ANNAI MIRA

College of Engineering and Technology

HUMAN RESOURCE POLICIES

ANNAI MIRA

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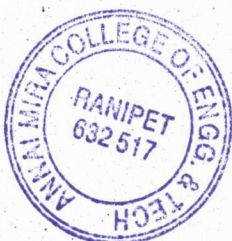Anna University, Chennai

HR Policy Manual

Vision and Mission

Our Vision

Our vision is to become the most preferred engineering college in Tamil Nadu by creating a student-centric ecosystem that fosters excellence.

Our Mission

- o Academic Excellence
- o Industry Readiness
- o Industry Collaborations
- o Quality Accreditations
- o Innovation Eco system

Dr. T.K.GOPINATHAN, M.E., Ph.D.,
PRINCIPAL
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College of Engineering and Technology
Arapakkam, Ranipet - 632 517.

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Institution,
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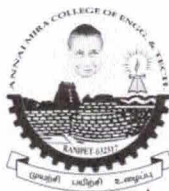Anna University, Chennai

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Dr. T.K.GOPINATHAN, M.E., Ph.D.,
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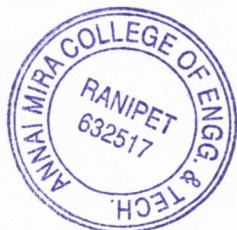Arapakkam, Ranipet - 632 517.

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1	**INTRODUCTION:**
	1.1 Annai Mira College of Engineering and Technology" in year 2012, is dedicated to the cause of imparting quality education in technical and professional areas.
2	**PREAMBLE:**
	2.1Title, application and the authorities to interpret, clarify, modify and to amend.
	2.1.1 The regulations contained in this HR Policy Manual' shall be called "Annai Mira College of Engineering and Technology "Administrative Regulations".
	2.1.2 These regulations shall be applicable to all the employees of the College, including those appointed prior to adoption of these regulations by the College.
	2.1.3In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.
	2.1.4The management shall have the authority to modify, amend and repeal any of the provisions of these regulations
3	**DEFINITIONS:**
	In these regulations, unless there is anything repugnant in the subject or context
	3.1.1"Trust" means "RT Educational Trust".
	3.1.2 "College" means "Annai Mira College of Engineering and Technology"
	3.1.3"Employee" means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages.
	3.1.4"Government" means the "Government of Tamil Nadu".
	3.1.5"Governing Body" means the Governing Body constituted as per the Bye-laws of the Trust
	3.1.6"Head of the Department" means the Head Department of the College

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![Annai Mira College of Engineering and Technology logo]

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	3.1.7 "Management" means the Governing Body.
	3.1.8 "Managing director" means the Managing director of the Trust.
	3.1.9 "Principal" means the Principal of the College.

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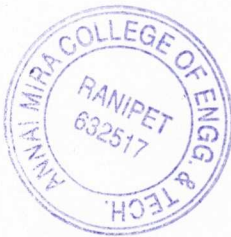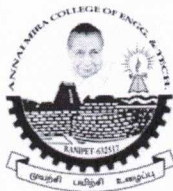Arapakkam, RANIPET - 632 517.

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CHAPTER-1

GENERAL SERVICE RULES

1. Recruitment of Faculty:

The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement at national level. However, temporary vacancies at the level of Assistant Professor are filled based on campus selection/ Walk-in-Interviews, and advertisement in local dailies by constituting a selection committee with the Principal, the Head of the Department concerned, and one or two external experts in the field of specialization concerned as members.

2. QUALIFYING SERVICE

The total period of service put in by an employee either in other Engineering Colleges or in AMCET shall be considered in all Engineering disciplines, Science and Humanities. However, for Science and Humanities, 50 % of services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account.

3. EXTENSION OF TEMPORARY SERVICE

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warning issued to them had no avail, and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the of temporary service.

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4 .PROMOTION POLICY

Promotion of regular teaching staff, personal to them, is only through the Career Advancement Scheme as per the AICTE/UGC Regulations as amended from time to time and as adopted by the management depending on the availability of funds.

5. ANNUAL PERFORMANCE APPRAISAL REPORT

The faculty member shall submit an open and transparent performance report every year, containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The performance Assessment committee headed by the Secretary and principal shall review the reports and finalize them. The assessment shall be used for the following purposes. Award of annual increments. Award of special increments and awards for superior performance Award of career advancement and promotion.

6 .RESIGNATION

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus Course/Semester/Academic Year.
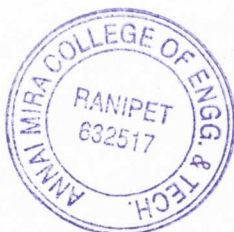
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7.RETRENCHMENT

Where retrenchment of any employee is rendered necessary by the management consequent on any changes relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to the availability of funds.

8.TERMINATION OF SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever. The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months' notice or three months' Salary in lieu thereof. The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

9.RETIREMENT

The age of superannuation for teaching staff will be 60 years, for Class-IV staff 60 years, and for all other categories of staff 58 years. Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however, be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.

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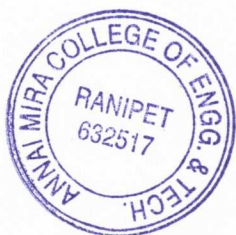Arapakkam, RANIPET - 632 517.

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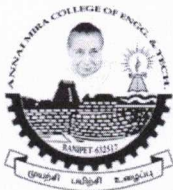## College of Engineering and Technology

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10 MISCELLANEOUS

✓ Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted by the Secretary.

✓ No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.

✓ Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his relationship with the members of the Governing Body, Principal, staff, students and visitors to the College

✓ No employee shall interfere in the affairs of the administration/departments/library and other agencies, allied to the College directly or indirectly.

✓ A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Principal or any other competent officer, who is duly delegated of the powers by the Principal.

✓ Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.

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CHAPTER-2

QUALIFICATION NORMS & SCALE OF PAY AS PER - PAY COMMISSIONS

CADRE	QUALIFICATIONS AND EXPERIENCE
ASSISTANT PROFESSOR	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B Tech or ME/M..Tech.

Pay Band:15,600-39,100+ AGP Rs. 6,000/-

In addition to Basic Pay (Rs. 15,600-) and AGP, candidates will also be eligible for DA

H.RA as admissible.

ASSOCIATE PROFESSOR	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and Ph.D. or equivalent, in appropriate discipline. Post-Ph.D. publications and guiding Ph.D. students is highly desirable. Experience: Minimum of 5 years experience in teaching and/or research and/or industry of which at Least 2 years post-Ph.D. experience is desirable.

Pay Band:37,400-67,000+ AGP Rs. 9,000/-

In addition to Basic Pay (Rs. 37,400) and AGP, candidates will also be eligible for DA. H.R.A as admissible.

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PROFESSOR	Qualifications as above that for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable. Experience: minimum of 10 years teaching and/or research and/or industrial experience which at least 5 years should be at the level of Associate Professor. **OR** ✓ Minimum of 13 years experience in teaching and/or Research and/or Industry. ✓ In case of research experience, good academic records and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection Committee. ✓ If the experience in the industry is considered, the same shall be at the managerial level equivalent to Associate Professor with an active participation record in devising/designing, planning, executing. analyzing, quality control, innovating, training. Technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection Committee.

Pay Band :37,400-67,000+ AGP Rs. 10,000/-

In addition to Basic Pay (Rs. 40,890) and AGP, candidates will also be eligible for DA.
H.R.A as admissible
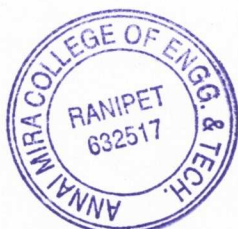
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CHAPTER-3

CODE OF CONDUCT FOR FACULTY AND STAFF

- ✓ An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.

- ✓ Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, particularly in his with the Principal, Staff, Students and Visitors to the College.

- ✓ No employee shall, without obtaining the previous sanction of the Principal , ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, Farewell and felicitation functions connected with the College.

- ✓ No staff member of the College shall, engage himself/herself in coaching privately, students for any remuneration.

- ✓ No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.

- ✓ No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.

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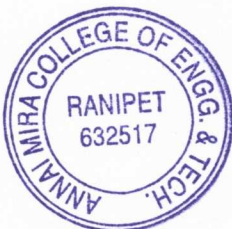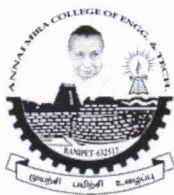Arapakkam, RANIPET - 632 517.

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✓ No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

✓ No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she resort to media with his/her grievances.

✓ An employee shall not, without the knowledge and approval of the Principal & management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.

✓ The Governing Body in exercising the provisions of these regulations, shall exercise the power, after giving the employee concerned, an opportunity to explain/defend his/her case.

✓ No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before rejoining duty.

✓ Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior.

✓ No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

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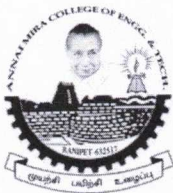Arapakkam, RANIPET - 632 517.

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- ✓ Any employee of the College can give his representation to the Principal and if necessary to the management with written permission, shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his/her service or affairs of the College.

- ✓ While in Office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. Do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the Establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.

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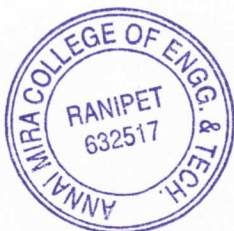
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CHAPTER-4

LEAVE PROVISIONS & ON DUTY (OD)

Leave Provisions

- ✓ Leave regulations shall be applicable to all the employees of the College

- ✓ Faculty/Staff is eligible for 12 days of Casual Leave (CL) per academic year.

- ✓ Faculty/Staff should take leave with prior permission from HOD and the Principal after proper alternate arrangements.

- ✓ Leave can also be informed over the phone only in case of emergency

- ✓ Faculty/staff can avail 120 days of maternity leave

- ✓ Faculty/Staff can avail of one-hour permission twice a month. However, such a facility should be used only for essential needs.

- ✓ Leaves cannot be accumulated and carried forward to the next academic year

- ✓ Final sanction of the leave/vacation/OD is the discretion of the principal and should not be treated as a fundamental right

- ✓ Providing 1-hour permission two times a month for faculty and staff.

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On Duty (OD)

✓ Duty leave will be granted to faculty for a maximum number of 15 days per Academic year for the following purposes

✓ Prior permission from the HOD and Principal with proper alternate arrangement is essential.

✓ On-Duty (OD Career Development Course work) permission can be availed for official work (assigned by the college), development Programs (FDP. Conferences, Workshops, Research Work, examinations, STTP, and others), and Anna University Examination and Valuations).

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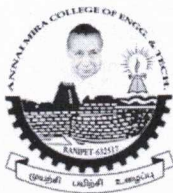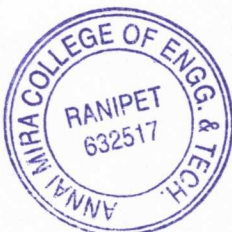ANNAI MIRA
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CHAPTER-5

STAFF WELFARE MEASURES

- ✓ Free Transport facility provided to teaching and non-teaching staff.

- ✓ Financial assistance will be provided for Professional body membership and for attending FDPs, Workshop, Conferences, Professional and Administrative Development Programs, outside AMCET along with on-duty (OD) provided the event is happening within India

- ✓ Financial assistance will also be provided for book publishing.

- ✓ Providing financial support towards membership fees of professional bodies.

- ✓ On-duty will be provided for attending programs and PhD research work. Guidelines have to be followed to obtain OD.

- ✓ Cash incentives will be given to faculty, who produce academic results of 100% in the college annual day.

- ✓ Marriage gift is given for faculty and staff.

- ✓ Faculty can avail the eligible vacation for his/her marriage or medical treatment.

- ✓ Free accommodation is provided to faculty who stay in the hostel.

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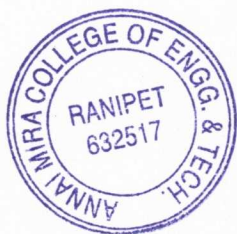
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CHAPTER-6

ROLES AND RESPONSIBILITIES

Governing Body

- ✓ The Council is the highest administrative once/twice a year its functions are given below body of the institute and it meets

- ✓ To monitor the academic and other related activities of the college

- ✓ To consider the recommendations of the Staff Selection Committee

- ✓ To review the important communications, policy decisions received from the University. Government AICTE, etc

- ✓ To consider the introduction of new courses and changes in intake for the next academic

- ✓ To review the MOUs signed and industry collaborations

- ✓ To review the state-of-the-art equipment procured

- ✓ To review the faculty position of the college

- ✓ To review the faculty development initiatives and programs

- ✓ To review the admissions of the institute

- ✓ To review the academic performance of the students

- ✓ To review the students development activities

- ✓ To review the placement activities

- ✓ To review the sports activities

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Principal

- ✓ The Principal is the Head of the Institution and is the central figure in the organization of the institution and therefore, his duties, responsibilities and activities, thereto are multi-divergent.

- ✓ He is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.

Vice Principal

- ✓ Works in consultation with the principal and the management in administering the academic and administrative activities

Head of the Department

- ✓ Each department will be under the overall control of a Head of the Department.

- ✓ The Head of the Department is responsible for co-ordination of all the activities of the Department while involving himself in all spheres of activity. He recommends the provision of the necessary academic and administrative space, equipment and machinery, stationery & furniture, and the financial requirements of the departments, besides the requirements of the faculty, non-teaching, ministerial, and other supporting staff.

Director Placement

- ✓ Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, industry linked labs/COES, arranging ON/OFF campus placements for the students.

Examination Management System Coordinator

- ✓ Ensures smooth conduction of Internal Assessment Test (IAT), Model examinations, University theory, and practical and related activities
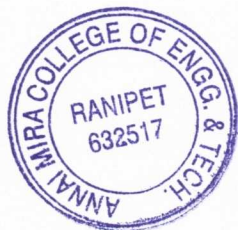
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Librarian

✓ Purchase, maintenance and monitor the issue and return of books, journals, e-journals, CDs, and other services to the students and faculty.

Transport Manger

✓ Overall in charge for operation and maintenance of college buses, cars, and related activities

6.9 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.

6.10 Director of Physical Education

✓ Physical Director motivates and imparts intensive instructional and Physical Training, Organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobic so as to enable them to maintain good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman spirit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution, think beyond self (by way of developing healthy inter personal relations).
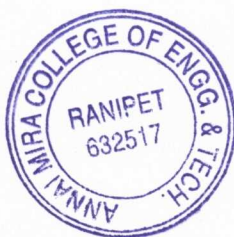
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CHAPTER-7

ADMISSION POLICY

1) Cut off Marks Calculation.

Board of study	Subject	Cut-off Calculation
STATE BOARD/CBSE	Mathematics (M)	Mathematics (M) MI- Maths Reduced to 100
	Physics (P)	Pl=Physics Reduced to 50
	Chemistry	Cl=Chemistry Reduced to50
	Engineering Cut-Off Calculation	Cut-Off Mark MI+PI+CI

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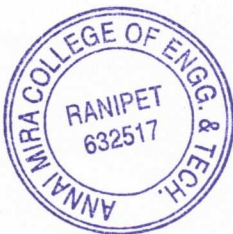
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2) Eligibility for BE Admissions.

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

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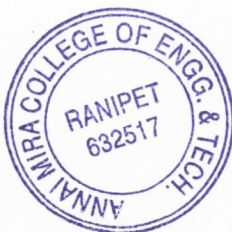& Affiliated to
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CHAPTER-8

POLICY FOR SCHOLARSHIP PROVIDED BY RT EDUCATION TRUST

Annai Mira College of Engineering and Technology" is proud to offer Educational scholarships 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.

General Eligibility Requirements

✓ The RT Education Scholarship is open to all new students only.

✓ Meeting the minimum criteria does not automatically guarantee the applicant a scholarship. It is subject to approval by the TRUST.

✓ Scholarships are awarded on a first-come, first-served basis.

✓ Late applications will not be entertained.

✓ The RT Education Scholarship is only applicable to tuition fees.(Within 4 years of award period).

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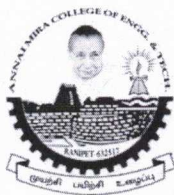Arapakkam, RANIPET - 632 517.

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Scholarship Category	
Name of the Scholarship	**Merit Scholarship by RT Trust (Category - I)**
Eligibility	✓ 190.00 And above cut off marks in 12th exams for Regular for B.E First year Admission. ✓ 90% and above for in Diploma for Lateral Entry (LE) B.E. Admission. Scholarship amount
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)
Name of the Scholarship	**Merit Scholarship by RT Trust (Category-II)**
Eligibility	✓ 180.00 And above cut-off marks in 12th exams for Regular for B.E First year Admission. ✓ 75% and above for 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)
Name of the Scholarship	**Economical Backward Scholarship (EBW) by RT Trust**
Eligibility	A parent earning deceased and /or family income is less than Rs.250000/ year for the sanctioned period.
Scholarship amount	Rs.5000 to Rs.50, 000 per year for the sanctioned period.

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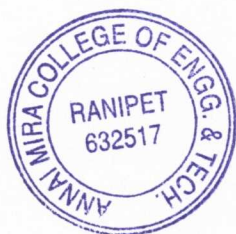Arapakkam, RANIPET - 632 517.

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Name of the Scholarship	Scholarship for outstanding sports persons by RT Trust
Eligibility	❖ Category 1 - Students with First, Second, and Third Potion in sports events at **State Level**. ❖ Category II - Students with First, Second, and Third Potion in sports events at **National Level.** ❖ Category III - Students with First, Second, and Third Potion in sports events at **District level**
Scholarship amount	❖ **Category 1:** 100 % of Tuition fees and other college fees during the period of study (Transport/ Hostel fees are to be paid) Scholarship amount ❖ **Category II:** 50 % of Tuition fees and other college fees during the period of study (Transport/ Hostel fees are to be paid) ❖ **Category III:** 25% of Tuition fees and other college fees during the period of study (Transport/ Hostel fees are to be paid)

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CHAPTER-9

CODE OF CONDUCT FOR STUDENTS

- ✓ Students are subject to rules of conduct and behavior framed by the authorities of the College

- ✓ Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.

- ✓ Students should reach the college on time

- ✓ Students should converse only in English inside the campus

- ✓ Students should wear their I.D. Cards in the campus and in the college bus compulsorily

- ✓ Students should maintain absolute discipline inside the class rooms as well as the college premises.

- ✓ Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.

- ✓ Girls should wear chudidhars with dupatta pinned on either sides of the shoulder

- ✓ During laboratory classes, students should wear their lab uniforms properly.

- ✓ Students should be punctual to classes and attend their work with devotion.

- ✓ Students should acquaint themselves in time with the notifications put up on the Notice Board.

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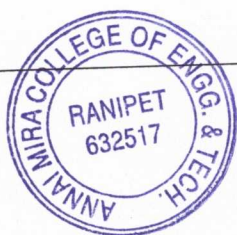Arapakkam, RANIPET - 632 517,

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- ✓ Students should not be permitted roaming outside the class room or out of the college during class hours.

- ✓ During class hours, students are not permitted to visit office, principal, HOD or Class Advisors.

- ✓ Students should keep the classrooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses, and doors or breaking the furniture is a violation of discipline and will severely punished.

- ✓ Students should use dustbins for throwing garbage and unwanted material.

- ✓ Students shall not enter the college premises in intoxicated state and should not possess such materials.

- ✓ Usage of cell phones inside the classrooms is not permitted

- ✓ If a student's behavior goes wrong, the parent of the student concerned should meet the Class Advisor and the Head of the Department.

- ✓ Boys and girls interaction on personal grounds is strictly not permitted.

- ✓ There should not be exchange of greetings, photos, gift articles or letters between boys and girls.

- ✓ Students are not allowed to visit the residents of the students of opposite gender.

- ✓ Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.

- ✓ Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.

- ✓ Ragging of any kind is strictly prohibited.

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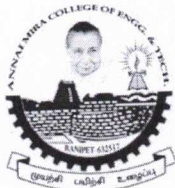# ANNAI MIRA
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CHAPTER-10

POLICY ON FEEDBACK BASED GOVERNANCE

- ✓ Feedback on curriculum gap and enrichment (from Students, Faculty, parents, Alumni and Employers)

- ✓ Feedback on Teaching Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending the class).

- ✓ Feedback taken on syllabus coverage, overall Teaching-Learning process, examination and evaluation and support systems at class committee Meetings,

- ✓ Feedback from outgoing students, each year on Infrastructure, academics, and facilities.

- ✓ The structure of the feedback form is 5 point scale (Very Good, Good, Fair, need to improve)

- ✓ The feedback is consolidated and Presented in the HODS meeting with the principal. In the HODs meeting, feedback are analyzed and corrective actions are taken wherever needed

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CHAPTER-11

IT UPGRADATION POLICY

- ✓ IT Infrastructure includes hardware, software, network resources and services.

- ✓ In addition, the college has various software such as College wide common software like (CMS) etc.., Besides, all the departments have various domain specific software.

- ✓ Hardware & Software procurement

- ✓ For any IT equipment procurement or up gradation, Head of the Department (HOD) ought to take prior approval from the Principal

- ✓ Identify the vendor and make an order based on the comparative analysis. High quality items are to be purchased

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

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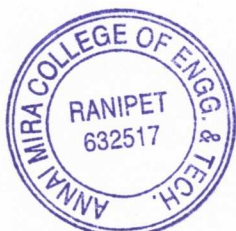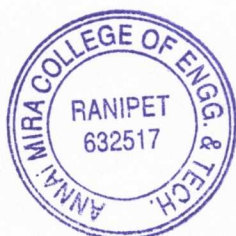AICTE, New Delhi
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Hardware Upgradation

- ✓ AMCET always recommends branded PC Models such as DEL. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an IT 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 upgradation 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

- ✓ Any disposal or scraping of be adopted, components, the college e-waste management policy has to be adopted

Software Upgradation

- ✓ Upgradation or new purchase of software will be made as per the curriculum requirements and industry standards

- ✓ Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.

- ✓ Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses

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Internet Upgradation

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

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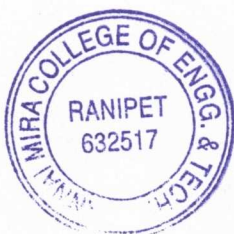Anna University, Chennai

CHAPTER-12

E-GOVERNANCE POLICY

✓ Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide and facilitate required services, exchange of information, communication, transactions and integration of various standalone systems and services, thereby creating the transparent, paper less, and automated data system.

Objectives	✓ Implementation of E-governance in all the functioning units of the Institute. ✓ E-Governance will provide simpler, transparent and effective system tohandle the data in one roof ✓ To make the paper free campus. ✓ To make campus Wi-Fi enabled. ✓ To have ICT enabled Classrooms. ✓ To establish a fully automated Library. ✓ To monitor all the activities of the college.

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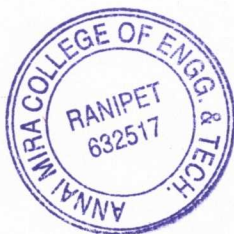College of Engineering and Technology
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Polices	The implementation of E-governance should be for all the functioning units of the institute like Administration, Examination, Students, Library, Finance & Accounts, Admissions, Teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.
Website	In general, website will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details In the website like circulars, GC details, all the departmental activities, important notices, courses offered, etc. For this purpose, policy is made to have a separate system administrator, Who's role is to made the regular updates and to maintain the website
Administration	For establishment of Management Information Systems (MIS), the college has opted for some CMS solutions which have been highly. Beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us to create an accessible student database. The system also helps to save time and the whole process reduces paper usage
Finance and Accounts	The accounts of the College are maintained under cash basis of accounting. Fees are collected and details are maintained digitally. The records of students receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Class wise report of fees to be received and the actual fees received are reconciled after every semester with the help of the software. Staff salary is also maintained in the system

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Student Admission and Support	Online registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. During admissions, to enter data of a new student and generate roll number. The student data like student and parents mobile number, Email id, Hostel room information, permanent address, etc. will updated once a year as per request
Examination	The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with help of web portal. For Internal evaluation, objective type pattern examinations are conducted through Google form. Internal evaluation grades are also uploaded online. Computerized result analysis is used to generate individual student reports which help faculty to plan remedial and additional coaching for slow learners
Library	Library Policy has been taken to automate the library process. It is also decided to bring the software for the library process automation. Policy has been made to maintain the stock in the software. The policy have been taken to update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly. Policy have been taken to have bar code mechanism to lend the books and to have the entry through bar code. Policy has been taken to have Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

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CHAPTER-13
ENERGY POLICY

The Environment and Energy Usage Policy of the Annai Mira College of Engineering and Technology focuses on use of **Alternate Sources of Energy** and **Conservation of Energy** in a systematic way to minimize its impact on the environment.

The policy implies exploring renewable energy resources to reduce the burden on the government and to find alternative resources as solutions to the energy crisis. This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution.

It will help us to embed efficiency and environmental awareness into our everyday activities thus helping us to realize our responsibilities and commitment to the conservation of natural resources and to limit their usage.

Alternate Sources of Energy Available in Campus

1. Solar Panel for generation of electricity
2. Bio-Gas Plant

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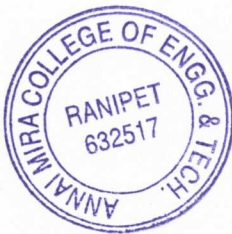Arapakkam, RANIPET - 632 517.

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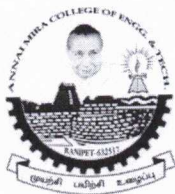& Affiliated to
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Energy Conservation Measures implemented in Campus

1. LEDs
2. Automatic Light Sensor
3. Automatic Motor Sensor to cut-off water pump

Energy policy is being communicated to the students and the employees via internal communication channels and the same is made available to all the stakeholders on the institutional website. The Energy Policy is reviewed on a regular basis.

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CHAPTER-14
DEGRADABLE AND NON-DEGRADABLE POLICY

AMCET is committed to making its campus a place where education is combined with environmentally friendly practices to promote sustainable development by

> ### Degradable and Non-Degradable Waste Bins

The college encourages employees and students have been instructed to use waste bins for collecting degradable and non-degradable waste. Separate colour coded waste bins for degradable and non-degradable waste are placed at the entrance of each block.

> ### Degradable Waste Disposal

Food waste from the canteen and hostel is being collected separately using bins and transported to biogas plant. The Bio-gas plant generates energy equal to around 1 LPG cylinder from decomposing waste from the college canteen and hostel. The plant is located near the canteen.

> ### Non-degradable Waste Disposal

Non-degradable wastes are being collected using separate bins and are handed over to third party vendors for disposal.

The faculties, the non-teaching staff and the students are encouraged to contribute collectively to developing a clean and eco-friendly campus.

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Sanitary Napkin Incineration installed in women's restrooms.

➢ **E- Waste Disposal**

E-Waste are being collected and are handed over to third party vendors for disposal

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CHAPTER-15
WATER CONSERVATION POLICY

The water management and waste water management techniques are well-maintained on campus. The institution implemented excellent water management procedures in the hostel, kitchen, toilets, and bathrooms. The following are the water conservation services provided by the institution:

> **Rainwater Harvesting / Recharge**

A rainwater harvesting facility is available on campus. The rainwater is collected from the roofs of buildings and in open areas, which have high run-off efficiency.

The rainwater from the roofs of the buildings is collected in percolation pits located at different places inside college campus and is finally routed to the bore wells for recharging ground water.

Additionally a open is available inside the campus for ground water recharge.

> **Bore Well /Open Well**

The bore well and open well are periodically maintained. Immediate remedial actions are initiated, if any problems are identified.
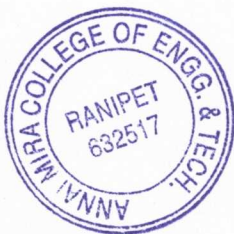
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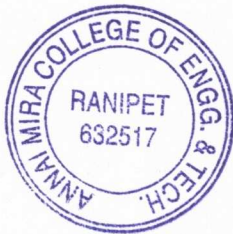Arapakkam, RANIPET - 632 517.

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> ## Construction of Tanks and Bunds

Overhead tanks are constructed at the top of the buildings for the purpose of storage and supply of water to fulfil the water requirements on campus.

Periodic maintenance of overhead tanks are carried out regularly.

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CHAPTER-16

GREEN CAMPUS POLICY

AMCET is committed to making its campus a place where education is combined with environmentally friendly practices to promote sustainable development.

➢ Restricted entry of vehicles

The entry of vehicles is restricted. A separate parking area for college and visitors' vehicles is available near the main entrance. No vehicle is permitted beyond the parking area.

➢ Use of bicycles or battery-powered vehicles

Battery-powered vehicles and bicycles are used for transportation within campus to reduce air pollution emissions.

➢ Pedestrian-friendly pathways

AMCET campus prides itself on ensuring pedestrian-friendly pathways in all the buildings. Pedestrian-friendly pathways are properly marked.

➢ Ban on the use of plastic

AMCET is strongly committed to working towards a plastic-free campus. On the AMCET campus, there is a complete ban on single-use plastics. **'SAY NO TO PLASTICS'** Display boards are kept at prominent places to create awareness among students.

Eco friendly plates are used in canteen.
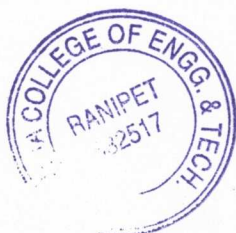
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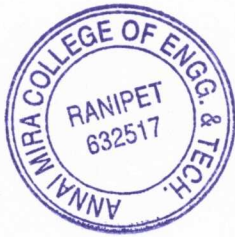College of Engineering and Technology
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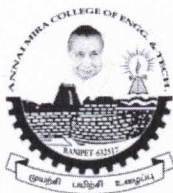
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> **Green campus**

As per the green practices on campus, AMCET is moving in the direction of a green institution in Ranipet by planting more saplings of trees within and outside the campus.

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CHAPTER-17

DIVYANGJAN POLICY

Our Institute is well aware of its role in providing necessary guidance and counseling to students with locomotor disabilities (Divyangjan). Accordingly, the institute follows certain practices to support the Divyangjan students.

➢ Our Institute ensures admission to many differently-abled students

➢ Our Institute provides fee concessions and assistance during examinations if required, and other needs are also fulfilled for differently-abled persons.

➢ Our College provides differently-abled friendly rest rooms that can be approached with wheelchairs.

➢ Our College provides Braille Blaster open software to help blind, differently-abled people access study material and reference content.

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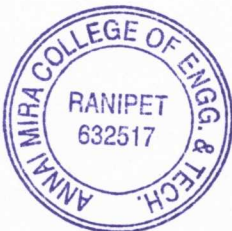Arapakkam, RANIPET - 632 517.

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- 4 students went to pursue higher education.

- RT Educational trust scholarship, 38 members-Rs.3,70,000/-

- Every year, we come together to commemorate the incredible achievements and ongoing struggle for equality as we celebrate International Women's Day.

- Ensure Society Eco friendly camp conducted in our campus.

- Mira Youth club activities – 05 outreach program for the year 2020-21.

- A total number of 52 teaching and 22 non-teaching faculty members have attended Faculty development programs.

- In this year, 7 number of awards/medals achieved our students.

- Signed MOU with 5 renowned organizations in this academic year.

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