

REVISED-AUGUST 29, 2022



# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
A.K.T Nagar, Neelamangalam, Kallakurichi, Tamilnadu - 606 213.  
Tel :04151 - 223577 Email :aktengg@yahoo.in/Website :www.aktmcet.in

## STANDARD POLICES AND PROCEDURE MANUAL

FOR HUMAN RESOURCES, ACADEMICS & NON ACADEMIC ACTIVITIES



# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

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## CHAPTER-I

### POLICY MANUAL

This standard policies & procedure manual has been prepared by adopting AICTE/NBA/NAAC/ANNA UNIVERSITY/NIRF/AISHE norms along with HR initiatives and suggestions received from all the stakeholders. The manual has been reviewed by the management and approved by the Governing Council Body (GCB) of the college during its meeting held on 18.05.2023. This policy manual should be implemented scrupulously by ALL THE STAKE-HOLDERS to ensure quality assurance and continuous growth. All stakeholders should strive to improve and make innovations to this policy manual particularly concerning good practices and may recommend them through Management. The Management as per necessity, practicality or otherwise may observe these policies with slight changes if required. But that should be presented to the Governing Council Body in its next meeting for ratification. This “Policies Manual Document” is referred to as “AKTMCET STANDARD POLICIES AND PROCEDURE MANUAL”.

PRINCIPAL  
A.K.T.MEMORIAL COLLEGE OF ENGG.& TECH  
KALLAKURICHI





## MEETINGS, MINUTES & SCHEDULES

S.NO	TYPE OF MEETING	FREQUENCY	TENTATIVE SCHEDULE
1	Governing Council Meeting	One time in a Year	Before starting every academic year
2	IQAC Regular Meeting	Two times in year	Commencement of every semester
3	Academic Review Meeting	Four times per semester	After completing every internal exams and end semester exam
4	Class Committee Meeting	Three times per semester	After completing every internal exams
5	Students' Feedbacks	Once, in a semester	End of the Semester
6	Students Grievances Committee meeting	As and when required	Will be open on Fridays of every week and as and when required
7	All Committee Meeting	Six Times, in a Year	1st Saturday, On alternate months
8	Stakeholders Feedbacks	Once in a year	At the beginning (Alumni & Industry) and before the end of the academic year (Students & Faculty)
9	Parents Day & Feedbacks	Once in a year	Department-wise Parents Day & Feedbacks
10	Final Year Students Feedbacks	Once in a year	Before the end of the final year students' Project Viva Voce
11	Alumni Meet	Once in a year	On the day of Graduation day.



## CHAPTER-II

### 2.1. INTRODUCTION

A.K.T Group of institutions was established by A.K.T Noble Cause Volunteers Trust for the uplift of the society through value education in the name of famous philanthropist, Late Thiru.A.K.Thagapillai. The management is having experience in academia for more than 2 decades. A.K.T. Memorial College of Engineering and Technology started in the year 2009-2010 as yet another feather on the crown of A.K.T Group of institutions. The institution is approved by AICTE, New Delhi and affiliated to Anna University, Chennai. The institution is located at Neelamangalam Village, 2 km east from Kallakurichi town on Chennai-Salem National Highway. The main motto of the college is to set up a core culture through the process of continual progress in teaching-learning, infrastructure and other educational services with the focus on co-curricular and extracurricular commitments to equip the students to meet out the need of job scenario of globalized environment.

### 2.2. VISION

- To be recognized globally as a leading institute that produces visionary and socially responsible engineers who make significant contributions on start-ups and towards the advancement of knowledge, technology, and society.

### 2.3 MISSION

- To empower and inspire the next generation of engineers to excel in their entrepreneurship, professional pursuits, contribute to global technological advancements, and address societal challenges.
- To provide a rigorous and comprehensive engineering education that equips students with theoretical knowledge, practical skills, and a mindset for continuous learning.
- To facilitate advanced learning and industry related projects.

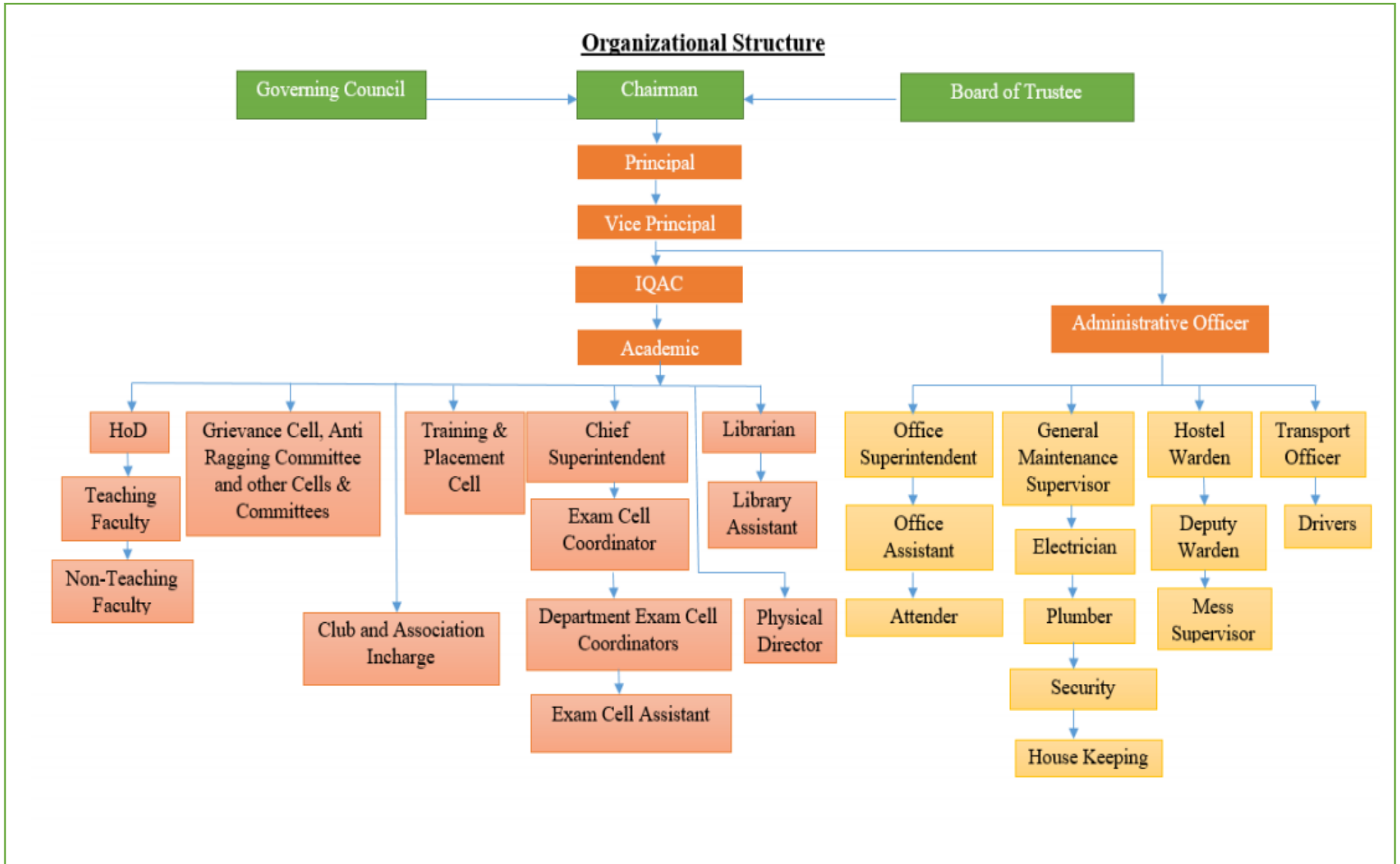


## 2.4. QUALITY POLICY

- Strive for excellence in teaching, research, and project-based learning to develop well-rounded, competent engineers.
- Implement effective student feedback mechanisms for continuous enhancement of teaching methodologies.
- Facilitate internships, industry visits, and guest lectures to bridge the gap between academia and industry.
- Encourage faculty and students to engage in cutting-edge research and innovation projects.
- Maintain state-of-the-art facilities, laboratories, and technology infrastructure to support effective teaching, learning, and research.
- Promote community engagement and social initiatives to contribute positively to society.



## 2.5 ORGANIZATION STRUCTURE





## 2.6. GOVERNING COUNCIL MEMBERS

The Governing Council besides being the supreme administrative authority of the college shall have the following additional functions:

1. To develop and review policies related to academic standards, admissions, faculty appointments, student affairs, and other relevant areas.
2. To ensure that the policies align with the mission and goals of the engineering college.
3. Review and assess the effectiveness of existing strategies and propose new ones as needed and approve the annual budget.
4. Evaluate the performance of top leadership and make recommendations for improvement or renewal.
5. Allocate resources such as funding, faculty positions, and infrastructure based on the college's priorities and needs.
6. Monitor and assess the quality of education and research programs.
7. Provide guidance and feedback on recommendations.
8. Identify and assess risks to the college and develop strategies to mitigate them.

S.No.	Name	Role	Designation
1.	Thiru.A.K.T.Mahendran	Chairman	Chairman, A.K.T Group of Institutions.
2.	Tmt.T.M.Lakshmipriya	Trust Secretary	Secretary, A.K.T Group of Institutions.
3.	Thiru.T.M.Rajendran	Trust Member	Managing Director and Financial Advisor, A.K.T Group of Institutions.
4.	Dr.Sivanesan Subramaniyan	University Nominee	Professor, Department of Applied Science and Technology, Anna University, Chennai
5.	Dr.N.Alagumurthi	Academician	Professor and Head, Department of Mechanical Engineering, Pondicherry Engineering College, Pondicherry
6.	Dr.R.Thanigaivelan	Member Secretary	Principal, A.K.T Memorial College of Engineering and Technology.
7.	Mr.Ajay Viswanathan	Industrial Expert	Founder and CEO, Superfast Solutions Pvt. Ltd, Salem
8.	Mr.V.Venushankar	Industrial Expert	Proprietor, Pearl Industrials, Coimbatore.
9.	Dr.P.Manikannan	Convener	Professor, A.K.T Memorial College of Engineering and Technology.





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## 2.7. COLLEGE MANAGEMENT TEAM

S.No.	Role	Name
1.	Chairman	Thiru.A.K.T.Mahendran
2.	Secretary	Tmt.T.M.Lakshmipriya
3.	Managing Director	Thiru.T.M.Rajendran
4.	Principal	Dr.R.Thanigaivelan
5.	Vice Principal	Dr.P.Manikannan
6.	Administrative Officer	Mr.P.Ramachandaran
7.	HoDs	All the Heads of Department
8.	Librarian	Mr.Saravanan
9.	Physical Director	Mr.M.Jayakumar
10.	Accountant	Mrs.Geetha
11.	Deputy Warden	Dr.S.Saravanan Mr.Sathiyaraj



## CHAPTER-III

### 3.1. Definitions

1. In these regulations, unless there is anything repugnant in the subject or context:
2. The term "Trust" refers to the "A.K.T Noble Cause Volunteers Trust."
3. "A K T Memorial College of Engineering and Technology" is referred to as "College" in this sentence.
4. "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means Managing Director (MD), Principal, Vice Principal (VP), Administrative officer (AO), Heads of Departments (HoD) or any authority empowered and vested with powers by the GCB to be of service to AKTCET.
5. "Government" refers to the "Government of Tamil Nadu",
6. "Employee" refers to anyone who works for the College, excluding those who are paid on a daily basis or on a part-time basis.
7. "Principal" refers to the institution's Head.
8. The phrase "Head of the Department (HoD)" refers to the head of the corresponding department.



## CHAPTER-IV

### ADMISSION AND SCHOLARSHIP POLICY

#### 4.1. ADMISSION POLICY

##### 4.1.1. Cut off Marks Calculation

- **Board of Study** : State Board / CBSE
- **Subject** : Mathematics (M), Physics (P) & Chemistry (C)
- **Cut off Calculation** :  $M + (P/2) + (C/2) / 200$

##### 4.1.2. ELIGIBILITY FOR B.E ADMISSIONS.

Community	Percentage of Marks eligible for B.E Programs		
	HSC academic	HSC Vocational	Lateral
	(Avg. of Mat, Phy, Che.)	(Avg. of Voc. T&P)	(Overall % in Diploma)
General	50%	50%	55%
BC/BCM	45%	45%	50%
MBC/DNC	40%	40%	45%
SC/SCA/ST	40%	40%	Pass

#### 4.2. POLICY FOR SCHOLARSHIP PROVIDED BY AKTNCV TRUST

A.K.T Noble Cause Volunteers Trust and A.K.T Memorial College of Engineering and Technology is proud to offer Educational Scholarship for students. Our educational scholarships for aspiring students are a testament to our commitment to providing individuals with the opportunity to pursue a world-class Education.



## 4.2.1. General Eligibility Requirements

- Meeting the minimum criteria does not automatically guarantee the applicant a scholarship. It is subject to approval by the TRUST.
- Scholarship is awarded on of first come, first served basis. Late application will not be entertained.
- The AKTMCET education scholarship is only applicable to tuition fees and bus fees (Within 4 Years of award period)
- The scholarship is only valid for the programme in which the application has enrolled or applicant's duration of study at the AKTMCET, Kallakurichi.
- The Scholarship is not exchangeable for cash or other alternatives.
- The scholarship recipient must be enrolled as a full-time student at AKTMCET and must continue to be a student at AKTMCET for the duration of the programme.

### Scholarship Category:

#### Category-1

**Name of the Scholarship:** Merit Scholarship by AKTMCET

#### **Eligibility:**

- a) 190.00 and above cut off marks in 12<sup>th</sup> exam for regular B.E First year admission.
- b) 90% and above marks in Diploma for lateral entry (LE) B.E. admission.

#### **Scholarship Amount:**

100% of tuition fees and other college fees during the period of study (transport/hostel fees and examination fees are to be paid).

#### Category-2

**Name of the Scholarship:** Merit Scholarship by AKTMCET.

#### **Eligibility:**

- a) 180 and above cut off marks in 12<sup>th</sup> exam for Regular for Regular for B.E First year Admission.
- b) 75% and above marks in Diploma for lateral Entry (LE) B.E. admission.



## **Scholarship Amount:**

75% of tuition fees and other college fees during the period of study (transport/hostel fees and examination fees are to be paid)

## **Category-3**

**Name of the Scholarship:** Economical Backward Scholarship by AKTMCET.

## **Eligibility:**

- a) Parent earning decreased and/or family income is less than Rs.2,50,000/year for the sanctioned period

## **Scholarship Amount:**

Rs.5000 to Rs.50, 000 per year for the sanctioned period.

## **4.2.2. Divyangjan policy:**

- The goal of Divyangjan policies is to foster a more inclusive society where individuals with disabilities can actively participate and contribute to their communities. This entails safeguarding their rights and ensuring access to necessary support and accommodations for independent and dignified living.
- The Right of Persons with Disabilities Act, 2016, prohibits discrimination against individuals with physical and mental disabilities. AKT Memorial College of Engineering & Technology, Kallakurichi, firmly opposes all forms of discrimination, including those based on disability. The college is committed to promoting a comprehensive and inclusive teaching and learning environment where disabled students and employees are treated with respect and equity.
- AKTMCET will accommodate the specific needs of students with disabilities by making reasonable adjustments to the curriculum and assessment framework. The institution will provide appropriate facilities and services to meet the requirements of disabled students and employees, adhering to government regulations.



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## Facilities available for Employee and students are given below:

- The buildings are equipped with ramps for accessibility purposes.
- Lifts and special toilets are provided.
- Wheelchair and assistance are provided in required locations
- If students are afflicted by communicable diseases like chickenpox during Anna University exams, arrangements will be made to provide them with a separate room for their examinations.
- In cases where students sustain fractures due to unforeseen accidents, a scribe will be assigned to assist them during their Anna University exams.
- Facilities are provided as per government rules from time to time.
- The institution has provided a barrier-free environment for the differently abled people.

## 4.3 POLICY FOR FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

The institute follows an annual budget procedure to ensure adequate resources for both recurring and non-recurring expenses, such as salaries, research and development, staff development, maintenance, and miscellaneous consumables, as well as for learning resources like e-books, magazines, journals, and the development of new facilities.

- The primary sources of funding are from student tuition fees and development fees.
- The budget is finalized based on input collected from various departments, and funds are allocated accordingly.
- The principal or head of the institute approves the budgetary requirements after inspecting them alongside department/section heads.
- Faculty members submit their sections' current and future requirements in a prescribed format to their respective section/department heads.
- The principal then consolidates the overall institute budget and forwards it to the management for final approval. Upon final approval, standard procurement procedures are followed.



- Provision is also made in the budget for any additional emergency expenses, and the final budget is prepared based on the existing resources available to the institute.
- College resources such as computer laboratories, auditoriums, seminar halls, and ground are available for utilization by industries for conducting online exams and other events.

## **Internal Audit:**

The finance team always checks invoices and receipts carefully to keep good records. The school thinks it's super important to do the money stuff right. Every year, they have someone check everything to make sure it's legal, and the bosses look at the report. They plan how to spend money smartly at the start of each year. The money people handle buying lab stuff, teaching materials, furniture, and fixing things. They also collect fees, pay wages and taxes, and give out loans.

## **External Audit:**

The institute appoints an external auditor to conduct audits of the Institute's financial statements. Qualified chartered accountants review the financial records after each fiscal year. These records, including income and expenditures, balance sheet, and notes on accounts, are certified. Audited financial statements are subsequently published on the institution's website, providing information to concerned individuals.



## CHAPTER V

### ADMINISTRATION POLICY

#### 5.1. ADMINISTRATION POLICY

- All written communication within the institution will be in English or Tamil language (if required by local authorities).
- All employees shall verbally communicate either with each other or with clients in the English or Tamil language or the language understood by him.
- All publications for external circulation issued by the Institution shall be reviewed by the Principal for English content and suitability
- All internal communication shall be printed or written in English and in Tamil language (if required by the law).
- All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the caller or receiver.
- All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language

#### 5.2. MOBILE USE AND COVERAGE

- It is the policy of the institution to ensure that there is a procedure for proper mobile phone use and coverage for official purpose.
- Teaching / Non-teaching Staff are advised not to attend to any phone calls while in the Class Rooms / Laboratories / Library.
- The concerned department head is required to be authorized person to handle emergency calls while the staff is inside the Class Room / Laboratories / Library.
- Staff member must notify their HoD / Office of any change in their mobile number within immediately on change.





### 5.3. COMMUNICATION

- It is important to ensure that there exists proper guideline for posting of circular, posters & other matters are properly displayed at notice board after prior approval from the Principal office.
- No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the notice board, walls, doors, in the institute without the prior approval of their HoD/Vice Principal/ Principal office.
- All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Vice Principal / HoD before the same is displayed.
- All such Notices and other information posted on the Notice Board must be reviewed by the Principal /Vice Principal/ HoD before the same is displayed.
- Staff members are required to report any information that they may have of any possible theft or Fraud including possibilities thereof to their HoD.

### 5.4. IDENTIFICATION CARDS (ID)

- To ensure the security of Institution premises, Students, Employees and Property, all Employees and Students are required to carry identification card provided by the Institution.
- All Students and Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information:
- Name, Photograph, Designation, Department, Year, Date of Joining, Address & Blood Group.
- Students and Employees will be required to wear their I.D Cards along with the lanyard at all times while on premises.
- When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the Office.



## CHAPTER-VI

### EMPLOYMENT POLICY

#### 6.1. RECRUITMENT POLICY

- The recruitment of staff members is need-based.
- HoD will submit the staff requirements, based on workload, to the Principal through Vice Principal.
- Principal will seek approval from management to recruit staff
- 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 Vice Principal/Principal / Managing Director.
- Candidates for non-teaching posts are selected based on practical test conducted by department selection committee and if need be a final round of one-on-one interview by the Vice Principal/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 level of commands/reporting to and taking responsibilities in the absence of supervisors.
- ✓ The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance
- 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.



## 6.2. STAFF QUALIFICATION POLICY as per – AICTE & ANNA UNIVERSITY (As per AICTE Gazette Notification Dated: 01.03.2019)

### Engineering & Technology

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Assistant Professor (AP)</b>	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
<b>Associate Professor (ASP)</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch <b>AND</b> At least total 6 research publications in SCI/SCIE/UGC care / AICTE approved list of journals	Minimum of 8 years of experience in teaching /Research / industry out of which at least 2 years shall be Post Ph.D. experience.
<b>Professor</b>	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. <b>AND</b> At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion <b>OR</b> At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.



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CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Principal</b>	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch  <b>AND</b>  At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor

## Humanities and Sciences

**(As per UGC Gazette Notification Dated: 18.07.2018)**

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Assistant Professor (AP)</b>	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
<b>Associate Professor (ASP)</b>	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject <b>AND</b> Minimum of seven publications in the peer-reviewed or UGC-listed Journals	8 years' experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry



CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>Professor</b>	<p>Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals.</p> <p style="text-align: center;"><b>OR</b></p> <p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>	<p>A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate</p>

### 6.3. PAY ALLOWANCES, INCENTIVES AND 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 and Managing Director on performance appraisal of the employee based on the recommendations of HoDs.
- Incentives may include monetary rewards, non-monetary rewards, or a combination of both.
- Cash bonuses, Gift cards or vouchers and Complementary Casual leave
- Staff members may be eligible for incentives based on the following criteria:
  - Significant contributions towards end semester exam results
  - Completion of a specific project or task with outstanding results.
  - Leadership qualities and effective teamwork.
  - Positive impact on student outcomes or satisfaction.



## 6.4. EXTENSION OF TEMPORARY STAFF SERVICE

- Temporary staff members who have completed their initial contract period may be considered for extension based on operational needs, performance, and funding availability.
- Requests for extension of temporary staff service must be submitted by the respective department head / Principal Office to the HR department.
- The request should include justification for the extension, performance evaluation results, and the proposed duration of the extension.
- The Human Resources Department will review the request and forward it to the Chairman/Managing Director for approval.
- The extension of temporary staff service may be terminated earlier than the specified duration in exceptional circumstances, such as organizational restructuring, unsatisfactory performance.

## 6.4. PROMOTION POLICY

- Staff members must meet the following eligibility criteria to be considered for promotion:
  - Completion of a minimum period of years in their current position.
  - Annual performance appraisal report and demonstrated competency in their current role.
  - Educational qualifications, certifications, and relevant training as specified for the position being considered for promotion.
  - Recommendation from respective department head/Vice Principal/Principal office.

## 6.6. STAFF ANNUAL PERFORMANCE APPRAISAL POLICY

- Performance appraisals will be conducted annually for all staff members.
- Performance appraisals will be based on :
  - Every year, the staff member is required to provide an open and honest performance report outlining their achievements in academia, research, and administration.
  - Communication and teamwork and Problem-solving and innovation,
  - Adherence to college policies and procedures,



- The concerned department heads will conduct performance appraisals for their respective staff members.
- The department heads will make a comment and an observation about the appraisal. The Management, Principal and Vice Principal must evaluate and approve the Appraisal form.
- All performance appraisal information will be treated confidentially and shared only with individuals directly involved in the appraisal process.

## 6.7. RESIGNATION POLICY

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

S. NO	CATEGORY	NOTICE PERIOD
1	Teaching Staff	Three months' notice or salary in lieu of notice at the discretion of HR Dept.
2	Non-Teaching Staff	One month notice or salary in lieu of notice at the discretion of HR Dept.

- The employees of the Institution should get the No-Due Certificate dully signed by the authority mentioned in the NoC as prescribed by the Institution as annexed.
- The institution reserves the right to ruminant the services of an employees by giving one month notice or one month salary in lieu thereof without assigning any reasons.

## CODE OF CONDUCT – STAFF at College

- Staff members are expected to conduct themselves with professionalism at all times, treating colleagues, students, and stakeholders with respect, courtesy, and fairness.
- Demonstrate honesty, integrity, and transparency in all professional interactions and decision-making processes.
- Respect the confidentiality of sensitive information, including student records, personnel matters, research data, and proprietary information.
- Familiarize themselves with and adhere to all college policies, procedures, and regulations governing their conduct and responsibilities.



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- Pursue continuous professional development opportunities to enhance skills, knowledge, and expertise relevant to their roles and responsibilities.
- Prioritize the safety, health, and well-being of students, colleagues, and visitors in all activities and operations.
- Maintain open and transparent communication with colleagues, supervisors, and stakeholders, fostering a culture of trust and accountability.
- Compliance with the code of conduct is mandatory for all staff members, and violations may result in disciplinary action, up to and including termination of employment.
- The college will enforce the code of conduct fairly and impartially, ensuring due process and respect for the rights of all individuals involved.





## CHAPTER VII

### COLLEGE LEAVE POLICY

#### 7.1. LEAVE POLICY

- The very objective of framing the Leave policy in our institution is to provide reasonable opportunity to the members of staff to meet their medical emergencies and also to attend to their personal and domestic problems as well as requirements.
- Unless a member of staff is free from other burdens, concentrating on his teaching and other official functions could be affected adversely, is the idea behind providing them with the reasonable opportunity to take leave from their duties while earning their salaries for such leave of absence. Keeping these aspects in view the policy is designed/ formulated.
- All the members of both teaching and non-teaching staff who have put in a minimum of one month service and are confirmed on the regular rolls of the college would be eligible for the leaves detailed herein below.
- Other employees those who have not put in minimum service as prescribed and those who are on temporary / probation and working on daily wages will be given casual leave on pro-rate basis

Responsible : Individual  
Approver : Principal  
Support : Head of the Department  
Inform : Head of the Department

#### 7.2. CASUAL LEAVE (CL):

- Employees are entitled to 12 days of Casual Leave per year of employment.
- Casual Leave may accrue on a monthly basis, as outlined in the college leave accrual policy.
- Casual leave should be availed with prior approval from the HoD and after sanction from the Principal.
- However, in case of emergency where there is no opportunity to take prior approval, information should be given to the HoD through message or through phone and submit the Casual Leave application immediately on resuming duty. Such facility is allowed only twice in a period



- In case of repetition on 3<sup>rd</sup> time then the leave will be treated as loss of pay (LOP).
- Casual Leave can either be prefixed or suffixed with holiday/weekly offs, not on both sides of the holidays/weekly offs. In case Casual leave is availed on both sides of a holiday/Weekly off, Intervening holidays or weekly offs will be considered as casual leave and CL to that extent will be debited from the leave credit of the member of staff.
- Casual leave cannot be permitted to be availed for more than 03 days on each occasion.
- However, in case a member of staff does not avail the causal leaves during the previous months, such un-availed casual leave can be carried forward to the next months of the calendar year.
- Unavailed casual leave (left over casual leave) after the calendar year i.e., 31st December will automatically get lapsed.

### **7.3. MEDICAL LEAVE (ML):**

- All staff members, whether teaching or non-teaching, are entitled to take medical leave without pay.
- An employee availing Medical Leave due illness should give the probable date of resuming duties basing on the doctor's certification to consider his / her request for approval/sanction of leave by the HoD/ Principal.
- Medical Leave can be prefixed or suffixed with holidays/weekly offs. However, such holidays occurring during (in Between) the period of leave will be counted as part of Medical Leave.
- Member of staff availing medical leave has to attach Medical Certificate from a Registered Medical Practitioner, while availing medical leave, irrespective of number of days.

### **7.4. MATERNITY LEAVE:**

- A member of woman staff should have completed one year service for getting eligible for Maternity leave.
- Maternity leave will be granted upon request from female staff members, subject to prior approval from the Principal and subsequent sanction from the Management.
- Maternity leave will be provided to female staff members with no pay.



## 7.5. ACADEMIC LEAVE:

- Teaching staff who have completed one year of service are allowed to take academic leave for pursuits such as obtaining higher qualifications like Ph.D. or attending seminars, symposiums, workshops, etc., which may personally enhance their career.

## 7.6. COMPENSATORY OFF or COMPLEMENTARY CASUAL LEAVE (CPCL)

- Compensatory off is granted to those members of staff, who have performed duties on their weekly off/ holidays, with the prior written permission from the principal.
- While working on Sunday or on any other declared holiday, staff should work for a minimum period of eight working hours for eligibility of one Compensatory Off.
- In order to meet exigencies of Institution work, employees who are permitted to work on their weekly off/declared holidays will be allowed to avail compensatory off.
- The compensatory off earned during the six months' period i.e., either during the first six months or during the second six months of the calendar year, should be availed within that six-month period only.
- Unavailed days of compensatory offs of any six months' period cannot be carried forward to the next six months under any circumstances.
- Compensatory off will be sanctioned by the HoD with the recommendation of the Principal. Compensatory off should be availed with prior approval from the Principal.

## 7.7 ON DUTY:

- In case a member of teaching and non-teaching staff is deputed by the management on the specific instructions of the University on duties like External examiner, Observer, for Paper evaluation, PhD (Course work, seminar, Meeting & viva-voce,) for attending conferences, seminar, workshops & FDPs or any such other official function either of University or of the college, then his period of absence to the college will be treated as Official Duty.
- On Duty will be sanctioned by or the recommendation of the Principal.



## 7.8 VACATION LEAVE:

- All the regular full-time teaching members 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 2 weeks' vacation leave. The vacation leave split up as follows:

S.NO	PARTICULARS	NO.OF DAYS
1	One week during winter	07
2	One week during summer	07

- All the regular Non-teaching staff members 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 1 week vacation leave. The vacation leave split up as follows:

S.NO	PARTICULARS	NO.OF DAYS
1	One week during Summer	07

## 7.9. STAFF WELFARE MEASURES

- All the staff members are eligible for 12 days of causal leave for each academic year.
- Staff members engaged in academic or non-academic work on vacation may receive remuneration on any working day during that month.
- Academic staff are allowed 25 days of On Duty in a single academic year.
- Free transport is offered to both teaching and non-teaching staff.
- Financial support is up to Rs.5000 and OD will be provided to teaching staff during the academic year for attending FDPs, Conferences, Workshops, professional development and administrative training programs etc.
- All full time teaching faculty members publishing technical papers in Scopus/SCI indexed journals will be an incentive of Rs. 5000/- per paper.
- The college also organizes FDPs for faculty members in the general areas of effective teaching learning process/Research/pedagogies as well as on core engineering subjects.
- Financial support for book publishing will be provided.



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- Financial assistance for membership payments with professional body.
- On-Duty will be offered for Programme attendance and Ph.D. research work.
- To achieve OD, guidelines must be followed.
- Cash incentives will be granted to instructors who achieve 100% academic performance.
- Faculty who obtain prizes and Rs. 1000/- and Rs. 500/- recognitions at the national and state levels are given cash incentives.
- A marriage gift of Rs.2500/- is provided to faculty and staff.
- Faculty may use their qualified vacation leave for marriage or medical treatment.
- Faculty who stay in the hostel are given with free lodging.
- Employee Provident Fund



## CHAPTER VIII

### STAFF ROLES AND RESPONSIBILITIES POLICY

#### 8.1. ROLES AND RESPONSIBILITIES

##### **Principal**

- Principal shall be the Head of the Institution
- Principal is responsible for the overall excellence in all spheres of activities of the College.
- He will be the Ex-Officio Member-Secretary of the Governing Council.
- He will issue circulars on all matters of Administration and Academics
- He will be the reporting authority for all academic and administrative staff.
- He will sanction and regulate leave and OD in accordance with leave rules.
- He will forward all personal and official correspondence from staff and HODs addressed to the Management with his remark / comments / recommendations.
- He will conduct monthly meeting of HODs and Monthly Staff meeting and arrange to send the minutes to the Management
- He will regularly report all activities pertaining to administration and academics to the Management
- He will ensure smooth conduct of theory and lab classes, syllabus coverage, and orderly conduct of the internal exams
- He will be acted as chief superintendent at Anna University examinations
- He will be acted as chairman for internal college committees for smooth conduction of activities.
- He will monitor the co-curricular and extra-curricular activities, initiate and encourage measures for the participation of staff and students in such activities.
- He will guide the staff members in their career development and ensure their dedicated participation and performance in all institutional activities.
- He will call for annual budgets from various departments.
- He will form a committee which will scrutinize the budget proposals and then finalize the annual budget.



## Vice Principal

- Accreditation and inspection related activities and monitoring
- Support for AICTE / Anna University approval process
- Guide the Principal in Academics / Teaching Learning process
- Part of quality initiatives in Teaching learning
- Accreditation related activities
- Research enhancement activities / monitoring Research Labs
- Carry out the tasks assigned by the management

## IQAC Coordinator

- Establish quality benchmarks and parameters for various academic and administrative activities.
- Maintain records of various academic and administrative activities, including minutes of meetings, decisions, and other relevant documents.
- Facilitate the process of self-assessment and accreditation of the institution.
- Develop and implement mechanisms for collecting feedback from stakeholders, including students, faculty, and staff.
- Conduct periodic quality audits to assess the overall performance of the institution.
- Identify areas for improvement and propose corrective measures.
- Promote faculty development programs to enhance the teaching and research capabilities of the faculty.
- Monitor and enhance support services for students, including counseling, career guidance, and academic assistance.
- Publish quality documents, including the Annual Quality Assurance Report (AQAR), and share them with stakeholders.
- Collaborate with other cells and committees within the institution to ensure a holistic approach to quality assurance.
- Submit reports and recommendations to higher authorities, including the management and governing body.



## **Responsibilities of Administrative officer (AO):**

- Maintenance of principal's office as per principal's direction.
- Student's admission related works.
- All kinds of scholarships and related work.
- Helping the principal in conducting Governing Body / Academic Council Meetings.
- Recording the resolutions of the Governing Council Body / Academic Council Meeting and dispatching the same to the members.
- Assist the Vice Principal and Principal for Anna University affiliation works.
- Assist the Vice Principal and Principal for AICTE / NBA / NAAC related works.
- Maintenance and purchase stationary for the stores.
- Maintenance of leave record of Teaching & Non-Teaching staff.
- Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
- Maintaining the personal files of staff members.
- Maintaining the budget files.
- Maintenance of student's files & records and issue of original certificates to staff & students as directed by the principal from time to time except salary certificate.
- Consult the principal on any other issue which needs principal's directions and intervention.

## **Head of the Department (HoD)**

- Provide academic leadership within the department, setting strategic direction, goals, and objectives in alignment with the college's mission and vision.
- Monitor and enhance the quality of teaching and learning processes, including faculty development and student engagement initiatives.
- Recruit, select, mentor, and evaluate faculty members to maintain a competent and motivated team.
- Address student concerns, grievances, and disciplinary issues in collaboration with relevant college authorities and support staff.





- Will manage departmental budgets, resources, and facilities effectively, ensuring optimal utilization and adherence to financial policies and regulations.
- Will prepare the annual budget and send the same to the principal
- Will send periodical confidential report on staff performance and discipline and assist the Principal and Management in maintaining dedicated team of staff.
- Will collaborate with other departments, college administrators, and external stakeholders to address institutional priorities and challenges.
- Cultivate relationships with industry partners, professional associations, alumni networks, and community organizations to enhance collaboration, internships, and career opportunities for students.

## **Responsibilities of the Class Advisors (CA)**

- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HoD daily.
- Submit the list of students absent for the internal tests to the HoD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate.
- Submit the lists to the Head immediately.
- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HoD.
- Submit the master attendance register and list of absentees with reasons to the HoD /Principal office at the end of every day.
- Result analysis must be done after the announcement of results by the university/ College and also update student record regularly after knowing supplementary exam results in the current Semester.
- Motivate the students to attend the seminars without fail and
- Instruct the students to attend the internal / external exams without fail.
- Motivate the students to present papers in Conferences / Seminars at regional / national level.



- Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HoD.
- Seek the permission (Max One Hour and Three Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HoD and the principal

## **Responsibilities of the Faculty Members**

- Sign in the staff attendance register at 9.15 A.M on every working day unless he/she is on leave.
- Prepare good notes by referring to number of standard text books and university question papers, solve numerical problems in the class before asking the students to solve.
- Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HoD at the beginning of every semester and cover the syllabus as per the lesson plan.
- Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class.
- Suggest the list of books which are to be referred by the students for the subject being taught. Mark attendance in the classroom itself.
- Prepare and submit the internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
- Correct the answer scripts as per the key unbaisedly and post marks in time after verification by the students in the master registers available in the concerned HoDs room and submit the scripts to concerned HoD within stipulated period along with marks award sheet written with his / her.
- Consolidate and post the attendance in the master register on the last working day of every month.
- Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.



- Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class is mandatory for all types of leave.
- Engage the class work of the colleague who have assigned his/her class in the leave letter.
- Act as “Mentor” for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
- Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculty are advised to refrain from making alternative arrangements regularly.
- Route all the Correspondence through the office of the Head of the Department.
- Assist the HoD in exigencies and in developmental works.
- Be available in the Department during the working hours for consultation by the students.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed form signed by the concerned HoD and the Principal
- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card and over coat as long as you stay in the college campus.
- Not to carry Mobile Phones to the class room / exam hall for any reason.
- Follow the guidelines / instructions given by the principal from time to time.

### **Responsibilities of Training and Placement Officer.**

- Proposes annual T & P budget and arranges campus interviews.
- Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- Assists students develop and implement successful job search strategies.



## **Responsibilities of Exam Cell Coordinator:**

- Facilitates the Principal by carrying out the following functions:
- Arranges to prepare the list of candidates and the courses for which they are appearing for.
- Arranges for the issue of Hall tickets.
- Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Principal as per academic schedule.
- Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from Anna University.
- Arranges to forward the applications of students for the recounting photocopy and revaluation of answer scripts as the case may be.

## **Functions and Responsibilities of Librarian:**

- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- To manage library as well as digital library of the college.
- Arranges to prepare the library budget and policies relating to the library/Digital library.
- To encourage widespread usage of available information access facilities.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the principal about the same for procurement.
- Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- Provides URL links/resources for information on various study material
- Weeding out obsolete study material as per the college norms
- Disposal of weeded out material
- Maintain the books in good condition
- Seeks suggestions / feedback on databases used.



- Provides digital library access from anywhere on campus.
- Establishes specialized search facilities for faculty's teaching and research needs.
- Establishes a repository of cases and keeps adding new cases on a continuous basis.
- Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
- Facilitates conduct of reading sessions.
- Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
- Makes arrangements in the library for hooking up laptops.
- Develops a system for posting new additions online.
- Any other work related to library that may be assigned from time to time.
- Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
- Coordinates with departmental library in-charge for smooth functioning of department's library
- Provides all statistical information pertaining to the library

### **Responsibilities of Technical staff:**

- Sign in the attendance register at 9.15 AM on everyday unless and otherwise he/she is on leave.
- Be available in the lab during working hours. Ensure that the equipment and lab is clean and in good condition
- Report about any non-functioning equipment to the HoD in time through lab in-charge.
- Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
- Close the windows and lock the doors in the evening while leaving the campus for the day.
- Be available in the lab when extra lab classes are conducted during holidays.
- Be thorough with all the experiments conducted in the lab.



- Maintain the maintenance execution register regularly and submit to HoD twice in a month.
- Be the stock in-charge in the respective lab.
- Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
- Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card as long as you stay in the college campus.
- Not to carry Mobile Phones to the class room / exam hall for any reason.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HoD and the principal

## **Systems Administrator**

- Manages all the activities relating to Computer systems and networking
- Looks after the repairs and maintenance of Computer systems and its networking
- Arrange availability of Internet connection whenever required.
- Facilitating and maintenance of software for the systems in the campus including operating system updates and configuration changes
- Installing and configuring new hardware and software.
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.

## **Responsibilities of Office staff:**

**“Office Staff” means the employee of Academic, Administration, and Accounts Section.**

- Sign in the attendance register at 9.15 AM on every working day unless and otherwise he/she is on leave.
- Shall perform their duties with sincerity and maintain confidentiality.



- Be conversant with the rules and regulations and the relevant procedures involved related to their works.
- Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
- Pre-plan the day's/week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
- Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
- Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
- Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress i.e. saree.
- Wear ID card as long as you stay in the college campus.
- Follow the guidelines / instructions given by the principal from time to time.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HoD and the principal

## **Transportation:**

- The institute buses are running on "No Profit No Loss" basis.
- Driven by a team of trained drivers, a large fleet of buses route 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 using the prescribed vehicle booking form as annexed.
- Reducing the risk of vehicle overloading



## Hostel Residential Warden

- Overall, in charge of hostel facilities, hostel mess, students' discipline in the hostel and medical needs of hostel students during their stay in the hostel.
- Maintaining list of admitted students and Allocation of rooms to students
- Ensuring timely provision of food to the students and Monitoring hostellers' leave and permission
- Ensuring hygiene and cleanliness in the hostel premises
- Ensuring attendance of hostellers for coaching classes conducted after college working hours

## Responsibilities of Physical Director:

- Reports to Principal
- Ensures smooth conduct of sports and Ensures proper use of sports material and facilities
- Purchase of sport items by coordinating with AO and Principal
- Encourages students to participate in zonal/university tournaments
- Creation and upkeep of sports facilities and Proposing annual budget for sports
- Ensures discipline among students in campus
- Ensures NO Ragging activity takes place and Oversees medical facilities on campus
- Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to Principal on monthly basis and Helps in the organization of various events in the college

## Attenders

- All attenders should be available in the college by 8.30 am or as per the departmental requirements and leave the premises fifteen minutes after the Heads of various sections leave the departments.
- They should be present with neat appearance.
- They should take the keys from principal's office after signing in the register.
- They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- They should ensure proper locking of the rooms/labs/premises and close windows as well





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as switch off lights/fans, close water taps and deposit the keys in the principal's office.

- They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- They should give respect to the superiors and extend full cooperation to other attenders.
- They should not allow any unauthorized persons to enter the departments/office without proper verification.
- They should perform any additional duties assigned from time to time.
- They are expected to respect visitors, parents, staff and students.



## CHAPTER IX

### STAKEHOLDER FEEDBACK POLICY

#### 9.1. INTRODUCTION:

The institute works hard to offer the best learning environment and experience in order to inspire the students to work hard and achieve academic excellence. Students, Professors, employers, parents and alumni are few of the groups, the institution consults for advice. These participants are crucial to the evaluation, development, and growth of the learning experience quality. The useful suggestions are considered from the feedback which is analyzed thoroughly, and the necessary actions are taken.

#### 9.2. FEEDBACK MECHANISM:

The main goal of this policy is to get stakeholder feedback on effectiveness of the infrastructure and teaching and learning process. Opinions are solicited for all courses from the range of stakeholders. After analyzing the collective comments from all stakeholders, a thorough report detailing the measures need to be taken is prepared. The Principal along with department Heads and IQAC choose institute-level corrective measures. If necessary, the feedback report is communicated to the management, for further action.

The following feedback process is created to gather and assess the comments for every academic year.

- Comments received from a variety of stakeholders, such as parents, employers, alumni, teachers, and students.
- Kredo voice out web forms are used to create feedback forms and generate URLs for various forms.
- A feedback link has been offered to all stakeholders on our institution's website and a time frame has been set up for the procedure of receiving feedbacks.
- Stakeholders are asked to respond to the inquiries and rate the statements as excellent, very good, good, fair, or bad.
- Stakeholder feedback is gathered and examined. Reports on the departments and stakeholders analyses have been created and evaluated in department meetings with the



IQAC coordinator to identify the appropriate steps to be implemented to develop the teaching learning process.

### 9.3. CONSOLIDATION & CORRECTIVE ACTION TAKEN:

- A Committee is formed by the IQAC to review the feedback obtained from departments on curriculum aspects and to identify the roadmap for execution.
- The major gaps in curriculum are identified and submitted to the board of academic course.
- Skill development courses are introduced for the students through various Industry trainer and Naan Mudhalvan scheme.
- Soft Skill training programmes are conducted to improve the interpersonal skills of the students. IIC cell is started for motivating the students to become entrepreneurs
- All departments are mandated organize national/international level symposia, conference and technical seminars to keep the students and faculty updated in the recent advancements.
- Faculty and students are encouraged to complete NPTEL/SWAYAM courses.
- Faculties are encouraged to attend FDPs on current technical topics.
- Faculty are advised to use modern pedagogical tools and blended learning mode wherever possible.
- Additional classes are provided for analytical paper to produce better results.
- Special classes in theory and lab sessions is arranged for the completion of the syllabus portion before the internal assessment.
- Orientation regarding the university examination and additional revision classes for the challenging students is organized. Based on which, students are able to solve the complex problems with improved confidence
- Each action taken is documented. At the end of the year the action taken report and feedback analysis report are made available in the college website.



## CHAPTER X

### IT POICY

#### 10.1 IT Upgradation Policy

- Information technology infrastructure consists of hardware, software, network resources, and services.
- In addition, the institution has a variety of software, including college-wide common software such as Microsoft Campus Licence, ERP and Tally, and so on. Additionally, all departments have domain-specific software.
- Hardware and software acquisition
- Before purchasing or upgrading IT equipment, the Head of the Department (HoD) must obtain prior clearance from the principal.
- Based on the comparison study, identify the seller and place an order. Items of high quality will be purchased.

#### 10.2. Hardware Repair & Maintenance:

- Technicians are expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly
- If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement. Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator.

#### 10.3. Hardware Up gradation:

- A K T always recommends branded PC Models such as HP. DEL and Zenith. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the nest available budget cycle for an II budget increase.
- Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.



- The up gradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment.
- Lower configuration systems can be utilized for basic programming practices.
- A prior approval of specifications and requirement by the principal is essential.

#### **10.4. Software Up gradation:**

- Up gradation or new purchase of software will be made as per the curriculum requirements and industry standards.
- Faculty members and technicians must also stay current on any new technology, such as operating systems and software, that has been implemented in their place of employment and be prepared to address and handle it.
- Faculty members and technicians must also stay current on any new technology, such as operating systems and software, that has been implemented in their place of employment and be prepared to address and handle it.

#### **10.5. Internet Upgradation:**

- Internet bandwidth will be increased each year based on the need and AICTE/AU guidelines.



## CHAPTER XI

### RESEARCH PROMOTION POLICY

- Financial support in the form of grants, fellowships, and research stipends to faculty members and students engaged in research activities.
- This support may cover expenses such as equipment purchase, travel to conferences, and publication fees.
- Colleges invest in state-of-the-art research facilities and infrastructure to support research activities. This includes laboratories, computing resources, experimental setups, and access to specialized equipment.
- Colleges typically provide incentives for faculty and students to publish their research findings in peer-reviewed journals and to obtain patents for innovative technologies. These incentives may include cash rewards, bonuses, and recognition.
- Colleges offer professional development opportunities and training programs to enhance the research skills and expertise of faculty members and students. Workshops, seminars, and mentoring programs help researchers stay abreast of the latest developments in their fields.
- Colleges recognize and reward outstanding research achievements through awards, honors, and tenure/promotion considerations. These incentives motivate faculty members and students to strive for excellence in their research endeavors.



## CHAPTER XII

### E-GOVERNANCE POLICY

#### 12.1 E-Governance

Implementing an E-Governance policy in AKTM CET involves leveraging digital technologies to enhance administrative processes, communication, and overall efficiency.

#### Scope:

The scope of the policy extends to the following areas

- Administration including complaint management
- Student's admission
- Examination
- Library
- Accounts and finance

#### Objectives:

- Implementing e-governance across all functional units of the institute.
- Establishing a Wi-Fi-enabled campus.
- Transitioning to a paperless environment.
- Establishing a fully automated library.
- Monitoring all college activities.

#### Website:

- In general institute website [www.aktmcet.in](http://www.aktmcet.in) will act as an information center for the stakeholders and it will reflect the activities carried out in the institute. All policies, meetings, departmental activities, programme offered, COs, POs, PEOs, and MoUs are disseminated in the website.

#### Administration:

- Policy has been taken to have the automated attendance for the staff. So the biometric attendance management system is installed and used.
- Policy has been taken to generate the monthly reports, and semester end reports through software. The Policy has been taken to use excel to maintain the effective database.
- Policy has been made to make the paper less administrative and make use of E-mail for communication.
- The Policy has been made to ensure the effective function of all CCTVs in the college.



## **Student Admission:**

- Policy is made to have an open and transparent strategy for the admission process. So the admission enquiry, eligibility criteria, and the admission details provided in the college website.
- Further to strengthen the dissemination process, the college displayed its brochure and banners which is display on the website.

## **Accounts:**

- Policy have been taken that the AKTMCET continues to maintain its account on tally. Policy also made to update the software on need basis.

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## **Examination:**

- The Policy has been taken to be in line with affiliated Anna University so the examination software can be the same as the Anna University portal.
- In the portal students course selection, marks, attendance and results are posted periodically and the students can view their internal marks and end-semester results and can report discrepancies if any e-governance policy of Anna University is to be adopted in this regard.

## **Library:**

- Policy has been taken to update the DELNET software for the library process.
- Policy has been made to maintain the stock in the software.
- The policy has been taken to update the e-learning resources on need basis for the benefits of learners.
- Policy has been taken to have bar code mechanism to lend the books and to have the entry through bar code
- Develop a digital library system that provides students and faculty with access to a vast array of academic resources, journals, and research papers.





## CHAPTER XIII

### GREEN CAMPUS POLICY

#### 13.1. GREEN AND ENVIRONMENT POLICY

##### Scope:

- To provide eco-friendly environment by maintaining clean and green campus.
- To maintain a beautiful landscape with plants and trees in the college premises.

##### Policy:

- The institute maintains green & clean campus by inculcating the habit of planting trees through tree plantation events.
- Awareness programs, Seminars & Videos are displayed to the student about the ill effects of global warming & greenhouse effect.

**The following initiatives are taken by the institute to maintain the green campus**

##### a. Green initiatives

- Two gardeners are appointed to water and maintain plants and trees regularly in the campus.
- In association with Tamil Nadu Forest Department, Kallakurichi and AKTMCET NSS wing, tree plantations events are conducted inside the college premises.

##### b. Environment related initiatives

- Rain water harvesting tank is available in the campus to harvest the rain water.
- The rain water from the roof is directed to the garden.
- Solid wastes such as dried leaves and tree wastes are collected from are converted as manure.
- Use of Email and Whatsapp communication is promoted for paperless work to reduce the paper waste.
- House keepers are appointed for maintaining the campus clean.



## 13.2. DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

### Scope:

- To promote waste management and ensuring healthy wellbeing of all our stakeholders by abiding Swachh Bharat principles. This policy gives the insight about the method of management, collection and disposal of waste in the campus.

### Solid Waste Management:

- Solid waste are collected in daily basis in dust bins at different locations
- The collected waste is segregated into bio and non-biodegradable waste and taken to the dumpy yard using tractor with trailer.

### Liquid Waste Management:

- The waste water from the Reverse Osmosis plant are collected in the tank and used for irrigating trees and plants.

### E-Waste Management:

- AKTMCET has very efficient mechanism to dispose E wastes generated from various sources. E-wastes are generated from computer laboratories, electronic labs, Physics Labs, Chemistry Lab, Academic and Administrative Offices.
- The Collected E-waste are stored in the store meant for it. The collected E wastes are picked up by the authorized vendors once in a year.
- In case huge accumulation of the E-Waste, based on the advice of the Principal it will be disposed immediately to the vendors.

### Rain Water Harvesting:

- Rain water is collected from the main building, hostels, open auditorium, canteen and all other building in the college.
- The entire rain water is diverted to the rain water harvesting pit situated in the college premises. They are totally 2 rain water pits present in the campus.



### 13.3. ENERGY RESOURCES POLICY

#### Scope:

- To promote renewable energy resource utilization and to provide an eco-friendly, sustainable environment.

#### Policy:

AKTMCET is continually committed to utilize renewable energy in order to reduce energy costs and fossil fuels. This will be achieved by:

- Creating awareness among the stake holders about energy saving through posters and placards.
- Ensuring building with proper insulation.
- Regular maintenance of AC systems.
- Adhering to all applicable legal and regularity standard on energy consumption and efficiency.
- Encouraging the use of renewable energy sources and lowering greenhouse gas emission.
- Enabling power management settings on computer and laser printer to cut back on wasteful energy
- Turning off unnecessary light, equipment's when not in use
- Using of LED or Compact Fluorescent Bulbs.
- The usage of non-priority loads are switched on or off to during non-peak hours
- Making full use of natural light and ventilation
- Ensuring sufficient power of backup energy on college campus
- Solar plant is installed in the top of campus and the power is utilized for ON-GRID inside the campus.
- LED bulbs and power efficient equipment's are used for power consumption.
- Get an energy audit.



## 13.4. WATER CONSERVATION POLICY

### Scope:

- The promote Water Conservation policy aims to encourage all the stakeholders of AKTM CET to understand the importance of water conservation as well as increase the water conservation in college campus through methods that are consistent and safe.

### Policy:

- A network of rain harvesting systems ensures continuous recharging of ground water table. The rain water harvesting wells are already constructed and maintained in the institute as per the standard guidelines.
- The drip irrigation system is used to water the trees and plants.
- Placards are in place to provide the awareness on water conservation.
- Regular and periodic maintenance of pipe fitting and taps are conducted to prevent the leakages of water.
- The ground water is pumped into storage tanks located at different places in the campus. There are four numbers of overhead storage tanks in the campus. The water is distributed through well laid pipe network.
- Waste water from the RO plant is utilized for watering the trees and plants.
- Entire distribution system is well supervised by civil works committee to ensure that there are no leakages and wastages of precious water through joints, valves etc.
- Waste usage of water is reduced using low pressure flushes.
- All the stakeholders of the college are well educated to use water economically and efficiently.



## CHAPTER XIV

### 14.1. COLLEGE COMMITTEES and CELS

- Committee and Cells formation are a tool for staff participation in the Academic as well as the Administrative activity.
- Each staff member is given a responsibility in any one or more committees to participate and to contribute for the development of the Institution, as a whole Some of the Committees are :
  - Discipline, Anti-Ragging, Academic, Time Table, Syllabus Coverage, Research & Development, University Examinations, Library, Transport, Sports, Cultural, Campus Publications, Technical Association, Hospitality, Campus Maintenance, Grievance Redressal (Staff), General Grievance Cell (Students), Women Empowerment Cell , Exam cell, Hostel ,Placement, Alumni and Industrial Visit, Stores and Purchase, NSS,YRC, Placement, and Training, etc.

### 14.2. LIBRARY

- The library is located on the first floor with a total area of 4392 sq. ft (408 sq.m) and provides a peaceful atmosphere to update the knowledge of the students and the faculty members. The library consists of Digital library, automated with OPAC facility, well-furnished and spacious reading hall with more than 21000 volumes of books, 3626 titles, and 42 National and 42 International Journals and Periodicals. An OPAC facility is provided and the digital library has DELNET, which provides access to the e-resources.
- The library's working time is from 8:00 A.M. to 6:00 P.M. and is closed on Sundays and public holidays.

#### Rules and Regulations:

- Students/ Staff should record their visit in the e-Gate Register scanner, entry & exit visiting the library.
- All users of the library are required to produce their ID card when the library staff demands check.



- All users are requested not to bring their bags and other personal belongings inside the library.
- Complete silence is to be maintained inside the library.
- Misplacement of books in different locations is not acceptable.
- The arrangement of chairs and other furniture in the reading area should not be disturbed.
- Any user found to violate the library rules, the competent authority will take necessary action
- Users are requested to switch off the lights and fans while leaving the reading hall.
- The digital library is to be used for academic purposes only.

## Circulation Section

Following are the eligibility criteria for borrowing of books from the library.

Category	Particulars	No. of books allowed	No. of Days	Renewal
Students	Books	4	14	2
Staff	Books	5	30	2

- The books should be returned within a fortnight from the date of issue. Students who are returning books after the due date, will have to pay a fine at the rate of Rs.1 per day 1 per delay for another 10 days and Rs.5 per day thereafter.

## Digital Library:

- The library has 25 computers for accessing the e-resources on DELNET and NDLI.

## Services:

### Reprography

- A reprography facility is available at the circulation counter on payment for photocopying library materials with limited pages.

### Scanning & Printing

- Picture or document and article (journal / magazine) scanning facility is free of charge for library users.
- Print your digital library contents, which defaults from black and white printing at a cost of Rs.2 per page and photocopy Rs.1 per page.



## CHAPTER XV

### 15.1. GENERAL DISCIPLINE:

- In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated:
- Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of 1997. Any such act is liable for suspension, Dismissal and Penal Punishment.
  - Student should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
  - Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
  - Students should be punctual to the starting time of the college and stay in the college until the final bell is given.
  - Students should not possess Mobile phones in the premises of college campus. If found, will be ceased with penalty.
  - Students should wear I.D. Card as long as they are in the college campus.
  - During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
  - Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use the dust bins.
  - Students should maintain decency and decorum in the classroom.
  - Students should not slink or mess up with others items/cash/ books/calculators etc., in the classroom or college.

Students are strictly instructed to follow the above listed Rules and Regulations. Any violation of the General Discipline is liable for punishment (such as Suspension from attending college/Rustication, penalty, etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee. It is the responsibility of the students to safeguard the image and reputation of the college, in their own interest.



## Code of Conduct for Students:

- Students should enter the college campus before 9:15 am.
- Students should come with proper neat HAIR CUT and CLEAN SHAVE.
- Students should wear the ID card while entering inside the campus without fail.
- Students should enter the college with formal dress code and formal shoes without fail.
- Students should come with proper Tuck-in with Belt; Low hip pant is not allowed strictly.
- Students should not permit to possess or use mobile phones inside the college campus.
- Wearing of T-shirt, jeans and shaded pants, dress with different colors and several pockets to the pant and shirt with designs are not allowed in the college premises.
- The girl student should attend the college with “Chudidhar”.
- The foreign nationals studying in this college should follow Formal Dress Code.

## 15.2. COLLEGE WORKING HOURS:

<b>Students</b>	: 9.15 a.m. to 4.15 p.m. (Monday to Friday)
<b>Staff</b>	: 9.15 a.m. to 5.15 p.m. (Monday to Friday)
<b>Housekeeping</b>	: 08.15 am to 5.15 pm (Monday to Saturday) : 09.00 am to 01.00 pm (On Sunday)

### Note:

- 1<sup>st</sup> and 3<sup>rd</sup> Saturdays working day for students and all staff
- Sunday holidays only for all teaching and non-teaching staff only

### Break Timings:

<b>Tea break</b>	: 11.00 am to 11.15am
<b>Lunch break</b>	: 12.50 pm to 01.45 pm

### Library Timings:

<b>Working day</b>	: 08.00 am to 06.00 pm
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**Note: The library remains closed on Sundays and public holidays**





# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
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## NOTE:

ALL THE PRECEDING INFORMATION IS SUBJECT TO OCCASIONAL REVISIONS. THE MANUAL MAY UNDERGO AMENDMENTS AND MODIFICATIONS TO ALIGN WITH CHANGES MADE IN THE RULES, SYSTEMS, AND PROCEDURES OUTLINED IN THE STATUTES OR RULES OF THE COLLEGE OVER TIME.