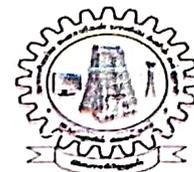


# NACHIAPPA SWAMIGAL POLYTECHNIC COLLEGE

KOVILLOOR MADALAYAM, KOVILLOOR - 630 307 KARAIKUDI TK., SIVAGANGA

(Approved by AICTE - F.NO./FN/NIDP/2009-10/040/4833 Dt. 21-08-09 & T.N.GOV. - 8029/II/2009 Dt. 25-08-09)

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## Governing body, Administrative setup, Functions of various bodies, Rules Procedures, Recruitment and Promotional policies

Sl. No.	Name of the individual	Status
1.	Sri la Sri Narayana Gnana Desiga Swamigal	Chairman
2.	Dr.M.Vecrappan	Correspondent
3	Dr R. Mayandy, Principal	Member
4.	Imt. V.Jeya, HOD/EEE	Member
5	Thiru.N.Solaimalai, HOD/ECE	Member
6.	Dote Nominee	Member
7.	Industrialist	Member.
8	Senior Academician	Member
9	AICTE Nominee	Member

## POLICY AND REGULATIONS DOCUMENT

1	Staff Recruitment and Regularization Procedure
2	Induction/Training of New Staff
3	Staff work load policy
4	Leave Policy
5	Policy for Faculty Development
6	Resignation / Termination / Retirement of staff
7	Organization Goals
8	Organizational Structure & Administration
9	Planning & Review System

  
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Koviloor - 630 307.

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11	Purchase policy
12	Responsibilities of the Head of the Departments
13	Responsibilities of the Faculty
14	Responsibilities of the Class Teacher
15	Responsibilities of other Officials
16	Responsibilities of Hostel Officials and Staff

## 1. Creation of posts:

Number of posts, both teaching and non-teaching categories are sanctioned by the Board of Trustees based on the recommendations of the Principal.

## 2. Recruitment Procedure

### a. Faculty

Through the Governing council is the appointing authority through its chairman, it is felt that the serving HOD's and other faculty members of the college should be involved in the matter of re recommendations of the faculty shall sponsor suitable candidates, after satisfying himself in regard to the teaching abilities and qualifications of a prospective candidate, who will be interviewed by the procedures. When no such candidates are available, the HODs may advise the selection committee to resort to advertisement in the newspaper to select and fill up the vacant posts.

### All faculty positions shall be filled only by selection and not by promotion

As a matter of principle all members of faculty will be appointed for one year initially on temporary basis. This period will also be considered as the probation for the new member of the faculty. At th the performance of the temporary member and will submit suitable recommendations to the chairman of the College governing council for appropriate decisions.

The governing council of the college believes in incentives in the form of promotions to the right candidates whose teaching abilities, innova  
methods teaching and the zeal to research and develop the second  
factor in promotions and this factor will be put in force when  
candidates are equal in evaluations. The faculty members will submit

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candidates are equal in evaluations. The faculty members will submit necessary applications to the higher posts on the basis of merits and demerits alone and will be considered for appointment of found suitable without any regard to the seniority of other members of faculty in the department concerned or the institute procedures submit suitable recommendations to the chairman of the college governing council. The college governing council or its chairman reserves their right to accept or reject and or modify such

## (b) Administrative Posts

The candidates for the administrative posts will be selected/ nominated by the Committee prescribed for Faculty selection.

## (c) Temporary Appointment

When faculty are not in places as per the sanctioned strength (as approved by the Faculty Selection Committee's Chairman), in order to meet the contingencies/requirements of the college, the Director /Principal. He shall however, strictly follow the qualification norms set by the Faculty Selection Committee, even for these appointments. If he is satisfied with their performance, he shall then make a note at the end of that Semester. On no account, candidates rejected by the Selection committee are appointed even for a temporary period by the Director /Principal.

No appointment shall be valid unless approved/ratified by the Selection Committee. The temporary appointment order shall state this, clearly.

The Director/Principal shall arrange to get the approval of the Chairman, Faculty Selection Committee by Email in case of senior Professors giving their full bio- Data and the copy of their file conditions, responsibilities to be given to them.

## 3. Issue of Appointment Orders

While giving the appointment order to the faculty, a list of specific responsibilities and tasks are to be given to them by the Principal, with a specific time frame while reviewing their performance. Work and the tasks may be reviewed by the Principal and suitable guidance given by him in that regard. The copy of that review and the directions given may be submitted to the Management. While each faculty joins duty, general responsibilities and specific tasks are to be given to them in writing, which may be reviewed by the Head of the Department and the Principal, periodically record. The Chairman, NSPC shall issue the appointment

  
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## Casual Leave:

This leave is granted for limited spells not exceeding two days in a row to attend emergencies and sudden ill-health. Un-availed leave at the end of the academic/calendar year will lapse and it will not be carried forward to the next year. Subject to the limitation of our days in a semester.

Non-teaching staff: twelve days of casual leave will be allowed in a calendar year on the basis of one day for every month of spent service.

## Earned Leave:

Every member of the teaching staff will be earned leave for each academic year applying the following formula. Earned leave: 2/11 days of duty minus number of days of vacation enjoyed during the academic year.

Duty means all days in the academic year with the following exceptions.

Earned leave availed if any Leave on loss of pay,  
Medical leave and finally vacation period.

NOTE: casual leave and public holidays will be counted as duty.

## 1. POLICY FOR FACULTY DEVELOPMENT

### A. Sponsoring NSPC Faculty Members for Master degree

As per the Institute policy, all lecturers must have Master level degrees as their minimum qualifications. Due to difficulties in getting qualified faculty members, at present temporary appointment facilitates all such lecturers with bachelor's degree, having minimum two year of service with to be sponsored for Master's degree programme in the institute for courses offered by the Institute itself.

### THE TERMS SHALL BE AS FOLLOWS:

1. During the period of study in the institute, their academic load towards teaching/laboratory shall be suitably adjusted to avoid conflict with their study programme.
2. The fee for their course of study shall be paid by them in two equal installments.
3. During their period of study, they shall be paid their full salary and earn the normal increments in the lecturer's scale, if their performance is satisfactory.
4. After the successful completion of the master degree, they shall be reviewed and placed at the appropriate stage in the scale for lecturers.
5. They shall execute a bond to serve the institution for a further minimum period of four years.

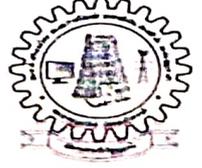
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## F.Selection Committee:

There shall be a special Selection Committee of experts to select eligible candidates for sponsorship for both Master's Degree and Doctoral degree programmes. Proposals of this committee shall have

## Procedure for the promotion of teaching Staff:

The eligible faculty members have to apply for the post in the prescribed format to the Principal through the Head of the Department concerned.

The Principal shall arrange to call such candidates for an interview if vacancies are available. When vacancy is not available, the Principal shall get the approval of the Chairman for temporarily c management has the right to promote any person depending on the efficiency/performance of the individual and the requirements. He/ she shall have served as a member of at least five of any organizi

### 1. Resignation/Termination/Retirement of Staff

1. The staff member who wishes to leave the institution shall submit the resignation through the head of the department concerned.
2. Unless the H.O.D clearly certifies that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional burden to other staf
3. The staff in charge of the establishment section shall forward a note to the Director / Principal indicating clearly the notice period required and given along with other remarks if any.
4. When the above documents are clear, the Director/ Principal shall inform the Chairman, Staff Recruitment and Services Committee and accept the resignation and direct and staff member to obtain "No Due Cer
5. After getting the duty filled in "No Due Certificate" Director/Principal will give the approval for relieving the Staff.
6. The Director/Principal shall give a service certificate and salary certificate with the approval of the Chairman. (Due form staff)

### Termination/Disciplinary Proceedings

In the case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of a faculty/staff member disciplinary action will be initiated by the management either submits to or on the report of 2.Management has the right to terminate the service of a staff member by giving 3 months notice or three months' pay in lieu of notice, if his/her performance/conduct is not satisfactory.

  
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## Retirement

- 1.Age of retirement for all staff is as per the Tamil Nadu Govt. norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the institution
- 2.Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so, if the Council/DOTE norm permits.
- 3.Management has the right to terminate the service of a staff member by giving notice of 3 months/3 months pay in lieu of notice if his/her performance/conduct is not satisfactory.
- 4.Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management. Normally mid-semester resignation will n
- 5.Leave not availed in Calendar year will not be permitted to be carried over to the subsequent year.

## II-Administrative manual

### 7. ORGANISATIONAL GOALS

We are committed to,

- a.Provide socially relevant and value-added professional education to Diploma students.
- b.Satisfy the Stake Holders and continually improving the effectiveness of Quality Management System by Understanding the requirements of Interested Parties, Effective Risks and Opportunities Management.
- c.Comply with all the applicable legal and statutory requirements.

### MENTOR-WARD SYSTEM:

For the effective monitoring of the welfare of the students, 20-25 students will be attached to be a faculty member called Mentor for a period of three years (starting from II year) by the H.O.D once one Mentor who will also be the class teacher for them.

- 1.They will function as campus parents for their wards give them all encouragement, support and guidance by monitoring their academic performance, behavior, adherence to campus regulations & identifying institution.
- 2.Mentors shall keep the record of wards under their care in the following

  
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- a.Name :
- b.Roll. No. :
- c.DOTE Reg. Number :
- d.Hostel Address/Local Address :
- e.Address of Local Guardian with phone No. :
- f.Address of parents with phone number :
- g.Occupation of their parents:
- h.Family Back ground:
- i.Proficiency in extra-curricular activities :
- j.Objectives in life :
- k.Details of the Scholarship/Awards:
- l.Hobbies :
- m. Blood Group:
- n.Health Conditions :
- o.Extra Courses Studied :
- 3.To facilitate point(1) they will maintain the following records as end when available at the time of each review

## a) Stock Register:

Separate stock register should be maintained by each department for all consumables. Each materials purchased should be recorded separately in the register in detail. Re-order level will be determined Consumption of material should be recorded by issuing material requisition.

## Asset Register:

Each department should maintain an asset register. All non-consumables and books shall be recorded separately in the register in detail.

Stock & Asset register should be verified every year in December/May and verification report prepared every year.

## RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS

- 1.He/she will report to the Principal on all matters.
- 2.He/she shall ensure smooth and effective functioning of the Department and he/she shall be the Controlling officer for all the Staff and Students in the Department.
- 3.He / She shall conduct Faculty / Non-Teaching staff meetings at least once in a fortnight. The discussions and resolutions made are to be recorded and a copy shall be sent to the Principal.
- 4.He/she shall get the goals and action plans from the staff members at least one week prior to the commencement of each semester. He / She shall monitor the staff
- 5.He / She shall prepare the details of faculty / staff requirements

*[Signature]*  
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- year and submit the same to the Principal by the 31<sup>st</sup> of March every year.
6. He/she shall keep necessary infrastructural facilities available to the teaching and non-Teaching staff of his/her department.
7. He/she will obtain from the Administrative Coordinator, the official copy of the syllabus of the subjects to be taught for his / her branch students and officially communicate the same to the faculty members.
8. He/ she shall convene a meeting on the day next to the last working day and allocate the subjects to the staff member.
9. He/she must make arrangements for the repair of furniture in the departments through the Administrative Officer; must also make arrangements for the purchase of furniture required for staff members through A
10. He/she shall ensure that the time-table for the Classes is prepared within a week after the last working day and the same is communicated to the faculty members.
11. He/She shall ensure that Faculty members are allotted for all the subjects

## Laboratory courses and that no subject is left untaught.

12. He/ she shall appoint senior faculty members as faculty advisors to the classes.
13. He / she shall prepare brochure, leaflets, etc. To promote campus interviews and suitable placements for the students of the department.
14. He /She shall ensure that meaningful co-curricular activities (Seminars, Guest lectures & Industrial Visits) are organized.
15. He/she shall streamline all educational tour programmes of the Department. He/she shall restrict the number of days of tour as per the details given below.
16. Only final year students may be allowed to prefix or suffix holidays. But the total number of days shall not exceed six.
17. He/she shall fix updates to conduct periodical tests to the students of his/her department.
18. He/She shall recommend his/her department students to be accommodated in the hostel and monitor the behaviour of the students of his/her department, who are staying in the hostel.
19. He/ She shall plan and prepare well in advance documents, papers and necessary write-ups to be officially submitted to the inspection Commission.
20. He/ She shall prepare monthly report of his/ her department and submit the same positively to the Principal before the 2<sup>nd</sup> of every month.
21. He/ She shall ensure that a minimum of two members of the faculty are available in the department during the vacation period.
22. He/She shall arrange to conduct department level in-service programmes to the faculty members and non-teaching staff to have some working knowledge of computers.
23. HOD will hand over all the important documents to the Principal or a designated person to avoid the loss of documents.

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