



JAYA ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University, Chennai
(NAAC Accredited Institution)
CTH Road, Thiruninravur, Chennai – 602 024, Tamil Nadu.



INFORMATION ON THE POLICIES, RULES, PROCESSES

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1. INFORMATION TECHNOLOGY POLICY

RULES AND REGULATIONS

INTRODUCTION

The Technical IT Support Team maintains the policies governing the use of Information Technology services and resources at the College. The team also monitors the usage of the IT appliances and applications across the campus and give immediate support in case of any hardware, software or system related issues. The technical support team has deployed the Daily ticketing system across the campus which is used by all the students, researchers, staffs and teachers to raise a query or a support ticket to get the issues resolved at the stipulated Service Level Agreement (SLA).

NEED FOR IT POLICY

The purpose of the IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The policy aims to protect the confidentiality, integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the College. The Information assets of the college include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

OBJECTIVES OF IT POLICY

- To provide all required IT resources to all stakeholders as per academic guidelines laid down by UGC & AICTE.
- To provide IT infrastructure that would enable the students, staffs and teachers identify opportunities, improve performance and understand IT environment.
- Leveraging IT as a tool for socio-economic development.
- Initiating and implementing green computing methods at the campus to create and foster an ecofriendly environment.
- Specifying a common interface to all the applications to ensure high degree of consistency from one to the next application with the best utilization factor for all IT resources.
- To introduce new technologies to students on par with industry standards and evolving advancements.
- To ensure an effective annual maintenance plan which ensures maximum uptime of systems and devices.
- To ensure all IT resources are updated and available to students as per policies laid down by the college.

- To regularly monitor processes for software updates, firewall protection, anti-virus updating, network device status, system files cleaner, new web access policies, back- ups to ensure uptime of IT resources 24/7 to the stakeholders.
- To provide a in campus support through IT help desk so that the stakeholders can raise a ticket to get their IT related issues sorted with a timely support adhering to the SLA's.

ROLES & RESPONSIBILITIES OF THE IT COMMITTEE

- Review and approve plans for major IT projects and decisions
- Prepare the Annual IT Budget of the institution and place it for approval before the Principal and Management to ensure that baby steps are taken towards technology advancements.
- Plan at the end of each academic year for the up gradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.
- Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties.
- Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.
- Educate all teaching staff, non-teaching staff and students on the importance of sensitive and purposeful usage of computers and other IT related equipment on campus. Conduct frequent awareness drives for the same.
- Do regular checks of the computer stock registers maintained in all the laboratories and COE centers.

HARDWARE AND SOFTWARE PROCUREMENT POLICY

- All IT systems are purchased with warranty and after expiration of this warranty, they are efficiently maintained through an effective annual maintenance policy which is aligned with the 4 distributors and vendors.
- Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software up gradations, utilization maintenance of software like Adobe etc.
- All departments are provided with desktop computers/laptops and Dolby Digital audio system, Internet connectivity and a printer. These are for the use of department faculty
- Members, who are responsible for ensuring compliance. Systems are purchased at the request of the head of the Department which goes through multiple levels of approvals from the principal and financial authority. Troubleshooting / replacements are handled by external service engineers as per annual maintenance policy of the college.

- All systems and network devices are connected to electrical points through UPS. Regular 24/7 power supply is provided to web servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.
- Care is taken at the time of installation to create separate paths for network cables distinct from those for electrical wires, to avoid noise in data communication. All the network equipments are monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintained inside the college premises.
- All files and printers shared through network are well protected with passwords to ensure integrity of data is maintained.
- The monitoring activities and supports are performed with the help of the daily tracking system which is deployed inside the campus and has been used by the all effectively.

HARDWARE INSTALLATION POLICY

- Computer systems on campus are administered by system administrators and system Engineers.
- All devices are installed by service engineers who are deployed inside the campus from 8:30 am to 6:30 pm.

SOFTWARE INSTALLATION POLICY & LICENSING

- The Microsoft Campus Licensing agreement policy covers all computers on campus, and this license is renewed annually.
- OS is installed by external service engineers on call as per annual maintenance agreements.
- Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.
- Utilization is also measured by the system admin's to assess the current usage of the software applications across the campus.

NETWORK (INTRANET & INTERNET) USE POLICY

- The Technical Support Team is responsible for maintaining internet and intranet services of the college.
- The college has 100 Mbps internet bandwidth from Airtel, with 6 Mbps from BSNL. The whole campus is WI-FI enabled and internet availability is there at the nook and corner of the college campus for using at ease.
- All systems are networked and secured.
- Firewalls are installed to provide protection against cyber-attacks, ransom ware, or malicious network access attempts.

WI-FI USE POLICY

The Campus is fully Wi-Fi enabled.

- Access points are located on all floors in the main block, thereby giving access to all classrooms, seminar halls, and laboratories, learning centers, staffrooms and the administrative wing.
- Staffs and Students are also given Wi-Fi access.
- Access points are also added based on evolving requirements.
- Guests, resource persons and speakers are given access to Wi-Fi on request.
- Firewall protection and restricted access to certain websites are enabled to maximize security.

E-MAIL ACCOUNT USE POLICY

- All faculty, students and administrative staff members are given individual institutional email ids and password.
- Passwords are confidential and sharing such credentials is strictly prohibited.
- Attempting to access another member's login is strictly prohibited.
- All email communication must adhere to institutional and ethical guidelines and should be completely free of offensive or controversial content (creation/distribution).
- Unlimited memory capacity is given to critical/important email ids.
- Users should not share their email account(s) with others.
- Students are given email ID with unlimited space for online classes.

WEB SERVER & CLOUD HOSTING POLICY

- The college maintains web servers for its intranet and internet services.
- The college website is accessible at <https://sakthiec.edu.in/>. It is hosted on an external cloud platform .Information on the website is updated daily by the college IT team.
- All internet applications are run on the college-owned web servers.
- All systems networked to servers are given relevant IP addresses.
- Servers are protected from virus attacks and intrusions
- Periodical updates of OS and other security software are systematically implemented.
- Regular backup processes are followed periodically.

FACULTY USE POLICY/RESPONSIBILITIES OF DEPARTMENTS

- Faculty members are responsible for computers and devices of their respective departments, and for ensuring compliance with institutional and process-specific policies.
- Passwords are confidential and sharing these would be in direct violation of institutional policy.
- Use of institution resources for personal business gain, or for purposes which are inconsistent with the mission of the institution are prohibited and considered completely unethical.
- Unauthorized use of another's individual identification and authorization access is strictly prohibited.

- Using of institution networks, I-ITTP, SSH, STP, EMAIL and private VPN etc. off- campus • without prior approval is strictly prohibited.

STUDENTS USAGE POLICY/RESPONSIBILITIES OF STUDENTS

- Sharing of passwords, or other confidential information is strictly prohibited.
- Students are responsible for careful and judicious usage of computers in all Labs.
- Accessing another user's personal private data is not allowed.
- Downloading, sharing or using copyrighted material of institution including music, movies, software or textbooks without prior approval is prohibited.
- Connecting to the institution's restricted-access resources is prohibited.
- Connecting personal devices to the institution internet without approval is prohibited.
- Students must adhere to ethical guidelines, reflect academic honesty, and show restraint in the consumption of shared resources. Downloading of any unethical photos or videos will not be encouraged and strict actions will be taken against those individuals.

VIDEO SURVEILLANCE POLICY

- CCTV is installed in majority of the places.
- Videos are monitored on a regular basis.
- Unauthorized access to the Control Room is not permitted at any time.
- Footages are given on demand and with prior approval from the principal.
- Cameras are serviced regularly.
- Live coverage is monitored by the Principal, and Administrative Head.

ANTI-VIRUS PROTECTION AND RENEWAL POLICY

- All computer systems in the college are covered under anti-virus protection.
- Firewall covers aspects of network security, email security, mobile security and unified threat management.
- Network Manageable switches provide a seamless network with secure, scalable and robust performance
- Regular renewal and updating policies are in place for antivirus and firewalls and are implemented promptly.

MAINTENANCE POLICY FOR SYSTEMS AND NETWORK

- All Lab systems are maintained and overseen by lab assistants, system administrator and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Lab assistants and senior staffs.

- Major Networking issues and Operating system failures are restored by System administrator and engineers on call.
- All Lab Computers are cleaned and serviced on regular basis
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- UPS maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
- Internet cables are well planned across the campus and networking is well designed.

ONLINE CLASSES AND ONLINE EXAMINATIONS - POLICY

- Google Workspace for Education is the official platform for all online classes.
- Faculties are enabled to create course classrooms and enroll students.
- All students are given individual login IDs and passwords to access G-classrooms
- Classes are scheduled through G-Meet, for which attendance is recorded by the respective faculty.
- Faculty regularly conducts assignments, quizzes and online assessments and evaluates the same through G-classrooms.
- End-semester examinations are also conducted for the students and live proctoring will be done by the staffs.
- Valuator are given access to value answer script through G-classroom.

GUIDELINES FOR STUDENTS

- Access to institution resources engenders certain responsibilities and is subject to institution policies.
- Students must exhibit ethical usage behavior and always reflect academic honesty.
- Sharing of passwords and other authentic information is strictly prohibited.
- Students must conduct themselves in best way and gain knowledge and utilize the IT privileges provided to them for learning purpose.

ONLINE MEETINGS/ CONFERENCES/WORKSHOPS POLICY

- Heads of Departments are given access control to create G-Meet meetings for webinars/Conference/Workshops with prior approval from Principal.
- Departments are encouraged to use paid G-Suite or streaming integrated with YouTube to reach a larger audience.

REMOTE SUPPORT POLICY

- The Technical Support team is responsible for enabling remote access.

- Remote access is given using tools such as any desk, Team viewer.

2. LIBRARY POLICY

PREAMBLE

The Central Library at Jaya Engineering College has wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies (ICT). It holds more than 17,332 books on science, technology, engineering, management, politics, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the resources available in the Library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. It also houses the in-house innovations and publications. A collection of rare books also are maintained in the library to understand the fundamentals and core concepts.

VISION

To achieve excellence in technical education through innovative teaching and multidisciplinary research with professionalism to serve the global society.

MISSION

- To impart high quality teaching and learning for engineering, technology and management studies by providing state-of-art-infrastructure.
- To provide quality education, self-discipline and ethical values.
- To associate with R&D and industries to have connectivity with the society.
- To impart knowledge to become empowered professionals in the field of engineering and management.

OBJECTIVES

To frame the procedure for purchasing new books and technical journals, rules for borrowing books, returning them, reservation of books and to provide a calm environment for the readers inside the library.

POLICY STATEMENTS

- All members shall sign in the register provided at the entrance as a token of their acceptance to adhere to the rules of the library.
- Under no circumstances, personal books files and other articles (except a small note book or loose sheets of paper) will not allow inside the library.
- Strict silence and decorum shall always be maintained in the library
- Any marking or writing in the books by the members is strictly prohibited.

- Members are solely responsible for any damage caused to the books or other property in the library and in that case, they must make arrangement to replace them.
- Any kind of behavior which affects the decorum in the library will lead to cancellation of membership and also to serious disciplinary action.
- Use of mobile phones is not permitted inside the library. If possessed it should be in SWITCHED OFF mode.
- Notwithstanding these rules, in all matters the decision of the authorities of this institution will be final.
- Staff members who have lost ID card should bring it to the notice to the Senior Librarian immediately on the same day without any delay.
- During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance. All library transaction should be through Circulation counter only.

WORKING HOURS

The Library is kept open from 8:15 am to 5:30 pm on all working days.

BORROWING ENTITLEMENTS

The following entitlements apply to books in the general loan collection, of the Central Library.

Membership category	Borrowing entitlements	Loan period
Professor	04 books	60 days
Associate Professor	04 books	60 days
Assistant Professor	03 books	60 days
Staff / admin. Staff/students	03 books	14 days

- Books are issued to the members only on production of identity card. ID card issued to staff members is not transferable. Students or staff members other than the person to whom ID card is issued are not entitled to borrow book on that ID.
- Only one book can be borrowed on each card.
- Members are responsible for all the books borrowed on their cards. Student members have to produce identity cards along with library cards at the time of borrowing books.
- Books that are issued to Staff members cannot be retained by them for more than 60 days from the date of issue.
- Each teaching staff is entitled to borrow 4 books, which he/she can retain for entire semester without fine and without renewal. These books must correspond to the subjects he/she teaches and the HOD of the department concerned must certify to that in the prescribed form, which is available in the circulation counter.

- The books borrowed from the college library should be returned by the students at the end of the academic year and “No Dues Certificate” must be obtained. Staff members getting relieved from the college, should also return the books borrowed from the library and “No Dues Certificate” must be obtained.
- Loss of Library cards should be reported to the librarian in writing. Duplicate cards will be issued on payment of penalty or Rs.200/- for each card and on an undertaking that the member concerned will continue to be held responsible for any loss arising for misuse of the lost cards.
- Reference books and Periodicals are not issued out. Members are responsible for books issued against their account. Library can recall any issued book, even before the due date.

FINE SYSTEM

- The fine will be collected for the late return of books as follows: Till first week after the due date : Rs. 1.00 per day
- From second week from the due date onwards: Rs.5.00 per day.

CIRCULATION SECTION RULES

Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user’s ID card. Members are encouraged to check their library transaction details in “My Account”.

RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of two times. Members can also renew their books through online renewal system, which is an intranet service. Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed two times already.

BOOKS BORROWED

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

LOSS OR DAMAGE

Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine and processing charge of Rs.50/-

MAKING RESERVATION

All books which are out on loan to another member may be reserved, by filling a special form for this purpose, which is available at the circulation counter. Intimation of reserved books will be displaced for two days in the library notice board, which is kept at the first floor of the central library. Members who do not borrow the books within two days, after intimation of availability, their reservation for books will be cancelled and priority will be given to the members, next in the queue of reservation.

CANCELING RESERVATION

If a person no longer needs a reserved item, he/she may cancel the reservation by informing the circulation section of the central library. If there is a reservation for a book, members should return the book on the due-date to the library without intranet renewal.

DIGITAL LIBRARY

- A full-fledged Digital Library is also functioning in the library. The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker. The Institution is a member of National Digital Library of India. All student and faculty members of REC are allowed to access the digital library facility in person and by remote access.
- A separate register is maintained for monitoring in-time and out-time. Students and faculty members are also permitted to use personal laptops and mobile phones to connect to the Wi-Fi facility in the library after validating through OTP.
- Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

REFERENCE SECTION

Rare and rich collection of International editions of reference books, hand books, yearbooks, conference proceedings, encyclopedias, theses, dissertations, rare books and various reference documents are available in the Reference section of the library. Students and Faculty members are not permitted to borrow the books from this section.

JOURNAL PURCHASE POLICY

Required journals are purchased based on AICTE recommendation. At the commencement of every calendar year, approvals for the purchase of a list of journals (print and e-journals) are obtained from the Principal. Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued. Yester year journals are bound subject-wise and preserved as back volumes.

3. HR POLICY

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfill the goals and objectives of the organization. JEC is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programs and projects, demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work. The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of JEC. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This Manual also defines the terms of employment and conditions of service of employees engaged by JEC for different assignment. The Manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions. It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management. The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning. This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management , should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity. JEC reserves the right to interpret the meaning of the Rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued hereinafter at any point of time by the legitimate authority.

1. SERVICE CONDITIONS FOR THE STAFF

1.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2 Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed.

1.3 Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

1.4 Staff attendance should be signed every day, before the commencement of regular class hours, and

at the end of the working hours for the day unless they are on duty outside the campus, or on leave.

1.5 Staff should be available in the college premises during the entire period of office hours, on all working days.

1.6 If a staff member on any kind of leave/vacation has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave/vacation application.

1.7 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, with holding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

1.8 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.9 Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

2. METHOD OF RECRUITMENT

2.1 Screening

2.1.1 Number of vacancies is notified by Principal/Designated Authority based on student strength / Resignations or terminations of staff members, to the management for approval /information.

2.1.2 Vacancies are advertised in leading newspapers—both Tamil and English. 2.1.3 Shortlisted candidates are informed over telephones by HR Department. 2.1.4 At times, Walk-in interviews are also conducted for immediate postings.

2.2 Interview

2.2.1 Interview Committee consists of Principal, Director/Designated Authority, Academic Co- Coordinators and respective Heads of the department and subject experts. Selection is based upon the Technical Skill and Depth in Knowledge.

2.2.2 The short listed candidates from the interview shall be called for personal interview and selection be made on merit.

2.2.3 Direct interview is conducted for senior posts. Selection committee shall be constituted by the Secretary as per the guidelines approved by the Governing Council.

2.3 Pay Fixation

2.3.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

3. PROVISIONS & RULES RELATING TO LEAVE / PERMISSION

3.1 Eligibility & Applicability

3.1.1 Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (June 1st to 31st May). Staff members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (June – November), EVEN Semester (December – May).

3.2 General Polices

3.2.1 For the purpose of leave, “Year” shall mean the Academic Year starts on 1st June and ending 31st May. Categories of leave available to the employees are: Casual Leave(CL)→ On duty (OD)→ Vacation Leave(VL)→ Leave on loss of Pay(LOP)→ Marriage Leave(ML)→ Maternity Leave(MTL)→ Permission→

3.2.2 Leave accounts of all staff members are maintained in the Administrative Office.

3.2.3 Sanctioning authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to Heads for administrative convenience. Secretary of the college is the competent authority to sanction leave of the Principal.

3.2.4 All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.

3.3 Casual Leave (CL)

3.3.1 Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (June 1st to 31st May). Staff members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (June – November), EVEN Semester (December – May).

3.3.2 However, in case an employee joins duty during the course of the year, such leave will be granted in 6 Proportion to the months of service in the said academic year. (i.e. one day CL on completion of a Month)

3.3.3 CL cannot be carried over to the next year if it is not availed during that year. 3.3.4 Casual leave is to be ordinarily applied in offline at least 1 day in advance. The classes and other duties, if any, to be assigned to other competent staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal office and HOD at the earliest possible.

3.4 On Other Duty (OD)

3.4.1 The College can permit any faculty member to take special assignments with other Colleges or

Industrial units, for specific period of time or to attend seminars/faculty development programmers/winter or summer training programmer with prior approval from the Head of the Department and Principal/designated authority.

3.5 Vacation Leave (VL)

3.5.1 These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.5.2 Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.5.3 VL can be availed in two spells. When all or majority of the staff are opting for same spell and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail VL without affecting normal work.

3.5.4 The staff, after giving option for the slot(s), will not be allowed to change the slots under any circumstances. For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

3.5.5 It will be the responsibility of each faculty to see that their academic commitments like 7 invigilation work, and centre valuation are not disrupted while they retroceding on vacation leave.

3.5.6 The Vacation leave of a staff member can be cancelled by the authorities concerned if the presence of the staff becomes necessary for official work.

3.6 Marriage Leave (ML)

3.6.1 A Male/Female employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Marriage Leave for a maximum of one week from the vacation leave, subject to prior approval of the Principal/ Designated Authority.

3.7 Leave on Loss Of Pay (LOP)

3.7.1 Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

3.7.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).

3.8 Maternity Leave (MTL)

3.8.1 A woman employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority with one month salary.

3.8.2 The employee shall inform the HOD & Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate

3.9 Rules Relating To Apply For Permission

3.9.1 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.9.2 If the number of permission for short absence exceeds 1 in a month, it shall be considered as half day Loss of pay for the 2nd permission.

3.9.3 Permission Timings EVENING–3.15 PM-4.15PM

3.9.4 Morning Late arrival is permitted, Maximum 3 late in month if exceeds it shall be considered as half day.

4. CONDUCT & DISCIPLINE

4.1 Conduct

4.1.1 Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

4.1.2 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

4.1.3 Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

4.1.4 No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality

4.2 Discipline

4.2.1 The Secretary or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

4.2.2 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

5. APPEALS AND REVIEWS

5.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / SECRETARY for review and redressal.

6. GENERAL

6.1 Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

6.2 Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

6.3 The Faculty Members are expected to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

6.4 Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings

7. DEPARTMENT

7.1 Work load will be allotted by the HOD after taking into account of the Faculty Member's interests.

7.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or any extracurricular activities.

7.3 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

7.4 The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

8. CLASS ROOM TEACHING

8.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

8.2 The Faculty Member should get the lesson plan and course file approved by HOD.

8.3 The Faculty Member's Log Book must be regularly updated and put up for inspection by HOD/Principal as the case may be.

8.4 The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.

8.5 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

8.6 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

9. LABORATORY

9.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

9.2 The lab observations must be corrected within 2 days.

10. TEST/EXAM

10.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

10.2 During invigilation, the Faculty Member should be continuously moving around. He/ She should watch closely so that nobody does any malpractice in the exam/test.

10.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).

10.4 The faculty members should be fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms.

11. STAFF SPORTS

11.1 Staff sports are conducted during the sports day and the winners are awarded with shields and medals.

11.2 Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

12. FINANCIAL ASSISTANCE

12.1 Faculty members are financially supported for presenting papers in conferences/attending Seminars, Workshop, FDP, SDP etc. with full registration fee and TA/DA as under.

13. YEARLY INCREMENTS

13.1 Staff members are eligible to the increment at the end of 12month service in the institution.

14. RESIGNATION/TERMINATION OF SERVICE

14.1 Faculty member can get relieved at the end of an academic year with three month notice after completion of 2 years of service in the college.

14.2 In case of resignation during the middle of an academic year he/she has to pay 3 months' salary to the Institution.

14.3 The Secretary shall have the authority to terminate the services of a member of the staff of the college, for any of the following reasons. Serious misconduct and willful negligence of duty,— Physical or mental unfitness—

4. RESEARCH AND DEVELOPMENT POLICY

JEC is established with a vision, “To achieve excellence in technical education through innovative teaching and multidisciplinary research with professionalism to serve the global society”.

MISSION

- To impart high quality teaching and learning for engineering, technology and management studies by providing state-of-art-infrastructure.
- To provide quality education, self-discipline and ethical values.
- To associate with R&D and industries to have connectivity with the society.
- To impart knowledge to become empowered professionals in the field of engineering and management.

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.
- Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.
- Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- 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.
- 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.

5. 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 CANDIDATES: 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 CANDIDATES: 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 programmer 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.

6. 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:** 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.

7. 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.

8. 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 font 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.

9. 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 Programmers 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.

10. 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.

11. 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.