

Jaya Engineering College
Thiruninravur, Chennai-602024

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1. RESEARCH AND DEVELOPMENT POLICY

JEC is established with a vision, "To nurture innovative future leaders in technology, entrepreneurship and management who create wealth for our nation and develop a fulfilling global society".

OBJECTIVES

- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research.
- Promote academic and industrial collaborations involving active and mutually beneficial R&D projects.
- Raise the standards of the institution to stand among the premium institution in India.

PROCEDURE

To develop a high-quality research ambience in the Institute and motivate faculty for research with National and international standards, a Research Promotion Committee (RPC) is constituted in the Institution level.

- (1) Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.
- (2) Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- (3) The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/Journal/Conference.
- (4) Disciplinary actions will be taken if the plagiarism is detected in the Publications /Thesis.

ROLES

To develop a high Quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted. It consists of

- Principal
- Deans
- HOD of all department
- Nominee of the concerned Departmental Research Committee –Member

- Registered PhD Supervisor and Co-Supervisor (if any)
- Principal Investigator of the project funded by external agency

RESPONSIBILITIES

- The R&D activities in the individual departments are monitored by Department level RPCs headed by the Head of the respective Department.
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institution conform to standard quality specifications.

2. Placement Training Policy

The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% placement assistance to all the registered students as per the norms provided here.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at MIIM.
- d) Feedback from the Alumni regarding the company.

Eligibility Criterion:

- a. Student should get an aggregate of 60% & above throughout from SSC onwards.
- b. Student should not have any backlog subjects.
- c. Student should secure a minimum of 60% score in internal marks and soft skill training and mentoring conducted in the institute.

A. GREEN ZONE CANDIDATES: Candidates who fulfill the above criteria will be treated as "GREEN ZONE", and the institute will put 100% efforts to place all the students who come under GREEN ZONE.

B. YELLOW ZONE Students with a 2nd class or 50% and no backlogs in MBA are treated as in YELLOW ZONE and will also be considered for the placement if they have attended Minimum Two certification programs conducted by the college and satisfactorily completed all training programmes before the commencement of a Drive and the institute can only provide the placement assistance.

C. in RED ZONE Students with backlogs will be in RED ZONE. However, if a particular company allows students with one or two backlog subjects they will be allowed to attend those interviews as a special case only. Necessary placements assistance will be given.

RULES FOR PLACEMENT

1. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy Category of companies and Dream Offer: The companies visiting the campus are divided in the following three categories:

A) Category-A: Companies offering CTC \geq Rs 4 LPA,

B) Category-B: Companies offering CTC \geq Rs 1.8 LPA;

C) Category-C: Companies offering CTC

a. As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session and will not be allowed to appear for any other company.

b. A student can appear for a Company of Category-A on campus under either of the following cases:

i) Student has not been placed in any Company,

ii) Student has been placed in a company of Category-B and 80% of the students in GREEN ZONE have been placed in his/her respective branch.

iii) Student has been placed in a company of Category-C.

c. A Student can appear for a company of Category-B on campus under cases b (i) or b (iii). d. A Student can appear for a company of Category-C under case b

2. Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above.

3. Once students have given the name for the interview and if they are not attending the interview, they will be blacklisted from attending the rest of the companies.

4. Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from college whether off campus or on campus. But it is their liberty to search for another better job by his/her own effort.

5. Any students who withdraw deliberately in the midst of a selection process will be disqualified from placement for the rest of the year.

8. Students should be ready to attend any screening programme conducted by placement cell on the request of companies. Shortlisted students list only will be forwarded to companies.

9. Dress code - Students must be formally dressed whenever they participate in any sort of interaction with a company. Minimum formal clothes for men include formal shirt and trousers with tie, and leather shoes. Minimum formal clothes for women include either a pair of Salwar-Kameez (no bunge) or formal shirt and trousers with neck tie.

10. A student who applies and gets selected or shortlisted is bound to go through the entire selection process unless rejected mid-way by the companies.

Placement Process Placement at JEC is student-driven. The placement committee will make a plan at the beginning of the year and design a placement brochure and disburse it to companies. It is also important for students to be in touch with the Placement Office, for consultation and any specific individual issues.

3. Consultancy Work policy

JEC is committed to encourage Consultancy as an effort to fulfill its Vision and Mission, using the expertise available for promoting and professions and excellence in serving the Society.

Revised Guidelines

In accordance with the policy of the AICTE and Government of Tamil Nadu, the College is committed to promote Consultancy.

Guidelines

Article I Academic Staff and Non-Academic Staff may engage in free or paid Consultancy Activities for third parties through the Institution or on a personal basis under instruction to the College.

Article II They may retain remuneration received from Consultancy, including benefits in kind, subject to the conditions fixed by Management, from time to time, if the Consultancy work is undertaken through the Institution.

Article III If the Consultancy work is at the Individual Level, the remuneration received from Consultancy shall go so the Individual provided he/she does not use the facilities of the Institution and incur any kind of liability for the Institution.

Article IV Before giving any undertaking to engage in Consultancy Activities, the Members of the Academic, Technical and Administrative Staff must obtain prior approval of the Management.

Article V Consultancy Work shall be undertaken ensuring that the Institution is indemnified against any legal implications and financial risk.

Article VI Definition of Consulting

For the purpose of this policy, "Consulting" is taken to mean the remunerated application of a Staff Member's professional expertise for the benefit of a third part typically an Industrial, Commercial, Governmental or other Professional Institution.

The work might, for example, involve:

- Advice
- Problem-solving
- Direction of research
- Teaching
- Testing

For the purpose of this policy, consultancy does not cover the following types of activity:

- External examination and assessment

- Authorship of academic textbooks
- Editorship of a professional /academic journal or publication
- Office holder of a professional body
- Contributing to broadcast media programmes
- Public service such as serving on Government Public Body in the capacity of an expert
- Work which falls outside the professional expertise for which the member of staffs employed at JEC
- Non-executive directorships (which should be reported to the Principal.)

The above list is not exhaustive, but serves to provide an illustration to those activities that are outside the scope of the consultancy policy

Article VII Principles of Consulting

The ability to engage in consulting activities is guided by the following principles:

- Consultancy is a privilege, not a right
- The Institution must be safeguarded against conflicts of interest (including IPR) and indemnified against financial risk
- Activities undertaken must not detract from the contributions to JEC which the member of staff is being employed
- If the facilities of the College (including materials and support staff) are used, fair reimbursement must be made to the Institution

Article VIII Ethics and Integrity

While the staff member will indemnify and keep indemnified the management and all employees from all risks the staff member shall also follow highest ethical standards and probity while delivering the consultancy.

4. Industry Institution Interactions policy

The goal of any technical institution is to produce skilled, globally competent professionals through quality technical education and to prepare them for immediate employment. Industries engross these knowledgeable professionals and enhance its production capabilities by contributing the latest technologies. To produce proficient graduates ready for the industry, it is necessary to know the requirements of the industries through industry-institute interaction. Hence, a good and vibrant industry institute interaction to promote education and entrepreneurship is definitely required. To build good rapport between the industry and the institute, institutes should have Memorandum of Understanding (MOU) with the industries.

Industry-institute interaction (I-I-I) is the most preferred activity for mutual benefit and growth of industries as well as institutions. I-I-I provides the best platform for showcasing the best practices, latest technological advancements, and their implementation and impact on the industry. Also, I-I-I promotes industry experts to participate in curriculum design which plays a significant role in preparing the students ready for the industry. Through I-I-I, industries can participate in technical education programs and cross-fertilize ideas for systems improvement. Teaching-learning processes can be improved by integrating industrial training to the students which also provides an exposure of the corporate world. Students should be encouraged to undertake the final year projects in the industry with a joint supervisor from the industry. I-I-I promotes development of entrepreneurs which further leads to rapid industrialization and hence improved well-being of a country. I-I-I can also increase the research and development activities in both industries as well as institutions which further leads the nation to grow technologically and socioeconomically.

5. Academic Activity Policy

Policy Statement

Jaya Engineering College strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

Objectives

- The academic policy discloses the principles used for quality teaching at JEC and defines the procedures for the multiple levels of accountability in teaching and learning.
- The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.
- The institute/department stands responsible for ensuring quality of its educational environment. This includes
 - Academic accountability
 - Ensuring the quality of technical education including
 - (i) Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.
 - (ii) Preparation of the course materials with adequate standard
 - (iii) Delivery of course contents adopting appropriate technologies
 - (iv) Assessment to enable quality.
 - (v) Continuous improvement through quality assurance.

Roles and Responsibilities

Roles	Academic Responsibilities
Management	<ul style="list-style-type: none">• Communicate views from the general community to the Institution in order to ensure that the Institution is well informing and in touch with a variety of opinions.
Principal/Vice Principal	<ul style="list-style-type: none">• Developing and implementing quality assurance Policies and procedures.
Internal Audit Cell	<ul style="list-style-type: none">• Carry out the academic auditing in each department of the college at the stipulated interval.
Dean (Academics)	<ul style="list-style-type: none">• Preparation of Academic Calendar and Semester Plan• Coordinating Internal Examinations and publishing marks.• Coordinating with Departments to update the data in AMS.
Dean (PG)	<ul style="list-style-type: none">• Preparation of Academic Calendar for PG.

	<ul style="list-style-type: none"> • Coordinating Internal Examinations and publishing marks (PG). • Coordinating with Departments to update the data in AMS.
Controller of Examination	<ul style="list-style-type: none"> • Conducting all Examination • Collecting of results from the Evaluations • Verification and Valuation of results. • Publication of Final Results. • Issue of Grade Card and Certificates.
Head of the Department	<ul style="list-style-type: none"> • Ensure that the courses promote the development of the department and the graduates. • Ensure proper redress of the concerns raised by students in all matters. • Take up initiatives to achieve the mission and vision of the department. • Subject allocation for faculty for every semester keeping in view various extraneous duties. • Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. • Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. • Arranging student feedback of the faculty and initiating corrective measures. • Review of the progress of teaching- learning process and institution of remedial measures. • Verification of the computation of Continuous evaluation marks.
Course Instructor	<ul style="list-style-type: none"> • Ensuring academic integrity of the course assigned. • Facilitating information sharing on best practice in teaching and learning. • Facilitating a learner centric environment. • Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. • Impartial and proper assessment of the assigned course and computation of the sectionals marks. • Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). • Conduct of their remedial classes as and when required. • Preparation/modification of the course materials. • Responsible for completion of the syllabus. • Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study.

Mini Project	<ul style="list-style-type: none"> • Preparing action plan for the Mini Project and ensure timely start of the work project. • Prepare a schedule of project internal assessments; through conduct of periodic reviews and presentations. • Prepare a format for project report viz. cover page, certificate, contents, letter fond size etc. and ensure that the reports are prepared accordingly. • Coordinate computation of sectional marks and attendance.
Seminar Coordinator	<ul style="list-style-type: none"> • Prepare appropriate schedule for seminar presentation. • Ensure that the Seminar topic and content are relevant and meet standards. • Give proper guidelines for the preparation of PPT. • Prepare appropriate assessment procedure in consultation with the HOD and assign marks for presentations in consultation with the senior faculty. • Give guidelines for preparing the report.

Teaching -Learning Center (TLC)

The TLC has been formed to inspire, support and strengthen new directions in pedagogy and learning at JEC. The TLC facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. The TLC organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

6. Faculty Improvement Policy

Policy

Jaya engineering college always believes that best faculty makes best students. Hence the institution is committed to creating faculty of global standards. Therefore the management is always ready to support faculty development programs and initiatives in order to empower and assist faculty members to excel in teaching and training and become more effective and talented in the concerned profession.

Faculty development is a shared responsibility between the faculty members and the college. All the faculty members are strongly encouraged to pursue PhD if not awarded within Five years after joining in Jaya engineering college. All the promotion and other recognitions shall be strictly based on the quality and performance of the faculty.

In the UGC and University promotions and appointments to higher levels the research and publications other quality measures will be taken into account.

Faculty Development Provisions

Training and Development

Professional qualification is always a benchmark of quality. Hence all the faculty members shall have PhD, either during the time of appointment or within five years of the joining at Jaya engineering college. The management shall consider the highest qualification of the faculty in all the promotions, appointments to higher cadre etc. The management is committed to give maximum incentives in the pursuit of higher studies of the faculty.

The faculty also shall involve in publishing scholarly articles and research findings in reputed journals. It is the responsibility of the Faculty Development Council (FDC) of the college to organize training/input sessions for the entire faculty by eminent scholars from reputed national/international institutions.

Financial Assistance

Financial Assistance/ encouragement to faculty shall be provided for the following:

- Presenting research papers in national and international seminars
- Publishing research papers in national and international journals
- Authoring academic books
- Visiting institutions of excellence at the national and international level
- Attending Faculty Development Programmes Organized by top level institutions in India (for eg. IIMs, IITs etc)

Faculty Development Council

The implementations of Faculty Development Provisions vest with Faculty Development Council (FDC). The FDC consists of the following members:

- a)** Manager
- b)** Principal (Ex-Officio)
- c)** Chair Research Committee (Ex-Officio)
- d)** IQAC Co-Coordinator (Ex-Officio)
- e)** One member from each Discipline – Commerce, Management, English, Social Work, Computer Science.

Applications shall be called from the faculty members for being included in the FDC. Those who get the highest points from each discipline shall be selected and the one who gets the highest points among those selected shall be appointed the Chair of the Council.

Frequency of meeting

The FDC shall meet on every last working day of a month. If the last working happens to be a holiday the immediate previous working day shall be the day of meeting. It is the responsibility of the Chair of FDC to see that the meeting is convened and its minutes are kept. If any of the members fails to attend the meeting consecutively for three months, his/her membership in the council gets automatically terminated and is not eligible for applying again.

Procedures

To get financial assistance as mentioned under clause 3.2, one should apply to the FDC in the prescribed format. In the application form there shall be provision to write a minimum of 200 words as to how the college will benefit if the financial assistance is provided for 3.2 (d) and (e). The scholarly contributions as mentioned under 3.3 shall be honored even if the faculty concerned has not applied to FDC.

Review of the FDP policy

The FDP policy shall undergo reviewed whenever found necessary may be once in every three years. The review shall be made by the FDC and the same shall be submitted to the Governing Board for approval.

7. Purchase of Materials/Equipment's policy

OBJECTIVES AND POLICIES OF PURCHASE:

Fundamental principles of Jaya Engineering College stock buying: Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of purchase and promotion of competition in public procurement.

PURPOSE AND INTRODUCTION:

Jaya Engineering College obtains a wide range of goods and services commercially in order to achieve its mission, goals and objectives. Good stewardship requires that it do so in a way that results in the best quality product or service at the lowest life cycle cost. Further, we must address our requirements in ways that are fair to all students, that are ethical and that enhance the business reputation of the College. The Campus Services Department functions as the College Procurement Office.

AUTHORITY AND RESPONSIBILITY:

Authority to Purchase: A person must have specific authority to obligate the College to procure goods and services. Any Purchase by College faculty or staff members without prior consent by the appropriate approver will be the sole responsibility of the person making the unauthorized purchase. Depending on the Circumstances, employees making unauthorized purchases may be subject to disciplinary action. Limited delegation of purchasing authority may be granted to certain departments of the College because of their unique purchasing requirements.

Authorization Levels: There are levels of authority and "signature authorization" that must be adhered to at Jaya Engineering College.

The following signatory requirements apply to all procurement and payment methods.

Transaction Approver

- Purchaser /Budget Manager
- Purchaser, Department Head, and Senior Staff Member
- Purchaser, Department Head, Senior Staff Member, & VP for Finance
- Purchaser, Department Head, Senior Staff Member, VP for Finance, President
- No individual except as indicated above has the authority to obligate the College in any way for the procurement of goods and services.

Responsibility

- Employees involved in the purchasing process take full responsibility for understanding the policies and Procedures regarding purchasing and vendor relations.
- Each department should determine the source and availability of funds prior to initiating or to Submitting a purchase request.
- All purchases of goods and services, including contracted services, must be authorized by and signed by the appropriate approver, prior to delivery of goods and services.

FUNDING SOURCES:

Operating Budget: Budget managers are responsible for ensuring the availability of funds prior to the purchase of or the awarding of a contract for supplies, materials, equipment, or contractual services for the college.

Purchasers may not commit funds under the management of other offices (*i.e. you cannot spend other people's money*). Purchase action may not be initiated in the anticipation of funding that may be provided at some future date.

It is the Department Head's responsibility to periodically review their departmental budget reports Online via Jaya web. Additional questions about sufficiency of funds should be directed to the Controller.

Unbudgeted or "over budget" expenditures are considered an extraordinary situation and must be specifically approved by the Vice President for Finance after the consultation of appropriate Senior Staff member.

Capital Expenditures

Capital Expenditures are generally defined as expenditures of Rs.5,000/- or greater for equipment, Furnishings, buildings, and building repairs. Purchases of items that do not exceed Rs.5,000/- should be budgeted for in the department's operating budget.

The annual budget request cycle includes a process for budget managers to request funding for capital improvements.

Examples of capital expenditures:

- a) Furniture (office, classrooms, conference rooms, public spaces)
- b) Equipment
- c) Building systems (fire, mechanical)
- d) Vehicles

Budget managers are notified in June regarding approval of their requests for the upcoming fiscal year.

Grant Payments

All grant related purchases must be reviewed by the Office of Sponsored Research and Programs (OSRP) and forwarded through the Controller to be reviewed for compliance with the terms of the grant.

Professional Development Funds (PDF)

The Professional Development Funds Request form must be used for PDF requests. Faculty should Present the PDF form with receipts to the department chair for approval and signatures before sending it to Assistant to the Dean of Faculty. Forms can be found at Professional Development Funds may be used for individual memberships in professional organizations to further teaching and scholarship.

8. Maintenance Policy

Basic Services Facilities Management includes all activities necessary to operate, maintain, and provide services for College buildings, mechanical equipment and utilities to keep them in good operating condition. All of these services are provided to all departments. Activities which are classified as building Management, maintenance and services are performed by Facilities Management. These activities include building operational maintenance, custodial servicing, refuse removal and recycling, repairing plumbing systems, stopped drains, drinking fountains, etc. Custodial services, performing housekeeping and cleaning services. Facilities Management is responsible for cleaning offices, classrooms, circulation space, restrooms, laboratories, studios, auditoriums, gyms and conference rooms.

Service Requests

Service Requests are required to arrange for services not included in Basic Services. The cost of these services will be charged to the department requesting the service. The Building Services Department performs support services for special events indoors. Clean up before and after special events is provided Monday through Friday until 5:00 p.m. Events ending after 5:00 p.m. or on weekends will be charged for clean up at the current labor rates. The Grounds Department performs support services for special events outdoors. These services are subject to the current labor charges. Requests for moving services will be submitted on a Service Request to Facilities Management. The request shall include a listing of all department-owned furniture and equipment to be moved.

Furniture repair:

Emergency Repair when there is imminent danger of functional loss to the department or the College, or where the broken equipment is essential to the operation of the department; emergency repair service may be initiated by calling the Facilities Management Dispatch Office at 7:45 a.m. - 4:45 p.m. and nights and weekends. Repairing departmental equipment, (i.e., electric fans, heaters, teaching Installing equipment which requires only minor structural changes (pictures, wall brackets, wall clocks, etc.) or changing the location of established equipment. Other special requests for service including, but not limited to:

- Building shelves and equipment
- Painting
- Changing ventilation equipment
- Adding electrical service
- Carpeting
- Window treatments

Maintenance of lecture Halls:

The Class schedules are sent to the classroom in-charge well in advance from different departments for making prior arrangements for lectures in-time.

Unscheduled extra classes are also informed to the concerned personnel for making the arrangements. After each lecture, the hall is cleaned with support from housekeeping department and made ready for the next schedule.

If any of the equipment's is not working properly, the same is addressed to the Maintenance department. The Maintenance department handles the repair and maintenance of audio visual equipment's. Software updating (antivirus) and other applications are handled by the IT section.

Occasionally – CME, guest lectures, Seminars, workshops, etc. are conducted in the lecture hall. Arrangements are to be done for the above mentioned programs as per the requirement

RULES OF THE LECTURE HALL

-Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

- Every student is required to attend punctually at the hours notified for lecture.

-Biometric attendance for faculties.

- Students should maintain discipline and strict silence inside the lecture hall.

- Smoking, eating, drinking, chewing gum, possession and use of cell phones, camera, iPods, MP3 players or any other electronic gadgets in the lecture hall is strictly prohibited.

- No student is allowed to leave the lecture room without the permission of the teacher or until the class is dismissed.

- Any student breaking or damaging of the lecture hall property shall be required to pay the cost of repair or replacement

MAINTENANCE OF THE EQUIPMENT:

Mechanical equipment's must be maintained in working order and periodically calibrated for effectiveness and accuracy of the results. The Maintenance consists of: Planning Procurement Inspection Inventory and documentation Commissioning and acceptance Condemnation and decommissioning Maintenance Monitoring of use and performance

1. Planned Preventive Maintenance (PPM)

PPM is performed to extend the life of the equipment and prevent its failure. It is scheduled at specific intervals and includes specific maintenance activities such as lubrication, calibration, cleaning (e.g. filters) or replacing parts that are expected to wear (e.g. bearings) or which have a finite life (e.g. tubing). It will enhance the efficiency, effectiveness and reliability of medical equipment and must be carried out at appropriate frequency as suggested by the manufacturer/service provider/Biomedical department.

2. Breakdown Maintenance Policy

It is performed to identify, isolate, and rectify a fault so that the out of order equipment, machine, or system can be restored to an operational condition. All medical equipment in use should be free from any fault or defect and all repair work should be carried out to accepted standards by competent person. The personnel from the contract agency rectify the defect. The equipment history record is updated with the required information and is validated by the service engineer.

3. Calibration Policy

Master calibration plan is prepared by BME once in a year or twice in a year depending on manufacturer recommendation. Calibration needs of various bio-medical equipment's and their monitoring devices shall be undertaken to ensure the accuracy of their outputs/measurements. Calibration to be undertaken by each department is intimated to concerned department.

Fire Safety Policy Introduction

JEC is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the college, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.