

# 1. OFFICE ADMINISTRATION PROCESS

Office Administration process includes the following activities

1. Inward and Outward of Letters
2. Collection and Deposit of Fees
3. Staff leave/permission
4. Payments
5. Housekeeping/Cleanliness
6. Maintenance of Photocopying Machine
7. Furniture Stock Verification
8. Key management

## PROCEDURE

### 1. Receipt and Dispatch of Letters

- Office maintains register for inward and outward of the letter correspondence made in matters related to...
  - a. AICTE
  - b. AU
  - c. DOTE
  - d. Parents
- Reply to AICTE, AU and DOTE letters is done as per Principal's instructions.
- Parent of each ward is intimated about the following in the prescribed format, by post, within 6 working days after the cycle test is over.
  - a. Marks secured in the class test as well as cycle tests
  - b. Subject-wise attendance and Parent meeting details

### 2. Collection of fees

PACET administration office collects the following fees from the students...

#### a. Students affairs fees (only for first year students-UG and PG):

This fee is collected at the time of admission. This fee is submitted to the Anna University after receiving circular from the Anna University.

**b. Examination fees (semester wise fees-UG and PG):**

This fee is collected as per Detailed Statement of Examination fee (DSEF). Generated DSEF by the Anna University is provided to the administrative office by the examination cell to collect examination fee from the students. This fee is submitted to the Anna University.

**c. Transportation fees**

It is collected Semester-wise based on the circular signed by AO, Principal and Chairman. Transportation fee is submitted to the Trust office with details recorded in the Accounts Day Book.

**d. Fees for value added courses**

List of students (mentioning the details of the course and amount) from whom fee is to be collected by the HODs with Principal's approval during the value added course period. Based on this list, fee is collected from the student, the details recorded in the Accounts Day book and submitted to the trust office/deposited in the bank account.

**e. Brakeage fee (example Lab equipments)**

List of students (mentioning the amount) from whom brakeage fee to be collected by the HODs with Principal's approval before the issue of hall tickets in each semester. Based on this list brakeage fee is collected from the student and submitted to the Trust office with details recorded in the Accounts Day Book.

All other fees like application fee, admission fee and tuition fee are collected from the students by trust office.

**3. Staff Leave/Permission**

**Casual Leave**

Casual Leave is allowed maximum 1 day per month for both teaching and non teaching staff with prior intimation for the approval from respective HOD and the Principal. Casual leave more than 12 days per year will be accounted as loss of pay. Casual leave cannot be availed in advance and maximum casual leave at a time should not exceed 2 days.

**Special Casual Leave:**

Special casual leave is allowed 7 days per semester for teaching staff and it is not applicable for non-teaching staffs.

**Medical Leave:**

Medical leave is allowed 8 days per year (can be accumulated upto 90 days) for both teaching and non teaching staffs.

**Maternity Leave:**

**Teaching Staffs:** Maternity leave is allowed for 3 months with half pay for minimum 3 to 6 years experience and 3 months with full pay for above 6 years experience.

**Non Teaching Staffs:** Maternity leave is allowed for 3 months with full pay for above 6 years experience.

**Vacation Leave**

Staff	Winter Vacation	Sumer Vacation
Teaching	2 Weeks	3 Weeks
Non-Teaching	1 Week	2 Weeks

If leave is not availed by the staff, then the vacation leave is converted to earn leave in the ratio 3:1.

- Leave days are calculated within the Academic Year (June-May).
- This leave is applicable only for staff completed 9 months of service in the college.
- The vacation leave days are exclusive of official and weekly holidays.

**On-duty**

- On-duty Leave can be availed for all remunerative work such as evaluation and exam-duties.
- On-duty can also be availed for Self Improvement (academic related) like attending conferences, seminars, Faculty development/empowerment programs, pursuing higher education.

- On duties can be availed without any limitations in the academic year.

### **Reliving of Staff**

Three months prior notice in writing must be given by the teaching and non teaching staff to the Principal. However, the final decision of relieving the staff is taken by the Principal and Chairman. Teaching and non teaching staffs are not relieved during the middle of the semester unless otherwise approved by the Chairman.

### **4. Payments**

The details of inward materials received by the departments/stores are recorded in the department stock register. Stock register with HODs sign along with supplier's original bill are handed over to the AO and Principal for their approval and it is submitted to the Chairman for approval for payment. Cheque/DD is prepared by the Trust office and given to the administrative office to deliver it to the supplier. The details delivery of cheque/DD are recorded in the Payment register.

### **5. House Keeping/Cleanliness**

Housekeeping/cleaning is done in the following areas daily once.

1. All Toilets
2. All Class Rooms/Labs/workshops/office/Principal room
3. Entrance and Walk way
4. Hostel
5. Open area/gardening

Records of housekeeping shall be maintained by the House keeping In-charge

### **6. Maintenance of Photo copying machine**

Preventive and break down maintenance of photo copying machine is carried out by the AMC service provider. The maintenance details are recorded in the Photo copying machine maintenance register

## **7. Annual furniture stock verification**

Furniture stock at all department is physically verified by store keeper once in a year (during April) class room wise/hall wise stock and the stock status is recorded in the Furniture Stock List. In case, furniture is found damage, repair/replacement of furniture is arranged by the stores officer in-consultation with AO

## **8. Key Management**

- All keys are maintained by the security at key shelf.
- Keys are issued to List of authorized persons to handle keys which is displayed near the key shelf.
- Issue and return of key is recorded in the Key Register-Security signature of the receiver of key is recorded in this register. After opening of all rooms, keys are maintained in the office at key shelf with room number identification.
- One set of all keys are maintained by the AO and the details are recorded in the Key register at Administrative Office.

## **2. ADMISSION PROCESS**

### **PROCEDURE:**

#### **Admission through Government Quota**

- Government quota seats are filled through counseling system through Anna University. An Allotment order by the Anna University is used such filling such seats. After receiving the allotment order, Admission of student in the college is done as per the procedure .

#### **Admission through Management Quota**

- Application form and prospectus is given to students. Last date to submit filled application is displayed in the notice board.
- Filled application is received by the college office and handed over to the Admission coordinator.
- Merit list is prepared by the admission committee and displayed in the notice board.

#### **Admission of students in the college**

- Admission committee with chair person, Admission coordinator is formed by the Principal yearly once during the month of July to scrutinize the applications. Advertisement is given by the Principal office. Students are interviewed to assess their area of interest and course they are willing to join.
- During the admission, Admission check list is used for every student. The application, original certificates as per admission check list is attached with the admission check list. Admission coordinator prepares “Admission list” for eligible students after completion of scrutinizing work and interview.

- The admission list, admission check list and student's original certificates are handed over to the Principal by the admission coordinator. Principal approves the admission documents and forwards to the Administrative Officer (AO).
- AO directs the student to pay prescribed fees at cash counter.
- Student details are recorded in the "Admission register". This is maintained in the College administrative office.
- After completing admission process, students original certificates are submitted by the administrative officer to DOTE (Directorate of Technical Education)-Chennai for verification.
- DOTE issues approved list of students admitted to the college which is maintained in the college administrative office.

#### **Storage, Control of student original certificates by the administrative office**

- Details of the original certificates collected are recorded in the "Admission register".
- Adequate care is taken to prevent damage/lost/theft of certificates.
- Original certificates are stored student-wise in a plastic pouch/folder and kept in the safe locker.
- After completion of course, the original certificates are handed over to the students after receiving "clearance report" signed by applicable departments.
- At the time of return of original certificates, date of return, certificate numbers are recorded in the "Admission register" and student sign is obtained in the Admission register. Original certificates are returned to the students by verifying student's ID card. No person is authorized to collect student's original certificate on behalf of student.

### **3. ACADEMIC PROCESS**

#### **PROCEDURE**

- Classes are handled by the faculty in the allotted class rooms as per the lesson plan/lesson schedule/course and class notes. Guidelines given in the class log book are strictly followed. Punctuality and control over the class emphasis. PPT and other latest teaching tools employed wherever necessary.
- The meeting of the HoDs with the Principal is held on every Wednesday at 03.00 pm where the review of the previous week's academic activities and the activities to be adopted in the ensuing week as well as general topics are taken in the agenda. During the meetings conducted in the third weeks of April/October, HoD leaves to the choice of the faculty on the subjects to be handled in the succeeding semester. After collecting the options, the HoD discusses with the Principal on the allotment of subjects to the faculty his/her department intending to handle theory classes. Accordingly the HoD, in consultation with the members of the faculty prepares the class and individual time table and gets the approval of the Principal 15 days before the close of the semester. Personal log books are distributed to the faculty.
- Faculty starts preparing lesson plan and lesson schedule immediately according to the syllabus.
- Faculty Prepares course notes/course materials as per the syllabus for the entire subject and gets ready 3 days before the start of the class and the same was approved by HoD/Principal.
- Attendance is taken before the start of class. Late comers coming after first hour are not allowed. The absentees are noted in the Attendance Slip and the same is submitted to the Principal office. The absentees are marked in personal log book/class log book once the class is over.



- Special classes are conducted for slow-learners and maintain a separate attendance as marked in the personal log book and conducts tutorial classes by engaging accompanied by two staff members in the ratio of 1:30
- Prepares question papers for all internal examination/Test as before 7 days from the date of examinations and hands over to the HoD
- The answer papers are evaluated and the marks entered in the QMS form within 7 days from the date of examination/Test and hands over to the HoD.
- Feedbacks of faculty from students are collected at the end of each semester.
- In all semesters, once the University Examination for the subject concerned is over an assessment of the Question Paper is made on the basis of student's performance and the same has to be submitted to the Principal.
- Once the results of the University Examinations are announced, Result Analysis are made.
- Encourages students to present papers in seminars and symposia and also motivates them to interact with experts. As class counsellor advises student's academic and personal matters to improve the overall performance.
- Faculty members are informed to Participate in faculty Development Program.
- Students are advised to publish the Paper in National/ International and advised to participate in Seminar/ Conference etc.,

## **4. STAFF RECRUITMENT PROCEDURE**

- Request for recruitment of staff is identified by the HOD two months before start of subsequent semester and informed to the principal during HODs meeting. The Principal/Administrative Officer identifies the requirements of administrative staff.
- The Principal discusses the requirements with the Chairman. After getting approval from the Chairman, Principal co-ordinates with office to arrange advertisement in leading news papers.
- Staff at Principal's Office files the resume of candidates with photo copies of their qualification and experience and produces to the selection committee.
- The Principal constitutes a staff selection committee yearly once. The Principal arranges the staff selection committee to short-list the eligible candidates as per AICTE norms. Staff selection committee has Principal, HOD and experts in the core or allied fields. Selection committee chairman is the Chairman of the college.
- List of Short-listed eligible candidates is prepared and forwarded to the Chairman for approval. Resumes of rejected candidates are kept separately with file name "Resumes of Rejected candidates" for future reference.
- After receiving the approval from the Chairman, interview letter with application format is sent to the short-listed candidate by the staff of the Principal's office.
- On the day of interview, filled-in application is collected from the candidate and attached with resume and copy of certificates already available. This set is forwarded to the Principal. Staff selection committee interviews the candidates. Interview comments are recorded in the application. The Principal prepares the Performance Merit List and gets signed by all the committee members and closes the interview.
- Performance Merit List with Application set of the selected candidates is forwarded to the Chairman for approval.

- After getting the approval, Principal arranges to forward Appointment Order to the candidates selected in the interview. Copy of Appointment Order is filed along with candidate's application. This file is maintained by the Staff of Principal's Office.
- On the day of joining, the candidates submit the Joining Report which is attached with the candidate's application.
- The Principal arranges to appoint the next candidate in the Performance Merit List in the case of defaulters.
- The principal ensures recruitment process is finished before the starting of the next semester.
- The complete set of documents/records of the recruitment process is maintained by the staff of the Principal's office.

## 5. POSITIONS AND PAY SCALES

- The College will have the following positions of hierarchy in the teaching departments:
  - a. Principal
  - b. Professors
  - c. Associate Professors and
  - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.
- The College Office will have the following positions of hierarchy in the administrative department.
  - a. Administrative Officer
  - b. Accountant, PA to Principal/Chairman, Clerical Assistants
  - c. Office Assistants.
- The Scales of pay for various teaching positions will be as follows:
  - a. Principal and Special Positions....  
Pay as per AICTE norms, commensurate with the qualifications and experience
  - b. Professor - Rs 37,400 –67,000- Grade Pay 10,000.
  - c. Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.
  - d. Assistant Professor (S.G).Rs 15,600 – 39,100 – Grade Pay 8000.
  - e. Assistant Professor (Sr.G).Rs 15,600 – 39,100 – Grade Pay 7000.
  - f. Assistant Professor (O.G) Rs 15,600 – 39,100 – Grade Pay 6000.
- The Scales of Pay for non teaching positions shall be as follows:
  - a. Programmer – Rs.8000-275-13500.
  - b. Technical Assistants – Rs.4000-100-6000.
  - c. Lab Assistants – Rs.3200 – 85 – 4900.
  - d. Administrative Officers – Rs.8000 – 275 – 13500.
  - e. Librarians – Rs.8000 – 275 – 13500.
  - f. Assistant Librarians – Rs.6500 – 200 – 10500.
  - g. Managers/Assistant Managers – Rs.6500 – 200 – 10500.
  - h. Accountant / Cashier – Rs.5500 – 175 – 9000.

- i. Junior Asst./Steno – Rs.4000 – 100 – 6000.
- j. Attender – Rs. 2550 – 55 – 2660 – 60 – 3200.
- k. Gardener / Scavenger – Rs. 1325 – 125 – 1825.

### **Yearly Increments**

- Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

### **Benefits Extended to Faculty and Non-Teaching Staff**

- Employees Provident Fund (EPF).
- Group Insurance.
- Free Transport.

### **Incentives and Rewards**

- Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
  - a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
  - b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
  - c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
  - d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution (1 program/Year)
- Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

## 6. PROMOTIONAL POLICIES

- All promotions shall be considered on the basis of merit- cum – seniority basis.
- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

### 1. Associate Professor (Rs 37400-67000 + AGP of Rs 9000)

#### Minimum Qualification

- a. BE/B. Tech and ME/M. Tech or M. Phil in relevant branch.
- b. First Class or equivalent Grade / C.G.P.A. either in BE/B. Tech or ME/M. Tech or M. Phil.
- c. PhD or equivalent, in appropriate discipline

(Equivalence for PhD is based on publication of five International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all five publications being in the authors' area of specialization)

- d. Minimum of five years experience in teaching as an Assistant Professor / research / industry or equivalent position in regular scale.

- e. Published at least five research papers in referred National / International Journals having impact factor of two in addition to equivalence of Ph.D.
- f. Supervised at least five PG thesis / PI or Co-PI in one or two sponsored research project.
- g. If experience in industry is considered, in place of (e) and (f) the candidate shall have active participation record in designing, planning and execution of Industrial project.

Desirable

- a. Two years post PhD experience
- b. Technology developed and adapted / patented
- c. Publication of books in the relevant field
- d. Organized / attended National / International Seminars / Conferences / Workshops.

**2. Professor (Rs 37400-67000 + AGP of Rs 10000)**

Minimum Qualification

- a. BE/B. Tech and ME/M. Tech / M. Phil in relevant branch
- b. First Class or equivalent Grade / C.G.P.A. either in BE/B. Tech or ME/M. Tech or M. Phil
- c. PhD in appropriate discipline
- d. Minimum of ten years teaching / research / industrial experience of which at least five years should be at the level of Associate Professor or equivalent.  
or  
Minimum of thirteen years experience in teaching / research / industry at Assistant Professor level or equivalent.
- e. Published at least ten research papers in referred National / International Journals in which at least three papers shall be in International referred journals with impact index of two or more.
- f. Supervised at least ten PG and three PhD thesis / PI or Co-PI at least in two sponsored research project.
- g. If experience in industry is considered, in place of (e) and (f) the candidate shall have 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.

Desirable

- a. Supervision of R&D projects in case of Industry
- b. Technology developed and adapted / patented
- c. Publication of books in the relevant field
- d. Organization of National or International Seminar / Conferences / Workshops
- e. Participation or Chairing the technical session in National or International Seminar / Conferences / Workshops.



## **7. MATERIAL MANAGEMENT PROCESS**

The procedure covers

- a. Department Budget Preparation
- b. Purchase Committee meeting and approval
- c. Purchase Process
- d. Quality Check at the receipt stage and issue of materials
- e. Storage of Materials at central store

### **Department Budget Preparation**

- March-31<sup>st</sup> of every year is the dead line to submit department budget to the Principal by the HODs. Office Budget is prepared by the Administrative Officer.
- Budget Committee meeting is held during the I week of April, it comprises the following members...
  - a. The Principal
  - b. HODs
  - c. Administrative Officer
- The HODs prepare department budget and presents before the budget committee justifying the purchase of materials for their departments.
- Budget committee prepares the draft of Institution budget and forwards to the Chairman within II week of April. Any changes in the budget are brought to the interaction of the Chairman by the Principal.
- Governing Body is constituted as per the AICTE norms. Draft Budget is presented in the Governing Body meeting which is held during the Last week of the April. The governing body approves the Institution budget. Any purchase requires Governing Body's approval. If purchases had already been made, based on the urgent requirements, it is ratified in the Governing Body meeting. Purchasing process is carried out as per the following steps...

## **Purchasing Process**

### **Selection of suppliers and monitoring performance**

- Suppliers are selected based on the past supplies. New suppliers are selected based on the information of the supplies made in the similar institutions. Office maintains List of Approved suppliers.

The following types of suppliers are included in this list.

- a. Text book publishers and stationary suppliers
  - b. Computer hardware/software/communication device/suppliers/maintenance contractors
  - c. Value added service providers (Educational consultants/Software training/skill training/management consultants)
  - d. Laboratory chemical suppliers
  - e. Furniture suppliers
  - f. Plumbers and electrical contractors
  - g. Vehicle service shops
  - h. Machinery maintenance service providers
  - i. Canteen contractors
- Performance of these suppliers is evaluated once in every semester on the basis of quality, delivery, service and the evaluation results are recorded in the List of approved suppliers.

### **Purchase ordering Process**

- “Purchase Form” is raised by the HOD/Faculty/Staff and forwarded to the Principal for approval
- Approved “Purchase Form” is forwarded to the office to get the quotations from reputed/approved agencies. (To identify reputed agencies, office maintain list of approved suppliers)

- Office prepares comparative statement. This comparative statement is forwarded to the Purchase committee meets once in a semester. Purchase committee comprises of Chairman, Principal, HODs and Admin Officer. Purchase committee recommendations are recorded in the Comparative Statement.
- Purchase Order is released for the supplier based on the Purchase Committee recommendations.

### **Quality Check at receipt stage and Issue of Materials**

- On arrival of material, it is kept in the central store by the office assistant. The information of material received is informed to the respective HODs. HOD/Faculty/Staff concerned verifies the condition of purchased product, purchase order requirements and the observations are recorded in the “Purchase Form”. If the materials are acceptable, it is moved to the respective department. If the material is rejected, the office staff gives information to the supplier to replace the material. Details of materials issued to the department/ materials returned/replaced by the supplier is recorded in the “Purchase Form”

### **Storage of Materials at central Stores**

**Materials are stored in the central stores with proper identification.**

**The following materials are not moved to the department,**

- a. Stationery (Text books/student note books/office files)
- b. Spare furniture

## **8. INCENTIVES**

The Management is pleased to announce the following incentives and rewards:

- There will be a BEST-OUTGOING AWARD, Rs.5000 cash award
- There will be BEST STUDENT AWARD (Department wise), Rs.3000 cash award.
- There will be a BEST PERFORMANCE IN CULTURAL: Three prizes of Rs. 750/-, Rs.500/- and Rs. 250/- Cash awards.
- Incentives awarded for doing funded student project.
- There will be free personality development, entrepreneurship, ethics and communications skills, computing skills and placement specific programs for Students.
- There will be subsidized add-on skills programs as per Industries Requirements.
- BEST FACULTY is awarded with cash award of Rs.5000.