M.I.E.T. ENGINEERING COLLEGE
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi.
(An ISO 9001:2015 Certified Institution)
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Staff Hand Book

MESSAGE FROM THE CHAIRMAN

Dear Employees,
Greetings

Welcome to M.I.E.T. Engineering College, a unit of M.I.E.T. Educational Institutions promoted by Mohamed Institute of Education and Technology Society (M.I.E.T) a Muslim minority society registered under the Societies Registration Act, 1975.

Whether you have just joined our staff or have been at M.I.E.T. Institution for a while, we are confident that you will find our Institution a dynamic and rewarding place in which you work, and we look forward to a productive and successful association. We consider the employees of M.I.E.T. Institutions to be one of its most valuable resources. We sincerely hope that your position with us is both rewarding and employee friendly.

This M.I.E.T. Staff Handbook is not a contract of employment. It was written to help you; get acquainted our M.I.E.T. Institution, to give you a brief explanation of our Moto, and to outline some of our policies and procedures. This Handbook will not answer all of your questions, but it will serve as a guideline to your relationship with M.I.E.T. Institutions. You can always feel free to approach any member of our management team for clarifications.

Our success is based on the personal attention and contributions of our employees. As a member of the team, you will make a difference. We will be depending on YOU. We are proud you joined our M.I.E.T. Institution and extend to you a warm WELCOME!

I acknowledge the exemplary team effort by staff members of M.I.E.T Engineering College who have assisted in the preparation of the Staff Hand Book. Their inputs and ideas have ensured that it is highly informative.

Er. A. Mohamed Yunus, B.E., M.Sc., (Engg)

Chairman

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PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007

1. Introduction about our college

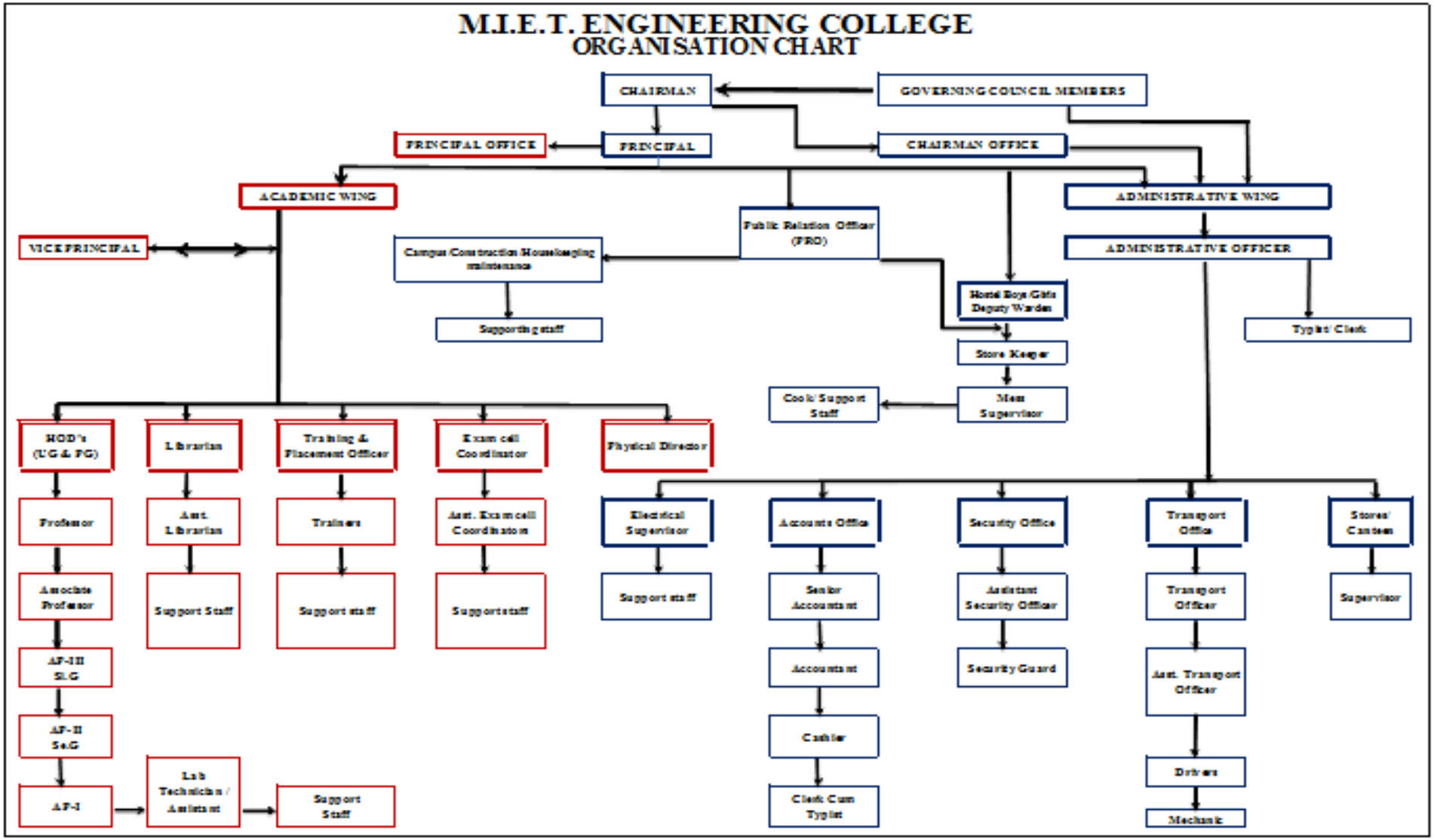
M.I.E.T Engineering College was established by the Mohamed Institute of Education & Technology (M.I.E.T.) Society, Tiruchirappalli in the year 1998 with an objective to promote the cause of higher education. The College is approved by AICTE, New Delhi and affiliated to Anna University, Chennai. It is recognized as a Muslim Minority Institution. It offers 5 UG Courses and 6 PG Courses.

Our Management extends its fullest support in building the institution as a center of excellence with technically superior, ethically strong and competent engineers. The serene campus vibrant with aesthetic bliss in an exhilarating convenient location, well connected by road, rail and air is easily accessible. The eco-friendly ambience creates and bestows a healthy learning atmosphere. The multi-disciplinary institution is meticulous by equipped with exemplary modern laboratory, workshop facilities and state of art computer center and an excellent infrastructure. Good number of Doctorates, qualified, experienced, versatile and efficient faculty members moulds the students diligently in ethical, moral and academic aspects. Active tutorial and Advisory services are given to the students to inculcate and harness managerial acumen, knowledge assimilation and respect for human and patriotism values with uncompromised discipline.

A Spacious, digital library of the institution is an epitome of knowledge to imbibe the reading habit with vast collection of Books, Newspapers, National & International Journals, Magazines, Reference books, Encyclopedia, World of science, ASM hand books and course materials. E-learning through NPTEL Video course by NIT and IIT Professors is available. The Training and Placement Cell works meticulously to improve and develop life skills and employability by unleashing the latent potentials of the students to confront with the global challenges.

The Research and Development Cell provides ample opportunity and scope for research with abundant resources. Various Club activities are conducted to encourage, motivate and inspire students from diverse culture to harness the talent through their perseverance. Excellent Play grounds, Indoor games and Gym facilities pioneer triumphant champions in continuity in the field of sports. The College Hostel is a home away from home which provides comfortable stay with all amenities. Industry-Institute interaction and real-time projects nurture and craft the budding engineers to bloom and flourish in the field with the prowess guidance of teachers.

2.Organization Chart



3. Governing Council

1. The Governing Council of the college is the supreme administrative body.
2. It is constituted as per the norms fixed by AICTE, New Delhi /Anna University
3. The Governing Council approves the mission and strategic vision of the institution, long term business plans and annual budgets in accordance to meeting the interests of the stakeholders.
4. The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
5. Governing Council monitors the institutions performance as per the approved plans.
6. The Governing Council ensures the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.
7. Governing Council must approve the budgetary allocation towards infrastructure, staffing and R & D.
8. The Chairperson is responsible for leading the governing council& its effectiveness and should ensure that the institution is well connected with the stake holders.
9. The Chairperson supports the head of the institution in execution of the programmes.
10. Frequency of meeting of the Governing Council is minimum two times a year or whenever needed.

4. Academic Council

The Academic council meeting is convened as and when required to discuss the academic performance and to take decisions on critical academic matters. The minutes of the meeting is forwarded to the Management. The salient points of the Academic Committee are made as agenda for the Governing council

The academic activity of the institute is supervised by the Academic Council headed by the Principal and all heads of the departments are its members.

1. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.

2. Recommending the Governing council for providing the necessary infrastructures, human resources and other requirements for progressing towards achievement of the vision of the college.
3. Design and monitor of the internal evaluation system for the students to get eligible mark in their internal assessments.
4. Facilitating promotion of research culture in the college through collaboration among faculty.
5. Encouraging collaboration with other academic institutes and industries.
6. Ensuring discipline among students.
7. Facilitating and supervising the co-curricular activities of the students.
8. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
9. Appointing committees from among the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
10. Appointing a review committee periodically, in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.
11. Planning and executing the overall academic growth of the college by making recommendations to the Governing council, wherever necessary.

5. Institute Vision & Mission

VISION

- To be center of excellence in Technical Education through Technical, Ethical and Professional skills for meeting the diverse needs of the society, in particular Muslim minority community and the nation.

MISSION

- To impart Quality Education, Training and Research Facilities in the field of Engineering and Technology.
- To provide a conducive learning environment that enables students to achieve professional and personal growth.
- To expose the contemporary issues of society, ethical practices and to create environmental awareness.
- To provide required infrastructural facilities for developing the professional and innovative skills.

6. Admission Policy

6.1 Admission Policy and Process:

Admission is made as per the norms prescribed by All India Council for Technical Education (AICTE) New Delhi, and the Directorate of Technical Education (DOTE), Chennai, from time to time. Being the Minority Institution, for Under Graduate Programmes 50% of seats from Single Window Counseling by the Government of Tamil Nadu through the Directorate of Technical Education (DOTE), Chennai, and remaining 50% seats are filled through the Consortium of Self-Financing Professional and Arts & Science College in Tamil Nadu. For Post Graduate Programmes (M.E. / MBA) Government Quota Seats are filled through Tamil Nadu Engineering Common Admission (TANCA) and Management Quota Seats are filled through the Consortium of Self-Financing Professional and Arts& Science College in Tamil Nadu.

6.2 Course Offered

S. No.	Programme	Dept.	Level	Course
01.	Engg. & Tech.	Civil	UG	Civil Engineering
02.	Engg. & Tech.	CSE	UG	Computer Science and Engineering
03.	Engg. & Tech.	EEE	UG	Electrical and Electronics Engineering
04.	Engg. & Tech.	ECE	UG	Electronics and Communication Engineering
05.	Engg. & Tech.	MECH	UG	Mechanical Engineering
06.	Engg. & Tech.	Civil	PG	Structural Engineering
07.	Engg. & Tech.	CSE	PG	Computer Science and Engineering
08.	Engg. & Tech.	EEE	PG	Power Electronics and Drives
09.	Engg. & Tech.	ECE	PG	VLSI Design
10.	Engg. & Tech.	MECH	PG	Manufacturing Engineering
11.	Management	MBA	PG	Master of Business Administration

6.3 UG Programme (B.E.) - Qualifying Examination and Eligibility

6.3.1 Academic:

A pass in the HSC (both +1 and +2) or its equivalent with a minimum average percentage in Mathematics, Physics and Chemistry put together as given below.

Sl.No.	Community	Minimum average percentage of marks in Mathematics, Physics and Chemistry put together
1.	General Category	45%
2.	Backward Class including Backward Class Muslim	40%
3.	MBC & DNC	40%
4.	SC/SCA/ST	40%

6.3.2 Vocational:

A pass in any one of the HSC (Vocational Subject: both +1 and +2) as given below with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry with minimum average percentage put together as given below.

Sl.No.	Community	Minimum average mark in Mathematics, Physics and Chemistry put together
1.	General Category	45%
2.	Backward Class including Backward Class Muslim	40%
3.	MBC & DNC	40%
4.	SC/SCA/ST	40%

6.4 PG Programme (M.E.) - Qualifying Examination and Eligibility

A pass in a recognized Bachelor's degree (B.E. / B.Tech.) or equivalent in the relevant field and obtained at least 50% (45% in case of candidates belonging to reserved category) in the qualifying degree examination.

6.5 M.B.A. - Qualifying Examination and Eligibility

A pass in a recognized Bachelor's degree of minimum 3 years duration and obtained at least 50% (45% in the case of candidates belonging to reserved category) in the qualifying degree examination as detailed below.

(a) 10 + 2 + 3/4 Year Pattern

(or)

(b) 10+3 Years Diploma + 3 Year Pattern

(or)

(c) B.E. / B.Tech.

(or)

(d) (i) 10+2+AMIE (or)

(ii) 10+3 Years diploma (recognized by the State Board of Technical Education) + AMIE

6.6 Publicity

Admission notification is posted on college Website, published in leading national/ regional daily newspapers, through stalls/ banners in education fairs and through radio broadcasting.

6.7 Transparency

The University follows single window counseling-based system to admit government quota students. Thus, transparency is ensured from the stage of notification till the completion of the admission process. Students are admitted as per the rules framed by the consortium of Self-Financing colleges in management quota.

6.8 Admission made through Management Quota UG and PG Programs

For the Management Quota seats, the seats are allotted to the students as per the norms of Government of Tamil Nadu and on the basis of cut off marks.

Note: A Pass with Minimum average marks in related Subjects, Vocational Theory and Practical put together is required.

6.9 SC / ST / OBC / Differently Abled / Minority Community

The community reservation is very strictly followed by the government of Tamil Nadu and the students are allotted admission through single window system. Hence the Government quota students belonging to SC/ST, OBC, Differently Abled and Minority Community find a place in the admission without even a single case of denial.

6.10 Others (First Generation Graduate / Rural Students)

The Government of Tamil Nadu contribute Rs.25,000 (Non- Accredited) / 27500 (Accredited) towards tuition fee payable every year for the student who is the first graduate in his/her family. To give a fair chance to the students from rural areas, Tamil Nadu Government has given admission based on the marks scored in the qualifying examination.

7. Role and Responsibilities

7.1 Principal

Reporting only to the top Management (Chairman) of the institute and assisting them in the following functions of the institute.

A. Regulation of academic and general Administration / Monitoring
B. Design and Development
C. Leadership
D. Visionary
E. Planning, Execution and Reporting

A. Regulation of academic and general Administration / Monitoring/Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the Anna University; along with the expectations of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council.
9. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and Anna University apart from the ones conducted by the top management.
11. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

B. Design and Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, identify and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting them in the institutional activities.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library and laboratories with international ambience.
7. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
9. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
10. Developing a research and technical consultation facilities in our college for the societal needs.
11. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.

C. Leadership

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

D. Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NBA, NAAC and other quality systems in our college.

E. Planning, Execution and Reporting:

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the chairman.
2. Principal shall implement and execute the perspective plan of the college.
3. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Chairman.

4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Chairman.
5. Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through vice – principal and respective heads of units.
6. Maintain the confidential reports of the entire faculty and kept them in his custody.
7. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.

7.2 Vice -Principal

1. During leave or vacancy of Principal, the Vice Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
2. To Assist the Principal in all academic, research and development activities.
3. To scrutinize all the proposals on academic and research matters carefully and then submit to the principal.
4. To make arrangements and conduct seminars, Workshops, FDPs and Conferences with the assistance of the concerned department.
5. To assist all departments to prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
6. To monitor conduct of classes as per time table, examinations and other teaching learning activities and report to the principal as and when required.
7. To assist the principal in curricular development, Accreditations, Affiliation and other development activities.
8. To ensure Training/Research and Consultancy activities.
9. To ensure faculty evaluation by students, corrective action and counseling.
10. Any other work entrusted by the Principal and Chairman.

7.3 Head of the Department

1. As per the direction of the management and the academic planning of Principal, the HOD assigns academic and administrative duties to teaching and non-teaching staff of the Department.
2. To co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of academic, co-curricular and extracurricular activities of the department.
3. To Co-ordinate with the teaching and non-teaching staff of the department for implementing quality systems like NBA, NAAC, NIRF and other quality /ranking procedure activities to develop the department.
4. To Co-ordinate with the officials of our college in all the ways to develop and establish a standard system for implementation.
5. Responsible for admission related work by sharing and executing innovate ideas to improve college admissions.
6. With the consent of the Principal the HOD ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff well in advance before commencement of the semester/year.
7. Responsible for preparing the departmental budget/requirement to the Principal well in advance.
8. Responsible for monitoring of teaching staff, teaching-learning process activities and recording and analyzing those with concern staff members in the review and the report is to be submitted to the principal periodically.
9. To maintain staff attendance and all documents related to the activities of the Department. (Staff attendance, lesson plan from the teachers and ensures they follow the plan and syllabi are completed in the stipulated time, log book, course material etc).
10. To ensure smooth conduct of examinations including question paper setting, evaluation work. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the answer papers promptly to meet the dead line given by the Principal.

The evaluated answer sheets along with mark sheets filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.

11. To ensure purchases and maintenance of stock registers are done properly by the Laboratory in charge/Assistant.
12. To ensure Quality of assigned matters of academic and administrative, Maintenance and cleanliness of the department.
13. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc and encourage research/innovative programs in the department.
14. To organize a need-based workshop/seminars/symposia/visits/excursion etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities and create an effective team for promoting placement activities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance.
18. To ensure that college equipment/facilities under the department´s control are properly maintained and serviced as required.
19. Maintaining students discipline inside the campus and department and redresses their grievances without fail. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
20. Ensure the conduction of parents meeting periodically and communicating their academic performance attendance, fees detail etc.
21. Coordinating and recommending faculty responsibilities: teaching assignments, committee assignments and student advisee assignments.
22. Providing the principal with inputs regarding the recruitment of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.
23. Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.

24. Encouraging student success in open platform and recognize them in proper way. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
25. Planning, developing, implementing, and evaluating curriculum for students given in the University offered by the dept. Implement activities as per in academic calendar of the college and submission of reports.
26. Convene periodic meetings of the department teaching and non-teaching faculty to communicate instruction and sharing of ideas and record the minutes of the meeting. Identification of class advisor and allocation of students to advisor during the beginning of the academic year.
27. Coordinating the formulation of department short- and long-term plans and Facilitating interaction and collegial spirit among the department faculty.
28. To ensure the readiness of the department for Anna University inspection and any type of auditing.
29. To solve student complaints and grievances originating in the department.
30. To pick and promote the strengths of students / staff.
31. Adheres to Quality Management System (QMS) Procedures and maintains records of departmental activities and achievements as per format of NBA, NAAC etc.
    - Convene DAC meeting for Approval of Program vision, mission, PEO Curricular Gaps identified and relevant Value-Added Courses.
    - Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes.
    - Identification and monitoring of Program Outcome Improvement Initiatives.
32. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/sem.

33. Plan and conduct the on-line course of studies (MOOC or ICT tools) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
34. Approval of student and staff leave and OD requests.
35. Chairing Department Review Meetings and Class Committee Meetings
36. Review and monitoring of support initiatives for Slow Learners and advanced Learners

7.4 Assistant Professor Grade-I

1. Teaching of theory subjects and assisting practical classes in their field as allocated by the Head of the Department / Principal.
2. The faculty (of any course) is required to watch the attendance and academic performance of each student and take necessary steps (at his/her command) to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the mentor/the Class coordinator and the HOD.
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.
4. Besides carrying out assessment, monitoring and evaluation of examination work, Faculty member should take part in exam related activities whenever it is assigned by College exam cell/HOD/Principal.
5. As faculty advisor they should keep on monitoring of students progress continuously and communicate their academic and personal matters related to study to the HOD and their parents.
6. In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short–term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities to promote themselves for next level of appreciation.
7. Faculty must enroll in one or more Professional Societies/Associations so as to ensure themselves for contributing in the department development.

8. The faculty member is required to assist and organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.
9. The faculty member has to serve as a member of various committees whenever the Department/College organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
10. The faculty member is required to have a complete record of student's information and assisting /keeping of files for NAAC and NBA accreditation process.
11. The faculty members should also take part in activities related to NCC, NSS, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to them.
12. The faculty needs to assist and support senior professors in their day-to-day tasks and functions in the department.

7.5 Assistant Professor Grade II (Senior Grade)

Same as given in Assistant Professor Grade I along with the following responsibilities.

1. Teaching of theory subjects and conducting practical classes in their field as allocated by the Head of the Department / Principal.
2. As a class coordinator/mentor, they have to keep on motivating and recording the student's progress continuously and communicate their academic and personal matters related to study to the HOD and their parents periodically.
3. Conducting laboratory classes (acted as lab in charges), tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
4. The faculty should keep assisting senior staff members in maintaining decorum and strict discipline among students in the college environment.
5. The faculty should keep assisting in all the ways of students related activities and put forth their grievances to the HOD and communicate the details of students to other activities like exam, NBA, NAAC, NSS, and NCC etc through HOD for the development of the Department.

6. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in the developmental activities.
7. Faculty members should take part in exam related work whenever it is assigned by HOD/Principal to carry out assessment, monitor and evaluation of examinations work.
8. A faculty member is required to organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.

7.6 Assistant Professor Grade III (Selection Grade)

Apart from the basic duties of Assistant Professor and regular responsibilities as senior person are,

1. Teaching of complex theory subjects and practical classes in their field as allocated by the Head of the Department / Principal.
2. Assisting HOD in the development of new ideas required for teaching pedagogical system to easy understanding and developing research platform for the department students and staff.
3. They have to act bridge between the students and the HOD through which is transforming or communicating of ideas and knowledge sharing occur in the department. Responsible for student's projects, patent and other research innovation by the students. Providing proper guidance and supervision of the project work undertaken by students.
4. Responsible for creating thinking platform to the students by know how techniques (hands on techniques) with outside technical interaction.
5. Organizing guest lecturers/ seminars and faculty events where students can interact with industry professionals.
6. Traveling to other higher education/ industrial settings to gain experience and expand networks.
7. To evaluate, monitor (AP-1) and mentor (AP-2) student academic progress and report to the HOD.

8. The faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose. They have to supervise and monitor their department technical/lab assistant activities.
9. To develop and implement innovative instructional methods both in teaching and also for the institutional developments.
10. Assisting in Consultancy and R & D activities with senior staff members.
11. They have to work for promoting the public image of our college whenever interacts with public personalities, Academician and industrialists and business executives etc.

7.7 Associate Professor

Same as given in Assistant Professor Grade 3 basic responsibilities and they have to undertake the following additional work.

1. To create, innovate and implement career-enhancement programs for the students.
2. To Assist HOD in Training and Placement Cell activities.
3. To assess, review and evaluate student activities and progress with AP3 and communicate to the HOD.
4. Assisting and sharing ideas in promoting college admission strategy and related works.
5. The faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.
6. Assisting HOD in choosing elective subjects / Curriculum Development for short term course / Industrial based course and Developing Resource Materials for hands on training process.
7. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
8. Conducting Bridge courses / special coaching for Slow Learners.
9. Preparation and Submission of Project Proposals to Government funding agencies.
10. Involving in Consultancy and R & D activities.
11. To advise and assist students and faculty in fabrication of their projects.
12. To involve as a member or head in Academic auditing/ Coordinating NAAC/NBA.

13. Providing demonstrations and supervising experiments and investigations.
14. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Head of the Department / Principal.

7.8 Professor

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to teaching assistants and junior faculty members.
2. Responsible for R&D activities of their department and college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the department research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of dept/college to a greater height.
7. Preparation of manuals for short term course / Industrial based training course and Developing Resource Materials.
8. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
9. To Coordinate and review IQAC/NAAC/NBA and other promotional / technical/ quality enhancing activities.
10. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.

7.9 Class Coordinator

1. To ensure that every student is well supported to fulfill their learning potential.
2. In order to monitor the academic performance, progress and quality of students, appraise them and communicate to their parents.
3. To create a platform and encourage the students to learn beyond the syllabus contents.
4. To help the students to carry their extracurricular and co-curricular activities.
5. To maintain student discipline in the class as per the college policies.
6. To keep track of students attendance (master register) and to take necessary action if any deviation.
7. To address students queries and meet the parents, especially defaulters.
8. To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent. Act as liason officer between students and the HOD.
9. To produce and update student records, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.
10. To arrange an effective induction programme and value-added course for students in consultation with HOD.
11. To prepare the assessment plan for every semester well in advance and counsel the students who are absent for the mid test or irregular to the class work.
12. To keep the performance progress of student records and dissemination of reports to students, parents and documenting the same for, NBA, AICTE, NAAC etc.
13. To Recommend and implement the actions based on the minutes of class committee meetings with consent of HOD.
14. To cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
15. To arrange PTA meetings and all common functions of the college to represent the class.
16. To take the responsibility of any special projects assigned by the management from time to time.

17. To make sure students of the department are regularly attending class and coming to the college in time in proper uniform and verify the student attendance registers maintained by the staff members once a week and submit to the HoD/Principal for verification once in a fortnight.
18. To make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
19. Be the academic leader of the designated class in the Department.
20. To assist HoD in developing and maintaining appropriate standards and quality assurance (NBA, NAAC etc.) in the delivery of course materials, assignment and question paper setting and its valuation.
21. To assist HoD during inspections by Anna University, AICTE and other agencies.
22. To arrange industrial visits and guest lecturers for students to improve their learning experience in consultation with HoD.
23. To encourage the students to participate in technical competitions conducted outside the college.
24. To maintain the desired academic standards in the assignments and tests administered in the class.
25. To Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HoD.
26. To Prepare a subject wise attendance (APC), practical and lectures together and forward it to Principal every 15 days in the prescribed format through HoD and display the same in the students notice board.
27. To update data regarding students achievements in academics, sports, extracurricular activities etc.
28. Arrange class committee meetings as per affiliating university norms.

7.10 Faculty/Class Advisor

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.
2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To Analysis the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, exam procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.
7. To explain importance of participation in the class activities.
8. To explain importance of cycle tests and its consequence in the end semester examinations.
9. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
10. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
11. To explain importance of laboratory exercises and their correlation with theory.
12. To help the student to explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.
13. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counseling.

14. Explains importance of (getting a meritorious) Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services etc.
15. As a counselor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
16. Assists the student at regular intervals to make adequate self-evaluation.
17. Explains importance of Self-Motivation to do well in career and subsequently in life.
18. Counsel's students whose progress is unsatisfactory and reports the same to class Coordinator.
19. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
20. To instruct all the students to attend the classes regularly and to follow the dress code.
21. To submit the list of students absent for the internal tests to the Coordinator/HoD.
22. To prepare consolidated attendance every 15 days and also the list of students who have got less than 75% of attendance in aggregate and submit the lists to the co-coordinator/Head.
23. To prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the coordinator/HoD.
24. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.

7.11 Laboratory /Workshop In-Charge

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements for consumables for the laboratory and procure the same, before the start of every year.
3. Plan for the procurement of equipment for the coming semester well in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges. Monitor the

infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete the practical satisfactorily.

4. Organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage / loss etc. and recover costs from them.
6. To ensure the cleanliness of the lab and switch off all equipment after use.
7. Requisition of consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
8. Responsible for movement of any item out of the lab concern. Maintain movement register for the same.
9. Responsible for maintaining the decorum and holistic engineering environment in the labs.
10. Responsible for communicating day to day activities to the HoD regarding lab functions as and when needed.
11. Seating of the Lab In charges shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
12. Responsible for maintaining master record of equipments, Lab records, models, lab course materials, audio-video materials, R&D activities at lab etc.

7.12 Lab Assistant

1. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HoD through faculty in charge of lab.
4. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii)Lab Time Table (iv)Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
5. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman/Administrator from time to time.

6. Responsible for closing and opening of labs and holding of keys for the lab should be recorded in the register available in the Office.

In order to prevent theft/damage, the Lab In-charge shall take the following action:

a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD through subject in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
c) If the students are responsible for the loss/missing item, then an amount of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

In addition to the above, the teaching and non-teaching staff members shall cooperate faithfully with HoD, Head of the institution and other coordinators of our college in order to promote quality for the welfare of the students and for the development of department and institution.

7.13 Training and Placement Officer

1. Prime most duty to know the objective and policy of the management and Liaison with industry.
2. Identifies the needs, updates and develop the plan to provide training for the students.
3. Arranges OFF/ON campus interviews.
4. Prepare and proposes annual T & P budget well in advance.
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. with help of the students.

6. Assist's students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assist's students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation (Brochures) or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. He/she shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it/visit to selected industries for facilitating the conduct of campus interviews or by meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
12. Empowers students with life-long career decision-making skills. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community.
14. Up gradation of the students' skill sets commensurate with the expectations of the industry.
15. Generation of awareness among the students regarding future career options available to them by arranging seminar/ orientation program.
16. Assists different companies in recruiting candidates as per their requirements.
17. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the industry.
18. Arranging classes for students to improve their employability skills and prepare the resume and communicate the resume of suitable candidates to the potential employers.
19. Providing right placement to the right candidate so that students excel in their future life. He/she shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for

competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.

20. Organizing placement training for the students and make them ready for interview and group discussion.
21. Arranging summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
22. To provide information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Principal and students.
23. To place request for resources required well in advance and coordinate with the concerned and ensures availability of the same.
24. Details of placed candidates are sent to all HoDs/Principal immediately after the recruitment drive is completed and placements announced.
25. Responsible for keeping the records of all placed students and to send hard copies of all appointment orders of students recruited to the concerned HoDs. He/She shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at placement office.
26. The placement and training officer shall be the coordinator of placement and training cell. One faculty member from each department nominated by the respective HoD will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.
27. The TP officer shall arrange for special training programmes by experts from HRD of companies for all the students on Personality and soft skill development. A minimum of 4 special programmes per semester shall be arranged.
28. To organize regular sample tests on the following topics for all students from III and IV years using in house resources as well as outside resources. IQ test, English

language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview.

29. He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.
30. He/she shall arrange regular training classes for VII semester students on the following topics through outside agencies.

- Personality Development skill
- Oral communication
- Written communication
- English grammar
- Comprehension in English
- IQ and aptitude test
- Personal interview.

7.14 Librarian

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. To prepare the library budget and policies relating to the library.
4. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
5. To Provide URL links/resources for information on various study material.
6. Provides digital library access from anywhere within the campus.
7. Establishes specialized facilities for faculty teaching and research needs.
8. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.

9. To organize various functions and activities such as library week or to install clubs such as Reading Club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
10. Develops a system for posting the newly added library resources online.
11. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
12. Coordinates with departmental library in-charge for smooth functioning of department library.
13. Provides all statistical information pertaining to the library and updating things with research and development materials in the library for research works.
14. The Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
15. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
16. In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
17. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
18. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

19. In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
20. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
21. The Librarian is in-charge of fine collection for missing books and Xerox charges collection from the students and renders accounts to the Principal as per the schedule. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.

7.15Examination cell Coordinator

1. Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations well within the time as per the schedule.
2. Coordinates the conduct of the Internal/ AU External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates.
3. Preparing and planning for the purchase of required stationery (internal exams) to purchase with consent of the principal well in advance.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through department's Office Assistant and class adviser.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
7. Ensures distribution of question papers to all examination halls within the time schedule.

8. Briefing to the invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
9. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures.
10. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
11. Produces analysis of examination results to the departments as soon as possible.
12. Provides statistics on examination entries and results for the HoD/Principal.
13. Prepares examination schedules, timetables and method question paper pattern, wherever applicable.
14. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
15. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
16. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center.
17. Acts as resource person and liaise between faculty members of Exam cell, students and the Examination cell of the College.
18. Responsible for up keeping variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.
19. Responsible for keeping complete details (current/completed students) about the students internal assessments/ affiliating university examinations.

7.16. Physical Director

1. To Maintain and follow the strict discipline among students in college campus/ground.
2. Ensures smooth conduct of sports activities as per the schedule. Motivate the students to do any physical exercise apart from regular study.
3. Ensures proper use of sports material and facilities and keep/maintain records of it.
4. Proposing annual budget for sports and purchase the same as per the requirement with consent of the Principal.
5. Encourages students to participate in zonal/university tournaments.
6. Creation of good environment to the students to participate in all sports related activities and upkeep of sports facilities and grounds.
7. Ensures discipline among students while play and get prior permission from their respective departments for On duty.
8. Ensures prevention of ragging activity in the campus.
9. Oversees medical facilities on campus.
10. Assisting in NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to concern head/principal as and when required.
11. Helps in the organization of various events in the college.
12. Maintaining proper record of sport students/materials/activities for auditing and inspection purpose like AU. AICTE, NBA and NAAC processes.
13. To convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

7.17 Transport Officer

1. Identifies the transport requirements of the college and informs the same to the chairman/Principal for initiating action to meet the requirement of Vehicles, drivers, parking place, etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Principal.

4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college on time.
6. Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
9. Assigns extra/overtime duties to drivers following appropriate procedures.
10. Prepares overtime bill for payment to drivers on monthly basis.
11. Prepares bill for rent for private parking lots.
12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment.
13. Stays connected with drivers / bus-in-charges during journey time and assist in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.
14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,
15. Prepares proper record of bus related maintenance documents and bills and submit the same to the accounts office as and when need arises.
16. Schedules the regular maintenance of the vehicles and follows up on the same.
17. Handle's transport related complaints from students, parents of students, staff and drivers and resolves issues with the help and guidance of Principal/Administrative officer.
18. Maintains a current inventory of college owned vehicles.
19. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.

20. Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time.
21. Maintains documents such a vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
22. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
23. Attends to any other duties assigned from time to time.

7.18. SC/ST Committee

The SC/ST committee of M.I.E.T. Engineering College was established with the purpose to empower the SC/ST students in the college. The college takes a special interest in facilitating the students belonging to these communities in getting financial support from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option. The committee in our college has been established to support and to bring students from such communities in the mainstream.

Functions

1. To collect the information of State Government and UGC orders on various aspects of education and employment of SC/ST Students.
2. To circulate State Government and UGC decisions about different scholarship programs to the students.
3. To counsel and guide SC/ST students and help them to better performance in academics stream.
4. To ensure provisions of an environment where all such students feel safe and secure without any discrimination.
5. To provide the mechanism to redress the grievance of SC/ST students.
6. To ensure protection and reservation as provided in the constitution of India.

7.19. Minority Cell

The minority cell of the college is formed with the purpose of empowering the minority communities through higher education. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enrol for career orientation programs

which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities, government agencies and other sources.

The objectives of the minority cell are as follows:

1. To create a socially cordial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
2. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
3. To make efforts to sensitize the academic community regarding the problems associated with social exclusion.
4. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
5. To disseminate the information related to schemes and programmes for the welfare of the minority community as well as office orders of the Government, or other related agencies/organizations issued from time to time.
6. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to the minority students.

7.20. Students Grievance Redressal Committee

The College has a Students Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. In case the person is unwilling to appear in self, grievances may be registered online portal of the college. Students Grievance Redressal Committee with an impartial and fair approach and to sort out various grievances of the students judiciously. Its main focus is to promote and maintain a conducive and unprejudiced educational environment.

Functions:

1. To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination and evaluation and any other problems relating to the functioning of a student in the college.

2. To examine the grievances.
3. To make necessary recommendations to the Principal.
4. To do all such things as may be assigned by the principal.

7.21. Internal Complaint Committee

As per section IV of AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, internal complaint committee was constituted. It indentifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.

Functions:

1. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
2. To create a cordial environment in the campus where every women feels safe and self-confident without any problems relating to gender discrimination and sexual harassment.
3. To ensure the fair and timely resolution of the complaints and provide a safe working environment.
4. To provide counselling and support services on our campus.
5. To promote awareness against sexual harassment through educational initiatives that encourages and promotes respectful work environment.

7.22. Anti-Ragging Committee

Ragging is totally prohibited in M.I.E.T. Engineering college campus. The function of the committee is to prohibit, prevent and eliminate the scourge of ragging which includes words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to a student or indulging in any undisciplined activities which causes annoyance to the students.

The committee has the powers to take action on students involving in such activities after proper enquiry.

8. RECRUITMENT POLICY

8.1 Introduction

The aim of M.I.E.T - Recruitment Process is to promote richness of mankind by enhancing human resource capital by translating, identifying the organizational goal, recruit and retain, potential highly qualified, talented and diverse faculty / staff members for its institutions.

8.2 Constitution of the Recruitment Committee

The Recruitment Committee (RC) appointed by the Chairman M.I.E.T. Institutions takes the major responsibility of the recruitment process. The Recruitment Committee is constituted specifically for the selection of committed and dedicated candidates for various positions namely for teaching faculty, non-teaching faculty and office staff etc., governing the recruitment procedure.

The composition of the RC for M.I.E.T. Engineering College consists of

1. The Interview Committee Chairperson (Principal of the college).
2. Head of the Departments nominated by the Principal.
3. One Subject Expert identified by the Principal.
4. The Chairman of the Institutions or a member nominated by chairman.

8.3 Recruitment Process

Identification of the Vacancy: - The manpower (teaching and non- teaching) requirement shall be prepared before the last working day of each semester by the concerned HOD based on teaching load calculation and student-Teacher ratio (as per AICTE guidelines) and forwarded to the Principal. Principal will scrutinize and finalized the required man power.

1. The consolidated manpower requirement is then sent to Management for approval.
2. Subject to the Chairman's approval invite applications are invited either through advertisement placed in leading newspapers or through online sources.
3. After the receipt of the applications, the department HOD shall shortlist the candidates based on the educational qualification, experience and location of residence.
4. The shortlisted candidates are called for the Interview.

8.4 Qualifications (as per the table in clause 11)

1. Recruitment of Faculty Members is done based on the norms prescribed by AICTE / Anna University for Various cadres.
2. Teaching: Assistant Professor (Grade-I, II, III) /Associate Professor /Professor/ Principal.
3. Non- Teaching: Lab In charge / Librarian / Placement & Training officer and Administration.

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8.5 Selection Criteria

1. The candidates are required to file in the Application form of the institution and then will be subjected to an interview by the Recruitment committee.
2. The candidates shall be requested to give a technical presentation on any one topic of their interest for about 10 minutes, for the purpose of assessing their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.
3. The committee securitizes the candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairman for further action. The chairman will take the final decision as regards the appointment of the individual.
4. After this, the Chairman will release an appointment letter indicating pay package and service rules to the selected candidate.
5. Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of HOD and Principal. Faculty must also submit all their original documents to the Administrative office while joining.

8.6 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 M.I.E.T.

8.7 Staff Service File

Service Record in the prescribed format is maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, throughout the entire period of service in the institutions. Attestation of the entries in the Service record should be got from the Principal from time to time.

9. Probation Policy

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with post. He/She will be eligible for the benefits as per the norms of the M.I.E.T. (as revised from time to time.) In case any faculty desires to discontinue, is required to give a notice in writing three months in advance or pay an amount equivalent to three months salary. During the Probationary period the Management is at liberty to terminate the services at any time without assigning the reasons.

10.Promotion Policy

M.I.E.T has established a detailed process for career progression for its staff members. The career progression has three stages namely Assistant Professor, Associate Professor and then Professor. The staff members are promoted, considering their educational qualification experience and their performance appraisal results. The norms are:

NORMS OF FACULTY QUALIFICATION AND THEIR ELIGIBILITY CRITERIA W.E.F 2020-2021

Sl.No	Designation	Eligibility Criteria
1.	Assistant Professor I	• M.E/M.Techwith First class. • MA/M.Sc.&M.Phil. with 3 years of experience. • Experience in schools will not be considered. • MA/M.Sc.&M.Phil. without experience shall be appointed on the consolidated pay of Rs. 12,000/month.

2.	Assistant Professor II (Senior Grade)	• M.E /M.Tech with 10 years of experience in M.I.E.T Engineering College. • MA/M.Sc.&M.Phil. with 13 years of experience in M.I.E.T Engineering College. • Experience in schools will not be considered. • Experience acquired from Polytechnic and Arts College will be considered based on N/2 scheme. • Experience will be considered only after acquiring the basic qualification. • Lecturer experience in Science and Humanities (without M.Phil.) will be considered only up to May 2008. • Lecturer experience in Engineering and Technology (with B.E) will be considered only up toMay2013. • Assistant Professor Experience will be considered only after the completion of M.E/M.Tech or M.Sc. &M.Phil. • ME/M.Tech with Ph.D. degree not having publications in Annexure I Journal will fall under this category. • M.Sc./ M.Phil. or MA/M.Phil. with Ph.D. having less than 15 years of service will fall under this category.
3.	Assistant Professor III (Selection Grade)	• ME/M.Tech with Ph.D. degree having at least one publication in Annexure I. • M.Sc./M.Phil. or M.A/M.Phil. with Ph.D. having more than 15 years of service and working in the cadre of Associate Professor. • ME/MTech of any faculty member with more than 20 years of service at M.I.E.T Institutions.
4.	Associate Professor	• ME/M.Tech with Ph.D. with 7 years of service out of which 2 years shall be after Ph.D. and recognized as Anna University research Supervisor. • M.Sc/ M.Phil or MA/M.Phil with Ph.D. having more than 20 years of service and working in the cadre of Professor. • Direct appointment in the level of Associate Professor in the department of Science and Humanities will not be considered.
5.	Professor	• M.E/M.Tech with Ph.D with 15 years of service, recognized as Anna university research Supervisor and guided successfully atleast one Ph.D research scholar or 15 years of service with 6 SCI Annexure I Journal. • Any faculty member with 25 years of service at M.I.E.T. Institution with Ph.D degree. • Direct appointment in the level of Professor in the department of Science and Humanities will not be considered.
6.	Senior Professor	• ME/M.Tech with Ph.D with 20 years of service, recognized as Anna university research Supervisor and guided successfully minimum five Ph.D research scholars with 8 SCI Annexure I

		Journal. • Any faculty member with 30 years of service at M.I.E.T. Institution with Ph.D degree. • Direct appointment in the level of Senior Professor in the department of Science and Humanities will not be considered.

Note:

The Management reserves the right at its discretion to change, modify, add or remove any of the above rules from time to time. The individual should not claim any right and the decision of the Management is final in all the above.

11. Resignation Policy

1. A staff will be at liberty to tender his/her resignation from the services of M.I.E.T Engineering College in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during Mar/April and Sep/Oct of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next Semester. The staff who are not willing expresses their willingness to continue will be relieved from duty at the end of the last working day of the respective semester after they complete the work, assigned to them.
2. Those who do not intimate at the time of circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who wish to resign on any grounds in between shall produce three months' notice or three months salary in lieu of notice to the Management through the principal in writing.
3. The employee shall not be granted any leave except casual leave during the notice period.
4. On acceptance of resignation, the employee, before collecting the No-Dues certificate from all concerned departments will be required to hand over charge as directed by the Principal which includes all official Documents, Records, Library

books, Project details including funded project details, Table and shelves keys to the concerned authorized faculty.

5. Based on the No dues certificate and handing over documents, the principal recommends the issuance of Relieving Order.
6. The staff leaving the service of the College will be issued a Service Certificate on the date of relieving.
7. The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

12. Leave Rules

12.1 Leave Application

A leave application shall be submitted on prescribed format well in advance and gets sanctioned before availing it. The faculty members must make alternate arrangements/internal adjustments among the faculty members from his/her or any other department (leave alternate arrangement form should be filled) to keep the students engaged.

No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.

12.2 Leave Calendar year

1. Casual Leave will be calculated on the basis of calendar year. (i.e., 01st January to 31st December)
2. Other than Casual Leave, all other leave will be calculated on the basis of academic year. (i.e., 01st July to 30th June)

12.3 Attendance

All the staff members should sign the attendance register as well as entry of thump impression in Bio-metric entry 10 minutes before starting of morning session and 5 minutes after the closure of the evening session. If there is any failure on the part of the staff members it will be treated as absent.

12.4 Late Attendance & Permission

1. In a month, both late attendance and permission will be limited to two. Third late attendance or permission will be treated as leave for which he/she is eligible.
2. Late attendance will be permitted only for 30-minutes in FN sessions, while permission can be availed for a maximum of one hour, which can be availed either in the beginning or at the end of the day.
3. The Late Attendance and Permission will be taken into account for the respective month.
4. On any account, the late attendance and permission should not be availed on the same day.

12.5 Prefixing or Suffixing Holidays

Prefixing or Suffixing holidays (Casual Leave, Vacation Leave, Special Leave, Compensation Leave) leave on loss of pay (LLP) will also be treated as LLP.

12.6 Casual Leave

1. Faculty Members are eligible for 12 days casual leave in the calendar year. It should be availed only after getting the Leave sanctioned by the authority.
2. Members who have less than one year of service are eligible for one day casual leave for each completed month of service.
3. Members who have completed between one and five years of service, the casual leave will be split up as quarter. (Jan, Feb, Mar/Apr, May, Jun/Jul, Aug, Sep/Oct, Nov, Dec)
4. Members who have more than 5 years of service can avail 12 days of casual leave at any time in a calendar year.

12.7 Leave Sanctioning Authority

1.Leave less than 15 days

The leave applied for less than 15 days continuously by a staff will be sanctioned by the Principal, provided if the leave is applied by the individual and sanctioned well in advance before availing the same without affecting the assigned work.

2. Leave exceeding 15 days

The leave applied for more than 15 days by a staff should be sanctioned by the Chairman provided if the leave is applied by the individual well in advance through the Principal and sanctioned before availing the same without affecting the assigned work.

12.8 Clubbing of CL, LLP and Vacation

Normally clubbing of CL, LLP and Vacation Leave will not be permitted. In exceptional cases like hospitalization or unforeseen problems clubbing of CL, LLP & Vacation will be permitted by Principal if proper authentication is produced by the individual.

12.9 Unauthorized Absence

Unauthorized continuous absence beyond seven days will be treated as the individual having left the service on his/her own accord and liable for break in service. The individual will be allowed to continue service, provided if the reason is genuine and after getting the approval from the Chairman.

12.10 Leave on Urgency

If CL is availed due to urgency it should be communicated to the sanctioning authority at least on the date of leave availed otherwise it will be treated as LLP.

12.11 Compensation Leave

Compensation leave will be given for Non-teaching staff only (No compensation leave for teaching staff). The Principal is the authority to sanction the compensation leave, which has to be availed within 30 days, (from the date of actual compensatory working day) with the prior permission of the sanctioning authority and the same to be maintained in the separate register.

12.12 Special Casual (compensation) Leave

Assigned staff members of University examination cell and admission cell are not able to avail stipulated vacation leave in a respective calendar year will be permitted to make use of 50% of vacation considered as “Special Casual Leave” (SCL) in the same academic year. The head of the institution is the authority to sanction the above without affecting the regular academic work.

12.13 Special Leave for Marriage

1. Special Leave for marriage of the staff members will be sanctioned for those who have completed minimum of one year service in the M.I.E.T. Educational Institutions on the date of availing special marriage leave.
2. The marriage leave of the individual will be applicable to the maximum extent of 5 days at a stretch. (during the marriage date/period)
3. The individual request should be forwarded through the respective head of the institution to this office along with the marriage invitation.
4. This leave will be applicable for the teaching and Non- teaching staff of the M.I.E.T. Educational Institutions.
5. During summer and winter vacation period there is no special leave for marriage be allowed.

12.14 Maternity/Paternity Leave

Any employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity/Paternity Leave (ML/PL) for a maximum of 60 days for ML (Sixty days)/ 15 Days for PL (Fifteen Days)subject to prior approval of the Chairman.

1. An employee can avail maternity leave only on two (2) occasions in her entire service period.
2. The maternity leave sanctioned shall be availed on a continuous basis and cannot be availed in installments.
3. The decision of the Chairman will be final in sanctioning of maternity leave.

12.15 Medical Leave

1. Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
2. For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.

12.16 Vacation Leave

Teaching Staff:

1. 40 days' vacation in an academic year is divided into two spells with the first spell extending up to 15 days in the winter session and the remaining 25days in the summer session as the second spell.
2. The faculty member who has less than one year service can avail 7 day's vacation leave.

Non-teaching Staff:

1. Non-teaching staff other than Attenders:

More than 5 years of service	-	20 days
Between 1 & 5 years	-	15 days

2. Non-teaching staff Attenders:

More than 5 years of service	-	15 days
Between 1 & 5 years	-	10 days

Non-teaching staff who has less than one year service is not permitted to avail the vacation leave.

12.17 On-duty

Teaching Faculty:

1. On duty for University Exams related duty – 20days per academic year.
2. Attendance sheet should be produced after the duty.
3. On duty for Research/Administration –As per recommendation from HOD & approval from Principal.
4. OD form should be produced before availing it.

Non - Teaching & Administration Staff members:

On duties for Administration staff will be provided for official works only. Every admin staff availing On Duty must submit the OD form to the office before availing the on duty or must get proper approval from Principal.

13. Incentives and Benefits for Faculty

13.1 Benefits Extended to Faculty and Non-Teaching Staff Members

1. Employee's Provident Fund for non-teaching staff members.
2. The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered. The employee and the management each shall contribute 12% of the pay of such employee.
3. The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshop/ Seminar/ Conference in various colleges.
4. The amount can be claimed after submitting the necessary documents.
5. Employee's Group Insurance.
6. Preference given to employees' children in admission and fees concession.

13.2 Employees Incentive:

1. Employee receives incentives in the form of additional increments during the salary revision depending upon the API.

13.3 Traveling/Dearness Allowance

1. The Staff members visiting places /Companies/Organizations for official purpose within the city and its suburbs will be paid as per the following:
2. Actual bus fare / train fare restricted to second class fare.
3. If own vehicle is used, fuel allowance will be paid
   - ✓ For Two-Wheeler - Rs.4/- km
   - ✓ For Four -Wheeler - Rs.8/- km

4. All the staff members are eligible for claiming DA for office work.
   - ✓ For inside the city - Maximum of Rs.150 will be sanctioned as a DA (Actual Bill) based on necessity.
   - ✓ For Outside the city - Maximum of Rs.1000 will be sanctioned as a DA (Actual) based on necessity

14. Code of Conduct for Faculty

1. Staff must maintain high standards of punctuality, honesty and professional ethics.
2. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
3. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
4. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
5. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
6. All staff of the college should maintain harmonious relations with other staff and students.
7. Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
8. All staff should follow the instructions and directions of the authority.
9. All staff should constructively contribute toward the development of the college and university.
10. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
11. All staff shall extend their services for the welfare of the community & society at large.
12. All staff should properly maintain the records of respective portfolio.
13. All staff should make an effort for the continuous development through training programs, workshops and research and development activities.
14. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
15. Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

16. Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.

14.1 Ethical Standards for Faculty

A faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

1. Shall have a sense of belonging to the Institution.
2. Shall assume total dedication to the teaching profession.
3. Shall always have an urge to excel in professional acumen.
4. Shall wear respectable attire, benefiting the society's expectations.
5. Shall keep up immaculate personal hygiene at all times.
6. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
7. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
8. 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.
9. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
10. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

14.2 Dress Code: Faculty

Following is the dress code for the faculty of Institute:

Men: Tucked in shirts and shoes with tie

Ladies: Saree with Overcoat.

It is Mandatory for staff to wear ID card at all times when they are in the campus

14.3Basic Duties of Faculty members

At the level of teacher

1. Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the HOD.
2. Prepare the lesson notes by referring to standard books and university question papers in advance and get it signed from the HOD at the beginning of every semester/year.
3. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
4. Mark attendance in the classroom itself and enter in the ERP on time.
5. Ensure good class control.
6. Encourage the students listening and active participation in the class.
7. Ensure that the planned syllabus is finished during the hour.
8. The Faculty Member should encourage students asking doubts / questions.
9. Aim for 100% pass results in their subjects and work accordingly.
10. Maintain and update the log book regularly and get it signed from the HOD.
11. Be available in the Department during the working hours for consultation by the students.
12. Ensure that the students complete the lab observation note and get it signed on the same day.
13. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
14. Prepare and submit the internal test question papers along with the answer key to the HOD in time.
15. Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the ERP and log books.
16. Award the Internal marks according to the procedure.
17. Instruct the students to attend the internal test and university examination without fail.
18. Monitor the regularity in the Students attendance.

19. Monitor the student's punctuality to their class.
20. Monitor and regulate proper dress code, hair style and wearing ID in their class.
21. Prevent students movement during the class hours within block and the premises.
22. Prohibit usage of mobile phones by the students inside the class room.
23. Help the advisor to identify the academically backwards students and arrange remedial classes.
24. Intimate habitual absentees, objectionable behavior in the class and performance of the students in their subject to the advisor and HOD.
25. Identify good students and motivate them to excel.
26. Counsel the student to improve their academic performance.
27. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
28. Motivate the students to present papers in Symposium and attend seminars/workshop /internship.
29. Not to carry Mobile Phones to the class room / exam hall for any reason.
30. Monitor the adherence of the students' discipline towards rules and regulations of the college.
31. Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.
32. Assist the HOD in exigencies and in department works.

Follow the guidelines / instructions given by the principal from time to time

The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

15. Research &Development (R&D) Policies

15.1. Introduction

To achieve the quality research ambience at our M.I.E.T Engineering College the following policies have been undertaken. A Research & Development cell has been established that will prepare and implement the document for research and development activities within the Institute. The Research and Development cell implements wide range of activities to establish

centers of excellence, honing and cultivating appropriate research skills within faculty by deputing for Ph.D. studies, Conferences, Workshops and Short Term Training Programs (STTPs), promoting faculty members to submit research proposals for different funding agencies , All India Council for Technical Education (AICTE), University Grants Commission (UGC), Department of Science & Technology (DST), Indian Space Research Organization (ISRO), Defense Research& Development Organization (DRDO) and Council for Scientific and Industrial Research (CSIR) etc.

15.1.1 Establishment of Research and Development (R&D) cell

The Research and Development (R&D) Cell was established in 2014 as per the decisions taken by the Academic Council.

15.1. 2. The R&D Cell comprise of the following members

1. Principal - Chairman (ex officio member)
2. Vice Principal (ex officio member)
3. R&D Head - will be the Coordinator of the Cell.
4. Heads of all Academic Departments (ex officio members)
5. Members* Senior Faculty members, nominated by the Principal.
6. Nominee from the Industry
7. Nominee form the University
8. Nominee from Network Institution.

*Head/Members should have Doctoral degree (Ph.D.) *Head/Members should have atleast two Research publications in refereed (SCI) journals to their credit.

15.1.3Members of the R&D cell other than ex officio members serves for a term of up to five years.

15.1.4. The quorum for meetings of the R&D cell shall be the nearest whole number above 50% of the membership of the R&D cell for the time being.

15.1.5. The R&D cell will meet every month. The Coordinator is responsible for determining if more meetings are required.

15.1.6 The R&D cell will report to the Chairman by way of its minutes.

15.2. Research & Development (R&D) Cell

The Research and Development (R&D) Cell comprises of the following Responsibilities:

1. The R&D Cell is responsible for promoting the Institute's Research and Development, and academic and research-oriented training activities. This includes the development, review and monitoring of achievements under the Research & Development.
2. To conduct R&D Meeting on regular basis (Every Month) with all the Members.
3. To Support the faculty members to participate and present papers in National and International conferences and seminars.
4. To guide faculty to apply for sponsored projects/programs.
5. To identify new innovative project ideas.
6. To motivate R&D related Guest Lecture / Workshop / Seminar/FDP.
7. To organize at least one National / International Seminar or Conference per department in a year.
8. To create awareness among faculty and students about technical writing and importance of publishing paper in reputed journals.
9. To motivate students to carry out innovative and creative projects.
10. To create awareness among faculty members about Intellectual Property Rights (IPR).
11. To motivate our faculty members and students to apply for patents.
12. To protect and commercialize the Institute's intellectual property.
13. To promote Consultancy activities related to R&D.
14. To develop infrastructure conducive to promoting the quality and quantity of research and development.
15. To monitor the research and development performance of individuals, groups, Centers, department and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
16. To oversee the application of the Code of Research Ethics for the responsible practice of research.

15.3. Academic Research Policies

1. All eligible faculties can register for doctoral program with approval of the Management.
2. Pursuing Ph.D. Candidates should present their research progress before the review or Doctoral committee meeting.
3. Faculty members with Ph.D. are advised to get supervisor ship from Anna University, Chennai.
4. The Research scholars are encouraged to publish their research works in reputed SCI journals after getting the approval from their supervisors.
5. Research Supervisors are advised to submit the research articles to the journal only after checking the Plagiarism.
6. A Faculty from a department shall conduct research in the chosen field based on his /her expertise and preference.
7. B.E and M.E student's projects should be research focused. Every project should lead to at least one research publication in a journal indexed in SCI or WEB of SCIENCE or SCOPUS (Non – Paid).
8. All publications and research papers of faculty have to go through plagiarism - check.
9. Faculty publications (Affiliation must be M.I.E.T. Engineering College) in either SCI or WEB of science or SCOPUS indexed journals are appreciated with the following research incentive schemes as shown below

Sl.No.	Norms	Reward
1.	For First Author/Corresponding Author	Rs.5,000/-
2.	For Second Author	Rs.3,000/-
3.	For Third and Fourth Author	Rs.2,000/- (Equally Shared)
4.	Text or Reference Books by an International Publishers	Rs.20,000/-
5.	Text or Reference Books by National Publishers with ISBN	Rs.10,000/-

Note: Exceptional contribution in research publications will be rewarded at the discretion of Management.

15.4. Sponsored and Internal Research Related Policies

1. Every doctorate should apply for a minimum of one government funded project.
2. Every faculty should apply for internal project with an aim to apply for external funding. The required seed money for internal projects may be provided by the Institute.
3. The Institute may provide the basic infrastructure required to conduct either internal funded or external funded research.
4. All departments should strivefor recognition by National / International agencies through schemes / funding such as AICTE / DRDO / DST etc.,
5. Faculty is encouraged to identify inter-disciplinary research in their chosen field of research.
6. The faculty of all the departments of the institute should have a tie-up with industries and corporate bodies to undertake funded research in emerging areas and industry relevant areas.
7. All innovative projects of faculty are reserved for filing patent.
8. On successful completion, suitable recognition and remuneration will be given to that faculty with patents.
9. Meritorious research work by faculty is awarded with monetary incentives.
10. All research conducted should be covered by IPR and copyright protected.

In order to promote research environment and activity of the Institute and motivate the researchers the following **(Table**) incentive Schemes will be given to the faculty members, who have Projects sponsored by Government funding agencies.

Sl. No.	Category	Name of the Investigator	Remarks
1.	Funded Projects from Government Organizations, R&D Organizations, University, Industry etc.,	Principal Investigator (PI)	Responsible for Submission of Utilization Certificate (UC) to the funding Agency.
		Co-Investigator (CI)	
		Contribution to the Institution	Fund allotted and Over head Expenses will be used by Management for the development of infrastructure and other facilities for conducting the Research.

Note:

- *Preliminary Expenses can be adjusted in the fund allotted under the "overhead" expenses of the Project.*
- *Utilization Certificate to be submitted Every Year.*

15.5. Consultancy Projects and Testing Services Related Policies

To promote research-oriented consultancy works every department is encouraged by the college to actively take up consultancy works with industries. The following (Table – 3) incentive scheme is introduced by the management:

Consultancy and Testing Services	**Name**	**Consultancy**	**TestingServices**
		Percentage of Share	
	Individual or Team Members	**Ratio of 60:40** is shared between Institution and Individual or Team members respectively	
Percentage of honorarium to team members - **40% share could be divided as**			
	Principal	5%	5%
	HoD	1%	15%
	Investigator/Originator	5%	50%
	Lab in-charge	5%	5%
	Lab Technicians	2%	21%
Based on recommendation of HoD and Principal	Department Attenders/Sweepers*	4%	4%

15.5.1. The Heads and Doctoral Members of the departments have to interact and tie-up with industries/ NITs/IITs by visiting to their real research platform of their concerned research areas thereby making good relation with them to use their all resources for our students and college developments.

15.5.2. DA/TA will be given for those who are eligible to go for industry/ institutes visits to analyze the existing research trends in the engineering market and developing our college to meet the engineering challenges.

15.6. Central & State Government Funding/Sponsored / Collaborative Research Project Proposal Policies

1. The faculty shall apply for funding support from the Government / Industries, to do Sponsored/ Collaborative research based on the call for proposals from the agencies.
2. A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Subject Expert, HOD and senior members for proposal assessment.
3. The PRC shall forward the proposals upon review to the Vice Principal/Principal for approval towards the submission of proposals to the funding agencies
4. The Principal Investigator shall then submit the application along with supporting documents based on the approval to the Funding Agencies Website.
5. The PIs shall create a new Head of A/c and prepare a Stock Register with proper entries of purchase of recurring and Non-Recurring items upon sanction of the project by the funding agency.
6. The PIs shall appoint a Project fellow (if applicable) by means of advertising and then selection shall be done by conducting the interview based on the budget approval of the funding agency. The interview panel should be constituted with one external expert member along with PI and HOD or as prescribed by the funding agencies.
7. All periodic progress reports (Half yearly, Annual and final reports) as required by funding agencies should be submitted only after the approval of the Progress Review Committee that comprises of Principal, Co-Coordinator-R&D/ Vice Principal and expert members. The PIs shall submit the half yearly Progress Review Report to the Vice Principal/Principal concerned.

8. The PIs shall prepare Project Completion Report on completion of the project duration according to the guidelines of the funding agency.
9. The PIs shall prepare the Utilization Certificate (UC) duly signed by the Auditor.
10. The PIs shall submit the Project Completion Report, Utilization Certificate and Publications / patent list to the Sponsoring agency through the Vice Principal/Principal.

15.7.Intellectual Property Rights (IPR)/ Patent Registration Policy

M.I.E.T. Engineering College expects a greater number of faculty members and students to make more and more inventions. In this regard, any innovative work done in M.I.E.T. Engineering College becomes a property of M.I.E.T. Engineering College, the owner of the invention being the "M.I.E.T. Engineering College". Any IPR filing hereafter should be in the name of "M.I.E.T. Engineering College" as a Legal entity with the concerned faculty members / students as inventors. The charges for filing patents or any other IPR will be met by the M.I.E.T. Engineering College for those inventors who don't have any project funding to support it.

The methodology for paying the IPR filing charges by the college as follows:

1. Your invention must be submitted to the R&D cell, M.I.E.T. Engineering College in the Invention Disclosure Form of the IPR.
2. A rigorous patent search will be made on each of the submitted invention and a detailed search report will be given to the inventors.
3. The inventors must go through the search report and must give a clearance to go for Patent filing process.
4. All the submitted inventions will be scrutinized for the patentability by a committee consisting of the Principal and the R&D Head along with suitable technical members in the field of the invention.
5. The recommended inventions will be filed for IPR protection. The M.I.E.T. Engineering College will bear the expenditure for those inventions which are carried out without any funding assistance as detailed below:

i. M.I.E.T. Engineering College will pay 75% of the IPR registration expenditure. The remaining25% should be initially borne by the concern inventors of M.I.E.T. Engineering College.
ii. If the patent is granted, the remaining 25% of the registration expenditure spent by the inventors will be reimbursed.
iii. M.I.E.T. Engineering College will pay the IPR renewal fees for the first seven years in all cases when patent is taken by M.I.E.T. Engineering College.
iv. After 7 years the inventors can pay the IPR renewal fees for their IPR, if they want.
v. The Inventions which are carried out under a project funding; the expenditure towards the IPR registration has to be met from the project funds.
vi. When faculty members write a project to funding agencies, they are requested to specify a component of funding for IPR filing and their renewals.

6. If the IPR is commercialized the inventors will get 60% of the total revenue generated by that patent.
7. Also, if you have filed any IPR of your own such details may be given to R&D head of M.I.E.T. Engineering College keeping a record of the patentable research in our M.I.E.T. Engineering College.

Note: It is informed that all the IPR related issues of the faculties/faculty guided students inventions be routed through the R&D Cell of M.I.E.T. Engineering College.

15.8. Code of Research Ethics

The following are the codes of research ethics which express the ethical values to be practiced by all the staff engaged in academic and / or sponsored research activities at M.I.E.T. Engineering College.

1. To maintain secrecy of the research findings/technical information and to avoid communication of any official document or information to others without permission.
2. To commit no form of plagiarism during art-of-work and preparation and dissemination of reports and research articles.
3. To practice and promote justice in research.

16. Internal Quality Assurance Cell

Quality enhancement is a continuous process in an educational institution. In M.I.E.T. IQAC is a part of the institutions system and work towards the quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious and consistent improvements in the overall performance of institutions.

1. Ensures timely, efficient and progressive performance of academic tasks.
2. Ensures the relevance and quality of academic and research programmes.
3. Promotes modern methods of teaching and learning.
4. Checking the credibility of evaluation procedures.
5. Ensuring the adequacy, maintenance and proper allocation of support structure and services.

17. Performance Evaluation Policy

The Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the Institute. It helps the employees for self-development, student enrichment and contributes more towards the growth of the Institute and individual enhancement.

The faculty member shall submit the open and transparent performance report (Academic Performance Indicator-API) every year, containing the teacher's academic activities and achievements. The HOD shall offer his/her remarks and observation on the report. The Committee (Principal/HODs) shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

18.Format

18.1. Staff Bio-Data during Recruitment

BIO –DATA

M.I.E.T EDUCATIONAL INSTITUTIONS

GUNDUR, TIRUCHIRAPPALLI – 620 007.

APPLICATION FORM FOR FACULTY POSITION **ENGINEERING / POLYTECHNIC / ARTS**	Affix Photo
LECTURER / ASST.PROF / ASSOC.PROF / PROFESSOR / OTHERS	
Department:	
Reference: Advertisement / Through friends / Walk-in Dated: _____	
PERSONAL DETAILS	
1. Name: Dr / Mr. / Mrs.	
2. Father / Husband Name:	
3. Date of Birth:	**4. Age:**
5(a). Aadhar No: **5(b). PAN No:**	**6. PF A/C. No: Yes / No**
7. Sex: Male / Female	**8. Nationality:**
9. Religion:	**10. Community:FC / BC / MBC / SC / ST / BCM / DNC**
11. Caste:	**12. Marital status:** Married / Un-Married If married, **Spouse**: Employed / Unemployed **No. of Children**:

Address for Communication
Door No: **Street:** **Area:** **Taluk:** **District:** **Pin code:** ☐☐☐☐☐☐
Phone No. with STD Code: **Mobile No.:** ☐☐☐☐☐☐☐☐☐☐ **EmailID.** :

ACADEMIC QUALIFICATION *[ChronologicalOrder]

Sl.No	Degree	Specialization	Year of Passing	Full time / Part time / Distance Education	Class / Position	Agg. % / CGPA	Institution	University
1.								
2.								
3.								
4.								
5.								
6.								

* Attach Xerox copies of relevant certificates.

PROFESSIONAL EXPERIENCE *

Sl.No.	Designation	Institution	Duration		Experience (in years)
			From	To	
1.					
2.					
3.					
4.					
TOTAL					

* Attach Xerox copies of relevant certificates.

Others (Industry, Research, Teaching in Arts College / Polytechnic / School) – chronological order

Sl. No.	Designation	Institution	Duration		Experience (in years)
			From	To	
1.					
2.					
3.					
4.					
TOTAL					

ANY OTHER INFORMATION

Any -Research Projects / Patent Rights	Yes / No ☐ ☐
If 'yes', provide details	
Publishing Details	No. of Scopus indexed Journal: _____ No. of Non referred Journals: _____ No of Books Published: _____ (withISBN) No of National & International Conference: _____ Seminar: _____Workshop: _____

Any Membership in Professional bodies **If 'yes', provide details**	
Awards & Achievements (if any) **If 'yes', provide details**	
Have you worked for NBA / NAAC / Placement activities like Soft Skills Trainer, Aptitude etc./GATE/Institutional Activities/others? **If 'yes', provide details**	

SALARY PARTICULARS

Salary Drawn (if employed)	
Salary Expected	
Expected Joining Period	**Days:** ☐ **Weeks:** ☐ **Months:** ☐

I declare that the above particulars furnished by me are true to the best of my knowledge.

Place:

SIGNATURE OF THE CANDIDATE

Date: [With Name]

* Attach Xerox copiesof relevant certificates / documents wherever necessary.

FOR OFFICE USE ONLY

SALARY DETAILS	
Name of the Staff	
Designation	
Qualification	
Experience	
Department	
Basic pay	
AGP	
DA	
HRA	
Others **(Experience Allowance)**	
Principal	
Approved by **Chairman**	

18.2. Leave Form

M.I.E.T. ENGINEERING COLLEGE, TIRUCHIRAPPALLI-620 007.

LEAVE APPLICATION [C.L / CPL / L.L.P]

DATE: _____

1.Name : _____

2.Designation & Department : _____ Emp.No._____

3.No. of CL availed so far : _____ CL Remaining as per norms: _____

4.No. of days applied : _____From _____To_____

5. Reason : _____

6. If leave exceeds more than three days, furnish Vacation address & Ph. No: _____

7. Permission requested to be away from the Headquarters: Yes/No

SIGNATURE OF APPLICANT

DETAILS OF ALTERNATIVE ARRANGEMENTS CLASS/LAB
(To be arranged by the Applicant)

Name of Staff-substitute	Date	Year	Branch	Period	Subject	Signature of the substitute

Recommendation of HOD	Granted	Not Granted
Recommended / Not Recommended HOD	Principal	

18.3. Library Membership Registration form

MIET Engineering College

Trichy – 620 007.

Central Library

APPLICATION FOR LIBRARY MEMBERSHIP

Date : .....

Name :.....

Staff No: .....

Designation : .....

Department:.....

Qualification : .....

College : Engineering / Arts & Science / Polytechnic

Date of Joined the Duty : .....

Permanent Address : .....

.....

.....

.....

Phone No: ..... Mobile No.: ..... Email: .....

I will abide by the rules of the Library

Signature of the Applicant

****

Certified that Mr./ Ms./ Dr. _____ is working as a _____ in our Department and may be enrolled as a member of the Library.

Signature of the HOD Signature of the Principal

****

(Faculty 6Books; Instructor/Programmer 3Books)

For Office Use Only

Certificate Surrendered Chairman Office	Sl No : Date : Librarian

18.4. Identity Card Form

STAFF ID CARD FORM

☐ **Fresh**

Please fill the details in CAPITAL LETTERS only ☐ **Duplicate**

Name: .....

Date of Birth:..... EMP No:.....

Designation:..... Dept:.....

Address:.....

.....

.....

.....

Blood Group:.....

Tel / Mobile Number:.....

Photo

Signature of the Staff

Principal

ID Card-incharge

18.5. No Dues for Staff Relieving

FORM - A

M.I.E.T ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)
NBA ACCREDITED UG PROGRAMS (CSE, EEE & MECH)
Trichy – Pudukkottai Main Road, Trichy – 620 007.

NO DUES FORM				
Department				
DETAILS OF THE STAFF				
Name of the staff			**EMP No**	
Date of Birth & Age				
Date of Joining				
Designation	**At the time of Joining**		**At the time of Relieving**	
Last Date (Duty Attended)				
Reasons for leaving				
Address for Communication with Mobile No.				
NO DUES CERTIFICATION				
From Librarian				
From Accounts Office				
From Engineering Office				

ITEMS RETURNED

Sl. No.	Items	Receiver's name	Receivers Designation	Receivers Signature
1.	**Identity Card**			
2.	**Room/Almirah/ Table Keys**			

3.	**Stationary Items**			
Signature of the Staff with Date				
RECOMMENDATION FROM HEAD OF THE DEPARTMENT				
Signature with Date - From Concerned Dept. HoD (After Duly verifying Form-B)				
Recommended		☐ **YES** ☐ **NO**		
Remarks (If any)				
PRINCIPAL		**CHAIRMAN**		

FORM - B

M.I.E.T ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)
NBA ACCREDITED UG PROGRAMS (CSE, EEE & MECH)
Trichy – Pudukkottai Main Road, Trichy – 620 007.

CHARGE HANDOVER FORM

Department			
DETAILS OF THE STAFF			
Name of the staff		**EMP No**	
NOTE	**This form must be filled and submitted along with the resignation letter. Extra pages may be used as required.**		
	Updated matters of the following files should be verified by HoD.		

I. DEPARTMENT FILES

Sl.No.	Name of the Department Files	Taken Over By	Detailed Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			

II. LAB RELATED FILES			
Sl.No.	**Name of the Lab**	**Taken Over By**	**Detailed Remarks**
1.			
2.			
3.			
4.			
5.			
6.			
7.			

III. NBA/NAAC RELATED FILES			
Sl.No.	**Name of the Files**	**Taken Over By**	**Detailed Remarks**
1.			
2.			
3.			
4.			
5.			
6.			
7.			

IV. PERSONAL FILES			
Sl.No.	**Name of the Files**	**Taken Over By**	**Detailed Remarks**
1.	Log Book (All semesters)		
2.	Lecture Notes/ Course Materials		
3.	Department Library		
4.	ERP/ Intranet Access/ Mail Login Disable		
5.			
6.			
7.			

V. ACKNOWLEDGEMENT	
Signature of the Staff with date	
Signature of the HoD with date	

18.6 Academic Performance Indicator Version 3.0

With effect from 13.12.2019

FACULTY EVALUATION PROCEDURES

KEY PERFORMANCE INDICATOR

A Key Performance Indicator is a measurable value that demonstrates how effectively faculty members are achieving key institution objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets. High-level KPIs may focus on the overall performance of the institution, while low-level KPIs may focus on processes in department levels.

KPI includes,

Sl. No	Key Performance	Category	Maximum Marks
1	Academic Performance	Category 1-3	750
2.	Contribution to Institutional and Departmental Activities	Category 4	150
3	Faculty Contribution to Branding and Institutional Development	Category 5	100
Total			1000

Note:

Minimum eligibility for applying API award for Faculty Members

CATEGORY 1 : 50 % of marks from 400 (200 / 400)

CATEGORY 2 : 20 % of marks from 250 (50 / 250)

Total : 40 % of marks from 1000 (400/1000)

Verified by Approved by

Faculty Signature

Name: HoD – ( ) PRINCIPAL

FACULTY PERFORMANCE EVALUATION - API INDICATORS[Academic Year_____]

Name of the Faculty:
Date of Joining:
Department:

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
Sl. NO	**API PARAMETERS**	**MAX.POINTS**	**TOTAL**
1.1	Academic Results	250	400
1.2	Project Guidance and Outcome	70	
1.3	Pedagogical initiatives in Teaching –Learning Process	10	
1.4	Special Accomplishments	15	
1.5	Feed Back	25	
1.6	Initiatives Related to Industry Interaction	20	
1.7	Value Added Courses	10	
CATEGORY - 2. RESEARCH CONTRIBUTIONS			
2.1	Research Paper Publications	50	250
2.2	Paper presented in International conference with DOI	60	
2.3	Book Publications	25	
2.4	Sponsored Projects	30	
2.5	Grants Received for Organizing Seminar, etc	20	
2.6	Consultancy work	10	
2.7	Patent	15	
2.8	Research Guidance	25	
2.9	Reviewer /Examiner	5	
2.10	Enrichment Qualification (Ph.D)	5	
2.11	Citation	5	
CATEGORY - 3. PROFESSIONAL DEVELOPMENT ACTIVITIES			
3.1	Professional Affiliation	15	100
3.2	Professional recognition	15	
3.3	Participation in Subject Associations	15	
3.4	Organizing the Programme	45	
3.5	Membership on Education, Research and National Development	10	
CATEGORY - 4. CONTRIBUTION TO DEPARTMENT AND INSTITUTIONAL ACTIVITIES			
4.1	Outreach Activities	20	150
4.2	Associated with College functions	20	
4.3	Participation in Institutional Activities	20	
4.4	Participation in Departmental Activities	10	
4.5	Facilitation	10	
4.6	Commitment towards departmental and institutional activities	10	
4.7	Exam Duties Assigned and performed	10	
4.8	Unavailing of casual leave / vocational leave	10	

4.9	Contribution to motivate the students as Advisor / Mentor	40	
CATEGORY - 5. FACULTY CONTRIBUTION TO BRANDING AND INSTITUTIONAL DEVELOPMENT			
5.1	Students Admission	50	100
5.2	Students Data Base Collection	20	
5.3	Functions / Programme Organization towards admission and branding	15	
5.4	Other works allotted by the Admission Cell	10	
5.5	Readiness to work Beyond the working hours	5	
		Grand Total	1000

FACULTY PERFORMANCE EVALUATION - API [Academic Year _____]

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES

(Maximum Scores Allocated: 400; Minimum API Score Required: 40% of 400 = 160 marks)

Sl. No	Nature of Activity	Parameters			Credit Points	Max. Points	Documents Evidence	Total
1.1	Academic Results (UG Only)	a) Problematic / Engg. Drawing (P) b) Problematic cum Theory (P+T) c) Theory subjects (T)			**Odd - 100** **Even -100**	250	Copy of Result Analysis	400
		d) Practical / project			**Odd – 5** **Even -5**			
		Theory						
		P	P+T	T	Score			
		80-100	85-100	90-100	**100**			
		70-79	75-84	80-89	**80**			
		60-69	65-74	70-79	**60**			
		50-59	55-64	60-69	**40**			
		40-49	45-54	50-59	**20**			
		<40	<45	<50	**05**			
		**** Average to be taken for more than one subject.**						
		e) Grading						
		Grade	Points (Only Theory)	Total Points	**Odd - 20** **Even - 20**			
		S/ O	5	Number of S * 5				
		A / A+	4	Number of S * 4				
		B / A	3	Number of S * 3				
1.2	Projects Guidance and Outcome	a) Guide UG / PG (mini or main) per Batch				20	List of students and titles of projects assigned	
		Real time Project (IndustryOriented)			10			
		Research Project / Fabrication			8			
		Design / Software / others			6			
		b) Projects converted into papers (per Paper /per Product)				25	Paper evidence	
		Presented in conference tier 1 college			10			
		Presented in conference tier 2 college			5			
		Published paper in SCI/Scopus Journal			20			
		Published paper in non-indexed journal			15			
		Converted into product			25			
		c) Projects Beyond the curriculum /for institution development			10 per batch	10	Project Report	
		d) Proposal Applied for TNSCST, Smart India Hackathon, etc			5 each	15	Copy of the proposal and Letter received	
		e) Grants/Awards received			15each			

1.3	Pedagogical initiatives in Teaching-learning Process	Participatory and Innovative Teaching –Learning Methodologies (eg e-learning, Video lecturing, role play, Project based learning, Quiz, case studies, models, charts etc)	3 per each activity (Totally Min 10 hours per semester)	**Odd -5** **Even – 5**	Plan and execution report -write up/ Videos / Photograph of activity, charts and models used for teaching course	
1.4	Special Accomplishments	Online Certification Courses (NPTEL, MOOC, etc)	5 Per each	**10**	Copy of certificate	
		Awards of achievements	5 per each	**5**	Copy of Award	
1.5	Feed Back	Students: >90 – **15**,80 to 89 - **12**, 70 to 79 – **10,**60 to 69 -**8,** <60-**6**		**25**	Copy of feedback report	
		HoD: >90 – **10**, 80 to 89 -**8**, 70 to79-**6,** 60 to 69 -**4,** <60-**2**				
1.6	Initiatives related to Industry Interaction	Industrial visit - Accompany students	5 per visit	**10**	Approval letter from HOD and Industrial report	
		Outcome of Industrial Visit – Student's internships, in-plant training, projects, career opportunities.	5 per student/ batch		Permission letter from Industry and list of attended students	
		Proposal for Industry setup Laboratories / Research Lab/ Center of Excellence Lab MOUS singed	5 per proposal/ per MOU	**10**	Write up and evidence for Industry approach	
		Setup Industry Supported Laboratories/Research lab/ Center of Excellence lab	10 per lab		Documents for Lab setup	
1.7	Value Added Courses	Resource Person / Course coordinator	5 per course	**10**	Course module and student's attendance	

CATEGORY – 2 RESEARCH CONTRIBUTIONS (Maximum Scores Allocated: 250; Minimum API Score Required: 20 % of 250 = 50 marks)						
Sl. No	**Nature of Activity**	**Parameters**	**Credit Points**	**Max. Points**	**Documents Evidence**	**Total**
2.1	Research Paper Publications	SCI Indexed Journal	30 / Publication	**50**	Copy of the published paper	**250**
		Scopus Indexed Journal	20/ Publication			
		Google Scholar/Web index Journals/UGC	15 / Publication			
		Non indexed Journal	10 /Publication			
		Publication of article in newspaper, magazine, newsletter, etc	5/ publication			
2.2	Paper presented in International Conference with DOI	Conference paper presented in Aboard	25 / Presentation	**40**	Copy of the published paper	
		Conference paper presented in IIT, NIT	20 / Presentation			
		Conference paper presented in Tier 1 colleges	15 / Presentation			
		Conference paper presented in Tier 2 colleges	7 / Presentation			
		Best Paper award in Aboard/NIT/IIT/Tier1 Colleges	20 / Award	**20**	Copy of awarded Certificate	
		Best Paper award in Tier 2 colleges	7 /Publication			
2.3	Book Publications	Text or reference books published by International publisher	25/ Publication	**25**	Copy of cover page	
		Chapter in an edited book published by International publisher	20 /Publication			
		Subject books by National level publishers with ISBN / ISSN numbers	15 /Publication			
		Subject books by other local publishers with ISBN / ISSN numbers	10 /Publication			
		Online Publication	7 /Publication			
2.4	Sponsored Projects	Major Projects amount mobilized with grants above Rs.5 Lakh	30 / each project	**30**	Copy of the sanctioned letter	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	25 / each project			
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	20 / each project			
		Project proposal Applied	10 / each project		Copy of the proposal	
2.5	Grants received for organizing Seminar,etc	Grants amount above Rs. 2 Lakh	20 / Programme	**20**	Copy of the sanctioned letter	
		Grants amount above Rs. 1 Lakh to Rs. 2 lakh	15 / Programme			
		Grants amount less than Rs. 1 Lakh	10 / Programme			
		Proposal Applied	5 / Programme		Copy of the proposal	
2.6	Consultancy Work	Amount mobilized with minimum of Rs.10,000/-	10 / Consultancy	**10**	Copy of the document	
2.7	Patent	Patent / Copy right filed - affiliation with college name	5each	**15**	Copy of patent filed letter	
		Patent Published / Copy right Obtained	10 each		Copy of Patent publication	
		Patent Obtained	15 each		Copy of patent granted letter	

2.8	Research Guidance	Research Scholar Degree Awarded	15/ each candidate	**25**	Copy of the letter	
		Research Scholar Registered	7 / each candidate		Name of the Scholar and letter	
		Doctoral Committee Member	5 each scholar		Copy of the Letter	
		Supervisor Recognition	10		Copy of Supervisor Recognition letter	
2.9	Reviewer /Examiner	Indexed Journal(SCI/Scopus) Reviewer /External Ph.D Thesis	5 /each	**5**	Copy of the Reviewer letter/ certificate	
		Non Indexed Journal	3 /each			
2.10	Enrichment Qualification (Ph.D.)	Ph.D. Registered	2	**5**	Copy of Registration	
		Provisional Conformed	3		Copy of conformation letter	
		Synopsis / Thesis Submitted	4		Copy of synopsis submission letter	
		Possessing Degree	5		Copy Degree certificate	
2.11	Citation	Citation impact of Published work (Current Year)	1 citation = 1	**5**	Google Scholar	

CATEGORY - 3. PROFESSIONAL DEVELOPMENT ACTIVITIES

(Maximum Scores Allocated:100)

Sl. No	Nature of Activity	Parameters				Credit Points	Max. Points	Documents Evidence	Total
3.1	Professional Affiliation	As a corporate member in National level				12	15	Copy of Letter / ID / certificate from Professional Society	100
		As a member in National level				5			
		As a corporate member in International level				15			
		As a member in international level				10			
3.2	Professional recognition as Key note speaker / Chairperson/ Resource person/ Chief Guest in	International Conference				15/Programme	15	Invitation Letter	
		National Conference Level /Symposium				10/programme			
3.3	Participation in Subject Associations	Conferences /Seminars / FDP / STTP/Workshop/etc					15	Copy of the Certificate	
		1-2 days	3-5 days	6-8 days		>8 days			
		4	7	10		15			
3.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member	-	Copy of the Documents	
		With Grant	Without Grant	With Grant	Without Grand	With or Without Grand			
	a) FDP/Workshop/Seminar	15	10	10	5	3	45		
	b) National Conference	25	20	15	10	5			
	c) International Conference	30	25	20	15	10			
	** Marks for each event								
3.5	Membership on Education (eg advisory, syllabus framing, BOS, Question paper framing), Research and National Development	State /Central/Other University Bodies				Question Paper framing 5 per each activity	10	Copy of the letter	
						Others 10 per each activity			

CATEGORY - 4. CONTRIBUTION TO DEPARTMENT AND INSTITUIONAL ACTIVITIES

(Maximum Scores Allocated: 150)

Sl. No	Nature of Activity	Parameters	Credit Points	Max. Points	Documents Evidence	Total
4.1	Outreach Activities (other than NSS , YRC) Organized programme outside campus/other than regular working hours	Coordinator	20 /Programme	**20**	Circular and copy of the documents	**150**
		Member	12 /Programme			
4.2	Associated with College Function like college day, sports day, convocation, First year Inaugural, etc	Overall Coordinator	15 each	**20**	Circular and copy of the documents	
		Committee Coordinator	10 each			
		Member	7 each			
4.3	Participation in committee concerned with institutional activity such as Afflation work/ Time table /Exam cell / student welfare /Research committee /EDC / IQAC cell / NPTEL ,NSS, YRC, etc	NSS / YRC / RRC Coordinator	20	**20**	Circular and copy of the documents	
		Coordinator for other Activity	15 each			
		Member	5 each			
4.4	Participation in committee concerned with Departmental activity such as T&P In-charge / web site / E magazine /Result Analysis /Professional society / Other department activities	Member	5 each	**10**	Circular and copy of the documents	
4.5	Facilitation Arranging resource person and Industries	Arranging resource person / Industries for Industrial Visit / Internship, etc	5 per each arrangement	**10**	Copy of documents	
4.6	Commitment towards departmental and Institutional Activities	Readiness to work beyond working day / working hour (other than regular academic works - Duties assigned by Higher authorities)	5 per each work	**10**	Proof of the work assigned by higher authorities and execution	
4.7	Exam Duties Assigned and Performed	External/internal Invigilator, Government Exam Proctor	1 per duty	**10**	Copy of duty list	

4.8	Unavailing of Causal leave / Vacation Leave	Surrendering of 75 % of leave		5	**10**	Attendance Record	
		Surrendering of 50 % of leave		3			
		Surrendering of 75 % of VL		5			
		Surrendering of 50 % of VL		3			
4.9	Contribution to motivate the Students as Advisor/Mentor	Advisory Students' University Result(each sem)	100 %	5 each sem	**40**	Copy of Result Analysis	
			99 % - 85%	3 each sem			
		Producing Academically Bright students form Advisory Students (More than 8.0 CGPA with no history of arrears)				Copy of Result Analysis	
		5 and above		5 each sem			
		Below 5		3 each sem			
		Advisory Students' Attendance	No defaulters	5 each sem		Attendance % list	
			5% defaulters	3 each sem			
		Advisory Students' Participation in other college events	100% of students	10 per Year		Copy of Certificates	
			99 % - 85% of Students	7 per year			
			85 % to 75%	5 per Year			
			<75 %	3 per Year			
			Min two students won Prize	5 Per year			
		Readiness of the staff member to handle extra classes (Expertise) assigned by the HoD as and when required- Effective engaging		5 per sem		Feedback from students	

CATEGORY - 5. FACULTY CONTRIBUTION TO BRANDING AND INSTITUTIONAL DEVELOPMENT

(Maximum Scores Allocated: 100)

Sl. No	Nature of Activity	Parameters		Credit Points	Max. Points	Documents Evidence	Total
5.1	Students Admission	First Year	CBSE /Other central board	10 per student	50	Reference Documents from Admission cell	**100**
			Cut off (> 180)	10 per student			
			Cut off (160 -179)	8 per student			
			Cut off (140- 159)	6 per student			
			Cut off < 139	5 per Student			
		Lateral	Cut off >90	8 per student			
			Cut off (75-89)	6 per Student			
			Cut off < 74	5 per student			
		PG (ME/MBA)		5per student			
5.2	Students Data Base Collection	First Year (Min 100 Students)		15	20		
		Lateral(Min 50 Students)		10			
		PG (ME/MBA)(Min 50 Students)		5			
5.3	Function / Programmeorganizing towards admission and Branding	First Year		15	15		
		Lateral		10			
		PG (ME/MBA)		5			
5.4	Other works allotted by the Admission Cell	Coordinator		10	10		
		Member		5			
5.5	Readiness to work Beyond the working hours (After 5pm and Leave days)	10 Days		2	5		
		20 Days		3			
		Above 20 Days		5			

FACULTY PERFORMANCE EVALUATION - GUIDELINES

TEACHING & LEARNING PROCESS	
▪	Theory/Practical subjects pass percentage and grade performance are taken into consideration for calculating the credit points. Average has to be taken for more than one theory /Practical Subjects taught. Result for each semester is taken into account for credit point calculation.
▪	Teaching innovation – Pedagogical initiatives other than PPT and chalk and talk is considered
▪	Value added/ Add–on- courses /Hands-on Training has to be assessed properly and certificate to be given for all the attended students.
RESEARCH ACTIVITIES	
▪	If the conference paper is published in the reputed journal, the faculty is eligible to claim for both conference presentation as well as journal publication. The faculty has to publish papers only in journals pertaining to their field (or) interdisciplinary journals with relevance.
▪	The journals published by faculty members should have minimum two citations (excluding self-citation) with our college affiliation
▪	For any consultancy work/Sponsored Research Project done, the surplus amount will be shared between the Employee and Institute. Revenue generated from our students & staff shall not be considered as revenue from consultancy.
ADMINISTRATIVE ACTIVITIES	
▪	Faculty members attending training programs (FDP/Workshop/Seminar etc.,) should produce attendance /participation certificate.
GENERAL	
▪	Documents approved by the authority concerned alone are valid for credit points.
▪	Documents Evidence should be presented by the faculty during IQAC Evaluation.
▪	Faculty members are allowed to participate in conference /workshop/seminar/FDP around India organized by institutes accredited by NAAC or the departments accredited by NBA or NIT/IIT/IISc (Tier-1 & Tier-2)etc.,
▪	Faculty members are encouraged to participate in events sponsored by government agencies like UGC/DRDO/ISRO/AICTE/CSIR/DST/DBT/DSIR/ICMR/Anna University.
▪	Staff members regular routine work related to teaching learning and students supporting work will not be considered for API
▪	The Chairman has the privilege to add additional credits to any member based on his/her overall observation of the involvement and organizational citizenship behavior demonstrated by the members during the appraisal period.
▪	The performance appraisal system is subject to change at any time based on requirement.

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APPENDIX I

POLICY OF INSTITUTION

a. Green Policy

Mission

Protect the earth for future generations by inculcating endurance initiative for conservation and meticulous usage of water, air, soil and other resources.

Objectives

- To cut down on things been thrown away to move towards Reduce, Reuse and Recycle of waste.
- To have scrupulous usage of water which leads to less runoff and wastewater that eventually ends up in the ocean.
- To educate people in and around the campus about the importance and values of natural resources.
- To ensure planting of trees which provide food and oxygen and also help to clean the air, save energy and combat climatic change.
- To be an iconic institution in following Green practices by conducting cleanliness programs and hygiene campaign to inculcate zero waste management system.
- To bring out socially responsible volunteers for cleaning the community.
- To provide waste management business opportunities such as Electronic recycling, Plastic recycling and Rubber recycling.
- To bring out various models in recognizing clean water accessible for all individuals.
- To ensure about transportations to avoid automobile emissions.

Authority

The MIET Engineering College is very much concerned about the importance of cleanliness and green environment. Despite of being located away from the city, the College

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maintains lush green in the campus. The College has a great landscaping inside the campus.

Some of the measures taken for a clean and pollution free environment are:

Mode of transport:

Students from out campus are advised to make use of bicycle to commute from hostel to the College in order to prevent the campus from automobile emissions.

Pedestrian friendly pathways:

Improve awareness and visibility between motor vehicles to reduce risk at crossing locations.

Plastic-free campus:

The College does believe in promoting plastic-free campus. The College has banned the use of flex boards and encourages the use of digital display boards. Dustbins have been placed to collect the garbage in every block in the campus. The garbage has been collected twice in a day to maintain the cleanliness of the campus.

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b. Policy for Restricted Entry of Automobiles

In the current scenario the number of students using two-wheeler in the campus is in a constant rise so we have created a separate layout for student two wheeler parking. MIET Institution is working to make the campus friendly to use bicycles, not only Bicycles a healthy alternative to a car but they also help assuage traffic a d parking on campus.

Following are the various rules for bicycle use on campus:

1) Cyclists should use extreme caution and slow down or walk bicycles, not use sidewalks when pedestrians are present.
2) Pedestrian's crosswalks are not for bicycle and they have separate lane and bicycle path, Automobiles are not required by law in crosswalk. It is best for bicyclists wishing to use crosswalks to walk with their bicycles through the cross walks as a pedestrian.
3) Bicycles are using campus roadways operate with the same rules as automobiles.
4) Bicyclists are strongly instructed to wear safety equipment while on campus (including helmets) as well as properly maintain the proper mechanical aspects of their bicycles for the safest riding. All persons on a bicycle must wear a helmet. Bicycles can be cited and fined for not wearing a helmet when riding.

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c. Policy for Pedestrian Friendly Pathways

1. Do not litter on pedestrian friendly road
2. Improve awareness and visibility between motor vehicles to reduce risk at street crossing locations
3. Maximal use pedestrian friendly road inside the campus
4. Use sign board for ramp locations for the benefit of physically challenged people

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d. Policy for ban on use of plastic

MIET Engineering College is now 'plastic free'. The use of plastics is banned in the campus and students are instructed to use environmentally friendly substitutes. Plastic wastes have emerged as one of the biggest environmental challenging factors on impacting the soil, water, health and wellbeing of citizens at large. The excess consumption of plastic has become a challenge to the urban waste disposal system, and has obstructed the rivers and water systems in rural areas. Now the time has come for a systematic campaign to reduce the usage of plastic, especially the single use plastic. Government has decided to take plastic ban as a national level campaign to address the environmental hazards and to bring attitudinal changes that shun use of plastics. The MIET Engineering college also initiates the unique spread and to educate the students around the campus area for avoiding usage of plastic. Following are the steps to be implemented and they become the regulation of the Act.

- Banning single-use of plastics in canteens, stores in the Institution premises and hostels etc.
- Awareness drives and sensitization workshops on the harmful impacts of single use of plastics particularly single use of plastic.
- Mandate all students to avoid bringing non-bio-degradable plastic items to the institution.
- Encourage the students to sensitize their respective households about harmful effects of plastic and make their households 'plastic free'
- Install necessary alternative facilities like water units to avoid the use of plastic water bottles.
- Encourage use of alternative solutions like cloth bags, paper bags etc., instead of plastic bottles, bags covers and other goods in the campuses.

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e. Policy for landscaping with trees and plants

A Green Campus is a place where eco friendly practices and education combine to promote sustainable and environmental practices in the campus. The green campus concept offers an Institution the opportunity and challenge to take the lead in redefining its environmental culture and developing new model by creating sustainable solutions to environmental, social and economic needs of the humankind.

Following are the steps to follow and it comes to Act:

- All faculty join hands with National Service Scheme (NSS) volunteers of the Institute. The under graduate students will participate in the campaign of these ideas these amongst the neighborhood villages.
- Water saving awareness, helmet awareness rally and tree planting.
- During any special function must plant a tree with the name of the Guest as a Guest of honor.
- All the solid waste has to be put in the waste bins. The food waste generated in the hostels is used to compost fertilizers.

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f. Policy for Divyangjan

Policies and Measures

- Equal opportunities are given for students with various disabilities without discrimination based on age, colour, marital status, sex, religion, and race.
- Monitor the student's improvement and completion of education for all students with disabilities.
- Allotment of scribes for writing Anna university examinations.
- Enable nonvisual desktop access(NVDA) for easy understanding.
- No person on the basis of disability shall be deprived of his or her personal liberty.
- Ensure the entire campus barrier free in order to make resources available to people with disabilities.

Infrastructural facilities:

Ramps are constructed inside the campus.

Lift facility is provided.

Barrier free washroom is constructed.

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APPENDIX II

CODE OF CONDUCT FOR STUDENTS

- Students should abide the rules and regulation of the college and maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
- Students are expected to greet their teachers and elders with Good morning and use only courteous and polite language with decorum while talking to the members of teaching and non-teaching staff of the College.
- Students should refrain from using any insulting, inciting and intimidating language, while talking to their fellow students.
- A College working schedule is followed as per the College Academic Calendar. Classes are scheduled from 9.15 a.m. to 5.00 p.m. All the students are expected to be seated in the class room/lab by 9. 10 am.
- Late coming will result in loss of attendance for the corresponding hour and shall be added to the student records.
- Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting proper permission/gate pass from the HoD / Principal.
- All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.
- No students shall wander or gather in verandah, corridor, and staircase etc. Canteen/office to be visited only during intervals and non-working hours.
- All leave applications shall be submitted in time, for sanction by HoD and concerned

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teachers. Application for medical leave shall be accompanied by valid Medical Certificates.

- Boy students shall come to the college with formal shirts tucked into trousers with black belt and black shoes. Hawai type rubber or plastic chappals are not permitted. All girl Students should wear churidhar with dhupatta. Besides those who are in laboratories shall wear uniform and safety shoes.
- All the students shall wear their identity cards, well displayed. Denial of that alone invites disciplinary action.
- All students are expected to come with proper hair style.
- Day-scholars shall park their vehicles in the designated places with the approved vehicle parking pass and students are expected to help security guards in ensuring proper parking discipline.
- All the students should wear Helmet and driving speed should not be exceeding 30km/hour while riding 2-wheeler inside the campus, only two persons are allowed in a two wheeler in the College premises.
- Students are expected to maintain silence in the academic buildings.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours also.
- Access to academic buildings beyond the above timing and on holidays without written Permission from the concerned HoD / Principal will not be permitted.
- No student shall Use mobile phones in the class rooms / labs /examination hall / Practical examination/Library and during events of the Institution. Mobile phones of the students, not adhering to this rule, will be confiscated by college authorities.
- Accessing social Networking Sites such as Facebook, Twitter etc. is banned within the college campus.
- Keep the campus neat and tidy. Degradable and non degradable wastes should be discarded in appropriate places and not anywhere in the campus.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door

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or furniture which could deface the college and destroy the academic ambiance.

- Students are advised to handle the furniture, equipment and fixtures carefully. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the concern students will have to bear the cost of replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus and not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department. The selection will be based on parameters such as academic performance, attendance and attitude of the students.
- Appearing in the internal examinations is mandatory for all the students. During internal examinations, students are not allowed to leave the hall and students have to occupy the seat 5 minutes before the commencement of the examination.
- Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours.
- Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Pay tuition fees, mess bills etc. in advance or in time to avoid fines.
- Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by staff member or higher authority of the College.
- Expulsion from the College is enough for expulsion from the hostel.
- In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of MIET, all the staff members are

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empowered to initiate disciplinary which in turn may lead to the constitution of an enquiry committee and further proceedings.

- College authorities, under no circumstances shall accept any misbehaviors and misconduct in which a student is involved by him/her during the stay in the college or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.
- The Principal reserves the right to remove from the rolls the name of any student who fails to pay the college / hostel dues on time.
- Being a professional college and with students who are adults, we expect a high standard of discipline with emphasis on self-discipline. It would be pragmatic to implement rules and regulations of the college enforced by Ordinances through self- discipline.

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APPENDIX III

CODE OF CONDUCT FOR NON-TEACHING STAFF

Ethical Standards for Non-Teaching staff

- Faithfulness to the College by prompt and reliable in all duties.
- Integrity by being sincere in words and actions.
- Ensure proficient margins with teaching faculty, students and other administrative staff for the smooth running of the institution.
- Dignity by treating students by care and kindness.
- Discrimination of students based on the caste, creed, language, social and cultural background should not entertain.
- Being supportive and cooperate with other staff members
- Responsibility by meeting the required standards for every assigned task.
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
- Discharge all the professional activities through proper channel.
- Ensure the Progress of technical and non-technical skills related to their job.
- Respect confidentiality of all information about the university exams as well as matters of students and colleagues unless legally or legitimately demanded.

Dress Code: Non-Teaching Staff

Men: Tucked in shirts and shoes.

Ladies: Saree with Overcoat.

It is Mandatory for staff to wear ID card at all times when they are in the campus.

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APPENDIX - IV

Policy document on providing financial support to teachers (2015-2016)

M.I.E.T. Engineering College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undergo research projects so as to excel in the creation of knowledge. The college encourages the faculty member to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the students. The college provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

1. To motivate the faculty members for the presentation of research paper in various Conferences / Seminars and also to encourage them to attend various Workshops / NPTEL courses and continuing education programmes.
2. To support the faculty members to promote their Teaching Learning process, research activities through participation in various Conferences and workshops.
3. To enhance their academic credential in line with expectations.

The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshops/Seminars/Conferences organized in various colleges along with Vehicle allowance. Apart from this, the faculty members are also eligible for cash award in exemplary performance in university examination.

The amount can be claimed after submitting necessary documents and vouchers.

S.NO	DESCRIPTION	FINANCIAL SUPPORT BY THE COLLEGE (In Rs)
1	Workshop	500
2	Seminar	500
3	Conference	750
4	NPTEL Courses	750
5	Two wheeler Petrol Allowance	3 / Km
6	Four wheeler Petrol/Diesel Allowance	6 / Km
7	Cash Award for Producing 100 percentage Result in Anna University Examination	10000

APPENDIX - IV

Policy document on providing financial support to teachers (2016-2017)

M.I.E.T. Engineering College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undergo research projects so as to excel in the creation of knowledge. The college encourages the faculty member to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the students. The college provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

1. To motivate the faculty members for the presentation of research paper in various Conferences / Seminars and also to encourage them to attend various Workshops / NPTEL courses and continuing education programmes.
2. To support the faculty members to promote their Teaching Learning process, research activities through participation in various Conferences and workshops.
3. To enhance their academic credential in line with expectations.

The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshops/Seminars/Conferences organized in various colleges along with Vehicle allowance. Apart from this, the faculty members are also eligible for cash award in exemplary performance in university examination.

The amount can be claimed after submitting necessary documents and vouchers.

Faculty publications (Affiliation must be M.I.E.T. Engineering College) in either SCI or WEB of science or SCOPUS indexed journals are appreciated with the following research incentive schemes as shown below.

S.NO	DESCRIPTION	FINANCIAL SUPPORT BY THE COLLEGE (In Rs)
1	For First Author/Corresponding Author	Rs.5,000/-
2	For Second Author	Rs.3,000/-
3	For Third and Fourth Author	Rs.2,000/- (Equally Shared)
4	Workshop	500
5	Seminar	500
6	Conference	750
7	NPTEL Courses	750
8	Two wheeler Petrol Allowance	3 / Km
9	Four wheeler Petrol/Diesel Allowance	6 / Km
10	Cash Award for Producing 100 percentage Result in Anna University Examination	10000

APPENDIX - IV

Policy document on providing financial support to teachers (2017-2018)

M.I.E.T. Engineering College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undergo research projects so as to excel in the creation of knowledge. The college encourages the faculty member to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the students. The college provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

1. To motivate the faculty members for the presentation of research paper in various Conferences / Seminars and also to encourage them to attend various Workshops / NPTEL courses and continuing education programmes.
2. To support the faculty members to promote their Teaching Learning process, research activities through participation in various Conferences and workshops.
3. To enhance their academic credential in line with expectations.

The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshops/Seminars/Conferences organized in various colleges along with Vehicle allowance. Apart from this, the faculty members are also eligible for cash award in exemplary performance in university examination.

The amount can be claimed after submitting necessary documents and vouchers.

Faculty publications (Affiliation must be M.I.E.T. Engineering College) in either SCI or WEB of science or SCOPUS indexed journals and Publication of Books are appreciated with the following research incentive schemes as shown below.

S.NO	DESCRIPTION	FINANCIAL SUPPORT BY THE COLLEGE (In Rs)
1	Text or Reference Books by an International Publisher with ISBN number	Rs.20,000/-
2	Text or Reference Books by National Publishers with ISBN number	Rs.10,000/-
3	For First Author/Corresponding Author	Rs.5,000/-
4	For Second Author	Rs.3,000/-
5	For Third and Fourth Author	Rs.2,000/- (Equally Shared)
6	Workshop	500
7	Seminar	500
8	Conference	750
9	NPTEL Courses	750
10	Two wheeler Petrol Allowance	3 / Km
11	Four wheeler Petrol/Diesel Allowance	6 / Km
12	Cash Award for Producing 100 percentage Result in Anna University Examination	10000

APPENDIX - IV

Policy document on providing financial support to teachers (2018-2019)

M.I.E.T. Engineering College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undergo research projects so as to excel in the creation of knowledge. The college encourages the faculty member to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the students. The college provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

1. To motivate the faculty members for the presentation of research paper in various Conferences / Seminars and also to encourage them to attend various Workshops / NPTEL courses and continuing education programmes.
2. To support the faculty members to promote their Teaching Learning process, research activities through participation in various Conferences and workshops.
3. To enhance their academic credential in line with expectations.

The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshops/Seminars/Conferences organized in various colleges along with Vehicle allowance.

The amount can be claimed after submitting necessary documents and vouchers.

Faculty publications (Affiliation must be M.I.E.T. Engineering College) in either SCI or WEB of science or SCOPUS indexed journals and Publication of Books are appreciated with the following research incentive schemes as shown below.

S.NO	DESCRIPTION	FINANCIAL SUPPORT BY THE COLLEGE (In Rs)
1	Text or Reference Books by an International Publisher with ISBN number	Rs.20,000/-
2	Text or Reference Books by National Publishers with ISBN number	Rs.10,000/-
3	For First Author/Corresponding Author	Rs.5,000/-
4	For Second Author	Rs.3,000/-
5	For Third and Fourth Author	Rs.2,000/- (Equally Shared)
6	Workshop	500
7	Seminar	500
8	Conference	750
9	NPTEL Courses	750
10	Two wheeler Petrol Allowance	3 / Km
11	Four wheeler Petrol/Diesel Allowance	6 / Km

APPENDIX - IV

Policy document on providing financial support to teachers (2019-2020)

M.I.E.T. Engineering College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undergo research projects so as to excel in the creation of knowledge. The college encourages the faculty member to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the students. The college provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

1. To motivate the faculty members for the presentation of research paper in various Conferences / Seminars and also to encourage them to attend various Workshops / NPTEL courses and continuing education programmes.
2. To support the faculty members to promote their Teaching Learning process, research activities through participation in various Conferences and workshops.
3. To enhance their academic credential in line with expectations.

The management of M.I.E.T is pleased to provide financial support to the faculty members for attending workshops/Seminars/Conferences organized in various colleges along with Vehicle allowance.

The amount can be claimed after submitting necessary documents and vouchers.

Faculty publications (Affiliation must be M.I.E.T. Engineering College) in either SCI or WEB of science or SCOPUS indexed journals and Publication of Books are appreciated with the following research incentive schemes as shown below.

To promote research-oriented consultancy works every department is encouraged by the college to actively take up consultancy works with industries.

S.NO	DESCRIPTION	FINANCIAL SUPPORT BY THE COLLEGE (In Rs)
1	Text or Reference Books by an International Publisher with ISBN number	Rs.20,000/-
2	Text or Reference Books by National Publishers with ISBN number	Rs.10,000/-
3	For First Author/Corresponding Author	Rs.5,000/-
4	For Second Author	Rs.3,000/-
5	For Third and Fourth Author	Rs.2,000/- (Equally Shared)
6	Workshop	500
7	Seminar	500
8	Conference	750
9	NPTEL Courses	750
10	Two wheeler Petrol Allowance	3 / Km
11	Four wheeler Petrol/Diesel Allowance	6 / Km

Consultancy and Testing Services	**Name**	**Consultancy**	**Testing Services**
		Percentage of Share	
	Individual or Team Members	**Ratio of 60:40** is shared between Institution and Individual or Team members respectively	
Percentage of honorarium to team members **-40% share could be divided as**			
	Principal	5%	5%
	HoD	1%	15%
	Investigator/Originator	5%	50%
	Lab in-charge	5%	5%
	Lab Technicians	2%	21%
Based on recommendation of HoD and Principal	Department Attenders/Sweeper	4%	4%