



Excel **POLYTECHNIC COLLEGE**

Approved by AICTE, New Delhi, Affiliated to DoTE, Chennai
NH-544, Salem Main Road, Pallakapalayam, Sankari West (PO), Komarapalayam
(TK)
Namakkal (Dt)-637303, Tamilnadu

Promoted and Run by
SRET (SRI RENGASWAMY EDUCATIONAL TRUST)
KOMARAPALAYAM-637303, Tamil Nadu, India

Ph. 9965533380, 9965531777,
Web: www.excelinstitutions.com
E-mail: 735excelpolytechnic@gmail.com

SERVICE RULES
ACADEMIC YEAR 2025-26



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SERVICE RULES, PROCEDURE AND RECRUITMENT

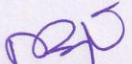
VISION

To transform **Technocrats** in the field of technical education by imparting **employable skills** and ethical values for catering the needs of **industry and society**.


MISSION

- ❖ To impart **technical knowledge** using ICT tools in teaching learning process.
- ❖ To facilitate **employable skill** by industry - institute interaction.
- ❖ To enhance the attitude, ethics to meet the challenges in **industry and society**

Prepared by


Director-Technical

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 Polytechnic 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 AICTE, DOTE 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, 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 Polytechnic college (EPC).

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 Polytechnic College was established in 2008, marking another significant milestone for the trust. The college is approved by AICTE, New Delhi, affiliated with DOTE, Chennai, 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 Pallakapalayam, 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 Polytechnic 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

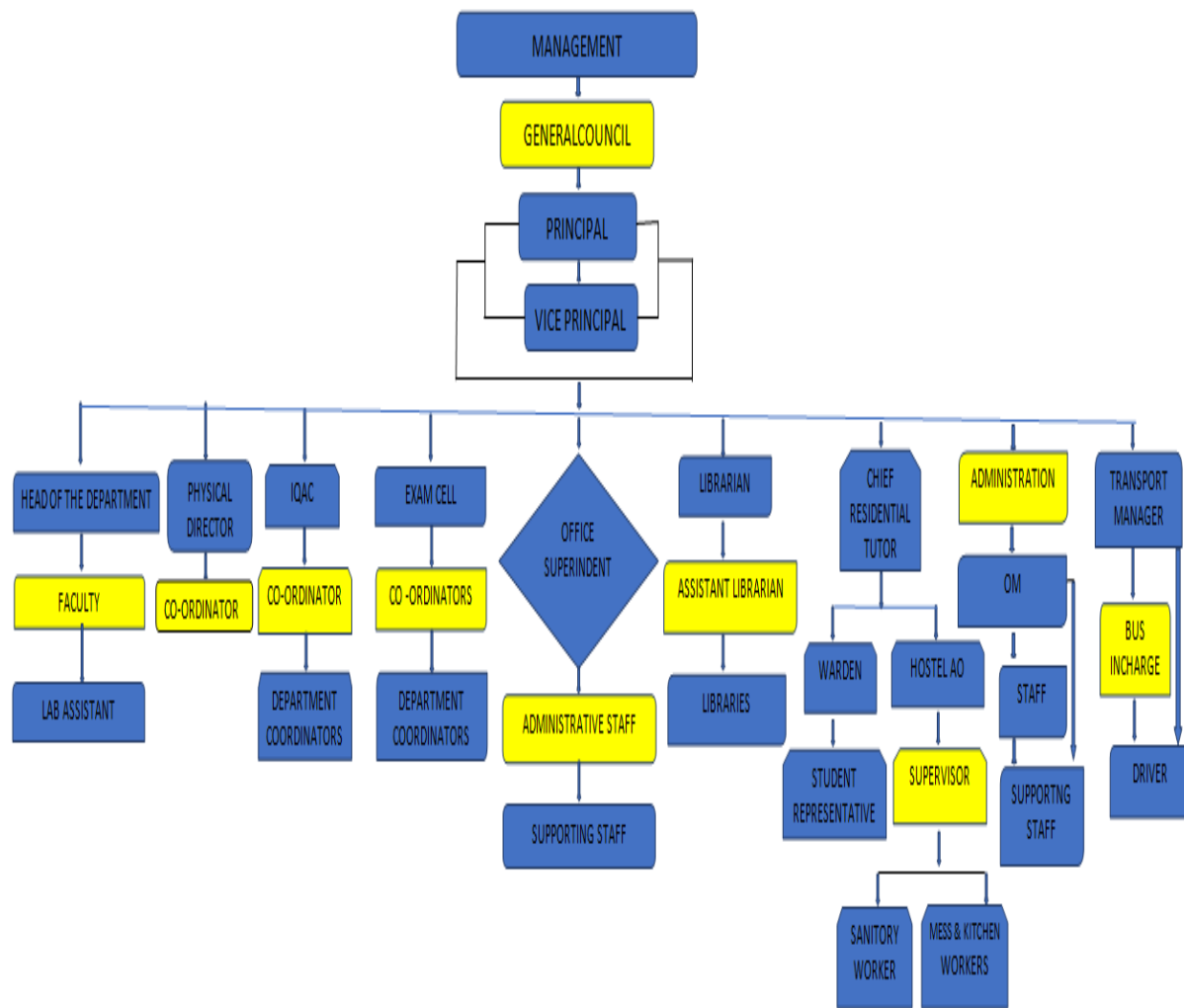
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5. ORGANIZATION CHART



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 Polytechnic 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 Polytechnic 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 designated as its Head, in addition to the required number of Lecturers, in line with the prescribed teacher–student ratio.

6.5.4 The teacher–student ratio shall be maintained at **1:25**, including Professors in the count of teachers.

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

- HODs-11
- Lecturers-18

6.5.6 A Selection Committee shall be constituted for recruitment in each discipline. The committee shall include the respective HoD, 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 EPC shall be given a brief introduction to the Institution by the Principal / HoD on the day of joining.

6.8.2 The respective Principal 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 Norms

All India Council for Technical Education, New Delhi issued pay scales, Service conditions and qualifications for teachers and other academic staff in technical institutions (Diploma) Regulations, 2010 is followed as the faculty norms. There shall be only three designations in respect of teachers in universities and colleges, namely and Lecturer.

No one shall be eligible to be appointed, promoted or designated as Lecturer, unless he or she possesses a M.E., and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Lecturer'. Faculty designated as Lecturers as on 05.03.2010 shall continue as Lecturer.

Minimum Qualifications and Experience for appointment of teaching Posts in Diploma Level Technical Educations

Post	Qualifications	Experience
Lecturer/Workshop Superintendent		
Engineering and Technology	Bachelor's degree in Engineering/ / Technology in the relevant branch with First Class or equivalent. OR If the candidate has a Master's degree in Engineering /Technology, first class or equivalent is required at Bachelors or Masters level	Experience not mandatory

Humanities & Science	First class Master's degree in appropriate subject with first class or equivalent at Bachelor's or Master's level	Experience not mandatory
Head of the Department		
Engineering and Technology	<p>Bachelor's and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level</p> <p>OR</p> <p>Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level and, in Ph. D equivalent or appropriate discipline Engineering/Technology</p>	<p>Minimum of 10 years relevant experience in teaching / research /industry</p> <p>Minimum of 5 years' experience in relevant teaching / research. /Industry</p>
Principal		
	<p>Qualification as above for the post of Head of Department and Ph. D in engineering</p> <p>OR</p> <p>Qualification as above for the post of Head of Department</p>	<p>Minimum of 10 years relevant experience in teaching Research /Industry out of which at least 3 years shall be at the level of head of department or equivalent.</p> <p>OR</p> <p>In case of Architecture, professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

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), and invited industry / academic experts.
- Promotions shall be considered as per **AICTE** 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:
 - **Lecturer**: As per AICTE 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 EPC 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 must 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 **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

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
- 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 Continuous Assessment test (CAT), a **class test** should be conducted.
- Faculty must prepare **two sets of CAT question papers** (with solutions and marking scheme) and submit them to the Exam cell via HoD **at 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 Continuous 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 **Representative / Chief Superintendent** (for Board exams) or **Class Advisor / HoD** (for CATs).
- CAT 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 CAT 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 CAT)
- **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	HOD	10
2	LECTURER	14

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 behavior, 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 misbehavior 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 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 **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 CAT** (Continuous Assessment Test) as practice for CAT I/II/III.
- Assign **three assignments per semester** and evaluate them for marks.
- Prepare **two sets of CAT question papers** and submit them to the **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 Continuous Assessment (CA) Responsibilities

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

7.6.13.2 Responsibilities include:

- Conducting **class tests and CA examinations** as per academic schedule.
- Preparing **two sets of question papers** for each CA and submitting to the 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 CA marks and assignments** is maintained accurately.
- Coordinating with Class Coordinators regarding **absentees, slow learners, and any disciplinary issues** during CA.

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:

Teaching				
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 hour 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	4 days / Sem (Stall, School Visits and Parents meeting)	
7	EOD	Exam OD	9 days / Sem	
8	COD	Academic OD	2 days / Sem	Only if they use Academic OD - Proportionally Exam OD will be Sanctioned

Non-Teaching (Lab Assistant & Library)				
SL.NO	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 12 days / Year	
2	Permission	Permission	1 hour each / Month max of 2 times or 1 permission with 2 hour/Month.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted.
4	SL	Spell Leave	3 days - ODD Sem and 7 days - Even Sem	After completion of 3 year of experience in Excel
5	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel
6	POD/AOD	Promotion OD	2 days / sem	They may be encouraged for school visit/ Admission visit/Stall visit

Maintenance (Civil, Electrical, Plumbing, Building Supervisor, Welder & RO Plant)				
S.No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 12 days / Year	
2	Permission	Permission	2 Permission of 1 hour per month / Maximum of 2 times.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted.
4	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel

Hostel Admin' s & Mess Staffs				
S.No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	WO/CL	Week off cum Casual Leave	3 day / Month with Week off	
2	Permission	Permission	2 Permission of 1 hour per month / Maximum of 2 times.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted only on real cases.
4	SL	Spell Leave	3 days - ODD Sem and 3 days - Even Sem	After 3 year of Experience in given period or it may be enchased

Security				
Sl No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	WO	Week off	2-Days / Month	

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, 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.

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 internships.
- Student participation in innovation cells, incubation centers, startup clubs, professional societies (IEEE, ISTE, 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**.

8.1 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.

8.2 Modes of Outreach & Engagement

1. National Service Scheme (NSS):

- Students are encouraged to actively participate in NSS.
- 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.

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 **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.

8.3 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 AICTE guidelines.

8.4 Monitoring & Recognition

- An **Extension Activity Cell**, coordinated by the HOD (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 **NBA documentation**.
- Outstanding contributions by students and faculty in extension services shall be recognized through **awards, certificates, and academic incentives**.

8.5 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)**.

9. PERFORMANCE APPRAISAL & PROFESSIONAL DEVELOPMENT

- The Institute adopts a **comprehensive performance appraisal system** to evaluate the academic, administrative, and co-curricular contributions of each faculty member. The process shall be fair, transparent, and aligned with **AICTE and NBA quality benchmarks**.
- Performance appraisal will be carried out **annually**, considering parameters such as:
 - Teaching effectiveness (student feedback, peer review, course outcomes)
 - 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 Principal.

Policy for Appraisal of Teaching Faculty (The Faculty appraisal is to be carried out on three parameters)

S.NO	Parameters
1	ACADEMICS
	Internal Exam Results
	University Exam
	Overall Results in All the Subjects Handled
2	CONTINUOUS LEARNING
	PAPER PRESENTATION
	One FDP per year
	Students Feedback
	Swayam and NPTEL course
	Innovative projects
3	EXTENSION ACTIVITIES
	College level performances
	Academic Awards/Prizes/Honors
	Participation in Affiliated University Activities
	Membership in Professional bodies
	Significant role

- The self-assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement.

The Institution has Self-Appraisal Mechanism for Non-Teaching Staff.

The works of the Nonteaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

Policy for Appraisal of Non-Teaching Faculty (The Faculty appraisal is to be carried out on Five parameters)

S.NO	Parameter
1	Training Support
2	Skills Development
3	Active Participation in the team work
4	Involvement
5	Housekeeping and adapting Safety Practices

The feedback had helped take the following decisions.

- Conduct of language and soft skill programme for non-teaching and administrative staff.

FACULTY PERFORMANCE APPRAISAL

Submitted to the Principal,

- Evaluation/Recommendation by the HOD
 - Proof of Evidences/documents verified and found correct

<i>Criteria for Overall Grading</i>			
<i>Total Grade</i>	:	<i>EXCELLENT</i>	<i>>75</i>
	:	<i>GOOD</i>	<i>60-75</i>
	:	<i>SATISFACTORY</i>	<i><60</i>

10. ETHICAL PRACTICES & INSTITUTIONAL RESPONSIBILITIES

- All employees of the Institute are expected to uphold the **highest standards of professional ethics and integrity**
- Ethical expectations include:
 - **Academic Integrity:** Ensuring originality in teaching materials 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.

11. STUDENT-CENTRIC POLICIES

11.1 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.

11.2 Student Discipline

- Students must maintain **discipline, decorum, and integrity** inside the campus.
- Ragging in any form is **strictly prohibited** as per 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.

11.3 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**.

11.4 Co-Curricular and Extra-Curricular Activities

- The institution encourages active participation in **seminars, workshops, technical competitions, 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.

11.5 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.

11.6 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 HOD
- All feedback collected through the approved questionnaire shall be systematically analyzed by the 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.
- 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 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 Polytechnic 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

Sl.NO	Diploma Course(s)	Intake	Period-Approval
1	AUTOMOBILE ENGINEERING	60	2025-2026
2	CIVIL ENGINEERING	30	2025-2026
3	COMPUTER ENGINEERING	120	2025-2026
4	ELECTRICAL AND ELECTRONICS ENGINEERING	120	2025-2026
5	ELECTRONIC AND COMMUNICATION ENGINEERING	120	2025-2026
6	MECHANICAL ENGINEERING	120	2025-2026
7	MEDICAL LABORATORY TECHNOLOGY	60	2025-2026
8	TECHNICIAN AND XRAY TECHNOLOGY	60	2025-2026
TOTAL		690	2025-2026