



Om Sakthi

ADHIPARASAKTHI ENGINEERING COLLEGE



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
(An ISO 9001:2015 Certified Institute)

MELMARUVATHUR - 603 319, CHENGALPATTU (D.T), TAMILNADU, INDIA.



HR POLICY HAND BOOK



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CHAPTER-1

1.0 INTRODUCTION

Adhiparasakthi Engineering College is part of the Adhiparasakthi Charitable Medical Educational and Cultural Trust (ACMEC Trust), which was established in the year 1984. A small milestone that marked the beginning of a long sail on the ocean of education, with innovation at every step along the way. Today, ACMEC Trust operates nearly 16 Educational institutions serving the needs of 20,000 children from kindergarten to doctoral level, and a strong group of alumni who have been an integral part of enriching communities around the world for 40 years.


Adhiparasakthi Engineering College is the culmination of the group's efforts to create a world-class institution that specifically addresses the rapidly changing human resource needs of the country's industry and the global village. The college is located in Melmaruvathur, just 70 km from Chennai Airport, on NH45. It is affiliated to Anna University and approved by All India Council for Technical Education, New Delhi, Government of India. The college has been awarded with ISO 9001-2015 certificate.

The institution, which began with 3 Engineering disciplines, has grown to offer 8 Under Graduate, 5 Post Graduate programmes in Engineering, 2 Post Graduate programmes MBA & MCA and 4 Ph.D. programmes. Currently, there are 124 faculty members, 29 of whom hold Ph.D. degrees and 4 of them cleared SLET/NET., It was a rewarding and instructive process to apply for NAAC accreditation.

Adhiparasakthi Engineering College is committed to maintain the quality of education. The college received thrice NBA rankings and a 3.27 NAAC rating from 2015 to 2020.

The self-study report (SSR) has been prepared by the Steering Committee with the assistance of department faculty members and is hereby submitted to NAAC. The Institution has the system for conscious, consistent and catalytic actions to improve the academic and administrative performance further. The Institution places high priority on education as an instrument for achieving accelerated and inclusive growth with emphasis on expansion, excellence and equity.




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The students have the benefit of complete suppleness and freedom, and are benefitted by the expertise, courses of study and infrastructure available. The Institution promotes measures for Institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of the best practices.

We are eagerly awaiting the visit of the peer team to our facility to conduct the assessment. We would like to take this opportunity to thank our esteemed Correspondent Dr.G.B.Senthilkumar, department heads, faculty members and staff for their full cooperation in the preparation of this self-study report.


Other Institutions/Colleges run by the Trust/Society

Sl.No	Name of the Institution	Location	Year of Establishment
1	Adhiparasakthi Polytechnic College	Melmaruvathur	1983
2	Adhiparasakthi Mat. Hr. Sec. School	Melmaruvathur	1985
3	Adhiparasakthi College of Science	Kalavai, Ranipet District	1988
4	Adhiparasakthi College of Pharmacy	Melmaruvathur	1993
5	Adhiparasakthi College of Nursing	Melmaruvathur	1993
6	Adhiparasakthi College of Physiotherapy	Melmaruvathur	1994
7	Adhiparasakthi Agricultural College	Kalavai, Ranipet District	1999
8	Adhiparasakthi Horticulture College	Kalavai, Ranipet District	1999
9	Adhiparasakthi College of Engineering	Kalavai, Ranipet District	2001
10	Adhiparasakthi Dental College & Hospital	Melmaruvathur	2005
11	Adhiparasakthi College of Education	Kalavai, Ranipet District	2006
12	Adhiparasakthi Institute of Medical Sciences	Melmaruvathur	2008
13	G. B. Public School	Melmaruvathur	2010
14	Lakshmi Bangaru Arts and Science College	Melmaruvathur	2019
15	Adhiparasakthi I.T.I	Melmaruvathur	2022

1.1 Vision

- Adhiparasakthi Engineering College is committed to creating high quality Engineers, who have a sense of service and spirituality in order to advance the growth of the society at large through the adoption of appropriate technologies and ensure their sustainability.




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1.2 Mission

- Imparting high quality education with emphasis on contemporary technologies that helps achieve growth across the spectrum of society.
- Cultivating Empathy and Discipline.
- Creating Spiritual Environment.


1.3 The Quality Policy:

- ❖ To provide high-quality teaching and training in the fields of engineering and technology by establishing an environment that is always expanding and conducive to creative instruction and applied research, serving as a technical institution's holy ground and placing an emphasis on knowledge, education, originality, and nobleness.

1.4 The Objectives of the Quality policy are:

- ❖ To motivate students to develop the practice of obtaining knowledge through learning and instruction procedures.
- ❖ To aim for excellence in the discipline of engineering.
- ❖ To educate staff and students with the most recent advances in social and economic transformation




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CHAPTER-2

RECRUITMENT POLICY

2.1 Objective

To find and hire competent teaching and non-teaching faculty members who are suitable for the position.

2.2 Operating Authorities

- ✓ The Management – Correspondent
- ✓ Principal and Dean
- ✓ Administrative Officer – AO
- ✓ Respective Department Heads (HOD)

2.3 Identifying the Vacancy

The Heads of the department submit their manpower needs following an analysis of the workload, manpower availability, and the expected expansion in terms of additional courses and student strength.

2.4 Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. List of new openings shall be made available from time to time, in the Institute website.

v. Closing Date:

All classified positions are open for a specified period and if necessary, it may be extended.

2.4 Recruitment Process

Direct Recruitment is based solely on merit for all Cadres. Selection is carried out by committees for each department that have been properly formed. When recruit faculty members, the following process is used:




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- ❖ Advertising in newspapers and online publications.
- ❖ Examining applications that were submitted up until the deadline indicated in the advertisement.
- ❖ Selection Committee shall be constituted by the Correspondent as per the guidelines approved by the Governing Council
- ❖ Notifying the candidates of the date and time of the interview.
- ❖ Conducting a personal interview to evaluate the candidate's topic knowledge and instructional skills.
- ❖ The candidates are informed of their selection based on the recommendations provided by the Selection Committee.
- ❖ The selected candidates are given appointments.
- ❖ Occasionally, Professor and Associate Professor-level senior jobs are filled by inviting working or retired persons from reputed industries/ research institutes.




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CHAPTER-3

STANDARDS OF CONDUCT

3.1 General Directions

Each employee is expected to familiarize themselves with the institution's regulations and standards of conduct and to adhere to them religiously while carrying out their duties.

3.2 Time Keeping

All employees should strictly adhere to the prescribed working hours of the College. The following timings should be followed on all working days

Sl.No	Weekdays	Time	Holiday
1.	Monday to Saturday	Teaching staff 8.50 a.m.to 4.05 p.m.*	All Sundays and all Public holidays declared by the Government of Tamil Nadu and local district administration. A working day may be declared as holiday depending on the need by the Institution.
		Non Teaching staff 8.45 a.m.to 4.10 p.m.*	
		Lunch 12.30 p.m.to 1.20 p.m.	


** Note: 4.00 p.m. on last working day of the week.

- ❖ Employees must sign the attendance register upon arrival in the morning, after noon, and upon departure in the evening.
- ❖ If any staff member is late one has to sign at the late register maintained in the director room frequently late comings shall be treated as leave on loss of pay.

3.3 Attendance

Employees shall be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work.




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An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

3.4 Being absent and on time

All employees are required to notify the reporting authority if they will be absent or tardy and request authorization for late attendance in the case of emergencies, illnesses, or important personal matters that cannot be scheduled outside of work hours. Unauthorized absences are taken severely and are subject to severe disciplinary action.

3.5 Unplanned Absence

A worker will be subject to disciplinary action if they miss three (3) days of work in a row without informing their high officials. If an employee misses three consecutive days of work without getting necessary authorization, action will be taken against them.

3.6 Gender-Based Violence Policy

The organization is dedicated to uphold a work environment free of gender harassment, which may include unwanted advances, requests for immoral, unsocial, or unethical favors, or other unwanted verbal or physical contact when such behavior creates an unwelcome or offensive, hostile, or intimidating work environment and hinders a person from effectively carrying out the responsibilities of their position.

Each employee is responsible for making sure that their interactions with other employees adhere to the accepted social, moral, ethical, and societal norms. Any act that is opposite will be reprehensible and punished severely.

3.7 Discipline

Dress code and ID card display

- ❖ All Faculty members and staff shall maintain formal Dress Code within the Campus. ID card shall be worn by all staff members inside the campus and shall produce the card when requested by the Administrative authorities at any time.




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- ❖ All faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
- ❖ Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.

3.8 Misconduct

Any employee, who is determined to have engaged in misbehavior or violated the institution's values or any of its policies, whether in a positive or negative way, will be subject to the institution's rules and regulations. The institution retains the power to impose the proper sanctions if it sees fit.


3.9 Works outside the Home

Employees are not allowed to take any paid outside jobs, according to the institution.

3.10 Return of Institutional Property

Any of the Institutional Property issued to Employees, such as Computer Equipment, Keys, Employee ID Card, Official Records, must be returned back to the Institution at the Time of Relieving, Employees will be responsible for any Lost or Damaged Items, based on which the Employee will be issued the No Dues Certificate to settle the Full and Final Settlement of the Institutional Property Issued to Employees.




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CHAPTER-4

STAFF SERVICE RULES

The Governing Council of Adhiparasakthi Engineering College, Melmaruvathur hereby makes the staff service rules as under.

4.1 Cadre and Number of Posts

All the cadres in teaching and non teaching shall be as per the All India Council for Technical Education (AICTE), AnnaUniversity and other cadres as and when approved by the governing council.

4.1.1 Staff cadre

The following shall be the teaching. Non-teaching (Technical & Administrative) cadres.

(i) Teaching staff:

- ❖ Principal, Dean, Professor, Visiting Professor, Assistant Professor, Librarian. Director of Physical Education, Assistant Director of Physical Education, other staff as and when approved by the governing council.

(ii) Technical staff:

- ❖ System manager, system analyst. Computer programmer. Computer operator. Laboratory assistant machines. Mechanic. Fitter. Carpenter. Wilder. Electrician. Plumber, and other staff as and when approved by the governing council.

(iii) Administrative staff:

- ❖ Administrative officer. Assistant administrative officer. Accounts officer. Accountant. Superintendent. Assistant. Junior assistant. Junior accountant. Stenographer. Typist. Hostel manager. Driver, office attendant. Department attendant and other staff as and when approved by the governing council.

4.1.2 Number of posts and qualification and experience

a) Teaching posts

- The number of teaching posts and the ratio of different cadres shall be as prescribed by AICTE and Anna University.
- The qualification and experience for teaching posts are as per AICTE and Anna university norms.
- The scale of pay for different teaching posts is as per AICTE and Anna university norms.





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iv) The present cadre and scale of pay are as given in annexure-I.

v) Other allowances shall be decided by the governing council and as needed based on Government of Tamil Nadu and other appropriate norms.

b) Non-teaching posts

i) The number of non-teaching posts in each cadre (both technical and administrative) is decided by the governing council keeping in view of the requirement then and there.

ii) The qualification and experience for the non-teaching posts are based on the norms of govt. of Tamil Nadu and other norms as prescribed by the governing council

iii) The salary and other allowances for non-teaching posts are also decided by the governing council the presented cadres and scales of pay for technical and administrative staff are presented in annexure- II.

4.2. Duties of Staff

i) Duties of the decided by the governing council.

ii) Duties of teaching staff other than principal shall be basically governing by the norms of AICTE and Anna University and as approved by governing council.

iii) Duties of non-teaching staff (both technical and administrative) are prescribed by the Correspondent, Principal and Dean other competent authorities.

4.3. Terms and Condition of Service

❖ All full times employees (Adhoc, purely temporary. Temporary or regular) shall be at the disposal of the college at all times and he/she may be called upon to perform any reasonable function as required by the competent authority without claim for any additional remuneration, leave or service benefits.

❖ All the posts in the college are temporary and are likely to continue.

a) Temporary employees

(i) All appointments to the posts in the college shall ordinarily be made on temporary basis and shall be on probation for a period of two years after which the appointee. If satisfactorily completes the probation period, shall continue to hold the post and shall categorized as regular employee.

The governing council shall have the power to extend the period of probation of any



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employee of the college for such periods as may be found necessary. During the period of probation.

- (iii) The services of an employee may be terminated on a three months notice or by payment of a month's notice or by payment of a month's salary in lieu thereof without any cause being assigned.
- (iv) The services of an Adhoc or purely temporary employee shall be liable for termination at any time without any notice.

b) Regular employees

- i) A regular employee may terminate his/her engagement by giving the appointing authority three months notice or by payment of three months' salary in lieu thereof provided that the college authority for sufficient sound reasons may reduce the period of notice or repayment of salary accordingly.
- ii) No employee shall be relieved during the academic session except for valid reasons.
- iii) The governing council shall have the power to terminate the services of any regular member of the staff by giving one month's salary in lieu thereof without any cause being assigned.

c) Service benefits

All eligible employees are governed by employees provident fund and connected pension scheme as per government norms

- All eligible employees are governed by gratuity.
- All eligible employees are covered under group insurance policy.
- All employees are given medical aid through the trust hospital with concession
- All eligible employees will be given soft loans/advances like vehicle loans. Loans for purchase of home computers. Loan for children's education, marriage etc.,
- All eligible and deserving teaching staff shall be given the registration fee a max. Of per year, conference Rs: 500/-, symposium, workshop Rs: 250/- FDP: Rs: 750/- etc, If they present paper.
- All full time employees are eligible for leaves as detailed in Section 6.
- The age of super annotation for teaching posts are basically based on the norms of AICTE,





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Anna university and as approved by Governing Council.

- The age of super annotation for non teaching posts are as per the norms Government of Tamil Nadu as approved by governing council.
- One child of are eligible and deserving who has put in more than 15 years of continuous service in the college shall be given free seat or fee concession in the college for the entire study period.

d) Penalty

Based on sound and sufficient reasons the following penalty shall be imposed by the governing council on any erring member of the staff:

- Warning notice
- Suspension
- Withholding promotion
- Removal from service temporarily
- De-promotion
- Compulsory retirement
- Dismissal from service
- Recovery from whole or part of any pecuniary loss caused to the college by negligence or breach of orders




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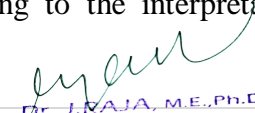
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CHAPTER-5

5.0 CONDUCT RULES

- ❖ At all times every employee shall maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
- ❖ At all times each employee is expected to be courteous in his/ her dealings with other members of the staff, students and members of the public.
- ❖ All employees are required to observe the scheduled hours of work during which they must be present at the place of their duty.
- ❖ No employee shall take part in politics or be associated with any party or organization which takes neither part in political activity nor shall he/she subscribe in aid or assist in any manner any political movement or activity.
- ❖ No employee shall give any radio broadcast or publish any document or pass on written or verbal comments which may have the effect of an adverse criticism of any current or recent policy or action of the college or which may be capable of embarrassing the relationship between the college and the state /central government /AICTE/ Anna University or any other institution or organization or members in the public.
- ❖ No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.
- ❖ Whenever an employee wants to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he /she must forward his/her case through proper channel and shall not forward advanced copies to higher authorities.
- ❖ All grievances should be addressed to the correspondent through proper channel. In general all the orders of the correspondent should be accepted and implemented and in case such of the matters which could not be decided at the correspondent level shall be placed before the chairperson/ governing council for its final decision.
- ❖ An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of this rule.
- ❖ The decision of the governing council on all matters relating to the interpretation of this provision and redress of grievances shall be final.




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CHAPTER-6 LEAVE RULES

6.1 General

1. Leave cannot be claimed as of right and when the emergencies so demand, leave of any description may be refused altered or revoked by the authority empowered to sanction the leave staffs members are requested to avail leave only if it is essentially needed.
2. All applications for leave shall be addressed to the Principal through proper channel
3. Staff members should present positively on the first and last working days of a semester and no leave shall be sanctioned on these days.
4. Staff members should present on first or last working of a week.
5. In general one should go on leave or on official duty only with the prior permission of the Principal.
6. However casual leave may be taken in the case of exigencies without prior permission but every attempt should be made to inform the College on the same day and the leave should be applied immediately after return to duty.
7. All the staff members should follow the rules (4), (5) and (6) meticulously failing which the unauthorized leave will be treated as leave on loss of pay.
8. Teaching staff members have to make alternative class arrangements during absence and inform the concerned heads of departments about the absence.

6.2 Casual Leave

- ❖ All the full time employees of the College, other than daily-waged staff, are eligible to avail 12 days of Casual leave in a Calendar year.
- ❖ Normally only one day Casual leave will be granted per month.
- ❖ No advance Casual leave will be granted for any reason.
- ❖ Casual leave for more than 3 days continuously is not permitted.
- ❖ Casual leave taken continuously beyond 3 days without prior permission shall be treated as unauthorized leave or leave on loss of pay for the entire number of days of absence.



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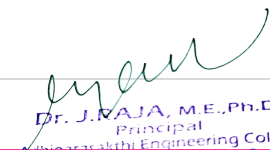
6.3 Earned Leave

- ❖ Teaching and non-teaching staff are eligible for 7 days of Earned leave per year for every year of completion of service.
- ❖ During the probation period of service Earned leave shall not be credited to the individual account. After completion of probation period a maximum, of 14 days of EL shall be credited to individual account. On subsequent years seven days of EL shall 'be credited to the EL account of individual every year of completion of service.
- ❖ Earned leave should be availed only with prior permission.
- ❖ Based on the emergencies earned leave may be refused or curtailed.
- ❖ No leave can be combined with earned leave.
- ❖ There is no encashment of EL during the period of service or at the time of retirement.

6.4 On Duty Leave

1. Members of staff deputed (with or without salary) for practical training, higher studies, attending official works, etc., shall be entitled to go on 'On duty leave' as may be determined by the Correspondent, Principal, Dean, and Governing Council as the case may be
2. Teaching staff members shall be allowed a maximum of working days in a semester as on duty for the purpose of attending to University Board Meetings/Central Valuation/External Examiner/University Representative/External invigilators, etc.,
3. Teaching staff members who are presenting papers shall be allowed a maximum period of 12 days in an academic year as on duty to attend to Seminars, Symposiums, Conference etc., Only two days a semester shall be given as on duty leave for mere participation.
4. Teaching staff members who are invited to act as a chairman. Session chair person or Judge for Conferences, Symposium or workshop shall be permitted to go on duty for a maximum period of three days in an academic year.
5. Teaching staff shall be encouraged to attend to summer, Winter Schools and Workshops, provided they fall on vacation period, in general teaching staff members shall not be permitted to attend to Schools and Workshops during semester sessions.
6. It is compulsory for technical staff to go on training for a specific period during vacation as recommended by Head of the Department.




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7. No TA and DA will be paid for on duty leave.
8. For availing on duty leave for items (2), (3) & (4) one has to produce a copy of the appointment along with a request letter submitted through proper channel for on duty leave. Further a certificate to the effect that he/she has attended to the specific work for the specific period has to be produced after return.
9. Otherwise the on duty leave shall be adjusted in the other type of leaves available for the individual or shall be treated as on loss of pay.
10. On duty leave cannot be claimed as of right and based on exigencies on duty leave may be refused or curtailed.

6.5 Maternity Leave

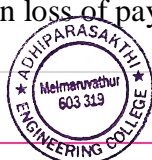
- ❖ Maternity leave shall be granted to all regular lady staff members with salary for a maximum period of 45 days. Fifteen days of the maternity leave will be adjusted from the vacation.
- ❖ Maternity leave is not applicable for a lady staff member who has child or children.
- ❖ Maternity leave can be availed only once during one's service in the College.
- ❖ The service of such a lady staff member who wants to avail maternity leave shall be retained provided she gives an undertaking to the effect that she will work for a period of one year continuously after return from maternity leave.
- ❖ Maternity leave may be combined with leave of any other kind for which prior permission should be obtained. If the total leave exceeds 90 days, the services of the individual shall be terminated.

6.6 Compensatory Leave

- ❖ No compensatory leave shall be granted on any ground.

6.7 Leave on Loss of Pay

- ❖ Leave on Loss of Pay is not a type of leave which can be availed by the staff as and when they like.
- ❖ Only in specific circumstances the Competent Authority may consider individual's request for leave on loss of pay and decide based on the merit of the same.



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- ❖ If Fridays/Saturday Mondays and holidays are preceding or succeeding the request for leave on loss of pay such days shall be counted on leave on loss of pay.
- ❖ Availing of leave on loss of pay for invalid reasons and / or availed frequently shall be treated as on irregular service and the individual is liable for termination.
- ❖ Annual increment will not be granted to those staff members who go on leave on Loss of Pay for more than 10 days in a year.
- ❖ Leave on Loss of pay will be counted irrespective of the ground on which the leave on loss of pay has been availed.

6.8 Medical Leave

- ❖ Medical leave with or without salary shall be decided by the competent Authority based on the merit of each case.

6.9 Vacation Leave

- ❖ Every time the winter and summer vacation periods will be declared by the Principal and also tentatively reflected in the College calendar.
- ❖ Staff members who have fully served for one year are entitled -to avail vacation. However, in deserving cases vacation may be granted proportionately by the Competent Authority during the first year of service.
- ❖ Teaching staff are eligible to avail 45 days of vacation. Teaching staff have to avail vacation in two or three spells preferably with two in summer and one in winter with a minimum of 15 days. Depending on the emergency the winter spell may be restricted to a fixed period of 10 days.
- ❖ Non-Teaching Staff is eligible to avail 23 days of vacation. Non-Teaching staff have to avail the vacation in two or three spells (one during winter and one or two in summer)
- ❖ Staffs (both teaching and non-teaching) who are handling the first year classes have to avail vacation only during summer. However a special vacation may be declared for such staff



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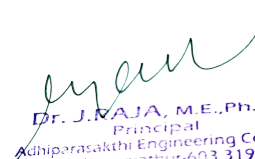
Vacation leave should be applied well in advance and got sanctioned before availing it. Based on the exigencies of works vacation leave may be altered, curtailed or refused.

- ❖ As invigilation duty for University examinations is compulsory for teaching staff, they are required to attend the invigilation although the duty may fall during their availed vacation period. If this is not feasible, they have to make alternative mutual arrangements for invigilation with the permission of the Principal and inform the Chief Superintendent of Examinations accordingly.
- ❖ Vacation should be availed only during the declared periods of vacation in that academic year. It cannot be accumulated or availed during a regular session.
- ❖ All holidays which fall on one's vacation period shall be treated as vacation. One's vacation should not start or end on weekly holidays and Govt. holidays; otherwise they will be included in the vacation period.
- ❖ Vacation address should be furnished on the reverse of the vacation request letter.

6.10 Conversion of one kind of leave into another kind

- ❖ At the request of the staff member the sanctioning authority may convert one kind of leave into leave of another kind which may be admissible as on the day on which the member of the staff proceeded on leave but the member of the staff cannot claim such conversion as a matter of right.




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CHAPTER-7

CLASSIFICATION OF EMPLOYEES

7.1 Hierarchy of Reporting

- The Different faculty members / officers and staff shall report to higher authorities as given below:

SL.NO.	CATEGORY	REPORTING AUTHORITY
1.	Principal	Correspondent
2.	Dean	Correspondent
3.	chief superintendent	Principal
4.	Heads of the Departments	Principal
5.	Class in charge	HOD
6.	Faculty Members	Heads of the Departments
7.	Administrative Officer	Principal
8.	Office Manager	Administrative Officer
9.	Accounts Manager	Administrative Officer
10.	HR Manager	Administrative Officer
11.	Librarian	Principal
12.	Library deputies and Staff	Principal
13.	Physical Director	Principal
14.	Physical Education Department deputies and Staff	Physical Director
15.	Laboratory and Department Staff	Heads of the Departments
	<u>Hostel</u>	
16.	Chief Warden	Principal
	Warden	Chief Warden
	Residential Warden / Deputy Warden	Warden
17.	Office Staff	Administrative Officer
18.	Store Staff, Purchase Staff	Accounts Manager
19.	Transport Head	Administrative Officer
20.	Security Head	Administrative Officer
21.	Maintenance Head	Administrative Officer

Note: In the absence of reporting authority as stated above, the faculty members and staff shall report to next nominated person in charge.



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CHAPTER-8


DUTIES AND RESPONSIBILITIES

All employees of the Institution have their own duties and responsibilities, and they should carry out all the tasks assigned to them with the best of their knowledge and dedication.

8.1 Principal

- ❖ Principal should have the vision and leadership abilities to take the Institution forward with an overall development.
- ❖ Responsible for maintaining the discipline and decorum in the College premises & regular rounds to all the buildings & hostel.
- ❖ Maintain the Administrative dept including monitoring of scholarship and collection of fees and maintain faculty, staff and student welfare.
- ❖ Organizing the statutory body meeting regularly.
- ❖ Arrange and monitor AICTE and AU affiliation Inspections and Admission Process.
- ❖ NIRF, NBA and NAAC within stipulated time.
- ❖ To Monitor the Industry Institute Interaction for Placements, Seminars, FDP, SDP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects.
- ❖ Monitor Course Content delivery and initiate follow up action for academic Performance improvement.
- ❖ Establishing all the department labs with State of art facility.
- ❖ MIS Report to the Correspondent periodically.
- ❖ To Plan, Prepare and monitor the Budget of the Institute.
- ❖ Faculty and Staff Recruitment as per the AICTE & AU Norms.
- ❖ To develop Academic calendar, Service rules and regulation.
- ❖ HOD meetings, Parents meet, Faculty meeting periodically.
- ❖ Monitor the feedback students, faculty and initiate remedial measures.
- ❖ Website Maintenance and Update Periodically.
- ❖ Monitoring the Professional Association, Club and sports activity and arranging various events to build up the image of the institute.




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- ❖ Encourage the faculty and staff to participate and conduct FDP, Conference, Seminar and workshop to update their knowledge.
- ❖ Developing the infrastructure as per norms of AICTE / AU
- ❖ Develop the research facility and motivate the faculty, staff and students to involve in itactively.

8.2 Administration:

- ❖ To conduct periodical meetings for the faculty members for effective administration of the Institution.
- ❖ To make the employees and students aware of the rules, policies and procedures laid down by the Institution and to ensure that they are complied with.
- ❖ To recruit faculty members and staff as per guidelines given by Anna University / AICTE / UGC.
- ❖ To purchase capital items, consumables etc. as required for the Institution.
- ❖ To implement and monitor the rules, regulations and norms of the Institution.
- ❖ To liaise with all statutory authorities such as Anna University, Directorate of Technical Education, AICTE, UGC, Accreditation agencies, State and Central government agencies.
- ❖ To plan and organize the meetings of Governing body, Academic council, Board of studies and all other autonomous status related meetings.
- ❖ To plan and organize Institutional level functions such as Graduation day, College day, Alumni day, Sports day, Hostel day and Parents meeting etc.
- ❖ To organize various programs to attract meritorious students to Institution and also ensure 100% admission.
- ❖ To execute any other tasks assigned by the Management.

8.3 Finance:

- ❖ To prepare annual budget, obtain approval from the Management and implement it.
- ❖ To sanction the cash advances, monitor impresses cash for the conduct of day-to-day activities and for procurement of various items.
- ❖ Promotion of Co-curricular and Extracurricular activities:





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- ❖ To monitor and promote technical and non technical, co curricular and extracurricular activities like Industry Connect, Seminars, Workshops, National / International conferences, FDPs / STTPs, Industry internships, Training and Placement, outreach programs, Cultural club activities, Social media, public welfare etc.

8.4 Heads of the Departments

- ❖ To monitor and carry out academic activities of the department under the guidance of the Principal.
- ❖ To obtain faculty feedback and take corrective actions.
- ❖ To plan and take the necessary actions for the improvement of department results and academic performance.
- ❖ To organize FDPs, Conferences, Workshops, and Guest Lectures and also any invitation is received from other colleges regarding seminars, paper presentations, our students have to be informed in their class room itself and advise them to participate.
- ❖ To coordinate and conduct practical /oral examinations as required for the benefit of the students.
- ❖ To Counsel the toppers to get university ranks and slow learners to clear all the papers Convene faculty meeting every week / fortnight with the following agenda.
 - The progress of syllabus, daily tests, Assessment test.
 - Submission of the marks.
 - Behavior of the students in the class and Lab / Workshop.
 - Completion of experiments in each Lab / Workshop.
- ❖ Train students to satisfy stakeholders' requirements.
- ❖ To interact with the industry personnel and take projects and consultancy work to solve industry problems / to enhance productivity.
- ❖ To publish Department Magazine / newsletter, at least one in a 6 month.
- ❖ Plan and conduct Parents and Teachers meet within one week from the university results announcement.
- ❖ To explore the possibilities of getting funds for projects from different agencies.
- ❖ To Check the Lecture notes, Question bank, Lesson Plan, Lab manual in consultation with




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subject experts and advice the faculty concern to update if there is any modification and make it ready at least one week ahead of semester starting.


- ❖ To check the faculty attendance, register regularly in the morning and arrangement of class for the staff on leave / OD / absent.
- ❖ To monitor the day-to-day activities of the department.
- ❖ To prepare academic calendar for the semester and academic year, in terms of activities, guest lectures, workshops, interaction with industry experts, alumni interactions etc., for the benefit of the student and faculty.
- ❖ To conduct regular meetings and interact with teaching and non-teaching staff as well as the Class Representatives and committees to sort out any issue and queries related to academics.
- ❖ To initiate recruitment of teaching & non - teaching staff as per rules laid down by the authorities.
- ❖ To execute any other work assigned by the Management/Principal.
- ❖ Effective utilization of infrastructure and manpower.
- ❖ Maintain good rapport with parents and alumni.

8.5 Teaching Faculty

Teaching faculty include all cadres such as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

- ❖ To work sincerely to execute all duties related to academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and maintain student records, the Course file and personal file in appropriate format.
- ❖ To use innovative teaching aids / methods and ensure all students perform well.
- ❖ To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- ❖ To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- ❖ To work proactively in research and development activities.
- ❖ To perform other academic/administrative duties assigned by Head of the Department /Principal.
- ❖ To publish papers in the reputed journals.
- ❖ To obtain fund from funding agencies.




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- ❖ To take projects from Industries and find solutions to enhance quality, productivity and cost reduction of the products.
- ❖ To guide students to take up internships and interdisciplinary projects.

8.6 Non-Teaching Staff:

a) System Administrator

- ❖ To update and maintain institute website then and there and ensure compliance with Anna University / AICTE norms.
- ❖ To administer and maintaining teaching aids, projectors, servers, firewalls, routers, manageable switches UPS and batteries.
- ❖ To organize purchase of equipment / consumables / software's.
- ❖ To provide support for various software/ servers.
- ❖ To ensure continuous internet service during assigned hours.
- ❖ To give support to On-line exams, Seminar, Workshop, technical training / placement programmer.

b) Laboratory/ Technical Assistant:

- ❖ Prepare the laboratories for smooth conduct of laboratory classes.
- ❖ Assist faculty and students during laboratory periods.
- ❖ Maintain stock register, Instrument Issue register, and maintenance register, condemned items etc.
- ❖ Installation of new equipment as well as maintenance of all equipment and instruments.
- ❖ Maintain and update the approved supplier list for equipment.
- ❖ Maintain and service the equipment and keep all instruments and equipment's in working condition.
- ❖ Keep the laboratory in a tidy condition.

c) Librarian / Library In-charge

- ❖ On the recommendation of the HODs and with the Principal's approval, will maintain the current books and journal back volumes for the various programs and make arrangements to buy new ones as needed by the departments. Additionally, will arrange and classify according to the Dewey Decimal Classification Scheme and adopt Open Access System



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inthe library for the benefit of the users.

- ❖ Will arrange for the national and international print and online journal subscriptions to be renewed.
- ❖ Will continue to operate an independent "Electronics Resources Wing" with tens of thousands of CD ROMs, a digital library, and remote access for online e-books and e-journals.
- ❖ Continue to preserve other libraries' institutional membership such as Institution of Engineers India, DELNET, MALIBNET, NDL, and Anna University Library, in order to make it easier for staff and students to access the resources from these libraries as well.
- ❖ The college library is open to all students and staff, thus arrangements will be made to provide library cards, maintain the required working hours, and handle the lending and returning of books.

d) Responsibility of Physical Education Director

- ❖ To develop and maintain the sports, games and gym facilities for both boys and girls.
- ❖ To develop successful teams, both boys and girls in all the games and sports.
- ❖ Increase participation and competitive representation within all focused sports across the college.
- ❖ To Organize Inter college and interschool sports events every year and Conduct Yoga classes for hostellers in the evening and Day scholars as per the schedule
- ❖ Identify the potential students / players in various sports and games, motivate and provide special training to participate in various competitions at Zonal, State and National level competitions.
- ❖ To Organize inter department sports meet annually.
- ❖ Lead / Monitor / Participate in all extracurricular activities such as NSS, NCC, YRC camps organized by the college.
- ❖ As a member of Anti ragging committee and disciplinary committee visit the entire campus, hostel, bus stops to monitor the students.
- ❖ Develop the culture of practicing / playing daily and holidays to motivate the students to participate in various competitions and being healthy.




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e) Training & Placement Department

- ❖ Conduct Training & Placement activities effectively and ensure all students are well trained and perform in the interview.
- ❖ Take feedback from the companies and industries about the student's performance and accordingly reorient the training program.
- ❖ Decide and arrange personality development programs for students.
- ❖ Update and maintain the contact details of companies interested in recruitment activities.
- ❖ Invite companies for campus recruitment, to notify the students about the events and take necessary action.
- ❖ Place students in Core and IT related companies with higher salary package.
- ❖ Maintain a database and circulate to the staff and students so that the students concerned will prepare themselves for Placement.
- ❖ Interacting with Industries for Industrial visit and Training and Internship etc
- ❖ Coordinator for Signing MOU's with leading industries
- ❖ Consultancy Project – Department wise Planning and Execution
- ❖ Creating and maintaining Centre of Excellence with industrial tie up
- ❖ Plan, arrange and monitor Soft skill & core training through Centre of Excellences.
- ❖ Collecting feedback from the industry about our student's performance in their industry.




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CHAPTER-9 PROMOTION POLICY


9.1 Promotion Policy

- ❖ Promotion of an employee is from the present position to next higher position with more responsibilities or requiring more skill. Promotions are based on merit, performance and qualifications for the higher position. Any applicable pay rise on promotion will be decided by the Principal and the Management.
- ❖ Employees are encouraged to apply for any higher position for which they qualify.
- ❖ In the case of promotion to a higher post, the appointment and fixation of initial pay in the higher scale will be done as per the prescribed AICTE norms. A Committee constituted by the Chairman of the Trust will consider the cases of such promotions.

9.2 Probation

- ❖ Every person appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of the person appointed is not satisfactory during the period of probation, he/she will be issued a notice of warning at the end of the ninth month, and if his/her work continues to be unsatisfactory, his/her services will be terminated at the end of the one-year period. When the incumbent of any post is promoted to a higher post; he/she has to undergo probation of one year in the new post also.




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CHAPTER-10

DISCIPLINARY ACTION POLICY

10.1 Disciplinary Action Policy

•It is obligatory on the part of every employee to maintain discipline and proper conduct at work. Employees should be aware of the performance, that are expected from them and about the consequences in case they are not met. Disciplinary actions will be taken on errant staff. The primary purpose of taking disciplinary action is to maintain and improve standards and create an excellent working environment.

•Disciplinary procedure will be taken at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

•The management / trust shall be at liberty to take necessary disciplinary action against any faculty / staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

10.2 Other Policies:

❖ Security and Vigilance on campus:

Campus is equipped with a security office and supporting system. Everyone in the campus should positively participate, and cooperate with the security personnel on all verifications and assist the security personnel if he/she suspects anything odd in the campus. Cameras are also installed in prominent locations for monitoring.

❖ Private Coaching / Outside Employment Policy:

No employee should be involved in private coaching without prior permission of the Principal. Also, an employee should not engage in any other employment (part time or fulltime) at any other place. Double employment is prohibited. Disciplinary action will be taken on such employees.




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❖ Internet Facility policy:

Employee of ADHIPARASAKTHIENGINEERINGCOLLEGEcan uses the internet facility for office andacademic purpose. Employee is not permitted in sending unsolicited mails through APEC internet facility for personal purposes. They should not downloadmaterials from internet without proper acknowledgement of original source. Watching /downloading / posting violent / political and pornographic material will invite severedisiplinary action.

❖ Nonsmoking, non-alcohol and no-tobacco chewing policy:

APEC has no tolerance policy regarding smoking, drinking alcohol, tobacco chewing andusage of drugs in the campus. It is viewed seriously and strict disciplinary action will be taken against such employees found indulging in any of these activities.


❖ Keys deposition Policy:

College main office keys are deposited with the security office. Department key aredeposited in the college office keyboard. Department classrooms, labs, staff room keys aredeposited in the department office keyboard. This hierarchy shall be followed by allemployees.

❖ Vehicle parking policy:

Employee is required to park the vehicles preferably at the designated parking slots. Parkingof vehicle that hinders the movement of person / vehicle is prohibited.




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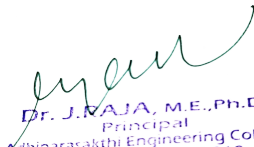


CHAPTER-11

CONFERENCES, COURSES & WORKSHOPS

- All the faculty members must strive to publish papers in reputed National and International journals.
- At least one author, in the case of multiple authorship, should present the paper in the conference.
- Participation is subject to the condition that academic / examination work does not suffer.
- In case of workshop / FDP / SDP, Junior and Middle level staff are to be encouraged. Preference will be given to those who have not participated in any Course / Workshop during the academic year.
- A copy of the course material is to be deposited in the department Library with information to the Principal.
- A brief report on conference / course / workshop must be given immediately after return from the programme.
- All the HoDs should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops in collaboration with funding agencies / Industries.




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CHAPTER – 12

PURCHASE PROCEDURE

12.0 INTRODUCTION

For the purchase of new equipment / material / consumable the following procedure is to be followed by all staff members,

12.1 Raising Proposal:

When new requirement is required for a department, a proposal is made in the prescribed format by the respective department through College Management System (CMS).

12.2 Accounts / Store:

The proposal is sent to the accounts department and store for verification. The accounts officer checks the proposal and verifies whether the raised proposal is within budget or not and then cleared.

12.3 Approval:

The proposal raised is approved in the following order

- ❖ Department HODs
- ❖ AO
- ❖ Principal
- ❖ Correspondent

12.4 Purchase committee:

The approved proposal is sent to the purchase department. The purchase manager collects 3 best quotations and submits the proposal along with the quotations to the Management for approval.

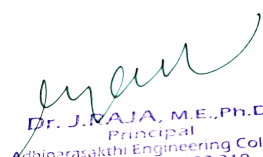
12.5 Management Approval:

The Management will verify the proposal and upon concurrence from Principal and based on the quote attached, will approve the best proposal.

12.6 Purchase Order:

Upon getting approval from the Management, the purchase manager will raise Purchase order to the vendor approved by the management.




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12.7 Material Delivery:

The supplier will deliver the material / equipment to the college upon receiving the Purchase order.

12.8 Gate Entry:

Gate entry seal will be embossed on the Original Bill, when the material is brought to the college.

12.9 Store Entry:

The material delivered is then taken to the store and entered in Stock register (GRN– Goods Received Note). Without PO and Gate entry, the material will not be taken inside the Store.

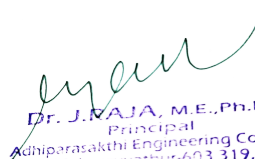
12.10 Material checking:

The material delivered is inspected for its quality by the store in- charge and the concerned department staff, which raised the proposal.

12.11 Department Use:

After verifying the material and quality confirmation, the material is issued to the concerned department. A record is maintained for every material issued in the store.




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CHAPTER – 13

GENDER EQUITY POLICY

13.0 Gender Equity Policy

- ❖ Treating the inmates with care and respect is essential to a peaceful existence in any organization. Gender equality is supported by Adhiparasakthi Engineering College, which offers equal opportunity to all genders.
- ❖ Regardless of gender, everyone is treated with attention and respect. The college offers plenty of chances for everyone to advance in their specialty without regard to gender our top priority when it comes to staff and students are gender sensitivity.

13.1 Objectives of the Policy

- To ensure gender equality by giving male and female students and staff equal access to the institute's resources, responses, and services;
- To establish a gender-sensitive work environment; and to provide equal chances to both.
- To guarantee equitable treatment as a right for everyone equally, to eradicate gender discrimination and harassment in the workplace and in program intervention areas of the program

13.2 Provisions to make the campus gender sensitive:

- The College considers gender equity and balance while creating its policies and programs. The college works hard to ensure that there are enough women on different academic panels.
- Because of this, female faculty members at the college are frequently observed achieving better success in their careers. Furthermore, women are adequately represented among faculty and students in eminent academic institutions.
- Prioritizing the hiring and retention of sufficient numbers of female employees at all organizational levels in order to preserve gender parity in the workforce granting all employees, regardless of gender, equal opportunity for advancement, training, and working conditions ensuring that men and women are equally represented





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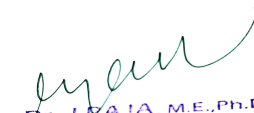
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and participate in the institution's executive board, senior management team, and numerous functional committees.

- Enhancing perspectives and conceptual clarity on gender issues through the promotion and facilitation of gender-sensitive capacity building trainings ensuring that female employees attend all field-level trainings and meetings.
- Girl's students are encouraged to participate in all extracurricular and co-curricular activities with fervor as it boosts their confidence as they progress.
- When it comes to ladies staff, it is normally difficult for them to have a work-life balance. Therefore; the college makes every effort to support women staff with all necessary relaxations.
- Hygiene plays a vital role in making an organization healthy and the college provides clean and hygienic facilities to Staff and students: There are adequate restrooms that are properly maintained.




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CHAPTER – 14

E- GOVERNANCE POLICY

14.0 E- Governance Policy

By utilizing innovative and cutting-edge technology, Adhiparasakthi Engineering College E-governance is designed with the express purpose of improving the governance structure for the development of the institute. The broad areas of e-governance include exams, admissions, academic day-to-day activities, placements management information systems, and the gradual inclusion of stakeholders. Planning and enabling any infrastructure for the introduction of state-of-the-art apps and solutions for the institute's flawless administration are its main goals.

Vision

- ❖ Adhiparasakthi Engineering College is committed to creating high-quality engineers, who have a sense of service and spirituality in order to advance the growth of the society at large through the adoption of appropriate technologies and ensure their sustainability.


Mission

- ❖ Imparting high-quality education with an emphasis on contemporary technologies helps achieve growth across the spectrum of society.
- ❖ Cultivating empathy and discipline
- ❖ Creating spiritual environment Objectives

14.1 Objectives of E-governance

1. E-governance implementation across the institution's functions
2. Increasing operational efficiency
3. Encouraging accountability and transparency
4. Getting the institution's administration paperless
5. Encouraging online contact between the institution's various organizations on an internal and external level facilitating information access and Keeping data safe and secure.
8. Increasing the institutions visible globally.




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14.2 Area of Implementation:

1. Website & Social Media
2. Student Administration
3. Academics
4. Examinations - Internal & External
5. System of Communication
6. Accounts & Finance
7. Library
8. Payment Systems
9. Placements

E-governance in the following domains: The policy is broken down into different operational domains for ease of use. The society retains the right to apply e-governance even in the areas not listed here; these operational domains are merely examples.

1. Website & Social Media:

The college's website will be updated often, taking into consideration the latest modifications. The website ought to reflect the activities at the college and all activity-related information, alerts, and other pertinent information ought to be easily accessible. Web page is installed and hosted on a secure platform by a third party. In addition to that, training ought to be given to the current employees, and individuals who will handle the accountability for college-level website management and updates. Significant specifics, Details and accomplishments will be shared on social media.

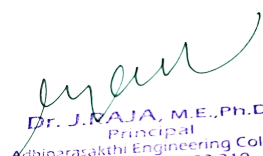
2. Student Administration, Including Hostels:

Organization in charge of program admissions, lodging, transportation, etc. with an appropriate ERP system. Also, students need to be able to acquire certifications for transfers, bonafide certificates, etc. on an online mode.

3. Academics:

The school will use an appropriate ERP solution to handle students' academic records and will notify parents in real time about their progress.




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CHAPTER - 15

IT POLICY

15.0 IT Up gradation Policy

In today's fast-paced educational landscape, staying abreast of the latest technological advancements is paramount to fostering a dynamic and immersive learning environment. At our esteemed institution, we prioritize the continual evolution of our IT facilities to provide students and faculty with a cutting-edge academic experience. With a firm commitment to innovation, we have implemented a series of comprehensive updates across various departments and labs, ensuring that our technological infrastructure remains at the forefront of educational excellence.

15.1 State-of-the-Art Laboratories

Our institution boasts a series of well-equipped and modernized labs, including the Database Management Systems (DBMS) Lab, Data Structures Lab, Java Programming Lab, Computer-Aided Design (CAD) Lab, and Artificial Intelligence (AI) & ML Lab. These labs are meticulously designed to provide students with hands-on experience, enabling them to explore and master the intricacies of these critical disciplines. With regular updates and the latest software installations, our lab serves as the breeding ground for innovation and practical skill development.


15.2 Unparalleled Digital Resources

Recognizing the significance of digital resources in modern education, our institution has invested in establishing a comprehensive digital library. With an extensive collection of e-books, journals, and research papers, our digital library serves as a treasure trove of knowledge, accessible to all students and faculty members. This digital repository acts as a catalyst for research, promoting a culture of exploration and academic excellence.

15.3 Robust IT Infrastructure

To support the growing demands of a digitally reliant academic environment, we have significantly enhanced our internet bandwidth from 100 MBPS to an impressive 180 MBPS, ensuring uninterrupted and high-speed connectivity for all users. Additionally, our 180 MBPS bandwidth, available 24/7, provides students and faculty with seamless access to online resources, facilitating research, collaboration, and learning without any impediments.




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15.4 Comprehensive Network Connectivity

In our endeavor to create a fully connected campus, we have augmented our infrastructure with over 350+ LAN points, strategically positioned across computer labs, classrooms, and office spaces. This extensive network ensures that all the devices seamless connectivity, enabling students and staff to engage in a smooth and continuous learning experience.

15.5 Enhanced Security Measures


Ensuring the safety and security of our campus is of paramount importance to us. To this end, we have implemented biometric systems for the staff attendance, providing a secure and efficient method for monitoring staff presence across the campus.

15.6 Efficient Maintenance and Support

Understanding the significance of well-maintained IT equipment, we have established a dedicated Computer Maintenance Cell and enlisted an Annual Maintenance Contract (AMC) for all IT equipments and Uninterruptible Power Supply (UPS) systems. This proactive approach ensures that all IT resources are operating optimally, minimizing downtime and maximizing productivity for both students and faculty.

At our institution, we believe that a robust and updated IT infrastructure is the cornerstone of a progressive and forward-thinking educational experience. By continuously updating our facilities and services, we remain dedicated to providing our students and faculty with an environment that nurtures learning, exploration, and innovation, ultimately preparing them for the challenges of tomorrow's digital landscape.




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CHAPTER - 16

WATER CONSERVATION POLICY

16.1 Introduction:

Water conservation is the best way to address one of the most pressing issues of our day: water scarcity. Water governance-related issues have not received enough attention. In many regions of the nation, poor water resource management has resulted in a dire scenario. As we've captured multiple endeavors as to preserve the water like rain the water gathering from rooftop run-offs, building trenches and ponds, maintaining bore well recharge systems, water distribution system maintenance, etc. As a result, the institute creates a water conservation policy and the long-term preservation of resources.

16.2 Objectives:

- To improve groundwater recharge through runoff and rooftop rainwater collection, as well as by collecting and storing precipitation.
- To hold water for use in washing and gardening.
- To guarantee a constant water supply to all college campus departments and sections.
- To refuel the monsoon season bore well system.
- To Cut Down on wastage of Water

16.3 Policy Details:

- Reduce water waste and increase water usage efficiency.
- All's current facilities will be utilized for rainwater collection and water conservation.
- In all upcoming development plans, encourage the purchase and upkeep of green infrastructure and efficient water infrastructure.
- Encourage the use of innovative and suitable technology and services for managing water and wastewater.
- All of the institution's employees, students, and other stakeholders in the surrounding community should get instruction on the water conservation methods that the college has adopted.
- Make sure that everyone involved is aware of the college's policy regarding water saving.





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- Create facilities for recycling and waste water treatment.
- Inform the community and students about the financial viability of water conservation initiatives.
- Enhance the quality of water. For instance, educate the public about rubbish disposals and show initiative to maintain a clean and orderly campus.
- Recycle greywater and non-sewage for on-site applications (e.g., landscape irrigation, toilet flushing, and more broadly, keeping in mind the criteria for water quality).
- Establish connections with leaders in the environmental field, society, and policymaking to find ways to overcome challenges and expand the role that efficiency and conservation play in ensuring the sustainability of water supply systems.
- Community initiatives: Under the direction of NSS, RRC, YRC and other student organizations, plan a variety of outreach initiatives.
- Promote the study, creation, and application of water-saving strategies in connection to ecological demands and solutions.
- Educate students and the teaching community about the movement of water, including groundwater and its interactions with surface water as well as the effects of climate change on water resources.
- Inform, educate, and raise consciousness about the value of water for life, the necessity of water conservation, and the efficient use of water.

Preserve the public space around the college as well as the streams, ponds, and rivers.




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CHAPTER – 17

GREEN CAMPUS POLICY

17.1 About the college

Adhiparasakthi Engineering College (APEC) was established in the year 1984 with the blessing of the Founder President His Holiness ArulthiruBangaruAdigalar in order to meet the growing demands for engineers in the modern industries. This is one of the prestigious educational institutions functioning under Adhiparasakthi Charitable, Medical, Educational and Cultural (ACMEC) Trust, governed by Thirumathi V. Lakshmi BangaruAdigalar, Vice-president of the ACMEC Trust. The Correspondent of this institution is Dr. G. B. SenthilKumar, Deputy-president of the ACMEC Trust and also Founder President of Adhiparasakthi Spiritual Youth Wing. This institution is affiliated to Anna University, Chennai and approved by All India Council for Technical Education (AICTE), New Delhi. The college was started with three undergraduate courses and now offers eight undergraduate, seven postgraduate and five research (Ph.D.) programmes.

17.2 The Green Campus Policy

The Green Campus Policy of the college envisions a Clean and Green Campus where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

17.3 Objectives

- ❖ To prepare the students and staffs to minimize the use of polluting products and use environment friendly products.
- ❖ To inculcate the importance of cleanliness for a healthy life
- ❖ To make awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Guest Lectures, Workshops, Tree Plantation Drives, Rangoli Competitions, Essay Competitions, Bird Watching Programs, etc.,
- ❖ To encourage staffs and students to collectively contribute to develop an eco-friendly sustainable campus.





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17.4 Initiatives Taken to Implement the Clean and Green Campus Policy

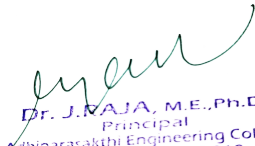
The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities.

- Landscaping with Trees and Plants
- Ban on Single-Use Plastic
- Solar Plant in the College
- Use of LED Bulbs/Tubes and Power Efficient Equipment's
- Rainwater Harvesting
- Paperless Office and Communication
- Solid Waste Management
- Laboratory liquid waste management system
- Water Management
- Display Boards to Promote Environmental Sensibility on College Campus
- Installation of Incinerator in the Girls' Common Room
- The Green, Environmental and Energy Audit

17.5 Landscaping with Trees and Plants

As per the Clean and Green Policy of the Adhiparasakthi Engineering College, Melmaruvathur, the college strives to plant various types of ornamental and medicinal variety, wild plant species of trees in large numbers within and outside the campus. Gardeners and full time adequate support staff have been appointed for the maintenance of gardens and keeping the campus litter-free, clean and Green Campus. The tree-plantation drives are undertaken by the NSS Unit of the college on regular basis every year.




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17.6 Ban on Single-Use Plastic

The campus of Adhiparasakthi Engineering College, Melmaruvathur is a plastic-free campus where there is a complete ban on single-use plastics in classrooms, laboratories, canteen, hostel, and in the other premises. The college facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandate the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus.

17.7 Solar Plant in the College

The college has established the Solar Energy Plant on the Main Building of the college. There is a substantial decrease in the Electricity Bills since the installation of these solar plants.

17.8 Use of LED bulbs / tubes and Power-Efficient Equipment's

More than 90% electric lights and all the computers of the college are LED enabled. The other equipment's are also purchased taking into account their power- efficiency.

17.9 Rainwater Harvesting

The college ensures rain-water conservation through rainwater harvesting. The rain water from the roof top outlets is carried through the well-connected pipelines to the wells or is collected in the large water harvesting tanks and the overflowing rain-water from these tanks is discharged in the soak-pits for ground water recharge. The wells in the college, boy's hostel and girl's hostel are connected to rooftop rainwater harvesting system and the collected rain-water is discharged to the wells or in the large water harvesting tanks.

17.10 Paperless Office and Communication:

The college has a policy to minimize the use of paper in all types of communication of the college through E-Communication. The use of paper is substantially reduced through digitization. One-side blank pages are used to avoid wastage of paper. All the college staffs have been provided the college E-mail ID's and through which they make all the required official and college-related communication. WhatsApp groups (like Class-wise, Department-wise, Committee- wise groups) have been formed which reduces the usage of paper in notices and circulars. Moreover, the college has avoided massive usage of paper by introducing the "Learning Management System"





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wherein references, notes, syllabi, question banks, study material are stored and shared on the e-platform. This practice has proved highly beneficial to save money, boost productivity, save space, make documentation and information sharing easier, and help the environment.

17.11 Solid waste Management

The Solid waste generated in the campus is segregated as degradable and non- degradable and handed over to Melmaruvathur Ooratchi as a part of “Swachh Bharat Abhiyan” (Swachh Bharat Mission). All the Departments, laboratories, and Classrooms are provided with dustbins for waste disposal.

17.12 Laboratory liquid waste management system through percolation system:

Chemistry laboratory has separate soak-pit; the hazardous liquid containing chemicals are transfer to this soak pit. This percolation pit is also like rain water harvesting system the pit is filled with gravel/pebbles followed by river sand for better percolation.

17.13 Water Management

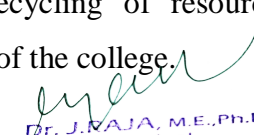
The water for all other purposes is supplied through another set of distribution pipes. The college has two wells with ample water. The ground water from the wells is pumped into the storage tanks located at different places in the campus.

The water is distributed through well-laid pipe network. Entire water distribution system is well supervised by the college administration to ensure that there are no leakages and wastages of water through Leakages in the pipelines and the water-taps etc. Regular cleaning of the water tanks is regulated by the administrative staff of the college. All the stakeholders of the college are well-educated to use water economically and efficiently. Rainwater from the different college buildings is taken to the wells for ground-water recharge. A proper care is also taken to keep the Rooftops cleaned so that unnecessary garbage does not mix with the rainwater leading towards the well. The inlets of these tanks are controlled by the ball-valves to avoid water overflows.

17.14 Display Boards to Promote Environmental Sensibility

Various boards including Quotes that promote environmental awareness and ethics including air-pollution control, plastic-free campus, conservation of energy, recycling of resources, tree plantation, Nature conservation, etc. are displayed for all the stakeholders of the college.




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17.15 Installation of Incinerator in the Girl's Common Room

The college has installed an Incinerator for the disposal of sanitary pads in the Girl's Common Room as a step towards eco-friendly disposal mechanisms.

17.16 The Green, Environmental and Energy Audit

The Green, Environmental and Energy Audit of the college at regular intervals were conducted by **Kongu Engineering College, Perundurai, Erode**. The initiative regarding this is taken by IQAC of the college and the suggestions by audit team (if any) are implemented towards creating Green campus.




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CHAPTER – 18

ALUMNI ASSOCIATION POLICY

For the benefit of the students and the college, an Alumni Association has been created under the name, **APEC Alumni Association** and Registration number is SRG/Chengalpattu/62/2024.

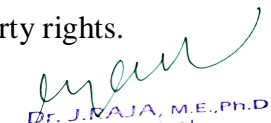
18.1 Objectives of Alumni Association

1. To bring all the old students of APEC under one vibrant forum for exchange of experience and knowledge and develop a strong network among themselves for bonding and fellowship and their career advancement.
2. To establish a forum to preserve the memories, associations and traditions of the institution.
3. To maintain a database containing information such as name, permanent address, mobile number and mail id, years of study, qualifications and present occupation of members of the Association.

Policy of the Alumni Association

- Give former students a forum to engage with one another and share ideas, information, and accomplishments as well as concerns and interests.
- Encourage pride in alumni and elevate the College's renown.
- Encourage an emotional relationship between teachers, alumni, and students.
- Give the college all the assistance it needs to place students in reputable organizations for internships, and honor alumni who have made important contributions to the area of education for the benefit of society.
- Plan and carry out special projects, such as technical initiatives, infrastructure projects, seminars, and workshops.
- Adoption of underprivileged or economically disadvantaged kids through the establishment of rewards for exceptional and excellent students as well as scholarships.
- Encourage and instill in the students a culture of inquiry and creativity that will enable them to solve technical problems of the society, leading to intellectual property rights.




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ANNEXURE-I

TEACHING STAFFS

S.NO	NAME OF POST	SCALE OF PAY
1.	Principal	37400-67000/- With AGP 10000
2.	Dean	37400-67000/- With AGP 10000
3.	Professor	37400-67000/- With AGP 10000
4.	Associate Professor	37400-67000/- With AGP 9000
5.	Assistant Professor	15600-39100/- With AGP 6000

ANNEXURE-II

NON-TEACHING STAFFS

S.NO	STAFF CADRE	REVISED SCALE OF PAY
1.	Computer programmer	9300-34800/- With AGP 4400
2.	Laboratory assistants	5200-20200/- With AGP 2400
3.	Machinist	5200-20200/- With AGP 1900
4.	Fitter	5200-20200/- With AGP 1900
5.	Electrician	4800-10000/- With AGP 1650
6.	Carpenter	4800-10000/- With AGP 1650
7.	Welder	4800-10000/- With AGP 1650
8.	Plumber	4800-10000/- With AGP 1300
	Mechanic	4800-10000/- With AGP 1300





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ADMINISTRATIVE STAFF

S.NO	STAFF CADRE	REVISED SCALE OF PAY
1.	Administrative officer	15600-39100/- with AGP 5400
2.	Asst.Administrative officer	15600-39100/- with AGP 5400
3.	Sr.Accountant	15600-39100/- with AGP 5400
4.	Accountant	9300-34800/- with AGP 4400
5.	Assistant	9300-34800/- with AGP 4400
6.	Junior Assistant	5200-20200/- with AGP 2000
7.	Junior Accountant	5200-20200/- with AGP 2000
8.	Typist	5200-20200/- with AGP 2000
9.	Hostel Manager	5200-20200/- with AGP 2000
10.	Driver	5200-20200/- with AGP 1800
11.	Office Attendant	5200-20200/- with AGP 1800
12.	Library Attendant	5200-20200/- with AGP 2000
13.	Stores Attendant	5200-20200/- with AGP 2000
14.	Dept. Attendant	5200-20200/- with AGP 2000
15.	Gardener	4800-10000/-with AGP 1400



[Signature]
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