



**AVS ENGINEERING
COLLEGE**



We Create Responsible Engineers

(Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai | Recognized Under 2(f) of UGC Act 1956)

Military Road, Ammapet, Salem - 636 003.

HUMAN RESOURCE POLICY MANUAL

HR POLICY MANUAL



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PREAMBLE

- This document shall be called as “HR POLICY” of AVS Engineering College Ammapet , Salem.
- This shall be applicable to the Employees of AVS Engineering College.
- This shall be in force till the Amendment / Modification comes into effects.

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CHAPTER 1: RECRUITMENT AND PROMOTION

1.2 INTERVIEW:

The interview selection committee will be established and run in accordance with the Governing Council-approved guidelines. The following Members make up the Committee:

- a. Principal
- b. Vice - Principal
- c. Head of the department
- d. Followed by HR Formalities.
- e. Expert member from outside

Based on qualifications and experience, the accepted applications will be shortlisted through a technical assessment phase. The shortlisted candidates will then be invited for personal interviews, where merit- based selection will be made.

1.3. PAY FIXATION:

The Management will approve the salary for the selected candidates based on the candidate's qualifications, experience, and other credentials, as well as the AICTE guidelines for the relevant role. The Selection Committee will make this recommendation. The Selection Committee will suggest higher compensation packages for extremely meritorious and experienced candidates. HR will formally notify the candidate of the offer letter and compensation scale.

1.4. CERTIFICATES TO BE SUBMITTED FOR VERIFICATION:

The following should be submitted by the employee for verification at the time of joining.

- a. SSLC- Certificated
- b. HSC- Certificate.
- c. UG- Convocation Certificate.
- d. PG- Convocation Certificate.
- e. M.Phil./Ph. D. – Provisional/ Convocation Certificate.
- f. Genuineness Certificate for Ph.D from the parent university
- g. All Experience Certificates
- h. Relieving Order from the Previous Employer

1.5 PROMOTION:

Employees who meet the AICTE's standards for experience and qualifications may be given consideration for promotion to a higher grade if a vacancy exists. In order to make an appropriate decision, the qualified candidate will come before the selection board for a performance appraisal. Every year, a performance evaluation will be conducted for all regular employees who have worked for the institutions for one academic year.

CHAPTER 2- RESIGNATION / TERMINATION OF SERVICE

The Employee shall have to tender his/ her resignation by giving three months' notice .The notice shall be co-terminus with the end of the academic year.

The Employee shall formally inform the Principal in writing either in the month of February or three months prior to the end of AY (whichever is earlier) about their intention to get relieved from the service. Employee will not be permitted to be relieved at any time other than above said terms during the academic year. The Employee serving under period are not eligible to avail ML/OD/CPL and only CL per month shall be availed. During the notice period no CL/OD/VL/ML/CPL in their credit will be considered.

The Head of the Institution with approval of the designated authorities has the power to terminate the services of a member of the Institution for any of the following reasons:

- a. Serious misconduct and willful negligence of duty
- b. Gross insubordination
- c. Physical or mental unfitness
- d. Participation in any criminal offense involving moral turpitude

In such a termination case, the Employee shall not be eligible for any terminal benefits.

The newly selected Faculty should serve for at least for one full year. No Employee is eligible to draw vacation salary if they resign in the vacation.

CHAPTER 3 –WORKING HOURS, ATTENDANCE AND DRESS CODE

3.1 HOURS OF WORK:

The regular working hours for the Institution shall be 9.00 AM to 4.30 PM during weekdays. Depending upon the exigencies of the work, the employees concerned are expected to be available beyond the office hours indicated above.

3.2 ATTENDANCE:

All Employees are required to record their attendance at the office/designed place both in the Morning & Evening.

3.3 DRESS CODE:

The female staff members must wear sarees, while the male staff members must wear professional attire, tucked in, and shoes. When on campus, everyone must wear their ID card.

CHAPTER 4- LEAVE POLICY

4.1 CASUAL LEAVE:

- a. All employees shall be governed by the leave rules as may be prescribed by the Institution governing committee, from time to time.
- b. All Employees are eligible for one day casual Leave for every completed Month of Service. Casual Leave thus earned can be accumulated during the calendar year.
- c. All Employees shall avail the casual leave to attend his/her personal work or during short period of illness etc. However casual leave shall not be claimed as a matter of right.
- d. All Employees, while availing such leave, shall submit a casual leave application in the prescribed form to the Principal of the college, who is the authority to sanction or decline such leave, at least a day earlier and shall get the prior sanction of the leave. In case of unforeseen reasons, the Employee or other person Employed in this Institution shall inform the HOD and Principal's Office through phone and shall submit the leave form on the 1st day of joining duty after such absence making suitable alternations on the assigned duties.
- e. All employees shall submit the casual leave application through proper channel, indicating the nature of work affected and adjusted.
- f. The casual leave as when not used shall not be carried over to the next calendar year and the balance leave in the calendar year shall lapse automatically.
- g. Casual leave shall not be combined with any other leave such as Medical/Maternity/or any other special leave.

4.2 ON DUTY LEAVE:

- a. Employees who have completed 6 months of service are eligible for 10 days of examination related On-Duty leave in an academic year such as valuation work, (Theory and Practical), External invigilation work. University Representative to other College, Flying squad etc, visiting University for official works, etc., Based on request from the University, the Principal will have the authority to approve additional 5 days of On-Duty to a certain Employee based on work requirement.
- b. In addition, Employees who have completed 1 year of service are eligible for 10 days of professional Development OD per year. This can be availed by Employee for attending FDPs, Conferences/ Seminars / Workshops, Research / Project execution / Collaborations / Visiting Industries/ Consultancy/ Professional Networking visits / Meetings etc, with approval of principal, on recommendation of respective HoD's.

4.3 MEDICAL LEAVE:

- a. Employees who have completed one year of service in our Institution are eligible for 15 (Fifteen) days Medical Leave (ML) in a calendar year with salary.

- b. The Medical leave shall be availed in medical grounds for sick leave more than two days only. It is to be supported by a medical Certificate to the satisfaction of the Institution authorities.
- c. Every Employee or other person while availing such medical leave shall submit a leave application along with a medical certificate from a Registered Medical Practitioner.
- d. Medical leave shall be accumulated if not used and shall be carried over to the next Calendar year. Medical leave can be accumulated to a Maximum of 50 days.
- e. Every employee or other person found misusing such medical leave will be liable for disciplinary action that may be prescribed by the institution governing committee.
- f. Medical leave shall not be combined with any other leave such as casual/ maternity / Special leave.

4.4 MATERNITY LEAVE:

- a. Every woman Employee Employed in this Institution for a minimum period of one year shall be eligible for maternity leave for a period of 3 months for each child to a max of two children. A commitment to work for a full year following their return to duty should be made.
- b. After resuming duty from Maternity Leave, VL/ ML will not be sanctioned during the immediate semester.
- c. Every woman Employee who is availing such leave shall apply to the Institution authorities through proper channel along with a medical certificate given by Registered Medical Practitioner (Gynecologist).
- d. Maternity Leave shall not be combined with any other leave such as casual/ Medical / Special Leave.

4.5 VACATION LEAVE:

- a. All Teaching Employee shall be eligible for Three Weeks' vacation in an academic year i.e. One Week in odd semesters and two Weeks in even semesters. However, the vacation leave shall be granted as per the guidelines released from time to time.
- b. All Employees, when called for shall attend and discharge any duties assigned to him/her during vacation and the loss of vacation to such Employees shall be compensated.

4.6 WORK TIMING / PERMISSION:

The flexible in-time policy is aimed at enhancing Employee work-life balance, fostering a supportive work environment, and promoting individual autonomy which will contribute to the overall academic Experience at Institution.

- a. Employees must log-in their attendance before 9 am.
- b. A maximum of two permission per month can be availed for each Employee.
- c. Faculty should register compulsory log-in of 9.00 hrs.
- d. HoD's in general should be available from 8.30 am to ensure smooth and efficient

commencement of academic sessions. HoD's must assign the first hour administrative responsibilities to the next senior faculty in case they arrive late due to unavoidable circumstances.

4.7 COMPENSATORY LEAVE:

- a. The employees who work extra hour are eligible for compensation leave only when they get prior permission from the Principal through HOD.
- b. The Maximum Compensatory leave is 5 days in a year. CPL can be aggregated only up to a maximum of 5 days at any instant. Employees can take only a maximum of 2 Continuous days of CPL even if they have accumulated more CPL's. CPL cannot be combined with CL's.

4.8 SPECIAL OCCASIONS:

- a. When the Employees are invited for any function/occasion in the campus during holidays they should be present. If not, salary will not be paid for that day except for those who get prior permission from the concerned authorities.

CHAPTER 5- WELFARE MEASURES

1. Medical leave, Maternity leave & Marriage leave
2. Sponsorship for attending seminars, workshops and presenting papers in National/ International conferences
3. Interest Free Loan for both teaching and Non – teaching.
4. Free Medical Check-up for Faculty
5. On duty for faculties pursuing Ph.D.
6. Granting on-duty to act as resource persons in other Institutions and for other academic activities.
7. Free Accommodation & subsidized mess Fee for all Faculty in the Hostel
8. Free transport for all staff members
9. Employment Provident Fund and ESIC for Teaching Faculty and Non-Teaching Faculty
10. Wi-Fi campus for all Staff Members and Students.
11. Fee concession for staff members ward at our group institution.

CHAPTER 6 – ROLES AND RESPONSIBILITIES

6.1.PRINCIPAL:

- a. Supporting the Management in Making the policies and taking decisions on setting goals and achieving them.
- b. Coordinating the activities with the University, AICTE, DOTE and Government and NBA for Affiliation, Approvals, Admissions, Accreditation etc.
- c. Making the Short term and Long-Term plans in setting out the Priorities based on the 5 years Strategic Plan of the Institution.
- d. Carrying out the Mission, Goals and the policy of the Institution approved by the Governing Council giving top Priority for Discipline and Quality Education.
- e. Looking after the Overall Administrations including preparation of the Annual Budget and Monitoring the progress and Development of the Institution with the aim of raising the status of the Institution thus nurturing the Institute with High Potential and Excellence.
- f. Managing the curriculum, Academic and other related activities.
- g. Monitoring the Overall Discipline, Growth and Development of the College.
- h. Organizing the Periodical HOD and Employee Meeting with Heads and Employees and also Monitoring the University and Other Examinations for the Academic and Administrative Progress.
- i. Encouraging Research / Consultancy activities in the Institution by interacting with the Industries, Leading Institutions and Research Organizations etc, in the National and International level and sign MOU.
- j. Encouraging and Motivating the Employee and students by identifying the hidden talents within them. To support in all aspects pertaining to the development of the individual and the Institution. To take necessary steps to improve the placements Services for the students.
- k. Coordinating with the Management for the Recruitment of Teaching and Non-Teaching Employee.
- l. Attending to other works assigned by the Management and Governing Council.

6.2.HEAD OF THE DEPARTMENT:

- a. Coordinating the activities of the faculty and supporting Employee in the Department to offer Quality Education to the students and achieve desired goals of the College.
- b. Planning and Monitoring the overall Department's Activities.
- c. Time Schedule for the Syllabus Coverage, Internal tests and opening and closing of Semesters.

- d. Arranging for the Departmental requirements such as Employee, Equipment's, Library Books, Textbooks and other Infrastructure Facilities.
- e. Developing, Installing and Maintaining Department Labs.
- f. Convening Departmental Meetings.
- g. Identifying the brilliant and talented students and encouraging them to pursue for Higher Education.
- h. Counselling and Guiding the Students.
- i. Assisting the Principal in all Administrative and other matters.
- j. Reporting to the Principal periodically on all matters in respect to Academics, Administration, Discipline and Research etc.
- k. Organizing and Participating in Seminars, Education Programmes and to arrange for revision of syllabus in coordination with the University.
- l. To become Members of Professional Organizations.
- m. To Take necessary steps to develop Industry Institute Interaction.
- n. To Check the Course files of the Employee and suggest corrective measures.
- o. Maintaining all records as stipulated by University, NBA and equivalent accrediting bodies.
- p. HOD shall fill up the proforma for performance appraisal for each faculty in the Department and submit it to the Principal every year along with his/her self-assessment form.

6.3.TEACHING FACULTY:

- a. The Teaching load will be allotted by the HOD after taking into the account of the Employee interests.
- b. In addition to Teaching, the faculty Member should take additional responsibilities as assigned by HOD/ Principal in the Academic. Co-curricular or Extra-curricular Activities, Research and Consultancy works.
- c. Every Faculty Member should Maintain Student's Attendance Records and the Absentees Roll Number should be noted every day in the Master Attendance Register Maintained in the department as soon as the Classes/ Laboratory hours are over.
- d. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/Lab/invigilation. In case of an emergency, the HOD or the next in line must be informed about the appropriate alternate arrangements.
- e. The Faculty Member should make himself/ herself presentable. The Faculty Member should show no partiality to any segment/ individual student.

- f. The Faculty Advisor must update the Student's personal file/ log book regularly and put it up for inspection by HOD/ Principal as the case may be.
- g. Each Faculty shall fill up the proforma for self-assessment and submit it to the HOD every year.

6.4.PLACEMENT AND TRAINING OFFICER:

- a. To look after the training and placement activities of students and also to have a close liaison with the Industry for Placement of students.
- b. To arrange Training Programmes in Soft skills and Interview facing skills for the Students by using Institutional and external expertise, which may be helpful in pursuing Higher Education within the Country or abroad which includes notification regarding various Competitive Examinations.
- c. To work in consultation with Coordinators, organise Industry Institute Interaction Sessions and Organizing Lectures by Professionals from the Industry.
- d. To Prepare placement Brochures of Departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of Interview.
- e. To register students for the placement with prescribed Qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, Group Discussions, Aptitude Tests, To collect feedback from the companies coming for placement, collect Appointment Letters and distribute them to the selected students.

6.5.PHYSICAL DIRECTOR:

- a. Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- b. Coordinating the activities of the employee in the physical Education Department for ensuring effective functioning.
- c. Suggesting changes and development, preparation and submission of the Annual Budget to the Principal.
- d. Planning and Time scheduling for student's accessibility to the Equipment's, Ground and other facilities made available in the Department.
- e. Attending the meeting at the University level regarding physical Education.
- f. Organizing the training for students and Employee in advance training programs.
- g. Organize and conduct Sports and Games at the University level, District/State Level.
- h. To Organize Inter-Departmental Sports, Inter Collegiate and University Competitions.

6.6.LIBRARIAN:

- a. Ensuring Maximum Utilization of Library facilities and responsibilities for the overall operating efficiency of the Library by ensuring discipline and decorum inside the Library.
- b. Preparation and Co-ordination of annual budget for the Library activities, Selection and recommendation of Books, New Journals and Renewal of Subscriptions.
- c. Collection of indents from various Departments and processing them for procurement, Purchase and maintenance and Books, New Journals and Renewal of Subscriptions.
- d. Administration of Library records, Furnishing information on all matters relating to Library, Updating the Records, Books and Computers.
- e. Arranging Annual Stock Verification, Collection and Preservation of statistical Records related to Library and Planning for changes and reorganization whenever the need arises.
- f. Maintenance of Library Automation and its Digitization.
- g. To ensure good inter-Departmental relationship for better co-ordination.
- h. Removing the obsolete book materials in consultations with the concerned Department, securing the soiled through rebinding, and binding arrangements of important back volumes.

6.7.TECHNICAL ASSISTANT:

- a. Assisting in installation, operation and maintenance of laboratory equipment's and their calibrations.
- b. Assisting in scheduling and conducting practical and drawing classes.
- c. Helping in indenting and purchasing of stores and consumables for Laboratories and Workshops.
- d. Helping the Faculty in Research, Consultancy and testing works in respect of projects.
- e. Assisting the faculty in matters relating to design, fabrication and Computer work.
- f. Assisting in the handling of Telephones, Intercom, Internet, Audio Visual Aids and other Housekeeping activities in the campus.
- g. Taking specific responsibilities at the time of organizing Functions, Workshops and Seminars specially assigned to them.

6.8.ADMINISTRATIVE OFFICER:

- a. The Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- b. Responsible for installation, operation and maintenance of Laboratory

equipment's and their calibrations.

- c. Responsible for indenting and purchasing of Stores, Stationery and Consumables for Laboratories and Workshops.
- d. Maintenance of inward and outward corresponding Registers with all required details.
- e. Maintenance and issue of Transport concession forms together with Bonafide Certificates.
- f. Maintenance of Attendance Management.

6.9.ACCOUNTS OFFICER:

- a. The accounting process in the Institution is fully Computerized. In this setup, the responsibility of the accountant includes:
- b. Planning, Organization and maintenance of the college, Hostel and General Stores Account.
- c. Maintenance of petty cash, Accounts and Advances.
- d. Maintenance of accounts of Research Projects sponsored by AICTE, DST, CSIR etc.
- e. Audit responsibility in respect of internal audit once a month and external audit once a year.
- f. Maintenance of all kinds of deposits and refunds together with their records.
- g. Preparation and filing of Income Tax Statements for the Institution Employee.
- h. Settlement of Bills.
- i. Preparation of Monthly Salary and its Statement of Accounts.
- j. Assisting the Principal in the preparation of the Annual Budget.
- k. Ensuring overall efficiency of the accounting section of the Institution office and Management of the accounting Employee

CHAPTER 7 – CONDUCT AND DISCIPLINE

7.1 CONDUCT & DISCIPLINE:

- a. Every Employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an Employee of an Institution.
- b. Every Employee shall abide by and comply with the rules and regulations of the Institution and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is to deal during the course of his/her duties.
- c. Every Employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal during the course of his/her duties.
- d. Every Employee shall endeavour to promote the interest of the Institution and shall not act in any manner prejudicial thereto.
- e. No Employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist in any other manner any political movement or activity.
- f. No Employee shall join or continue to be a member of an association with objectives or activities that are prejudicial to the interest of the sovereignty of India or the public order or morality. IF any organization engages in activities prejudicial to the interest of the sovereignty and integrity of India or public order or morality, the institution shall follow the decision taken by the state government
- g. No Employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary Artistic or Scientific Character, the employee shall obtain prior permission of the authority.
- h. An Employee of the Institution shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected in any way by the influence of such a drink or drug.
- i. Obligation to maintain secrecy every Employee shall maintain the strictest secrecy regarding the Institution affairs and the affairs of its Constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institution Employee, unless compelled to do so by his/her superior officer in the discharge of duties.
- j. An Employee of the Institution shall not, without the prior Permission of the Management engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any employment or office while on duty on leave,

whether stipendiary or honorary.

k. No Employee of the Institution shall enter into any partnership, accept any fees, endowment or commission whatsoever from any person other than the college, except with the prior permission of the Management.

CHAPTER 8—WORKLOAD

1. All the Employees are informed to adhere to the norms stipulated by AICTE in its handbook pertaining to work load of the Employee for effective functioning of the Department.
2. Two hours of tutorial, Lib/ Net/ TWM/ Laboratory shall be counted as one Teaching hour.
3. The Workload of the Employee coordinating the final year Phase I and Phase II Project in all the Departments shall be considered equivalent to Laboratory hours.
4. The Workload of that Employee who are in-charge of Major responsibilities in the Institution such as Examinations/ Establishment/ Purchase/ NAAC/ NBA accreditation etc. Shall be reduced by the head of the Department depending upon the nature of the work accordingly.
5. The Workload of Employee shall be planned in productive manner with respect to nature of the roles, jobs and targets assigned to them by the Department/ Institution.
6. Employee shall be present in the Institution during the working hours unless engaged in any official work outside.
7. Employee shall take part in the responsibilities assigned by the Head of the Department.
8. Association Hours shall be handled by the respective association in charge of the Department.
9. The Department class Committee meeting in charge shall arrange class committee Meeting in consultation with the head of the Department with prior information to all the Members and Student representatives. The Committee shall ensure the progress of portions covered by the faculty Members. Lapse in the coverage of syllabus should be brought to the notice of the HOD immediately without any delay. HOD shall take suitable action to complete the portions within the stipulated time.
10. Class advisor and tutors should conduct tutor Ward Meeting periodically. The record should be maintained by them strictly and updated after every TWM hour and shall be informed to the HOD.
11. Academic coordinator shall prepare the Academic structure and Academic calendar in consultation with the head of the Department.
12. Time-Table coordinator shall prepare all the documents pertaining to timetable in consultation with the timetable in-charge of various Departments, overall timetable coordinators of the Institution and approval from the Head of the Department.
13. The HOD's Academic Coordinators, Timetable in charges shall not be allotted first hour in order to monitor the activities and proper functioning of the Department. The timetable in charge of each Department shall assist the HOD in Monitoring the Proper conduct of the Classes.

14. Employee who avail leave shall make alternate arrangements in advance with prior information and approval from HOD and should be informed to the timetable in-charge of the respective Department. The details of alternative arrangements made shall be recorded properly in the class alternation register without fail. All alternative arrangements, even in case of emergency, shall be reported to Head of the Department well in advance, before the Commencement of the class.
15. When HODs avail leave, the Department in charge should be assigned the responsibility and this should be intimated to the Principal.
16. Classes should not be cancelled by Faculty member for any reasons. Cancellation of any Class, if any shall be done only with the consultation of the Head of the Department. Details of cancellation of the Class shall be brought to the notice of the timetable in charges and documented properly. Also, it should be intimated to all the concerned Departments and authorities for alternate arrangements.
17. Tutorial hours should not be converted into theory hours. (Problems shall be solved for analytical subjects).
18. Employee should not conduct theory class during Laboratory unless it is essential in using the Laboratory equipment's.
19. Once the Timetable is finalized and approved by the HOD and Principal, faculty and Employee should abide and follow the timetable strictly without any deviation.
20. While choosing elective subjects, any one of the subjects shall be selected in common for the entire class and leaving the rest of the subjects as two options depending on the willingness of the students.
21. Classes conducted by the Faculty member shall be effective, significant and focused.
22. Control of Class is anticipated from each and every faculty member. Well planned, informative, Additional points, abreast of knowledge enhance effective class control.
23. Laboratory once allocated to the Faculty member for the conduct of a practical subject will not be changed during the semester.
24. Employee handling laboratory class should ensure the availability of the equipment's in the Lab before the commencement of the Classes. Shortage of equipment's if any should be brought to the notice of the HODs and concerned Lab in-charges well in advance before the commencement of the Classes.
25. Employee handling the practical subject shall verify the accuracy of results of all the experiments before demonstrating and permitting the students to do experiments.
26. Lab in-charges, Assisting Faculty & Lab Techniques shall find themselves in the Lab throughout the session (3 hours)
27. Maintenance of the Laboratories should be verified periodically by the Lab in-charge and monitored by concerned HODs.

28. Lab In charges for all the Labs of each Department shall be assigned and the lab Allocation/ Utilization schedule shall be displayed in each Lab.
29. Overall timetable coordinators shall submit the Master timetable (both in hard and soft copy) to the HODs and Principal for continuous monitoring.
30. The HODs and academic coordinator should ensure that the classes are being conducted promptly on time.
31. Employee deputed to monitor the late comers shall do the same strictly. They should make alternate arrangements and depute a suitable faculty member during their absence.
32. All the Employee should be available in the classes ay least 3 Minutes before the commencement of the period and shall not leave without arrival of the next faculty member. No class shall be left without a faculty member except during interval and lunch break.