

7.1.2 Policy document on alternate source of energy and energy conservation

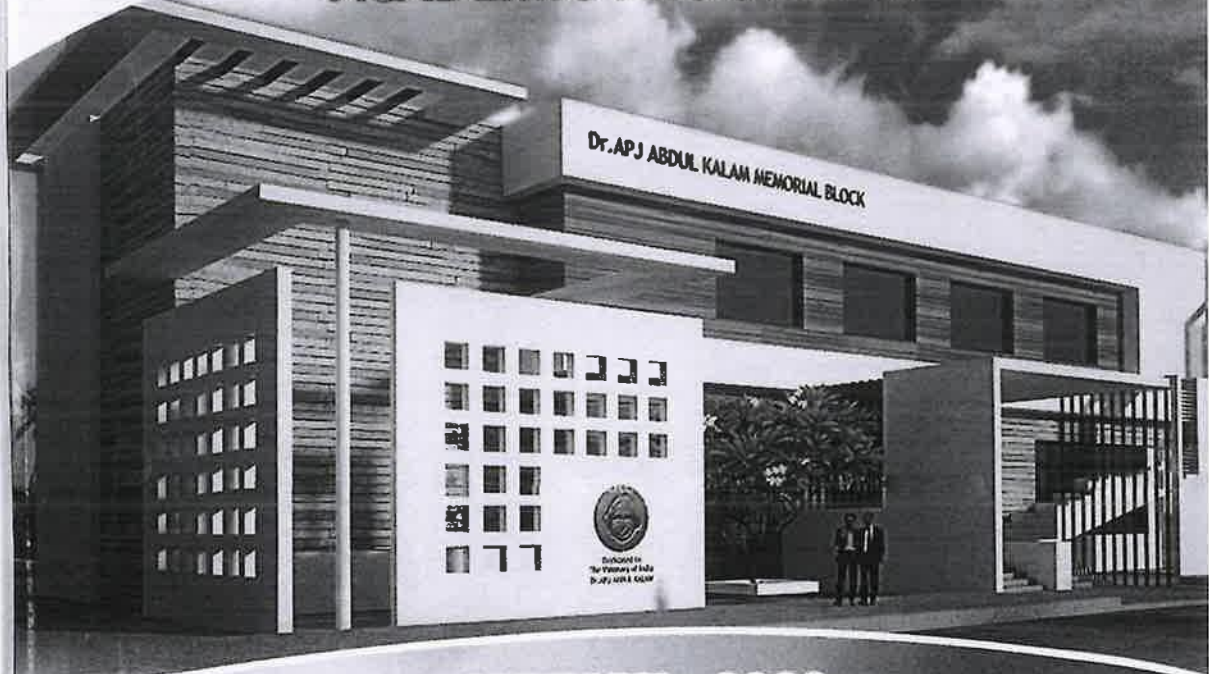


E.G.S.PILLAY ENGINEERING COLLEGE (AUTONOMOUS)

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade | An ISO 9001 : 2015 Certified Institution
NBA Accredited Programme (CSE, EEE, MECH, IT, ECE, CIVIL)
NAGAPATTINAM - 611 002, TAMIL NADU, INDIA
Ph : 04365-251112 / 251114 | E-mail:enquires@egspec.org | Website:www.egspec.org

Hand Book

ON
HUMAN RESOURCE POLICY,
DUTIES AND RESPONSIBILITIES AND
ACADEMIC PROCEDURE



JANUARY - 2022


ATTESTED


Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL

E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002,
Nagapattinam, Tamil Nadu.

S.NO	CONTENTS	PAGE NO
1.	CHAPTER	1
	SERVICE RULES	1
	GENERAL RULES	1
	1.1 Introduction	1
	1.2 Definitions	1
	1.3 Recruitment Procedure	2
	1.4 Service Book	2
	1.5 Qualifying Service	2
	1.6 Extension of Temporary service	2
	1.7 Removal of permanent staff from service	2
	1.8 Seniority	2
	1.9 Resignation by employees	3
	1.10 Increments	3
	1.11 Retirement	3
	1.12 Annual Performance Appraisal Report	3
	1.13 Power to modify the rules	3
2.	CHAPTER	4
	RECRUITMENT PROCEDURE – FACULTY	4
	2.1 Principal	4
	2.2 Recruitment Procedure - Common to all Disciplines	5
	2.3 Faculty Norms	6
3.	CHAPTER	10
	RECRUITMENT PROCEDURE – NON-TEACHING	10
	3.1 Technical Posts	10
	3.2 Library And Physical Education Staff	11

ATTESTED


Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

3.3	Administrative Posts	13
4.	CHAPTER	16
	PROMOTIONAL PROCEDURE	16
4.1	Eligibility	16
4.2	Screening Committee	16
4.3	Selection procedure for promotion	16
5.	CHAPTER	17
	ACADEMIC PROCEDURES	17
5.1	Continuous Assessment Test	17
5.2	End Semester Examination	17
5.3	Absenteeism for Test	17
5.4	Corrective Measures for Failure in Tests	17
5.5	Coaching Class	17
5.6	Internal Marks	17
5.7	Text Books	17
5.8	Student Attendance	18
5.9	Faculty Attendance	19
5.10	Lecture Notes	19
5.11	Course File (Faculty)	20
5.12	Personal file (Faculty)	20
5.13	Academic Work Load	20
5.14	Departmental Facilities	21
5.15	Procedure For Final Year Project	21
5.16	Conduct of Lab Classes	22
6.	CHAPTER	24
	DUTIES AND RESPONSIBILITIES	24

ATTESTED

**Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL**

**E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.**

6.1	Principal	24
6.1.1	General Administration and Finance	24
6.1.2	Academic	25
6.1.3	Student Affairs	25
6.1.4	Research And Extension Activities	26
6.2	Vice-Principal	26
6.3	Director	27
6.4	HOD	28
6.5	Teaching Staff	29
6.6	Placement and Training Officer	32
6.7	Physical Director	33
6.8	Librarian	34
6.9	Class and Year Coordinators	35
6.10	Lab In-Charge	36
7.	CHAPTER	38
	ACADEMIC ADMINISTRATIVE WORK:	38
7.1	College Level	38
7.2	Department Level	47
7.3	List of Records and Files to be maintained in the Department	53
8.	CHAPTER	54
	TARGET FOR ACADEMIC ACHIEVEMENTS	54
8.1	Academic Performance	54
8.2	Staff and Students' Attendance	55
8.3	Academic Activities	55
8.4	Maintenance of Laboratory facilities	55
8.5	Academic work load to faculty members	56
8.6	Co-curricular activities	56

ATTESTED


Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

8.7	Placement and Training – per batch	57
8.8	Student Discipline	57
8.9	Placement	57
9.	CHAPTER	58
	MOTIVATIONAL INITIATIVES	58
9.1	Incentives to Pursue Higher Education	58
	9.1.1 O.D. Facilities to Pursue Higher Education	58
9.2	Faculty Development Programme, Workshops and Conferences etc	58
9.3	Cash Prizes for Good Academic Performance	58
9.4	Cash Prizes for Regular attendance and Best Performance	59
9.5	Cash Benefits for In-House trainers	59
10.	CHAPTER	60
	LEADERSHIP	60
10.1	Introduction	60
10.2	Training to develop leadership skills	60
10.3	Leadership positions	60
11.	CHAPTER	61
	TRANSPARENCY	61
11.1	Introduction	61
11.2	H.R. Policy Book in Department	61
11.3	Minutes of HOD meeting to Department	61
11.4	Minutes of Governing Body and Academic Advisory Board of Department.	61
11.5	Semester faculty meeting	61
11.6	Feed back to staff for review	61

ATTESTED

Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

12.	CHAPTER	62
	DECENTRALIZATION AND DELEGATION & PARTICIPATION OF FACULTY	62
	12.1 Independent charge of HOD	62
	12.2 Committees for various activities	62
	12.3 Laboratories in-charges	62
	12.4 Extension activities by faculty members	63
	12.5 Class and Year coordinators	63
	12.6 Mentor System	63
13.	CHAPTER	64
	COMMITTEES	64
	13.1 Grievances and Redressal Committee	64
	13.2 Library Committee	64
	13.3 Extra Curricular activities Coordination Committee	64
	13.4 Sports and Games Coordination Committee	65
	13.5 Controller of Examination	65
	13.6 Disciplinary and Welfare Committee	65
	13.7 Purchase Committee	66
	13.8 Research and Development Committee	66
	13.9 ISO Committee	66
	13.10 Alumni Activities Committee	66
	13.11 Industry Institute Interaction Committee	67
14.	CHAPTER	68
	LEAVE RULES	68
	14.1 Short title and application	68
	14.2 Kinds of Leave	68
	14.2.1 Casual Leave	68
	14.2.2 Vacation Leave	69

ATTESTED

Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

14.2.3	Compensatory Leave	69
14.2.4	On Duty Permission	69
14.2.5	Maternity Leave	70
14.2.6	Medical Leave	70
14.2.7	Hospital Leave	70
14.2.8	Extra-ordinary Leave	71
14.2.9	On Duty for pursuing Part time study	71
14.2.10	Permission / Late Attendance	72
14.2.11	Marriage Leave	72
15.	CHAPTER	73
	PURCHASE PROCEDURES	73
15.1	Introduction	73
15.2	Budget	74
15.3	Delegation of Financial Power	75
15.4	Forecast on requirements and time schedule for their purchase	75
15.5	Guidelines Governing the Purchase	75
15.6	Purchase Procedure	76
15.7	Tender Processing Method	76
15.8	Purchase Committee	77
15.9	Placing of Purchase Orders	77
15.10	Purchase Order Format (Model)	77
15.11	Testing	77
15.12	Stock Account	78
15.13	Erection / Installation	78
15.14	Completion Report	78
15.15	Verification of Stores	78
15.16	Condemnation of Stores	79

ATTESTED



Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

16	CHAPTER	80
	POLICIES	80
	16.1 Policy Document on Alternate Sources of Energy and Energy Conservation	80
	16.2. Policy Document on Waste Management	82
	16.3. Policy Document on Water Conservation	84
	16.4. Policy Document on the Green Campus	85
	16.5 Policy Document on Environment and Energy Usage	86
	16.6 Policy for the Disabled Friendly	88
	ANNEXURE A	90
	ANNEXURE B	91
	ANNEXURE C	92
	ANNEXURE D	94

ATTESTED

Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

CHAPTER 16

16.1 POLICY DOCUMENT ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

The Alternative Energy Sources Policy of E.G.S. Pillay Engineering College, Nagappattinam is made for proper implementation and efficient utilization of renewable energy sources in such a systematic way so as for minimizing its impact on the environment. Alternative Energy Sources offer the opportunities for student's community to engage in initiatives for contributing to environmental protection. The policy implies to explore the effective implementation of renewable energy resources for various applications in the campus.

Objectives

- To utilize green energy
- Reduce CO₂ emission
- Conserve fossil fuel energy
- Minimize the air pollution
- Utilize the clean energy

Policies

1. Communicate the objectives of policy and action plan to staff and students.
2. Install and utilize the renewable energy systems such as roof top solar photovoltaic panel for electricity generation and connecting the produced power to the grid etc., in a span of time.
3. Transform the campus into a renewable energy campus.
4. Educate students on fossil fuel pollution, depletion, and need for energy conservation.
5. Celebrate renewable energy day to create awareness among staff and students.
6. Organize seminars and conference to provide an opportunity to understand and analyse the technology, recent developments, scope and feasibility of implementation in Indian context.
7. Encourage students to carry out renewable energy projects and motivate entrepreneurship in manufacturing the system.
8. To convert the existing LED street lights into solar operated street lights.
9. Carry out an external audit through a renewable energy bodies.
10. Students and staff members are informed through internal circulars, notifications and conducting the awareness programme about the importance of energy conservation.

Features

The college management has taken following facilities in conserving the energy.

1. **Solar Energy** – Solar Water Heater has been installed at the Girls and Boys Hostel and the generated hot water is supplied for the utilization in hostel. Solar street lamping system has been installed.
2. **Biogas plant** has been installed at the back side of hostel mess for waste and also to produce the gas at which is used as cooking fuel i.e. sustainable energy sources.
3. **Senor Based Energy Conservation** – Water level sensor is used in overhead water tanks. In the campus, ground water is pumped up to overhead tanks using water pumps which are controlled

ATTESTED

Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.

by electric motors. Automatic water level controller for overhead tanks that switches on/off the pump motor when water in the tank goes below/above the minimum/maximum level.

4. **Use of LED bulbs/power efficient equipment** – The CFL fittings with higher rating wattage are replaced with LED fittings with lower wattage with the same luminous level in street lights and other possible areas of campus. Energy star certified products are installed in air conditioners, microwave, refrigerators, ceiling fans and other in the campus.

Maintenance Procedure

1. The solar water collector shall be properly cleaned by the removal of dust formation and it must be monitored by the estate office staff.
2. Biogas plant shall be maintained clean and monitored for the level of gas production by the maintenance team in estate office.
3. The automatic water sensors are periodically monitored by the estate office team and ensure the proper functioning of the setup.
4. In the campus, all CFL bulbs will be replaced by LED in phased manner and it is maintained by the Estate Office.
5. Maintenance of energy efficient equipment such as air conditioners and refrigerators must be done periodically for the proper working of the system.

ATTESTED



Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL

E.G.S. Pillay Engineering College,
Thethi, Nagore - 611 002.
Nagapattinam (Dt) Tamil Nadu.