Tagore Institute of Engineering and Technology

HR Policy Manual

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1. Introduction

About Tagore IET

Tagore Institute of Engineering and Technology was established in a 2008 as a premier institute in Salem district. The institute is approved by the All India Council for Technical Education (AICTE), New Delhi; and it is affiliated to Anna University, Chennai.

The institute is known for hi tech infrastructure, top-flight faculty with good percentile in its academic record, gradual placement policy with unique student projects.

1. It has been established with a vision to promote it as a centre of excellence for higher education and research committed towards quality education, skill development, industry integration and holistic eco-system for global competencies among youth and sustainable development of the Nation.

2. The Institution persistently seeks and adopts innovative methods to improve the quality of higher education and is responsive to the changes taking place in the field of education on a global scale.

3. The Institution has a team of dynamic and outstanding faculty, innovative Research Scholars, state of the art infrastructure and world class Research Facilities.

4. The whole teaching – learning environment is geared towards nurturing innovation and building leadership.

5. The institute offers 7 Undergraduate courses and Post Graduate courses in MBA and ME in Computer Science.

6. The institute has its own Innovation and Entrepreneurship Development Centre (IEDC) supported by the Department of Science and Humanities (DSH), making it the only college in that region to have such a facility.

7. Meeting the TIET eligibility criteria is a must, otherwise, the candidates' application will not be considered. Hostels, a library, laboratories, and

transportation are some TIET campus facilities provided to students. Annually, campus selection drives are organised by the TIET placement cell to provide job opportunities to the students.

8. Admission to various PG courses is possible through the TIET entrance examination; TANCET. For undergraduate courses, there is no mention of any entrance test. Candidates who have not taken the entrance examination will also be considered for admission if TIET seats are vacant.

2. Vision and Mission

Vision

To emerge as a center of Excellence in Engineering and Management by imparting intellectual, research develop technology and professional skills to serve responsibly in a globalized standard.

Mission

The mission statement, among other things, refers to inculcating a culture of excellence among students and faculty and developing a sense of ownership and pride among employees to achieve organizational targets as well as their personal goals.

3. To develop eminent Engineer by providing high quality technical education through state-of-the-art teaching, learning, research environment and professional

requirements for various career growth.

4. To work collaboratively with industry and R&D Institutes to render knowledge and sustainable technologies towards mutual benefits and opportunities for training and placement.

5. To inculcate high moral, ethical and professional standards among our students and to that upgrade overall personality.

6. To foster knowledge based technological services to satisfy the needs of society and the industry.

3.Organisation Structure

4. Governing Council

The Tagore Institute of Engineering and Technology has a well defined Organization with a hierarchical structure, which makes participatory administration easier.

The institution has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution.

Through the participation of stakeholders in Committee/Boards at different levels aids in maintaining institutiona capacity and educational efficacy. All committee meetings' minutes are disseminated and kept on file.

The action plan of the institute is in alignment with its vision and mission as ensured via definite organization structure, prospective planning, dynamic leadership and decentralized administration.

Functions of Key Administrative Positions:

Position	Function
GOVERNING BODY	➢ Review academic and other related activities of the College ➢ Consider new programs of study for approval of AICTE ➢ Consider recommendations of the Principal regarding Promotions ➢ Ratify Selections / appointments /medals and prizes ➢ Pass Annual Budget of the College ➢ Annual University Affiliation
SECRETARY	➢ Looks after the Administration, development of education, growth & expansion of the institution. ➢ Initiates new action which is required for the promotion of the above subject matter to ratification by the Governing Body. ➢ Works as a coordinates between the sponsoring Society, College Management and the other systems of the college.

PRINCIPAL	➢ To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. ➢ To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university ➢ To conduct internal, end and other examinations ➢ To initiate all the developmental activities, monitor the progress and report to the Governing Body ➢ To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year. ➢ To ensure the preparation of reports on various activities and also the annual report of Tagore Institute of Engineering and Technology. ➢ To become responsible for the general amenities and arrangements for students and employees of Tagore Institute of Engineering and Technology.
COMMITTEES	➢ Every committee constituted at college level and department level have the faculty member as an in-charge with two or more faculty members as committee members. ➢ Committee In charge will look after the committees program and operation. ➢ These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college. ➢ These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.

	➢ Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.
HEAD OF THE DEPARTMENT	➢ Department HOD prepares department workload as per the Anna University syllabus. ➢ Allocation of workload in prescribed formats, Collect & Verify the course material to certify, prepare and update the student Handbook. ➢ Coordinate with Library committee, Time Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams. ➢ Preparation of list of weak students in each class and conduct bridge classes, slip tests. ➢ Analysis result to conduct Remedial classes for failure students. ➢ Ensuring to arrange Club activities and Guest lectures, workshop & seminars. ➢ Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books, etc. ➢ Foster collaboration with industry partners, other academic institutions, and research organizations. ➢ Develop and maintain relationships with professionals and organizations in the field. ➢ Ensure that the department meets accreditation requirements. ➢ Implement and maintain quality assurance processes for programs and courses.

	➢ Contribute to the development of the overall strategic plan for the institution.
	➢ Align departmental goals with the institution's mission and vision.
ASSISTANT PROFESSOR	➢ Delivering lectures, seminars, and laboratory sessions.
	➢ Developing and updating course materials.
	➢ Mentoring and advising students on academic and career matters.
	➢ Evaluating student performance through assignments, exams, and projects.
	➢ Conducting original research in the field of expertise.
	➢ Publishing research findings in reputable journals and conferences.
	➢ Pursuing research grants and funding opportunities.
	➢ Collaborating with other researchers and academics.
	➢ Participating in departmental and institutional committees.
	➢ Contributing to the development of academic programs and policies.
	➢ Serving on thesis and dissertation committees.
	➢ Engaging in institutional service activities.
	➢ Staying current with advancements in the field through continuous learning and professional development.
	➢ Attending conferences, workshops, and seminars.
	➢ Networking with colleagues and professionals in the discipline.
	➢ Supervising graduate students and research assistants.
	➢ Mentoring junior faculty members

	and guiding their professional development.
	➢ Providing guidance to students on research projects.
	➢ Collaborating with industry partners and professionals.
	➢ Participating in outreach programs and community service.
	➢ Sharing expertise with the wider community through public lectures and events.
	➢ Taking on leadership roles within the department or university.
	➢ Assisting in the development and implementation of departmental policies.
	➢ Collaborating with colleagues on academic initiatives.
	➢ Aligning individual activities with the goals and mission of the institution.
	➢ Supporting the institution's commitment to diversity, equity, and inclusion.
	➢ Adhering to ethical standards in research and teaching.
	➢ Serving as a role model for students and colleagues.
CLASS MENTOR	➢ Monitor and assess the academic progress of students in the class.
	➢ Provide guidance on course selection, study habits, and time management.
	➢ Assist students in setting academic goals and developing strategies to achieve them.
	➢ Serve as an advocate for students within the school administration.
	➢ Address academic and personal concerns raised by students.
	➢ Collaborate with other educators to

	support individual student needs.
	➤ Maintain regular communication with students and their parents or guardians.
	➤ Share information about academic performance, upcoming events, and important announcements.
	➤ Act as a liaison between the school and parents.
	➤ Monitor and address behavioral issues within the class.
	➤ Promote positive behavior and a respectful classroom environment.
	➤ Provide guidance on social interactions and conflict resolution.
	➤ Offer mentorship and guidance to students on personal and social development.
	➤ Provide a supportive and empathetic ear for students facing personal challenges.
	➤ Refer students to counseling services when necessary.
	➤ Coordinate and participate in class-related events, such as parent-teacher meetings, parent-teacher conferences, and school assemblies.
	➤ Assist in organizing extracurricular activities and class outings.
	➤ Encourage parental involvement in the academic and personal development of students.
	➤ Facilitate open communication between parents and teachers.
	➤ Organize parent-teacher meetings to discuss student progress.
	➤ Track and address attendance issues.
	➤ Collaborate with the school's attendance office to ensure accurate records.
	➤ Assist students during transitions,

	such as moving from one grade to another or transitioning to a new school. ➢ Provide information and support during important transitional phases. ➢ Stay informed about educational trends and best practices. ➢ Attend professional development workshops to enhance mentoring and teaching skills.
EXAMINATION CELL COORDINATOR	➢ Develop a comprehensive examination schedule in coordination with academic departments and faculty. ➢ Ensure that exam dates do not conflict with other events or holidays. ➢ Plan for alternative arrangements in case of unforeseen circumstances. ➢ Coordinate the logistics of examination venues, including seating arrangements, room allocation, and facilities. ➢ Ensure that examination venues are set up in accordance with established standards and guidelines. ➢ Oversee the distribution and collection of examination materials. ➢ Collaborate with faculty to collect and review examination question papers. ➢ Ensure the security and confidentiality of question papers before, during, and after examinations. ➢ Organize the printing and distribution of question papers to examination venues. ➢ Recruit, train, and supervise invigilators for examinations. ➢ Ensure that all invigilators understand

	and adhere to examination rules and protocols.
	➤ Address any issues or irregularities that may arise during examinations.
	➤ Oversee the process of student registration for examinations.
	➤ Verify the eligibility of students to sit for exams, including checking prerequisites and attendance requirements.
	➤ Address concerns related to exam registration and eligibility.
	➤ Coordinate the collection and processing of examination answer scripts.
	➤ Collaborate with the evaluation team to ensure timely and accurate grading of exams.
	➤ Oversee the publication of examination results and address any discrepancies or concerns.
	➤ Maintain accurate and secure records of examination-related data, including attendance, marks, and other relevant information.
	➤ Generate reports on student performance and exam statistics as required.
	➤ Ensure that examination processes comply with institutional policies and regulations.
	➤ Implement quality assurance measures to enhance the integrity and fairness of examinations.
	➤ Communicate examination schedules, procedures, and results to students, faculty, and other stakeholders.
	➤ Address inquiries and concerns related to examinations.
	➤ Collaborate with academic departments to gather information on course offerings, prerequisites, and

	other relevant details.
	➢ Coordinate with faculty to address any issues
	➢ Assessment and examination reforms related to examinations.
	➢ Provide advice and recommendations to the administration on examination-related policies and procedures.
	➢ Participate in committees or task forces related to academic.
PHYSICAL DIRECTOR	➢ To Maintain and follow the strict discipline among students in college campus/ground.
	➢ Develop and implement a comprehensive physical education curriculum that aligns with educational standards and goals.
	➢ Design programs that cater to the varying needs and abilities of students.
	➢ Organize and manage sports programs, competitions, and events within the institution.
	➢ Coordinate with coaches, teams, and other stakeholders to ensure smooth execution of sports activities.
	➢ Oversee the maintenance and utilization of sports facilities, including fields, courts, gyms, and equipment.
	➢ Identify and nurture talented athletes.
	➢ Collaborate with other coaches to enhance the overall sports program.
	➢ Develop fitness programs that promote overall health and well-being.
	➢ Educate students on the importance of physical activity and a healthy lifestyle.
	➢ Conduct fitness assessments and provide personalized fitness plans.

	➢ Organize intramural sports and games for students within the institution.
	➢ Facilitate participation in extramural competitions and tournaments.
	➢ Encourage student participation in sports and physical activities.
	➢ Foster a positive sports culture that emphasizes teamwork, sportsmanship, and fair play.
	➢ Support student-led sports clubs and initiatives.
	➢ Establish and maintain partnerships with external sports organizations, clubs, and associations.
	➢ Collaborate with external coaches and experts to enhance the sports program.
	➢ Develop and manage the budget for the physical education and sports department.
	➢ Allocate resources effectively, including funding for equipment, uniforms, and travel.
	➢ Ensure compliance with health and safety regulations for sports activities.
	➢ Implement protocols for injury prevention and response.
	➢ Participate in institutional committees related to sports and physical education.
	➢ Encourage inclusivity in sports by providing opportunities for students with diverse abilities and interests.
	➢ Create adaptive sports programs to accommodate a wide range of participants.
	➢ Attend workshops, conferences, and training sessions to enhance professional skills.

Responsibilities of Governing Body

1. In order to approve the choices made by the academic advisory group.

2. Acceptance of new courses that the academic advisory council recommends

3. To name the principal and the teaching and non-teaching staff in accordance with the recommendations of the established selection committees.

4. Examining and approving the proposed budget.

5. Making recommendations and approving the plans for student development.

6. Promoting industry institute partnership cell for student training and placement activities

7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures

8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.

9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.

10. Approve institution of new programmes of study leading to degrees.

11. Perform such other functions as may be necessary and deemed fit for the proper development, and fulfill the objectives.

5.IQAC

The Academic programs at our institute undergo monitoring by the Internal Quality Assurance Cell (IQAC), as mandated by the University Grants Commission (UGC). The IQAC, in conjunction with the Academic Staff Council comprising representatives from the senior faculty of all departments, collaborates to assess and evaluate the outcomes of all programs. As an institution affiliated with Anna University Chennai, our curriculum adheres to the norms set by the university.

The IQAC plays a pivotal role in influencing the teaching–learning process through diverse measures. This includes involvement in the preparation of teaching materials, the submission of semester-wise reports from each

department, result analysis, and the collection of feedback from students and alumni regarding teaching–learning experiences, syllabus content, and infrastructure facilities. Question paper setting for Internal Assessment Tests is aligned with University Questions, instilling confidence in students to face University examinations successfully.

Functions of IQAC:

➢ To achieve par excellence in academic and extension activities.

➢ To create ethical work culture in the institution.

➢ To monitor the outcome of the academic performance.

➢ To develop the quality of research and interdisciplinary activities.

➢ To build stronger academic- industry collaboration for the benefits of faculties and students

➢ To develop realistic attainable academic activities like workshops, seminars, conference.

➢ To facilitate the creation of learner-centric environment for teacher and students.

➢ To collect feedback response from students, parents, faculty and other stakeholders on quality-related institutional processes.

6. Committees

Several committees are set up for the effective functioning of the institution. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

- Academic Administrative Audit Committee
- Anti ragging Committee
- Cultural Committee
- Discipline Committee
- Examination Committee
- Grievance and Redressal Committee
- Library Advisory Committee
- Sexual Harassment Committee
- Sports Committee

- SC/ST Committee
- Transport Committee
- Governing Council
- Advisory Committee

7. Service Rules, Policies and Procedures

The institution has established service regulations, policies, and operational procedures to ensure its efficient functioning. Comprehensive documentation, including all relevant files, is accessible in various key locations such as the Principal's office, Heads of Department (HOD) chambers, Library, Examination cell, Placement cell, and has been distributed among all Faculties.

8. Strategic Goals

Short Term Goals

- **Personalized Learning Plans:** Individual assessment and personalized learning plans tailored to address the weaknesses and gaps identified in their understanding.
- **Additional Support Programs:** Implement supplementary tutorial sessions or study groups for weak students.
- **Regular Progress Monitoring:** Establish a system for continuous assessment and progress monitoring.
- **Peer-Assisted Learning:** Facilitate peer-assisted learning programs where stronger students mentor and support weaker ones. Encourage collaborative group activities to foster a positive learning environment.
- **Utilize Learning Resources:** Provide access to additional learning resources, such as online tutorials, educational videos, and interactive simulations.
- **Feedback Mechanism:** Establish a constructive feedback mechanism, ensuring that weak students receive timely and specific feedback on their assignments and assessments.
- **Flexible Assessment Methods:** Consider alternative assessment methods that cater to different learning styles, such as project work, presentations, or practical demonstrations.
- **Continuous Communication:** Foster open communication channels between students, faculty, and parents/guardians to discuss progress and challenges.

Long Term Goals

Academic Excellence:

- Set high academic standards and continually strive for improvement.
- Enhance the curriculum to align with industry needs and global trends.
- Encourage faculty development through training, conferences, and research opportunities.

Student-Centric Approach:

- Prioritize the overall well-being and success of students.
- Implement student support services such as counseling, mentoring, and career guidance.
- Foster a positive and inclusive campus culture.

Cutting-Edge Research and Innovation:

- Invest in research infrastructure and laboratories.
- Encourage faculty and student research through grants and collaborative projects.
- Showcase research achievements through publications, conferences, and partnerships.

Industry Collaboration:

- Strengthen ties with industries through partnerships and internships.
- Develop industry-relevant programs and training.
- Establish an advisory board comprising industry experts to guide curriculum development.

State-of-the-Art Infrastructure:

- Continually improve and upgrade facilities, including classrooms, laboratories, and libraries.
- Invest in modern technology and equipment to enhance the learning environment.
- Create a sustainable and eco-friendly campus.

Global Recognition:

- Seek international accreditation for programs.
- Promote exchange programs and collaborations with renowned international institutions.
- Encourage faculty and student participation in global conferences and competitions.

Community Engagement:

- Engage with the local community through outreach programs and social initiatives.

- Encourage students to participate in community service projects.
- Foster a sense of social responsibility among faculty, staff, and students.

Continuous Improvement:

- Establish a culture of continuous improvement through regular assessments and feedback.
- Implement a quality assurance system to monitor and enhance all aspects of the institute.
- Encourage a culture of innovation and adaptability.

Alumni Engagement:

- Create a strong alumni network and involve them in mentoring programs.
- Showcase the achievements of alumni to inspire current students.
- Establish platforms for networking and collaboration between alumni and current students.

Effective Governance and Leadership:

- Develop transparent and efficient governance structures.
- Invest in leadership development for administrators, faculty, and staff.
- Foster a collaborative decision-making process.

Financial Sustainability:

- Develop diverse revenue streams, including grants, partnerships, and fundraising initiatives.
- Implement efficient financial management practices to ensure sustainability.

Recognition and Awards:

- Pursue and achieve recognition from accrediting bodies and educational awards.
- Celebrate achievements and milestones to enhance the institute's reputation.

9. E Governance Policy

E-governance, in a broader sense, refers to the use of information and communication technology (ICT) to enhance and streamline the delivery of government services, exchange of information, communication transactions, and integration of various systems.

It could be applied to improve administrative processes and communication between the college management and its major stakeholders, including students, faculty, staff, and alumni.

The primary objectives of the e-governance policy of Tagore Institute include:

- ➢ Achievement of efficiency in operations
- ➢ Promotion of transparency and accountability in transactions
- ➢ Effective communication among the stakeholders
- ➢ Development of team work and collaboration among the users
- ➢ Ease of access to information
- ➢ Compliance with the rules and regulations of the governmental nodal agencies
- ➢ Increase in institutional visibility to the external world

The institute has implemented a comprehensive e-governance system covering the entire academic process from admission to graduation and beyond. A robust Enterprise Resource Planning (ERP) module serves as the foundation, providing essential data for the system.

Operating in a high-bandwidth Wi-Fi enabled environment further enhances the efficiency and accessibility of the system. The components of the e-governance system likely include the following:

Admission Management:

- Online application processing
- Document submission and verification
- Admission status tracking

Student Information System (SIS):

- Academic records and transcripts
- Attendance tracking
- Personal details of students

Faculty and Staff Management:

- Information on faculty and staff
- Course assignments
- Workload distribution

Course Management:

- Curriculum planning and management

- Course scheduling
- Syllabus distribution

Examination and Grading System:

- Exam scheduling
- Grading and result processing
- Transcripts and grade reports

Financial Management:

- Fee payment and receipt generation
- Budgeting and financial planning
- Expense tracking

Communication and Collaboration:

- Internal messaging system
- Announcements and notifications
- Discussion forums or collaboration tools

Library Management:

- Cataloging of library resources
- Check-in and check-out system
- Online access to library materials

Alumni Management:

- Alumni database
- Networking and communication with alumni
- Alumni events and activities

Human Resource Management:

- Employee information
- Leave management
- Performance evaluations

Security and Access Control:

- User authentication and authorization
- Data security measures
- Access control for sensitive information

10.Human Resources Management

- Tagore Institute of Engineering and Technology recognizes the contributions of all the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:
- Human resources are best allocated to achieve optimum productivity and efficiency.
- Institute helps employees for research and innovation by helping them for higher studies
- Institute encourages employees to well-equip themselves for the present job and future development.
- For employees reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Team Spirit, interpersonal communication and bonding amongst the employees is promoted through birthday celebration, picnics and festival celebration
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

11. Equal Employment Policy

Tagore Institute of Engineering and Technology has a policy to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization.

- The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.
- This policy applies to recruitment, selection and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.
- All other personnel actions including compensation, benefits, transfers,

layoffs, recalls from lay- offs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.

- All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

12. Code of Conduct

Preamble

The primary objective of the institute is the advancement and application of knowledge and the education of its members; its central activities being teaching, learning and research. These purposes can be achieved only if the members of the institute have mutual trust and confidence and can live and work beside each other in conditions.

This will permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the Institute must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work culture.

Every member is individually accountable for one's own actions and are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws, regulations and policies.

Applicability

The Code applies to members of the institute and under:
- Members of various Statutory Bodies
- President
- Principal
- Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Students.

Board of Management

The function of the Board of Management is to ensure that the organization

fulfills its overallpurpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would -

1. Work in the best interest of the institute.

2. Keep the interest of quality education as of highest priority compared to any other priority.

3. Work co-operatively with fellow members in carrying out their responsibilities.

4. Act honestly and in good faith at all times in achieving institute's intended outcomes.Maintain the confidentiality of information.

Tagore Institute of Engineering and Technology Academic Administration

It would include President, Vice-President, Secretary, Joint Secretary, Heads of Departments, Faculties, Finance Officer, Academic Statutory Bodies, etc.

The authority would -

1. Be responsible, as the principal academic and administrative officer of the Tagore Institute of Engineering and Technology, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the institutes are duly observed and processes of the institute are carried out in strict adherence thereto.

2. Comply with laws, rules, and regulations of the government applicable to the institute.

3. Provide inspirational and motivational value-based academic and executive leadership to the institute through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institute.

5. Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the institute to the maximum extent.

6. Maintain the confidentiality of the records and other sensitive matters.

7. Endeavour to promote a work culture and ethics that brings about quality, professionalism,satisfaction and service to the nation and society.

8. Refuse to accept any gift, favour, service, or other items from any person, group, privatebusiness, or public agency which may affect the impartial performance of his/her duties.

Teachers

The education profession is entrusted with the responsibility of moulding the minds of young people. In fulfilment of the obligations to the teaching profession, teachers will strive to demonstrate, inspire and guide, through Tagore IET vision and mission, that learning is   a character-building and nation-building noble activity. This code is applicable to all the teaching staff of the institute.

Duties and Responsibilities

1. Discharge his/her duties efficiently and diligently to match with the academic standards andperformance norms laid down by the institute from time to time;

2. Update his/her knowledge and skills to equip himself/herself professionally for the properdischarge of duties assigned to him/her;

3. Conduct himself/herself with absolute dignity and decorum in his/her dealing with thesuperiors, colleagues and students every time;

4. Perform his/her duties in the form of teaching, tutorial, practical, seminar and research workconscientiously and with dedication;

5. Co-operate and assist in carrying out functions relating to the educational responsibilities of the institute such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation;

6. Take prior permission from appropriate authority at any time for leave from duties;

7. Be punctual in attendance and in respect of his/her class-work and also for any other workconnected with the duties assigned to him/her by the Head of the department.

8. Refrain from associating with any political party or take part in any other organizationactively, which is not in line with the duties and ethics of the teaching profession.

9. Refrain from bringing any political or outside pressure on his/her superior authorities in respect of service matters.

Teachers with Students

Teachers should–

1. Respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of institute religion, caste, political, economic, social and physical characteristics;
2. Inculcate among students' scientific outlook and respect for physical labour and ideals ofdemocracy, patriotism and peace;
3. Make themselves available to the students even beyond institute class hours and help and guide students without any remuneration or reward;
4. Aid students to develop an understanding of our national heritage and national goals and
5. Refrain from inciting students against other students, colleagues or administration.
6. Every faculty in the service of the institute shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Administrative and Support Staff

All administrative staff of institute are required to comply with the Code of Conduct, including behaving in a respectful way to uphold the institute values at all times:

1. Conduct themselves in a manner that upholds the values, integrity and good reputation ofthe institute at all times

2. Treat everyone with respect and courtesy, and refrain from harassment or discrimination

3. Adhere to and maintain privacy principles when collecting or storing records of individuals

4. Remain open to collaboration, open dialogue, and the sharing of ideas, theories andpractices with others

5. Comply with institute policy and procedure, and follow reasonable directions from the institute

6. Comply with the terms and conditions of institute contract of employmentand/or any other agreements they have entered into with the institute.

7. Use institute resources in a responsible manner.

Staff Disciplinary Rules

The following acts of exclusion and instruction which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor Misconducts

- Negligence or failure to perform assigned duties;
- Unauthorized absence / Habitual late/irregular attendance;
- Habitual indebtedness, insolvency;
- Smoking within premises
- Disorderly conduct

Major Misconducts

Furnishing false information regarding age, qualifications, marks and previous employment at thetime of joining institute;

a. Taking/giving bribe;

- Dishonesty; theft, fraud or damage concerning any business/documents/property of the institute.
- Drunkenness, riotous or indecent or disorderly behavior;
- Willful insubordination, disobedience, negligence or refusal to accept chargesheet/other communication;
- Commission of any act which amounts to a criminal offence or involving moraldepravity;

b. Unauthorized communication of any official document/information of institute, Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with institute;

c. Conviction by court of law; sexual harassment; threatening or intimidating other employees;

d. Possession of illegal/unauthorized weapons or firearms;

e. Engaging in business other than that of the organization;

f. Holding unauthorized meetings, civic, political or union activities/collection of funds duringthe working hours in premises of institute;

g. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or anyother act of subversion of discipline;

h. Being found in possession of or attempting to punch another employee's attendance card;

i. Deliberately spreading false information or rumors;

j. Refusal to accept any communication or warning in writing, etc.

k. Unauthorized absence beyond 03 days.

Disciplinary Action

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

1. Warning

Punishment may be awarded in the following forms:

For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion,suspension, discharges, dismissal from service.

2. Suspension

The Disciplinary Authority has power to suspend any staff member during pending enquiry.

External Experts as Member of Various Committees

External experts/Invitees would -

1. Support decisions with an approach such that they have no axe to grind.

2. Help to take the right decision through their expertise and impartial views.

3. Help the institute to enable attaining highest quality and standards.

Adherence to the Ethical Standards

Every member of the institute shall at all times, conduct his/her activities in accordance with the highest professional ethical standards. Every member of the institute is expected to become familiar with those laws, regulations, and institute rules, which are applicable to his/her position and duties, and to comply with both in letter and spirit.

Compliance of Policy

The institute will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implement programs to further

members' awareness, internal and external audits and feedback to Management.

Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non – discrimination.

All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the institute should be referred to reporting authority or by the Head of the institution.

The monitoring committee will comprise of the following:

1. Principal   -   Chairman

2. Director IQAC   -   Convener

3. One Member form Any Committee/ HoD of Any Department - Convener

   (To be nominated by the President)

4. Two Faculty Members – Member (To be nominated by the President)
5. Nominated Member -   Member (Secretary)

The minutes of the committee will be forwarded to the President of the institute for approval.

13. Planning, Recruitment and Selection Process

HR Planning

Before initiating the recruitment selection procedure, an intensive human resource planning is done to ensure that institute is able to:

- Acquire and retain the optimum number of employees with the requisite skills, expertise and competence.

- Assist in optimum resources allocation so that potential human resource surplus or shortage can be anticipated and alleviated as much as possible.

In order to optimize human resources utilization and to maintain cost

effectiveness, a stringent HR control is exercised. Recruitment is carried in accordance with the bases of operational needs and approved manpower requirements.

Recruitment & Selection Process

The Recruitment and Selection process in the institute is carried out as per the Guidelines ofUGC/ Statutory and Regulatory Bodies.

The Recruitment & Selection Process is conducted in following steps –

1. Requirements from the Departments/ HoD

2. Advertisement Published through Newspaper and Website

3. Short listing Process by Committee

4. Selection Committee (constituted as per Act.)

5. Interview Conduction (by Selection Committee)

6. Selection Done (Minutes of Selection Committee)

7. Offer Letter Issued

8. Joining of New Faculty / Staff

Categories of Posts for Recruitment & Selection

- Teaching Staff – HoDs, Assistant Professor

- Administrative Staff

- Technical Staff

- Supporting Assistance

Classification of Teaching Staff

The institute inducts various teaching positions as per UGC Regulations as mentioned below-

(1) Core Faculty

(2) Visiting Faculty

Administrative Staff

- Controller of Examinations
- Librarian

- Accounts Officer/Finance Officer
- Training and Placement Officer
- Campus Supervisior
- Medical Officer/Assistant
- Sports Officer
- Purchase Officer
- Manager House Keeping
- Farm Manager
- Such other officers as may be decided by the Board of Management time to time

Technical Staff

- System Administrator
- Lab Assistants
- Web Developer
- Web designer
- Workshop Supervisor
- Gardner
- Electrician
- Plumber
- Carpenter
- Welder
- And such other officers/staff as may be decided by the Board of Management time to time

Supporting Staff

- Personal Assistant
- Typist
- Accounts Clerk
- Store Incharge
- Driver
- Peon
- Helper
- House Keeping Staff
- Security Guards

- And such other officers as may be decided by the Board of Management time to time

Recruitment Process

The purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.

The external sources for recruitment includes: Institute website, Newspaper advertisements, various job portals.

As a part of internal recruitment - promotions and transfers (from sister concern institutions) are a part of internal recruitment.

Eligibility, Selection and Remuneration

1. Selection Committee formed as per the Act/Statute of the Institute.
2. Shortlisted candidates appear before selection committee for PI by filling up the interviewform
3. Short listing and final selection is based on the basis of eligibility as per the Guidelines of UGC/Regulatory Body/Statutory body -

i. For Category (1) Posts and Category (2) Posts

Selections are done on the basis of UGC Guidelines, Respective Regulatory Body Guidelines and Statutory Bodies. Where any of these is not specified by the regulatory body, these shall be adopted and approved as per the University Act/Statute

ii. For category (3) and (4) Posts

These shall be adopted by the institute keeping in view the norms laid down by the State Government and where not specified by the State Government, these shall be adopted and approved as per the University Act/Statute.

iii. Background Check

Employees are required to provide reference of at least two people for the purpose of background check. An employee is offered appointment on the belief that the particulars furnished in his/her application/personal data form and otherwise are factually correct and nothing material has been concealed.

In case it is subsequently found through reference check that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void.

Terms and Conditions of Service

Every employee of the organization shall be bound by the Statutes, Ordinances and service regulations for the time being in force in the organization.

14. Placement and Induction

Joining Formalities

The selected candidates are provided with offer letter, mentioning the check list of documents to be submitted at the time of joining.

On the day of joining, the employee has to fill the requisite forms as the part of the joining formalities e.g.

Joining report and along with all the requisite documents as mentioned below –

a. Resume

b. Mark sheets (10th, 12th, graduation, post-graduation, Ph.D (if required) or any other degreeobtained),

c. Certificate (academic and participation in other activities),

d. Copy of PAN and Aadhar card,

e. 2 Photographs

f. Experience/ relieving certificate letter from the previous organization.

g. Community certificate

The other formalities including the Appointment Letter, ID card, email id and formalities related to the salary account are completed, the details of which are sent to the newly joined employee within one week of their joining.

Employee Record and Information

- The employee information including the joining report, all testimonials and any other document as mention above in joining formalities is maintained in the form of a personal file.

- The information of all the employees is regarded as confidential and are maintained in the office of Principal. However, the information may be obtained by any department with the prior permission of the Principal.

- The employee record is regularly updated by the department to Principal with respect to:
  - Academic achievement,
  - Research work,
  - Promotions,
  - Additional assignments etc.

The employees can also make changes in personal data by informing and submitting the proof forthe same to the Principal.

Medical Fitness

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his/her post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding.

In case the employee is found medically unfit or is suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

Employee Probation - Confirmation

All newly appointed employees (teaching & non-teaching) will be on Probation for six months (depending upon experience and interview performance) from the date of their appointment. During this period the performance will be reviewed and on completion of six months, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance the services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, he/she will be either

counseled to improve the performance and the probation period would be extended or the services may be terminated depending on the circumstances (as deemed fit by the competent authority).

Payment of Salary

The salary will be credited directly to the bank account in bank designated by the institution by 7thof every month.

The pay scale of both teaching and non-teaching staff shall be as per UGC norms.

15. Annual Appraisal System

The institute has the mechanism of performance appraisal for both teaching and non- teachingstaff. The objectives of the appraisal system are -

   a. To strengthen the Intellectual Asset base of the institution
   b. To align and harness employee energies towards achieving superior results for ourStakeholders
   c. To guide employees on the path to strengthening their professional capabilities
   d. To provide a rational and objective basis for identifying high potential to take on futureleadership roles

The components of appraisal system for teaching staff are

   1. Self-Appraisal Form
   2. Evaluation by students
   3. Performance Appraisal by the final Reviewer and Appraiser

The components of appraisal system for non- teaching staff are

   1. Self-Appraisal Form
   2. Performance Appraisal by the final Reviewer and Appraiser

The Performance Appraisal Cycle

   1. The appraisal is conducted once in a year that is in the month of June.
   2. The Appraisal is strictly based according to the Regulatory Norms like UGC, AICTE, andNAAC etc.

Thus, the individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal

the focus will be on review of performance against key deliverables and targets, on capabilities demonstrated during the course of the year. The key outcomes of performance discussions will be:

a) An agreed set of action to be undertaken by the employee to improve performance.

b) Identification of development needs & potential for career progression and growth

c) Basis for deciding performance awards

Annual Review Process

The Management of the institute reviews the performance of faculty members every year and based on this, annual increment, promotion etc. will be given to the faculty. The following are the important provisions:

i) Every faculty member should submit his/her annual performance report in the appraisal format as will be given. Detailed instruction issued in this regard has to be followed strictly. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

A review committee formed by the institute shall review the performance of every faculty member and recommend annual increment; promotion if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

16. Promotion Policy

Promotion Policy for Teaching and Non-Teaching Staff

The institute has a well-defined promotion policy both for Teaching and Non-Teaching Staff. The promotions to the higher positions are given on the basis of merit and performance subject to fulfilment of eligibility criteria as per the UGC norms.

A. *For Teaching Staff*

The promotions of teaching staff is based on the eligibility criteria e.g. overall performance, research contribution, and any other significant contribution done for the institute as per the following guidelines:

- A faculty member must have minimum 3 years of teaching experience.

- He/She must have high level of research contribution in his / her area of specialization.

- Apart from hardcore teaching he / she must have contributed significantly for the all-round development of the institute.

- He / She must have good overall performance for promotion

B. *For Non-Teaching Staff*

The promotions of a non-teaching staff is based on the eligibility criteria as per UGC/AICTE /Regulatory Body Norms and overall performance and any contribution done for the institute.

Procedure for Promotion -

For the promotion of Non-Teaching Staff, the following procedure may be followed:

- The staff members eligible, may apply in a prescribed format along with allthe desired documents for the promotion may be annexed.

- In first instance the application received from the staff member for the promotion shall bescrutinized by the Management.

- After successful completion of the scrutiny process, if the staff member is eligible for the promotion.

Increment

Annual Increment determined from time-to time will be awarded based on Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff member/s, advance/special increment or one-time award or on pro-rata basis according for an outstanding performance/ potential of an employee at any time.

17. Work Hours

Hours of Operation and Work Schedule

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non- teaching are same.

Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. The institute observes 6 days' week.

Holidays

All employees are entitled to gazetted holidays and other holidays as declared by the management from time to time. The holiday calendar shall be available before starting of calendar year.

General Note

a. All kinds of leave are at the sole discretion of the Management. Leave should always be applied for and sanction obtained through the prescribed leave application format from competent officer, before it is availed, except in case of emergency and for unforeseen eventualities. In such cases the competent officer must be informed by phone/SMS at the earliest and immediate after joining he/she has to submit the leave application otherwise it would be treated as LWP (Leave without Pay).

b. Casual Leave can be availed in "half-day" units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.

c. Sundays or other holidays may be prefixed or suffixed to leave, also holidays falling within the period of Casual Leave shall not be counted as leave i.e. if a person is on Casual Leave on Saturday and Monday, then the Sunday will not be counted as leave. However, this would be merged in case of Earned Leave.

d. Leave will be calculated on prorate basis w.r.t date of joining.

e. Allowing any faculty/staff for attending any Seminar/Workshop/FDP/MDP are at the solediscretion of the management.

f. Late coming up to 10 min. more than 4 times a month will be debited as one day casualleave.

g. In case of gross negligence of duties, the staff members would be treated as Leave WithoutPay (LWP) for that day(s).

Leave Rules For Hostel Wardens/Medical Officer

1. Total 60 days' leaves would be permitted in a year which would be adjusted as 5 leaves permonth otherwise this would be encashed on the basis of gross salary in monthly basis.

2. Seven days' additional leave may be granted in a single block during the year

18. Training and Development

Training, education, and development of human resource refers to organizational efforts to improveemployees' level of performance through the acquisition of specific skills, abilities, and knowledge and/or the change of workplace attitudes.
Organizations invest in such programs to have a more capable, knowledgeable, and motivated workforce that will ultimately contribute to their goals at a higher level.

A brief overview to the topics of training, education, and development of staff; the benefits of such organizational programs; different types of initiatives, and their setup and guidelines are mentioned further.

Objectives

- **Integrating and facilitating new employees:** "Orientation programs" to reduce the time it takes recently hired employees to become socially integrated and effective in their role

- **Helping human resource develop skills to handle more complex tasks:** Programs that support employees' growth in the organization, for instance, by learning more complex technical knowledge or managerial skills required for a new position

- **Improving overall levels of efficiency and performance:** Programs that focus on improving employee performance in their current role and can include the introduction of new technologies and working methods

- **Meeting legislative and ethical standards:** Training programs are meant to ensure that employees operate within the legal boundaries and that their actions meet the ethical standards expected by the management and

stakeholders

Importance of Professional Development Program

The Professional Development Programmes shall be designed to promote the professional development and renewal of teaching and non-teaching staff. Therefore, the programmes will be designed to ensure:

- Integration of all aspects of development: personal, instructional, professional, andorganizational and finally implying the growth of their respective institutions.

- Sensitization of faculty about new concepts in teaching and assessment techniques whichleads to holistic development of students

- Availability of opportunities for faculty to develop an insight into the needs of statutory andaccreditation bodies in education.

- Enhancement of the general awareness of faculties on contemporary issues related to theirrespective field of teaching

- Strengthening of the institutional commitment to quality education by ensuring that allfaculties are updated in their fields.

Training Need Identification

Training need identification for human resources very crucial and important and can be identifiedby seeking information through various sources:

  i. Training need analysis based on stakeholder feedback

  ii. Training need analysis based on participants of Training programmes organized

  iii. Training need analysis identified through annual performance appraisal

  iv. Training need analysis requested by faculty members on any area or ne development in theirfield of study.

  v. Training requirements recommended by Head of Department/Research Coordinator/Head of Institution; based on the faculty strength, weaknesses and career progression and new program/course development

  vi. Training need based on emerging trends in specific domain/area for pedagogical and technological development.

  vii. Any other

Functions

- The functions of Human Resource Development Centre are to plan and organize, induction/orientation and refresher programmes for teaching and non-teaching staff.
- Plan and execute training sessions for teaching and non-teaching human resource for skill up-gradation   and induction training
- Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy andguidelines for the courses.
- Produce specially designed material required for effective implementation of the courses.
- Organize, monitor and evaluate courses.

Mode of Training and Development Programs

Modes of development activities pertaining to staff/ faculty development shall be organized through different kinds of programmes:

- Induction Programmes
- Orientation Programmes
- Refresher Courses
- Training Programmes
- Workshops
- Knowledge Sharing Sessions
- Briefing Sessions

Proposal of Training

1. A detailed proposal shall be prepared by the concerned department (HOD/ Administrative head) as per the academic calendar/training requirement of the department, one at the beginning of each academic semester.

2. HRDC shall examine the proposal and put up the proposal with their recommendations (if any) for approval.

3. The same shall be put up for approval of the Competent Authority through IQAC.

4. After completion /implementation of the training program, a detailed report of the event should be submitted to the office of HRDC convener.

Soft copy of the same (with department seal and signatures) should be emailed to Principal Tagore IET, HRDC Convener, Director IQAC.

The proposal should include:

- Brief Concept Note

- Objectives/Learning Outcomes

- Program Schedule

- Profile of the Resource Persons

- Budget

- Brochure

- Details of organizing committee

In case of multiple events being planned in more than one department, the decision of the President/Principal/shall be considered final and binding.

19. Staff Welfare Policy

Welfare Policy

The staff members are the most vital part of the institution. The welfare measures for teaching and non-teaching staffs are not only for the development of staff but also for the development of institution. Their well-being, satisfaction and motivation can propel the organization to any peak. The welfare measures provided for the staff and the policies are listed below.

General Policy

- Induction programme to be conducted for the newly joined teaching and non-teaching staff

- Training program to be conducted for both teaching and non-teaching staff as and whenrequired to improve their desired skills.

- Employees Provident Fund (EPF) vide EPFO Gazette notification is provided for the teaching and non-teaching from the date of joining.

- Provide healthy and recreational environment through Yoga practice and gym facility to thestaff.

- Free medical check-up camps are organised in the campus from time to time.
- On duty for attending conference, workshops, FDP, etc.
- ATM card to employees
- Subsidized food for the faculties

Leave Policy

Leave Rules for Teaching Staff

The teaching staff is entitled to the following leave:

1. Casual Leave (CL) - 12 per annum

- ➢ The faculty members are entitled for 1 CL per months from the joining month of the institute.
- ➢ CL shall not be combined with any other leave or vacation except for holidays. Provided that total period including the holidays at one time does not exceed 7 days.

Academic Leave (AL) - All those faculty members who are pursuing higher studies, such as Ph.D, M.Phil, M.Tech, participating in Seminar/FDP/MDP/Paper Presentation etc. are entitled to 7 Academic Leaves from January to December (One per month). The staff member must inform the specific purpose such as visit to the library or meeting with the guide, test/examination while availing this leave. A written proof is required for availing such leave only after completion of one year of service with the institute.

Study Leave – An employee who has put in at least 5 years' service may be given study leave without pay, subject to maximum 2 years during the whole tenure of service. However, the Vice chancellor may relax the condition of 5 years in exceptional circumstances as he/she deems fit. Benefit of increment may be given at the discretion of Board of Management, if a person improves his/her Technical/Academic Qualification.

Extra-Ordinary Leave without Pay - An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 3 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the Board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

Maternity Leave Policy - Maternity leave of six months may be granted to those who have completed 3 year of service with the institute. However, in extreme circumstances this leave may be extended as leave without pay.

Leave Rules for Non – Teaching Staff

1. Casual Leave (CL) -   12 per annum

> ➢ The staff members are entitled for 1 CL per month from the joining month with the institute.

> ➢ CL shall not be combined with any other leave or vacation except with holidays. Provided that total period including the holidays at one time does not exceed 7 days.

> ➢ The unavailed leave from the previous months can be availed of in the following months.

> ➢ But, availing leave for more than 2 days continuously will not be permitted.

2. Academic Leave   -   7 per annum

> ➢ Staff Members may avail 7 academic leave in a year only for the purpose of examination and a proof for the same is required for availing such leave only after completion of one year of service with the institute. Additional 2 days' leave would be granted over and above 7 days for attending Seminar/ Conferences etc.

3. Maternity Leave Policy

Maternity leave of six months may be granted to those who have completed 3 year of service with the institute. However, in extreme circumstances this leave may be extended as leave without pay.

4. Extra-Ordinary Leave without Pay

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 2 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

5. Compensatory Leave

> ➢ Faculty members are eligible to avail of Compensatory leave (CCL) in

place of working for the institution on a holiday.

- ➢ CCL can be availed only one day/month. In special cases, it can be extended to a maximum of 2 days.
- ➢ The CCL earned can be availed within a calendar year.

Permission

- ➢ The staff members can avail of two permissions, each of 1 hour and 1 late entry per month.
- ➢ However, all these should be used only for essential and emergency needs and should not exceeds 3 hours per month.
- ➢ If it exceeds 3 hours, then it will be converted into a half a day of Casual Leave

Advances

- ➢ Eligible employees having enough experience in the institution can get an advance out of their salaries in case of emergencies and can be paid back or deducted from their salaries.

Employee Subsidized Food

- ➢ For the benefit of employees the management has introduced subsidized food that includes breakfast and lunch.
- ➢ This facility can be availed as per plans (monthly plan or yearly plan)

Best Teacher Award

1. Best Teacher(s) Award shall be given on Teacher's Day (5th September). The performanceshall be calculated on the basis of past academic year i.e. July to June.
2. Faculty Members must be in service to be eligible for award.
3. A duly constituted Jury shall make final decision.
4. Awards are at the discretion of the Management. The Management reserves the right toalter/delete, revise or modify any part of the award scheme.
5. The faculty members shall be given cash prizes

   The first prize winner shall be given a certificate of Best Teacher for the year.

Insurance

The Group Insurance Scheme (GIS) is extended to all teaching and non-teaching staff of the institute:

Fee Concession Policy

Fee concessions are granted to staff members, who himself/herself pursue any higher studies in the institute or his/her blood relation pursue any program in the institute as per the eligibility criteria and guidelines laid down below.

Eligibility: Concessions may be granted to applicants who satisfy the criteria set out, in order to undertakerelevant programmes of study, under the following headings:

> A) Staff members who are currently employed and who have completed the probation period;
>
> B) Staff members who held permanent full-time appointments.

Guidelines -

> ➢ The concession covers up to 50% to the staff members and 25% to their blood relation onthe tuition fee.
>
> ➢ The concession ceases if the staff member leaves employment in institute.

Free Transportation

- The staff travelling in the institute bus will have fee concession. This is applicable to allteaching and non-teaching staffs.
- The staffs will have to get prior approval from the transport incharge for avail of transportfacility.
- The staffs will have to get prior approval from the transport incharge to leave transportfacility.

Accommodation

- Subsidized accommodation shall be provided for the teaching and non-teaching staff in thefaculty residence.

NOTE: All these entitlements are at the sole discretion of the management.

20. Finance Policy

Finance policy is a key policy to be developed for any organization. A financial policy is a set of financial procedures which govern the financial and legal aspects of an organization. A finance policy also helps documentation of the financial decision making process and thereby provides greater credibility.

Tagore Institute and Engineering and Technology is a private organisation run by a Southern Educational and Rural Development Society. The institute is following all the statutory norms as prescribed by the Societies Act and Income Tax Act and operates within the generally Accepted Accounting Policies and Principles. All the financial transactions are transparent and audited periodically.

Policy

The Finance Department is managed by the Head Administration who manages all day to financial operations within the policy constraints. Finance Department maintains all the finance books and records which are open to review by statutory and internal audit.

The institution operates within the allotted budget approved the Finance Committee prior to the beginning of every financial year. Any expenditure in excess of budget is to be approved by Finance Committee and later ratified by Governing Council.

- The institute gets its revenue mostly from fee paid by the students

- All the receipts are collected through cash.

- Salaries of the staff, both teaching and non teaching are credited to their bank accounts on the last working day of the month.

- Other payments are made through crossed cheques either by NEFT or RTGS and all the cheques are duly signed by the Principal, Director and Chairman.

- Statutory payments such as TDS, EPF, ESI and Professional Tax are paid through online-payment by using net banking.

- The financial payment powers are delegated and decentralized to ensure greater transparency and responsibility.

- The financial records are audited by two audit firms one by Statutory Auditors twice in a year and the other by the Internal Committee every month.

- The institutes audited financial statements are displayed in the public domain (official website of the institute) to ensure transparency.

- The Finance Committee meets twice a year and approves annual budget of the institute, reviews financial resources and approves the recommendations of Finance department if any.

- The Institution provides Rs. 6000 for journal publication by faculties in a recognized journal.

- The Institution provides Rs. 3000 for International or National Conference paper publication by faculties.

- If faculties attend NPTEL, FDP and workshop, they can claim 100% refund from the institution

21. Exit Policy

Exit policy provide guidelines to be followed when the employee leaves the institute either due to Resignation or termination.

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

i. Staff will be required to give compulsorily one month's prior notice in case of separation from the institute.

ii. Faculty, whether confirmed or not, will not resign from the services of the institute in the middle of the teaching term once he / she accepts a course for teaching in a particular term.

iii. In case he / she fail to do so, the faculty will be liable to pay one month's salary, in addition to serving the notice period as per rules of the institute.

iv. For all teaching staff, the resignation must be forwarded to the Principal through respective HoD. However, for non-teaching staff the same may be forwarded to the Principal through the reporting authority.

v. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the Principal.

vi. During the notice period the employee will help to complete all formalities, pending work, handing over the charge and

submitting no dues form.

    vii. On receipt of No Dues Certificate the full and final settlement of account would be prepared and cheque issued. Once the duly completed no dues certificate reaches the office it will take upto 30 days to clear the account.

   viii. Failure to comply with any of the above provisions shall entitle the management to withhold the employee's due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

Retirement

Staff shall retire from service of the institute on attaining the age of superannuation as per UGC norms. To determine age of retirement, the official record of age available with the institute shall be treated as final.

However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

Rehire

Employees who leave the institute in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility andother pertinent aspects.

22. Work Culture

There is a strong work culture in the institute helping to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of belongingness towards it.

The institute offers a positive ambiance to the employees for them to focus on their work and follow the organizational rules and regulations.

To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one

- Encourage discussions at the workplace
- Promote team building activities

The institute aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss, give suggestions, and address problems and concerns with the management.

23. Grievance Redressal Policy

Grievance Redressal Mechanism for Teaching and Non-Teaching Staff

In order to redress individual as well as collective grievances of the staff of the institute, a grievance redressal mechanism has been devised.

Staff refers to all academic and non-academic staff members. It includes faculty (full time, parttime or visiting), teaching assistants, HoDs, academic support staff members, full-time or part time employees and full time consultants who are involved in administrative or nonacademic work.

What is a Grievance?

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with institute that a staff thinks, or even feels is unfair, unjust or inequitable.

Any grievance /complaint relating to sexual harassment will not be covered under these rules as there is a separate mechanism for addressing such matters by ICC (Internal Complaint Committee).

Constitution of the Grievance Redressal Committee (GRC):

    a. Principal

    b. One Member from Management

    c. HoDs of All Departments

    d. Hostel Wardens

    e. Accounts Officer

Procedure for filing the formal Complaint Grievance
1. Any staff of the institute may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee.
3. Complaint may be in writing or by email

4. Upon receipt of complaint by any member of GRC, the member should forward it to

Procedure for filing a complaint / grievance without revealing identity:

If the complainant would not like to reveal his/her name for any grievance, they can drop thegrievance(s) in the drop box placed outside the Office.

Process for addressing the Grievance:

1. Upon receipt of complaint, the Secretary of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Secretary may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

   Option 1 which can be exercised on matters that could be more routine operation:

   i. The Secretary of the Committee may address the issue directly with the help of theconcerned department.

   ii. In this case, it is important that the complainant is apprised of the actions taken orthe work-in-progress in a timely manner.

   iii. Once the matter has been resolved the Secretary will send a final update to thecomplainant on the matter with a copy to all members including the chairperson.

   Option 2 which can be exercised in matters of very serious concern, in consultation with the Chairperson:

   iv. The Secretary may also call for a meeting of the GRC. The quorum for the meetingis 3 (three).

   v. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.

   vi. Final decision of the GRC has to be communicated to the staff within 15 days of the receipt of the complaint.

   vii. The Secretary of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the President of the institute

3. The Secretary will maintain an updated record of all complaints, actions

taken and closure status.

4. In case the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.

Re-appeal:

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal tothe Appeal Committee for GRC for a reconsideration and review within 15 working days.

2. The members of the Appeal Committee are follows:

   a. President (Chairperson)

   b. Principal

   c. Academics

3. The decision of the Appeal Committee, in such matters shall be final and there shall be nofurther appeal in the matter.

Note:

1. The committee will recommend appropriate action against complainant(s), if complaintmade are found to be baseless or trivial.

2. Board of Management (BOM) of the institute may revise the procedure from time totime.

24. Anti Ragging Committee

Anti-Ragging Committee (ARC) will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

Objectives of ARC are:

Prevention of Ragging:

- Formulating and implementing strategies to prevent incidents of ragging on the campus.

- Creating awareness among students about the consequences of ragging and the importance of maintaining a healthy and respectful atmosphere.

Promotion of a Safe Environment:

- Ensuring a safe and secure environment for all students, free from any form of physical or mental harassment.

- Establishing and enforcing a zero-tolerance policy for ragging.

Education and Awareness:

- Conducting orientation programs for new students to educate them about the negative consequences of ragging.

- Organizing awareness campaigns throughout the academic year to reinforce a culture of respect and tolerance.

Prompt Action and Reporting:

- Establishing mechanisms for the prompt reporting of ragging incidents.

- Encouraging students and staff to report any instances of ragging, ensuring confidentiality and protection for those who come forward.

Investigation and Disciplinary Action:

- Investigating reported incidents of ragging promptly and thoroughly.

- Taking appropriate disciplinary action against individuals found guilty of engaging in or abetting ragging.

Counseling and Support:

- Providing counseling and support services to victims of ragging.

- Offering counseling and guidance to students engaging in ragging to address underlying issues and prevent further incidents.

Coordination with Authorities:

- Collaborating with local law enforcement agencies to ensure legal action is taken against those involved in ragging.

- Cooperating with higher education regulatory bodies to adhere to and implement anti-ragging policies.

Regular Monitoring and Evaluation:

- Regularly monitoring the campus environment to identify and address any potential instances of ragging.
- Evaluating the effectiveness of anti-ragging measures and making necessary adjustments to policies and strategies.

Compliance with Regulations:

- Ensuring compliance with anti-ragging regulations and guidelines set by regulatory bodies and authorities.
- Reporting on anti-ragging activities and compliance as required by law.

Promotion of Positive Peer Interaction:

- Encouraging positive interactions between senior and junior students through mentorship programs and constructive engagement.
- Promoting a sense of camaraderie and community within the student body.

Awareness Among Staff:

- Conducting training sessions for faculty and staff on recognizing, preventing, and addressing ragging incidents.
- Ensuring that all staff members are aware of their roles and responsibilities in preventing ragging.

Documentation and Record Keeping:

- Maintaining accurate and comprehensive records of reported ragging incidents, investigations, and disciplinary actions taken.
- Documenting preventive measures and awareness programs conducted by the committee.

What Constitute Anti Ragging

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of

such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Duties of Ragging Grievant

➢ The Ragging Grievant should provide detailed information about the incident, including the date, time, location, and individuals involved. Specific details about the nature of the ragging and any witnesses present should also be included.

➢ The Ragging Grievant should cooperate fully with any investigation initiated by the institution. This may involve providing additional information, answering questions, and assisting in the identification of those responsible.

➢ While reporting the incident is crucial, the Ragging Grievant should also be mindful of confidentiality concerns. It's important to trust the designated authorities handling the case to maintain the privacy of the complainant and the investigation.

➢ The Ragging Grievant may seek support from the institution's counseling services or professionals to address any emotional or psychological impact resulting from the incident. Many institutions have counseling services specifically designed to assist those who have experienced ragging.

➢ The Ragging Grievant should familiarize themselves with the

institution's procedures for reporting and addressing ragging incidents. Following the established protocols ensures a systematic and effective response.

➢ If possible, the Ragging Grievant should document any evidence related to the incident. This may include photographs, videos, or written descriptions. Such documentation can serve as valuable evidence during investigations.

➢ The Ragging Grievant may be required to attend hearings or meetings related to the investigation. Providing testimony and answering questions truthfully are essential to the resolution process.

➢ Even after reporting an incident, the Ragging Grievant should remain vigilant and report any subsequent incidents or retaliation. Timely reporting contributes to a safer environment for everyone.

➢ If there are concerns about personal safety, the Ragging Grievant should communicate these concerns to the institution's authorities. Measures may be taken to ensure the safety and well-being of the complainant.

25. Teaching Learning Center

The Teaching-Learning Center (TLC) Policy of an institute outlines the principles, objectives, and guidelines for the establishment and operation of the TLC. The TLC is typically a resource center dedicated to enhancing teaching and learning practices, fostering professional development among faculty, and improving the overall quality of education.

Teaching-Learning Centers (TLCs) in educational institutions serve as hubs for professional development, innovation, and improvement in teaching and learning practices. The functions of TLCs vary based on the goals and priorities of the institution.

Functions of Teaching Learning Center are:

Faculty Development Programs:

➢ Conduct workshops, training sessions, and seminars to enhance the pedagogical skills of faculty members.

➢ Provide opportunities for continuous professional development in teaching methodologies and educational technologies.

Curriculum Development and Enhancement:

- Collaborate with faculty to review and enhance existing curriculum.
- Support the development of new courses or the revision of existing ones to align with current educational trends and industry requirements.

Innovative Teaching Methods:

- Promote and facilitate the adoption of innovative teaching methods and strategies.
- Encourage faculty to explore and implement active learning, flipped classrooms, and other student-centered approaches.

Technology Integration:

- Assist faculty in integrating technology into their teaching practices.
- Provide training on the use of educational technologies, learning management systems, and other digital tools.

Pedagogical Research:

- Encourage and support faculty in conducting research on effective teaching practices.
- Facilitate collaborations between faculty members for scholarly activities related to pedagogy.

Assessment and Feedback:

- Develop and implement mechanisms for assessing student learning outcomes.
- Provide support for the design and implementation of effective assessment tools and strategies.
- Assist faculty in analyzing assessment data and using feedback for continuous improvement.

Mentoring Programs:

- Establish mentoring programs to support new faculty members and help them acclimate to the institution.
- Facilitate peer mentoring initiatives among experienced faculty members.

Student Engagement and Success:

- Collaborate with faculty to enhance student engagement in the learning process.
- Develop strategies to support student success, including academic support services and resources.

Workshops and Seminars:

- ➢ Organize workshops and seminars on various aspects of teaching and learning.
- ➢ Bring in external experts and speakers to share insights and best practices.

Learning Communities:

- ➢ Facilitate the formation of teaching and learning communities where faculty members can share experiences, ideas, and best practices.
- ➢ Encourage interdisciplinary collaboration among faculty members.

Resource Center:

- ➢ Maintain a resource center with materials, books, journals, and online resources related to teaching and learning.
- ➢ Provide access to educational research literature and teaching aids.

Quality Assurance:

- ➢ Contribute to the institution's quality assurance initiatives by ensuring that teaching and learning practices align with accreditation standards.
- ➢ Assist in preparing documentation and reports for accreditation processes.

Networking and Collaboration:

- ➢ Foster collaboration with other educational institutions, industry partners, and professional organizations.
- ➢ Facilitate partnerships that enhance teaching and learning opportunities for faculty and students.

26. Alumni Association

A College Alumni Association serves as a platform for former students to connect, network, and stay engaged with their alma mater. The association typically plays a crucial role in fostering a sense of community among graduates and supporting the continued success of the institution.

The Alumni Association plays a pivotal role in fortifying the links between the institute, department, and its esteemed alumni. This symbiotic relationship significantly contributes to our efforts in placement, project works, and fostering Industry-Institution Interaction.

Our alumni, a dynamic group of professionals and successful entrepreneurs, bring forth a wealth of experience and passion to all their endeavors, guided by strong ethics and values. The fact that around 2000 alumni are spread across the globe stands as a testament to our collective achievements.

The Alumni Association is committed to maintaining an extensive database of alumni contact details, including addresses and phone numbers, ensuring seamless communication and engagement. One of our primary commitments is to organize an annual reunion or get-together, providing a platform for ex-students to rekindle cherished memories of their time at our institution.

Through periodic meetings, project consultancy, placement activities, and guest lectures/seminars, the Alumni Association fosters meaningful interactions between former students and the college.

This engagement not only enhances the overall development of the institution but also allows alumni to play an integral role in the ongoing developmental activities at TIET.

The Association is a bridge that connects the rich experiences and insights of our alumni with the evolving needs and aspirations of our current students and the institution as a whole. Together, we aim to create a thriving community that supports each other's growth and success, fostering a sense of pride and accomplishment for all members of the TIET family.

The Alumni Association serves as a vital bridge connecting past and present students of the institution. This linkage not only strengthens academic activities but also aligns them with the current landscape of employment opportunities.

The Association plays a pivotal role in motivating students to aspire to excellence in their respective professional careers. By providing insights, guidance, and real-world experiences, the alumni become invaluable mentors who inspire present students to achieve their goals and contribute meaningfully to their chosen fields.

27. Research and Development Policy

The Research & Development (R&D) cell plays a crucial role in fostering a culture of innovation and research within the institution.

Functions of Research and Development Cell are as follows:

Integration of Departments:

- The R&D cell serves as a bridge, connecting various departments within the institution.

- It facilitates collaboration and synergy among departments for academic, sponsored research, projects, and consultancy services.

Supportive Facilities:

- The cell provides support to students, staff, alumni, and other stakeholders through facilities such as research labs, centers, and innovation and incubation centers.

- These facilities are likely equipped with the necessary resources for academic and research activities.

Publication and Presentation:

- The cell encourages and supports stakeholders in presenting and publishing papers in conferences and journals of national and international repute.

- This contributes to academic transformation and professional development.

Diverse Research and Development Activities:

- The cell associates with and sponsors various activities, including workshops, symposiums, seminars, conferences, research publications, projects, innovations, patents, and intellectual property rights (IPR).

- There is a focus on multidisciplinary research and development.

Skill and Technology Upgradation:

- R&D activities include skill and technology upgradation programs to ensure stakeholders stay current with industry trends.

- The cell supports startups, entrepreneurship, and participation in national/international technical competitions.

Support for New Ventures:

- The R&D cell extends support for the startup of new ventures, collaborating with the Innovation Incubation Entrepreneurship Cell (IIEC).

- This aligns with the broader goal of fostering entrepreneurship and innovation.

Global Perspective:

- The cell aims to tap into global potential and contribute to international research and development initiatives.

- There is an emphasis on supporting Make in India and Digital India initiatives.

Research Culture Building:

- Striving towards perfection and high-quality scientific research, the cell aims to build a strong research culture within the institution.
- The focus is on contributing to publications, patents, prototypes, and IPR.

Multi-disciplinary Approach:

- The R&D activities span diverse fields and incorporate a multi-disciplinary approach.
- Social innovation and the use of rural/indigenous technology are emphasized.

To achieve the high quality research ambience, the R&D cell enables the staff/students to pursue research and participate in consultancy works. R&D policy states that the rules & regulations pertinent to research are should be followed by every individual involved in R&D activities.

Objectives of Research and Development Cell

- Encourage and support faculty, students, and researchers in conducting high-quality academic research across diverse disciplines.
- Foster a culture of innovation by providing resources and support for creative and novel ideas that can lead to new products, processes, or solutions.
- Facilitate and support research projects that are sponsored by external funding agencies, industry partners, or government organizations.
- Facilitate collaboration and interdisciplinary research among different departments, promoting a holistic approach to problem-solving.
- Encourage the publication of research findings in reputable national and international journals and conferences to contribute to the academic community.
- Encourage the development of innovative solutions that can be patented, thereby contributing to the intellectual property portfolio of the college.
- Provide opportunities for skill development and training programs to enhance the research capabilities of faculty, students, and research staff.

- Establish and maintain state-of-the-art research infrastructure, including laboratories, research centers, and equipment to support cutting-edge research.

- Foster collaborations with industry partners to bridge the gap between academic research and practical applications, facilitating technology transfer.

- Organize and support conferences, seminars, workshops, and symposiums to facilitate knowledge exchange and networking among researchers.

- Encourage entrepreneurship by supporting the development of startups based on innovative ideas and research outcomes.

- Align research activities with national and global initiatives, contributing to societal development and addressing challenges on a broader scale.

- Facilitate the transfer of technology and knowledge from the academic environment to industry, fostering economic growth and development.

- Ensure that research activities adhere to ethical standards and guidelines, promoting responsible and transparent research practices.

- Enhance the college's academic reputation by actively contributing to research output, publications, and participation in prestigious research-related events.

- Encourage research projects that focus on sustainability and have a positive impact on society, aligning with broader social and environmental goals.

28. Women Empowerment Cell

The Women Empowerment Cell in a institute is established to promote gender equality, create a supportive environment for women, and address issues related to gender-based discrimination.

Objectives

- To promote a culture of respect and empathy for female gender

- To generate awareness on guidelines of Supreme Court with respect to sexual harassment

- To help women to get financial support by identifying the source and inculcate

entrepreneurial attitude among young girls so that they can be employers rather than being employees.

- To educate women on the importance of good health and nutrition
- To motivate the women and girls towards self-protection and raise voice against all kinds of discrimination

Functions

➢ Conduct awareness campaigns and workshops to sensitize students, faculty, and staff about gender-related issues, stereotypes, and discrimination.

➢ Promote understanding of gender equality and women's rights.

➢ Provide counseling services for female students, faculty, and staff who may face gender-related challenges.

➢ Create a safe space for individuals to discuss and seek guidance on gender-related issues.

➢ Act as a grievance redressal mechanism for cases of sexual harassment or gender-based discrimination.

➢ Ensure a fair and confidential process for reporting and addressing such incidents.

➢ Organize skill development workshops and training programs to empower women with skills relevant to their academic and professional growth.

➢ Promote entrepreneurship and leadership skills among female students.

➢ Facilitate networking opportunities for female students to connect with successful women professionals, alumnae, and mentors.

➢ Establish mentorship programs to guide female students in their academic and career pursuits.

➢ Recognize and celebrate the achievements of women in various fields, both within the institution and beyond.

➢ Organize events and forums to showcase the accomplishments of women.

➢ Conduct research on gender-related issues and contribute to the academic discourse on women's empowerment.

➢ Advocate for policies and practices that promote gender equality within

the institution.

- ➢ Organize workshops and seminars on work-life balance, career planning, and family responsibilities to support women in balancing their personal and professional lives.
- ➢ Collaborate with the administration to review and develop policies that promote inclusivity and gender sensitivity.
- ➢ Advocate for the implementation of gender-friendly policies and facilities.
- ➢ Encourage the participation of women in decision-making processes within the institution.
- ➢ Advocate for gender representation in committees and leadership positions.
- ➢ Promote health and well-being initiatives specifically tailored to the needs of female students and staff.
- ➢ Raise awareness about women's health issues and provide access to relevant resources.
- ➢ Conduct sessions to educate women about their legal rights and protections.
- ➢ Provide information on laws related to gender equality and sexual harassment.
- ➢ Collaborate with external organizations and NGOs working on women's empowerment to leverage resources and expertise.

29. Internal Complaint Committee

Internal Complaints Committee [ICC] has been formed to address issues under THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.

The purpose of this committee is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The purpose of this committee is to provide protection against sexual harassment of women at

workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The committee provide a platform to express their grievances freely without any fear of being victimized.

The women employees / students can raise their grievances through SMS / Call / Email / Letter / Website. The committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute

30. SC / ST / OBC Cell

The aim of the cell is to assist the students who belong to Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Communities (OBC), for supporting academic performance and financial benefits from the government. The cell is also focused on monitoring the strict implementation of reservation policy as per UGC guidelines.

Objectives:
- To integrate and promote the students who belong to SC/ST & OBC community at par with the main stream student body.
- To create a platform where students can point out their problems, regarding academic and non academic matters.
- To monitor the implementation of reservation policy in the institution.

Responsibilities:
- To observe the reservation policy for SCs/STs and OBCs in the institution.
- Committee often meets the students and faculties belong to SC/ST & OBC communities, to understand their problems and to assist them in resolving the problems.
- Creating awareness among the SC/ST & OBC students regarding the various Government and Non-Government scholarship schemes.
- To disseminate and counsel SC/ST & OBC students of the college to utilize the benefits of the schemes offered by the Government and UGC.

31. Environmental Policy

Tagore Institute is conscious of its fundamental duties as envisaged in the Constitution of India and tries to incorporate best practices at institutional levels to minimize the impact on environment and ensure resilience and sustainability.

Institution committed to fulfil the legitimate requirements of our present generation without compromising the ability of future generations to meet their own needs in line with sustainable development goals (SDGs). The college strives to reconcile institutional activities with environmental conservation for a safe and secure future in the era of climate change.

CONTEXT

Tagore College is committed to practice and maintain high environmental standards in all of its activities, including teaching, research, and community involvement. The college is more ecologically conscious and has earned a reputation as a responsible institution. The biodiversity with a lush green vegetation and fauna with an equally maintained herbal and plant gardens is a testament to our credentials for maintaining high environmental standards.

Tagore College's dedication to environmental sustainability is evident through its policies and practices. The integration of environmental considerations into various aspects of college life, from education to campus management, contributes to creating an environmentally conscious community.

PURPOSE

The Environmental and Energy Policies outlined by Tagore College demonstrate a proactive and comprehensive approach toward minimizing environmental impacts, promoting sustainable resource management, and fostering a culture of environmental responsibility.

SCOPE

The outlined details from the policy document of Tagore College reflect a strong commitment to integrating environmental consciousness into daily activities and fostering a culture of sustainability. Here are some key points highlighted in the information provided.

PRINCIPLES

Committees for Sustainable Practices: Various committees have been constituted to assess, manage, and implement sustainable practices across the campus. This includes

committees such as the Eco-club, garden committee, Plant incubation center, and solid waste management committee. Each committee likely plays a crucial role in addressing specific aspects of sustainability.

Annual "Green Audit": The commitment to conducting an annual "Green Audit" aligns with the criteria set by the National Assessment and Accreditation Council (NAAC). This audit serves as a systematic evaluation of the college's environmental performance, helping identify areas for improvement and showcasing the institution's commitment to transparency and accountability.

Promotion of Awareness: Initiatives at the institutional level aim to promote awareness among students of all disciplines about the problems of climate change. This involves both academic and non-academic outreach activities, emphasizing a holistic approach to environmental education.

Involvement of Stakeholders: The active involvement of different stakeholders within the college community indicates a commitment to a broader outreach. Engaging students, faculty, and staff in these initiatives fosters a sense of shared responsibility and encourages a collaborative approach to environmental sustainability.

Broader Outreach: By involving different stakeholders, the college aims to achieve a broader outreach. This approach can contribute to creating a culture of sustainability that extends beyond academic boundaries and becomes ingrained in the overall campus ethos.

Overall, Tagore College's initiatives demonstrate a multifaceted and collaborative approach to environmental sustainability. By integrating sustainable practices into various aspects of college life, from academic courses to campus management, the college is fostering a culture of environmental responsibility and awareness.

OBJECTIVES

- ➢ The College will attempt to train its personnel and develop knowledge of environmental issues and the environmental effects of its activities among academic staff, students, and other users.

- ➢ The college's respective committees will formally monitor the work done on sustainability projects/initiatives, measure their progress, and report on their accomplishments.

- ➢ The institute will continue to comply with environmental legislation in order to reduce its environmental effect by pursuing a number of goals, including plantation, water management, energy conservation, solid waste management, air quality management, and carbon footprint reduction.

- ➢ Actively collaborate with local groups in the areas of environment,

energy efficiency, and sustainable development by engaging in communication with government agencies, municipal corporations, and affiliating colleges.

- Promote environmental assessment initiatives.
- Raise awareness about keeping the campus clean and green.
- Establish sustainable practises on campus and among stakeholders.
- Ensure the long-term viability and environmental protection of the organisation.
- Take initiatives that are friendly (clean fuel, renewable resources etc.)
- Reduction in resource consumption
- Financial savings via reducing resource use
- Practical experience which enriches the curriculum
- Improving/updating the institution's profile
- Instilling in young people an environmental ethic and value system
- Conduct audits to identify areas for improvement and make recommendations.
- Teach sustainable development to students from all disciplines.
- Promote sustainable development research and knowledge dissemination,
- Green campuses and support local sustainability efforts, and
- Engage and share information with worldwide networks
- Implement carbon-neutral policies.
- Increased environmental promotional events on campus to raise awareness.
- Establishment of an environment/green committee to oversee eco-friendly projects on campus and in the surrounding area.
- Introduce innovative technologies to make efficient use of energy resources.
- Use of renewable energy sources.
- Optimize your energy usage and costs.
- Reduce, Reuse, and Recycle are the three R's.
- Conduct internal energy audits on a regular basis to find energy-saving options.

- The Institution Energy Audit/Management Cell manages regular monitoring and follow-up procedures to ensure effective implementation at department levels.

- To make the Institute a role model in the area of energy conservation, train teachers, non-teaching staff, students, and housekeeping staff.

- Encourage your faculty members to become Certified Energy Auditors and Managers.

- Establish relationships with businesses and conduct a comprehensive energy audit.

- Encourage people from all walks of life to be aware of the importance of energy conservation.

- Review the Policy at least once a year.

The pursuit of the college's environmental policy will be channeled through the following priority domains:

WATER MANAGEMENT

- Implement effective management strategies to preserve water and minimize its usage.

- Utilize the minimum amount of water necessary in alignment with the institution's activities, ensuring that the water used is both supplied and discharged in the purest possible condition.

- Enforce a continuous water conservation program to monitor usage, prevent leaks, and eliminate excessive or unnecessary consumption.

- Install rainwater harvesting systems in all campus buildings to replenish groundwater and achieve water self-sufficiency.

- Support artificial recharge and revive traditional groundwater replenishment processes.

- Promote the reporting of leaks and promptly address their repair.

- Appoint a caretaker to promptly address any water leakage from taps, pipelines, tanks, and toilet flushes, among other sources.

- Advocate for efficient water use techniques, such as sprinkler or drip irrigation, in gardening activities.

- Conserve water by constructing more Indian-style toilets rather than western-style toilets.

- Implement a grease trap mechanism to prevent the release and mixing of fats from the college canteen's liquid waste in the municipal drainage system.
- Lower the Biochemical Oxygen Demand in the effluent wastewater produced by the college canteen.
- Reuse wastewater generated by a reverse osmosis (RO) system in washrooms.

SOLID WASTE MANAGEMENT

- Prohibit the use of plastic on campus.
- Place waste containers/dustbins strategically throughout the campus.
- Implement composting of solid waste generated in canteens, guest houses, and hostels.
- Ensure proper handling, transportation, and disposal of hazardous and e-waste.
- Minimize the use of hazardous chemicals and toxic hygienic compounds within the college.
- Commit to a comprehensive recycling program as the final stage of solid waste reduction, turning waste into a resource.
- Separate, recycle, and utilize solid wastes while establishing a waste-to-composting and biomass resource recovery program.
- Systematically engage in the 3Rs of environmental friendliness (Reduce, Reuse, and Recycle).
- Collaborate with scrap merchants to collect and recycle paper waste generated on campus.
- Implement a technology-centric educational and administrative strategy to reduce solid waste.
- Digitize attendance and internal assessment records to reduce paper consumption.
- Update the college library's collection with e-books and e-journals to minimize the need for printed books.
- Encourage students and teachers to use email for submitting assignments.
- Raise student awareness about food waste and promote strategies for its reduction.
- Minimize the use of packaged foods and promote the habit of reusing

and recycling non-biodegradable items.

➢ Organize solid waste management workshops for students.

E- WASTE MANAGEMENT

➢ Enhance arrangements for the disposal of institutional e-waste.

➢ Collaborate with e-waste recycling firms to responsibly recycle electronic waste.

➢ Promote awareness among students regarding e-waste reduction and environmentally responsible e-waste disposal techniques.

➢ Encourage e-waste management initiatives at the departmental and societal levels.

AIR QUALITY MANAGEMENT

➢ Preserve a robust green cover to enhance CO_2 sequestration on campus.

➢ Operate a National Ambient Air Quality Monitoring Station (NAMP) of the Central Pollution Control Board on campus to contribute to improved CO_2 sequestration.

➢ Implement a monthly "No Vehicle Day" to reduce carbon emissions.

➢ Utilize open spaces with lawns and grasses to minimize dust and enhance environmental quality.

Public Transportation Advocacy: Our students and employees are encouraged to use public transportation to reduce individual carbon footprints.

Vehicle Restriction on Campus: Automobile access on campus is restricted to discourage the use of personal vehicles, contributing to a cleaner and greener environment.

Smoking-Free Campus:

Policy Adherence: The College strictly prohibits smoking and the use of tobacco products, aligning with the guidelines established by the National Tobacco Control Programme (NTCP) 2007-2008.

Anti-Smoking Committee: The college's anti-smoking committee ensures the effective implementation and adherence to the anti-smoking policy, creating a smoke-free environment.

Transport:

Environmentally Conscious Transportation: The College is committed to

mitigating the environmental impact of transportation. Faculty, staff, and students are encouraged to walk, ride bicycles, or use public transportation, both to and from the college and between campuses, minimizing reliance on single occupancy private vehicles.

Encouraging Sustainable Transportation: As part of our efforts, we discourage the use of single occupancy private vehicles, promoting sustainable transportation choices for a greener commute.

REDUCE CARBON FOOTPRINT

➢ Incorporation of energy-efficient green building designs with advanced monitoring systems for temperature and natural light utilization.

➢ Implementation of the Reduce, Reuse, and Recycle (RRR) approach to work towards achieving zero waste on campus.

➢ Adoption of green computing practices to minimize paper usage and promote environmentally conscious digital solutions.

➢ Implementation of an on-campus "No Vehicle Day" initiative and the incorporation of electric vehicles to reduce carbon emissions.

➢ Utilization of energy-efficient lighting systems and equipment throughout the campus infrastructure.

➢ Enhancement of greenery on campus to contribute to a healthier and more sustainable environment.

ENVIRONMENT MANAGEMENT SYSTEM

The college is required to institute an Environmental Management System (EMS), such as ISO 14000, and embrace standardized environmental management practices. This involves documenting the actual implementation of these practices and obtaining credible third-party verification.

Additionally, the college is encouraged to support the adoption of EMS by giving preference to goods and services adhering to ISO 14000 standards in procurement, with the exception of items specifically reserved for the small-scale sector at any given time.

This commitment ensures a systematic and verifiable approach to environmental management and promotes sustainable practices in the college's operations.

ENVIRONMENTAL AUDIT POLICY

The institution is dedicated to fulfilling the requirements of environmental audits and is

committed to providing training opportunities that will be beneficial for both staff and students. The college actively seeks opportunities to collaborate with auditing organizations and remains informed about future developments in global contexts. This commitment underscores the college's proactive stance toward environmental accountability and its efforts to stay current with evolving standards and practices on a global scale.

ENVIRONMNETAL EDUCATION, TRANING AND AWARENESS

The college places a strong emphasis on outreach and education to ensure that all members of the campus community understand and actively participate in the goals outlined in the Green Campus, Energy, and Environment policies. Various initiatives and strategies have been implemented:

Awareness Campaigns and Interactive Sessions: The college supports and encourages awareness campaigns, seminars, workshops, conferences, and interactive sessions to effectively implement and communicate the Green Campus, Energy, and Environment policies.

Environment-centric Student Societies and Department Activities: Departments and student societies like Green Society, NSS, NCC, among others, are encouraged to organize events, competitions, and training sessions that lead to positive environmental changes at the grassroots level. The institution collaborates with these groups to foster a culture of environmental protection and conservation.

Green Society: The Green Society, driven by a mandate, serves as a platform to communicate the institution's environmental principles and raise awareness. Mandatory participation ensures dedicated efforts toward green initiatives and practices.

The college commits to conducting regular Green Audits to assess strengths and weaknesses, allowing for strategic planning to advance long-term sustainability goals. Green auditing helps identify areas for improvement, promotes environmental awareness, and contributes to resource and cost savings.

Plastic-Free Campus: In adherence to the Indian government's ban on single-use plastics, the college administration strictly prohibits their use, aiming to make the campus a "Plastic-Free Campus."

Clean Campus Initiatives: Aligned with the Swachh Bharat Abhiyan, the college undertakes cleanliness operations on and off-campus. Educational activities, competitions, rallies, and workshops are organized to instill the importance of cleanliness and hygiene. The college actively involves NSS, NCC, and Green Society volunteers in these initiatives.

Landscaping Initiatives: The institute recognizes the campus environment as a tangible

representation of its values. It supports green campus landscapes for study, recreation, and aesthetic enjoyment. Regular tree plantation drives and events contribute to maintaining a healthy ecosystem and fostering a symbiotic relationship with nature.

ENVIRONMENTAL AWARDS

The institution is dedicated to recognizing and incentivizing excellence in various domains, including rural development, environmental development, and sustainable development. Several initiatives and awards have been outlined:

Institutional Awards for Initiatives: Recognizing outstanding efforts, institutions will be presented awards for their initiatives in rural development, environmental development, sustainable development, and other impactful endeavors.

Annual Environmentalist Award: The institution plans to institute an annual award to honor a well-known environmentalist. This award will include categories for environmental protection, sustainable development, and related fields, acknowledging and celebrating individuals who have made significant contributions to environmental causes.

Clean and Green Campus Awards: Colleges will be annually recognized with Clean and Green Campus Awards, highlighting their achievements in maintaining environmentally friendly and sustainable campus practices.

Support for Technologies and Enterprises: The institution aims to encourage and support technologies and enterprises related to environmental, rural development, and sustainable solutions. This support will foster innovation and contribute to the development and implementation of eco-friendly technologies.

Promotion of Various Prizes: The institution will actively promote and initiate various prizes among institutions, fostering a competitive spirit for strengthening environmental management and increasing awareness and implementation of sustainable development practices.

ENERGY CONSERVATION

The institution has implemented various strategies to enhance energy efficiency and reduce electricity consumption:

Electricity Consumption Reduction: A concerted effort is made to minimize electricity consumption wherever possible, emphasizing energy conservation practices.

Transition to Energy-Efficient Light Bulbs: The institution is gradually replacing traditional light bulbs with energy-efficient alternatives, contributing

to reduced energy consumption and longer-term sustainability.

Utilization of Renewable Energy: The institution actively employs renewable energy sources to power its grid, reducing reliance on non-renewable resources and promoting environmentally friendly practices.

Solar Water Heating Systems: Hostels and guest houses on campus are equipped with solar water heating systems, harnessing solar energy for water heating needs. This initiative aligns with the goal of utilizing sustainable energy solutions.

No Vehicle Day Participation: The institution actively participates in a "No Vehicle Day" on campus, promoting sustainable transportation practices and reducing carbon emissions associated with vehicular traffic.

Natural Light Utilization: Energy conservation is prioritized by encouraging the use of natural light wherever possible. This involves designing spaces to maximize daylight penetration, contributing to a more energy-efficient and environmentally conscious campus.

ACTION PLAN

Observance of Important Environmental Days: The institution observes key environmental days such as Ozone Day, Environment Day, Earth Day, and others to raise awareness and foster a sense of environmental responsibility among the campus community.

Pollution Awareness Campaigns: Organizing pollution awareness campaigns to educate and engage the community, coupled with taking preventative actions to mitigate pollution and its impacts.

Green/Environmental Audits: Conducting frequent green/environmental audits to assess the institution's environmental practices and taking corrective actions as needed for continuous improvement.

Clean Campus Practices: Ensuring adherence to clean campus practices, including proper waste disposal, e-waste campaigns among stakeholders, rainwater harvesting, and judicious water usage. Regular updates and follow-ups contribute to the ongoing improvement of these practices.

Promotion of Recycling, Reuse, Repair, and Refurbishment: Encouraging activities that promote sustainability, such as recycling, reuse, repair, and refurbishment, fostering a culture of responsible resource management.

Policy Updates and Environmental Studies Discussions: Delivering invited discussions at the department or college level on various policy updates and environmental studies to keep the campus community informed and engaged.

Establishment/Revitalization of an Energy Management Cell: The institution has established or revitalized an Energy Management Cell (instead of an energy audit cell), showcasing a commitment to actively manage and optimize energy usage.

Regular Review of Green/Renewable Energy Projects: Conducting a biannual review of the company's green and renewable energy projects, including auditing maintenance records, to ensure the effectiveness and sustainability of these initiatives.

31. Policy Amendment / Declaration

The regulations and procedures in this policy are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.