

M.I.E.T.ENGINEERING COLLEGE

**Approved by AICTE and affiliated to Anna University, Chennai
Tiruchirappalli-620007**



M.I.E.T. POLICY, RULES AND REGULATIONS

Phone: 0431-2660303

Website: www.miet.edu

Email: principalengg@miet.edu



MESSAGE FROM THE CHAIRMAN

**Dear Employees,
Greetings**

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

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

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

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

I acknowledge the exemplary team effort by staff members of MIET Engineering College who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

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

M.I.E.T. STAFF POLICY DOCUMENT

The M.I.E.T. Staff Policy Document is prepared to make all the staff working at MIET Engineering College to aware of the rules and regulations that governs their working in the institute. The policy is effective from January 2010, and revised at January 2017. It is expected that all the staff members to follow the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

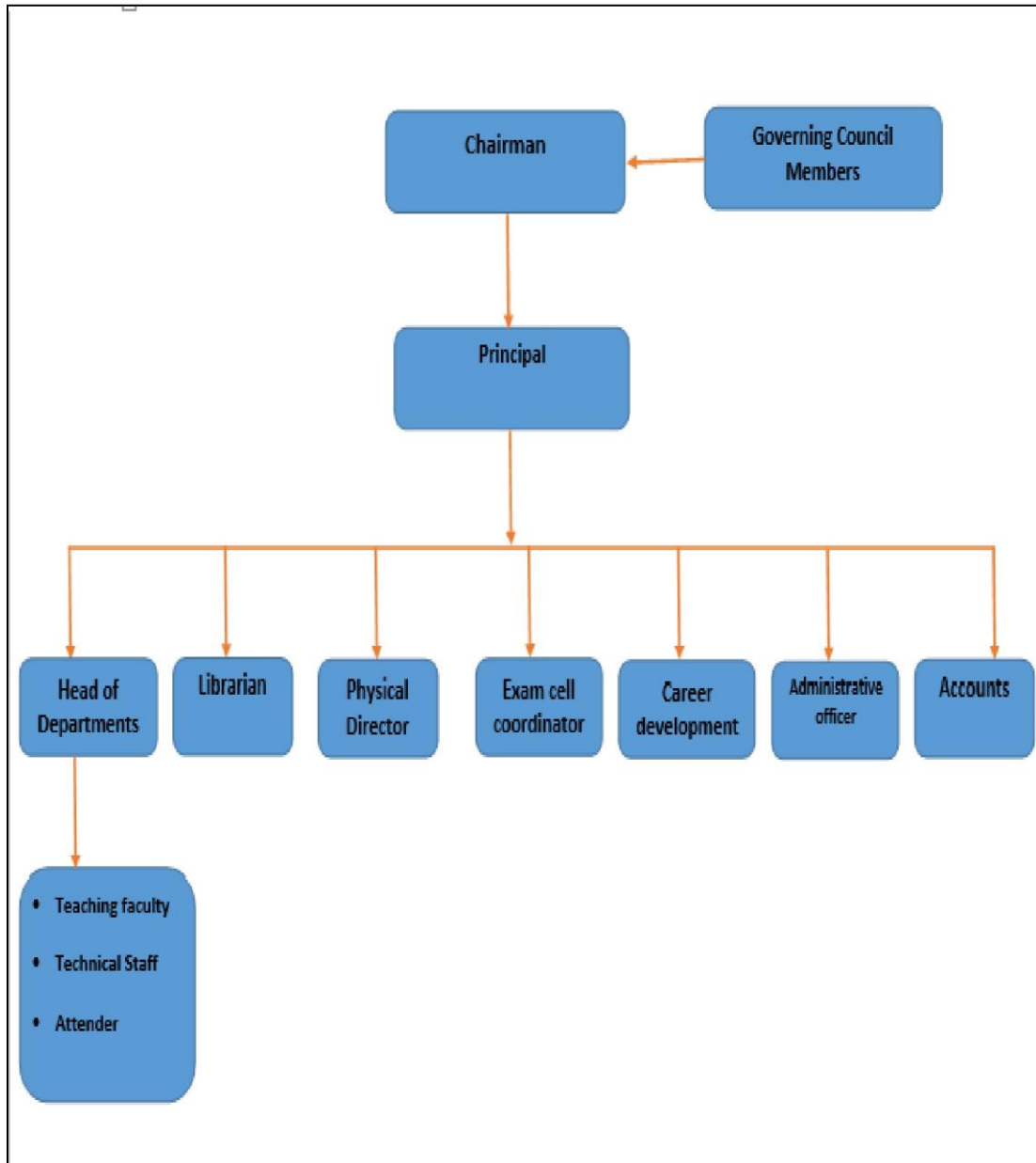
INDEX

S.No	Content	Page No
1	ORGANIZATION CHART	6
2	INSTITUTE VISION & MISSION	7
3	ADMISSION POLICY	8
	3.1 Admission Policy & Process	8
	3.2 Courses Offered	8
	3.3 Eligibility	9
	3.4 Vocational	9
	3.5 PG Programme (M.E.) - Qualifying Examination and Eligibility	9
	3.6 M.B.A. - Qualifying Examination and Eligibility	10
	3.7 Publicity	10
	3.8 Transparency	10
	3.9 Admission made through Management Quota UG and PG Programs	10
	3.10 SC / ST / OBC / Differently Abled / Minority Community	11
	3.11 Others (First Generation Graduate / Rural Students)	11
4	GENERAL RULES AND REGULATIONS	12
5	EXAMINATION INSTRUCTIONS TO STUDENTS	16
	5.1 Curbing malpractice in examinations	16
6	LIBRARY INFORMATION, RULES AND REGULATIONS	18
7	RECRUITMENT POLICY	19
	7.1 Introduction	19
	7.2 Constitution of the Recruitment Committee	19
	7.3 The process of recruitment	19
	7.4 Qualifications	20
	7.5 Selection Criteria	20
	7.6 Orientation	20
	7.7 Service Record	21
8	PROBATION POLICY	22

9	PROMOTION POLICY	23
10	RESIGNATION POLICY	24
11	PERFORMANCE EVALUATION POLICY	25
12	LEAVE RULES	26
	12.1 Leave Application	26
	12.2 Leave Calendar year	26
	12.3 Attendance	26
	12.4 Late Attendance & Permission	26
	12.5 Prefixing or Suffixing Holidays	27
	12.6 Casual Leave	27
	12.7 Leave Sanctioning Authority	27
	12.8 Clubbing of CL, LLP and Vacation	28
	12.9 Unauthorized Absence	28
	12.10 Leave on Urgency	28
	12.11 Compensation Leave	28
	12.12 Special Casual (compensation) Leave	28
	12.13 Special (Marriage) Leave	29
	12.14 Maternity Leave	29
	12.15 Medical Leave	29
	12.16 Vacation Leave	30
	12.17 On-duty	30
13	INCENTIVES AND BENEFITS FOR FACULTY	31
	13.1 Benefits Extended to Faculty and Non-Teaching Staff Members	31
	13.2 Employees Incentive	31
	13.3 Research and Extension Activities	31
	13.4 Traveling/Dearness Allowance	32
14	INCENTIVES AND BENEFITS FOR STUDENTS	35
15	PURCHASE PROCEDURE	36
	15.1 Delegation of power	38
16	CODE OF CONDUCT FOR FACULTY	39

	16.1 Ethical Standards for Faculties	40
	16.2 Dress Code: Faculty	40
17	ROLE AND RESPONSIBILITIES	41
	17.1 Principal	41
	17.2 Roles and Responsibilities of HOD	42
	17.3 Roles and Responsibilities of Faculty members	43
	17.4 Placement and Training Officer	46
	17.5 Physical Director	48
	17.6 Librarian	48
18	COMMITTEES	50

1. ORGANIZATION CHART



2. INSTITUTE VISION AND MISSION

VISION

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

MISSION

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

3. ADMISSION POLICY

3.1 Admission Policy and Process:

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

3.2 Course Offered

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

3.3 Eligibility:

UG Programme - Qualifying Examination and Eligibility

Academic:

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

S.No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together
1.	General Category	45.00%
2.	Backward Class including Backward Class Muslim	40.00%
3.	MBC & DNC	40.00%
4.	SC/SCA/ST	40.00%

3.4 Vocational:

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

S.No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together
1.	General Category	45.00%
2.	Backward Class including Backward Class Muslim	40.00%
3.	MBC & DNC	40.00%
4.	SC/SCA/ST	40.00%

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

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

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

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

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

(or)

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

(or)

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

(or)

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

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

3.7 Publicity

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

3.8 Transparency

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

3.9 Admission made through Management Quota UG and PG Programs

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

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

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

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

3.11 Others (First Generation Graduate / Rural Students)

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

4. GENERAL RULES AND REGULATIONS

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

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

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

- In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of MIET, all the staff members are empowered to initiate disciplinary which in turn may lead to the constitution of an enquiry committee and further proceedings.
- College authorities, under no circumstances shall accept any misbehaviors and misconduct in which a student is involved by him/her during the stay in the college or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.
- The Principal reserves the right to remove from the rolls the name of any student who fails to pay the college / hostel dues on time.
- Being a professional college and with students who are adults, we expect a high standard of discipline with emphasis on self-discipline. It would be pragmatic to implement rules and regulations of the college enforced by Ordinances through self-discipline.

5. EXAMINATION INSTRUCTIONS TO STUDENTS

- All the students are instructed to assemble in their respective Exam Halls 10 minutes before the start of the examination.
- No student will be allowed to leave the exam hall before the concluding time of the tests/examinations.
- Candidates are required to bring their own pens, pencils, eraser and calculator for the examination. They should not borrow the same from other students during any time of the examination.
- Malpractice in any form (possessing irrelevant materials, writing on any part of the body/calculator/desk) will be viewed seriously.
- Candidates shall not talk/ask questions of any kind during the examination.
- No candidates shall pass any part or whole of answer papers or question papers to other candidate. No candidate shall allow another candidate to copy from his/her answer paper or copy from the answer paper of another candidate. If found committing such malpractices, if found, the involved candidates shall be liable for disciplinary action.
- The Anna University exam Hall Ticket is issued subject to the candidate satisfying the Attendance, the other requirements as per rules, regulations and instructions issued by the University from time to time. If later, it is found that the candidate fails to comply with the above requirements, the examinations taken by the candidate will be treated as cancelled.
- The students are advised to focus on their studies and ensure that they perform well in all examinations.

5.1 Curbing malpractice in examinations

- As Anna University is very keen to curb examination malpractices at its grass root level as it is a social malady, all the students are instructed to take up all types of tests in a very serious manner at par with university examinations.

- As per the guidelines and instructions received from Anna University, it is informed to all the students that examination malpractice cases during Pre-Internal Tests/ Internal Tests / Model Examinations will be dealt with severely and the report of the list of students will be sent to the University for further Action.
- A candidate indulging in any of the following acts in the examination hall will be considered to have committed malpractice in the examination and will be booked for the same :
 - Possession of printed / Xerox / written materials pertaining / not pertaining to the day's examination.
 - Possession of Mobile Phones and Programmable Calculators.
 - Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc.
 - Telling the answer or formula related to any of the question to other students writing the same examination.
 - Talking with other students, showing signs or signals to others in the hall / corridor.
 - Showing the answer book / additional sheet to the other students or allowing them to copy.
 - Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself.
- The matter regarding the malpractice of any kind will be placed before the Disciplinary Action Committee for enquiry and the decision of the committee shall be final.

6. LIBRARY INFORMATION, RULES AND REGULATIONS

- Students are required to observe silence inside the library.
- Students without ID card will not be allowed to enter the library. The students should scan the ID card in the library access system whenever they enter or leave the Library.
- Students are requested to keep their belongings at the entrance of the library. However they are advised not to leave purse, money, and other valuables in the handbag outside the library. College management will not be responsible for any loss of valuables are kept in such a bags.
- All the students are strictly advised to have their transaction (Issue / Return) on their own.
- Teaching staff will be issued a maximum of 6 books with one month retention period
- A student will be issued a maximum of 6 books with 15 days retention period.
- Books borrowed must be returned on or before the due date.
- Only one renewal can be done for any borrowed books
- Books will have to be renew online, if there is no reservation.
- Reference materials (Reference books, Dissertations, Periodicals current issues and back volumes etc) are used inside the library.
- Users are requested to verify the physical condition of the book/s before borrowing.
- Library books is lost either it should be replaced with latest edition of the book/s or liable to double the cost of the book.
- Users are required to switch off the lights and fans when not required or while leaving the reading halls.
- Misuse of library facilities is an offence and calls for punishment as decided by the competent authority.

7. RECRUITMENT POLICY

7.1 Introduction

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

7.2 Constitution of the Recruitment Committee

The Recruitment Committee (RC) appointed by the Chairman M.I.E.T. Institutions takes the major responsibility of the recruitment process. The Recruitment Committee constituted specifically for governing the recruitment procedure.

The composition of the RC for M.I.E.T. Educational Institution consists of

1. The Interview Committee Chairperson (Principal of the respective college) ,
2. Head of the Department nominated by the Principal
3. One Subject Expert identified by the Principal
4. The Chairman of the Institutions or Chairman's nominee
5. One external subject expert..

7.3 The process of recruitment

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

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

7.4 Qualifications

- Recruitment of Faculty Members is done based on the norms prescribed by AICTE / Anna University for Various cadres.
- **Recruitment Procedure: Teaching:** Assistant Professor /Associate Professor /Professor/ Principal; **Non- Teaching:** Lab In charge / Librarian / Placement & Training / Administration:.

7.5 Selection Criteria

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

7.6 Orientation:-

- The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work-culture of M.I.E.T.

7.7 Service Record:-

- Service Record in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service record should be got from the Principal, from time to time.

8. PROBATION POLICY

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

9. PROMOTION POLICY

M.I.E.T has established a detailed process for career progression for its staff members. The career progression for a faculty who joins as Assistant Professor is Associate Professor and then Professor. The staff members are promoted, considering their educational qualification experience and their performance appraisal result. The norms given below, as fixed by AICTE/Anna University are followed.

Engineering Streams:

- **Assistant Professor to Associate Professor** (with Ph.D) – Total 5 years of experience, of which, 2 years shall be after completion of Ph.D.
- **Assistant Professor to Associate Professor** (without Ph.D) – Total experience of 13 years after completion of Under Graduate Degree (BE/B.Tech. and M.E/M.Tech. or equivalent in the appropriate branch of Engineering.)
- **Associate Professor to Professor** – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.

Science & Humanities Stream:

- **Assistant Professor to Associate Professor** (with PhD) – Total 7 years of experience, of which, 2 years shall be after completion of PhD.
- **Assistant Professor to Associate Professor** (without PhD) – Total experience of 15 years after completion of Post Graduate with M. Phil Degree.
- **Associate Professor to Professor** – PhD with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.

10. RESIGNATION POLICY

- A staff will be at liberty to tender his/her resignation from the services of M.I.E.T in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during Mar/April and Sep/Oct of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next Semester. The staff who express their unwillingness to continue will be discharged from duty at the end of the last working day of the semester after they complete the work, assigned to them.
- Those who do not intimate at the time of circular period, will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so. Those who have to resign on any grounds in between shall produce three months notice or three months salary in lieu of notice to the Management in writing.
- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee, before collecting the No-Dues certificate from all concerned departments will be required to hand over charge as directed by the Principal which includes hand-over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys to the concerned authorized faculty.
- Based on the No dues certificate and handing over documents, the principal recommend the issuance of Reliving Order.
- All staff leaving the services of the College will be issued a Service Certificate on the date of reliving.

The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

11. PERFORMANCE EVALUATION POLICY

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

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

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

12. LEAVE RULES

12.1 Leave Application:

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

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

12.2 Leave Calendar year

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

12.3 Attendance:-

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

12.4 Late Attendance & Permission:-

- In a month, both late attendance and permission will be limited to two. Third late attendance or permission will be treated as leave for which he/she is eligible.
- Late attendance will be permitted only for 30-minutes in FN sessions, while permission can be availed for a maximum of one hour, which can be availed either in the beginning or at the end of the day.

- The Late Attendance and Permission will be taken into account for the respective month.
- On any account, the late attendance and permission should not be availed on the same day.

12.5 Prefixing or Suffixing Holidays:-

- Prefixing or Suffixing holidays (CL, Vacation Leave, Special Leave, CPL) leave on loss of pay (LLP) will also be treated as L.L.P.

12.6 Casual Leave:-

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

12.7 Leave Sanctioning Authority:-

- **Leave less than 15 days**

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

- **Leave exceeds than 15 days**

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

12.8 Clubbing of CL, LLP and Vacation

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

12.9 Unauthorized Absence

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

12.10 Leave on Urgency

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

12.11 Compensation Leave

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

12.12 Special Casual (compensation) Leave

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

12.13 Special (Marriage) Leave

- Special Leave (self-marriage leave) will be sanctioned for those who have completed minimum of one year service in the MIET Educational Institutions on the date of availing special marriage leave.
- Self-marriage leave of the individual will be applicable to the maximum extent of 5 days at a stretch during the marriage date/period.
- The individual request should be forwarded through the respective head of the institution to this office along with the marriage invitation.
- This leave will be applicable only for all teaching staff of the MIET Educational Institutions (i.e. non-teaching staff of all categories are not eligible)
- During summer and winter vacation period there is no special (marriage) leave be allowed.

12.14 Maternity Leave

- A Women employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 60 (Sixty days), subject to prior approval of the Chairman.
- An employee can avail ML only on two (2) occasions in her entire service period.
- The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.
- The decision of the Chairman will be final in sanctioning of ML.

12.15 Medical Leave

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

12.16 Vacation Leave:-

Teaching Staff:

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

Non-teaching Staff:

- **Non-teaching staff other than Attenders:**

More than 5 years of service - 20 days

Between 1 & 5 years - 15 days

- **Non-teaching staff Attenders:**

More than 5 years of service - 15 days

Between 1 & 5 years - 10 days

Staff (NT) who has less than one year service is not permitted to avail the vacation leave.

12.17 On-duty

Teaching Faculty:

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

Non - Teaching & Administration Staffs:

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

13. INCENTIVES AND BENEFITS FOR FACULTY

13.1 Benefits Extended to Faculty and Non-Teaching Staff Members

- Employee's Provident Fund for non-teaching staff members
- The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered. The employee and the management each shall contribute 12% of the pay of such employee.
- Employee's Group Insurance
- Preference given to employees' children in admission and fees concession.

13.2 Employees Incentive:

- Employee receives incentives in the form of additional increments during the salary revision depending upon the API.
- Staff members are eligible for getting a cash award, a memento and merit certificate for producing 100% results in his /her subject in the Anna University Examination

13.3 Traveling/Dearness Allowance

- The Staff members visiting places /Companies/Organizations for official purpose within the city and its suburbs will be paid as per the following :
 - Actual bus fare / train fare restricted to second class fare
 - If own vehicle is used, fuel allowance will be paid
 - ✓ For Two-Wheeler - Rs.3/- km
 - ✓ For Four -Wheeler - Rs.6/- km
- All the staff members are eligible for claiming DA for office work.
 - ✓ For inside the city - Maximum of Rs.150 will be sanctioned as a DA (Actual Bill) based on necessity.

- ✓ For Outside the city - Maximum of Rs.1000 will be sanctioned as a DA (Actual) based on necessity

13.4 Research and Extension Activities:

For the development of academics, the Institute encourages the Faculty members to improve their skills in the area of

- Consultancy,
- Applying Funding Proposals & Patent,
- Registering for Higher Education,
- Journal Publications, and
- Attending workshop/Seminar/Conference

Research and Consultancy Policy:

To promote research oriented consultancy works, to effectively utilize the equipment, to impart practical knowledge and to generate revenue, each and every department is encouraged by the Institute to actively take up consultancy works with Industries.

- Acquiring works from small industries near to the institution.
- Signing MOU's with many industries on different domains of science, engineering and technology.
- Visiting industries to understand the reality and requirement.
- Developing small products required for the industries/institutions/society at an affordable cost
- Aiming environment/ecological balance/economy/energy in mind always and contribute technological support for betterment of nation.
- A committee to find and execute industrial consultancy, research and product development.
- Appointing an advisor for the consultancy, research and product development for industry interaction.
- The selection of advisor will be based on minimum 25 years of multi discipline industrial experience.
- Minimum paper works makes the client comfortable in institution relationship.
- Selection of CI/CO for the work will be decided by the committee
- The CI/CO can add interested students into this activity.
- The CI/CO have to create awareness and interest among the students for this work.
- The committee will frame the time, cost, venue and procedural aspects of the work.

- The committee will have power to add or remove any of the co but not the CI.
- The committee will request the clients to supply the components required for the work.
- Committee has to maintain confidentiality in all circumstances on maintaining documentation, safe guarding the clients confidential inputs and data.
- The revenue must be purely for technical and scientific advice.
- The revenue sharing is divided in to three parts
 - Expenses/honorarium/salary to CI/CO
 - Department concerned
 - Support to the institution
- The revenue has to be distributed to the concerned CI/CO/advisors and students involved in the work.
- The revenue generated for such consultancy works are shared as per the below table,

S.No	Name	Percentage of Share
1	Expenses/honorarium/salary to CI/CO	20 %
2	Contribution to the Department Concerned	60 %
3	support to the Institution	20 %

Applying for Funding Proposals and Patent:

The Institute follows a Incentive scheme to reward the Faculty for the Research work carried out in the respective year. This scheme is introduced by the Management to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below

No	Category	Name	Percentage of Share
1	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, etc.,)	Principal Investigator	6% of the Received Fund
2	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, etc.,)	Co-investigator	4% of the Received Fund
3	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, etc.,)	Contribution to Institution	Actual cost incurred to establish the facility / procurement of equipments from the allotted fund

Registering for Higher Education:

All employees are encouraged to register for Higher Education, particularly to register for PhD. The Institute supports the employees in all possible way for their growth. The facilities provided are as follows,

1. Special permission can be availed upon proper authorization, in case of Examination or Viva Voce.
2. Pay scale revision and promotion, is applicable for every faculty who completes their PhD. But, the decision of raising their pay scale and giving promotion lies with the Principal / Management.

Journal Publications

The management encourages the faculty members by providing suitable incentive for those who published paper in reputed journals. Faculty members will be rewarded for their best performance in every academic year. The incentive scheme for Journal publication are as per the below table,

S.No	Type of Journals	Incentive
1	SCI indexed	Rs. 2000
2	Scopus Indexed	Rs. 1000
3	UGC approved	Rs. 500

Attending workshop/Seminar/Conference

The Faculty Members who intend to participate in Paper Presentation/ Seminars/ Workshop organized by other institutions can avail Registration fees (if applicable) and On Duty. The participation of a Faculty Member in Paper Presentation and Seminars organized by other institutions will get additional credit points during Performance Evaluation and Appraisal.

14. INCENTIVES AND BENEFITS FOR STUDENTS

- The department wise best Academic performer will be awarded a gold coin along with a merit certificate and shield.
- The department wise Class topper (semester wise) will be awarded.
- A Regular student having highest 100% percentage Attendance in department wise will be awarded merit certificate (100%).
- Best outgoing students will be awarded with shield and merit certificate.
- If students are interested to develop any working model/project model/showing talent in conferences/student paper presentations shall be encouraged with shield and certificate.
- Best library user in year in department wise will be awarded with shield and certificate.
- Students are encouraged to participate National level sports, University level sports, District level sports. However, for participation University level and National level travelling and accommodation allowances will be bared by the institution. Winners are awarded suitable.
- Rs.5000/- fees concession for all Muslim minority students.
- Full Fee waiver, includes tuition fees and hostel fees for deserving merit students.
- Fees concession for economically deprived students.
- Fees concession for sports students

15. PURCHASE PROCEDURE

This procedure covers the procurement of Equipments, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process.

The primary responsibility of procuring the items is vested with the HODs. The procurement action is initiated by the faculty in charge of the lab (Intender). The intender shall submit a proposal for the procurement of the required items along with the specification. He/She shall collect quotes from three vendors with the concurrence of the HOD and prepares comparative statements. The concerned HOD will forward the proposal along with comparative statement to the Principal.

Purchase Committee:

A purchasing committee has to be constituted by the Principal with the following members.

- | | | | |
|---|---|----------|-----|
| a) Senior faculty member as assigned by the Principal | - | Convener | |
| b) Senior faculty (or) HOD | - | Member | (1) |
| c) Stores In-charge for stationary items | - | Member | (2) |
| d) P.A. (technical) to Chairman | - | Member | (3) |
| e) A Senior person from accounts department | - | Member | (4) |

- The committee negotiates with the suppliers and finalizes the vendor. After finalizing, all the connected papers have to be duly forwarded to the Chairman with the proper recommendation, for getting approval.

Management Approval:

- The Chairman will verify the recommendation of the committee and suitably accord approval.

Purchase Order:

- Upon getting approval from the chairman, the office of the chairman will raise Purchase order to the vendor approved by the management.

Material Delivery:

- The supplier will deliver the material to the college upon receiving the Purchase order.

Gate Entry:

- Gate entry seal will be embossed on the Original Bill, when the material is delivered.

Material checking:

- The material delivered to the respective departments (intender) and inspected for its quality or its intended specification by the intender. If the supply is not meeting the specified requirements / damaged, the fact should be immediately reported to the competent authority and supplier. If the received material is in good condition, taken it to stock register and release the certificate with suitable endorsement.

Erection / installation:

- The equipment received should be installed or erected with the least possible delay and put into beneficial use of the students.
- To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machines. Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

Bill Settlement:

- As soon as the Equipment / Machinery received is erected/ installed, the bill will be forward to the accounts department along with the completion report and stock entry certificate.
- The accounts department is required to make arrangement for payment as per usual procedure.

15.1 Delegation of power

The Management accorded financial power of Rs. 50,000/- to the Principal for the purchase of equipment, tools, maintenance and spares ,consumables, stationary etc within the approved limit.

16. CODE OF CONDUCT FOR FACULTY

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

- Faculty avoid to use any abusive language towards students, fellow teachers, parents and other members of public

16.1 Ethical Standards for Faculty

- A FACULTY shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefiting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

16.2 Dress Code: Faculty

- Following is the dress code for the faculty of Institute:
Gentlemen: Tucked in shirts and shoes with tie
Ladies: Saree with coat
It is Mandatory for staff to wear ID cards at all times when they are in the campus

17. ROLE AND RESPONSIBILITIES

17.1 Principal

- To monitor and conduct academic activities of the institute under the guidance of the management and Director and assistance of the Head of Departments.
- Providing direction for programs through institution's Vision and Mission
- Review of attainment of program outcomes by departments
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and maintain minutes of the meeting.
- Provision of input to Governing Council Meeting and
- Implementation of improvement initiatives suggested by Governing Council
- To plan and take the necessary actions for improvement of college results and academics
- Approval of Academic Calendar at Institution Level
- Prepare overall budget and get approval from management
- Approval of program budget on an annual basis and approval of expenses
- To convene the HODs meeting once in 15 days and maintain the Minutes book.
- Review of Department activities through HOD meetings.
- To initiate recruitment of non-teaching staff & teaching staff as per norms
- Approval of annual performance appraisal outcome
- Collection of informal feedback from students for improvement of processes
- Review of complaints and suggestions and monitoring corrective action implementation
- Providing direction for establishing strategic relationship with Industry
- Single Point of Contact for Anna University and AICTE
- Review and approval of proposal of projects to various funding agencies
- To sanction the leave of the staff as per the norms.
- To monitor and update the institute website with complete information about the institute.
- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events.

- To ensure that the policies and rules of the Government and the University are strictly adhered to by the institution.

17.2 Roles and Responsibilities of HOD

- Convene DAC meeting for Approval of Program vision, mission ,PEO Curricular Gaps identified and relevant Value-Added Courses
- Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes
- Identification and monitoring of Program Outcome Improvement Initiatives
- Approval and Publication of Department Level Academic Calendar and Time Table
- Responsible for smooth conduct of department academic and administrative activities
- Focusing on developmental works of department.
- Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty
- Allocate the subjects to the faculty members in accordance with the prescribed guidelines well in advance before commencement of the semester/year.
- Approval of student and staff leave and OD requests
- Verify and approve the Course Plan of the faculty before commencement of semester.
- Preparation of Department Budget and approval of expenses
- Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment
- Identification of class counselor and allocation of students to counselor in the beginning of the academic year.
- Implement activities as per in academic calendar of the college and submission of reports.
- Responsible for conducting coaching class, verification of log books and coverage of syllabus once in fifteen days for all semesters, internal assessment marks and lab works.
- Chairing Department Review Meetings and Class Committee Meetings
- Verification of the counselor diary maintained by class advisors periodically.
- Identification and monitoring of staff competency enhancement initiatives
- Review and monitoring of support initiatives for Slow Learners

- Review and monitoring of support initiatives for Advanced Learners
- Responsible for students' academic and personal data base maintenance, Society activities, professional societies and alumni.
- Ensure that lab equipment and the stock registers are maintained properly by the respective lab in-charges.
- Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- Ensuring discipline among students and initiating disciplinary action where required
- Counsel the student to improve their academic performance and professionalism.
- Sent students' attendance particulars and internal marks to their parents from time to time.
- Communicate to students about the deviation in their attendance, absenteeism, internal test mark, internal marks, fees payment, etc through the class advisor.
- Interact with students periodically, identify the problems if any and find out solutions in consultation with the principal.
- Convene parents meeting to discuss about their ward's attendance and performance
- Motivate the students to present papers in Symposium and attend seminars/workshop /internship and career development Programs
- Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society.

17.3 Roles and Responsibilities of Faculty members

At the level of teacher

- Prepare the Lesson plan according to the course outline and academic schedule well in advance and get approval from the HOD
- Prepare the lesson notes by referring to standard books and university question papers in advance and get it signed from the HOD at the beginning of every semester/year.
- Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time.
- Mark attendance in the classroom itself and enter in the ERP on time.
- Ensure good class control.

- Encourage the students listening and active participation in the class
- Ensure that the planned syllabus is finished during the hour.
- The Faculty Member should encourage students asking doubts / questions.
- Aim for 100% pass results in their subjects and work accordingly.
- Maintain and update the log book regularly and get it signed from the HOD.
- Be available in the Department during the working hours for consultation by the students.
- Ensure that the students complete the lab observation note and get it signed on the same day.
- Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
- Prepare and submit the internal test question papers along with the answer key to the HOD in time.
- Evaluate the answer scripts as per the key in the genuine manner and enter the marks in time after verification by the students in the ERP and log books.
- Award the Internal marks according to the procedure
- Instruct the students to attend the internal test and university examination without fail.
- Monitor the regularity in the Students' attendance.
- Monitor the students' punctuality to their class.
- Monitor and regulate proper dress code, hair style and wearing ID in their class
- Prevent students movement during the class hours within block and the premises
- Prohibit usage of mobile phones by the students inside the class room.
- Help the advisor to identify the academically backwards students and arrange remedial classes
- Intimate habitual absentees, objectionable behavior in the class and performance of the students in their subject to the advisor and HOD.
- Identify good students and motivate them to excel.
- Counsel the student to improve their academic performance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- Motivate the students to present papers in Symposium and attend seminars/workshop /internship.

- Not to carry Mobile Phones to the class room / exam hall for any reason.
- Monitor the adherence of the students' discipline towards rules and regulations of the college
- Educate the students about the ethical, moral and professional responsibilities towards institution, parents and society
- Assist the HOD in exigencies and in department works.
- Follow the guidelines / instructions given by the principal from time to time
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

At the level of counselor

- Instruct the students under their control to attend the classes regularly and to follow the dress code.
- Monitor their students' punctuality and behavior.
- Inform about the absentees to the HOD daily. In case the any student is absent without prior permission inform to their parents over phone.
- Monitor the consolidated attendance once in a week and regulate the absentees.
- Submit the list of students absent for the internal tests to the HOD.
- Counsel the student to improve their academic performance.
- Intimate habitual late-comer, absentees, objectionable behavior to the HOD and counsel them
- Intimate the attendance and internal test marks of students to the concerned parents from time to time.
- Report to students for any deviation in attendance, absenteeism, internal test mark, internal marks, fees payment, etc.
- Instruct the students to attend the internal test without fail.
- Convene parents meeting periodically to discuss their ward attendance and performance
- Maintain and update the Advisor record regularly.
- Identify slow learners and arrange the remedial classes
- Identify good students and motivate them to excel.

- Motivate the students to present papers in Symposium and attend seminars/workshop /internship
- Result analysis must be done after the announcement of results by the university and also update student record regularly.

At the level of Laboratory In charges

- Report to HOD about any nonfunctioning equipment on time
- Update the Maintenance/movement register regularly and submit it to the HOD regularly.
- To maintain the Stock Register and Consumable Registers.
- To update Maintenance/movement register regularly and submit it to the HOD regularly.
- To find out the requirements for consumables for the laboratory and procure the same, before the commencement of academic year/semester.
- To plan the procurement of equipment for the forthcoming academic year/semester well in advance and communicate to the HOD on time.
- To manage the infrastructure facilities in the labs to ensure completion of practical comfortably during the semesters.
- To organize the laboratory for model and University practical examinations.
- Responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Any other duty as may be assigned by the HOD/Principal from time to time.

17.4 Placement and Training Officer

- The placement and training officer shall be the co-ordinator of placement and training cell. One faculty member from each department nominated by the respective H.O.D will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.
- He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at his office.

- He shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to selected industries for facilitating the conduct of campus interviews.
- He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
- He shall make all arrangements for the conduct of the campus interview including conduct of test, group discussions, personal interviews etc.
- He shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.
- He shall arrange for special training programmes by experts from HRD of companies for all the students on the following topics:
 - Personality skill development
 - Soft skill development.

A minimum of 4 special programmes per semester shall be arranged.
- He shall organize regular sample tests on the following topics for all students from III and IV years using in house resources as well as outside resources.
 - IQ test
 - English language grammar test
 - Comprehension test
 - Aptitude test
 - Listening skill test
 - Mock personal interview

A minimum of 4 tests per semester shall be arranged.
- He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.

- He shall arrange regular training classes for VII semester students on the following topics through outside agencies
 - Personality and communication skill
 - Oral communication
 - Written communication
 - English grammar
 - Comprehension in English
 - IQ and aptitude test
 - Personal interview.
- He shall maintain the year-wise placement records such as the companies which have conducted placement interviews in our campus and in other places, employment records of students containing the names of students, designations of posts etc.

17.5 Physical Director

- He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.
- He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.
- He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.
- He shall train students for participating in various tournaments and also organize University Tournaments in our college.
- He shall arrange intramural sports and games for our college students

17.6 Librarian

- A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She

should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.

- In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
- In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
- In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
- In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
- In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
- In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
- The Librarian is in-charge of fine collection and Xerox charges collection from the students and renders accounts to the Principal once in 15 days. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.

18. COMMITTEES

S. No.	Statutory Body/Committee	Mandated by Whom	Meetings per Year
1	Governing Council	AICTE / AU	one
2	Academic Council	MIET	As and When Required
3	Anti-Ragging Committee (and Anti-Ragging Squad)	AICTE / AU	One
4	Students' Grievance & Redressal Committee	AICTE / AU	Two
5	Discipline & Welfare Committee	AICTE / AU	Two
6	Women Empowerment Cell	AICTE / AU	Two
7	Internal Complaints Committee	AICTE / AU	Two
8	Sports Club	AICTE / AU	Two
9	NSS Club	AICTE / AU	Two
10	Alumni	MIET	One
11	Internal quality Auditing Committee	MIET	One
12	Examination Cell	MIET	One
13	Research & Development Cell	MIET	One
14	Timetable Committee	MIET	Two
15	Library Committee	MIET	One
16	Fine-Arts Club	MIET	Two
17	Department Assessment Committee	MIET	As and When Required

Governing Council

- The Governing Council of the college is the supreme administrative body.
- It is constituted as per the norms fixed by AICTE, New Delhi /Anna University
- The Governing Council approves the mission and strategic vision of the institution, long term business plans and annual budgets in accordance to meeting the interests of the stakeholders.

- The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
- Governing Council monitors the institutions performance as per the plans approved.
- The Governing Council should ensure the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction of implementation and overall monitoring of the activities.
- Governing Council must approve the budgetary allocation towards infrastructure, staffing and R & D.
- The Chairperson is responsible for leading the governing body & its effectiveness and should ensure that the institution is well connected with the stake holders.
- The Chairperson should support the head of the institution in execution of the programmes.
- Frequency of meeting of the Governing Council is minimum two times a year or whenever needed

Academic Council

- The academic activity of the institute is supervised by the Academic Council headed by the Principal & all heads of the departments as its members. The Council as and when required to discuss the academic performance and to take decisions on critical academic matters. The minutes of the meeting is forwarded to the Management. The salient points of the Academic Council are made as agenda for the Governing Body.

Anti-Ragging Committee

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

Students' Grievance & Redressal Committee

The grievance Redressal committee (GRC) is formed as per clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987).

The function of the Committee is to look into the complaints lodged by the student and resolve it. In case the person hesitates to appear in person, grievances may be registered in online portal of the college. It sorts out various grievances of the students judiciously. It also desires to promote and maintain a conducive and unprejudiced educational environment. It ensures transparency by imparting technical education in admission, preventing unfair practice, complaints of alleged discrimination by students of scheduled caste, scheduled tribe, OBC, Women, Minority or Disabled categories, Scholarship issues.

Discipline & Welfare Committee

To committee was constituted to maintain and enforce strict discipline within the college campus. The functions of the disciplinary committee members are as follows.

- Ensures that all students wear their ID Cards within the campus and their respective class rooms.
- Violation in dress code will be strictly monitored by the committee.
- Enquiries against the students will be enforced in case of any misbehaviour or violation of the college rules.
- Enforce total prohibition of cell phone usage by the students within the college campus.
- Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- Maintain proper discipline in the college canteen

Women Empowerment Committee

The committee was constituted to raise the status of women through education, and training. By this they will be equipped to make life-determining decisions through the different problems in society. The committee creates a platform where women will have access to health

care, career and vocational training, employment and safety measures through its various programmes.

Internal Complaints Committee (Anti harassment)

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

Sports Club

Our sports club has come up with the purpose of playing diverse sports. The main objective of the sports club is to provide students and faculty an opportunity to participate in a wide variety of sports to stay fit and fine both mentally and physically. It also develops leadership skills by providing opportunities for students to organize, administer, and manage various sports activities.

NSS Club

The aim of NSS club is to enable the students to develop their personality. NSS intends to create social awareness among students and provide them with an opportunity to work for the common people. It aims to instill a sense of consideration for fellow human beings in the students. It underlines the fact that the welfare of the individual ultimately depends on the welfare of the society as a whole.

Alumni Committee

Alumni of an educational institute contribute a lot to the growth of the organization. Besides being a major stakeholder of the institute, they give guidance and feedback to their juniors with respect to their career opportunities. This committee was constituted to keep constant rapport with the alumni.

Internal Quality Auditing Committee

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

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

Examination Cell

This cell monitors the internal examinations and University examination conducted in the college. The committee manages all the activities in co-ordination with the heads of the departments ensuring smooth running of the entire process.

Research and Development Committee (R&D)

The Institute has set up Research and Development Committee to promote the research activities of all students & staff for academic excellence. It works with an objective to frame research promotion guidelines, facilitate the research works, monitor their progress and planning and budgeting for the future research activities in the Institution. It comprises of members drawn from all branches with an objective of monitoring the progress in the implementation of the research work and research related actions.

Time table committee

Timetable committee plays a major role in the academic activities. The number of theory and practical subjects are finalized according to the Anna University curriculum. Lab schedules, library and training hours are finalized. The time table coordinators of various departments are asked to prepare the Class timetable, Individual timetable, Lab timetable and Master timetable before the commencement of the semester.

Library Committee

As learning is a continuous process, books and other e-learning medias are very essential for gaining knowledge. The Library Committee headed by the Principal ensures that all these requirements are fulfilled through the Members. Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces are suggested by this committee. The committee comprises of the following members.

Fine Arts Club

Fine arts club of MIET provides an opportunity to the students to let their imagination run wild and provides them with the sight to see things in a different way. Students learn from one another and share their skills in different aspects of art. It provides an opportunity for the students to share their innovative ideas. The main responsibility of the club is to organize events in the institution and inform and prepare the students for intra and inter college competitions.

Department Assessment Committee

The Assessment Committee establishes the process and procedures for conducting assessment in the department.

S.No	Name	Members
1.	Department Assessment Committee (DAC)	1. HOD 2. Senior Faculty
		3. Industrial experts 4. Alumni