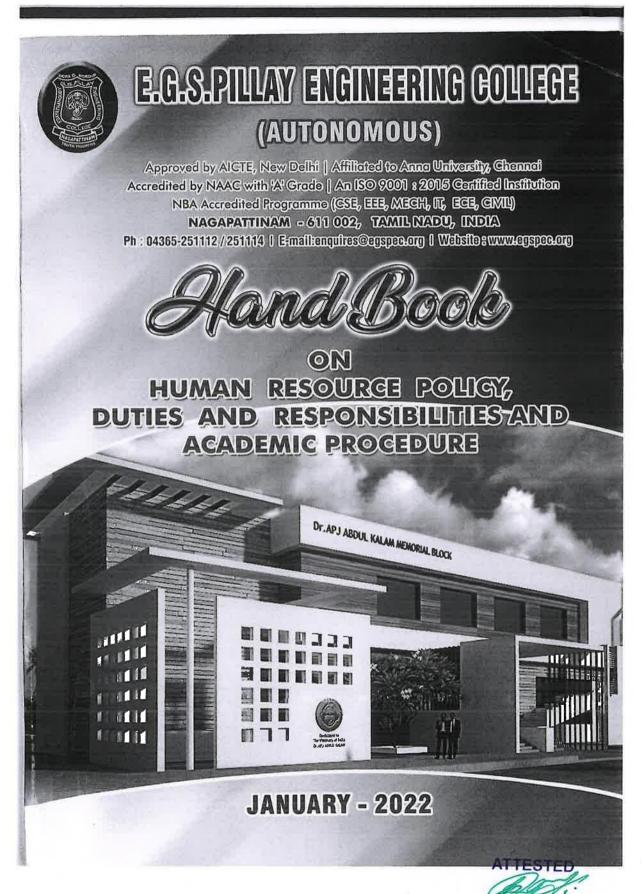
7.1.3 Policy document on waste management



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

Nagapattinam (III) Tamil Madu

PRINCIPAL E.G.S. Piliay Engineering College, Thethi, Nagore - 611 002.

S.NO		CONTENTS	PAGE NO	
1.	СНА	PTER	1	
	SER	VICE RULES	1	
	GEN	ERAL 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.	CH	APTER	4	
	REC	RUITMENT PROCEDURE – FACULTY	4	
	2.1	Principal	4	
	2.2	Recruitment Procedure - Common to all Disciplines	5	
	2.3	Faculty Norms	6	
3.	CHA	PTER	10	
	REC	RUITMENT PROCEDURE – NON-TEACHING	10	
	3.1	Technical Posts	10	
	3.2	Library And Physical Education Staff	11	

		3.3	Administrative Posts	13
	4.	CH	APTER	16
		PR	OMOTIONAL PROCEDURE	16
		4.1	Eligibility	16
		4.2	Screening Committee	16
		4.3	Selection procedure for promotion	16
	5.	CH	APTER	17
3		ACA	ADEMIC 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.		СНА	PTER	24
		DUT	IES AND RESPONSIBILITIES	24

iv



	6.1	Princ	cipal	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-Pr	rincipal	26
	6.3	Directo	or	27
	6.4	HOD		28
	6.5	Teachi	ng Staff	29
	6.6	Placem	nent and Training Officer	32
	6.7	Physica	al Director	33
	6.8	Libra	rian	34
	6.9	Class	and Year Coordinators	35
	6.10	Lab I	n-Charge	36
7.	CH	APTER		38
	AC	ADEMI	C ADMINISTRATIVE WORK:	38
	7.1	Colleg	ge Level	38
	7.2	Depar	tment Level	47
o		Depar		53
8.		APTER		54
			OR ACADEMIC ACHIEVEMENTS	54
	8.1		mic Performance	54
			nd Students' Attendance	55
			mic Activities	55
	8.4		nance of Laboratory facilities	55
	8.5		nic work load to faculty members	56
	8.6	Co-curi	ricular activities	56

ATTESTED

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

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

	8.7	Placement and Training - per batch	51
	8.8	Student Discipline	57
	8.9	Placement	57
9.	CHA	PTER	58
	MOT	TVATIONAL INITIATIVES	58
	9.1	Incentives to Pursue Higher Education	58
		9.1.1 O.D. Facilities to Pursue Higher Education	58
	(Faculty Development Programme, Workshops and Conferences etc	58
		Cash Prizes for Good Academic Performance	58
	9.4	Cash Prizes for Regular attendance and Best Performance	59
		ash Benefits for In-House trainers	59
10.	CHA	PTER	60
	LEAI	DERSHIP	60
	10.1	Introduction	60
	10.2	Training to develop leadership skills	60
	10.3	Leadership positions	60
11.	CHAI	PTER	61
	TRAN	SPARENCY	61
	11.1In	troduction	61
	11.2 F	H.R. Policy Book in Department	61
	11.3 N	Minutes of HOD meeting to Department	61
	11.4 M	linutes of Governing Body and Academic Advisory	61
		soard of Department.	
	11.5 Se	emester faculty meeting	61
	11.6 Fe	eed back to staff for review	61

vi



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

vii



	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 pursing 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

viii



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

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

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
	ANNEYIRED	94

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

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

16.2 POLICY DOCUMENT ON WASTE MANAGEMENT

EGSPillay Engineering College, waste management policy articulates promise to reducing its environmental impacts through effective waste management and sustainable practices in converting waste to resource. The campus strives to realize sustainable and holistic waste management essential and reducing its foot print and providing a safe and healthy work environment for teaching and non-teaching employees, students, visitors and stake holders.

- 1. Committed for obtaining a zero-waste plan thus obtaining its Eco-friendly status through the policy of "reduce, reuse and recycle".
- 2. Reuse and Recycling the recyclable material like plastic, tin, glass, metals, paper and others shall be handed over to the external agencies.
- Avoiding And Minimizing the Generation of Waste organizing awareness program for waste management through various club activities.
- Segregation Of Solid Waste at Source biodegradable and non-biodegradable wastes are segregated and handed over separately as mentioned in solid waste management.
- 5. The bio-gas produced from food waste, decomposable organic material and kitchen waste, consisting of methane is alternative fuel for LPG.
- Composting pit is used to manage the biodegradable waste that could not be put into bio gas plants.
- 7. Reducing the paper wastes through relying more on electronic devices at all levels including governance, examinations, admission and finance. E-governance shall be ensured to implement innovative strategies and these by reduce paper waste in the campus.
- Reduce E-waste to maximum with proper maintenance, before moving on to replace and recycle stage.
- 9. The institute has a sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for use in watering plants and trees.
- 10. Canteen effluents are discharged through concealed soak pits to recharge ground water.
- Standard operating procedures are followed for disposal of hazardous chemicals collected from the laboratories.
- 12. Microwave tissue incinerator, sharps and needles destroyer, Autoclave are used to treat the biomedical waste.
- Sanitary napkin incinerator is installed in the girl's hostel to facilitate disposal of sanitary napkins.

Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. Pillay Engineering College,

Thethi. Nagore - 611 002. Nagapattinam (Di) Tamil Nadu. 14. The campus is provided into training on legislation, hazardous, compliance and the policy, by conducting waste management awareness programme throughout the year. All the students, faculty members, staff contractors and stakeholders are made aware of the policy.

ATTESTED

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

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