



# Sri Ramakrishna College of Engineering



## POLICY DOCUMENTS



(Approved by AICTE, New Delhi,  
Affiliated to Anna University, Chennai)

**SRI SARADHA NAGAR, PERAMBALUR - 621113**

[www.sriramakrishna.ac.in](http://www.sriramakrishna.ac.in)

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# **HR POLICY**

## ABOUT US

**Sri Ramakrishna College of Engineering: Empowering Rural Minds** - Established in 2012 by the Swami Vivekananda Educational Trust, Sri Ramakrishna College of Engineering (SRCE) has a clear mission: to provide high-quality engineering education to underprivileged and economically disadvantaged students in the Perambalur area.

**Offering a Diverse Curriculum-** SRCE boasts a comprehensive curriculum with six undergraduate programs, catering to a total of 531 students. The college is approved by the All India Council for Technical Education (AICTE) and affiliated with Anna University. It has also achieved ISO 9001:2015 certification, signifying its commitment to academic excellence.

**Investing in Infrastructure and Technology** - As a self-financing institution, SRCE prioritizes continuous growth and development. The college boasts well-equipped infrastructure, featuring cutting-edge laboratories meeting Anna University and AICTE standards. Additionally, SRCE provides smart classrooms, a spacious auditorium, and a conference hall, fostering a dynamic learning environment.

**A Dedicated Faculty Makes the Difference** - SRCE's exceptional faculty members go beyond academics. Filled with a sense of purpose, they guide students in their academic pursuits while also shaping their personal development, encouraging positive thinking and actions.

**Shaping Future Leaders** - SRCE is dedicated to empowering young men and women from rural and underprivileged backgrounds. The college fosters the holistic development of its students, equipping them with the knowledge, skills, and confidence to confront the challenges of the global market.

**Building Well-Rounded Individuals** - The institute prioritizes a modern learning environment that leverages technology for an enhanced educational experience. SRCE equips students with a valuable skillset, fostering intellectual and practical abilities, including inquiry, analysis, critical thinking, communication, problem-solving, and teamwork. Additionally, the college emphasizes personal and social responsibility, nurturing civic knowledge and intercultural understanding.

**A Legacy of Excellence** - SRCE has made significant strides in the field of engineering education. The college remains dedicated to pursuing its vision and achieving even greater heights in the years to come.

The college has 10 acres of trust land at Sri Saradha nagar, around 2 km ahead from perambalur towards Trichy. The college is situated at 45 km from Trichy in the national highway and 2 kms from perambalur town; this lush serene area is suitable with a good green landscape for effective teaching learning process.

## **Vision**

- To provide valuable resources for society through excellence in technical education and research.

## **Mission**

- ◆ To offer state-of-the-art undergraduate programmes
- ◆ To generate new knowledge
- ◆ To undertake collaborative projects with academic and industry
- ◆ To develop human intellectual capacity to its fullest potential

### **Courses offered (UG)**

BE, Computer Science And Engineering,

BE, Biomedical Engineering

BE, Mechanical Engineering,

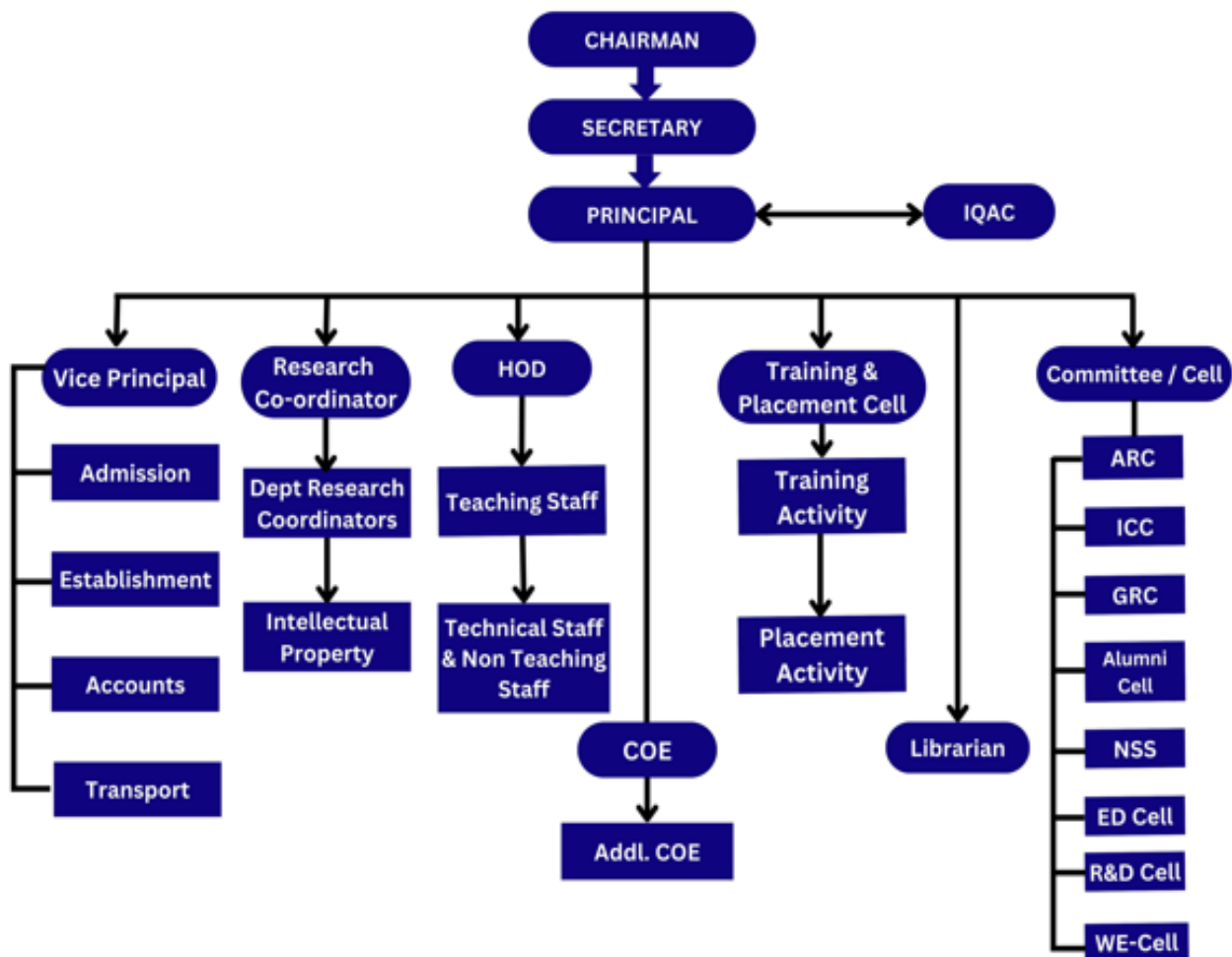
B.Tech, Artificial Intelligence And Data Science,

B.E. Civil Engineering

B.Tech AI &DS Engineering

B.E. Cyber security

# ORGANIZATIONAL CHART



S.No	NAME	POSITION	DESIGNATION	MOBILE NUMBER	EMAIL
1	Dr.M.Sivasubramaniam	Chairman	Chairman	9787770227	<a href="mailto:drsivasrms@gmail.com">drsivasrms@gmail.com</a>
2	Mr.M.S.Vivekanandan	Member	Member	9787770229	msvivek.srm@gmail.com
3	Dr.M.S.VijayAnand	Member	Member	9787770228	vams.vijay@gmail.com
4	Mrs.S.Premavathi	Member	Member	9787770230	ssvetrust@gmail.com
5	Dr.M.Marimuthu	Member Secretary	Principal	9865631147	sriramakrishnaengg@gmail.com
6	Dr.P.Mani	Member	Professor	9865129019	drmaniphy@gmail.com
7	Mr.Sambath Srinivasan	member	Industrialist	9842450547	coe@vmil.in

## Classification of Human Resources

### SRCE Workforce

**Sri Ramakrishna College of Engineering (SRCE)** employs a dedicated team with diverse expertise to ensure the smooth operation of the college. The staff is categorized based on their primary responsibilities:

- **Academic Leadership:** This category comprises the Principal, Administrative Officer, Heads of Departments, and Course Coordinators. They provide strategic direction, manage academic affairs, and oversee curriculum development.
- **Faculty:** SRCE's faculty members are highly qualified professionals, including Professors, Associate Professors, and Assistant Professors. They deliver lectures, conduct research, and mentor students, fostering a dynamic learning environment. Course coordinators within this group manage specific programs, ensuring their smooth delivery. Additionally, Class In-Charges oversee the day-to-day functioning of individual classes.
- **Technical Support Staff:** This team keeps the college's technical infrastructure running smoothly. It includes System Administrators, Programmers, Lab Assistants, and Lab Technicians, who provide essential support for laboratories and IT systems.
- **Support Services Staff:** SRCE's support services staff plays a crucial role in maintaining the college environment. This category encompasses Drivers, Attendants, Gardeners, Housekeeping Staff, Estate Managers, Transport Managers, Electricians, Plumbers, and Painters. Their dedication ensures a clean, safe, and functional campus for students and staff.

## ROLES & RESPONSIBILITY

### CHAIRMAN

#### Responsibility & Authority

- **Strategic Vision:** The Chairman plays a pivotal role in **formulating and articulating long-term policies** in collaboration with the college management. These policies guide the institution's overall direction and development.
- **Policy Implementation:** The Chairman closely **oversees and monitors** the implementation of established policies across the college, ensuring their effectiveness in achieving institutional goals.



- **Financial Oversight:** The Chairman plays a critical role in acquiring **endorsement for the annual budget** and other financial policies. They **authorize the release of funds** based on budgetary allocations and may approve **contingent funding** for specific requests.
- **Human Resources:** The Chairman is a member of the **staff selection committee**, participating in the approval process for all faculty and staff **appointments** and **relieving orders**.
- **Decision-Making Authority:** The Chairman is empowered to make **final decisions** on a wide range of college-related activities, ensuring the smooth operation and progress of SRCE.

## **SECRETARY**

### **Responsibility & Authority**

- **Right-Hand Support:** The Secretary acts as the **Chairman's right-hand person**, assisting in all management-related activities and ensuring their effective execution. They also take over the Chairman's responsibilities during their absence.
- **Financial Management:** The Secretary is authorized to **sign college cheques** to release funds for approved institutional development projects, acting within the framework established by the Chairman and the budget.
- **Meeting Facilitation:** The Secretary is responsible for **arranging general body meetings** and other gatherings crucial for the college's functioning. These meetings can be academic (involving faculty) or non-academic (involving administrative staff and committee members).
- **Financial Oversight:** The Secretary plays a key role in maintaining financial accountability. They are responsible for **collecting monthly financial and inventory audits**, ensuring accurate record-keeping and financial transparency.
- **College Collaboration:** The Secretary fosters collaboration between the Chairman, Principal, Heads of Departments (HoDs), and other key stakeholders. They facilitate communication on **important issues** related to **college functioning, governance, and development**.
- **Staff Selection:** While not the final decision-maker, the Secretary is a member of the **staff Selection committee**. They **forward all appointment and relieving orders** to the Chairman for their review and approval.

# PRINCIPAL

## Responsibility & Authority

The Principal of Sri Ramakrishna College of Engineering (SRCE) serves as the **chief academic officer and administrative head**, playing a pivotal role in the college's success. Here's a breakdown of their key responsibilities and authorities:

- **Strategic Leadership:** The Principal actively participates in the governing council, contributing to the formulation of **strategic plans** for the college's development and ensuring their **expeditious implementation**.
- **Academic Oversight:** They hold ultimate responsibility for the conduct of all **academic activities**, including curriculum development, teaching methodologies, and student learning outcomes.
- **Personnel Management:** The Principal acts as the **direct supervisor** for all teaching and non-teaching staff. They oversee their performance, provide guidance, and may initiate **corrective measures** as needed to ensure academic excellence.
- **Quality Management:** The Principal champions **quality management systems** within SRCE. They actively promote their effectiveness and ensure the college adheres to the standards set by Anna University and AICTE.
- **Goal Setting and Achievement:** The Principal plays a key role in **setting short-term and long-term goals** for the college, aligning them with the vision and mission of SRCE. They strive to achieve these goals by implementing effective strategies.
- **Academic Excellence:** The Principal is dedicated to upholding the highest standards of **academic quality**. They ensure the delivery of **discipline-specific education** and actively promote continuous improvement.
- **Faculty Development:** The Principal is responsible for **training and appraising** faculty members to enhance their teaching and research skills. They also oversee the management of both **curricular and co-curricular activities**.
- **Student Development:** The Principal is committed to nurturing the talents of students. They recognize and appreciate **outstanding achievements** by both students and staff, fostering a supportive learning environment.
- **Examination Management:** The Principal serves as the **chief superintendent** for both internal and external examinations, ensuring their smooth conduct and integrity.

- **Process Improvement:** The Principal identifies opportunities for **standardization** of various college activities using appropriate technology. They may also initiate **in-house training programs** for faculty, staff, and students to enhance their skillsets.
- **Curriculum Management:** The Principal plays a crucial role in **monitoring, reviewing, and approving lesson plans** for both theory and practical courses. They may also recommend **subject allocation** for faculty members based on their expertise.

## **HOD/HOD IN-CHARGE**

### **Responsibility & Authority**

The Head of Department (HOD) or HOD In-Charge plays a vital leadership role within their respective departments at Sri Ramakrishna College of Engineering (SRCE). Here's a breakdown of their key responsibilities and authorities:

- **Departmental Leadership:** The HOD/HOD In-Charge is responsible for **overseeing all academic activities** within the department, ensuring they align with the college's goals and departmental objectives. They lead and motivate both faculty and supporting staff.
- **Planning and Management:** They are responsible for **systematic planning and supervision** of all departmental activities, including curriculum delivery, student discipline, and resource allocation. They also set **timeframes** for syllabus coverage, internal exams, and semester schedules.
- **Resource Management:** The HOD/HOD In-Charge identifies and fulfills departmental needs such as faculty, equipment, books, classrooms, and learning materials. They also prepare and submit the annual departmental budget to the Principal, considering AICTE and Anna University norms.
- **Laboratory Management:** They ensure the proper **installation, upkeep, and improvement** of departmental laboratories according to Anna University and AICTE requirements.
- **Student Development:** They act as **facilitators** in motivating high-achieving students and providing support for students who need additional assistance.
- **Committee Management:** They conduct regular **departmental staff meetings** and manage departmental committees. Meeting outcomes are communicated to the Principal at regular intervals. They also facilitate **remedial measures** based on committee grievances.
- **Faculty Development:** The HOD/HOD In-Charge explores opportunities for **faculty development programs**, including research projects, for both teaching and non-teaching staff.
- **College Collaboration:** They **coordinate with the Principal** on administrative matters and report daily on academic and routine departmental activities.

- **Curriculum Management:** They **collaborate with the university** for curriculum updates and ensure alignment with industry standards.
- **Faculty Management:** The HOD/HOD In-Charge **enrolls faculty members**, assigns **workloads**, and sets **deadlines** for assigned tasks. They also review and approve **lesson plans** for both theory and practical courses, and in consultation with the Principal, select faculty for different subjects.
- **Value Addition Programs:** They may **identify and conduct in-house programs** to enhance the skills of faculty, staff, and students.
- **Student Support:** They collaborate with student counselors, tutors, and class teachers to organize **counseling programs** for students. They also work to ensure faculty and students have access to **national and international educational resources**.

## **PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR**

### **Responsibility & Authority**

Professors, Associate Professors, and Assistant Professors at Sri Ramakrishna College of Engineering (SRCE) form the backbone of the teaching faculty. They play a crucial role in imparting knowledge, fostering critical thinking, and preparing students for successful careers. Here's a breakdown of their key responsibilities and authorities:

- **Departmental Collaboration:** Faculty members closely **coordinate with the HOD/HOD In-Charge** on all academic and non-academic activities within their department. They actively participate in departmental initiatives and undertake special tasks assigned by the HOD.
- **Academic Integrity:** They are responsible for **adhering to the policies and norms** established by the institute, governing bodies, and accreditation agencies.
- **Curriculum Delivery:** Professors take primary responsibility for **completing the syllabus** for their assigned theory and practical courses. They effectively manage course content and ensure timely coverage.
- **Student Support and Discipline:** Faculty members closely **monitor student attendance** and **maintain discipline** within their classrooms. They also contribute to student development by providing guidance and addressing academic concerns.
- **Assessment and Evaluation:** Professors actively participate in the **evaluation process**, including answer script valuation, mark statement submission, and invigilation duties during examinations.
- **Leadership and Substitution:** In the HOD's absence, senior faculty members may **shoulder departmental responsibilities** to ensure continuity and smooth operation.

- **Student Mentoring:** Faculty members act as mentors, guiding students in various activities such as educational tours, industrial visits, projects, seminars, and technical events.
- **Professional Conduct:** Upholding **ethical standards** is paramount. Faculty members are expected to maintain professionalism both inside and outside the college campus.
- **Continuous Learning:** SRCE encourages faculty to embrace **lifelong learning**. They are expected to participate in Faculty Development Programs (FDPs), refresher courses, workshops, seminars, and other professional development opportunities.
- **Staying Current:** Professors actively stay abreast of the **latest advancements** in their respective fields to ensure their teaching methods and course content are up-to-date.
- **Course Documentation:** They maintain detailed **course files** with lesson plans, ensuring timely syllabus coverage for each unit. They also collect and maintain records of classwork assessments, attendance, and student feedback, all certified by the HOD.
- **Laboratory Management:** For lab courses, faculty members **plan and oversee laboratory programs and projects**, ensuring their timely completion. They proactively address any student arrears in lab work and provide support for completion.
- **Assessment Strategies:** Professors conduct **unit tests and model examinations** for both theory and practical courses as per the academic calendar.
- **Student Records and Assessment:** They monitor student performance and ensure students maintain organized notebooks and course records. Regular checks are conducted to assess student progress.
- **Exam Preparation:** Faculty members contribute to exam preparation by actively **developing question banks** that reference past university questions and relevant resources. This helps students excel in their examinations.
- **Knowledge Enhancement:** Professors have access to the college library, journals, periodicals, and online resources. They are encouraged to continuously enhance their knowledge by attending seminars, conducting symposiums, and presenting papers at technical conferences.
- **Student Participation:** Faculty members **encourage and guide students** to actively participate in seminars, competitions, projects, industrial visits, and other enriching activities.
- **Extra Support:** Professors readily provide **additional support** to students by conducting special classes and offering individual consultations to clarify doubts and address learning difficulties.
- **Departmental Improvement:** Faculty members collaborate with the HOD to analyze exam results, prepare progress reports, maintain student records, and gather student feedback. This collaborative approach ensures continuous improvement in teaching methods and program delivery.

## STUDENT COUNSELOR/TUTOR/CLASS IN-CHARGE

### Responsibility & Authority

Student Counselors, Tutors, and Class In-Charge at Sri Ramakrishna College of Engineering (SRCE) play a vital role in supporting and guiding students throughout their academic journey. Here's a breakdown of their key responsibilities and authorities:

- **Individualized Support:** Each counselor, tutor, or class in-charge is assigned a group of 20-30 students, providing them with **personalized attention and support**.
- **Academic Counseling:** They offer **confidential counseling** on academic matters, including study habits, time management, and course selection. They also collaborate with the HOD and other faculty members to stay updated on student progress and identify potential challenges.
- **Communication Bridge:** These dedicated professionals act as a **liaison** between students, parents, and faculty members. They facilitate communication regarding academic performance, attendance, and disciplinary matters.
- **Student Advocacy:** Student counselors, tutors, and class in-charge advocate for the **well-being and success** of their assigned students. They provide guidance and support to help students overcome academic challenges and personal difficulties.
- **Monitoring Progress:** They closely monitor student performance by collecting and analyzing the results of internal tests, model examinations, and university examinations. This information helps them identify students who might need additional support and allows for timely intervention.
- **Collaboration and Support:** They collaborate effectively with faculty members to ensure a comprehensive support system for students. They may also work with other college resources, such as learning centers and mental health professionals, to provide students with the support they need to succeed.

## LABORATORY ASSISTANT

### Responsibility & Authority

Laboratory Assistants at Sri Ramakrishna College of Engineering (SRCE) play a crucial role in supporting faculty and students in the laboratory setting. Here's a breakdown of their key responsibilities and authorities:

- **Laboratory Maintenance:** They are responsible for the **installation, operation, and maintenance** of laboratory equipment, instruments, tools, and accessories. This includes identifying worn-out parts, reporting damages, and ensuring timely repairs to keep equipment operational.
- **Inventory Management:** Laboratory Assistants maintain **stock registers** for their assigned labs, ensuring proper organization and record-keeping of equipment and supplies. They may also be involved in assigning unique identification numbers to new equipment.
- **Student Support:** They actively **assist faculty members** during laboratory sessions, providing guidance and support to students as they conduct experiments.
- **Project Support:** They may **assist faculty with research projects and testing procedures**, contributing to a well-equipped and efficient laboratory environment.
- **Departmental Duties:** Laboratory Assistants **follow instructions from the HOD** and may be assigned various tasks, including clerical work if needed.
- **Equipment Organization:** They ensure equipment is arranged in designated locations within the laboratory or workshop, promoting a safe and organized workspace.
- **Preventative Maintenance:** Laboratory Assistants play a key role in **preventative maintenance** by following established plans and maintaining records of completed maintenance tasks.
- **Troubleshooting and Repair:** They can identify faulty equipment and take necessary steps to rectify the issue, potentially coordinating repairs with designated technicians.

## **ADMINISTRATIVE OFFICER**

### **Responsibility & Authority**

The Administrative Officer at Sri Ramakrishna College of Engineering (SRCE) plays a pivotal role in ensuring the smooth and efficient functioning of the college administration. Here's a breakdown of their key responsibilities and authorities:

- **Overall Administration:** In collaboration with the Principal, the Administrative Officer oversees the **entire college administration**, handling various aspects of day-to-day operations.
- **Course Management:** They play a key role in **course approval processes**, working closely with the Principal to ensure compliance with relevant regulations.
- **Staff Management:** The Administrative Officer supervises **office files** and manages all **establishment matters** related to college staff, ensuring proper record-keeping and adherence to personnel policies.

- **Quality Management:** They are responsible for **implementing ISO 9001:2008 requirements** within the administrative office, promoting quality and efficiency in processes.
- **Staff Development:** Identifying the **training needs** of the administrative staff and facilitating **professional development opportunities** is an important aspect of their role.
- **Record Keeping and Documentation:** The Administrative Officer meticulously maintains various registers and documents, including:
  - Leave applications and permission letters
  - Office stock, consumables, and contingency records
  - Staff attendance registers
  - Admission reports for approval by DOTE, Chennai
  - Nominal rolls and associated work
  - Exam fee details
  - Staff details for university exam purposes
  - Exam TA/DA bills, remuneration forms, and related documents
- **Examination Management:** They handle various aspects of **exam administration**, including:
  - Preparing exam-related correspondence with the university
  - Receiving degree certificates and professional certificates
- **Liaison:** The Administrative Officer acts as a liaison between the college and external bodies such as the university and DOTE, Chennai.

## **TRANSPORT MANAGER**

### **Responsibility & Authority**

The Transport Manager at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in ensuring the safe and reliable operation of the college's transportation system. Here's a breakdown of their key responsibilities and authorities:

- **Fleet Maintenance:** The Transport Manager is responsible for overseeing the **maintenance** of all college transport vehicles. They ensure regular servicing, repairs, and adherence to safety standards to keep the fleet in good working condition.
- **Route Management:** They are authorized to **plan and monitor efficient bus routes**, taking into consideration student needs and traffic conditions. Flexibility in adjusting routes based on requirement is crucial.



- **Regulatory Compliance:** The Transport Manager ensures all college vehicles comply with **statutory and regulatory requirements** set forth by authorities. This includes maintaining proper permits, licenses, and insurance coverage.
- **Driver Management:** They are responsible for **maintaining driver attendance reports** and ensuring drivers adhere to safety regulations and established protocols.
- **Communication and Problem-Solving:** The Transport Manager may address any **work-related issues** pertaining to the college buses, ensuring smooth operations and timely resolution of any concerns.

## **LIBRARIAN**

### **Responsibility & Authority**

The Librarian at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in curating and managing the college's library resources, ensuring students and faculty have access to the information they need for academic success. Here's a breakdown of their key responsibilities and authorities:

- **Optimizing Resources:** The Librarian strives to achieve **optimal efficiency** from the library's resources, ensuring their effective utilization by students and faculty.
- **Collection Development:** They **collect and process book and journal requests** submitted by various academic departments. This ensures the library collection aligns with the college's curriculum and research needs.
- **Acquisition and Maintenance:** The Librarian **procures and maintains** a comprehensive collection of books, journals, and other learning materials. This may involve selecting resources, negotiating purchases, and overseeing proper maintenance and preservation of library holdings.
- **Subscription Management:** They are responsible for **renewing subscriptions** to academic journals and other valuable online resources, ensuring continued access for the college community.
- **Library Automation:** The Librarian spearheads the **automation of library processes**, implementing library management software to enhance efficiency and accessibility of resources.
- **Collection Care:** They **protect valuable library volumes and records**, safeguarding against damage or loss. Additionally, they may **identify and discard obsolete or outdated materials**, ensuring the collection remains current and relevant.

## ASSISTANT LIBRARIAN

### Responsibility & Authority

- **Library Support:** The Assistant Librarian provides **general library assistance**, supporting patrons with tasks such as book searches, reference assistance, and navigating library resources.
- **Circulation and Patron Services:** The Assistant Librarian may be involved in **circulation desk operations**, handling tasks such as book check-out, check-in, and reserve management. They may also interact with patrons, answering questions and providing guidance.
- **Reporting:** They compile **consolidated quarterly reports** on photocopier usage, providing
  - valuable data for resource management and budgeting.
- **Vendor Management:** The Assistant Librarian may be responsible for **contacting and following up with photocopier service agencies** when maintenance or repairs are needed, ensuring the smooth operation of photocopying services within the library.

## PHYSICAL EDUCATION DIRECTOR

### Responsibility & Authority

The Physical Education Director at SRCE drives athletic excellence. They:

- Organize successful state-level tournaments.
- Pursue advanced coaching training.
- Instill sportsmanship and ethics in athletes.
- Collaborate with other departments for support.
- Select and recruit talented athletes for competitions.
- Organize training camps and friendly matches.
- Establish practice schedules for competitive teams.

## SECURITY OFFICER

### Responsibility & Authority

- Responsible for protecting the institution from theft.
- Responsible to keep watch on the person entering the institution.
- Responsible for maintaining records for the entry of persons, vehicles, or materials to the institution.
- Maintain the attendance register
- Maintain the shift register.
- Allocation of shifts for all security persons.

## **JOB RESPONSIBILITY**

SRCE shapes faculty job duties to mirror its goals and AICTE/Anna University guidelines. This ensures faculty delivers high-quality education, possess relevant expertise, and contribute to curriculum development. They use innovative teaching methods, continuously learn, and provide academic guidance to students. Ultimately, this alignment fosters a positive learning environment and prepares students for successful technical careers.

## **RECRUITMENT AND SELECTION POLICY FOR TEACHING STAFF**

- 1. Identifying Needs:** Head of Institution, HODs, and Course Coordinators determine staffing requirements.
- 2. Approval Process:** HODs propose vacancies to the Principal for approval.
- 3. Advertising:** Once approved, open positions are advertised in relevant media.
- 4. Shortlisting:** Applications are screened based on qualifications and number of openings.
- 5. Selection Committee:** A qualified committee is formed to evaluate candidates.
- 6. Interview Process:** Shortlisted candidates go through a multi-stage interview process, including a demo class.
- 7. Merit List and Selection:** A merit list is created, and the most qualified candidate(s) are offered the position.
- 8. Appointment:** Selected candidates receive a formal appointment letter. **Transparency and anti-discrimination practices are emphasized throughout the process.**

## **THE APPOINTMENT LETTER CONTAINS**

- **Job Designation and Responsibilities:** Clearly outlines the specific job title and outlines the core duties and responsibilities associated with the position.
- **Joining Report:** Upon starting, new faculty must submit a joining report acknowledged and countersigned by the department head. This report is then forwarded to the Principal's Office for official record-keeping.
- **Original Certificate Verification:** Selected candidates are required to bring their original academic and professional certificates for verification to ensure they meet the qualifications outlined for the position.

## **JOINING PROCEDURE**

1. **Report to HR:** On your first day, visit the Human Resources (HR) department.
2. **Sign Joining Report:** Sign the joining report, which will be countersigned by the HR representative.
3. **Submit Documents:** Provide the following documents for verification:
  - Photocopy of Aadhaar Card
  - Photocopy of PAN Card
  - Original Educational Certificates
  - Original Experience Certificates (if applicable)
  - Relieving Order from Previous Employer (if applicable)
  - One Passport-Sized Photograph
  - Signed Acceptance of Appointment Letter
4. **Bank Account Details:** Submit an application to HR/Accounts to open a bank account for salary credit.
5. **Report to HoD:** Visit the Head of Department (HOD) in your assigned department. Introduce yourself and inquire about any departmental onboarding procedures.
6. **Staff Email ID:** HR or IT will generate a staff email ID for you, facilitating communication and access to online resources.
7. **Data Entry:** HR will enter your employee data into the college website, Anna University portal, and AICTE portal.

## **PAY SCALE AND ALLOWANCE**

- SRCE adheres to the AICTE pay scale structure, ensuring competitive compensation for faculty positions.
- Information about specific allowances provided to faculty is not publicly available. You may inquire with the HR department for details.
- Regular work hours are weekdays from 9:15 AM to 4:45 PM with a lunch break from 12:25 PM to 1:15 PM.
- Faculty may be required to work beyond these hours depending on workload and exigencies.
- Saturdays and Sundays are holidays.

## FEEDBACK EVALUATION

SRCE prioritizes faculty development and performance evaluation to ensure a thriving academic environment. Here's a breakdown of the key processes:

### Student Feedback:

- Conducted twice per semester through a well-designed online platform.
- Evaluates faculty effectiveness in various aspects like course delivery, communication, and student engagement.
- Plays a vital role in enhancing teaching and learning outcomes.

### Performance Appraisal:

- Annual reviews assess faculty performance against established goals set collaboratively with management.
- Provides feedback on strengths and areas for improvement.
- Informs decisions regarding incentives, salary increments, and promotions.

### Performance Appraisal Form:

- Includes a self-assessment section and is reviewed by the HOD and Principal.
- Evaluates faculty across various dimensions:
  - **Teaching Effectiveness:** Twice-yearly assessment of overall academic performance.
  - **Teaching Innovation:** Incorporating innovative methods in pedagogy.
  - **Professional Development:** Participation in Faculty Development Programs (FDPs), conferences, and seminars.
  - **Research and Innovation:** Contributions to research and extension activities.
  - **Scholarly Publications:** Publication of research findings in national/international journals and patents filed.
  - **Institutional Development:** Involvement in college improvement initiatives.
  - **Leadership:** Demonstrated leadership qualities within the academic setting.

### **Promotion Process:**

- Based on recommendations from the HOD and Principal, considering the performance appraisal.

### **Evaluation Methods:**

#### **1. Monthly Feedback:**

- Utilizes student feedback, syllabus completion, lecture delivery, communication skills, and subject knowledge assessment.
- Discussed through Class Committee Meetings (CCMs).

#### **2. Class Committee Meetings (CCMs):**

- Comprise students, faculty (including tutors, senior faculty, and representatives from diverse learning paces), and potentially the Principal/HOD.
- Focus on student academic progress, teaching methods, and learning process improvement.
- Analyze Anna University exam results, syllabus coverage, performance on common assessment tests, and student discipline.
- Review student seminars and presentations, offering constructive feedback

#### **3. Post-Metric Evaluation Feedback:**

- Gathers feedback after university examinations on question papers, difficulty levels, syllabus coverage, and out-of-syllabus content.

### **Code of Conduct:**

- Faculty members are expected to adhere to institutional policies and regulations.
- Follow the directives of the HOD and Principal, performing assigned tasks diligently.
- Obtain formal approval for any outside work, paid or unpaid.
- Maintain a professional dress code.
- Wear their ID cards at all times.
- Uphold ethical conduct that reflects positively on the institution.

## **NATURE OF LEAVE**

Casual Leave

General Leave

Maternity Leave

On Duty

Compensation Leave

Medical leave

Vacation Leave

- **Casual Leave (CL):**

- 12 days per year after one year of service.
- Prorated for remaining months in the first year.

- **General Leave (GL):**

- Requires one year of satisfactory service.
- Not a right, granted at Principal's discretion.
- Absence exceeding four months without permission may lead to termination.

- **Maternity Leave:**

- 60 days for female faculty members.
- Up to 2 weeks for miscarriage or abortion with medical certificate.

- **On Duty (OD):**

- Up to 12 days per year for academic purposes at other institutions.
- Requires prior application to Principal with supporting documents.
- Attendance certificate needed upon return.

- **Compensation Leave:**

- Granted for working on Sundays/holidays with prior Principal approval.
- Must be availed within the following month.

- **Medical Leave:**

- Up to 8 days per every 3 consecutive years.
- Requires application to Principal with supporting medical documents.

- **Vacation Leave:**

- 30 days summer vacation (May/June) after each calendar year.
- 15 days winter vacation.
- Requires one year of service.

- **Permissions:**

- Two one-hour permissions per month (morning/afternoon) with no classes.
- Third permission requires applying for half-day CL.

**Leave Guidelines:**

- Taking leave is not a right, use it responsibly.
- Obtain prior permission from HODs/Coordinators before leave.
- Plan leave to minimize disruption to classes.
- Arrange substitutes for classes during leave periods.
- Leave requests require authorization from relevant authorities.
- Unauthorized leave is not permitted.
- Leave is calculated based on the academic year.

## **ON DUTY FOR SKILL DEVELOPMENT PROGRAMS**

SRCE prioritizes faculty development through various initiatives:

**Skill Development Programs:**

- Faculty members are encouraged to attend at least one activity (FDP, workshop, seminar, or conference) per year organized by other institutions.

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<b>Activity</b>	<b>Registration Fee</b>	<b>Travel Allowance</b>	<b>Daily Allowance</b>	<b>Local Allowance</b>
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- Faculty performance is assessed yearly based on the following key criteria:
  1. Teaching, Learning, and Evaluation
  2. Research, Innovation, and Extension Activities
  3. Professional Responsibility

## **STAFF WELFARE:**

SRCE prioritizes staff well-being through a comprehensive suite of programs and benefits:

Staff welfare encompasses all aspects that support employee well-being and create a positive work environment. This includes benefits, flexible work arrangements, safety measures, and programs promoting physical and mental health.

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- **No Objection Certificate (NOC) for Ph.D. Programs:** NOCs are issued to faculty pursuing Ph.D. programs, with a two-year service commitment to SRCE upon completion.
- **Extra Support:** Professors readily provide **additional support** to students by conducting special classes and offering individual consultations to clarify doubts and address learning difficulties.
- **Departmental Improvement:** Faculty members collaborate with the HOD to analyze exam results, prepare progress reports, maintain student records, and gather student feedback. This collaborative approach ensures continuous improvement in teaching methods and program delivery.

## **STUDENT COUNSELOR/TUTOR/CLASS IN-CHARGE**

### **Responsibility & Authority**

Student Counselors, Tutors, and Class In-Charge at Sri Ramakrishna College of Engineering (SRCE) play a vital role in supporting and guiding students throughout their academic journey. Here's a breakdown of their key responsibilities and authorities:

- **Individualized Support:** Each counselor, tutor, or class in-charge is assigned a group of 20-30 students, providing them with **personalized attention and support**.
- **Academic Counseling:** They offer **confidential counseling** on academic matters, including study habits, time management, and course selection. They also collaborate with the HOD and other faculty members to stay updated on student progress and identify potential challenges.
- **Communication Bridge:** These dedicated professionals act as a **liaison** between students, parents, and faculty members. They facilitate communication regarding academic performance, attendance, and disciplinary matters.
- **Student Advocacy:** Student counselors, tutors, and class in-charge advocate for the **well-being and success** of their assigned students. They provide guidance and support to help students overcome academic challenges and personal difficulties.
- **Monitoring Progress:** They closely monitor student performance by collecting and analyzing the results of internal tests, model examinations, and university examinations. This information helps them identify students who might need additional support and allows for timely intervention.

- **Collaboration and Support:** They collaborate effectively with faculty members to ensure a comprehensive support system for students. They may also work with other college resources, such as learning centers and mental health professionals, to provide students with the support they need to succeed.

## LABORATORY ASSISTANT

### Responsibility & Authority

Laboratory Assistants at Sri Ramakrishna College of Engineering (SRCE) play a crucial role in supporting faculty and students in the laboratory setting. Here's a breakdown of their key responsibilities and authorities:

- **Laboratory Maintenance:** They are responsible for the **installation, operation, and maintenance** of laboratory equipment, instruments, tools, and accessories. This includes identifying worn-out parts, reporting damages, and ensuring timely repairs to keep equipment operational.
- **Inventory Management:** Laboratory Assistants maintain **stock registers** for their assigned labs, ensuring proper organization and record-keeping of equipment and supplies. They may also be involved in assigning unique identification numbers to new equipment.
- **Student Support:** They actively **assist faculty members** during laboratory sessions, providing guidance and support to students as they conduct experiments.
- **Project Support:** They may **assist faculty with research projects and testing procedures**, contributing to a well-equipped and efficient laboratory environment.
- **Departmental Duties:** Laboratory Assistants **follow instructions from the HOD** and may be assigned various tasks, including clerical work if needed.
- **Equipment Organization:** They ensure equipment is arranged in designated locations within the laboratory or workshop, promoting a safe and organized workspace.
- **Preventative Maintenance:** Laboratory Assistants play a key role in **preventative maintenance** by following established plans and maintaining records of completed maintenance tasks.
- **Troubleshooting and Repair:** They can identify faulty equipment and take necessary steps to rectify the issue, potentially coordinating repairs with designated technicians.

# ADMINISTRATIVE OFFICER

## Responsibility & Authority

The Administrative Officer at Sri Ramakrishna College of Engineering (SRCE) plays a pivotal role in ensuring the smooth and efficient functioning of the college administration. Here's a breakdown of their key responsibilities and authorities:

- **Overall Administration:** In collaboration with the Principal, the Administrative Officer oversees the **entire college administration**, handling various aspects of day-to-day operations.
- **Course Management:** They play a key role in **course approval processes**, working closely with the Principal to ensure compliance with relevant regulations.
- **Staff Management:** The Administrative Officer supervises **office files** and manages all **establishment matters** related to college staff, ensuring proper record-keeping and adherence to personnel policies.
- **Quality Management:** They are responsible for **implementing ISO 9001:2008 requirements** within the administrative office, promoting quality and efficiency in processes.
- **Staff Development:** Identifying the **training needs** of the administrative staff and facilitating **professional development opportunities** is an important aspect of their role.
- **Record Keeping and Documentation:** The Administrative Officer meticulously maintains various registers and documents, including:
  - Leave applications and permission letters
  - Office stock, consumables, and contingency records
  - Staff attendance registers
  - Admission reports for approval by DOTE, Chennai
  - Nominal rolls and associated work
  - Exam fee details
  - Staff details for university exam purposes
  - Exam TA/DA bills, remuneration forms, and related documents
- **Examination Management:** They handle various aspects of **exam administration**, including:
  - Preparing exam-related correspondence with the university
  - Receiving degree certificates and professional certificates

- **Liaison:** The Administrative Officer acts as a liaison between the college and external bodies such as the university and DOTE, Chennai.

## TRANSPORT MANAGER

### Responsibility & Authority

The Transport Manager at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in ensuring the safe and reliable operation of the college's transportation system. Here's a breakdown of their key responsibilities and authorities:

- **Fleet Maintenance:** The Transport Manager is responsible for overseeing the **maintenance** of all college transport vehicles. They ensure regular servicing, repairs, and adherence to safety standards to keep the fleet in good working condition.
- **Route Management:** They are authorized to **plan and monitor** efficient **bus routes**, taking into consideration student needs and traffic conditions. Flexibility in adjusting routes based on requirement is crucial.
- **Regulatory Compliance:** The Transport Manager ensures all college vehicles comply with **statutory and regulatory requirements** set forth by authorities. This includes maintaining proper permits, licenses, and insurance coverage.
- **Driver Management:** They are responsible for **maintaining driver attendance reports** and ensuring drivers adhere to safety regulations and established protocols.
- **Communication and Problem-Solving:** The Transport Manager may address any **work-related issues** pertaining to the college buses, ensuring smooth operations and timely resolution of any concerns.

## LIBRARIAN

### Responsibility & Authority

The Librarian at Sri Ramakrishna College of Engineering (SRCE) plays a vital role in curating and managing the college's library resources, ensuring students and faculty have access to the information they need for academic success. Here's a breakdown of their key responsibilities and authorities:

- **Optimizing Resources:** The Librarian strives to achieve **optimal efficiency** from the library's resources, ensuring their effective utilization by students and faculty.

- **Collection Development:** They **collect and process book and journal requests** submitted by various academic departments. This ensures the library collection aligns with the college's curriculum and research needs.
- **Acquisition and Maintenance:** The Librarian **procures and maintains** a comprehensive collection of books, journals, and other learning materials. This may involve selecting resources, negotiating purchases, and overseeing proper maintenance and preservation of library holdings.
- **Subscription Management:** They are responsible for **renewing subscriptions** to academic journals and other valuable online resources, ensuring continued access for the college community.
- **Library Automation:** The Librarian spearheads the **automation of library processes**, implementing library management software to enhance efficiency and accessibility of resources.
- **Collection Care:** They **protect valuable library volumes and records**, safeguarding against damage or loss. Additionally, they may **identify and discard obsolete or outdated materials**, ensuring the collection remains current and relevant.

## **ASSISTANT LIBRARIAN**

### **Responsibility & Authority**

- Library Support:** The Assistant Librarian provides **general library assistance**, supporting patrons with tasks such as book searches, reference assistance, and navigating library resources.
- Circulation and Patron Services:** The Assistant Librarian may be involved in **circulation desk operations**, handling tasks such as book check-out, check-in, and reserve management. They may also interact with patrons, answering questions and providing guidance.
- Reporting:** They compile **consolidated quarterly reports** on photocopier usage, providing valuable data for resource management and budgeting.
- Vendor Management:** The Assistant Librarian may be responsible for **contacting and following up with photocopier service agencies** when maintenance or repairs are needed, ensuring the smooth operation of photocopying services within the library.

## **PHYSICAL EDUCATION DIRECTOR**

### **Responsibility & Authority**

The Physical Education Director at SRCE drives athletic excellence. They:

- Organize successful state-level tournaments.

- Pursue advanced coaching training.
- Instill sportsmanship and ethics in athletes.
- Collaborate with other departments for support.
- Select and recruit talented athletes for competitions.
- Organize training camps and friendly matches.
- Establish practice schedules for competitive teams.

## **SECURITY OFFICER**

### **Responsibility & Authority**

- Responsible for protecting the institution from theft.
- Responsible to keep watch on the person entering the institution.
- Responsible for maintaining records for the entry of persons, vehicles, or materials to the institution.
- Maintain the attendance register
- Maintain the shift register.
- Allocation of shifts for all security persons.

## **JOB RESPONSIBILITY**

SRCE shapes faculty job duties to mirror its goals and AICTE/Anna University guidelines. This ensures faculty deliver high-quality education, possess relevant expertise, and contribute to curriculum development. They use innovative teaching methods, continuously learn, and provide academic guidance to students. Ultimately, this alignment fosters a positive learning environment and prepares students for successful technical careers.

## **RECRUITMENT AND SELECTION POLICY FOR TEACHING STAFF**

**Identifying Needs:** Head of Institution, HODs, and Course Coordinators determine staffing requirements.

**Approval Process:** HODs propose vacancies to the Principal for approval.

**Advertising:** Once approved, open positions are advertised in relevant media.

**Shortlisting:** Applications are screened based on qualifications and number of openings.



**Selection Committee:** A qualified committee is formed to evaluate candidates.

**Interview Process:** Shortlisted candidates go through a multi-stage interview process, including a demo class.

**Merit List and Selection:** A merit list is created, and the most qualified candidate(s) are offered the position.

**Appointment:** Selected candidates receive a formal appointment letter.

**Transparency and anti-discrimination practices are emphasized throughout the process.**

### **THE APPOINTMENT LETTER CONTAINS**

- **Job Designation and Responsibilities:** Clearly outlines the specific job title and outlines the core duties and responsibilities associated with the position.
- **Joining Report:** Upon starting, new faculty must submit a joining report acknowledged and countersigned by the department head. This report is then forwarded to the Principal's Office for official record-keeping.
- **Original Certificate Verification:** Selected candidates are required to bring their original academic and professional certificates for verification to ensure they meet the qualifications outlined for the position.

### **JOINING PROCEDURE**

**Report to HR:** On your first day, visit the Human Resources (HR) department.

**Sign Joining Report:** Sign the joining report, which will be countersigned by the HR representative.

**Submit Documents:** Provide the following documents for verification:

- Photocopy of Aadhaar Card
- Photocopy of PAN Card
- Original Educational Certificates
- Original Experience Certificates (if applicable)
- Relieving Order from Previous Employer (if applicable)
- One Passport-Sized Photograph
- Signed Acceptance of Appointment Letter

**Bank Account Details:** Submit an application to HR/Accounts to open a bank account for salary credit.

**Report to HoD:** Visit the Head of Department (HOD) in your assigned department. Introduce yourself and inquire about any departmental onboarding procedures.

**Staff Email ID:** HR or IT will generate a staff email ID for you, facilitating communication and access to online resources.

**Data Entry:** HR will enter your employee data into the college website, Anna University portal, and AICTE portal.

### **PAY SCALE AND ALLOWANCE**

- SRCE adheres to the AICTE pay scale structure, ensuring competitive compensation for faculty positions.
- Information about specific allowances provided to faculty is not publicly available. You may inquire with the HR department for details.
- Regular work hours are weekdays from 9:15 AM to 4:45 PM with a lunch break from 12:25 PM to 1:15 PM.
- Faculty may be required to work beyond these hours depending on workload and exigencies.
- Saturdays and Sundays are holidays.

### **FEEDBACK EVALUATION**

SRCE prioritizes faculty development and performance evaluation to ensure a thriving academic environment. Here's a breakdown of the key processes:

#### **Student Feedback:**

- Conducted twice per semester through a well-designed online platform.
- Evaluates faculty effectiveness in various aspects like course delivery, communication, and student engagement.
- Plays a vital role in enhancing teaching and learning outcomes.

### **Performance Appraisal:**

- Annual reviews assess faculty performance against established goals set collaboratively with management.
- Provides feedback on strengths and areas for improvement.
- Informs decisions regarding incentives, salary increments, and promotions.

### **Performance Appraisal Form:**

- Includes a self-assessment section and is reviewed by the HOD and Principal.
- Evaluates faculty across various dimensions:
  - **Teaching Effectiveness:** Twice-yearly assessment of overall academic performance.
  - **Teaching Innovation:** Incorporating innovative methods in pedagogy.
  - **Professional Development:** Participation in Faculty Development Programs (FDPs), conferences, and seminars.
  - **Research and Innovation:** Contributions to research and extension activities.
  - **Scholarly Publications:** Publication of research findings in national/international journals and patents filed.
  - **Institutional Development:** Involvement in college improvement initiatives.
  - **Leadership:** Demonstrated leadership qualities within the academic setting.

### **Promotion Process:**

- Based on recommendations from the HOD and Principal, considering the performance appraisal.

### **Evaluation Methods:**

#### **Monthly Feedback:**

- Utilizes student feedback, syllabus completion, lecture delivery, communication skills, and subject knowledge assessment.
- Discussed through Class Committee Meetings (CCMs).

### **Class Committee Meetings (CCMs):**

- Comprise students, faculty (including tutors, senior faculty, and representatives from diverse learning paces), and potentially the Principal/HOD.
- Focus on student academic progress, teaching methods, and learning process improvement.
- Analyze Anna University exam results, syllabus coverage, performance on common assessment tests, and student discipline.
- Review student seminars and presentations, offering constructive feedback.

### **Post-Metric Evaluation Feedback:**

- Gathers feedback after university examinations on question papers, difficulty levels, syllabus coverage, and out-of-syllabus content.

### **Code of Conduct:**

- Faculty members are expected to adhere to institutional policies and regulations.
- Follow the directives of the HOD and Principal, performing assigned tasks diligently.
- Obtain formal approval for any outside work, paid or unpaid.
- Maintain a professional dress code.
- Wear their ID cards at all times.
- Uphold ethical conduct that reflects positively on the institution.

### **NATURE OF LEAVE**

Casual Leave

General Leave

Maternity Leave

On Duty

Compensation Leave

Medical leave

## Vacation Leave

- **Casual Leave (CL):**

- 12 days per year after one year of service.
- Prorated for remaining months in the first year.

- **General Leave (GL):**

- Requires one year of satisfactory service.
- Not a right, granted at Principal's discretion.
- Absence exceeding four months without permission may lead to termination.

- **Maternity Leave:**

- 60 days for female faculty members.
- Up to 2 weeks for miscarriage or abortion with medical certificate.

- **On Duty (OD):**

- Up to 12 days per year for academic purposes at other institutions.
- Requires prior application to Principal with supporting documents.
- Attendance certificate needed upon return.

- **Compensation Leave:**

- Granted for working on Sundays/holidays with prior Principal approval.
- Must be availed within the following month.

- **Medical Leave:**

- Up to 8 days per every 3 consecutive years.
- Requires application to Principal with supporting medical documents.

- **Vacation Leave:**

- 30 days summer vacation (May/June) after each calendar year.
- 15 days winter vacation.
- Requires one year of service.

- **Permissions:**

- Two one-hour permissions per month (morning/afternoon) with no classes.
- Third permission requires applying for half-day CL.

### **Leave Guidelines:**

- Taking leave is not a right, use it responsibly.
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# Feedback Policy

## **FEEDBACK POLICY**

The teaching learning process is given due importance for the continuous improvement in the academics of students. Our institution follows a feedback system that gets suggestions and recommendation from different stakeholders such as students, teachers, alumni and employers of each programme for every academic year for having a continuous improvement in teaching learning process. The mechanism followed is detailed below for collecting feedback from students, teachers, alumni and employers on curriculum aspects and courses. Feedbacks collected are analyzed, suggestions are considered, necessary actions were executed and an action taken report is submitted.

### **FEEDBACK COLLECTION PROCESS:**

- Feedback forms with complete curriculum-based questionnaires are designed.
- Questionnaires are shared with stakeholders for collection of feedback.
- In feedback questionnaires generally ten questions are asked, and they are required to give the remark like Excellent, Very Good, Good, Fair and Poor. For each question, target has been set.

<b>Process</b>	<b>Remark</b>
Feedback collection	Applicable to all courses
Feedback Receiver	Head of the Department
Frequency of feedback collection	Once in a year
Metrics used for calculation	5-Excellent, 4-Very Good, 3-Good, 2- Fair , 1 - Poor

### **FEEDBACK ANALYSIS PROCESS:**

- The feedback given by the stakeholders is consolidated and analyzed. The analysis report is reviewed in department meeting along with department IQAC Coordinator and come out with necessary actions.

- For each question, a target has been set before the collection of feedback. The suggestions and comments given by stakeholders are reviewed by the respective departments.
- If the response is below the target level, necessary corrective actions has been employed.

### **EXECUTION OF ACTION/CORRECTIVE MEASURES TAKEN:**

- All the department conducted Workshops with Hands-on session and Industrial project training for the development of students.
- Aptitude and Soft Skills training were conducted to improve their interpersonal skills.
- Skill Development programs are offered to understand the basic electrical and electronic components in their size and range.
- Faculty members completed FDP training through NPTEL courses.
- Faculty members are motivated to do online certifications, international workshops, FDPS etc., based on their interest.

**SLOW  
LEARNERS  
POLICY**

## **POLICY ON SLOW LEARNERS AND ADVANCED LEARNERS**

The policy paper is conceded as the "Policy on Slow Learners and Advanced Learners" of Sri Ramakrishna College of Engineering, Perambalur. By virtue of this Policy the College articulates its assurance to the proper guidance for the augmentation of the slow learners to be better on their way of academic and personal life and advanced learners to be astonishing in the academic and other extra-curricular activities.

### **CATEGORIZATION OF NEW BUDDING ENGINEERS**

We organized bridge course to acquaint the fundamentals and we also conducted one day Motivational Program for all the new budding engineers to expose the opportunities available in the field of Engineering.

The students belonging to first years are taxonomies as Tamil Medium Students, Poor Cut off marks in XII Standard and poor knowledge in computing skills. Most of the Students admitted in first year are from rural area and some of them are not so advance in some subject due to lack of facility. Some students are unknown to new subject as they do not have previous background.

To boost up their academic skill and confidence of such students in the learning process, all the departments of the college conduct the bridge course for first year students before the commencement of regular classes every year.

The purpose of bridge course conduction not only to bridge the gap between subjects studied previously and the subject would be studying in first year but also clear and revise the fundamental concept of topic whether it has belonged to the previous course or new course. Bridge Course conducted for all courses but those students who seek the admission in first year having subject Bio-medical, Computer Science need more of bridge course as they did not have previous background.

The purpose of assessment of the learning levels of the students and conduction of activities for them is to help them out for improvement in their academics. It is seen that; bridge course is beneficial for both students and faculties. As in teaching learning process, student can easily grasp the advance topic in regular classes, and it is convenient to faculty to teach the advance topic.

### **METHODOLOGY TO IMPLEMENT BRIDGE COURSE**

Staff meeting is arranged by principal at the starting of the session. He aware the various academic activities to be conducted in the session to the staff. Bridge course is one of them to be conducted at the starting of session.

As tentative timetable is declared in the beginning of session, HOD of each department arranged the meeting with their faculty members and determines the strategy of bridge course implementation.

- ▶ Bridge courses are conducted normally in the month of June and July. Generally, 15 classes are assigned for bridge course. Faculty may extend the classes as per requirements.
- ▶ In timetable, classes of bridge courses are to be conducted after 10.00 am.
- ▶ HOD of each department distributes the workload among their faculty members.
- ▶ During the bridge course, each faculty identifies the strength, weakness, learning level and area of interest of students.
- ▶ Faculty revises the fundamental concepts of all key subjects taught at under- graduation.
- ▶ Bridge courses are also conducted for those students who take late admission by conducting the extra class and students who completed the bridge classes are also allowed to this class.

## **METHODS TO IDENTIFY ADVANCED LEARNERS AND SLOW LEARNERS**

Each faculty must deal with different categories of students; some are very gifted who learn very fast, and some are quite feeble who learn very slowly. Therefore, it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need hard work and regular attention.

A good teaching policy helps a lot to make either an advanced learner to get more connected with the class or a slow learner he/ she may not get away from the concentration.

A student may have his/her own way of getting knowledge and standing with what they had learnt. It varies from one to the other.

- To validate a student's capacity, he/ she will be assessed by daily class tests, internal exam, and practical sessions as a whole right from first to the final year, which will be taken for grading their internal marks as well.
- The student as an individual is identified as Advanced learners if he/ she scores equal to or greater than 70% of marks in his/her internal exams and the students scored less than 70% are identified as Slow learners.
- Slow learner and advanced learners would be identified for each subject separately by respective faculty members for all the semesters.

## **SLOW LEARNERS**

The slow learners are always lagging in academic performance. They may fail in exams or score poor marks. They need more attention towards their studies to enhance and endure their level of grade.

### **METHODOLOGIES TO SUPPORT SLOW LEARNERS**

Remedial are conducted with appropriate focus on the subject/topic codes in which the students are found to be slow learners. Individual academic counseling is done by concerned subject faculty.

### **POLICY GUIDELINES FOR SLOW LEARNERS**

The slow learners are not labeled as poor achievers or problem students in the class or department so that their motivation and their interest are not negatively affected. This can also make them more stressed, and introvert in the class Remedial Course for slow learners, absentees and students involved in sports activities which help slow learners to improve subject knowledge with the result of catching up with their peers.

Bridge Course for first year students.

Academic and personal counseling are given to the slow learners by the mentor. Orientation and Induction Programme at College and departmental level for freshers.

The students are given with training on communication skills, personality development, time management and motivational sessions.

Conduct supplementary classes for the difficult subjects based on the previous semester university results in the curriculum.

Special attention is given to the students in the remedial classes, who are identified as the slow learners.

Slow learners are specially advised and counseled by a staff mentor and the subject expert. The Department and individual teachers help the slow learners by giving proper guidance and support to them.

Corrective classes are conducted for the weaker students based on the results of class tests.

Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.

Provision of simple and standard lecture notes/course materials and special preparation for the exams will be good.

Getting the support of the advanced learners to the slow learners in making their learning process more involved and interesting.

Peer education strategies are effectively used.

Encouraging the group learning activities and practical will be useful to the slow learners.

The support of the alumni is also effectively used to motivation and mentoring to the slow learners.

## **ADVANCED LEARNERS**

The Advanced learners are those who can grab concepts faster than others and can make best outputs on various tests they go through. They take into themselves greater responsibilities, by showing interests on both Academic and extracurricular activities.

## **METHODOLOGY TO ENCOURAGE ADVANCED LEARNERS**

- Attend seminars and paper presentation
- Attend workshops
- Take advantage of certificate programs and value-added programs.
- Participate in SIH (Smart India hackathon), project exhibitions and other activities. Involved in MSME ideation prototype submission.
- Participate in group activities to assist their peer group. Do innovative mini and major projects.
- Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth through offering special coaching for higher level competitive examinations
- Encouragement to identify and utilize the web learning resources
- Motivation to participate in interactive activities like debates, group discussion on and out of the syllabi contents and participation in various cultural, extra-curricular and research competitions in and out of the college.
- To provide need-based facility in departments and library to advanced learners. Personal Counseling as and when the students turn up for the guidance Arrangement of Guest lectures.
- Students enrolled into NPTEL and SWAYAM Courses
- Students are engaged in ICT enabled teaching learning and LMS with considerable responses.
- They are made the supporters to the average and the slow learners.



# **Research Policy**

## Research Policy

Sri Ramakrishna College of Engineering (SRCE) was established with a vision, 'To undertake collaborative projects with academic and industry". The Institute has developed excellent facilities, both in terms of infrastructure and scholastics. SRCE encourages faculty members and students to undertake sponsored research projects with a commitment to serve the society. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these considerations, SRCE framed and implemented its Research Policy.

### **1. Purpose**

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the vision and mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

### **2. Scope**

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments and it serve as the guidelines for the functioning of the Research council of the college.

### **3. Custodian of the Policy**

The implementation and updating of the research policy is carried out by the R&D Coordinator. The Research Policy shall have a Research and Development Committee to function under the Principal and Advisory Committee, to assist and advise in matters related to research within the college.

### **4. Objectives of the Research Policy**

The main objectives of the Research Policy are as follows:

- To develop desired awareness regarding research in the faculty of SRCE. To establish the right kind of research culture through various research initiatives and programs.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Conduction of Research Meetings at least once in a semester and whenever required.

### **5. Research and Development (R&D) Centre**

To achieve high quality research ambience in the Institute, a Research & Development Centre is set up with the objective of developing the strategic plan for scientific and technology research and ensuring the implementation of such plans. The R&D Centre provides specialized administrative and managerial support for the operation of academic research, sponsored research, consultancy and other R&D related activities of the Institute. This Centre is available round the clock for faculty and students for research work.

### **6. Committee for Promotion of Research**

To assist the young researchers, R&D committee is established. Responsibilities of the committee include giving awareness to faculties in securing research grants, publication support and coordinate the college R&D activities.

### **7. Incentives for Publication**

In order to motivate the faculty members towards research and publishing their research findings in reputed journals with impact factor, incentives are given to faculty members.

<b>Research Publications</b>	<b>Incentive Amount (Rs)</b>
SCI Journals	7,500
Scopus/ WOS Journals	5,000
UGC Journals	1,000
Book Chapter	5,000

#### **1. Sponsored Research**

- i. Full autonomy has been given to the faculty members to carry out the research as per terms and conditions given by funding agencies.
- ii. All the appointments related to projects (Junior research fellow/ Senior research fellow/Research Assistants/Institutional Fellow) will be contractual and on the basis of consolidated monthly emoluments prescribed by the Sponsoring Agency or the institute.
- iii. The tenure of appointment of a project staff will be for the duration of the project.

- iv. The selection of project staff shall normally be made as per the guidelines provided by the sponsoring agency and with the approval of Principal through the Coordinator (R&D).

## **2. Financial support for the Sponsored Research**

- i. Within the framework of a sponsored project, Pis shall be permitted to have consultancy fee/honorarium, if the sponsor approves.
- ii. Depending on availability of funds under Travel head and with the approval of the Principal, expenses (TADA, Registration Fee, etc.) for presenting papers in National Conferences in fields relevant to the project shall be given to Pis/Co-Pis from the project fund.
- iii. On recommendations of Pis and with the approval of Principal, project staff and students in the projects may be permitted to present papers in conferences. If funds are available under Travel head, then TADA and Registration Fee support may be provided.

## **3. Research by Seed Funding**

The college provides seed grant to support research in all frontier areas of Science, Engineering, Technology and Management studies by its faculty members. New faculties are encouraged to apply.

## **4. Consultancy and related services**

The college encourages its faculty members to carry out consultancy. On completion of the work, the honorarium on approval of the Principal may be distributed on a case-by-case basis.

## **5. Faculty Development & Research Interactions**

To get expertise in specific domain and promote the research interest, SRCE is providing full financial help (Registration/course Fee and TADA) to faculty members attending International Conference/Seminar/Research Workshop in abroad and in India. A faculty can avail these benefits once in an academic year. TADA and Honorarium is allowed for the experts coming to SRCE for Research Interactions and Collaborative Research works.

## **6. Ethics in Research**

With a focus on integrity and accountability, the college has well defined rules for all research activities.

## **7. IPR Policy**

The goal of this Policy is to ensure that Intellectual Property created by Members is utilized in ways most likely to benefit SRCE and the public. SRCE seeks to assist its members in properly disclosing all Intellectual Property that they create, in complying with applicable laws and formal agreements, and in gaining the protection available under laws governing patents, copyrights and other intellectual property rights. Likewise, SRCE seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the Members and the interests of SRCE.

# **SEED MONEY POLICY**

## SEED MONEY POLICY

SRI RAMAKRISHNA COLLEGE OF ENGINEERING RESEARCH PROMOTION SCHEME provides grant to support research in all frontier areas of Science, Engineering, Technology and Management studies by its faculty members. The scheme provides research support to the active faculty researchers. It encourages individual centric competitive mode of research for funding.

**Objective:** The scheme provides research grant to interested faculty researchers to take-up research work

**Eligibility:** Faculty of every department can apply for seed money who is interested to take up research and convert innovative ideas into a product. New faculties are encouraged to apply.

### **Selection Criterion:**

- The scheme provides research support to an individual or two faculty researchers who act as PI and Co-PI.
- The funding is provided for equipment and consumables not exceeding two lakh rupees.
- Only one proposal can be applied by an applicant during a year.
- Faculty should not have any on-going project.
- Any proposal technically rejected should not be resubmitted without any substantial revision.
- Project proposals related to societal needs are encouraged.

### **Terms and Condition**

- Out of the total sanctioned amount, 50% would be released after project sanction and remaining after evaluation of the progress report.
- For the PI whose project got sanctioned is leaving the college, he/ she shall obtain NOC and submit the same to the college.
- The host department shall maintain the details and progress of the project from time to time.
- The department shall ensure the project grants to be utilized only towards the research project for which it is been sanctioned.
- The grant released for the project if unutilized is to be surrendered to the college.

# **CONSULTANCY POLICY**



## CONSULTANCY POLICY

The College has capability in various research areas to offer knowledge and scholarly inputs which are of significance to the industry and other organizations. It encourages its faculty to carry out consultancy work. Following guidelines will be used for engaging in any consultancy work:

1. A consultancy project/work is one where faculty and research staff provides knowledge and intellectual inputs to industry, primarily for their purposes.
2. All payments for consultancy work must come in the name of the Principal, Sri Ramakrishna College of Engineering
3. The requirement originates from the industry concerned.
4. The industry person is expected to approach the head of the institution.
5. The head of the institution will convene the meeting of the college consultancy committee and direct the work to the concerned department heads for further action.
6. HODs will analyse the technical nature of the consultancy work and identify suitable investigator from the faculty members based on the specialization, experience etc.
7. Departments may also approach the industry through proper channel for carrying out the consultancy work.
8. The faculty is expected to estimate the time and cost required to accomplish the task.
9. Based on the needs of the client and circumstances, the college may permit commencement of work with payment to be made as per agreed upon milestones.
10. After completion of the project, final report should be submitted to the industry.
11. Consultancy assignments may be taken up and implemented provided they do not have any adverse impact on the ongoing academic, research and related activities.
12. The services of employees of the college may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the College. Such work by employees may be compensated by suitable honoraria.
13. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department.
14. Publication arising from consultancy work shall include the faculty affiliation of the institute and acknowledge for the facilities used.

**RESEARCH  
ETHICS  
POLICY**

## **RESEARCH ETHICS POLICY**

Sri Ramakrishna College of Engineering is steadfast in promoting and maintaining high values of integrity and accountability in the conduct of academic research and is dedicated to embed and endorse a culture of honesty and transparency in all its institutional activities. This document provides recommendations on good practice in academic research at SRCE. In addition, it educates and monitors faculties and students conducting research to ensure a high ethical standard. Following are the ethical guidelines:

1. Researchers should have mutual trust and understanding for free exchange of ideas.
2. Researchers should discuss and agree upon the result/publication credit throughout the research process to acknowledge the contributions.
3. There should be honest reporting of facts and findings.
4. Scholarly opinions should be collaborated with scientific knowledge and respected.
5. Research should be conducted with a sense of responsibility and the process/results should stand the legal norms.
6. Results should be published in journals/ conference proceedings to make it widely available for the research community.
7. Faculties are encouraged to create an environment of mutual cooperation for furthering the mission and vision of the college.
8. Faculties are encouraged to attend training programs/workshops to enhance their research capabilities.
9. Researchers must not involve themselves in any form of academic misconduct such as misinterpretation, plagiarism, violations of intellectual property rights, deviation from college rules etc.
10. Project thesis should be submitted for anti-plagiarism check for the quality and if the similarity information is less than 24%, then only thesis will be accepted for submission.
11. Investigation of research misconduct shall be carried out by the Research Ethics Committee.
12. Based on the investigation report and recommendations of the Ethics Committee, appropriate actions may be initiated after duly listening to the respondent.

# **IPR POLICY**

## **IPR POLICY**

### **I. Introduction**

Sri Ramakrishna college of Engineering is dedicated to teaching and to the pursuit of knowledge. While the primary focus of these activities is to lead students to lives of leadership and service, SRCE recognizes that the creation of Intellectual Property (as defined in Section II below) will be a natural outgrowth of activities within the SRCE. For this reason, SRCE has adopted this Intellectual Property Policy (the "Policy", to set forth the rights and obligations of SRCE and its Members (as defined in Section II below) with respect to all Intellectual Property.

The goal of this Policy is to ensure that Intellectual Property created by Members is utilized in ways most likely to benefit SRCE and the public. SRCE seeks to assist its members in properly disclosing all Intellectual Property that they create, in complying with applicable laws and formal agreements, and in gaining the protection available under laws governing patents, copyrights and other intellectual property rights. Likewise, SRCE seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the Members and the interests of SRCE.

### **II. Definitions**

As used in this Policy, the following capitalized terms have the following meanings:

**"College-Owned Intellectual Property"** means all Intellectual Property other than Member-Owned Intellectual Property.

**"Committee"** means the Intellectual Property Advisory Committee of SRCE.

**"Intellectual Property"** means any software, research, article, study, photograph, painting, literary work, musical work, invention, formula, process, discovery, development, design, innovation or improvement (whether or not patentable or registrable under copyright statutes) made, conceived, developed or first actually reduced to practice by a Member solely or jointly with others, during the period in which the Member is (i) employed by SRCE, (ii) enrolled as a student at SRCE.

**"Member"** means a member of the SRCE, including all faculty, staff and students of SRCE.

**"Member-Owned Intellectual Property"** has the meaning set forth in Section below.

**"Policy"** has the meaning set forth in Section I above.

### **III. Applicability of Policy**

All Members are subject to the terms and conditions of this Policy. This Policy sets forth the rights and obligations of SRCE and its Members with respect to all Intellectual Property, including all Intellectual Property created prior to the effectiveness of this Policy. However, SRCE will from time-to-time enter into Separate Agreements which govern the use and ownership of Intellectual Property.

### **IV. Ownership Rights of SRCE**

SRCE shall be the sole and exclusive owner of all right, title and interest in and to all College-Owned Intellectual Property, and no Member shall have any right, title or interest in or to any College-Owned Intellectual Property. As owner,

SRCE shall have sole authority to exercise all rights available with respect to any College-Owned Intellectual Property, including, without limitation, negotiating and entering into agreements for the sale or license of the College-Owned Intellectual Property and obtaining copyright, trademark or patent protection for the College-Owned Intellectual Property. No Member shall sign any agreement which significantly abrogate any of SRCE's rights and interests as stated in this Policy or as provided in any Separate Agreement.

### **V. Ownership Rights of Members**

All right, title and interest in and to all Member-Owned Intellectual Property (as defined below) shall be solely and exclusively owned by the Member who made, conceived, developed or first reduced to practice the Member-Owned Intellectual Property. However, SRCE shall have a non-exclusive, perpetual and royalty-free license to use all Member-Owned Intellectual Property for internal instructional, educational and administrative purposes, including, without limitation, for satisfying requests of accreditation agencies for faculty-authorized syllabi and course descriptions.

For purposes of this Policy, "Member-Owned Intellectual Property" means any of the following Intellectual Property:

#### **A. Any Intellectual Property created by a faculty member or student of SRCE that does not fall within one of the following categories:**

- i. Intellectual Property that is specifically directed, commissioned or sponsored by SRCE.

*[Note: An example of work in this category is the output of a faculty member on special assignment to write a history of SRCE.]*

- ii. Intellectual Property that is more integral to, and reflects more directly on, the identity of SRCE than on the identity of the individual(s) who create them.

*[Note: Examples of work in this category are SRCE website, alumni bulletins, admission materials, fundraising materials, catalogues and magazines. Also included in this category are*

*works which prominently use the SRCE name or any image, logo of SRCE. However, simply identifying the author of a book as a SRCE professor or using the SRCE logo in a presentation or talk would not be considered a prominent use of SRCE name.]*

iii. Intellectual Property that is created using substantial resources of SRCE.

*[Note: Use of "substantial resources" requires resources of a degree or nature not routinely made available to all faculty. For example, providing a faculty member with his or her own dedicated lab space or extended IT support from a staff member would be considered use of substantial resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered use of substantial resources.]*

If a student assists a faculty member in creating any Member-Owned Intellectual Property, then, as between the student and faculty member, the faculty member shall have all rights with respect to such Member-Owned Intellectual Property.

**B. Any Intellectual Property that a non-faculty or non-student employee of SRCE develops on his/her own time, without using the funds, equipment, supplies, facilities of SRCE, unless such invention relates at the time of conception or reduction to practice to:**

1. The actual or demonstrably anticipated research or development of SRCE or

ii. any work performed by the employee for SRCE.

*[Note: Section V. B is based on SRCE belief that ownership rights in Intellectual Property created by non-faculty and non-student employees should in general be consistent with the intellectual property policies of commercial enterprises.]*

**C. Copyrightable work:**

- Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions:

SRCE shall be the owner of the copyright of work, including software, created by SRCE personnel with significant use of NEC resources.

- SRCE shall be the owner of the copyright on all teaching material developed by SRCE personnel as part of any of the academic programs at SRCE. However, the authors shall have the right to use the material in her/his professional capacity. As the traditional exception, SRCE shall not claim ownership of copyright on books and publications authored by SRCE personnel.
- SRCE shall be the owner of copyright of work produced by non-SRCE personnel connected with any activity of SRCE with the intellectual contribution of SRCE personnel. However, the authors shall have the right to use the material in her/his professional capacity.

## **VI. Revenue Sharing**

The net earnings from the commercialization of IP owned by NEC would be shared as follows:

The creator(s) share would be declared annually and payment will be made to the creator(s) or to their legal heir, whether or not the creators are connected with NEC at the time of payment.

<b>S.No</b>	<b>Net Earnings</b>	<b>Inventors Share</b>	<b>SRCE's share</b>
1	Year 1	70%	30%
2	Year 2	50%	50%
3	From 3 <sup>rd</sup> Year	30%	70%

## **VII. Dispute Resolution**

In case of any disputes between NEC and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Principal of SRCE. Efforts shall be made to address the concerns of the aggrieved party. The Principal's decision in this regard would be final and binding.

## **VIII Administrative Policy**

The administration of this Policy shall reside exclusively with the Committee. The Chairperson shall have the sole power and authority to appoint, remove and replace Committee members. The Committee shall consist of at least five (5), but no more than ten (10), members. Unless the Chairperson decides otherwise, the Committee shall consist of (i) the Principal who will be the Chairperson, (ii) two faculty members and two students (faculty and students will be representative of the intellectual property at issue), (iii) a representative from the library, (iv) IPR legal advisor (external expert), (v) the Director of Grants and Contracts, and (vi) SRCE's legal counsel.

The Committee's responsibilities will include:

- Reviewing intellectual property issues affecting SRCE, including periodic review of this Policy;
- Evaluating the patentability and commercial or other value of submitted College- Owned Intellectual Property;
- Determining a course of action for legally protecting and commercializing submitted College-Owned Intellectual Property; and



- Ensuring that all sales and licensing of College-Owned Intellectual Property are implemented to bring the College-Owned Intellectual Property to the public while securing financial reward for SRCE and its Members.

### **IX Use of SRCE Name and Marks**

J.N.N.I.E owns or has a proprietary interest in any trademark, service mark or other distinguishing mark (collectively, "Marks") that represents or identifies

# **IT POLICY**

# IT POLICY

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## Rationale for IT Policy

The IT policy at the institution is designed to safeguard and regulate the use of the information technology infrastructure on campus. It outlines the strategies and responsibilities necessary to protect the confidentiality, integrity, and availability of the university's information assets accessed, created, managed, or controlled by the institution.

This policy is documented to ensure fair and transparent academic use of IT resources available to students, faculty, staff, management, visiting guests, and research fellowship members.

SRCE has established network connections across all campus buildings and hostels. The System Administrator is responsible for managing the institute's intranet and internet services, including firewall security, DHCP, DNS, email, web, and application servers.

1. The institute boasts an extensive fiber optic network interconnecting all departments, the library, and college offices seamlessly. With a robust internet infrastructure powered by
2. 220 Mbps connections from BSNL, CHERRINET, TECHRADAR service providers, over 220 desktops have LAN and Wi-Fi access, ensuring uninterrupted internet connectivity. Wi-Fi access points are strategically positioned across the campus, facilitating seamless access to learning materials and online resources for students. A dedicated in-house team oversees all IT-related needs of the campus, ranging from system administration to technical support, including software installation, network monitoring, internet connectivity, and management of the digital library.
3. **Potential Bottleneck:** Internet traffic over the Wide Area Network (WAN) can create bottlenecks compared to the speed of the Local Area Network (LAN).
4. **Traffic Congestion:** Unrestricted internet access may result in non-critical downloads that congest the network, adversely affecting the Quality of Service for essential users and applications.
5. **Virus Spread:** Networked computer systems are vulnerable to viruses that can spread rapidly across the LAN through intranet or internet connections, exploiting operating system vulnerabilities.

The presence of numerous concurrent users accessing internet resources via a limited bandwidth exacerbates these issues, leading to increased traffic that can diminish both the Quality of Service and the overall user experience. Therefore, reducing internet traffic is essential for maintaining optimal network performance.

## Internet Traffic and Virus Threats

Every download contributes to internet traffic, which can increase costs and, eventually, degrade both Quality of Service and Quality of Experience. Reducing this internet traffic is essential.

Computer viruses can attach themselves to files and spread rapidly when those files are shared, making them difficult to eliminate. In some cases, a hard drive may need to be reformatted, leading to significant data loss for the organization. Viruses not only replicate and consume network space, but they also slow down network performance. Moreover, considerable employee time is wasted while workstations are scanned and cleaned of viruses. Email, unsafe downloads, file sharing, and web surfing are the primary avenues for virus attacks

Once inside the network, viruses can quickly attach to files and cause substantial damage, potentially slowing down or even halting operations.

Containing a virus after it has spread throughout the network is a challenging task, often resulting in the loss of both man-hours and data as efforts are made to restore safety. Therefore, early prevention is critical. The System Administrator has been proactive in securing the network by implementing firewalls, access controls, and virus-checking and content-filtering software at the gateway.

However, without clearly defined IT policies, it becomes difficult to gain user buy-in for these security measures. Users may view such restrictions as unnecessary or intrusive. It's important to note that educational institutions globally have adopted IT policies to manage these challenges.

Strong management policies are essential for effective IT security measures, ensuring alignment with organizational objectives. Additionally, given the ever-evolving nature of information technology, information security policies must also be dynamic. Regular reviews and updates are necessary to address changing technologies, user needs, and operational procedures.

### **Classification of IT Policies**

IT policies can be categorized into the following groups:

- IT Hardware Installation Policy
- Software Installation and Licensing Policy
- Network (Intranet & Internet) User Policy
- Email Account User Policy
- Website Hosting Policy
- University Database User Policy

These policies apply at two levels:

#### **1. End User Groups** (including faculty, students, senior administrators, officers, and network administrators)

The institute's IT policy encompasses technology managed either centrally by the institution or individually by departments. It also covers information services provided by the administration, departments, or authorized visitors using their own hardware connected to the institute's network.

Additionally, the policy applies to resources managed by central administrative departments, such as libraries, computer laboratories, offices, hostels, guest houses, and residences where network facilities are provided by the institute.

All faculty, students, staff, departments, authorized visitors, and any others permitted to use the institute's information technology infrastructure must adhere to these guidelines. Violations of the IT policy may lead to disciplinary action by institute authorities, and in cases involving illegal activities, law enforcement may become involved.

The purpose of the IT policy is to outline acceptable and prohibited actions regarding the use of technology.

**Applies to:****Stakeholders on and off campus:**

- Students (UG, PG)
- Employees (Permanent, Temporary, Contractual)
- Faculty
- Administrative Staff (Technical and Non-Technical)
- Higher Authorities and Officers
- Guests

**Resources Covered:**

- Wired and wireless network devices
- Internet access
- Official websites and web applications
- Official email services
- Data storage solutions
- Mobile, desktop, and server computing facilities
- Documentation facilities (printers, scanners)

**IT Hardware Installation Policy**

The institute's network user community must take specific precautions during the installation of computers and peripherals to minimize service interruptions caused by hardware failures.

**a) Primary User**

The "primary user" is defined as the individual in whose room the computer is installed and primarily used. If a computer has multiple users without a designated primary user, the department head should assign someone responsible for compliance.

**b) End User Computer Systems**

In addition to client PCs, any servers not directly managed by the Computer Center will also be considered end-user computers. If no primary user can be identified, the department must take on the responsibilities outlined for end users. Computer systems functioning as servers that provide services to other users on the intranet or internet, even if registered with the Computer Centre, fall under this policy as "end-user" computers.

**c) Warranty & Annual Maintenance Contract**

Computers purchased by any department or cell should ideally include a 3-year on-site comprehensive warranty. After the warranty period, maintenance will be provided by the System Administrator or external service engineers on an as-needed basis. This maintenance will include operating system reinstallation and virus-related checks.

#### **d) Power Connection to Computers and Peripherals**

All computers and peripherals must be connected to electrical outlets exclusively through a UPS. The power supply to the UPS should never be turned off, as continuous power is required for battery Recharging. Additionally, UPS systems should be connected to properly earthed electrical points with appropriate wiring.

#### **e) Network Cable Connection**

When connecting computers to the network, network cables should be kept away from any electrical or electronic equipment to prevent interference with communication. Furthermore, no electrical or electronic equipment should share a power supply with the computer and its peripherals.

#### **f) File and Print Sharing Facilities**

File and print sharing over the network should only be enabled when absolutely necessary. Shared files must be password-protected and set to read-only access to ensure security.

#### **g) Maintenance of Computer Systems Provided by the Institute**

The System Administrator will address any maintenance-related issues for computers purchased centrally by the institute and distributed to users.

#### **h) Noncompliance**

SRCE faculty, staff, and students who do not adhere to this hardware installation policy may expose themselves and others to network-related issues, potentially leading to damaged or lost files and reduced productivity. A non-compliant computer can have significant negative impacts on individuals, groups, departments, or the entire institute. Therefore, it is crucial to ensure that all computers are brought into compliance as soon as any non-compliance is identified.

#### **Computer Center Interface**

When the System Administrator identifies a non-compliant computer affecting the network, they will notify the individual responsible for that system via email or phone, requesting that compliance be achieved. Users are expected to follow up on this notification to ensure their computer meets the necessary compliance standards. The System Administrator will provide guidance as needed to assist in this process.

#### **Software Installation and Licensing Policy**

Any computers purchased by individual departments or units must have all necessary licensed software (including the operating system, antivirus software, and essential applications) installed. In accordance with anti-piracy laws, the institute's IT policy prohibits the installation of pirated or unauthorized software on institute-owned computers or those connected to the campus network. If such software is found, the responsible department or individual will be held accountable.

### **a) Operating System and Updates**

Users must ensure that their computer systems have up-to-date operating systems, including all relevant service packs and patches, especially for MS Windows-based systems (both PCs and servers). Keeping the OS updated helps fix bugs and vulnerabilities identified by Microsoft.

### **b) Antivirus Software and Updates**

All computers used in the institute must have active antivirus software installed. The primary user is responsible for ensuring that the software is current and functioning properly. Out-dated antivirus software, even if it is installed, is ineffective. If users require assistance beyond their technical skills, they should seek help from the System Administrator.

### **c) Data Backups**

Users should regularly back up their critical data, as virus infections can lead to data loss. It is advisable to partition the hard disk into multiple volumes during OS installation—typically C, D, etc. with the OS and software on the C drive and user data on other drives. This way, if the C drive is corrupted, formatting it will help protect the data on other volumes. Users should also store valuable data on external devices such as CDs, DVDs, or USB drives.

### **d) Noncompliance**

Faculty, staff, and students who do not adhere to the computer security policy may expose themselves and others to the risk of virus infections, potentially leading to damaged files, inoperable computers, and productivity loss. A non-compliant computer can negatively impact individuals, departments, and the entire institute, making it crucial to rectify non-compliance immediately.

### **e) System Administrator Interface**

Upon discovering a non-compliant computer, the System Administrator will inform the responsible individual and request compliance. Notifications will be sent via email or phone, and users must ensure their computers meet compliance standards. The System Administrator will offer guidance as necessary.

## **Network (Intranet & Internet) Use Policy**

Network connectivity, whether through authenticated access connections or Wi-Fi, is governed by the institute's IT policy. The System Administrator is responsible for maintaining and supporting the network, excluding local applications. Any network issues should be reported to the Computer Center.

Computers (PCs/Servers) connected to the institute's network must have IP addresses assigned by the Computer Center. Departments should follow a systematic approach for IP address allocation based on established ranges for each building or WLAN. Each network port will be bound to a specific IP address to prevent unauthorized use. When a new computer is installed, the user must request IP address allocation from the System Administrator.



An IP address assigned to a particular computer system must not be used on another computer, even if that computer belongs to the same user and connects to the same port. IP addresses are assigned to computers, not to ports.

#### **b) DHCP and Proxy Configuration**

Using any computer as a DHCP server to connect additional computers through switches or hubs is strictly prohibited, as it violates the institute's IP address allocation policy. Similarly, configuring proxy servers is discouraged, as it may disrupt services managed by the Computer Center. Non-compliance may result in the disconnection of the offending port until written assurance of compliance is received.

#### **c) Running Network Services on Servers**

The System Administrator is not responsible for the content on machines connected to the network, whether they are institute-owned or personal devices. Client machines may be disconnected if they run potentially harmful software or if their activities negatively impact network performance. The institute's network and resources should not be used for personal or commercial purposes. Network traffic will be monitored for security and performance, and impersonating an authorized user is a violation of this policy, leading to termination of the connection.

#### **d) Dial-up/Broadband Connections**

Computers connected to the institute's campus-wide network, whether institute property or personal, must not be used for dial-up or broadband connections, as this compromises security by bypassing firewalls and network monitoring. Non-compliance may result in withdrawal of the assigned IP address.

#### **e) Wireless Local Area Networks**

This policy applies to all departmental and hostel wireless local area networks. Each wireless access point must be registered with the System Administrator, including contact information.

#### **Email Account Use Policy**

To enhance the efficient distribution of critical information among faculty, staff, students, and administrators, it is recommended to utilize the institute's email services for official communications and academic purposes. Using email for formal communication facilitates the delivery of important messages and documents to campus and external communities.

To receive official notices, users must keep their email addresses active through regular use. Staff and faculty can log in to the email service at [www.gmail.com](http://www.gmail.com) using their username and password. For a new email account, users should contact the System Administrator for account setup and default passwords.

#### **By using the email service, users agree to adhere to the following policies:**

- The email facility should primarily be used for academic and official purposes, with limited personal use.

- Using the email service for illegal or commercial purposes is a violation of the institute's IT policy and may lead to withdrawal of access. This includes, but is not limited to, illegal software distribution, sending unsolicited bulk emails, and generating threatening or fraudulent messages.
- Users should not open emails or attachments from unknown or suspicious sources. If an attachment from a known source seems dubious, users should confirm its authenticity with the sender before opening it to avoid potential viruses.
- Users must not share their email accounts, as they are personally accountable for any misuse.
- When using shared computers, users should promptly log out of any open email accounts left by others without viewing their contents.
- Impersonating another user's email account is a serious offense under the institute's IT security policy.

Ultimately, each user is responsible for ensuring their email account remains compliant with the institute's email usage policy.

These policies also apply to email services from other providers (e.g., Hotmail, Yahoo) when accessed from the institute's campus network or using institute resources.

## **6. Website Hosting Policy**

### **a) Official Pages**

Departments, cells, and central facilities may host pages on SRCE official website, located at <https://www.sriramakrishna.ac.in/>. The System Administrator is responsible for maintaining the content and functionality of this official site.

### **b) Personal Pages**

Faculty members may create personal pages linked to the institute's official website by submitting a written request or email to the System Administrator, including the desired URL. However, any illegal or improper use will lead to the termination of the hyperlink. Personal pages must comply with all applicable laws and regulations, not infringe on copyrights or trademarks, and must not be used for commercial purposes or political lobbying. Additionally, personal pages cannot host content for other individuals or groups.

### **c) Responsibilities for Updating Web Pages**

Departments, cells, and individuals are responsible for regularly providing updated information about their web pages to the System Administrator.

## **7. Institute Database Use Policy**

This policy governs the databases maintained by the institute, recognizing data as a vital resource. The use of this data must be protected, even if it is not confidential. SRCE has established policies regarding database creation and information access.

## Database Ownership

SRCE owns all institutional data generated within the institute.

## Data Administrators

Data administration tasks may be delegated to specific officers within each department.

## MIS Components

For the Management Information System, the following components are maintained:

- Employee Information Management System
- Student Information Management System
- Financial Information Management System
- Library Management System
- Document Management & Information Retrieval System

8

## **Guidelines for Data Users**

1. The institute's data policies prohibit sharing identifiable data outside the institute.
2. Data collected by departments or individual faculty and staff is for internal use only.
3. Access to data is defined by one's role and responsibilities within the institute.
4. Personal data must not be shared with external entities, including government agencies. All requests for such data should be forwarded to the appropriate office.
5. Requests from courts or law enforcement must be handled by the office; departments should not respond directly.

## **8. Hostels Wi-Fi Use Policy**

The wireless infrastructure in hostels is designed to enhance internet accessibility for academic purposes, particularly for browsing licensed online resources. Signal availability may vary, and it is not guaranteed that every area will have consistent coverage. Access to Wi-Fi is a service provided at the institute's discretion and can be interrupted for technical reasons.

The access points in hostels are institute property. Damage or loss of this equipment will result in disciplinary action against responsible individuals, and costs may be recovered from all residents of the affected area.

## **9. Responsibilities of the System Administrator**

### **a) Campus Network Backbone Operations**

The Computer Center administers and maintains the campus network backbone. The System Administrator ensures that service levels meet the requirements of institute departments and hostels.

### **b) Maintenance of Computer Hardware & Peripherals**

The System Administrator provides Net Access IDs and email accounts to users upon request.

### **c) Disconnect Authorization**

The System Administrator may disconnect any department, cell, or hostel from the campus network if its traffic violates policies. In cases of severe traffic degradation, corrective measures will be taken with minimal impact on other users. Conditions for reconnection will be provided.

## **10. Responsibilities of Departments**

### **a) User Accounts**

Departments, cells, or other entities can connect to the network using legitimate user accounts provided by the System Administrator upon submission of a completed application form. Users are accountable for all actions performed under their accounts and should implement security measures, including strong passwords and regular updates.

### **b) Providing Information for the Website**

Departments or cells must periodically submit updated information to the System Administrator, including hardcopy or softcopy formats, at least once a month. This applies to advertisements, tender notifications, and event announcements.

### **c) Security**

Departments must comply with the Network Usage Policy and report any security incidents through a designated Point of Contact. If no contact is available, offending computers may be disconnected from the network until compliance is achieved.

### **d) Preservation of Network Equipment**

All network equipment, including routers and cables, is institute property. Tampering with this equipment is a violation of IT policy.

## **e) Additions to the Existing Network**

The System Administrator recommends regular data backup to mitigate potential data loss due to viruses or hacking.

## **11. Responsibilities of the Administrative Department**

The Administrator, under the direction of the relevant Head, performs various duties, including:

1. Managing systems requirements and procurement for hardware and software.
2. Administering and configuring servers, including performance tuning.
3. Facilitating the development and maintenance of the institute's websites.
4. Installing and maintaining software, including updates and configurations.
5. Administering campus-wide LAN and Internet services.
6. Conducting computer literacy training for staff and students.
7. Identifying and implementing ICT and MIS requirements.
8. Analyzing system logs for potential issues.
9. Integrating new technologies into the data center.
10. Performing routine audits and data backups.
11. Managing user account information and responding to technical queries.
12. Ensuring the security of systems and networks.
13. Undertaking any additional assigned tasks.

## **12. Video Surveillance Policy**

The surveillance system includes fixed cameras, monitors, digital video recorders, and public information signs. Cameras will be strategically placed at entrances and exits, ensuring visibility. Signs will inform all individuals that CCTV is in use.

The system's primary purposes are to deter crime, protect the institute's premises, and ensure the safety of staff, students, and visitors. It aims to:

- Deter criminal activity
- Assist in crime prevention and detection
- Aid in identifying and prosecuting offenders
- Support disciplinary proceedings against staff or students

Concerns or complaints regarding the system should be directed to the Computer Center. CCTV footage requests can be made through a prescribed form.

## Appendix I

### **Campus Network Services Use Agreement**

Please review the following important policies before applying for a user account or email account. By signing the application form for a Net Access ID (user account) or email account, you agree to comply with the IT policies and guidelines of SRCE. Non-compliance may result in the termination of your account or IP address. This is a summary of key IT policies; you can access the full document on the website and various intranet servers. A Net Access ID consists of a username and password that provide access to the institute's computer systems, services, campus networks, and the internet.

#### **a) Accounts and Passwords**

As a user of a Net Access ID, you agree not to share your ID with anyone else. This ID should only be used for educational or official purposes. You are responsible for maintaining a secure password and ensuring it is not shared. Net Access IDs will be issued solely to current students, staff, and faculty of the institute. Upon leaving the institute, users will have their Net Access IDs, email accounts, and associated files deleted. Each user is permitted only one Net Access ID, except for faculty or heads with multiple roles, who may have additional IDs relevant to their responsibilities.

#### **b) Limitations on Resource Use**

The System Administrator reserves the right to disable the Net Access ID of any user consuming excessive storage space or engaging in activities that hinder resource availability for others.

#### **c) Data Backup, Security, and Disclaimer**

The System Administrator is not liable for data loss or corruption on users' computers due to their use or misuse of computing resources. While reasonable efforts will be made to ensure data integrity and security, users accept full responsibility for backing up files associated with their Net Access ID, storage space, or email account. Additionally, no guarantees regarding the security or privacy of electronic messages are provided. Users are accountable for any improper use of equipment or software, including copyright violations, and must indemnify the System Administrator and the institute against any related liabilities or expenses. SRCE reserves the right to amend these policies without prior notice.

#### **d) Account Termination and Appeal Process**

Accounts on SRCE network systems may be terminated or disabled with little or no notice for violations of these policies or inappropriate use of computing and network resources. If you believe that your account termination is unjustified or that there are mitigating circumstances, you may appeal to the In Charge of the Computer Center, providing justification for your case.

Writing an Appeal Letter, An appeal letter should be written if you feel you have been treated unfairly. In your letter, ensure that you:

- Know the correct recipient
- Use a polite tone
- Clearly state your desired outcome
- Present factual information without emotional language

Follow up on your appeal as necessary

**Appendix II**

**SRI RAMAKRISHNA COLLEGE OF ENGINEERING, PERAMBALUR**

**System Administrator**

**Requisition Form for E-Mail Account**

1. Full Name:
2. Designation:
3. Department:
4. Mobile No:
5. Existing Mail Id:

Date:

Signature of Applicant:

**SYSTEM ADMIN USE ONLY**

The following email ID is created for Prof. /Dr. /Mr. /Ms. \_\_\_\_\_

---

on@sriramakrishna.ac.in

Signature on Behalf of In Charge, (System Admin)



**Appendix III**

**SRI RAMAKRISHNA COLLEGE OF ENGINEERING, PERAMBALUR**

System Administrator

**Application for Net Access ID Activation**

1. Full Name:
2. Employee ID
3. Department:
4. Mobile No:
5. Email Id:

Date:

Signature of Applicant:

**SYSTEM ADMIN USE ONLY**

Net access id is activated for the applicant

Signature on Behalf of In Charge,

System Admin

**Appendix IV**

**SRI RAMAKRISHNA COLLEGE OF ENGINEERING, PERAMBALUR**

System Administrator

**Requisition for CCTV Footage**

1. Full Name:

2. Employee/Student ID:

3. Department:

4. Mobile No:

5. E-Mail Id:

6. Date of Footage:                      Time:              From              to

7. Camera Location:

8. Description:

Date:

Signature of Applicant:

**SYSTEM ADMIN USE ONLY**

CCTV Footage is given to the applicant

Signature on Behalf of In Charge, (System Admin)

**INFRASTRUCTURE  
MAINTENANCE  
POLICY**

## INFRASTRUCTURE MAINTENANCE POLICY

The maintenance policy is framed to ensure the optimum utilization and maintenance of infrastructure facilities by students and faculty without any inconveniences and shortage. The financial allocation for maintenance and upkeep of resources is decided by holding regular meetings of various committees constituted for this purpose.

The objectives of the infrastructure maintenance policy and processes are: • To set standardized utilization and maintenance procedures for resources and services

- To ensure constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To improve the co-ordination between facility allocation and utilization to achieve the optimal usage of resources including classrooms, laboratories, library, sports facilities etc.
- To reduce the probability of accidents at workplace for ensuring safety
- To prevent the misuse and mishandling of resources and services
- To provide proper guidance for all the stakeholders to carry out their day-to-day activities with relative comfort and ease
- To optimize and enhance the usage of resources based on the needs of education, research and administration
- To have an efficient mechanism in place for the upkeep of the infrastructure and other support facilities
- To enable timely up-gradation, replenishment, repair and replacement of resources and services

## **Civil, Mechanical and Electrical Maintenance**

The regular upkeep of the infrastructure such as general repairs of buildings, preventive maintenance of buildings, painting, masonry and plaster work, carpentry and plumbing work is executed periodically by qualified and skilled manpower. There are engineers, technicians, masons, plumbers, electricians, carpenters and painters deputed by the institution to ensure the proper maintenance of all physical, academic and support facilities. These team members perform the inspection, repair, and maintenance of building systems including HVAC, electrical and water systems.

- Tasks are typically assigned by work orders and maintenance workers report to supervisors who oversee their tasks. All the documents pertaining to maintenance and service including service requests, work orders, invoices and quotations are maintained by the heads of the respective maintenance departments. The details of the maintenance are recorded in the maintenance /service registers.
- The civil maintenance team is responsible for building works such as inspection, repair and renovation of structures, walls, ceilings, roofs and floors. This includes structural repairs, crack filling, plastering, painting, water proofing and weather proofing. They are also responsible for carpentry works including repair and replacement of doors, windows, furniture and fixtures.
- The entire electrical infrastructure is maintained by the electrical department. Their work involves regular checkups and maintenance of transformers, circuit breakers, power outlets, distribution lines etc. They are also responsible for installing and maintaining electrical fixtures, switches, fans and lights within the campus.
- The air conditioners, lifts, generators, solar panels and water filters are under AMCs with their respective authorized service providers and are regularly monitored by the electrical department.
- The maintenance of tanks, pipes, valves and drains are carried out by the plumbers. In addition to this, they are responsible for the repair and maintenance of lawn sprinklers, sinks, faucets, water closets and other sanitary fixtures.

- The sewage treatment plant, bio-gas plant and rainwater harvesting systems are installed, operated and maintained as per their respective norms and regulations.
- The transport officer and his team are responsible for the maintenance of the buses, cars and other commercial vehicles of the institution. The buses are operated and maintained as per the SOP of the government. Regular servicing and repairs are carried out by the authorized service providers through AMCs.
- The housekeeping team handles the cleaning of buildings and other facilities. This includes sweeping, mopping floors, vacuuming carpets, cleaning bathrooms, and washing windows and glass doors. The gardeners are responsible for the maintenance of gardens, lawns and landscapes.
- The sports and gym facilities are supervised by the physical director and his team members. Expensive gym equipments are maintained through AMCs. Maintenance of various courts and grounds are done annually during the vacation and seasonal maintenance is done once in every three months.
- Fire extinguishers are placed at appropriate locations and are refilled periodically. The demonstration regarding its use is given to faculty and students. First aid kits are restocked immediately after consumption and/or expiry.
- E-waste collection bins are placed on every department to enable the students and faculty to dispose the electronic wastes in a responsible manner. This helps in sensitizing the harmful effects of improper disposal of e-waste and the importance of segregating e-waste for further treatment and processing. The e-waste is then collected by a third party e-waste management firm on a quarterly basis.

## **LABORATORY MAINTENANCE POLICY**

The respective laboratory in-charges and lab technicians are entrusted with the responsibility to maintain the equipment under their purview. Stock registers, issue/utilization register, maintenance/service register are maintained by the respective laboratory in-charges to report entries and defects arising for rectification.

Lab equipment are serviced by manufacturers and authorized service personnel during summer and winter vacations and as and when required. Stock registers are updated and maintained on a regular basis. • Floor cleaning of the labs are done by the housekeeping team on a daily basis. Floor mopping, cleaning of windows, doors and other fixtures are done twice in a week.

- Lab technicians are responsible for the daily cleaning of equipment and work tables.
- Lab technicians are also responsible for checking the working condition of the equipment on a regular basis and carrying out minor repairs if any.
- Calibration of equipment is done on a regular basis either through manufacturer AMC's or by authorized service providers.
- Laboratory manuals are provided to the students at the beginning of semesters which includes the list of experiments, procedure of experiments, general and safety procedures, etc.
- Standard operating procedures for all high end equipment are made available to the users.
- Students are given clear instructions about handling the instruments before the start of the experiment by the subject handling faculty.
- Students and faculty members should make an entry in the equipment issue/utilization register before availing it for usage.



- Breakage and repair if any are reported to the concerned lab in-charge or the head of the department as the case may be and suitable measures are taken for the speedy replacement / restoration of the equipment.
- Breakage of glassware intended for use by students is entered and charges are levied based on the cost of the equipment payable by the students at the end of the year.
- Stock verification is carried out at the end of each semester to identify the condition of the equipment and the requirement of consumables
- Any request for purchase of equipment, consumables, servicing and calibration etc. should be given well in advance before the start of the semester by the respective lab in-charges through the head of the department to the principal.
- The stock register and the stock verification report are audited by the inspection committee once in a semester.
- In case of any purchase / servicing of equipment, the concerned lab in-charge issues a purchase / service request along with a comparative statement of quotations through the head of the department to the principal. The principal forwards the same to the purchase officer.
- Based on the request received, the purchase committee assigns a suitable vendor / service provider for delivering new equipment / servicing of the existing equipment.

After the delivery / servicing of the equipment, the same is updated in the stock register and the bill is passed for settlement by the respective lab in-charges through the head of the department to the principal, who then forwards to the purchase officer.

- Scrap items are identified with the help of lab in-charges and head of the department at the end of each semester and are sent to the scrap yard.

## **LIBRARY MAINTENANCE POLICY**

### **Objectives of Central Library**

- To provide the right information at the right time in the right form to its users
- To maintain the standard and reputation of the institution through excellence in library services
- To ensure appropriate and comfortable ambience for the library users
- To develop and maintain an efficient infrastructure to provide and deliver information
- To provide a well-organized collection of books, journals, periodicals, magazines and e-resources to meet the academic needs of the students and faculty
- To maintain an updated and useful library collection reflecting the needs of all disciplines, programmes and courses
- To support and enhance teaching and learning processes by promoting the effective use of information resources
- To provide an information rich environment that supports and encourages excellence for research scholars

### **Library Rules and Regulations**

- The library provides regular membership to all the students, faculty members and employees of the institution immediately after their enrolment.
- Library users should swipe their ID card in the card reader while entering and leaving the library
- Personal belongings should be left on the rack provided at the entrance of the library
- The students should return the books within 15 days from the date of issue. One time renewal is allowed for 15 days if the concerned book is not reserved by others

- Books returned after the due date will be charged an overdue charge of Rs. 1/- per day
- Books may be returned on all working days. Absence from the institution shall not be an excuse for any delay in returning the books
- Underlining, scribbling, tearing of pages or any other type of mutilation of books and journals, mishandling or misuse of computers are considered as punishable offence.
- Loss of books issued, if any should be reported to the librarian immediately
- In case of any loss of issued books, the borrower must replace it with the latest edition along with the overdue charges. If the borrower is unable to replace the book, triple the cost of the book will be collected.

Downloading, installing and running of unauthorized software are not allowed within the facility

- One student per computer policy shall be observed strictly to maintain order when using the resources facility
- Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender
- The library staff will not be responsible for any loss or damage to the personal property left in the reading and baggage sections
- Usage of mobile phones is strictly prohibited inside the library
- Laptops are allowed inside the library for reference work with a prior permission from the librarian
- The library staff reserves the right to stop any user from using library facilities if he has reasonable grounds to believe that person is misusing it
- The computer systems provided in the digital library should be utilized only for academic and research purposes. Any misuse of these facilities will be penalized and necessary disciplinary action will be taken against the offender

- Students and faculty members should clear their dues from the library at the time of leaving the institution. No dues certificate will be issued only after returning the books and paying dues, if any by the students and faculty
- Silence is to be strictly observed inside the library

### **Library Maintenance**

- The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from the departments
- The library will continue with the existing subscriptions for journals and magazines if no recommendations are received
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilation of books and documents that needs reparations or to weed them out from the library collection
- Document maintenance includes dusting, cleaning, shifting, shelving, labeling, rearrangement, shelf rectification, stock verification, binding, preservation and weeding out.
- Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of the library committee
- Documents in the library are arranged in a logical order to save the time of the users

# **E-Governance Policy**

# **E-Governance Policy**

The E-Governance is the use of technology to perform institutional activities and achieve the objectives of governance. It ensures speedy administration of services and information. The E-Governance helps in improving transparency and administrative efficiency.

## **1. Students Admission and Support:**

The policy is designed to have a clear and concise approach in admissions process; therefore, the institute website provides the admissions details and inquiry form for stakeholder's simple access. The institute has put up its brochure, materials for the admissions process, contact information's and email address for any inquiries about admissions, an effort to further enhance and strengthen the admission procedure. Students can use WhatsApp to ask questions about the college's specifics. This can be found on the college's webpage. It is now official policy that students must submit a separate online application for admission.

## **2. Examination:**

The College maintains student attendance and enters internal assessment marks at the conclusion of each semester. Through the portal, students can review their results from internal assessments and identify any inconsistencies.

## **3. Finance and accounts:**

The college maintains finance and its accounts in exclusive pc and maintained by a senior accountant. Software updates are also made according to policy. Accountant is authorized to prepare profit and loss statements and balance sheet analyses. A policy has been established to ensure that account personnel receive the necessary training, and login credentials will be given to them in order to maintain account security.

It is now policy for staff members to have automated attendance. The semester-end report, monthly attendance report, and student details are taken periodically. It is policy to keep an efficient database by using the file management system and advanced excel.

PRINCIPAL

SRCE/PERAMBALUR

# **Green Campus Policy**

# Green Campus Policy

In order to support sustainable growth, SRCE is dedicated to establishing its campus as a location where instruction is blended with environmentally friendly methods by

➤ **Restricted entry of vehicles**

In order to reduce emissions, the institution encourages both staff and students to regularly utilize bicycles and public transportation.

➤ **Use of Bicycle/Battery powered Vehicles**

College internal transportation is handled by battery-powered vehicles. The green technology on campus produces the power that is utilized there.

➤ **Pedestrian-friendly pathways**

The SRCE campus makes sure that every building has pedestrian-friendly paths. Paths that are suited for pedestrian use are clearly designated with appropriate signage or logos.

➤ **Ban on use of Plastics**

SRCE is steadfast in its commitment to achieving a plastic-free campus. Single-use plastics are completely prohibited on the SRCE campus.

➤ **Landscaping with trees and plants**

By planting additional tree samples on and around the school, SRCE is advancing toward becoming a "green institution" in Perambalur in accordance with the green practices implemented on campus.

To guarantee the conducive environment, fruit-bearing plants, trees, and medicinal plants are being cultivated.

It is urged of the teachers, staff, and students to work together to create a sustainable and environmentally friendly campus, as well as to spread the idea of eco-friendly culture as far as possible among the surrounding community.



# **Water Conservation Policy**

## **Water Conservation Policy**

The campus has well-maintained waste water management and water conservation management systems. Excellent waste management practices were put in place by the institution in the kitchen, bathrooms, and hostel. The organization offers the following services related to water conservation.

### **1.Rain water Harvesting**

- There is a rainwater gathering system on site. Hopefully, the rainwater harvesting components that are used to gather rainwater from building roofs would guarantee groundwater charging.
- The percolation method is used to collect rainwater that falls from the building's roof tops.
- Nearly all of the rainwater on campus is collected and released onto the college grounds.

### **2.Bore Well**

- The plumbers keep an eye on and repair the bore wells on a regular basis. If they see any issues, they act right once.
- There are bore wells on campus.
  1. Main Entrance  
Dimensions (depth 450ft, water level: 400ft)
  2. Back Side of Auditorium  
Dimensions (depth 250 ft, water level: 200ft)

### **3.Construction of Tanks**

- The Main Block's overhead tank, which has a capacity of 20KL, is situated above the buildings and serves as a means of supplying water to be distributed among the floors.
- The campus uses the water stored in the tanks for various purposes, including gardening, hand washing, restrooms, and cleaning.

### **4.Maintenance of Water Bodies and Distribution System in the Campus**

- Rainwater is one of the sources of water accessible in the college. Water distribution is well-established on campus, with sufficient facilities to meet users' demands. To gather rainwater, almost three rainwater collecting trenches have been built.
- Water from the ground water source is collected by the overhead tank and purified in the RO plant before being supplied via taps that are linked correctly to every building on campus.
- The water is distributed by a carefully constructed pipe network. The college site is filled with storage tanks that are positioned across the ground water.
- The RO plant purifies and desalinates water before supplying it for consumption. The RO water that is rejected and gathered it.

# **SCHOLARSHIP POLICY**

## SCHOLARSHIP POLICY

The SRI RAMAKRISHNA COLLEGE OF ENGINEERING was founded in 2012 With the noble Vision of imparting high-quality technical education to students hailing from rural backgrounds. Recognizing the financial constraints faced by these students and striving to empower them in achieving their academic aspirations, our institution has resolved to offer scholarships to those belonging to economically disadvantaged families.

Consistent with this pledge, the management has formulated the following policy decisions extending financial assistance to deserving students originating from rural locales and economically marginalized sections of society.

### FULL FEE WAIVER

- Students who scored more than 180 cut off in the higher secondary examination can obtain a 100% tuition fee waiver.

### PARTIAL FEE WAIVER

- In that family, there is only one single girl child among the students.
- The student's parents are single and they are in poor condition.
- Students who scored more than 150 cut off can get a 50 % tuition fee Waiver.
- Special fee concession will be provided to the sports person who is awarded by the state or central government.
- Students from other states who scored higher the 75% will be eligible for a merit scholarship.
- Special fee concession will be provided for personally disabled and Orphan students.

The above mentioned scholarship program will be in effect from this academic year onwards.

# **DIVYANGJAN POLICY**

# **DIVYANGJAN POLICY**

(FOR PERSONS WITH DISABILITY)

## **1. POLICY FOR PERSONS WITH DISABILITIES**

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. SRCE is against all kinds of discrimination on any grounds including disability. Institute intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavorably. All the authorities of the institute are striving in order to extending a helping hand towards the differently abled so as to make sure about the Benefits of grounds programs, administrations, and activities. These guidelines apply to all the Institute Faculty and staff.

## **OBJECTIVES OF THE POLICY**

- ❖ To provide appropriate regulatory frameworks for the efficient provision of services to the institute's disabled staff and students.
- ❖ To ensure complete involvement of individuals with impairments and to provide them with equivalent prospects for advancement.
- ❖ To provide accessible and inclusive education at the institute.

## **2. DISABILITY**

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

## **3. QUALIFIED PERSON WITH DISABILITY**

The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given institute program or activity.

With regard to enrolment, a certified individual with a disability must fulfill the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program.

With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job.

However relaxation shall be allowed as per the Government rules.

#### **4. ACCESSIBILITY POLICY:**

The institute shall provide various provisions increasing a disabled friendly campus. The institute administration and faculty members should ensure appropriate/reasonable accommodations for each person with a disability and be willing to resolve access problems. The campus should be barrier free and accessible for persons with differently able.

The following principles of accessibility will be strictly observed:

- ❖ All UG and PG programs and activities must be accessible.
- ❖ To provide accessible textbooks and study material to all students with disabilities.
- ❖ The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 and as per government regulations from time to time.

#### **5. EXAM POLICY**

Institute will make reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities. Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations issued by the examination department of university are followed for use scribe in exams.

#### **6. ACCESSIBILITY AND ACCESS FOR PERSONS WITH DISABILITIES Facilities available for Employee and students**

- ❖ Ramps and Toilets
- ❖ Lifts
- ❖ Wheelchair
- ❖ Facilities are provided time to time as per government rules The institution has disabled friendly, barrier free environment.

**Principal**