

TAGORE ENGINEERING COLLEGE

Service Rules and Policies

Service Rules

Service Conditions for the Staff

The Institution has clear written policies for faculty members and non-teaching staff members. The service conditions start with detailed appointment letter clearly specifying the terms of appointment and salary details. This document contains all details of the salary structure, incentives for research, the performance incentive plan and other welfare benefits. Institution has a well-defined and transparent salary structure that is applicable to different levels of teaching faculty members and non-teaching staff. The salary of faculty members is aligned with the AICTE recommendations.

1. Every member of the staff shall agree to abide by all the conditions herein stated and such conditions as may be stipulated from time to time by the competent authority.
2. Every member of the staff shall employ himself / herself honestly, efficiently, and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity.
3. All members of the staff shall be governed by general rules / norms practiced by college from time to time.
4. All the staff members must abide to the service rules and other policies regarding their employment.
5. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
6. Every member of the staff shall devote his / her whole time to the duties of the said employment.
7. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

8. Staff members are eligible for the pay increments prescribed at the end of 12-month service in the institution.
9. Staff attendance should be signed every day and bio metric punch should be done before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave.
10. Staff should be available in the college premises during the entire period of office hours, on all working days.
11. Staff members can avail the leaves as per the leave policy of the institution by proper alternate arrangements made for the classes and other academic works.
12. If a staff member on any kind of leave/vacation has to be out of station, he / she should intimate the Head of the Department/Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave/vacation application.
13. The college can permit any faculty member to take special assignments with other colleges or industrial units, for specific period or to attend seminars/faculty development programs /winter or summer training program with prior approval from the Head of the Department and Principal.
14. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
15. The faculty members are expected to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he /she is interested in or assigned to him/her from time to time.
16. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or any extracurricular activities.

17. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
18. Faculty member is responsible for high results in the respective subjects allotted to them.
19. The Faculty Member should be strict to students but not harsh. Never use harsh words, which would hurt the feeling of the students.
20. Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
21. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings
22. Transport facility provided to all staff members on a nominal charge.
23. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, issuing memo, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.
24. Staff members will not be allowed to resign/relieve during the mid of odd and even semester. Resignation and relieving only during the end of respective semesters with prior notice as per conditions mentioned the appointment order.
25. Staff Members when resigning their job shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

Policies

The Institution has implemented the following policies of governance and the staff members are aware of these policies.

Recruitment Policy

Tagore Engineering College is implementing the following practices in recruiting staff members.

- Requirement of staff is notified by the concerned heads of department from time to time to the principal
- Based on the request received from the respective department's heads, Principal will get approval from management to recruit staff members.
- Qualification and eligibility criteria for the vacancy are decided as per the norms of AICTE & Anna University.
- Recruitment is notified in the leading English newspaper and in the online platforms.
- Interview panel is constituted which comprises of the members including Principal, Management, Experts from University, and Industry.
- Panel will start the process of recruitment by shortlisting the applications received based on qualification, experience, academic achievements, publication, and research record.
- The Panel will call for an interview on the desired dates.
- Interview venue, date and time is communicated to the shortlisted candidates well in advance through email or phone.
- Interview is conducted following the norms and candidates are selected for the respective designation and departments.
- Detailed offer letter is given to the selected candidates mentioning the norms of the Institution and the salary details.

Faculty Professional Development Policy

Continuous professional development (CPD) is one such approach in the field of education. It provides opportunities to teachers, to adapt and equip themselves with the changing world to achieve expected learning outcomes of learners.

- To provide opportunities for all faculties to enhance their professional knowledge and skills in best teaching and learning practices, student engagement and wellbeing,
- Conducting workshops and seminars on the subject related topics to improve the professional knowledge and quality of faculties.
- Individual or collaborative research on topics of professional interest.

- Mentoring and/or peer observation and sharing feedbacks on development areas.
- Ensuring faculties set priorities for professional development and setting timelines for the same.

Leave Policy

The leave policy of the Institution is framed on the following basis

- Leave policy is applicable to all the employees.
- Every staff member is given the right to take leave as per the leave policy
- Casual Leave: Every employee is eligible to avail 12 days of casual leave in an academic year.
- ON Duty: Faculty members are granted maximum 8 days of OD per year after the approval of Principal and HOD for participating in national and international conferences/FDP/Workshop/viva voce examiner/panel member/resource person. The special OD can be availed by the faculty members at the discretion of Principal by submission of proper records for attending the end semester examination related work such as external invigilation, external examiner for practical examination and attending central valuation.
- Medical Leave: Employees can avail medical leave for a maximum of 7 days per academic year after completing probation period. An employee who has been granted Medical Leave shall resume to duty after producing a certificate of fitness from a registered medical practitioner.
- Maternity Leave: A woman employee of the institution, who has completed probation period, is eligible for Maternity Leave for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority with salary. Any additional leave beyond the above will be reckoned as leave on Loss of Pay, for maximum of 3 months. The medical leave sanctioned shall be availed on a continuous basis and cannot be availed in installments. The employee shall inform the HOD & Principal at least 1 month prior to proceeding on leave with appropriate Medical Certificate.
- Paternity Leave: A Male employee of the institution, who has completed probation period, is eligible for Paternity Leave for a maximum of 7 days with salary, subject

to prior approval of the Principal/Designated Authority. The CL for maximum of 2 days can be clubbed with PL. The PL sanctioned shall be availed on a continuous basis and cannot be availed in installments. The decision of the Principal/Designated Authority will be final in sanctioning of PL.

- Permission: Every employee can avail two permissions of 1 hour each during a salary month either in the morning or in the evening. If an employee avails permission both in the morning and evening on the same day, then one day casual leave will be deducted. If an employee avails permission for more than two times in a salary month, each permission will be treated as half-a-day casual leave.
- General Guidelines:
 - a) During the notice period of resignation, no employee shall be allowed to avail any kind of leave at his/her credit.
 - b) Notwithstanding anything contained in these rules, the Principal or competent authority on his own discretion can sanction any kind of leave under special circumstances, during the notice period.

Resignation/Termination Policy

Rules Governing Resignation / Termination

- If any employee resigns from the employment, the concerned employee shall give one-month prior notice in writing. This must be submitted to the principal through the respective Head of the Department.
- If the employee is a teaching faculty, then it is subject to the condition that the faculty will be relieved from duty only at the end of the academic year.
- In case of less than one month notice period, salary for the shortage of notice period must be remitted to the office to get the no dues certificate.
- The accumulation of any leave in the credit of the employee cannot be adjusted towards the notice period.
- The employee shall apply for his financial dues and the relieving order and service certificate from the Institute only after producing “No Dues Certificate” in the prescribed form along with a copy of the handing over charge record, duly endorsed by the Heads concerned.

- Any order of termination of service of teaching and non-teaching staff members on the grounds of misconduct and misbehaviour shall be issued by the principal

Student Admission Policy

Student Admission Policy and Procedures

Student Admission Policy and Procedures is for the application and admission of students into different programs of the college.

General Principles:

- The policy and procedures provide equal opportunities to students and fulfill the educational needs of the differently abled.
- Students are given unbiased guidance or advice.
- Students have the right to appeal about any aspect of the way in which their application or admission was managed.

Implementation of Policy and Procedures:

- Admission committee monitors the student application and admission process, by providing the materials and means for application to the students.
- All the applications are processed by the committee in accordance with students' admissions policy and procedures.
- The entry requirements like student age, academic qualification etc. are looked after by admission committee.

Admission Process:

- UG engineering admissions are filled by allocating 65% of seats to TNEA counseling and remaining 35% of seats filled through management quota.
- Counseling seats of UG admissions are filled through Tamil Nadu Engineering Admissions (TNEA) single window process.
- Management quota seats of UG are filled through consortium exam marks.
- PG admissions are filled by allocating 50% of seats to Government quota and remaining 50% of seats are filled through management quota.

- For PG admissions, counseling seats are filled through TANCET entrance exam eligibility as per Anna University categorization and ranking, seats are allotted
- Management quota seats of PG are filled through consortium exam marks.
- The applications are received directly from an individual or via applying along with the required documents by post.
- The eligible students are given scholarships as per the Government norms and procedures laid by Anna University.
- In case of cancellation of admission by any student, the cancellation procedure will be followed as per Government norms.
- On submitting various documents and the payment of prescribed fees in full, the students will be admitted into the college and they shall attend the classes from the opening day onwards.
- The documents submitted by the students shall be verified for its correction. Any doubt found, duplicate documents identified, the students' admission will be questioned and shall be hold on for further investigation and information. The student shall not be admitted to college until clearance and confirmation received from him/her
- If the documents submitted found to be defective and proved, the admission shall be cancelled and will be informed to university and appropriate authorities for further action
- The list of Students with original certificates will be submitted to the Director of Technical Education (DOTE) for approval
- The Original Certificates will be given back to students (except School Transfer Certificate) after their admission is approved by DOTE Office.
- The new Transfer Certificate will be issued by College to students after their course completion

Anti-Ragging Policy

Anti-Ragging Committee

Ragging in any form is totally prohibited and ensured that no student is involved in the ragging activities in the institution. Exclusive committee is formed to monitor and regulate stringent rules regarding the same.

Ragging is totally prohibited

Ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or physiological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution.

Ragging includes

- i) Teasing, abusing, or playing practical jokes on, or causing hurt to a student
- ii) Asking the students to do any act or perform something which a student will not carry out in the ordinary course, willingly.

Penalty for Ragging:

Whoever directly or indirectly commits, participates in, or propagates “Ragging” within or outside any Educational Institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to fine.

Dismissal of Students:

Any student convicted of an offence shall also be dismissed from the Educational Institution and such student shall not be admitted in any other Educational Institution.

Suspension of Students:

Without prejudice to the foregoing provisions, whenever any student complaints of ragging to Head of an Educational Institution, or to any other person responsible for the management of the Educational Institution, shall enquire into the same immediately and if found true, shall suspend the student, who has committed the offence, from the Educational Institution. The decision of the Head of the Educational Institution or the person responsible for the management of the Educational Institution, whether any student has indulged in ragging, shall be final.

Hence students, particularly the seniors, are requested to refrain from any such criminal act. Juniors are requested to report about any ragging activity to the officials immediately without any fear.

Women Empowerment Policy

At Tagore Engineering College, the women empowerment policy is implemented with a dynamic vision of fulfilling the rights of women at work place and creating women leaders. Also, ensuring that this Institute is safer place for women workers and girl students. The policy focuses on the following:

- Women empowerment cell is created to frame policies for the betterment of women at work place.
- The Institution always focuses on promoting the development of women and making them independent and achieving their professional and personal goals.
- Women empowerment will lead to development of nation, hence fostering the growth of women through various initiatives taken from time to time by the cell.
- Conducting various awareness programs on women empowerment to the staff and students to inculcate the talent and skills among them.
- The Management is keen on promoting various programs related to women development at work place

Research Policy

The research and innovations are the key factors for the development of any institution. At Tagore Engineering College, the following research policy is implemented:

Consultancy Projects:

Out of total consultancy amount, a share of 30% of the consultancy amount will be paid to consultancy team. 10% of the consultancy amount will be paid to the department and remaining 60% must be paid to the Institution.

Patents:

Patent Fee: The Institution's Intellectual property rights cell shall bear 75% of the patent filing fee and 25% shall be borne by the inventor. Institution will pay the patent fees for the first seven years in all cases when the patent is taken by Anna University. If it is a joint patent with a sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such a process, the Institution can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

Fee Structure:**Table**

Content	Individual (self) in Rs	Organization in Rs
Filing (mandatory)	1,750	8,800
Examination(mandatory)	4,400	22,000
Early Publication (optional)	2,750	13,750
Total	8,900	44,550

Ownership of Intellectual Property (IP): The Inventions created by Institution personnel, without using Institution resources and created outside their assigned/normal duties/areas of research/teaching shall be owned by the creators and the revenue generated out of such creations shall be shared in the ration of 75:25 between the creator and Institution respectively.

International/National conferences/Seminars/Workshops:

- The faculty members and students are encouraged to attend International and National conference / seminars/workshops organized by the professional society and present their paper
- Registration fees will be sponsored by the college to present the peer reviewed technical papers in international conferences organized by the reputed professional society/body within India. (The Facility can be used by the faculty member, once per each semester).
- Registration fee and one way travel allowance will be sponsored by the college to present the peer reviewed technical papers in international conferences organized by the reputed professional society / body outside India. Faculty members can claim

a maximum amount of Rs.50,000/- (Once the facility is used by the faculty member, then he/she can claim the same benefits after 2 years with respect to the first beneficiary period).

- The Period of absence will be marked as “ON DUTY” and reimbursement will be given against actual by the institution after proper approval of the Research committee.
- Faculty member has to handover the C.D. / proceedings and related materials to the central library.
- After availing the facility, faculty members should work at least for one year with the institution otherwise they have to refund the availed amount.

International/ National Journal Publications:

- A cash incentive of Rs.1,500/- may be paid for publishing papers in UGC approved Journals book chapters in renowned publications. Rs.2,500/- may be paid for publishing papers in Scopus indexed journal and Rs.4,500/- may be paid for publishing papers in SCI indexed journals.
- First and Second authors can claim 100% of the above incentive (Shared among the authors).
- Third and other authors and claim 25% of the above incentive. It may pave a path for the collaborative work with other academic /research institutions /industries and may bring progressive outcome to benefit the faculty/institution to outside world connectivity.
- This incentive claim may be permitted up to two papers year.

Strategic Plan

Strategic Plan (time period which is usually 5-10 years)

The strategic plan availability implemented and achieved in terms of:

Table Strategic plan availability and implementation

S. No	Availability (Focused Area)	Implementation (Strategic Goals)
1	To have more Institute industry Interaction and subsequent placement of management graduates in industries across the country	Exposure to the industrial atmosphere to Management students and subsequent placement of management graduates in industries across the country
2	Research and Consultancy	To collaborate with industry to sort out their issues by way of project development and consultancy services on a need basis. The outcome of the research will be converted into research publications.
3	Management Development Center	To be seen as a leading provider of executive education and consultancy. MDPs are conducted
4	International Collaborations	To establish collaborations with universities abroad to foster the exchange of students and faculty and also to raise the institute to the global level.
5	Admissions To improve the quality of students intake	To have an admission procedure and strategies to attract the right candidates
6	Course Curriculum & Gap	Design curriculum to meet the contemporary industry requirements and meet the gap.
7	Technology-based learning	Fosters greater accessibility to learning by offering anytime and anywhere delivery (online courses, Google classroom, Digital contents).
8	Entrepreneurship Development Cell	To motivate students to become Entrepreneurs and become a job provider rather job seeker.
9	MSME Incubation Centre	Incubation centre will focus on providing entrepreneurial assistance to the students and will act as a guiding force to foster the business ideas of our students
10	Certification Courses	To introduce various certification courses related to each specialization through external agencies/institutes.

Our strategic plans honors and expands upon that core strength, aligning the College's vision statement. We intend to build upon our solid foundation as a world-class engineering college with a distinct identity and a reputation for excellence. Our intent is bolstered by our legacy of innovation and collaboration, and is grounded by our core values.

The strategic plan will serve as the measuring scale against which we evaluate our decisions over the next five years. It establishes a common vision of our destination, and defines the route for our journey. It reaffirms our commitment to collaborate with our colleagues across disciplines in higher education, government, and industry in pursuit of breakthrough discoveries and transformative solutions.

Faculty Empowerment

Faculty development policies

Purpose

The policy of the Institution is based on freedom of choice. The institution supports faculty members to attend seminars and events organized by industry bodies as well to further improve their contemporary knowledge and skills. The Faculty Development Plan is designed to serve as a resource guide for faculty, concerning the evaluation of annual performance and career progression in the context of the mission of the Tagore Engineering College. Details concerning the annual review process, pre-tenure review, tenure and promotion requirements, and post-tenure review are presented. Furthermore, information concerning resource support is provided to assist with faculty development. Faculty members are given considerable freedom to pursue their research interests along with a balanced teaching load.

Professional Development

Faculty members will submit a plan for development that includes: activity type, title, description, estimated date of completion, and alignment to one of four categories. These categories are Discipline Enrichment, Pedagogy, Scholarship of Teaching and Learning, and Other Professional Development Activities. A conversation about the plan and progress should occur with annual evaluations.

Faculty Encouragement

- 1 Faculty is encouraged to attend Faculty Development programmes. They can attend FDP/MDP/QIP conducted in other institutions. In addition, in-house, FDP/MDP/QIP/Workshops on Case writing, Case Teaching methodology have been conducted for the faculty. The registration fees are borne by the organization.
- 2 Faculty is motivated to register and complete NPTEL courses related to their stream from time to time.
- 3 Faculty are encouraged to visit corporates to gain industry exposure for which each faculty conveyance expenses up to Rs 5000 per annum
- 4 Faculty are encouraged to publish in Scopus and UGC Care list journals for which an amount of Rs 5,000 is given as incentive as well as funds supported for social and Industry based research projects.
- 5 Registration fee for the conference (within India) attended by the faculty will be sponsored by Management. For the international conference, 50% of the total expenses including the registration fees are sponsored by the management.
- 6 Faculty members who have completed their Ph.D. are provided appropriate benefits. Faculty members are provided with the fund for their Research activities

Implementation and Documentation

Faculty members will submit evidence of completion of each activity, which may include one of the four forms of documentation below. The completed PD Plan with all supporting documentation must be submitted and approved by the principal. A conversation about the plan and progress should occur with annual evaluations. Documentation of specific activities can be completed in any one of the forms:

- Transcript of successful completion (college-sponsored activities; conference attendance evidence).
- Action Research project
- Statement of application to practice (brief reflective statement or self-assessment of activity).
- Examples of application to practice (innovation; lesson plan; student work, etc.)

