



ST. JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(An ISO 9001:2015 Certified Institution)

Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai

A.S. Nagar, Elupatti, Thanjavur - 613 403

Tel: 04362-282465 Mobile: 9444395284, 9150076739 Email: sjcet.tnj@gmail.com Web: www.sjcettnj.edu.in



HR MANUAL



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CONTENTS

S.NO	DESCRIPTION	PAGE NO
1	Vision of the Institution	2
2	Mission of the Institution	2
3	Quality Policy	2
POLICIES		
4	Recruitment Policy	6
5	Service Rules and Procedures	7
6	Leave Rules	14
7	Staff Welfare Measures	21
8	Financial Management Policy	24
9	Scholarship Policy	25
10	E-Governance Policy	29
11	Research Policy	32
12	Alternate energy sources and energy conservation policy	33
13	Green campus initiative policy	34
14	Degradable and non - degradable policy document	35
15	Divyangjan policy (for persons with disabilities)	37
16	Financial Support to the Faculty	38



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Dr.I.NEETHI MANICKAM, B.E., M.Tech., Ph.D.,
PRINCIPAL,
St. Joseph's College of Engineering & Technology,
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ST. JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY
HUMAN RESOURCE POLICY MANUAL

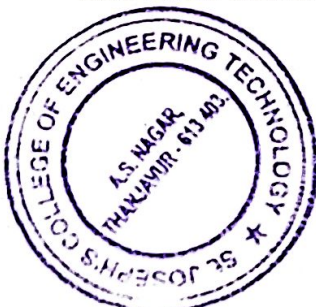
About us:

Education is not only an act of acquiring knowledge but learning a skill to lead life and forming one's personality. St. Joseph's College of Engineering & Technology is one of the seven engineering colleges under the umbrella of DFT Group of Institutions. It was founded in the year 2007. It is a Christian Minority Institution of Higher Technical Education, approved by the All India Council for Technical Education [AICTE], New Delhi, Government of Tamilnadu and affiliated to Anna University, Chennai.

The College is promoted and managed by Sisters of DMI, which was founded in the year 1984 by Rev. Fr. Dr. J. E. Arulraj. The Society manages several educational, technical, health, welfare and social development Institutions. Besides the College commits itself to promote self-disciplined holistic academic excellence among the most marginalized, oppressed and disadvantaged sections of the society so as to mould persons in pursuance of making a better human life through science and technology. Simultaneously this enhances the core strength of the students and enables them to make significant contribution to the development of the society in particular and the nation at large.

Programme Offered:

- B.E Computer Science and Engineering
- B.E Electronics and Communication Engineering
- B.E Electrical and Electronics Engineering
- B.E Mechanical Engineering
- B.Tech Artificial Intelligence and Data Science
- Master of Business Administration



S.M.

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Vision:

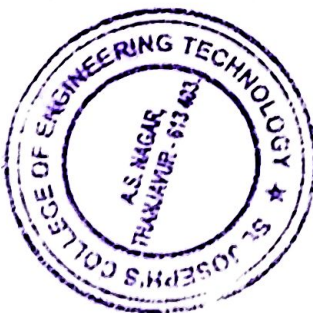
To be an institute of Excellence in Engineering & Management through value based education and multidisciplinary research for the positive transformation of the society.

Mission:

- M1: To inculcate technical knowledge and soft skills among the students through student-centric learning process.
- M2: To empower the students to develop as ethically outstanding professionals capable of creating global engineering enterprises.
- M3: To create a collaborative research environment that focuses on socio-economic needs.

Quality Policy :

St. Joseph's College of Engineering and Technology, Thanjavur strives to transform the lives of students from wide range of socioeconomic backgrounds by providing them opportunities to acquire world-class technical knowledge and skills in a holistic approach. Our goal is to set global standards for excellence in education and research through interactive teaching-learning process.



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A.Preamble:

SJCET believes that for a sustainable development, institutional effectiveness it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the institution.

B.Objectives:

- To ensure that, the recruitment the different categories of staff, defining the roles and responsibilities.
- To impart sound knowledge and best education to improve the universal human value of students.
- To respect basic human values, loyalty, commitment and practices that promote team spirit, responsibility and participatory functioning.
- To create the opportunity for career development and commitment to support the overall development of its human resources.

HUMAN RESOURCE MANAGEMENT

1. Definition of Terms used in the Manual

“Basic pay” means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include



SNM

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DA: Dearness Allowance declared by the Management periodically.

AGP: Academic Grade Pay declared by the AICTE for the Faculty members.

HRA: House Rent Allowance declared periodically by the Management.

“**Academic year**” means the normal period stipulated in the Academic calendar for activities of odd and even semesters. In the present system it is stipulated from July to June.

“**Date of Appointment**” means the first day of joining the duty by the employee as mentioned in the appointment order.

“**GB**” means the Governing Body of SJCET.

“**HoD**” means Head of the Department.

“**Employee**” means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of SJCET and who gets his salary directly from SJCET.

1. Classification of Human Resource

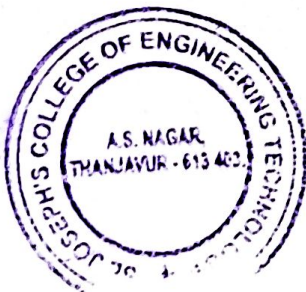
SJCET recognizes the following classification of its staff.

Administrative Staff: Principal, Administrative Officer, Accountants, Librarian, Office and Accounts staff, Library staff and Principal office staff.

Teaching Staff: HoDs, Professors, Associate Professor, Asst. Professors, and Physical Director.

Technical Support Staff: System Administrator, Computer Programmer, Workshop Superintendent and Lab Instructors / Technicians.

Non-Technical Support Staff: Junior Assistant, Lab Assistants / Attendants, Drivers, Attenders, House Keeping Staff and Gardeners



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2..Job Responsibility

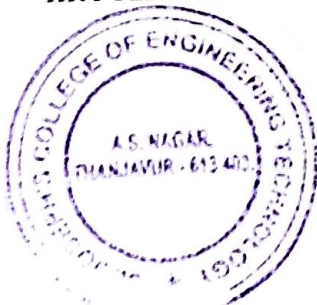
The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and Anna University, Chennai in line with the vision & mission of the SJ CET.

Academic:

- ✓ Class room teaching with modern aids.
- ✓ Lab instruction and demonstration with master readings.
- ✓ Development of laboratory, curriculum and resource materials by using modern techniques.
- ✓ Student evaluation and assessment.
- ✓ Participation in curricular and co-curricular activities.
- ✓ Student guidance, counseling, personality and overall development.
- ✓ To prepare, provide, generate and disseminate knowledge in the interest of students.

Research and Development:

- R&D activities through projects and research guidance.
- Potential search for opportunities to provide consultancy services.
- Promotion of institute – industry interaction.
- Promotion of Patent development and Inventions.



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Administration:

Planning, designing and development of new programmes and promotional activities.

Mobilizing resources for the institution.

Administration both at departmental and institutional levels.

Development, administration and management of institutional facilities.

Monitoring and evaluation of academic and research activities.

Participation in policy planning for development of technical education.

Maintain accountability.

Conduct performance appraisal.

Extension Activity:

Guiding the students in overall character development.

Extension services by interacting with society / community through NSS, NCC, YRC etc.

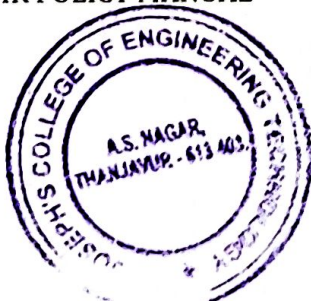
Promotion of entrepreneurship and job creation.

3.Appointing Authority:

The Chairman shall be the appointing authority for the post of Principal SJ CET. All other staff of SJ CET will be appointed by the Principal on behalf of the Board of Trustees with the approval of the Chairman.

4.Qualifications and Experience:

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi / Government of TamilNadu.



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5. Recruitment and Selection:

The recruitment of faculty members is need-based. HoD demands the staff requirement based on workload.

The rules prescribed for selection of employees from time to time by AICTE /Anna University shall be followed.

Staff selection committee shall be constituted.

A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.

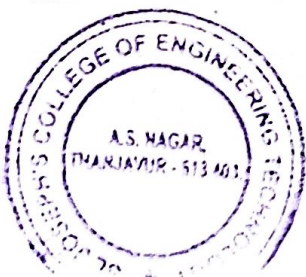
The candidates for Assistant Professor and Associate Professor are required to give a demo-lecture and take an interview by a selection committee followed by one-on-one interview by the Principal .


Candidates for non-teaching posts are selected based on practical test conducted by department selection committee and if need be a final interview by the Principal.

Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.

An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:

- The designation / title of the job and responsibilities specific to the job.
- The letter of Appointment should be acknowledged and signed by the employee as a sign of acceptance.




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On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.

6. Pay, Allowances & Increments:

Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / Government of Tamil Nadu.

Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on the recommendations of HoDs.

7. Salary and Disbursement:

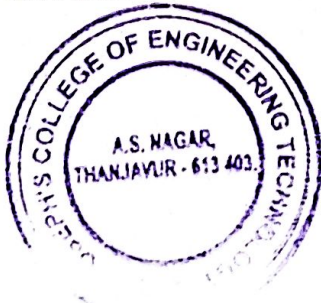
Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective Bank Accounts.


8. Salary Advance:

SJCET discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by Principal.

9. Provident Fund:

SJCET is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will




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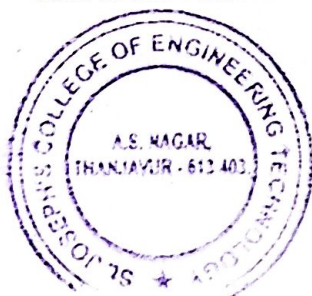
be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act.

Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Course files
- Lesson Plan
- Additional Topics and Assignments
- Provision for Internal Assessment Tests and Distribution of scripts
- Tutorial notebooks
- PPTs
- Lesson and Course material
- Web downloads
- Case studies
- Self Learning Materials
- E-Learning materials through Digital Library
- Guest / Expert Lectures
- Industrial visits and tours relevant to their respective specialization
- State-of-art technology through journals, articles and magazines



D. N. M.

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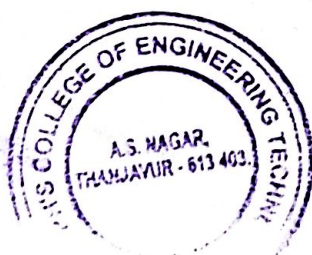
Feedback Evaluation:

Once in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: Sincerity, commitment and punctuality of the teacher, teacher's discussion of lesson planning and execution, Course coverage, class tests, tutorial & assignments, clarifying doubts, providing course materials and other technical details, amicability with students and motivating/counseling the students for their betterment., etc.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, cleanliness / sanitation, Library facilities, canteen water supply, games / sports, transport.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.




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Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submit it to the Principal which may taken into consideration at the time of increments or promotion.

Incentives and Awards:

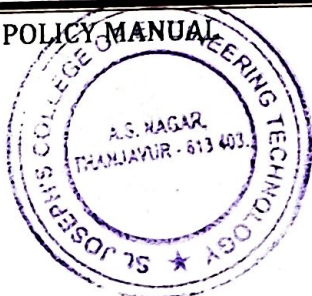
Awards are instituted for the faculty members with consideration of academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student in their respective subjects and Faculty Self- Appraisal form submitted by them. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments etc.

Resignation, Relief & Termination:

Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sl.No.	Category	Notice Period
1.	HoDs and Professors	Three months notice or salary in lieu of notice at the discretion of Principal
2.	Teaching Staff	Three months notice or salary in lieu of notice at the discretion of Principal
3.	Technical Staff	Three months notice or salary in lieu of notice at the discretion of Principal
4.	Administrative Staff	Three months notice or salary in lieu of notice at the discretion of Principal



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In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.

The employees of the Institution should get the No-Due Certificate (NoC) duly signed by the authority mentioned in the NoC as prescribed by the Institution

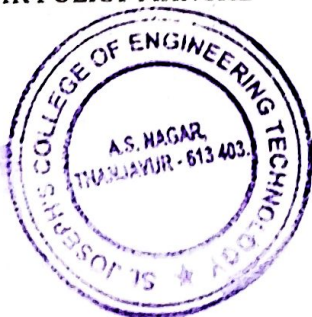
Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

Administrative Procedures:

Personnel Records:

The basic information of faculty and staff member will be collected and maintained by PA-Head of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; joining report; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.



[Handwritten Signature]

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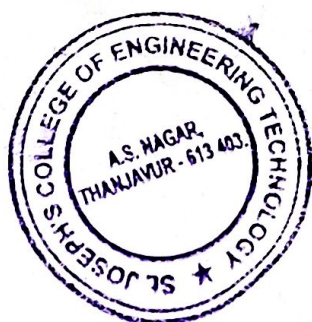


Office Hours & Attendance System:

- The College functions from Monday to Saturday of the Calendar month, except on II and IV Saturdays.
- The College working time is from 09.00 a.m. to 04.20 p.m.
- Faculty and staff have to sign in the attendance register kept in the college office twice a day at 09.00 a.m. in the Forenoon session and after 04.20 p.m. in the afternoon session. Non-Signing of attendance register shall be treated as absence.
- The Class timings are between 09.00 a.m. and 12.30 p.m. in the Forenoon session & between 01.00 p.m. and 04.20 p.m. in the afternoon session.
- All faculty and staff members should be available in the College during the working hours. If for any unavoidable reasons, one has to leave the work place after obtaining prior permission from the Principal.
- Staff member both Teaching and Non-Teaching are expected to wear their prescribed uniforms and ID cards, while on duty.

Late Register (LR)

- Any Faculty or Staff member, coming late, has to sign in the late attendance register. If a member is late for the third time in a month, it will be adjusted in the Permission if available. If not, half day Casual Leave (CL) will be deducted.




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Permissions (P)

- Members can avail ONE hour permission with prior approval either in the forenoon or in the afternoon.
- Each member is eligible for TWO permissions per month. For every additional permission in the same month, half a day CL will be deducted.
- The request for permission in writing shall be submitted to the Principal through the HoD concerned on the previous day itself and shall be availed only after getting prior approval from the Principal.
- Permission shall not be granted as a matter of right.

Punctuality:

The institution is very serious in enforcing punctuality through its Heads of the Departments. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Principal.

Leave Rules and Leave Policy:

General:

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by



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telephone, SMS or email is to be given to the HoD/Head of Institution, if prior sanction cannot be obtained for justifying reasons.

- Leave accounts of all staff members are maintained in the office of the principal through account section.
- Sanctioning authority: Principal is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads/in-charges for administrative convenience, Chairman is the competent authority to sanction leave of the principal.
- 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. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

Casual Leave (CL)

All the regular employees of the college are entitled to twelve days of casual leave in a calendar year.

- The total number of CL is used in one spell including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- Unused CL at the end of a calendar year is NOT carried forward to the next year
- Casual leave cannot be combined with any other type of leave
- Casual leave for half a day may also be granted for forenoon or afternoon
- CL can be availed using the prescribed form




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Medical Leave (ML)

- All employees are entitling to 8 days of leave on medical grounds.
- The leave will be granted against submission of medical certificate from a registered medical practitioner.

Compensatory Casual Leave (CCL)

All the regular staff members who work on public holidays are eligible for one day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

On Duty (OD)

All regular faculty/staff members shall take OD with prior approval from HoD and Principal. The On Duty is categorized into three types as follows:

- **Exam On Duty** for University examination supervision work
- **Special On Duty** for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshops / Interaction with outside world with necessary financial aids.
- **Other On Duty** for any other institution related work.
- Employees can avail the OD using the prescribed form as annexed for getting approval.



Dr. I. Neethi Manickam

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Vacation Leave

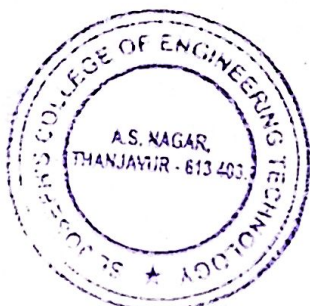
- All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to two week's vacation leave. This two weeks period is split up as follows:
 - i) 1 weeks during summer
 - ii) 1 week during winter
- All the regular Non-teaching staff members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to 2 week's vacation leave during summer.
- For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at the end of the academic year.
- Un-used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Principal.

Code of Conduct and Discipline:

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Do's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.



SNM
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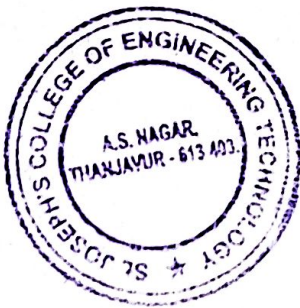
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- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers & marks of the internal tests
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer / squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-material from digital library, authorized online journals and legitimate sites.
- Preparing soft/hard copy of course files and web materials.
- Monitoring and Counseling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring / Co-authoring of text books with other institution/organization professionals.
- Promote and take part in R&D and Consultancy activities.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.




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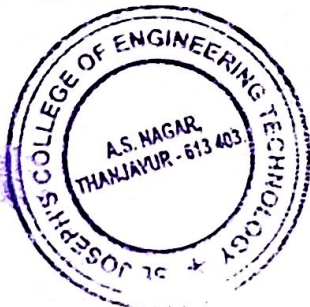
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- Publication and attending FDPs / Workshops / Conferences / Symposiums /conventions.
- Chairing sessions and delivering keynote address in any FTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behavior like an academician.

Dont's

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and culturalbackground.
- Encouraging any form of 'Malpractice/unfair practices' in connection withexams.
- Leaving the campus without proper prior permission of the Head of the institutions.
- Absconding from the institution.
- Undertake private assignments whether remunerative or not.
- Enter into any monetary transactions with any stakeholder of the institution.
- Cause damage to institution or stakeholders property in any form.
- Encourage or involve in immoral practices with stakeholders.
- Organize, attend, involve in any duty outside the college without properapproval.
- Passing comments on religious, regional, personal, racial and culturalsentiments.




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- Taking membership of a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.

Disciplinary action:

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself
- Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.



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- i) Censure
- ii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iii) Removal from service

Grievance Cell:

Grievance cells are constituted at department level by the HoD concern and at institution level by the Principal to looking into the grievance of the staff members and redress them.

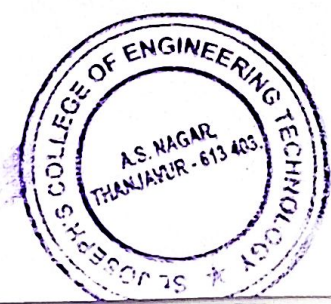
Facilities and Amenities:

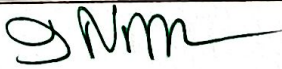
Identity Card (ID):

All SJCET employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. SJCET will issue these cards to new staff within 15 days of their joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization

Chapters and Professional Associations:

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars.




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Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate sever, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards. The library subscribe for National/International journals to encourage and create research atmosphere.

Transportation:

Driven by a team of trained drivers, a large fleet of buses ply from all places catering to the needs of students and staff members for a comfortable and hassle free transport.

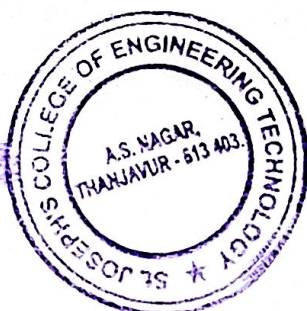
The faculty/staff members can claim transport facilities, any such event, during the conduct of conferences/workshops or any other institution related official work and they can use the institution vehicles for guest pick-up.


Medical Care:

Within the campus 24/7 General medical services are available along with Ambulance facility. The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

Food Court:

The food courts is located to cater to the needs of the staff and students.




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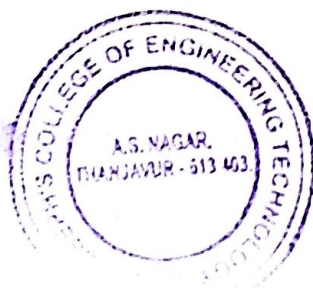


Sports and Games:

The Physical Director provides sports facilities to the staff members of the institution. Apart from this, competitions are conducted during annual sports day celebrations of the institution. The winners and runner-ups are awarded prizes.

S. NM

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KVQA

FINANCIAL MANAGEMENT POLICY

Mobilization of Funds:

The main financial source of the institute is by the tuition fees. As per Anna University fee fixation guidelines the tuition fee is fixed.

Optimal utilization of resources:

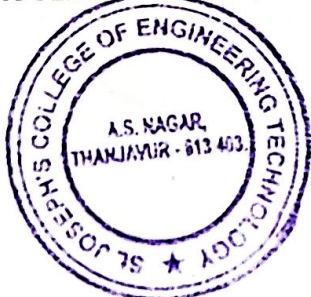
An annual budget is prepared to ensure optimal utilization of financial resources based on the estimates received from the departments and functional units of the Institute. Monthly statements are prepared for income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized

Budget Preparation:

Systematic process of preparing the budget, accounting, systematic purchase and bill settlement process along with periodical audit are the important aspects of making best use of financial resources. Our institution has a proper system for effective and efficient use of financial resources. The funds for departments are generally for the requirements or up gradation

Auditing:

A qualified Chartered Accountant reviews the accounts. Suggestions, if any, raised by the Chartered Accountant are discussed with the management for necessary action. Every year the accounts are further reviewed and finalized by external auditors and audited financial statements are prepared. The internal audit helps the management to understand the financial requirements and the suitable suggestions are given/taken to utilize the fund mobilized through various sources




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SCHOLARSHIP POLICY

LIST OF SCHOLARSHIPS:

- BC/MBC /DNC TAMILNADU GOVERNMENT SCHOLARSHIP.
- SC/ST GOVERNMENT OF INDIA / TAMILNADU GOVERNMENT SCHOLARSHIP
- FIRST GRADUATE SCHOLARSHIP- TAMILNADU GOVERNMENT SCHOLARSHIP
- MINORITY SCHOLARSHIP.
- MANAGEMENT SCHOLARSHIP etc.

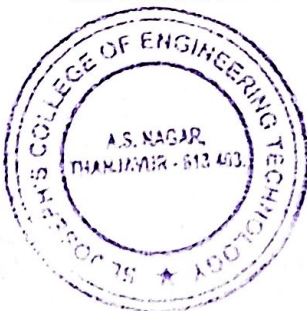
Such scholarships may cover tuition and related expenses, as applicable, and are awarded as per the conditions listed in this document.

BC/MBC /DNC TAMILNADU GOVERNMENT SCHOLARSHIP:

- a) Those candidates who belong to BC / MBC / DNC community are eligible for this scholarship
- b) The annual income of the parents of the scholar should not exceed ₹ 2,00,000/-
- c) The candidate should have 75% attendance every year
- d) The candidates who are admitted through Single Window System are eligible
- e) The scholarship award is subject to good conduct and character.

It is renewable every year on promotion Certificates to be enclosed with Scholarship Application

- 1) Original Income Certificate from Thasildar Office
- 2) School Attendance Certificate
- 3) Copy of Community Certificate
- 4) Copy of Aadhar Card
- 5) Student Bank Accounts Details
- 6) Government Allotment Order



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SC/ST GOVERNMENT OF INDIA / TAMILNADU GOVERNMENT SCHOLARSHIP:

- Those candidates who are Indian citizens and who have passed School leaving examination, viz. Higher Secondary/ Indian School Certificate, etc. are eligible for this scholarship.
- The income of the parent should not exceed 2,50,000 per annum.
- The scholarship is renewable from year to year within the stages of education.
- The candidate should not be in receipt of another scholarship/assistance from other sources.
- The scholar should have 75% attendance every year.
- The award of scholarship is subject to good conduct and character.

It is renewable every year on promotion. Certificates to be enclosed with Scholarship Application

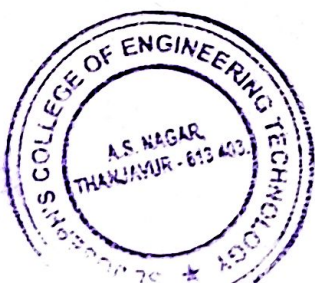
- 1) Original Income Certificate from Thasildar Office
- 2) School Attendance Certificate
- 3) Copy of Community Certificate
- 4) Copy of Aadhar Card
- 5) Student Bank Accounts Details
- 6) Government Allotment Order (GQ) or Consortium Allotment Order (MQ)

FIRST GRADUATE SCHOLARSHIP- TAMILNADU GOVERNMENT SCHOLARSHIP:

- Those candidates who belong to OC / BC / MBC / SC / SCA / ST community are eligible for this scholarship
 - Candidates who undergo graduate study for the first time in the family are only eligible and there should not be any graduate other than the applicant
 - The candidates who are admitted through Single Window System are eligible Certificates to be enclosed with Scholarship Application
- 1) First Graduate Certificate from Thasildar Office
 - 2) Declaration by Parents

Sam

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MINORITY SCHOLARSHIP:

- a) Minority scholarships – for all minority community
- b) Students Joined Under Government Quota and Management Quota
- c) Income Up To Rs. 2.5 Lakhs per annum
- d) Max: Rs.25000/-

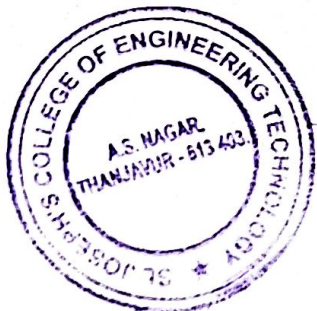
Certificates to be enclosed with Scholarship Application


- 1) Copy of Income Certificate
- 2) Aadhar Copy
- 3) Bonafide Certificate from College
- 4) Copy of +2 Mark Sheet
- 5) Student Account Details

MANAGEMENT SCHOLARSHIP: DMI EDUCATIONAL TRUST

The institute awards scholarships to students with limited financial resources from rural, underdeveloped communities that are predominantly agricultural, as well as on the basis of academic merit (+2 cut-off marks and entrance exam results obtained at the time of admission) under the DMI Educational Trust. The policy takes into account awarding a single scholarship for the distinguished and financially disadvantaged student in each subject will receive an adjustment toward tuition or a tuition fee waiver each academic year. However, depending on the money that management has available, further financial help may also be taken into consideration.

Each scholarship application will be thoroughly examined in accordance with the scholarship requirements, which include the +2 cut-off marks and economically disadvantaged individuals from rural and agricultural communities. The scholarship selection committee is composed of faculty members, the administrative manager, principals, professors, and heads of departments. The committee must receive clearance from the DMI Educational Trust Secretary. The amount of money available and the annual budgetary allowance for scholarships decide the size of the scholarship, which may vary from year to year.




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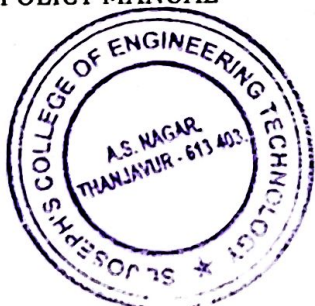
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The award of scholarships will be made based on one or more of the following pre-requisites:

- 1) Academic Performance in the +2 cut-off marks and marks obtained in Boards /CG PA obtained.
- 2) Economically deserving
- 3) Academic merit for differently able
- 4) Excellence in sports
- 5) Excellence in social work or community service
- 6) Candidate must not be a beneficiary of any other scholarship awarded by the Government.



S. Manickam

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E-GOVERNANCE POLICY

Electronic governance, commonly referred to as e-governance, is the utilization of information and communication technologies to improve the accountability, efficiency, transparency, and efficiency of informational and transactional exchanges within colleges and other agencies to use and provide access to information in order to empower the stakeholders. Using electronic technologies, it is both the governance of that environment and the governance inside that environment.

Scope of e-governance:

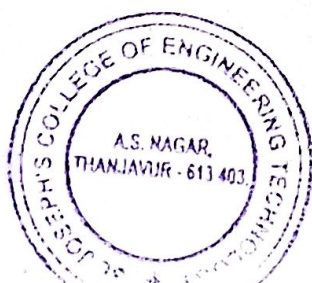
The scope of e-governance policy is extend in the following areas


- Administrative efficiency
- Data Management
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives of e-governance Policy:

Implementation of e-governance throughout the institution's operations is

- To create a simpler and more effective internal governance structure.
- To increase administrative efficiency.
- To facilitate online internal and external communication between various entities of the University.
- To encourage transparency and responsibility in all of the college's operations.
- To facilitate rapid and simple access to information.
- To create a library that is entirely automated




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Policy:

The institution will use e-governance for all of its operations, including teaching, the library, accounting, admissions and administration. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure.

Administration:

The administrative office will make extensive use of myCamu ERP Software to maintain database

Real-time information sharing with parents, students, and staff regarding academic performance, holidays, and other required information will be coordinated through digital messaging services like SMS and Mails.

The authorities will use ERP software to oversee the routine operation of all service units in the office.

All the teaching plan, course allocation, staff planning timetables are scheduled in mycamu. Students and Parent portal also available to oversee the academic progress and student attendance.

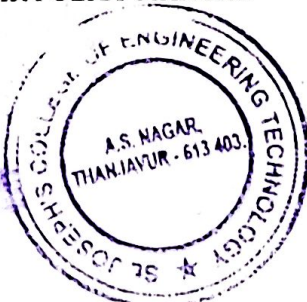
Website:

The website will serve as a hub for information about the college, including all of its events, newsworthy announcements, courses that are offered, and more. Training will be given to the administrative and teaching staff to make important updates on the website.

A Website Committee to be formed for the administration of the college website. The Committee is responsible for overseeing the frequent update, upkeep, and operation of the website. The College uses its website as a platform to highlight its dynamic and bright personality.

Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations by Anna University Chennai.




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St. Joseph's College of Engineering & Technology,
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The College shall publish a brochure, which is available on the College's website, which contains information on the admission procedure. A portal is available for the college to manage admissions in myCamu. The admitted students database will be available only in this portal and it can manage the number of students applying to each course, withdrawals, fees submitted and all that needs to be done.

Accounts:

The office will continue to maintain its account in Tally. Latest versions of software purchased and used by the college. Advanced features help employees maintain financial records effectively and efficiently. Profit and loss, balance is created only by this software. All analytical reports are also generated through Tally. Training of current staff and updating of existing software should be done regularly. Students fees collection and receipts for payment will be made using myCamu

Library:

The College maintains academic excellence by keeping a well-maintained library. E-learning resources will be gradually added to the College for both teachers and students. New journals and books should be subscribed regularly by the College. Recommendations from teachers and students are taken into account while subscribing to e- resources. The College uses AUTOLIB Library management software to ensure that the data from the books runs smoothly.

Examination:

The exam procedure will be monitored using the associated Anna University examination software, it is decided. Students can view their marks and attendance via the portal, which also functions as a tool for learning the exam schedule.

Internal exam schedules and exam attendance, marks will be updated in the myCamu software which can be viewed in Parent portal also.



Dr. Ineethi Manickam

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RESEARCH POLICY

Establishing and maintaining a culture of creative thinking and intellectual excitement among both faculty and students is an essential function of the institution. The research promotion policy is a great example of how to raise the institute's research standards. This policy aims to support research and innovation by laying forth the guidelines for doing scholarly work and research.

Objectives

The primary aim of the research promotion policy is to leverage interdisciplinary research projects to tackle social, industrial, and environmental concerns. The objectives include

1. Translating the knowledge and innovative thinking of faculty and students into the new products.
2. Motivating faculty to undertake national and international funded projects in the areas of science and engineering.
3. Exploring knowledge by organizing conferences, workshops, seminars on recent research areas, IPR, and patents.
4. Encouraging experimental and analytical research.

Research and Development Cell

The institute's Research and Development cell was established with the goal of encouraging top-notch research among its academic staff, researchers, and students. Through sponsored projects, consultancy projects, and academic research, the R&D unit provides support to address social concerns throughout the institution.

MoU

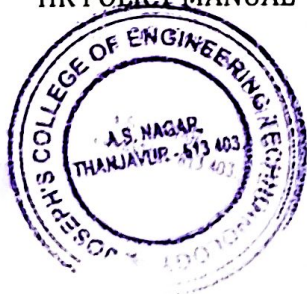
The institute is excited about working with different industries and corporations, signing memorandums of understanding and negotiating partnerships, in light of its research and outreach initiatives.

Research incentives

To promote research environment of the institution and to motivate the researcher, incentives are given to the faculty members who have sponsored research project from funding agencies.

Financial support is given to faculty members who like to publish their work in SCI indexed and Scopus journals.

Financial assistance of registration fee will be provided by the institution for the faculty members attending international conference in reputed institutions.




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ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

Energy Conservation Practices:

Electricity Consumption is reduced by staff and students by turning off all lights, appliances and electronics not in use

Encouraging faculty and students to use common transport facilities to reduce the carbon footprint

Solar Power Station:

The College has been taken various efforts to utilize the solar energy in an effective manner

LED:

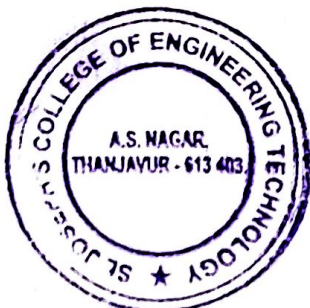
Replacement of traditional tube lights with LED tubes LEDs significantly reduces energy consumption, and thus help save money by lowering electricity bills.

Biogas:

In the college campus biogas plant has been installed to utilize the gas for cooking purpose in the hostel mess

Green audit:

The institution has a green audit performed on a regular basis by an approved agency Along with green audit, the institute also conducts environment audit on a regular basis.



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GREEN CAMPUS INITIATIVE POLICY

The Green Campus Policy of the college envisions a Clean and Green Campus where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

Landscaping with Trees and Plants

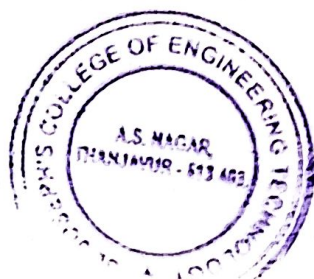
As per the Clean and Green Policy of the St. Joseph College of engineering and technology, the college strives to plant various types of ornamental and medicinal variety, wild plant species of trees in large numbers within and outside the campus. Gardeners and full time adequate support staff have been appointed for the maintenance of gardens and keeping the campus litter-free, clean and Green Campus. The tree-plantation drives are undertaken by the NSS and YRC Units of the college and also by the Departments of the Environment Science on regular basis generally in the month of July every year.

Ban on Single-Use Plastic

Our campus is a plastic-free campus where there is a complete ban on single-use plastics in classrooms, laboratories, canteen, hostel, and in the other premises. The college facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus. Our College is implementing some awareness boards like sign boards to discourage the use of single use plastic items inside the campus.

Restricted entry of vehicles

Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in front of the main gate. Our college transport facilities are maintained with proper fume testing certificate.



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DEGRADABLE AND NON - DEGRADABLE POLICY DOCUMENT

The college adheres to the following principles of the waste management:

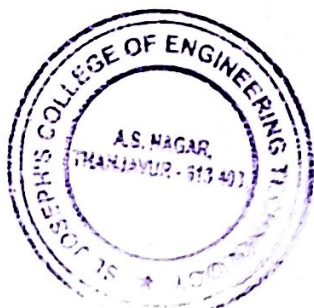
- Prevent – avoid creating waste
- Reduce – minimising the amount of waste produced
- Reuse – repair, refurbish or relocate items
- Recycle – promote segregation of waste to increase the quantity of waste recycled
- Recovery - send non-recyclable waste to energy recovery
- Disposal – this will only be used as a last resort if all other options are exhausted

SOLID WASTE MANAGEMENT:

- Measures shall be taken for minimal or optimal use of papers: Instead of taking hard copies of documents, keep in digital format as far as possible.
- Strategies to lessen the generation of paper waste are adopted: double-sided printing, printing in reduced font size, printing in “fast draft” mode etc.
- E-billing is promoted to reduce use of paper.
- Use of paperclips (over staples) is encouraged.
- Reusing of envelopes with metal clasps and file folders by sticking a new label over the previous one is promoted.
- Colour coded dustbin system is employed for segregation of solid waste.
- Green dustbins for biodegradable wastes like food.
- Blue dustbins for disposal of plastic wrappers and non- biodegradable wastes.
- Cleaning or emptying of dustbins is ensured at regular intervals daily.

LIQUID WASTE MANAGEMENT:

- Implement Lab Pack Service: The lab pack disposal process involves first identifying, categorizing, and segregating each chemical by type (solvent, acid, or base), re-packaging them, then depositing the packaged chemicals into a drum or a tank. (Black bin)
- Academic strategies are taken to reduce the amount of chemical waste generated in the laboratories.
- Communicate effectively with our employees, students, and residences to increase engagement and participation in the recycling initiatives across campus.



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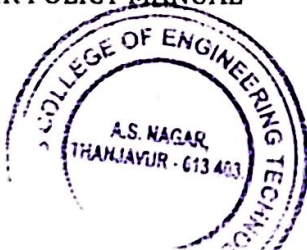
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E-WASTE MANAGEMENT

E-Waste From labs is properly collected and is given to the licensed recycler. Non-Working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste




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DIVYANGJAN POLICY (FOR PERSONS WITH DISABILITIES)

Objective:

- To create suitable regulatory mechanism for effective delivery of services to Disabled Students and Staff of the institute
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- To ensure the awareness programmes for all the teachers and non teaching staff regarding the issues of accessibility

Admission Policy:

Admission policy of the Institute offers 5% reservation for persons with disabilities in all the courses offered by Institute. The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 and as per government regulations from time to time.

Facilities available for Employee and students

- College provides mechanized tools, like wheel chair.
- College provide disabled friendly infrastructure like ramps.
- College provides disabled friendly restrooms that can be approached with wheel chairs.
- College provides scribe for writing the exam and, as per the regulation of Anna University it provides additional hours for writing the examination.

The institution has disabled friendly, barrier free environment.




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Policy Document for Providing Financial Support to the Faculty

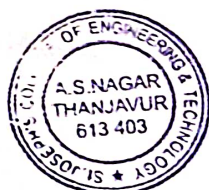
Our St. Joseph's College of Engineering and Technology has main focus on the Teaching-Learning process in order to provide high-quality education. Teachers are encouraged to attend conferences and workshops in order to become professional members of their respective fields. Financial support is given to faculty members to encourage their participation.


Objectives of Providing Financial support to the faculty:

- To instill an interest in research and improving academic and administrative skills in faculty member
- To Build a positive environment for teachers to share ideas and knowledge
- To Promote a deeper understanding of subjects taught by faculty members from renowned academicians and research institutions
- To propagate the faculty welfare efforts
- To improve the educational background of teaching staff
- To Enhance the faculty engagement with the group of people

Policy:

- Financial assistance is offered for attending or participating part in online and offline seminars, workshops, conferences, and training programs in India and abroad, as well as for paying professional body membership costs.
- It is required of faculty members to research pertinent ATAL FDPs, NPTEL courses, and workshops related to their area of study. They are also allowed to get funding for these activities.
- The researchers can receive financial help to attend conferences, which will give them a platform to share their research, knowledge, and experiences.
- Teachers will receive financial assistance to become professionals in the relevant sector.




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- The teacher will receive a maximum of Rs.6000/-towards for attending workshops, conferences, or engaging in activities linked to professional membership.
- A request letter has to be submitted to the Principal and the Principal will recommend for the financial assistance.
- Faculty member will also be provided with On Duty to attend the workshops/conferences and participation in professional membership related activities.

