superior performance. Award of career advancement and promotion.
1.17	**POWER TO MODIFY THE RULES**
	These rules are subject to modifications or amendments as may be made from time to time by the Governing Council / Management. If any dispute arises in the interpretation of these rules, the decision of the Management shall be final, based on the recommendation of the Governing Council.

		CHAPTER – 2
2		**QUALIFICATION NORMS**
2.1		The qualification norms for appointment of Principal, Professor (P), Associate Professor (ASP) and Assistant Professor (AP), will be as per AICTE and Anna University Norms. The norms prevailing at the time of recruitment will be adhered. The norms of AICTE for Academic Year 2019-20 are as follows

For Faculty of Engineering & Technology (AICTE Norms)

S.No	Designation	Qualification	Experience
1	Assistant Professor	BE/B.Tech. & ME/M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech.	
2	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as Applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D.	Minimum of 5 year's experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid. desirable.
3	Professor	Qualifications as above that are for the post of Associate Professor, applicable. Post Ph.D. Publications and guiding Ph.D.students are highly Desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. Alternatively, Minimum of 13 years' experience in teaching and / or Research and /or Industry.

In case of research experience, good academic record and books / research paper publications /IPR/ patents |

				record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.
	4	Principal	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. Publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years' experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall beat managerial level equivalent to Professor level with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, innovating, training,

				technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be Considered valid.

2.2	**SCALE OF PAY AS PER – PAY COMMISSIONS**		
	S. No.	**Post**	**Scale of Pay**
	1	Assistant Professor	Rs. 6,000 AGP in PB Rs.15,600 - 39,100
	2	Associate Professor	Rs. 9,000 AGP in PB Rs.37,400 - 67,000
	3	Professor	Rs. 10,000 AGP in PB Rs. 37,400 - 67,000
	4	Principal	Rs. 10,000 AGP in PB Rs. 37,400-67,000 + special allowance Rs. 3000

2.3	**QUALIFICATION AND EXPENSE FOR SUPPORTING STAFF POSITION**		
	S. No.	**Post**	**Qualification**	**Experience**
	1	LabTechnician (Dept. Labs)	Diplomain relevant field	Fresh / one year experience General knowledge in MS-Office is preferable
		Lab Assistant (Dept. Labs)	ITI in the relevant field / 10, +2	Fresh / one year experience
		Office Assistant	10,+2or any degree	General knowledge in MS-Office is preferable
		Computer Lab Technician / Programmer	Diploma in CS / B.Sc.(CS) or BCA	MS – Office and skills related to maintenance & trouble shooting is preferable
		Junior Assistant (JA)	Any degree	Proficiency in MS–Office is preferable
		Senior Assistant (SA)	Any degree	Must have served as JA for a minimum period of 5years / proficiency in MS-Office is essential
		Principal – PA	Any degree	Must have served as JA for a minimum period of 5 years / proficiency in MS-Office is essential
		PED – Field Marker		Have necessary skills to carry out the work
		Placement Executive		Proficiency in MS – Office and good English communication skills are essential

Note: For all the above position, age must be above 18 years and less 60 years

			CHAPTER – 03
3			**RECRUITMENT PROCEDURE**
		1	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.
		2	The principal reviews the details submitted by HOD and final requirements of faculty and staff are finalized
		3	The faculty & staff requirements are submitted to the management and permission for recruitment is obtained.
		4	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.
		5	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 ratio.
		6	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)
		7	Based on the approval of the Management, the principal issues the appointment order.
		8	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.
		9	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.
		10	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.
		11	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.

	CHAPTER – 04
4	**ACADEMIC PROCEDURE**
4.1	**ACADEMIC CALENDAR (AC)**
	For every semester, Anna University (AU) issues Academic Calendar (AC). Based on the AU – AC, college AC is prepared by HOD in-charge for AC, and circulated through circulars. Each Department receives and files the college AC. The AC will consist of period of IATs, Model Exams, End semester University Exams, major activities during the semester (both at college level and at department level) and working and holidays.
4.2	**IATs / MODEL EXAMS AND CONTINUOUS ASSESSMENT MARKS.**
	As per University Regulations, IATs will be conducted. In general, three IATs per semester with equal weightage in Continuous Assessment (CA) marks are conducted. As per R2017, CA marks are 20 and the end semester marks are 80. IATs are of 90/180 minutes duration and questions are set as per the university pattern incorporating CO, and Bloom's taxonomy level of questions. The Continuous Assessment or Internal marks will be calculated based on IAT performance.
4.3	**ABSENTEES FOR TESTS**
	Absentees for the test are not permitted. Leave or On-duty (OD) will not be sanctioned. If there are any absentees or OD on valid grounds, alternate test will be conducted for the students on evening hours with the permission of HOD and Principal. If a student is absent without any valid reason, he has to meet respective HOD with parent and get permission to proceed further.
4.4	**REMEDIAL CLASSES AND RETESTS**
	If a student fails in IAT (<50% marks), the course faculty has to arrange remedial classes. It will commence immediately after the IAT. HOD will prepare the schedule for remedial classes and retest schedule in consultation with the Principal.
4.5	**TEXT BOOKS AND REFERENCE BOOKS**
	University syllabus specifies a text book (in general) and few reference books. The college issues a text book to the student. Enough copies of text book and reference books are available in the central library. In addition, faculty lecture notes, PPTs, previous year question papers, videos and MOOC course materials are provided by the faculty in the LMS/ or college Website. The students are expected to use these resources and develop the requested knowledge and score better in the examination.
4.6	**STUDENT ATTENDANCE**
	The students have to secure the minimum attendance of 75% as per the University regulations in order to write the end semester examination. The relevant section of the university regulation has to be referred time to time.

4.7	**UNIVERSITY REGULATIONS AND GUIDELINES**
	For the B.E. & M.E. STUDENTS, the university UG & PG regulations R2013 and R2017 are the final guidelines. The students and faculty are requested to follows them meticulously. EMS will issue circular then and there (if there are any changes) to the HODs through Principal. HODs will intimate the same to the faculty and students. Such details are available in the university website as well. It is the responsibility of each Student & faculty to refer and follow such regulations time to time.
4.8	**PROCEDURE FOR FINAL YEAR PROJECT WORK: UG & PG (REFER UNIVERSITY REGULATIONS)**
4.9	**CONDUCT OF LABORATORY CLASSES (REFER UNIVERSITY REGULATIONS)**
4.10	**OTHER ASPECTS (REFER UNIVERSITY REGULATIONS)**

		CHAPTER – 05
5		**ROLES AND RESPONSIBILITIES**
5.1		**GOVERNING BODY**
		The Governing Council is the highest administrative body of the institute and it meets once in a year and its functions are given below:
	1	To monitor the academic and other related activities of the college
	2	To consider the recommendations of the Staff Selection
	3	To review the important communications, policy decisions received from the University, Government, AICTE, etc.
	4	To pass the annual budget of the college.
	5	To review the placement activities
	6	To consider the introduction of new courses and changes in intake for the next
	7	To review the academic performance of the students
	8	To review the student's development activities
	9	To review the faculty position of the college
	10	To review the faculty development initiatives and programs
	11	To review the admissions of the institute
		ADMINISTRATORS
	1	**Principal:** Academic and administrative leadership for the institute based on the directions from the Chairman and Vice-Chairman, he will administrate the college.
	2	**Academic Coordinator:** Works in consultation with the principal and the management in administering the academic and administrative activities.
	3	**Head of the Department (HOD):** Takes care of academic and administrative responsibilities of the department under his preview. HOD has to take care of establishing and maintaining laboratories, teaching, research, consultancy and extension activities, faculty and supporting staff development as per the direction of the principal and management.
	4	**Examination Cell:** Ensures smooth conduct of Internal Assessment Test (IAT's), Model examinations, University theory and practical examinations and related activities.
	5	**Librarian:** Purchase, maintenance and monitoring the issue and return of books, Journals, e-journals, CDs and other services to the students and faculty.
	6	**Transport Manager:** Overall in charge for operation and maintenance of college buses, cars, and related activities.

			CHAPTER – 06
6			**CODE OF CONDUCT FOR FACULTY AND STAFF**
6.1			**GENERAL**
		1	College working hours is 8.30 AM to 3.15 PM for faculty, staff and students.
		2	Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
		3	All the Faculty / Staff members need to sign the attendance register in the morning and afternoon.
		4	No one can leave the college without informing the Principal in between teaching hours or during free hours.
		5	Those taking half-day leave may be allowed to do so under real and grave needs and emergencies only.
		6	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.
		7	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.
		8	Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three months in advance.
		9	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.
		10	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.
		11	Faculty/Staff members must cooperate in all college related activities.
		12	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.
		13	All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behavior and conduct of the individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.
		14	All staff/faculty members should come in simple and tidy clothes. No fashionable or inappropriate clothing will be allowed.
		15	During classes, only English language is allowed for teaching and communication.

			CHAPTER - 07
7			**LEAVE BENEFITS**
7.1			**LEAVE PROVISIONS**
		1	Holidays observed by the Central and State Governments would be observed by the organization as a whole.
		2	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.
		3	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.
		4	Faculty can take Maternity leave for six months.
		5	Faculty and staffs will request one hour of time off twice a month.
		6	Leaves cannot be accrued and carried on to the next academic year.
7.2			**VACATION**
		1	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.
		2	Non-teaching staff are normally eligible for 10-days vacation per year.
		3	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.
		4	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
		5	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.
		6	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).
7.3			**ON – DUTY PROVISIONS**
		1	On-Duty (OD) permission can be availed for official work, Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations, STTP and others), and Anna University Examination Duty.
		2	Prior permission from the HOD and Principal with proper alternate arrangement is essential.
		3	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.
		4	In general, faculty shall not be eligible for OD for the examination related works of other universities.

			CHAPTER – 08
8			**INCENTIVES AND WELFARE MEASURES FOR FACULTY AND STAFF**
8.1			**GENERAL**
		1	Faculty and Staff can avail the college transport facility at subsidized cost
		2	100% financial assistance will be provided for attending FDPs, professional and administrative development programs outside J.N.N, along with on-duty (OD) within India.
		3	Faculty and Staff have to obtain prior permission from HOD and Principal to apply for attending programs related to professional and administrative development.
		4	On-duty will be provided for attending such programs. Guidelines have to be followed to obtain OD.
		5	In each department, faculty and staff are given with Best Faculty Award, Best Supporting Staff Award and Best Research Contribution Award with cash incentives during the College Annual Day based on the performance of the faculty and staff.
		6	Cash incentives will be given for faculty, who produce academic results of more than 95% and above in the College Annual Day.
		7	Rs.1000/- and Rs.500/- cash incentives are given to faculty who receive awards and recognitions at National and State level.
		8	The faculty are honored in College Achievers Day function for R&D activities and for guiding the students in winning National level co-curricular activities such as technical contest, hackathon, paper presentation etc.,
		9	Incentives are given as marriage gift for faculty and staff.
		10	Faculty and staff can avail the eligible vacation, for his/her marriage or for medical treatment.
		11	Free accommodation is provided to faculty, who stay in the hostels.
			CHAPTER - 09
9			**CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH**
9.1			**ACADEMIC FREEDOM, INTEGRITY AND RESPONSIBILITY**
			Academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations. Its basic elements include the freedom of scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate. 1. Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas by the regulatory bodies like UGC, AICTE, Anna University and others.

		2. Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination.
	1	**Honesty:** An academic community should advance the quest for truth, knowledge, scholarship and understanding by requiring intellectual and personal honesty in learning, teaching and research.
	2	**Trust:** An academic community should foster a climate of mutual trust to encourage the free exchange of ideas and enable all to reach their highest potential.
	3	**Fairness:** An academic community should seek to ensure fairness in institutional standards, practices and procedures as well as fairness in interactions between members of the community.
	4	**Respect:** An academic community should promote respect among students, staff and faculty: respect for self, for others, for scholarship and research, for the educational process and intellectual heritage, with any discrimination to gender, caste, race and religion.
	5	**Responsibility:** An academic community should uphold high standards of conduct in learning, teaching and research by requiring shared responsibility for promoting academic integrity among all members of the community.
	6	**Legality:** An academic community should observe valid legal norms related to the conduct and publication of research particularly in relations to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources and the laws of the state and country.
	7	**Communication:** An academic community should seek to make the results of its research as widely and as freely available as possible.
9.2		**Institutional Responsibilities**
		The College Management, Principal, Heads of Departments, Research Supervisors, Librarian, together with the faculty members, are responsible for promoting and endorsing a transparent academic environment conducive to the application of the high professional and ethical practice for academic research. The Heads of Departments and Professors are expected to create and sustain a climate of mutual co-operation that facilitates the open exchange of ideas and the development of academics and research skills. They are also expected to ensure the provision of appropriate supervision and direction for researchers, in accordance with the nature of the individual academic discipline and associated mode of research. The J.N.N Institute of Engineering is committed to the provision of appropriate direction of research and supervision for researchers. Supervisors are expected to adhere to the Code of Practice for Doctoral Supervision of the affiliating university, which delineates the supervisory relationship, the assessment of research progress, and the procedures to resolve problems in the supervisory relationship.

		CHAPTER - 10		
10		**ADMISSION POLICY**		
10.1	**CUT OFF MARKS CALCULATION**			
	Board of study	**Subject**	**Cut-off Calculation**	
	STATE BOARD/CBSE	Mathematics (M)	M1 = Maths Reduced to 100	
		Physics (P)	P1 = Physics Reduced to 50	
		Chemistry (C)	C1 = Chemistry Reduced to 50	
	Engineering Cut-Off Calculation	Cut-Off Mark = M1+P1+C1		
10.2	**ELIGIBILITY FOR B.E. ADMISSIONS**			

No.	Community	% of marks eligible for B.E Programs		
		HSC academic	**HSC Vocational**	**Lateral**
		(Avg of Mat, Phy, Che)	**(Avg of Voc T&P*)**	**(Overall % in Diploma)**
1	General	50%	50%	55%
2	BC/BCM	45%	45%	50%
3	MBC/DNC	40%	40%	45%
4	SC/SCA/ST	40%	40%	Pass

		CHAPTER – 11	
11		**GUIDELINES FOR SCHOLARSHIP PROVIDED BY ALAMELU AMMAAL EDUCATIONAL TRUST**	
11.1		**AICTE TUITION FEE WAIVER BY ALAMELU AMMAAL EDUCATIONAL TRUST**	
	1	Name of the Scholarship	AICTE Tuition Fee Waiver by Alamelu Ammaal Educational Trust
		Eligibility	• Students admitted through Government Quota only. • Given only for 5% of approved intake based on cut-off marks, admitted over and above the sanctioned intake.
		Scholarship amount	For students admitted with scholarship, Rs. 20,000 to 25,000 / year during the period of study.
11.2		**MERIT SCHOLARSHIP BY ALAMELU AMMAAL EDUCATIONAL TRUST**	
	1	Name of the Scholarship	Merit Scholarship by Alamelu Ammaal Educational Trust (Category - I)
		Eligibility	• 195.00 and above cut off marks in 12th exams for Regular I Year B.E. admissions. • 95% and above for Lateral Entry (LE) B.E. admissions
		Scholarship amount	Tuition fees and other college fees during the period of study (Transport / Hostel fees are to be paid)
	1	Name of the Scholarship	Merit Scholarship by Alamelu Ammaal Educational Trust (Category - II)
		Eligibility	• 190.00 – 194.75 cut off marks in 12th exams for Regular I Year B.E. admissions • 90.00% - 94.99% for Lateral Year (LE) B.E. admissions
		Scholarship amount	Tuition fees only during the period of study

		CHAPTER - 12		
12		**GUIDELINES FOR SCHOLARSHIP PROVIDED BY GoTN and GoI**		
12.1		**GOVERNMENT OF TAMIL NADU (GoTN) FIRST GRADUATE SCHOLARSHIP**		

No.	Eligibility	Annual income limit of Parents	Scholarship AMOUNT	
			Day-scholar	**Hosteller**
1	Students admitted through TNEA Anna University counselling With First graduate in the family	No Limit	Rs. 25,000 / year	Rs. 25,000 / year

	2	Students admitted through TNEA Anna University counselling	Less than 2 Lakhs	Rs. 5000 - 6000 / year (Credited directly into student bank account)	Rs. 7000 - 8000 / year (Credited directly into student bank account)
12.2	**TAMIL NADU GOVERNMENT SC & ST – SCHOLARSHIP**				
	1	Students admitted through TNEA Anna University counselling	1.Less than 2.5 lakhs for SC 2.Less than 2 lakhs for SCC (converted Christian)	Rs. 50,000 / year Tuition fees (Credited into college Account directly) Rs. 4,500 / year Maintenance allowance (Credited directly into student bank account)	Rs.10,500 / year (Credited directly into student bank account)
	2	Students admitted through Management Quota (MQ)	1.Less than 2.5 lakhs for SC 2. Less than 2 lakhs for SCC (converted Christian)	Rs. 85,000 / year Tuition fees (Credited into college Account directly) Rs. 4,500 / year Maintenance allowance (Credited directly into student bank account)	Rs.10,000 / year (Credited directly into student bank account)

		CHAPTER - 13
7		**PROMOTION POLICY**
7.1		All promotions shall be considered based on merit - cum - seniority basis.
7.2		Staff is eligible for promotion only after completion of one year of service in the Institution.
7.3		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.

		CHAPTER - 14
14		**TRANSPARENCY IN ADMINISTRATION**
14.1		**GENERAL**
		Transparency is operating in such a way that it is easy for others to see what actions are performed. J.N.N Institute of Engineering operates under the statutory and regulatory requirements of AICTE, UGC, Anna University. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.
14.2		**FINANCIAL TRANSPARENCY**
	1	Budget allocation is done for every academic year for each departmental activity under each head. Utilization of budget is tracked through internal and external finance audits.
	2	Salary transaction of every faculty and staff member is done through bank account.
	3	Faculty and staff members know their colleague's salary through salary acquaintance.
	4	Institution equally provides financial support to teaching/ non-teaching faculty to attend faculty development program, workshop, conferences and training program for gaining knowledge, academic growth and also for collaborations that would facilitate healthy academic and research ambience.
14.3		**ADMINISTRATIVE TRANSPARENCY**
	1	J.N.N follows the guidelines given by governing council and administrative committee to make the institution expenditure by proper planning of yearly budget.
	2	The information concerning to administration, rules, and code of conduct are available as policy documents in the HR policy manual for the faculty and in the college handbook for the students. Policy details are available in the college website.
	3	Regular meetings are conducted by governing council. Any changes in the policies are updated to the faculty members and students through meeting and circulars.
14.4		**ACADEMIC TRANSPARENCY**
	1	IQAC cell is functioning to carry out the review of academic process and enhance the quality in the academic activities.
	2	In the beginning of every semester, academic calendar and schedule is given to all faculty and students.
	3	Students and Staff have given Separate login in Camu and Separate college Mail id is given to all students for easy communication
	4	In ERP, Course plan and notes are prepared and entered by the respective course faculty before the semester starts
	5	Faculty gives academic advice to students to improve scores while distributing internal assessment test answer scripts.

	6	Marks and daily attendance are uploaded in Camu for analysis of students.
	7	Internal assessment marks and attendance percentage is updated to parents regularly through SMS/WhatsApp to the registered phone number.
	8	Class committee meetings are conducted thrice in a semester to get the grievances in academic matters and it is addressed by HOD.
	9	Students can verify their internal marks in Anna University web portal.
	10	Students can get their university answer scripts and apply for revaluation.
	11	Decisions are taken by the Principal on discussion with the HODs and other executives on all relevant matters. Regular meetings MOMs of such decisions are circulated to all faculty and staff members.
	12	Regular meetings of hostel students are conducted to know and improve the quality of food items.
	13	All circulars from principal are circulated and get sign from teaching and non-teaching faculty members, read in all classes and displayed on the notice boards.
	14	Faculty/Students achievements and placement activities are updated regularly in college website.
	AUXILIARY FUNCTIONS	
	All the functions relating to purchase, library, sports, mess and hostel are well transparent. There are committees for the respective activities which ensure transparency.	
	CHAPTER - 15	
15	**DECENTRALISATION OF POWERS AND DELEGATION OF AUTHORITY**	
15.1	**GENERAL**	
	The organizational structure of the institution has JNNIE management represented by Chairman, Vice Chairman, Principal, HODs, Faculty and supporting staff with clear roles and responsibilities. The Principal of the institution assisted by academic coordinator and department's heads carries out the policies of the governing council. Faculty members of the concern departments are working under the guidance of HOD.	
15.2	**ORGANIZATIONAL STRUCTURE**	

		CHAPTER - 16	
16		**DETAILS OF STATUTORY AND NON-STATUTORY COMMITTEE AND THEIR PURPOSE**	
16.1		**STATUTORY COMMITTEE**	
	1	Governing Council (GC)	Overall administration and approvals
	2	Internal Quality Assurance Cell (IQAC)	To improve quality and maintain documents
	3	Planning and Monitoring Committee	For overall planning and execution
	4	Anti-Sexual Harassment Cell	To handle all gender related issues
	5	Grievance Redressal Committee	To redress the grievances of students
	6	Discipline and Welfare Committee	Planning for the welfare of the students and monitoring the discipline of the students
	7	Anti-Ragging Committee & Anti- Ragging Squad	To monitor ragging and taking preventive steps
16.1		**NON-STATUTORY COMMITTEE**	
	1	Library	To improve the effective utilization of the library
	2	Academic and Administrative Audit	To carryout AAA at the completion of each semester
	3	Centre for Placement	To increase the Institution Industry Interaction and Placements
	4	Research & Development	To create research culture and increase the research, publications and citations.
	5	Examination Management System	To conduct IATs, University examinations and maintain related documents

			CHAPTER - 17
17			**GUIDELINES FOR PURCHASE OF EQUIPMENTS AND OTHER ITEMS**
17.1			**GENERAL**
		1	Faculty / laboratory In charge / Department In charge identify the list of items / Equipment's / Software to be purchased.
		2	HOD of the concerned department reviews and forwards the purchase request along with approximate cost to the Principal.
		3	After Principal approval, the purchase request is sent to management approval.
		4	After management approval, the concerned faculty calls for quotation from venders. Minimum three quotations are necessary.
		5	Faculty prepare the comparative statement and final recommendation for purchase either based on minimum cost or quality of product / item is forwarded to the management through HOD and Principal.
		6	The management approve the purchase of deficit equipment's.
		7	Then the faculty prepares the purchase order as per the approval and the Principal sends the purchase order.
		8	If the item / product is received, its quantity, quality and other aspects are verified. If it is found to be satisfaction, then faculty prepare the details for bill payment. The payment is made through the management.
		9	The items are entered into the proper stock register before paying the bill, the stock entry is signed by the HOD, Principal and Administrative officer.
			CHAPTER - 18
18			**CODE OF CONDUCT FOR STUDENTS**
18.1			**GENERAL**
		1	Be punctual and regular to college, the college gate will be closed by 8.25 A.M.
		2	Treat everyone, irrespective of age and position with respect and courtesy.
		3	Avoid using inappropriate language in the college, home and outside.
		4	Avoid bullying or teasing fellow students in the college or in the bus.
		5	Wear the ID card to college every day. An ID card is part of the identification in times of emergency.
		6	Dress in a clean, neat modest and dignified manner to the college.
		7	Take care of your personal property and also ensure that you do not for any reason use other student's belongings without their permission or knowledge.
		8	Permission to leave early must be requested for by the parent or guardian only in cases of emergency. A gate pass from the office after getting permission from the HOD is compulsory.
		9	Mobile phones and any other electronics equipment is not permitted in the college.

	10	Remain honest always. Avoid any form of malpractice during tests and examinations
	11	Conserve electricity. Make sure that fans and lights are switched off when not in use
	12	Avoid carrying too much cash to the college. Have just enough money for emergencies.
	13	Parents are welcome to meet the Class advisors / HODs/Principal. Make sure they fix an appointment and meet them.
	14	Payment of fees is your responsibility. Remind your parents to do so on time.
	15	The College trains you to be disciplined and orderly, this will groom you into a responsible citizen who can take the country forward.
	16	We look forward to your support and cooperation in ensuring that the present generation of youngsters grow up to be responsible and disciplined adults
		CHAPTER - 19
19		**CODE OF CONDUCT FOR HOSTEL STUDENTS**
19.1		**GENERAL**
	1	Both the hostels (Gents/Ladies) are managed by Deputy Wardens staying in the hostel.
	2	The students can approach the wardens for help, guidance and grievance redressal.
	3	At the time of hostel admission, a duly completed Personal Data Form of the student has to be submitted to the warden.
	4	Any change of address / telephone number of the parent / local guardian has to be intimated to the hostel warden.
	5	Rooms once allotted to the students will not be changed.
	6	During study hours, the rooms should be kept open.
	7	Watching TV is permitted only at leisure time.
	8	Lights, fans, water heater, etc. should be switched off when not in use.
	9	The rooms, common areas and surroundings should be kept clean and hygienic.
	10	In case of any damage or loss to hostel property, the cost will be recovered from the respective student.
	11	As per the Supreme Court order, ragging of students is totally banned. If there is any violation, the students will be dealt with very severely, including expulsion from the college.
	12	Consumption of alcoholic drinks/ smoking in the hostel premises is strictly prohibited.
	13	Students should not invite day scholar students to the hostel rooms.
	14	The visit of men students to the women's hostel and vice versa is restricted.

	16	If any student wishes to be away from the hostel during weekend, holidays or any other time, he/she has to get prior permission from the warden and has to be in the hostel before 7.00 pm

<table>
<tr><td colspan="3" align="center">CHAPTER – 20</td></tr>
<tr><td>20</td><td colspan="2" align="center">POLICY ON GRIEVANCES AND REDRESSAL</td></tr>
<tr><td>20.1</td><td colspan="2">GENERAL</td></tr>
<tr><td></td><td>1</td><td>The Students, Parents, Faculty, Staff and Public can express any of the grievances in a very transparent manner. The grievances submission form is available at JNNIE website, www.jnn.edu.in.</td></tr>
<tr><td></td><td>1</td><td>In addition, suggestion boxes are available at JNNIE Chairman office, Principal office and each HOD office. In addition, any stakeholder can meet the principal and submit his grievances in person or through mail (principal@jnn.edu.in)</td></tr>
<tr><td></td><td>1</td><td>All the grievances addressed within 7 to 10 days by the Principal of the college / Chairman of the college.</td></tr>
<tr><td colspan="3" align="center">CHAPTER – 21</td></tr>
<tr><td>21</td><td colspan="2" align="center">POLICY ON FEEDBACK BASED GOVERNANCE</td></tr>
<tr><td>21.1</td><td colspan="2">GENERAL</td></tr>
<tr><td></td><td colspan="2">Anything that need to be improved, need to be measured. Feedback is one such very</td></tr>
<tr><td></td><td colspan="2">effective measurement method, which is effectively used in the improved administration. In general feedbacks are taken at the following occasions:</td></tr>
<tr><td></td><td>1</td><td>Feedback on curriculum gap and enrichment (from Students, Faculty, Parents, Alumni and Employers).</td></tr>
<tr><td></td><td>2</td><td>Feedback on Teaching - Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending the class)</td></tr>
<tr><td></td><td>3</td><td>Feedback taken on syllabus coverage, overall Teaching–Learning process, examination and evaluation and support systems at Class Committee Meetings (CMM) from selected group of students.</td></tr>
<tr><td></td><td>4</td><td>Feedback from outgoing students, each year on Infrastructure, academics and facilities.</td></tr>
<tr><td></td><td>5</td><td>Feedback at the end of each major programs/events (Non formal / Value added courses and FDPs.</td></tr>
<tr><td>21.2</td><td colspan="2">STRUCTURE OF THE FEEDBACK SYSTEM</td></tr>
<tr><td></td><td colspan="2">The structure of the feedback form is Likert's 5-point scale (Strongly agree, Agree, not sure, Disagree and Strongly Disagree or Excellent, Very Good, Good, Average and Poor)</td></tr>
<tr><td>21.3</td><td colspan="2">CORRECTIVE ACTION</td></tr>
<tr><td></td><td colspan="2">The feedbacks are consolidated and Presented in the HODs meeting with Principal. In the HODs meeting, feedback is analyzed and corrective actions are taken wherever needed</td></tr>
</table>

	CHAPTER – 22
22	**QUALITY POLICY**
22.1	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.