

# **VELALAR**

## **COLLEGE OF ENGINEERING AND TECHNOLOGY**

**THINDAL, ERODE - 638 012**

**(AFFILIATED TO ANNA UNIVERSITY, CHENNAI)**

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## **ESTABLISHMENT**

## **RULES & REGULATION**

## **LIST OF APPROVED FACULTY POSITIONS**

- 1. PROFESSOR**
- 2. ASSOCIATE PROFESSOR**
- 3. ASSISTANT PROFESSOR (SELECTION GRADE)**
- 4. ASSISTANT PROFESSOR (SENIOR GRADE)**
- 5. ASSISTANT PROFESSOR**

**1. QUALIFICATION & EXPERIENCE REQUIRED FOR THE  
FACULTY POSITION**

(Effective from 01.04.2011)

S.No.	Designation	Qualification	Experience	Duration
1)	<b>Assistant Professor</b>			0-4
	a) Engineering / Technology	M.E. / M.Tech. (with first class in B.E. or M.E. or both)	.....	
	b) Science & Humanities	M.Sc / M.Phil (Ph.D. preferable)		
	c) MBA	MBA / M.Phil (Ph.D. preferable)		
	d) MCA	M.Sc /MCA/M.Phil (Ph.D. preferable)		
2)	<b>Assistant Professor (Sr.Gr.)</b>			4-8
	a) Engineering / Technology	M.E. / M.Tech. (with first class in B.E. or M.E. or both)	Min of 4 years experience as Asst. Prof. (or) Min 4 years experience after PG Qualification (For Direct recruitment)	
	b) Science & Humanities	M.Sc / M.Phil (Ph.D. preferable)		
	c) MBA	MBA / M.Phil (Ph.D. preferable)		
	d) MCA	M.Sc /MCA/M.Phil (Ph.D. preferable)		
3)	<b>Assistant Professor (Sl.Gr.)</b>			8-10
	a) Engineering / Technology	M.E. / M.Tech. (with first class in B.E. or M.E. or both)	Min of 8 years experience out of which 4 years as Asst. Prof. (Sr. Gr)	
	b) Science & Humanities	M.Sc / M.Phil (Ph.D. preferable)		
	c) MBA	MBA / M.Phil (Ph.D. preferable)		
	d) MCA	M.Sc /MCA/M.Phil (Ph.D. preferable)		
4)	<b>Associate Professor</b>			10+Ph.D. Registration
	a) Engineering / Technology	M.E. / M.Tech. with Ph.D.	Min of 10 years experience as AP (or) Min of 8 years experience as AP with Ph.D (or) Min of 2 years as AP (Sl.Gr.)	
	b) Science & Humanities	M.Sc / M.Phil with Ph.D.		
	c) MBA	MBA / M.Phil with Ph.D.		
	d) MCA	M.Sc /MCA/M.Phil with Ph.D.		
5)	<b>Professor</b>			10+Ph.D Complete
	a) Engineering / Technology	M.E. / M.Tech with Ph.D	Min of 10 years experience out of which 5 years as Asso. Prof. with Ph.D.	
	b) Science & Humanities	M.Sc / M.Phil with Ph.D		

## 2. PAY SCALE FOR FACULTY MEMBERS WITH EFFECT FROM 01.04.2012

S.No.	Designation	B. Pay	A. Grade Pay	DA	HRA	Gross Pay	Spl. Pay for Ph.D.
<b>I. ENGINEERING AND TECHNOLOGY</b>							
1.	Professor	37400	10000	4740	3000	55140	5000
2.	Asso. Professor	27000	6000	3300	2500	38800	5000
3.	Asst. Professor (Sl. Gr.)	21500	5000	2650	2000	31150	-
4.	Asst. Professor(Sr. Gr)	18500	4000	2250	1500	26250	-
5.	Asst. Professor	15600	3000	1860	1500	21960	-
<b>II. S &amp; H / MCA / MBA</b>							
6.	Professor	30000	5000	3500	2500	41000	3000
7.	Asso. Professor	25000	3000	2800	2000	32800	3000
8.	Asst. Professor (Sl. Gr.)	20000	2000	2200	1500	25700	-
9.	Asst. Professor(Sr. Gr)	17700	1000	1870	1000	21570	-
10.	Asst. Professor	15600	500	1610	1000	18710	-
<b>III. APPLIED SCIENCES</b>							
11.	Professor	20000	3000	2300	2000	27300	3000
12.	Asso. Professor	15600	2000	1760	1500	20860	3000
13.	Asst. Professor (Sl. Gr.)	14800	1500	1630	1200	19130	-
14.	Asst. Professor(Sr. Gr)	12510	1000	1351	1000	15861	-
15.	Asst. Professor	10560	500	1106	750	12916	-
<b>IV. DEAN</b>							
16.	Dean	37400	10000	4740	4000	56140	-
<b>V. PRINCIPAL</b>							
17.	Principal	37400	10000	4740	10000	62140	3000

## **2. FACULTY RECRUITMENT PROCEDURE**

1. Advertisement in leading News Papers for recruitment of the staff positions.
2. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the principal.

### **3. Selection Committee:**

The selection Committee is constituted with the following members:

- ◆ Chairperson of the Governing Council (Secretary & Correspondent)
- ◆ The Principal of the college as Member Secretary.
- ◆ Dean (Academic of the college as Member
- ◆ Dean (R&D) of the college as Member
- ◆ Dean (Students' Affairs) as Member
- ◆ Head of the Department as Member
- ◆ Two subject experts.

### **4. Mode of Selection:**

- a) Teaching – 10 Marks
- b) Communication Skills – 10 Marks
- c) Subject Knowledge – 20 Marks
- d) Achievements – 10 Marks

In addition to the above, other characteristics decided by the Selection Committee.

### **5. Minutes:**

The minutes will include the list of selected candidates identified for the panel.

The candidates identified in the panel shall be eligible for appointment on a later date whenever vacancy arises within a period of one year from the date of selection.

### **6. Appointment:**

- a) The candidates selected by the Committee will be initially issued a selection letter by the Principal, clearly indicating the faculty position and the pay scale.

b) The candidates issued with selection order will be given proper appointment orders by the Secretary & Correspondent of our college on the day of reporting for duty.

c) The candidates appointed for the faculty position will be asked to submit the following original certificates.

- 1) Degree certificates of both UG & PG
- 2) Consolidated mark sheets of UG & PG
- 3) SSLC Mark Sheet
- 4) Community certificate if applicable
- 5) Service Certificate if applicable
- 6) Relieving Orders if applicable

d) **Probation period**

The candidate appointment for the faculty position will be on probation period of one year during which period they are entitled till to avail Casual Leave at the rate of one day for one completed month of service and they are not eligible for any other leave. However they are entitled for 15 days vacation after the completion of six months services in the college.

7. **Relieving from Service:**

Any staff member will be permitted to submit resignation only during the period of 1<sup>st</sup> March to 31<sup>st</sup> March in the academic year.

Resignation from the staff members will not be accepted in any other time.

If any staff member is willing to get relieve other than the above stipulated period will be required to pay necessary compensation as desired by the management.

It is not mandatory for the management to accept their resignation from any staff members and during the middle of the academic year.

**NON-TEACHING STAFF (TECHNICAL)**

**LIST OF APPROVED POSITIONS**

- 1. SYSTEM ADMINISTRATOR**
- 2. LAB. INSTRUCTOR**
- 3. PROGRAMMER**
- 4. LAB. TECHINICIAN**
- 5. LAB. ASSISTANT**
- 6. LAB. ATTENDER**

**Non-Teaching Staff –Revision of Pay Scales with effect from 01.04.2012**

<b>S.No.</b>	<b>Category</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
<b>1</b>	<b>I.A</b>	<b>Lab. Tech/Lab. Instr./Sym. Admin/Programmer</b>	<b>Any PG Degree</b>	<b>Above 10 Years</b>
<b>2</b>	<b>I.B</b>	<b>”</b>	<b>”</b>	<b>5-10</b>
<b>3</b>	<b>I.C</b>	<b>”</b>	<b>”</b>	<b>Less than 5 Years</b>
<b>4</b>	<b>II.A</b>	<b>Lab. Tech/Lab. Instr./Sym. Admin/Programmer</b>	<b>Any UG Degree</b>	<b>Above 10 Years</b>
<b>5</b>	<b>II.B</b>	<b>”</b>	<b>”</b>	<b>5-10 Years</b>
<b>6</b>	<b>II.C</b>	<b>”</b>	<b>”</b>	<b>Less than 5 Years</b>
<b>7</b>	<b>III.A</b>	<b>Lab. Tech/Lab. Instr./Sym. Admin/Programmer</b>	<b>Diploma</b>	<b>Above 10 Years</b>
<b>8</b>	<b>III.B</b>	<b>”</b>	<b>”</b>	<b>5-10 Years</b>
<b>9</b>	<b>III.C</b>	<b>”</b>	<b>”</b>	<b>Less than 5 Years</b>
<b>10</b>	<b>IV.A</b>	<b>Lab. Attender/Lab. Asst. / Others</b>	<b>III/SSLC/ VIII STD</b>	<b>Above 10 Years</b>
<b>11</b>	<b>IV.B</b>	<b>”</b>	<b>”</b>	<b>Below 10 Years</b>



**NON-TEACHING STAFF (MINISTERIAL)**

**LIST OF APPROVED POSITIONS**

1. **ADMINISTRATIVE MANAGER**
2. **DY. MANAGER**
3. **ACCOUNTANT**
4. **JUNIOR ASSISTANT**
5. **ESTATE SUPERVISOR**
6. **ATTENDERS**

**Ministerial Staff –Revision of Pay Scales with effect from 01.04.2012**

<b>S.No.</b>	<b>Category</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
<b>1</b>	<b>I</b>	<b>Manager</b>	<b>Any Graduate</b>	<b>Above 10 Years</b>
<b>2</b>	<b>II</b>	<b>Dy. Manager/ Sr. Accountant</b>	<b>„</b>	<b>5-10 Years</b>
<b>3</b>	<b>III</b>	<b>Accountant / Sr. Assistant</b>	<b>„</b>	<b>5 Years</b>
<b>4</b>	<b>IV</b>	<b>Jr. Asst./Cashier/Estate Supervisor</b>	<b>„</b>	<b>2-5 Years</b>
<b>5</b>	<b>V</b>	<b>OA / Attender / Others</b>	<b>VIII Std / X Std</b>	<b>Above 10 Years</b>
<b>6</b>	<b>VI</b>	<b>„</b>	<b>„</b>	<b>Below 10 Years</b>

### **3. NON – TEACHING STAFF RECRUITMENT PROCEDURE**

1. Advertisement in leading News Papers for recruitment of the staff positions.
2. The applications received for the staff positions shall be scrutinized by the Scrutiny Committee constituted by the principal.

#### **3. Selection Committee:**

The selection Committee is constituted with the following members:

- ◆ Chairperson of the Governing Council (Secretary & Correspondent)
- ◆ The Principal of the college as Member Secretary.
- ◆ Dean (Academic of the college as Member
- ◆ Dean (R&D) of the college as Member
- ◆ Dean (Students' Affairs) as Member
- ◆ Head of the Department as Member

#### **4. Appointment:**

- a) The candidates selected by the Committee will be initially issued a selection letter by the Principal, clearly indicating the faculty position of the pay scale.
- b) The candidates issued with selection order will be given proper appointment orders by the Secretary & Correspondent of our college on the day of reporting for duty.
- c) The candidates appointed for the faculty position will be asked to submit the following original certificates.
  - 1) Degree certificates of both UG & PG
  - 2) Consolidated mark sheets of UG & PG
  - 3) SSLC Mark Sheet
  - 4) Community certificate if applicable
  - 5) Service Certificate if applicable
  - 6) Relieving Orders if applicable

**5) Probation period**

The candidate appointment for the faculty position will be on probation period of one year during which period they are entitled till to avail Casual Leave at the rate of one day for one completed month for service and they are not eligible for any other leave. However they are entitled for 10 days vacation after the completion of six months services in the college.

**6) Relieving from Service:**

Any staff member will be permitted to submit resignation only during the period of 1<sup>st</sup> March to 31<sup>st</sup> March in the academic year.

Resignation from the staff members will not be accepted in any other time.

If any staff member is willing to get relieve other than the above stipulated period will be required to pay necessary compensation as desired by the management.

It is not mandatory for the management to accept their resignation from any staff members and during the middle of the academic year.

## **LEAVE RULES**

### **Kinds of Leave :**

- I      Casual Leave ( CL)
- II     Special Casual Leave (Spl .C.L)
- III    Compensatory Leave (CPL)
- IV    Earned Leave (EL)
- V     Extra –Ordinary Leave (EOL)
- VI    Medical Leave (ML)
- VII   Maternity Leave (MTL)
- VIII   On-Duty (OD)
- IX    Permission

#### **I . Casual Leave ( CL)**

Casual Leave is not earned by duty but it is a concession given to employees so as to enable them in special circumstances , to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He /She is eligible to avail himself /herself of 12 days of Casual Leave in a Calendar year . Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service . Absence on Casual leave shall be treated as duty for the purpose of calculation of other leave . A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave.

A temporary employee at any time , may be granted Casual Leave in proportion to the actual period spent on duty . As a working principle , a month may be treated as a Unit.

A register of Casual leave granted / availed of by each employee shall be maintained by the sanctioning authority .

In addition to Casual Leave, employees shall be entitled to avail themselves of two days restricted holidays to be chosen from out of festive occasions as may be approved by the College from time to time .

## **II . Special Casual Leave (Spl .C.L)**

Special casual Leave not exceeding 15 days may be granted to a member of teaching staff for attending Meetings or Selection Committees, Boards of Studies , Conferences and Scientific gatherings of professional societies, Seminars and Symposia relevant to their avocation and for such other purposes as may be approved from time to time by the Syndicate . The conditions under which such leave may be granted shall , if necessary , be laid down by the Syndicate.

## **III . Compensatory Leave (CPL)**

An employee may be granted compensatory holiday or leave if he is required to work on any holiday under the written orders from the Principal . It may be availed of within six months from the holiday on which duty is performed with the prior sanction of the leave sanctioning authority .

The maximum number of Compensatory holidays or leave that may be granted to an employee shall not exceed 10 days in a Academic year .

Compensatory holidays may be combined with Casual Leave or authorized Public holidays Subject to the condition that the total period of absence shall not exceed 10 days Compensatory holidays may also be prefixed or suffixed to regular leave subject to usual conditions.

#### **IV Earned Leave (EL)**

An employee shall earn Leave at the rate of 5 days in on academic year .

##### **(a) Vacation :**

- (i) An employee shall be considered to have availed himself / herself of a vacation or portion of vacation, unless he / she has been required, by general or special order of the Principal to forgo. Such vacation or portion of a vacation.
- (ii) During the period of one academic year , the period of vacation for an employee entitled to, shall be deemed to be thirty days for teaching staff & twenty days for Non-teaching staff irrespective of the actual number of days declared as Vacation by the college .
- (iii) The vacation shall be declared by the College taking into consideration the actual number of working days so that the minimum requirements of working days per semester as stipulated by the UGC from time to time is satisfied

##### **(b) Earned Leave and Vacation :**

An employee who has been officially permitted to work during vacation period shall earn one day Earned Leave for every two days of working during vacation period .

#### **V Extra -Ordinary Leave (EOL)**

- 1) Extra-Ordinary Leave shall always be considered as leave without salary and may be granted, when the leave applied for is such that the Principal or the authority competent to sanction such leave considers that the period must be treated as leave on loss of pay .

- 2) The period of extra-ordinary leave shall not count for increment except when such leave is granted due to sickness on Medical Certificate and for pursuing higher studies .

#### **VI Medical Leave (ML)**

An employee is entitled to avail Medical Leave on the production of Medical certificate for a maximum of 5 days in an academic year. For this purpose any holiday lying between the Medical Leave period will be taken into account for the calculation of no of days of Medical Leave .

#### **VII Maternity Leave (MTL)**

(1) Maternity leave may be granted to a married women employee without pay for a period which may extend upto 60 days from pre-confinement rest to post confinement recuperation, at the option of the employee.

Provided that no Maternity leave shall be allowed to married women employees, if they already have three living children:

Provided further if they have two living children, maternity leave shall be allowed for their next confinement, only if they give an undertaking that they would resort to sterilization immediately after delivery. if after delivery, they fail to keep up such undertaking the maternity leave granted shall be cancelled.

(2) Maternity leave of six weeks for natural abortion/medical termination of pregnancy under the Medical Termination of Pregnancy Act, 1971 , (Central Act 30 of 1971) may be granted only two times to married women employees who have no living child, or three times to married women employees who have no living child , with a condition to undergo sterilization permanently for the grant of this leave for the third time , or for two times to those who have two living children with a condition



to undergo sterilization permanently for grant of this leave for the second time ,  
subject to the conditions specified in fundamental Rules 101(a).

(3) Maternity leave shall not be debited to the leave account .

(4) Maternity leave may be combined with leave any other kind except Casual leave ,but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a Medical Certificate from the authorized Medical officer.

(5). A temporary married women employee, who has put in atleast one year of service , shall be eligible for the grant of Maternity leave . She must first be granted leave earned by her at credit during the period of service and the balance as maternity leave to supplement the total period of 90 days subject to the conditions stipulated in Clauses (1)to(4)above

### **ON DUTY FACILITIES:**

In addition to the leave facility given to the staff members ON Duty facility is also provided to all the faculty member to facilitate the following:

- (i) Outside assignments like examiner ship / University representatives / Central valuation.
- (ii) Conferences / Seminars / Workshops organized in the other institution.
- (iii) Research work

The ON Duty facility is provided as follows:

Odd Semester – 13 days

Even Semester – 12 days

The faculty members are eligible to avail 13 days OD in a semester out of which 8 days may be availed for attending exam duty, 3 days for attending attending Seminar / Conference / Workshop and 2 days for Ph.D Matters.

The faculty members who have not yet registered for Ph.D may avail 10 days OD for attending exam duty in a semester. The OD account will be closed at end of every semester.

Any excess OD availed will be treated as leave on loss of pay and also will lead to cancellation of OD for the next semester.

## **DUTIES & RESPONSIBILITIES**

### **Dean (R&D)**

- Monitoring the activities of Research Centres.
- Monitoring the research progress of faculty members pursuing Ph.D.
- Recommending faculty members for participation in Conference / Seminar / Workshop.
- Recommending project proposals of departments / individual faculty to funding agencies.
- Monitoring the activities of the innovation and creativity of the college.

### **Dean (Academic)**

- Monitoring the academic progress of the departments.
- Approving the Question papers for the Internal Assessment Tests for all the subjects in all the programme.
- Monitoring the functions of Class Advisors, Test Coordinators, Assessment Coordinators.
- Approving the Internal Assessment marks for all students in all classes of both UG & PG.
- Monitoring the students' online feedback.
- Monitoring the faculty performance in University results.

### **Dean (Students Affairs)**

- Monitoring and controlling students discipline in the campus.
- Monitoring and controlling the Boys' & Girls' Hostels.
- Monitoring the functions of deputy wardens and all other staff working in the Boys' & Girls' Hostels.
- Any other matter connected with students' activities in the college as well as in the hostels.

## **HEAD OF THE DEPARTMENT**

### **I ACADEMIC FUNCTION**

- Maintenance of the University approved Regulation, Curricula and Syllabi of all UG/PG programmes offered under the Department.
- Maintenance of the records relating to the details about the regular programmes and Research programmes offered under the Department .
- Maintenance of Academic records of all students as per the common format prescribed by the University.
- Monitoring the conduct of classes and assessments for all UG and PG classes .
- Identifying the faculty member as incharge for Students Industrial Visit / Inplant Training weekly seminar by expert etc.
- Implementing the academic schedule (commencement of classes, Assessment periods and Last working day, etc)for each semester issued by the Principal and to inform the faculty and students.
- Preparation of Time- Tables for all UG classes (except I year) & PG classes.
- Processing the three assessment marks and computation of internal marks for display on the notice board before the start of end semester examination.
- Consolidation of area of specialization / subject for future requirements.
- Allocation of teaching work load as per Anna University / AICTE norms.
- Providing Audio – Visual support to teachers whenever required.
- Informing parents regarding lack of attendance and poor performance in assessments about the students.

## II ADMINISTRATIVE FUNCTIONS

- Maintaining the list of Teaching staff available in the Department.
- Maintenance of list of staff on Temporary / Contract / Visiting Faculty / Guest Faculty and their duration of appointment.
- Maintaining the particulars of students enrolled in each semester / Branch wise .
- Maintenance of laboratories with required apparatus / Instrument / equipments to carry out the experiments.
- Distribution of the student's attendance book and such other related materials.
- Endorsing , and forwarding students' applications for issue of Conduct cum Transfer Certificate to the Principal.
- Identifying the faculty to act as President and Treasurer for students technical society / association to conduct national seminars and regular weekly seminars.
- Preparing a list of infrastructural facilities and test facilities available in the department and try to utilize them by conducting number of summer / winter programmes and also invite consultancy from industries.

## III EXAMINATION WORKS

- Collecting question papers for Assessment Tests from the faculty members (Teachers who teach the subjects) and forwarding to the Dean (A).
- Displaying the approved schedule of end semester examination in all the notice boards of Department / Division before the commencement of end semester examination.
- Utilizing the duties of every staff member to serve as Hall Supervisor at least for the subject he / she has instructed.
- Providing all helps to the Chief Supdt. Of End semester examination in identifying Hall supervisors for the smooth conduct of End semester examination .
- End semester examination for all UG / PG programme shall be conducted by Chief Supdt. and not by the HOD or course Instructor. This is also applicable to course work undertaken by Ph.D/M.S students under the supervisor of the respective department.
- Maintenance of Attendance records and course work file consisting details on students performance of each semester (collected from each staff at the end each semester).

- Forwarding internal assessment marks to Principal both in soft and hard copies well before the start of the University Examination.
- Instructing the staff / Course Instructor to attend Central valuation.
- Submitting the consolidated statement of students having shortage of attendance to the Principal before issue of Hall Tickets for end semester examination.
- Arranging all records for academic audit after every end semester examination.
- Recommending and forwarding the applications of students for 'Break of study' to the University through Principal.

#### **IV STAFF MATTERS**

- Maintenance of Attendance Register of Teaching, Non Teaching, Research Scholar, Gate students, Daily students, Project staff, Contract staff, etc.
- Maintenance of casual leave Register.
- Forwarding EL/ML/LTC advance / loans etc to the Principal with endorsement.
- Conduct of summer/winter schools.
- Forwarding applications to summer/winter schools/conferences to the Principal.
- Encouraging the staff members to submit project proposals to various funding agencies and shall extend all possible secretarial assistance to them .
- Assessing the requirement of faculty for the academic year and informing the Principal for necessary approval regarding qualification and experience etc for recruitment .
- Maintenance of faculty details (in both soft & hard copy format) such as : Qualification, Experience, Field of specialization, Academic and Sponsored, Research, M.S/M.Tech.Projects, Ph.D(FT&PT), Publications, Projects and Consultancy.
- Identifying faculty members for handling classes in other department.
- Identification of substitute faculty for faculty who are on medical leave during the semester period.
- Assessing and forwarding the performance appraisal of all faculty members to the Principal.
- Identifying faculty members for purchase and maintenance of stores, department library and computer centre.

- Communicating all circulars to faculty members and displaying the relevant circulars in the Notice Board.
- Recommending and forwarding all applications of faculty members for attending outside Seminars/Symposium/Conferences/Workshop etc to the Principal through Dean(R&D).
- Recommending and forwarding Project proposals and individual consultancy proposals of faculty members to the Principal through Dean(R&D).
- Forwarding all communications of faculty members pertaining to establishment matters with specific remarks to the Principal.
- Identification of faculty members for Class Advisors, Mentors for every class.
- Identification of faculty members to be in-charge of UG,PG Laboratories.
- Identification of staff (Teaching and Non-Teaching) for annual stock verification.
- Preparing the schedule for Industrial Visit by the students during the current semester and arranging for allotment of project work to be carried by the UG/PG students during their Final year of study in consultation with the Dean(A).
- Inviting industrial experts & alumni who have experience in various field of specialization for Guest Lectures to the students (inviting an experienced Alumni to the DCC as a special invitee for advise and guidance).
- Encouraging staff i/c of practicals to prepare laboratory manuals incorporating newer and newer experiments.
- Identifying and utilizing the service of teaching staff for smooth conduct of department such as purchase of Items and stores, students matter, etc.
- Maintenance of attendance and all leave register (CL,CPL).
- Assessing and forwarding confidential report to the Principal.
- Arranging Implant training – in Industries.
- Arranging meeting of all staff members on every 1<sup>st</sup> & 3<sup>rd</sup> Saturday and sending minutes of the meeting to the Principal through Dean (A).
- Arranging meeting of class advisors and mentors on every 1<sup>st</sup> & 3<sup>rd</sup> Saturday and sending the minutes to the Principal through Dean (A).

### **V STUDENTS MATTERS**

- Arranging for substitute staff to take care of the class work allotted to the staff going on leave .
- Organizing students' National Symposium and students' Project Expo every year.
- Monitoring the Association activities of the students .
- Giving information for the college News letter highlighting the achievement of staff and students of the department.

### **VI FINANCE MATTERS**

- Preparation of budget estimate and revised estimate with the approval of Principal.
- Recommending proposals for all purchases for the department.
- Passing bills after making necessary entries in relevant stock registers and forwarding to the Principal for payment.
- Following strictly the budgetary provision while making expenditures under each head of account.
- Maintaining the accounts if any, relating to students seminar.
- Maintaining the accounts if any, relating to Alumni or professional Association.
- Maintaining the purchase records and procedure pertaining to the financial year for audit purpose.
- Conducting physical stock verification every year in the department and maintaining records along with previous stock records.
- Maintaining separate stock register for consumable and non-consumable records (non-consumable items shall consist of location of such items installed / issued).