



EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA(AERO,AGRI,BME,CIVIL,CSE,ECE&MECH), NAAC with "A+" and Recognised by UGC (2f &12B)
KOMARAPALAYAM - 637303

SERVICE RULES, PROCEDURES AND RECRUITMENT

VISION

- To create competitive human resource in the fields of engineering for the benefit of the society to meet global challenges

MISSION

- To provide a conducive ambience for better learning and to bring about creativity in the students
- To develop a sustainable environment for innovative learning to serve the needy
- To meet global demands for excellence in technical education
- To train young minds with values, culture, innovation and leadership

Published on 02/06/2025

Prepared by
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Approved by
Principal

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VISION FOR EXCELLENCE

MANIFESTO OF EXCELLENCE

- **Our Commitments**
- **Our Belief**
- **Our Vision – Future**

COURSE OFFERED

INTAKE

1. INTRODUCTION

The Human Resource and Working Policy Manual of Excel Engineering College has been prepared with the objective of establishing transparent, consistent, and equitable policies to govern the recruitment, service conditions, welfare, and professional development of the teaching and non-teaching staff.

The Manual is aligned with the vision and mission of the Institution and adheres to the statutory requirements and quality benchmarks prescribed by UGC, AICTE, Anna University, NAAC, and NBA.

This document:

Defines the rules, regulations, and service conditions of employees.

Lays down clear procedures for recruitment, orientation, training, appraisal, promotion, and welfare.

Establishes a framework for teaching-learning practices, research, extension, and code of conduct.

Acts as a reference document for ensuring fair governance, accountability, and quality assurance across the Institution.

The Manual will be periodically reviewed and updated based on changes in statutory norms, accreditation requirements, and institutional needs, subject to approval by the Governing Council.

We firmly believe that Human Resources are the most valuable asset of the Institution, and through this Policy, we aim to nurture, develop, and empower our faculty and staff to contribute meaningfully to the growth of the Institution and the Nation.

2. PREAMBLE

It is desired to define and lay down terms and conditions of employment and to provide for functions, duties, conduct, discipline, remuneration and general benefits in Sri Rengasamy Educational Trust (SRET) and Excel Engineering Institution (EEI).

3. ABOUT THE INSTITUTION

Founded in 2001 by **Dr.A.K. Natesan, Sri Rengaswamy Educational Trust (SRET)** was established with a mission to promote higher education and provide world-class professional educational opportunities to rural communities, dedicated to uplifting the downtrodden by providing access to quality education and fostering social empowerment.

With a deep commitment to social upliftment and academic excellence, the Trust began its journey with teacher-training institutions, laying the foundation for a transformative educational ecosystem.

EXCEL Engineering College was established in 2007, marking another significant milestone for the trust. The college is approved by AICTE, New Delhi, affiliated with Anna University, Chennai, and has been granted autonomous status by the UGC, underscoring its academic credibility and institutional independence.

That same year, SRET broadened its scope with the inception of the Excel Group Institutions, strategically located in Pallakkapalayam, Namakkal District, Tamil Nadu offering excellent connectivity and accessibility. Set amidst a sprawling 130-acre campus along National Highway NH-544, between Salem and Coimbatore, the institution stands as a landmark of scholastic excellence, equipped with state-of-the-art infrastructure and set within a serene, learning-conducive environment.

The institution is committed to imparting high-quality education and professional training to equip students with the skills, knowledge, and ethical values necessary to excel in their chosen careers and contribute meaningfully to society.

Excel Engineering College strives to achieve academic excellence with a futuristic outlook in the fields of Engineering and Technology, fostering a well-disciplined learning environment. The institution is committed to:

- Continual improvement in all areas of academic and administrative functions.
- Active involvement of people at all levels for collective growth and success.
- Upgradation of infrastructure and human resources to meet global standards and emerging challenges.

4. VISION AND MISSION OF THE INSTITUTION

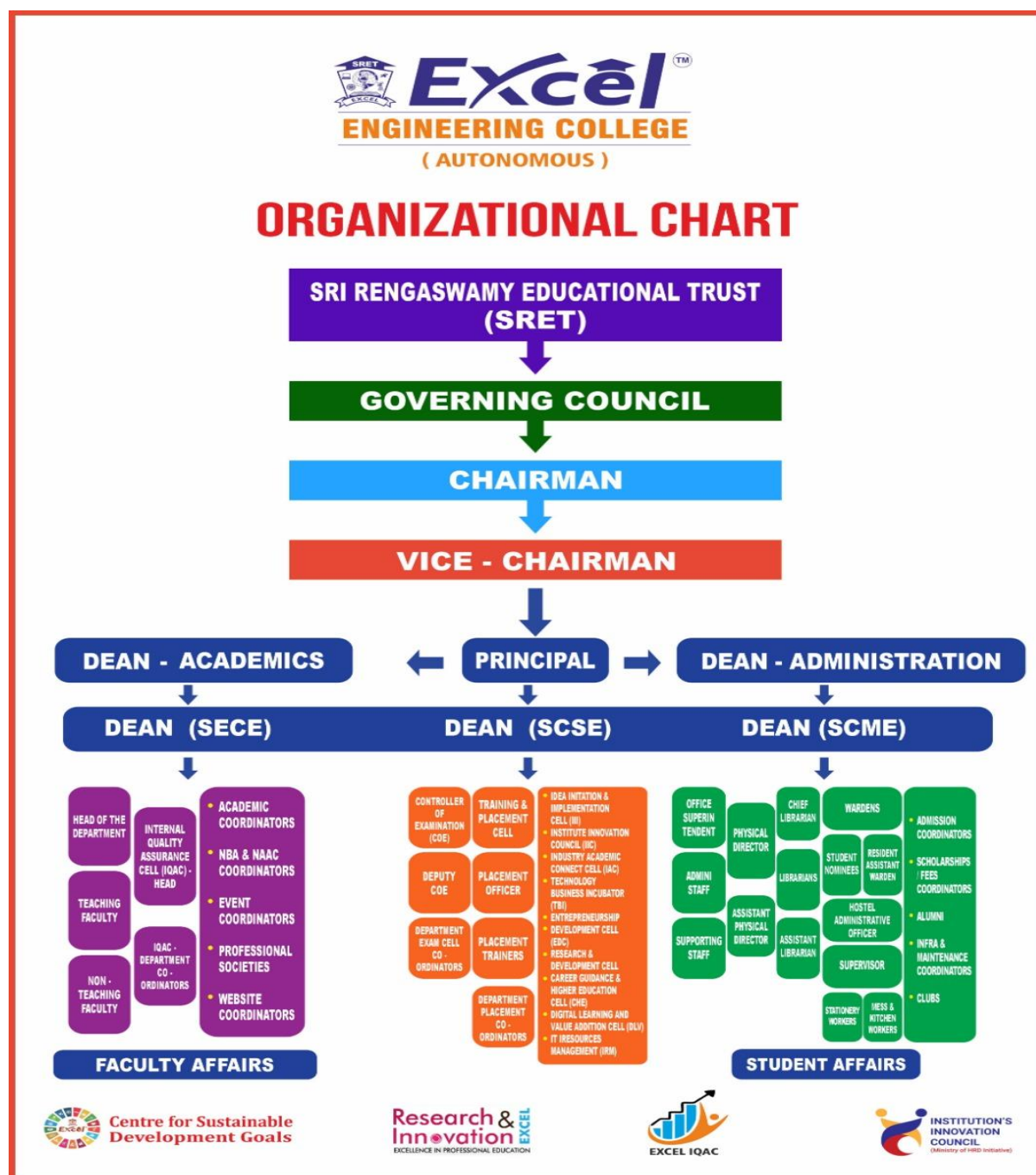
VISION

To create competitive human resource in the fields of engineering for the benefit of the society to meet global challenges

MISSION

- ✓ To provide a conducive ambience for better learning and to bring about creativity in the students
- ✓ To develop a sustainable environment for innovative learning to serve the needy
- ✓ To meet global demands for excellence in technical education
- ✓ To train young minds with values, culture, innovation and leadership

5. ORGANIZATION CHART



6. HUMAN RESOURCE POLICY

6.1 HR Vision

The Human Resource Department (HRD) is the most critical resource for any educational institution, as its contribution is both invaluable and limitless. HRD plays a pivotal role in developing a vast pool of competent human resources capable of excelling in teaching, research, consultancy, and other support functions.

The HRD at Excel Engineering College strives to support the institution in realizing its vision of becoming a center of excellence in Engineering, Technology, and Management.

6.2 HR Mission

The HRD is committed to planning, adopting, and implementing the best human resource practices with innovative solutions. The Department focuses on serving its internal stakeholders with dedication and ensures continuous improvement by nurturing and sustaining an enlightened human resource base.

6.3 Quality Policy of the Human Resource Department

The HR Department is guided by the following principles:

- Creating and sustaining an ecosystem that nurtures, develops, and maintains the institution's most important asset – its people.
- Recruiting highly competent professionals with a passion for teaching, research, and consultancy, and skilled personnel to support academic and administrative functions.
- Providing need-based training and professional development opportunities for staff, enabling skill enhancement, personality development, and long-term career growth, while ensuring employee retention.
- Developing and communicating sound policies and procedures that are transparent, fair, and aligned with institutional goals.
- Balancing the needs and aspirations of employees with those of the institution.
- Promoting strategic leadership built on honesty, integrity, accountability, and teamwork.
- Monitoring staff performance, rewarding outstanding performers, and taking necessary measures to enhance the performance of average and low performers.
- Recognizing the service and contributions of staff members through structured reward and recognition systems.
- Initiating and sustaining Staff Welfare Programs that foster a progressive, motivating, and inclusive environment.

6.4 General Service Rules

6.4.1 Introduction

These rules shall be called the “**General Service Rules**” of *Excel Engineering College* (hereinafter referred to as the “Institution”). They shall come into effect from the date of approval by the Governing Council of the College.

These rules shall apply to all categories of employees of the Institution, whether temporary or permanent.

6.4.2 Definitions

1. **Institution:** Excel Engineering College, Pallakkapalayam, Komarapalayam, Namakkal (Dt.).
2. **Governing Council:** The Governing Council of the College.
3. **SRET:** Sri Rengaswamy Educational Trust
4. **Chairman / Vice-Chairman:** Chairman & Vice-Chairman, Board of Management of the Institution.
5. **Executive Director:** Executive Director of the Institution.
6. **Principal:** Principal of the Institution.
7. **Dean:** Dean of the Institution.
8. **Faculty:** Teachers of the Institution.
9. **Approved Candidate:** A candidate whose name appears in the authorized list of candidates approved by the competent authority or selection committee for appointment to a specific post or category.
10. **Temporary Employee:** A member appointed initially for a limited period.
11. **Permanent Employee:** A member appointed to a category or post who has satisfactorily completed the minimum years of service prescribed by the competent authority.

6.5 Planning Process

6.5.1 The Principal / Executive Director shall assess the requirement of faculty members and staff during the month of April each year for the forthcoming academic year. The Heads of Departments (HoDs) will assess the need for additional or replacement faculty based on workload calculations and specialization requirements.

6.5.2 The Principal / Executive Director shall obtain staff requirement lists from all HoDs and prepare a consolidated statement indicating the number of faculty members, laboratory instructors, and administrative staff required, keeping in mind the following guidelines.

6.5.3 Each discipline shall have a Professor designated as its Head, in addition to the required number of Associate Professors, Assistant Professors, and Lecturers, in line with the prescribed teacher–student ratio.

6.5.4 The teacher–student ratio shall be maintained at **1:20**, including Professors in the count of teachers.

6.5.5 The minimum weekly contact hours for each category of staff shall be as follows:

- Deans – 4 hours
- Professors – 8 hours
- Associate Professors – 12 hours
- Assistant Professors – 16 hours

6.5.6 A Selection Committee shall be constituted for recruitment in each discipline. The committee shall include the respective HoD, Cluster Dean, one senior faculty member, and one external subject expert nominated by the top authorities.

6.5.7 Based on the candidates' performance in the selection process, the committee shall recommend qualified candidates to the Principal / Executive Director. The final decision shall rest with the Executive Director / Vice-Chairman. Selected candidates will be formally informed, and further instructions shall be communicated by the HR Department.

6.6 Recruitment Process

6.6.1 The Selection Committee shall prepare a clear Job Description (JD) and Job Specification (JS) for each position.

6.6.2 The Committee shall augment the pool of candidates in the ratio of 1:3 for every position, from one or more of the following sources:

- Advertisement in newspapers / social media platforms
- Applications maintained in the institution's unsolicited candidate database
- Campus recruitment drives

6.6.3 If deemed necessary, the Committee may also conduct Walk-in Interviews to attract suitable candidates.

6.6.4 The shortlisting process shall include:

- Personal Interviews
- Subject tests and/or classroom demonstrations

6.6.5 The Committee shall finalize the shortlisted candidates and submit its recommendations along with the candidates' personal data sheets to the Principal / Executive Director / Vice-Chairman, who shall conduct the final interview and make the appointment decision.

6.6.6 An Offer of Appointment shall be issued by the Principal / Executive Director.

6.6.7 Faculty cadre, qualification, and eligibility criteria shall be as per the AICTE Degree Regulations 2019 and any subsequent amendments issued from time to time.

6.7 Post-Selection Process

6.7.1 The selected candidate who has received the offer letter shall report to the Principal on the date specified in the offer.

6.7.2 The candidate shall submit a Joining Report and, where applicable, a Letter of Undertaking.

6.7.3 Copies of PAN Card, Aadhaar Card, and Proof of Residence shall be submitted to the HR Department at the time of joining.

6.7.4 Each staff member shall open a salary account in the designated bank as instructed by the HR Department.

6.7.5 The HR Department shall issue the Appointment Order. Where applicable, the staff member shall execute a Service Contract.

6.7.6 The HoD shall brief the newly joined staff regarding departmental procedures, workload allocation, and expectations.

6.7.7 The ERP Team shall create an official email ID for the new staff member within one week of joining.

6.7.8 The Institution shall provide an Identity Card to each staff member.

6.7.9 A Library Utilization Form shall be completed by the staff member, following which a Library ID Card will be issued for access to resources.

6.7.10 The HR Department shall organize an Induction Program in the subsequent week to orient new staff members about the institution's rules, regulations, policies, and culture.

6.8 Orientation

6.8.1 Every faculty member appointed in EEC shall be given a brief introduction to the Institution by the Principal / Dean on the day of joining.

6.8.2 The respective Cluster Dean shall introduce the new appointee to the concerned Head of the Department (HoD).

6.8.3 The HoD shall provide an introduction to the Department and formally present the new member to all teaching and non-teaching colleagues.

6.8.4 The HoD shall also take the new staff member on a campus tour, explaining the various codes of conduct related to the use of institutional facilities.

6.8.5 The HoD shall ensure that all registration formalities, including submission of the joining report and other HR documentation, are completed promptly.

6.9 Qualifications / Experience / Pay

6.9.1 AICTE and Anna University Norms

CENTRE *for* AFFILIATION *of* INSTITUTIONS

Anna University Chennai

Norms for Faculty Recruitment in Affiliated Colleges

Note: All degrees must be from UGC approved institutions

Faculty Appointed on or after 01.03.2019

ENGINEERING & TECHNOLOGY #

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
* Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	
* Principal of Engineering College	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

MASTER OF COMPUTER APPLICATIONS (MCA) #

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees	Experience not mandatory
	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals till the date of eligibility of promotion	
* Principal / Director for Stand-Alone College	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE journals / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

MANAGEMENT PROGRAMMES

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent	2 years of relevant experience professional experience after acquiring the Master's degree.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion	
* Principal / Director for Stand-Alone Colleges	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI/SCIE journals / UGC / AICTE approvedlist of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

HUMANITIES AND SCIENCES

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
*Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject AND Minimum of seven publications in the peer-reviewed or UGC-listed Journals	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
*Professor	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals OR Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate

Note:

Norms for Science & Humanities Faculty members in Affiliated colleges

Ph.D or NET / SLET qualification is mandatory for all S&H faculty members.

ARCHITECTURE / PLANNING #

(As per COA Gazette Notification Dated: 11.08.2020)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	Bachelor Degree in Architecture or equivalent to B. Arch. with minimum 60% Marks	Three years of relevant professional experience.
	OR	
	Bachelor Degree in Architecture or equivalent to B. Arch. and Master Degree in Architecture or in allied subjects of Architecture with minimum 60% Marks at either level	One year of relevant professional experience.
*Associate Professor	Bachelor Degree in Architecture or equivalent to B. Arch. and Master Degree in Architecture or in allied subjects of Architecture with minimum 60% marks at either level	Eight years experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum three years.
		OR
		Thirteen years of professional experience.
*Professor	Bachelor Degree in Architecture or equivalent to B. Arch. and Master Degree in Architecture or in allied subjects of Architecture with minimum 60% marks at either level <u>Desirable: Ph.D. in Architecture</u>	Fourteen years experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum five years.
		OR
		Nineteen years of professional experience.
*Principal / Director /HoD	Bachelor Degree in Architecture or equivalent to B. Arch. and Master Degree in Architecture or in allied subjects of Architecture with minimum 60% marks at either level <u>Desirable: Ph.D. in Architecture.</u>	Seventeen years experience in teaching/ research/ professional work out of which a full-time teaching experience of minimum eight years.
		OR
		Experience in Administration at a responsible position Twenty years of professional experience.
Professor (Design Chair)	Bachelor Degree in Architecture or equivalent to B.Arch. <u>Note:</u> Institution may appoint one Professor (Design Chair) per intake of 40 students, strictly on tenure basis.	Twenty five years professional experience of commendable, acknowledged and published professional work.

NORMS FOR AGRICULTURE ENGINEERING #

(Norms as per Centre for Academic Courses, Anna University, Chennai)

- (i) M.Sc. (Agriculture) / Ph.D. – (Agriculture, Agronomy, Soil Science, Agricultural Economics, Agriculture Extension etc.) - 2 faculty
- (ii) B.E. Civil, M.E. / M.Tech. with (or) without Ph.D. – (Hydrology and Water Resources / Irrigation Water Management / Integrated Water Resources Management) – 1 faculty
- (iii) 6 faculty may be earmarked to U.G. / P.G. in Agricultural Engineering - Out of the 6 faculty earmarked U.G. / P.G. in agriculture Engineering 2 faculty may be from Mechanical Engineering faculty

*** NOTE:**

1. The incumbent faculty members who are appointed before 01.03.2019 should possess the necessary minimum qualification as per 6th CPC norms of AICTE (**ANNEXURE**).
2. Incumbent Faculty members with basic minimum qualifications as stipulated by the appropriate regulatory authority for the post held before the implementation of 7th CPC norms of AICTE can continue in the same college in the same post. For considering promotions on or after 01.03.2019 and movement to other colleges, the faculty should satisfy the conditions of 7th CPC norms of AICTE.
3. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.

Norms For Adjunct Faculty / Industry Experts / Professor of Practice

The norms for Adjunct Faculty / Industry Experts / Professor of Practice in affiliated Colleges to a maximum of 15% of the faculty strength:

1. The qualification prescribed is B.E / B.Tech and M.E./M.Tech in relevant discipline with the following requirement of Industrial experience

Sl.No.	Appointment for the post of Adjunct Faculty / Industry Experts Professor of Practice	Minimum number of years of Industrial experience
1.	Professor of Practice	15 years
2.	Associate Professor of Practice	10 years
3.	Assistant Professor of Practice	5 years

2. Adjunct Faculty / Industry Experts / Professor of Practice should be appointed as full-time faculty members for consideration of Faculty student ratio. They cannot work in two Institutions.
3. Attendance Register should be maintained and the proof of salary paid in bank account should be produced during inspection.

ANNEXURE

Faculty Appointed before 01.03.2019

I.ENGINEERING & TECHNOLOGY[#]

(As per AICTE Gazette Notification Dated: 13.03.2010)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/or Research and/or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable In case of research experience, good academic record and books / research paper publications / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR Minimum of 13 years experience in teaching and/or Research and/or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

MASTER OF COMPUTER APPLICATIONS (MCA) #

(As per AICTE Gazette Notification Dated: 13.03.2010)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E./B.Tech. and M.E./M.Tech. in relevant branch with First Class or equivalent either in B.E./B.Tech or M.E./M.Tech. OR B.E./ B.Tech. and M.C.A. with First class or equivalent in either B.E. / B.Tech. or M.C.A. OR M.C.A. with first class or equivalent with two years relevant experience.	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/or Research and /or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR Minimum of 13 years experience in teaching and/or Research and/or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

MANAGEMENT PROGRAMMES [#]

(As per AICTE Gazette Notification Dated: 13.03.2010)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent & 2 years relevant Experience is desirable	Experience not mandatory
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline Post Ph.D. publications and guiding Ph.D. student are highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable.
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. OR Minimum of 13 years experience in teaching and/ or Research and /or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.
Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable In case of research experience, good academic record and books / research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee.	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. OR Minimum of 13 years experience in teaching and/ or Research and/or Industry. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

HUMANITIES AND SCIENCES

(As per AICTE Gazette Notification Dated: 04.01.2016)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) or SLET or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC. Note: I. A Candidate, who has a Ph.D. Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.	Experience not mandatory
Associate Professor	Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject.	A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor AND Minimum of 3 publications with good impact factor in International Journal of repute.
Professor	Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognized Indian University and Ph.D. degree in the relevant subject. AND Evidence of published work with a minimum of 4 publications with good impact factor in International Journal of repute.	A minimum of 10 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level. OR Minimum of 13 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries.

V.ARCHITECTURE / PLANNING

(As per COA gazette Notification Dated: 27.08.1983)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	Bachelor's Degree in Architecture with First Class	2 years of relevant Professional Experience
	(OR)	
	Master's Degree in Architecture with First Class	1 year relevant Professional Experience
Associate Professor	Bachelor's Degree in Architecture with First Class	7 years experience in Teaching / Research / Professional work.
	(OR)	
	Master's Degree in Architecture with First Class	5 years experience in Teaching / Professional work
Professor	Bachelor's Degree in Architecture with First Class	10 years experience in Teaching / Research / Professional work. Experience of guiding research.
	(OR)	
	Master's Degree in Architecture with First Class	8 years experience in Teaching / Research / Professional work.
Principal / Head of the Department	Bachelor's degree in Architecture with First Class	10 years experience in Teaching / Research / Professional work. Experience of guiding research.
	(OR)	
	Master's Degree in Architecture with First Class	8 years experience in Teaching / Research / Professional work.

Norms for an eligible Principal at the Affiliated colleges of Anna University, Chennai :

Principal Joined before 01.03.2019 (Old norms)	Principal Joined After 01.03.2019 (New norms)
● Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ● Minimum 10 years of experience in teaching / research/ industry, out of which at least 3 years shall be the post equivalent to that of Professor OR ● Minimum of 13 years experience in teaching and/ or Research and/ or Industry. ● If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, training, technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members of the Selection committee. ● Flair for Management and Leadership is essential.	● Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ● At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals ● Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

If the Principal is appointed on or after 01.03.2019 for the 1st time, the new norms may be adopted. If a Principal was appointed in any Affiliated College of Anna University only before 01.03.2019 by satisfying the previous norms and gets an appointment in new college on or after 01.03.2019 he / she also may be permitted to continue to work as Principal in the new Institution until further notification by the University.

Additional Information on Faculty Eligibility

1. All U.G. and P.G. Degrees (Full time / Part time) awarded by any **UGC approved** Universities are **eligible**.
2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) obtained by **Correspondence / Distance education** are **not eligible**.
3. **Ph.D.** Degrees obtained from foreign Universities (obtained by correspondence / Distance mode) are **not eligible**. Ph.D. Degrees awarded by Institutions not approved by UGC are **not eligible**.
4. **Ph.D.** Degrees obtained from IIT's/IISc/NIT directly after B.E./B.Tech. are **eligible**
5. **M.S.** Degrees obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required.
6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are **eligible**.
7. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg. 1. B.E. (CSE) and M.E. (VLSI) degreeholder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.
8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments with M.E. / M.Tech. Degree after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech. Degree holders and by the year 2012 for Three-year Part-time M.E. / M.Tech. Degree holders.
9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience ≥ 10 years in an Industry. The industry should have been in existence for at least 10 years.
10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in
11. Faculty members who have completed their M.Phil. & Ph.D. degrees under Correspondence/ Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated: 03.04.2009.

12. In Engineering Departments, the existing incumbents recruited as Faculty with basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A., PGDM, AMIE / M. Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.
13. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.
14. Faculty members who have obtained their Ph.D. in full time mode, Experience shall be reckoned from the date of Ph.D. viva-voce examination.

6.9.2 Probation

- Newly selected candidates shall be on **probation for one year** from the date of joining. At the end of this period, performance shall be reviewed for confirmation of service.
- Employees directly appointed on a regular basis shall also serve a one-year probation.
- Employees promoted or transferred to higher posts shall undergo a probation period of **six months**.
- The probation period for other categories of staff shall be specified in the **Appointment Order**. In case of conflict, the **Appointment Order** supersedes this policy.
- The probationary period shall stand extended automatically until confirmation or otherwise is communicated by the Management.
- Services of an employee on probation may be terminated by either party with **three month's notice or three month's salary in lieu thereof**.

6.9.3 Increments

- All staff members on a time scale of pay are eligible for an **annual increment** after completing one year of service as of **1st August**.
- Increments may be withheld by the competent authority if the staff member's conduct or performance is unsatisfactory, or in cases of repeated **Loss of Pay (LOP)**.

6.9.4 Promotion Policies

- Promotion to higher levels of service shall be **time-bound**, based on experience, qualifications, and performance.
- The Principal shall constitute a **Promotion Committee**, consisting of the Principal (Chairman), two Professors, and invited industry / academic experts.
- Promotions shall be considered as per **AICTE / Anna University norms**, subject to:
 - No disciplinary action against the candidate.

- Completion of the required years of service in the current post.
 - Possession of prescribed qualifications.
- Normal eligibility:
 - **Associate Professor:** As per AICTE/Anna University regulations.
 - **Professor:** As per AICTE/Anna University regulations.
- Promoted staff shall be placed in the **appropriate Scale of Pay** for the new cadre.

6.9.5 Retirement

- Teaching staff shall retire on attaining **65 years of age**.
- Non-teaching staff shall retire on attaining **60 years of age**.

6.9.6 Resignation

- Faculty in permanent service wishing to resign must give **three months' notice or salary in lieu**, if their service in EEC is **less than three years**.
- Normally, resignations shall not be accepted in the **middle of a semester**.
- Faculty with **more than three years' service** may resign in **April/May** without serving a notice period, since it coincides with the end of the academic year. But he/she has to submit non-willingness form before March end.

6.9.7 Termination of Services

- Temporary employees' services may be terminated **at any time without assigning reasons**.
- Permanent employees' services may be terminated with **one month's salary in lieu of notice** in cases of insubordination, dereliction of duty, professional misconduct, or other undesirable activities.

6.9.8 Annual Performance Appraisal Report (APAR)

- Every faculty member shall submit a **monthly online performance report** covering academic activities and achievements.
- The HoD shall provide quarterly remarks, and the **Performance Assessment Committee** headed by the Principal / Executive Director shall review and finalize reports.
- The appraisal outcomes shall be used for:
 - Award of annual increments
 - Special increments and promotions for deserving staff
 - Career advancement and professional growth
 - Monitoring long-term faculty development
- Performance is assessed on a **360° appraisal system** (1000 marks). A minimum of **500 marks** is required. The evaluation includes self-upgradation activities, departmental contributions, and institutional involvement.
- For probationers, this report is **mandatory for confirmation** of service, with deficiencies communicated for rectification.
- Promotions shall be made against **vacant positions** in line with AICTE norms.

6.9.9 Other Benefits for Faculty & Non-Teaching Staff

- Employees Provident Fund (EPF)
- ESIC facility as per Government policy
- Group Insurance Scheme
- 50% concession in Institution transport facilities
- Fee concessions for children studying at **Excel Public School**
- Free treatment at **Excel Medical Hospital**
- Gratuity benefits as per applicable rules

6.9.10 Insurance Details

Accident Claim	Staff & Students
In case of death	3,00,000
Medical Expenses in Patient	1,00,000
Treatment Expenses Out Patient	1,00,000
Patient Temporary Disability (PTD) and Patient Partial Disability (PPD)	-

6.9.11 Other General Conditions

(a) A **Service Register** shall be maintained for every staff member, with all service particulars authenticated by the Principal / Executive Director.

(b) Implementation of benefits is subject to **availability of funds**, and the Management's decision shall be final.

(c) The Management, subject to Governing Council ratification, reserves the right to **introduce, repeal, or amend** service rules as required.

(d) The service conditions of employees shall be governed by the rules and regulations of the College, **as amended from time to time**.

7. WORKING POLICY

7.1 Working Hours / Week

7.1.1 Working Timings

- The working hours of employees are determined and notified by the Institution from time to time, based on service requirements and obligations to students.
- The Institution follows a **42-hour work week**.
- Normal working hours: **9:20 a.m. to 4:30 p.m.**, with a **50-minute lunch break**.
- The College normally works **six days a week**.
- The College shall conduct at least **180 full teaching days per academic year** or **90 full teaching days per semester**.

- *Teaching Days* means classroom and laboratory instructional days; it does not include examinations, sports events, or other non-instructional activities.
- The Institution shall observe National and Festival holidays as notified. Employees notified for duty on such days shall be compensated with **Compensatory Off**, at the convenience of the Institution.

7.1.2 Attendance and Punctuality

- Every employee plays an important role in maintaining classroom efficiency and institutional discipline.
- Employees must be present in their assigned places **on time, on all working days**.
- Absence is permitted only on duly approved leave.

7.1.3 Absence without Permission

- No employee shall absent himself/herself from duty without prior permission from the competent authority.
- In unavoidable circumstances, intimation (message/email/letter) must be given on the **next working day** with reasons for absence.
- Continuous absence for **three working days or more without prior approval or communication** shall be deemed as **abandonment of service**, and the employee will be treated as having deserted the post.

7.2 Classroom Teaching

- Faculty members shall normally be allotted **two theory subjects and two laboratory courses (main + assist)**, or **three theory courses and one laboratory course**, per semester, depending on requirements.
- Faculty members must prepare a **Lecture Hour-wise Course Plan** for every subject allotted.

7.2.1 Course File

The Faculty member shall maintain a course file containing:

- Course preface
- Previous year university question papers
- Notes and handouts
- Test/exam question papers
- Two model answer scripts per test/exam
- Assignments (if any) and any other documents as suggested by IQAC

7.2.2 Lecture Delivery

- Faculty must submit **unit-wise handwritten lecture notes** (all five units) to the IQAC Coordinator via HoD. Notes should be based on **standard references** (beyond basic textbooks).
- These notes are to be circulated among students as study aids. Faculty **should not dictate notes in class**.
- Faculty should emphasize principles, objectives, applications, recent trends, and scope of the subject.
- Classes must follow an effective structure:

- First 5 minutes: recap of the previous lecture
- Next 5 minutes: preview of current lecture
- Next 40 minutes: main lecture content with examples and applications
- Last 5 minutes: summary and preview of next class
- Faculty must use **ICT tools, projectors, models, etc.** as teaching aids.
- Doubts raised by students should be clarified promptly. If detailed clarification is required, faculty may guide students to approach after class.

7.2.3 Academic Responsibility

- Faculty should actively identify **academically weak students** and provide remedial support through extra classes.
- In problem-oriented subjects, **tutorials must be conducted**, with problems distributed at least one week in advance.
- Faculty should take attendance using the **CAMU mobile app** within the first or last five minutes of class.
- Coordination with the **Class Advisor / Counselor** is mandatory for reporting habitual absentees, weak students, or disciplinary concerns.
- Faculty should aim for a **minimum pass percentage of 80%** in their subjects.
- Three assignments must be given to students per semester and evaluated.
- Before each Internal Assessment Exam (IAE), a **class test** should be conducted.
- Faculty must prepare **two sets of IAE question papers** (with solutions and marking scheme) and submit them to the DCoE via HoDat **least 10 days before the exam**.

7.3 Laboratory

- Faculty must personally perform experiments before asking students to conduct them.
- During lab sessions, faculty should ask **at least 5 viva-voce questions** per student.
- Additional experiments may be assigned to clarify difficult concepts.
- Students must complete experiments and obtain signatures in the observation notebook **on the same day**.
- Faculty must explain the **concept, necessity, and procedure** of experiments before execution.
- Lab records must be corrected within **two working days**, and students should complete record work before the next class.

7.4 Internal Assessment

- During invigilation, faculty must remain vigilant and move around the examination hall to prevent malpractice.
- If malpractice is detected:
 - Faculty should obtain a **written statement** from the student.
 - The case must be reported immediately to the **University Representative / Chief Superintendent** (for university exams) or **Class Advisor / HoD** (for IAEs).
- IAE answer scripts must be corrected within **three days** of the exam. Marks should be submitted to the HoD for forwarding to the Principal, along with remarks.
- Faculty must be **fair and impartial** in awarding internal marks, identifying outstanding students, and making departmental/institutional recommendations.

- **Exam Discipline:**

- Entry not allowed after 15 minutes of exam start time
- Exit restricted within 30 minutes of exam start time
- Malpractice results in cancellation of the paper

- **Internal Assessment Evaluation:**

- Scripts to be evaluated within 3-7 days, depending on the context (3 days for IAE papers, 7 days for general exams)
- Marks to be uploaded to the ERP and results published within 10 days

- **Malpractice Handling:**

- Faculty Member to obtain a written statement from the student
- Inform University Representative/Chief Superintendent (or Class Advisor and HOD in case of IAE)

- **Fairness and Impartiality:**

- Faculty members to be fair and impartial in awarding internal marks
- Selection of outstanding students to be done strictly as per prescribed norms

7.5 Faculty Work Load

Each faculty member should work for a minimum contact hour as mentioned below:

Sl. No.	Designation	No. of Hrs. / Week
1	Assistant Professor	16
2	Associate Professor	12
3	Professor	8
4	HoD	6
5	Dean	4

Beyond this workload, faculty are bound to involve in other academic and administrative work as assigned by any higher authorities.

7.6 Code of Conduct

All employees of the Institution are expected to uphold the highest standards of professional, ethical, and moral conduct in their work. The following guidelines apply to all teaching and non-teaching staff:

7.6.1 Professional Ethics

- Employees shall discharge their duties with **honesty, integrity, fairness, and accountability.**

- Confidential information related to the Institution, students, or staff shall not be disclosed to outsiders without proper authorization.
- Faculty and staff shall avoid any activity, relationship, or behavior that may create a **conflict of interest** with their professional responsibilities.

7.6.2 Discipline and Behavior

- Employees shall maintain **discipline, decorum, and courtesy** within the campus.
- Use of abusive language, harassment, or behavior unbecoming of an educator/employee is strictly prohibited.
- Employees shall avoid discrimination on the grounds of caste, religion, gender, disability, or socio-economic background.
- Employees must not engage in political, religious, or personal propaganda inside the campus.

7.6.3 Student Interaction

- Faculty shall treat students with **dignity, fairness, and impartiality**.
- Corporal punishment, harassment, or use of offensive remarks towards students is strictly prohibited.
- Faculty should encourage **healthy academic discussion, creativity, and critical thinking**.
- Faculty must serve as role models in **discipline, punctuality, and ethical conduct**.

7.6.4 Dress Code and Decorum

- Employees are expected to dress in a **formal and professional manner** that reflects the dignity of the teaching profession.
- ID cards issued by the Institution must be worn on campus during working hours.
- Faculty shall maintain a **clean and professional appearance** at all times.

7.6.5 Use of Institutional Resources

- Institutional property, including classrooms, laboratories, library, IT resources, and equipment, must be used **responsibly and only for official purposes**.
- Misuse, damage, or unauthorized use of resources will invite disciplinary action.
- Personal use of institutional facilities should be avoided unless specifically permitted.

7.6.6 Compliance and Accountability

- Employees shall comply with all **rules, regulations, and policies** of the Institution and University.
- Any violation of conduct rules, negligence of duty, or insubordination shall invite disciplinary action as per the Service Rules of the Institution.
- Employees are responsible for setting a **positive example** to students through their conduct, behavior, and professional standards.

7.6.7 Disciplinary Action

- Infringement of any of the Conduct Rules shall be termed “*misconduct*” and therefore entail disciplinary action.
- Without prejudice to the general meaning of the term “*misconduct*”, the following acts of omission and commission shall be treated as misconduct in respect of an employee:
- Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / property of the Institution.
- Willful damage to the property or negligence causing loss or damage to the reputation of the Institution.
- Accepting or offering bribes or any illegal gratification.
- Habitual acts **such as**:
 - a. Absence without leave or absence without leave for more than five consecutive days.
 - b. Late attendance, habitual early leaving, or abandonment of duty.
 - c. Breach of institutional rules or orders.
 - d. Negligence or neglect of work.
- Engaging in employment or services in other establishments without approval of the Institution.
- Drunkenness, disorderly behaviour, or any act harming the Institution’s reputation.
- Sleeping while on duty.
- Distributing or exhibiting unauthorized pamphlets, posters, or hand-bills inside the campus.
- Holding unauthorized meetings within the premises.
- Unauthorized disclosure of confidential institutional information.
- Gambling within the premises.
- Conviction by a criminal court.
- False statements or suppression of facts during appointment or service.
- Intimidation, bodily harm, or misbehaviour with staff, students, or visitors.
- Use of foul/abusive language within the premises.
- Refusal to accept official communication, memos, or charge sheets.
- Carrying out money-lending or private business within the campus.
- Participation in activities prejudicial to institutional interests.
- Habitual indebtedness or insolvency.
- Abetment of misconduct.
- Misusing or mishandling institutional equipment or facilities.
- Unauthorized use of men/material for personal gain.
- Obstructing entry/exit of staff or students or damaging institutional property.
- Arrest/detention in connection with moral turpitude or other offences under law.
- Forgery or tampering with institutional records.
- Slowdown of work, work-to-rule, or victimization of others.
- Acts of immorality within campus.
- Unauthorized occupation or misuse of institutional premises/quarters.
- Not wearing prescribed uniform while on duty.
- Refusal to work beyond duty hours or on holidays when officially instructed.
- Organizing/attending unauthorized meetings during working hours.
- Violation of any service rules/instructions of competent authority.

Note:

The above instances of misconduct are only *illustrative* and not *exhaustive*. Any act of indiscipline or misconduct, even if not explicitly listed, shall fall under the purview of disciplinary action as per institutional norms.

7.6.8 Inquiries – Procedure & Punishment

7.6.8.1 The Management has authorized and delegated powers to the **Principal / Executive Director (ED)** for administering these Service Rules, including ordering an inquiry into any alleged misconduct. The Principal / ED also has the right to issue warnings to employees found in violation of conduct rules.

7.6.8.2 Any employee alleged to have committed misconduct shall be served with a **Charge Memo**, stating the charges. The employee will be given a fair opportunity to **explain and respond** to the charges.

7.6.8.3 If the explanation is not satisfactory, a **Domestic Inquiry** shall be conducted by an **Enquiry Officer** appointed by the Principal / ED. The employee shall be allowed to:

- Lead evidence in defense and produce witnesses,
- Cross-examine witnesses whose evidence is relied upon, and
- Be defended by another employee of the Institution, if desired.

All statements and evidence will be recorded by the Enquiry Officer, who will submit findings based on the evidence to the Principal / ED for further action. If the employee fails to attend the inquiry, it will **proceed ex-parte**.

7.6.8.4 The findings of the Enquiry Officer shall be communicated to the employee, who shall provide explanations within a specified period. If unsatisfactory, appropriate action may be initiated.

7.6.8.5 Suspension Pending Inquiry:

- The employee may be **suspended without pay or allowances** pending inquiry.
- Suspension takes effect immediately upon communication.
- A **subsistence allowance** of 50% of the last drawn salary may be provided, except for periods of adjournment or postponements expressly sought by the employee.

7.6.8.6 Outcome of Inquiry:

- If found guilty, the employee shall **not be entitled to salary/wages** for the period of suspension.
- If found not guilty, the employee shall receive the difference between the **subsistence allowance** paid and the salary they would have earned if not suspended.

7.6.8.7 Punishments for Misconduct:

Depending on the gravity of misconduct, prior record, and other circumstances, the Principal / ED may award:

- a. Suspension without pay (not exceeding 7 days)
- b. Dismissal from service
- c. Demotion

- d. Stoppage of salary, wages, or increments
- e. Fine
- f. Reprimand

7.6.8.8 A copy of the punishment order shall be served to the employee concerned.

7.6.9 Do's and Don'ts

7.6.9.1 DO's

All employees are expected to:

1. Work additional hours as required, depending on the exigency of work, **without claiming extra remuneration.**
2. Ensure **safe custody and return in good condition** of all Management properties, including files, materials, and documents. Any loss/damage may be recovered from the staff.
3. Be **punctual** and adhere to the **Code of Conduct.**
4. Be **sincere, loyal, and dedicated** to the Institution.
5. **Prepare well for classes** and make them interactive and engaging.
6. Follow the **lesson plan** and arrive at the class at least **five minutes in advance.**
7. Take **attendance of students by their names.**
8. Monitor each student's **performance** by conducting tests, assignments, seminars, and take necessary steps to improve their learning outcomes.
9. Maintain the **cleanliness of classrooms and laboratories.**
10. Make **alternative arrangements** for classes or practical sessions before going on leave.
11. Provide updated information regarding **higher studies, additional qualifications, or change of address** to the HR Department for record maintenance.
12. Ensure that all **research and project content**, whether by staff or students, remains the **intellectual property of Excel Group Institutions** at all times.

7.6.9.2 DON'Ts

Employees shall **not**:

1. Take frequent or unauthorized leave that disrupts the functioning of the department.
2. Engage in **private commitments** during working hours.
3. Violate any **rules and regulations of the Institution** in force from time to time.

7.6.10 Classroom Teaching Responsibilities

7.6.10.1 Every faculty member shall be allotted:

- Two theory subjects and two laboratory courses per semester (one main and one assistant), **or**
- Three theory courses and one laboratory course, depending on departmental requirements.

7.6.10.2 Once the subjects are allotted, the faculty member shall:

- Prepare a **lecture hour-wise course plan** and get it approved by the **concerned Head of Department (HOD)**.
- Maintain a **course file** including: preface, previous year university question papers, notes, handouts, test/exam question papers, **two model answer scripts** per test/exam, assignments (if any), etc.
- Keep a **Log Book** regularly updated and available for inspection by HOD/Principal.
- Submit **unit-wise handwritten detailed lecture notes** for all five units to the **IQAC Coordinator** via the HOD, referencing standard books beyond textbooks. These notes are for students' reference and **must not be dictated in class**.
- Focus teaching on **principles, objectives, examples, applications, advantages, recent trends, and scope** of the subjects.
- Arrive at the class at least **five minutes before** the scheduled time and remain for the **full 50-minute duration**, unless otherwise instructed. Alternate arrangements must be made for short-term absence.
- Begin the lecture with a **5-minute recap** of the previous class, outline the current session in the next 5 minutes, conduct 40 minutes of teaching, and conclude with a **5-minute summary** of the next session.
- Use **teaching aids** such as LCD projectors, models, charts, etc., effectively.
- Encourage **student interaction**, clarify doubts in class, and guide students personally if needed.
- Collect **student feedback** and adapt teaching methods accordingly.
- Pay special attention to **academically backward students** in remedial sessions.
- Conduct **regular tutorials** in problem-oriented subjects; tutorial problems should be distributed **at least one week prior** to the session.
- Record **attendance** within the first or last five minutes using the mobile CAMU app.
- Collaborate with **class coordinators or counselors** regarding habitual absentees, academic difficulties, or behavioral issues.
- Aim for a **minimum 85% pass rate** in assigned subjects and work proactively to achieve it.
- Motivate students to develop **creativity and originality** in their work.
- Conduct a **class test before each IAE** (Internal Assessment Examination) as practice for IAE I/II/III.
- Assign **three assignments per semester** and evaluate them for marks.
- Prepare **two sets of IAE question papers** and submit them to the **DCoE via HOD at least 10 days before the examination**. Detailed answers and marking schemes should also be submitted for HOD approval.

7.6.11 Laboratory Responsibilities

7.6.11.1 Faculty members assigned to laboratory sessions shall:

- Personally **perform experiments** before asking students to conduct them and ensure results are correct.
- Ask **minimum 5 viva-voce questions** to each student regarding their experiments.
- Provide **additional experiments** wherever necessary to clarify concepts.
- Ensure students **complete experiments on the same day** and have them signed in their observation notebooks.
- Teach the **concept, purpose, and methodology** of each experiment before execution.

- Correct **lab records/observations within 2 days** of submission and ensure students complete their records before the next session.
- Maintain **discipline, cleanliness, and safety standards** in the laboratory.
- Encourage students to **analyze results critically** and relate experiments to theory and real-world applications.

7.6.12 Class Committee Responsibilities

7.6.12.1 Each class shall have a **Class Committee** to monitor and improve academic performance and classroom effectiveness. The committee shall consist of the HOD, faculty teaching the subjects, and student representatives.

7.6.12.2 Responsibilities of the Class Committee include:

- Reviewing **student performance, attendance, and discipline** periodically.
- Addressing **student grievances** related to teaching, learning, and assessments.
- Monitoring the **effectiveness of teaching methods, course content, and coverage**.
- Ensuring that **assignments, tutorials, and internal tests** are conducted as per academic schedule.
- Suggesting **remedial measures** for academically weak students.
- Coordinating with the HOD to **update faculty on classroom feedback** and areas for improvement.
- Conducting periodic meetings and submitting a **report of observations and suggestions** to the HOD/Principal for action.

7.6.13 Internal Assessment (IA) Responsibilities

7.6.13.1 Faculty members are responsible for planning and conducting **internal assessments (IA)** in accordance with University/Institution norms.

7.6.13.2 Responsibilities include:

- Conducting **class tests and IA examinations** as per academic schedule.
- Preparing **two sets of question papers** for each IA and submitting them to the DCoE via HOD at least **10 days before the exam**.
- Preparing **detailed answer keys and marking schemes** for evaluation.
- Conducting **examinations fairly and impartially**, ensuring no malpractice occurs.
- Recording **marks promptly** and submitting to HOD for forwarding to the Principal.
- Monitoring **academic performance trends** and suggesting remedial measures for weak students.
- Ensuring **documentation of IA marks and assignments** is maintained accurately.
- Coordinating with Class Coordinators regarding **absentees, slow learners, and any disciplinary issues** during IA.

7.6.14 General Instructions to Invigilators

7.6.14.1 All invigilators are expected to ensure smooth and fair conduct of examinations.

7.6.14.2 Responsibilities include:

- Reporting to the exam venue at least **30 minutes before** the commencement of the exam.
- **Checking seating arrangements, question papers, and answer scripts** before the start.
- Ensuring that students **do not carry unauthorized materials** or electronic devices.
- Moving around the exam hall continuously to **monitor student behavior**.
- Addressing **malpractices immediately** and recording written statements from students involved.
- Reporting any incidents of **cheating or misconduct** to the Chief Superintendent / HOD promptly.
- Ensuring **clarity of instructions** and maintaining a **silent, disciplined environment** during exams.
- Ensure students not leave the exam hall for the full exam duration, unless any emergency or need occurs.
- Returning all **exam materials and answer sheets** to the Chief Superintendent after completion.
- Cooperating with **exam coordinators** for smooth evaluation and record-keeping.

7.6.15 Faculty Mentor and Counsellor

7.6.14.1 To support students academically and personally, the HoD will assign about **20 students** to each faculty member, who shall act as **Faculty Mentor/Counsellor** throughout their study period.

7.6.14.2 Responsibilities of Faculty Mentor/Counsellor:

- Guide students in **academic planning, course selection, and career pathways**.
- Monitor student **attendance, performance, and discipline**, and provide counseling wherever required.
- Conduct **periodic review meetings** with students to discuss academic progress, personal concerns, and future plans.
- Maintain a **record of counseling sessions** and update the student's personal file regularly.
- Communicate students' progress reports to parents periodically through **ERP/CAMU software**.
- When necessary, **inform and involve parents** regarding issues of attendance, performance, or discipline.
- Encourage students to participate in **co-curricular, extracurricular, and research activities**.
- Faculty members are encouraged to become members of **Professional Bodies**. Professors are expected to hold membership in at least one **International Professional Body**. The distribution of memberships in a department shall ideally be **80% national and 20% international**.

7.6.16 General Instructions to Faculty

7.6.16.1 The faculty member should first **consult the HoD** and keep him/her informed about all professional and official activities.

7.6.16.2 Subject allocation will be done by the HoD, considering faculty experience and subject proficiency.

7.6.16.3 Apart from teaching, faculty members shall take up **additional responsibilities** as assigned in academic, co-curricular, and extracurricular domains.

7.6.16.4 Faculty must maintain **student attendance records daily** and update absentees in the **ERP software** immediately after classes/labs.

7.6.16.5 Leave of absence should be **sanctioned in advance**, with proper alternate arrangements made for class/lab/invigilation. In emergencies, the HoD or the next senior faculty must be informed promptly.

7.6.16.6 Faculty should always be **presentable, professional, and impartial** in dealing with students.

7.6.16.7 Faculty members should avoid favoritism or discrimination and should treat all students fairly.

7.6.16.8 The **Faculty Advisor/Mentor** must update student personal files and make them available for inspection by HoD or higher authorities.

7.6.16.9 Faculty members are expected to prepare thoroughly for their classes, ensure interactive teaching, and follow the **lesson plan** systematically.

7.6.16.10 Faculty should cooperate with peers, maintain discipline, and uphold the **ethics and reputation of the Institution** at all times.

7.6.17 Leave Norms:

Sl No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 15 days / Year Below one year 12 days	During peak academic session, use of accumulated CL should not be permitted. Quarterly taken 4 C.L only
2	Permission	Permission	1 hours each / Month max of 2 times or 1 permission with 2 hour/Month.	
3	ML	Medical Leave	Above 3 years 5 days / Year in maximum of two occasion above one year 3 days	To be permitted only on real cases.
4	SL	Spell Leave	4 days - ODD Sem and 4 days - Even Sem (After completion of 1 year of experience in Excel) 7 days - ODD Sem and 14 days - Even Sem (After completion of 3 year of experience in Excel)	Leave calculation including Saturday, Sunday & Holidays
5	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel
6	POD	Promotion OD	3 days / Sem (Stall, School Visits and Parents meeting)	
7	EOD	Exam OD	6 days / Sem	
8	COD	Academic OD	3 days / Sem	Only if they uses Academic OD - Proportionally Exam OD will be Sanctioned

7.6.18 Faculty Development Policy

- The institution shall continuously encourage and support faculty in upgrading their knowledge, research skills, and pedagogical practices.
- Faculty members are encouraged to attend FDPs (Faculty Development Programs), workshops, conferences, refresher courses, MOOCs (SWAYAM, NPTEL, Coursera, etc.), and international exchange programs.
- Each faculty member should attend at least one FDP or equivalent training every academic year.
- The Institution shall provide financial/administrative support to faculty who publish research articles in reputed journals, present at conferences, or file patents.
- Incentives shall be provided for faculty pursuing Ph.D., post-doctoral research, or advanced certifications relevant to their discipline.

7.6.19 Student-Centric Initiatives

- Faculty should adopt **student-centric teaching methods** such as project-based learning, flipped classrooms, peer teaching, and outcome-based education practices.
- Regular bridge courses, remedial classes, and mentoring support shall be arranged for slow learners, while advanced learners shall be encouraged to take part in research, internships, and hackathons.
- Student participation in innovation cells, incubation centers, startup clubs, professional societies (IEEE, ASME, CSI, ISTE, SAE, etc.), and community services is strongly encouraged.
- Feedback from students on teaching-learning shall be collected and analyzed every semester for continuous improvement.

7.6.20 Green Campus & Sustainability Practices

- The Institution is committed to developing an **eco-friendly campus** by promoting energy conservation, renewable energy (solar, wind), waste segregation, recycling, and green landscaping.
- Faculty and students are encouraged to minimize paper usage (ERP, digital submissions, e-learning).
- NSS, NCC, and Eco-club units shall actively participate in environmental awareness campaigns, tree plantation drives, and sustainable practices.
- Departments shall integrate sustainability-related concepts into their teaching, projects, and research wherever possible.
- The campus shall progressively move towards a **zero-waste, carbon-neutral environment**.

8. RESEARCH & DEVELOPMENT (R&D) POLICY

The Institution promotes a **strong research culture** among faculty and students in alignment with UGC regulations and the quality benchmarks set by NAAC and NBA. The following guidelines outline the R&D framework:

8.1 Research Culture & Faculty Engagement

- Faculty members are expected to pursue **continuous research** in their domain of expertise and contribute to the academic community through publications, patents, and knowledge-sharing.
- Each department shall establish a **Research Committee** headed by the Dean (R&D) / HoD to monitor, guide, and promote research activities.
- Faculty members should aim to **publish at least two quality papers annually** in peer-reviewed journals indexed in Scopus / Web of Science / UGC-CARE.
- Participation in **conferences, FDPs, workshops, and seminars** (national/international) is encouraged and supported by the Institution.

8.2 Research Projects & Funding

- Faculty members are encouraged to **apply for funded research projects** from recognized agencies such as AICTE, DST, DRDO, CSIR, SERB, UGC, ICSSR, and international agencies.
- The Institution will extend necessary **administrative and infrastructural support** for preparing and submitting project proposals.
- A portion of overhead funds received from funded projects shall be utilized for strengthening R&D facilities.

8.3 Consultancy & Industry Collaboration

- Faculty members may undertake **consultancy assignments and industrial projects** with prior approval from the Institution.
- Consultancy activities should align with the **core competencies** of the Institution and contribute to societal/industrial development.
- Revenue sharing from consultancy projects will follow the **Institution's Consultancy Policy**, ensuring fair benefit to faculty and Institution.

8.4 Intellectual Property Rights (IPR) & Innovation

- Faculty and students are encouraged to **file patents, copyrights, and trademarks** arising out of their research and innovations.
- The Institution will provide **financial and legal assistance** for filing IPR applications in compliance with UGC and NBA guidelines.
- Start-up and innovation activities will be promoted through the **Institution Innovation Council (IIC)** and incubation facilities in line with **National Innovation and Start-up Policy (NISIP)**.

8.5 Research Integrity & Ethics

- Faculty and students must maintain **academic integrity and avoid plagiarism** in all research activities.
- Research proposals, theses, and publications shall be screened using **plagiarism detection software** as per UGC regulations.
- Ethical clearance from the **Institutional Ethics Committee (IEC)** must be obtained for projects involving human/animal subjects.

8.6 Incentives & Recognition

- Faculty achieving excellence in research (publications, patents, projects, awards) shall be recognized through **research incentives, awards, and promotions**.

- Special increments may be considered for outstanding contributions in line with the **Career Advancement Scheme (CAS)** of UGC/AICTE.
- Best Researcher, Innovator, and Start-up Mentor awards shall be instituted annually to motivate faculty and students.

8.7 Student Research Promotion

- Students shall be encouraged to take up **mini-projects, final-year projects, internships, and industry-oriented assignments** that lead to publications and innovations.
- Student participation in **hackathons, technical competitions, and innovation challenges** shall be supported and facilitated.
- The Institution will facilitate **funding opportunities, seed money, and incubation support** for student-led start-ups

8.8 Faculty Incentives

S.No	Category	Subcategory	Details	Incentive		Total Incentive
1	Publication	SCI/SCIE/WoS	1st Author	5000		10000
			2nd Author	3500		
			3rd Author	1500		
		Scopus/AU-Annexure I	1st Author	2500		5000
			2nd Author	1500		
			3rd Author	1000		
		Patent-Published	Applicant(First)	5000		7500
			Inventor	2500		
		Patent-Granted	Applicant	15000		25000
			Inventor	10000		
2	Research Grants	Upon Receiving Fund	PI,Co-PI	10%		
3	Program Fund	Greater than 50000/-	Coordinator	5%		
4	Consultancy	Greater than 2Lakhs	Coordinators	50% faculty + 50% Management		
5	Participation	IITs/NITs/upto NIRF Top 100 Colleges	Registration Fee - Actuals(Max.Rs.5000)			
6	Internship	Industrial Training	2 Faculty/Industry	Onduty=7days/year Only permitted for pre-approved industries		

9 EXTENSION & SOCIAL OUTREACH POLICY

The Institution recognizes its responsibility to extend knowledge and resources beyond the classroom, contributing positively to society in alignment with UGC guidelines and the quality benchmarks of NAAC and NBA. Extension activities form an integral part of holistic

education, ensuring students and faculty engage with communities for sustainable development and nation building.

9.1 Objectives

- To inculcate a **sense of social responsibility** among students and faculty.
- To establish meaningful linkages between the Institution and **community, industry, and government bodies**.
- To promote **sustainability, inclusivity, and human values** in all extension and outreach initiatives.
- To integrate extension activities with **curricular and co-curricular programs**, ensuring holistic student development.

9.2 Modes of Outreach & Engagement

1. National Service Scheme (NSS) & Youth Red Cross (YRC):

- Students are encouraged to actively participate in NSS, YRC, and similar service wings for community development programs.
- Regular camps and awareness drives on literacy, health, hygiene, and environment are conducted in adopted villages.

2. Community Engagement:

- Departments shall organize **skill development training, awareness programs, health camps, and technical consultancy** for local communities.
- Faculty and students shall partner with **local self-governments, NGOs, and social organizations** for sustainable development initiatives.

3. Environmental & Sustainability Programs:

- Initiatives like **tree plantation, plastic-free campus drives, waste management, energy conservation, water harvesting, and green audit practices** shall be undertaken.
- Students will be engaged in **Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, and Jal Shakti Abhiyan** to foster environmental consciousness.

4. Industry & Institutional Collaboration:

- Extension programs shall include **skill enhancement workshops, rural entrepreneurship development, and awareness on emerging technologies** for youth and farmers.
- Collaboration with industries to conduct **vocational training, internships, and knowledge transfer sessions** benefiting both students and society.

5. Health & Wellness Activities:

- Medical camps, blood donation drives, vaccination camps, mental health awareness, and wellness programs will be conducted regularly.
- Tie-ups with hospitals and healthcare providers will ensure community wellness initiatives.

9.3 Faculty & Student Participation

- Participation in at least **one extension activity per semester** is encouraged for both faculty and students.
- Faculty members shall integrate extension work with research and teaching, encouraging students to take up **socially relevant projects**.
- Academic credits may be linked with student participation in extension activities as per UGC/AICTE guidelines.

9.4 Monitoring & Recognition

- An **Extension Activity Cell**, coordinated by the Dean (Student Affairs) / NSS Program Officer, will oversee and document all outreach programs.
- The Institution will maintain records of extension activities, photographs, reports, and impact analysis for **NAAC/NBA documentation**.
- Outstanding contributions by students and faculty in extension services shall be recognized through **awards, certificates, and academic incentives**.

9.5 Expected Outcomes

- Development of **responsible citizens with strong ethical and social values**.
- Strengthened **Institution–Community–Industry partnerships**.
- Enhanced **institutional reputation** as a socially responsible and sustainable academic center.
- Contribution to national missions and **Sustainable Development Goals (SDGs)**.

10. PERFORMANCE APPRAISAL & PROFESSIONAL DEVELOPMENT

- The Institute adopts a **comprehensive performance appraisal system** to evaluate the academic, research, administrative, and co-curricular contributions of each faculty member. The process shall be fair, transparent, and aligned with **UGC, AICTE, NAAC, and NBA quality benchmarks**.
- Performance appraisal will be carried out **annually**, considering parameters such as:
 - Teaching effectiveness (student feedback, peer review, course outcomes)
 - Research contributions (publications, patents, funded projects)
 - Involvement in consultancy, extension, and industry collaboration
 - Contribution to institutional development activities and governance
 - Student mentoring and support activities
 - Participation in FDPs, workshops, MOOCs, and professional upskilling programs

The appraisal report shall form the basis for:

- **Career advancement, increments, and promotions**
 - **Identifying training needs** for capacity building
 - **Recognizing outstanding contributions** with awards and incentives
- Faculty members are encouraged to prepare and submit their **performance-appraisal reports** in the prescribed format to the Head of the Department, which will be reviewed by the IQAC and the Principal.

- **Weightage for all category of faculty is given below**

KPI	Weight age	Prof.	ASP	AP with PhD	AP Pursuing PhD	AP
Administration-IQAC Process	130	10	10	10	10	10
Admission	50	5	5	5	5	5
Administration-Program organized /Extension activity by faculty members	155	10	15	20	20	25
Academic-Faculty & students	200	10	15	15	20	25
Placement- Students	95	5	5	5	5	5
Research	220	50	40	30	20	10
Mentoring	150	10	10	15	20	20
Total Marks Scored	1000	100	100	100	100	100
Institute level Coordinators (Scholarship, Admission, Fees Follow-up, Website, COE, EDC, IIC, TBI, R&D, Placement, IQAC, Infra, AICTE, SVG,) Documents Verified as Per Target	200	20	20	20	20	20
Department level Coordinators (Scholarship, Fees, Admission, Placement, Infra, IQAC, NBA, Board meeting, Activity, CAMU, Examcell, Academic, AICTE, R&D, Website, class advisor) Documents as per Target	100	10	10	10	10	10

11 ETHICAL PRACTICES & INSTITUTIONAL RESPONSIBILITIES

- All employees of the Institute are expected to uphold the **highest standards of professional ethics and integrity**, in line with UGC's "Code of Professional Ethics" and NAAC/NBA accreditation norms.
- Ethical expectations include:
 - **Academic Integrity:** Ensuring originality in teaching materials, research, and publications; avoiding plagiarism or academic dishonesty.

- **Fairness & Impartiality:** Treating all students equally, without bias based on gender, caste, creed, socio-economic background, or personal preferences.
- **Confidentiality:** Respecting the privacy of student records, assessment results, and institutional data.
- **Responsible Use of Resources:** Making judicious use of institutional facilities, funds, and infrastructure.
- **Professional Conduct:** Avoiding any behavior that may bring disrepute to the Institute, both within and outside the campus.
- **Zero Tolerance for Harassment:** Maintaining a respectful, safe, and inclusive environment for colleagues and students, free from harassment or discrimination of any form.
- Every employee shall also be a role model for students by demonstrating **discipline, punctuality, integrity, and social responsibility**.
- The Institute expects all members to actively contribute to the **Vision & Mission** of the Institution, thereby ensuring continuous growth, innovation, and community engagement.

12. STUDENT-CENTRIC POLICIES

12.1 Student Mentoring and Counseling

- Each student will be assigned a **faculty mentor/class advisor** who will monitor academic progress, attendance, and overall well-being.
- Regular **mentor–mentee meetings** will be conducted to address academic difficulties, career guidance, and personal issues.
- A **counseling cell** with trained faculty/psychologists will provide additional support for emotional and mental health concerns.

12.2 Student Discipline

- Students must maintain **discipline, decorum, and integrity** inside the campus.
- Ragging in any form is **strictly prohibited** as per UGC/AICTE regulations. Offenders will face strict disciplinary action, including possible dismissal and legal proceedings.
- Use of **mobile phones, electronic gadgets, and social media** inside classrooms/labs is restricted, except when permitted for academic purposes.
- Any form of **plagiarism, cheating, or malpractice** during academic assessments will invite disciplinary action.

12.3 Grievance Redressal Mechanism

- A **Grievance Redressal Committee (GRC)** is established to hear and resolve complaints from students regarding academic, administrative, or personal issues.
- A **student-friendly online portal and suggestion boxes** will be maintained for confidential submissions.
- Appeals beyond GRC can be taken to the **Principal/Executive Director**.

12.4 Co-Curricular and Extra-Curricular Activities

- The institution encourages active participation in **seminars, workshops, technical competitions, hackathons, and student clubs**.
- **Sports, cultural activities, and NSS/NCC participation** are promoted to ensure holistic development.
- Students are motivated to participate in **innovation, incubation, and startup activities** in alignment with institutional R&D policy.

12.5 Student Support Services

- **Training and Placement Cell (TPC):** Provides career guidance, internships, industrial visits, and placement support.
- **Scholarship and Financial Aid Cell:** Assists deserving students in availing government/private scholarships and financial aid.
- **Anti-Sexual Harassment Cell & Equal Opportunity Cell:** Safeguard students' dignity, ensure inclusivity, and provide protection against discrimination.
- **Skill Development Programs:** Soft skills, communication, foreign language training, and professional certifications are provided.

12.6 Feedback Mechanism

- Students shall provide **structured feedback** on faculty, infrastructure, teaching–learning process, and support services at the end of every semester. Students can also send mail whenever required to suggestion@excelcolleges.com
- Feedback is confidential and analyzed by IQAC to improve academic quality and institutional practices.
- All feedback collected through the approved questionnaire shall be systematically analyzed by the IQAC/HoD at the end of each semester.
- Faculty members shall receive a consolidated report of their feedback scores and student comments for self-reflection.
- If the feedback score is **above benchmark (e.g., 80% and above)**, the faculty shall be formally appreciated at the department/institution level.
- If the feedback score is **below benchmark**, the HoD shall conduct a one-to-one discussion with the faculty to identify specific areas of improvement based on questionnaire parameters.
- Faculty members shall prepare an **Action Taken Report (ATR)** outlining the corrective measures (e.g., adopting new pedagogy, improving communication, enhancing student engagement, or updating learning resources).
- The department shall arrange **mentoring, peer observation, or training** for faculty members whose feedback shows consistent areas of concern.
- IQAC shall monitor the implementation of corrective measures and verify improvements in the next cycle of feedback.
- Persistent poor feedback, despite mentoring and training, shall be reviewed at the institutional level for further action in line with service rules.
- A summary of actions taken on feedback shall be documented by IQAC and reported to the Academic Council/Management for quality assurance.
- The institution shall ensure that all actions taken respect faculty dignity and focus on continuous professional growth rather than punitive measures.

VISION FOR EXCELLENCE

At Excel Engineering College, we believe that education is not merely the transfer of knowledge but the **transformation of lives**. Every policy, every guideline, and every initiative outlined in this handbook is driven by our unwavering commitment to:

- **Academic Excellence** – by nurturing faculty as mentors, innovators, and lifelong learners.
- **Student Empowerment** – by creating an environment that builds confidence, creativity, and global competitiveness.
- **Innovation and Research** – by inspiring inquiry, entrepreneurship, and the courage to pursue new frontiers.
- **Ethics and Values** – by cultivating integrity, social responsibility, and respect for humanity.
- **Sustainability and Growth** – by promoting eco-consciousness, inclusiveness, and continuous institutional development.

We envision an ecosystem where **faculty and students grow together**, where knowledge leads to wisdom, and where every stakeholder contributes to the nation's progress and the global community.

With this vision, Excel stands not just as an institution, but as a movement towards excellence, innovation, and human transformation.

MANIFESTO OF EXCELLENCE

At **Excel Group Institutions**, we believe education is a sacred mission — a journey of shaping character, building knowledge, and igniting dreams.

Our Commitments

- **To Students:** We empower you with knowledge, skills, and values to face the world with confidence and compassion.
- **To Faculty:** We value you as mentors, innovators, and leaders who inspire transformation beyond classrooms.
- **To Society:** We dedicate ourselves to building responsible citizens, ethical professionals, and visionary leaders.
- **To Innovation:** We encourage creativity, research, and entrepreneurship that drive progress.
- **To Excellence:** We uphold integrity, discipline, and continuous growth as the cornerstones of success.

Our Belief

Education is not just about **what is taught**, but about **what is inspired**.
It is not just about **degrees**, but about **destinies shaped**.
It is not just about **knowledge gained**, but about **wisdom shared**.

Our Vision - Future

“To be a beacon of knowledge, innovation, and values — nurturing minds and transforming lives to build a just, sustainable, and enlightened world.”

COURSES OFFERED

UG Program	PG Program
B.E - Aeronautical Engineering	M.E - Aeronautical Engineering
B.Tech- Agricultural Engineering	
B.E-Artificial Intelligence and Data Science	
B.E - Bio Medical Engineering	M.E – Biomedical Engineering
B.E - Civil Engineering	M.E - Environmental Engineering
	M.E - Structural Engineering
B.E - Computer Science and Engineering	M.E - Computer Science and Engineering
B.E - Computer Science and Engineering (AI&ML)	
B. E - Computer Science and Business Systems	
B.E – Electrical and Electronics Engineering	M.E-Power Electronics and Drives
	M.E-Embedded System and Technologies
B.E - Electronics and Communication Engineering	M.E-Applied Electronics
B.Tech- Food Technology	
B.E - Mechanical Engineering	M.E - Thermal Engineering
B.Tech - Information Technology	
B.Tech - Petrochemical Technology	
B.E – Safety and Fire Engineering	M.E -Industrial Safety and Engineering
	M.Tech CSE (Integrated)
	MBA(Integrated) – 5 Years
	MBA – 2 Years
	MCA
B.Arch – Bachelor of Architecture	M.Arch – Master of Architecture

Program Level	Name of the program	Duration	Sanctioned Intake
UG	B.E - Aeronautical Engineering	4 years	60
	B.Tech - Agricultural Engineering		60
	B.E- Artificial Intelligence & Data Science		180
	B.E - Bio Medical Engineering		120
	B.E - Civil Engineering		60
	B.E - Computer Science and Engineering		240
	B.E - Computer Science and Engineering (AI&ML)		60
	B.E-Computer Science & Business Systems		60
	B.E - Electrical and Electronics Engineering		120
	B.E-Electronics & Communication Engineering		240
	B.E - Mechanical Engineering		60
	B.Tech - Information Technology		240
	B.Tech - Food Technology		60
	B.Tech - Petrochemical Technology		60
	B.E - Safety and Fire Engineering		60
	B.Arch – Bachelor of Architecture	5 years	40
UG Total intake			1720
PG	M.E- Aeronautical Engineering	2 years	12
	M.E- Structural Engineering		24
	M.E- Environmental Engineering		18
	M.E – Biomedical Engineering		18
	M.E- Computer Science and Engineering		18
	M.E - Applied Electronics		12
	M.E- Thermal Engineering		12
	M.E -Industrial Safety and Engineering		30
	M.E-Embedded Systems Technology		12
	M.E-Power Electronics and Drives		12
	MCA		60
	MBA – 2 Years		180
	MBA(Integrated) – 5 Years	5 years	60
	M.Tech CSE(Integrated) – 5 Years	5 years	60
	M.Arch – Master of Architecture	2 years	20
PG Total intake			548
Over all intake			2268