



# **STAFF MANUAL**

**(2017-2018)**

## **RAJAGOPAL POLYTECHNIC COLLEGE**

*A Government Aided Institution*

**(Affiliated to TNDTE, Chennai , approved by AICTE, Govt Of Tamilnadu)**

Gandhi Nagar, Gudiyatham, Vellore District. Tamilnadu. Pin 632602 (India)

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**Our Inspiration****Founder Chairman**

Hon. Late B. Rajagopal Naidu

**Key Persons of RPCG family****Chairman**

Sri. S. Balakrishna

**Treasurer**

Sri. P. Anand Paranthaman

**Trustee**

Sri. R. Padmanaban

**Trustee**

Sri. P. Vinoth Paranthaman

**Principal**

Dr. R. Amutha

## About RPCG

The ambition and initiative of the great industrialist Late.Thiru.B.Rajagopal Naidu to Provide technical education facilities to the youth of Vellore District was the chief cause for the Rajagopal Polytechnic College to be established in the year 1960. This Polytechnic College was started under the second five year plan of the Govt. of India. It was a Rs.26 Lakhs project, sponsored by the Rajagopal Education Trust. The educational campus of Rajagopal Polytechnic College is located on a 16 hectare plot in the Gudiyatham-Katpadi Road, 2 Kms from Gudiyatham and 28 Kms from katpadi. Institute is approved by AICTE, New Delhi, Government Of Tamilnadu, DOTE Chennai. Institute is having professional membership of Indian Society for Technical Education and Institution of Engineers.

## Course Information

Sr. No	Course Offered	Intake
1	Diploma in Civil Engineering	60
2	Diploma in Mechanical Engineering	60
3	Diploma in Electrical and Electronics Engineering	60
4	Diploma in Electronics and Communication Engineering	60
5	Diploma in Mechanical Engineering(SSS)	60
6	Diploma in Mechanical Engineering (Shift)	120
7	Diploma in Electrical and Electronics Engineering (SSS)	60
8	Diploma in Automobile Engineering	60

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## **I** NSTITUTE VISION AND MISSION

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### **Institute Vision**

To become Centre of Excellence in providing technical education and produce innovative dynamic students who will lead the world of Technology.

### **Institute Mission**

To provide high quality technical education catering to the needs of industries and improve the standard of life of people and develop human, social and intellectual qualities necessary for the building of the nation.

**1. Appointments :**

- a) Qualification required for concern post should be as per norms prescribed by the AICTE / TNDTE.
- b) Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- c) Chairman shall be the appointing authority for all the posts in the Institute.
- d) All appointments are followed as per the norms & regulations published by the AICTE.

**2. Pay Scale :**

- a) Teaching Staff (Regular) : AICTE scale of pay
- b) Non Teaching Staff (Regular) : Tamilnadu Government Scale of pay
- c) Teaching and Non Teaching Staff (SSS): Suitable scale of pay shall be prescribed by the Governing Body.

**3. Allowances :**

Dearness allowance and house rent allowance shall be adopted as per Tamilnadu Government rates.

**4. Increments :**

- a) All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.



## LEAVE AND VACATION RULES

### General

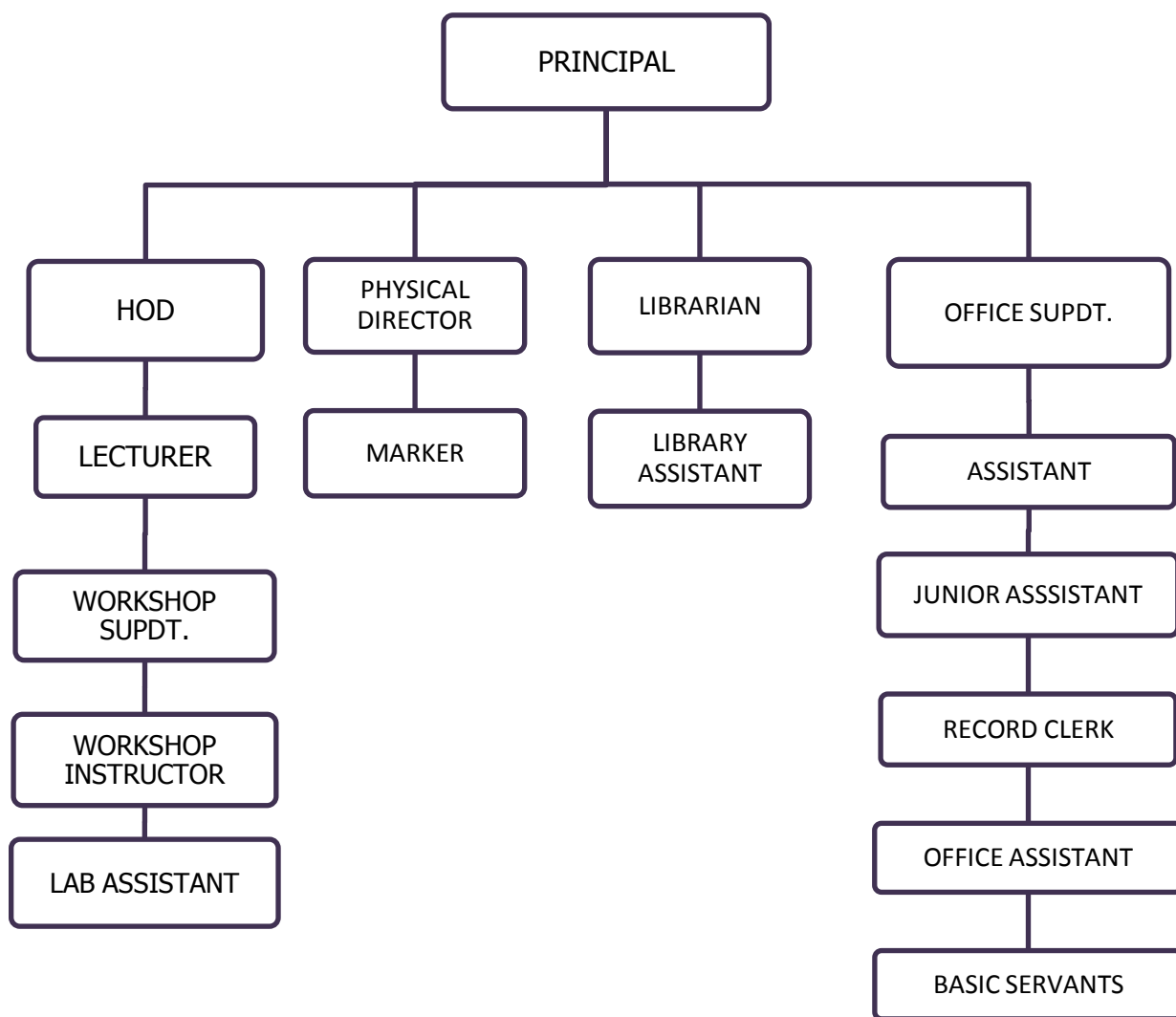
- a) Leaves shall be submitted in appropriate form and with prior permissions and proper arrangement.
- b) Leave cannot be claimed as a matter of right. **The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.**
- c) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- d) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- e) Every application for medical leave or extra-ordinary leave, on medical grounds shall be accompanied by a medical certificate given by a registered Medical Practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.
- f) The Principal shall be the competent authority to grant leave to all employees.

### Guidelines For Leaves

Sr. No	Leave Type	Description
1	Casual Leave (CL)	12 days in a Calendar Year.
2	Compensatory Off (CO)	Min 4Hrs working on Holiday with prior permission. All mandatory duties shall not be compensated
3	On Duty Leave (DL)	Maximum 15 days shall be permitted
4	Academic Leave (AL)	Maximum 5 days shall be permitted
5	Medical Leave (ML)	Claimed as per Medical Certificate

## **Vacation**

- a. Regular staff shall be eligible for vacation.
- b. HODs have to prepare the vacation schedule for their staff as per norms ensuring that least 25% of their total strength is maintained always during the vacation.
- c. SSS staff shall not be eligible for vacation.





## ROLES AND RESPONSIBILITIES

POSITION	FUNCTIONS
<b>GOVERNING COUNCIL</b>	<ul style="list-style-type: none"><li>• Frame directives, principles and policies</li><li>• Support for implementation of policies</li><li>• Amend and correct policies</li><li>• Approve budget</li></ul>
<b>CHAIRMAN</b>	<ul style="list-style-type: none"><li>• Design organizational structure</li><li>• Ensure effective purchase procedures</li><li>• Conduct periodic meetings of various bodies as governing council, standing committee etc.</li><li>• Manage accounts and finance</li><li>• Inward correspondence coordination</li><li>• Office administration</li><li>• Plan and provide facilities to ensure teaching learning process</li><li>• Employee recruitment</li><li>• Mobilize external resources</li><li>• Transport facility</li><li>• Award incentives</li><li>• Allocate budget</li><li>• Approve expenses</li><li>• Approve the advances needed to discharge responsibilities</li><li>• Issue certificates of merit</li></ul>

**PRINCIPAL**

- Identify training needs of employees
- Observe employee conduct
- Annual magazine and report publication
- Budget preparation
- Issue circulars about academics
- Ensure effective teaching learning process
- Ensure compliance to NBA and prepare documentation
- Identify the resource persons for every activity
- ISTE staff chapter
- Conduct periodic Monitoring and evaluation of academic process
- Ensure qualification enhancement of faculty and staff
- Prepare Academic Calendar
- Result analysis and suggest corrective measures
- Initiate additional teaching measures
- Internal and external examinations
- Preparing budget for each department with the help of concerned HOD
- Leave recommendation of HODs and faculties
- Compliance of AICTE and TNDTE
- Public relations Tracking and circulating AICTE and TNDTE notifications
- Approve expenses for the proposed budgetary requirements
- Suggest project and consultancy to faculty
- Approve academic calendar
- Recommend training needs and related expenses
- Issue circulars to all heads about academics
- Recommend library requirements from each department
- Recommend budget of academic program.
- Approve industrial visit and recommend expenses
- Observe discipline and culture in each department
- Assigning work to faculty about academics
- Authorize assessment criteria for evaluation of students
- Issue certificates such as bonafide certificate, character certificate, provisional passing certificate and all other student related work

**HEAD OF  
DEPARTMENT**

- To review progress in syllabus, laboratory resources in the department
- To implement college policies and procedures
- Ensure effective teaching and learning activities
- Propose evaluation methods of assessment of students
- Actively monitor and promote students
- To submit staff appraisal report to Principal
- To counsel the defaulter students in a semester and organize parent-teacher meeting
- To analyze the students feedback and ask for corrective action from faculty and promote the faculty for better performance
- Recommend the faculty for their excellent performance to higher authorities
- Maintenance of equipment, furniture
- Timely procurement of equipment and consumables preparation of comparative statement and submission of recommendations for purchase etc.
- Annual physical verification of departmental laboratories, stores, workshops. Get list prepared for write off, obsolescence removal etc.
- Plan and conduct TNDTE Internal, External Practical Viva examinations
- Enhancing capability of faculty through Career Development Program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Maintain the records of departmental activities and achievements
- Any other assignments given by the Principal or administration

<p><b>LECTURER</b></p>	<p><b>(1) ACADEMIC</b></p> <ul style="list-style-type: none"> <li>• Diploma courses including lectures and laboratory</li> <li>• Students Assessment &amp; Evaluation including Examination work of the Board</li> <li>• Planning &amp; implementation of instructor Developing Resource Material &amp; developing of laboratory instructions</li> <li>• Participation in Co curricular &amp; Extracurricular activities, Student guidance &amp; counseling &amp; helping their character development innovation in Technical Education.</li> <li>• Courses Promoting &amp; coordinating Continuing Education Activities.</li> <li>• Self development through Up-gradation of Knowledge &amp; skills.</li> </ul> <p><b>(2) ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Assisting in Institution / Department Administration. Planning &amp; its implementation.</li> <li>• Academic &amp; Administrative management of institution Preparation of project proposals for funding.</li> <li>• Development, administration &amp; management of institutional facilities. Providing Academic &amp; Administrative leadership.</li> <li>• Monitoring &amp; Evaluation of academic activities in the institution.</li> <li>• Participation policy &amp; system planning at State , Regional &amp; National level for development of Technical Education Assisting in resource mobilization for the institution.</li> <li>• Maintaining Account ability , Developing , Updating &amp; Maintaining MIS to Conduct performance appraisal.</li> </ul>
<p><b>TRAINING AND PLACEMENT OFFICER</b></p>	<ul style="list-style-type: none"> <li>• Appraise the student for job opportunities available</li> <li>• Arrange in and out campus interviews</li> <li>• Maintain database of passed out, recruited and opted for higher studies students for further communication</li> </ul>

<p><b>LIBRARIAN</b></p>	<ul style="list-style-type: none"> <li>• General Administration of Library</li> <li>• Planning of Budget for purchase of books</li> <li>• Selection and acquisition of Book</li> <li>• Planning and development of the Library</li> <li>• Orienting the users towards effective utilization of Library Service</li> <li>• Supervising of cataloguing and indexing</li> <li>• Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students</li> <li>• Maintaining and up keep of Learning Resources and Utility Centre.</li> <li>• Any other duties/work assigned from time to time</li> </ul>
<p><b>LIBRARY ASSISTANT</b></p>	<ul style="list-style-type: none"> <li>• Cataloguing and classification of books and periodicals.</li> <li>• Issuing and receiving books for staff and students</li> <li>• Restoring books and Periodicals</li> <li>• Arrangement of non-book materials.</li> <li>• Assist the Library in Charge in certain functions as and when required Typing works.</li> <li>• Any other duties/ work assigned from time to time</li> </ul>

<p><b>WORKSHOP INSTRUCTOR</b></p>	<ul style="list-style-type: none"> <li>• Erection/installation/commissioning of equipment</li> <li>• Procurement, storage, accounting of raw materials, tools and instruments</li> <li>• Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks</li> <li>• Issue of raw materials, tools and equipments for workshop jobs</li> <li>• Plan, deliver and evaluate theoretical and workshop instruction.</li> <li>• Guide the students in performance of practical tasks and skill exercises and evaluate their performance.</li> <li>• Arrange for preventive and breakdown maintenance of institute machinery.</li> <li>• Assist students and faculty members in the fabrication of their project work.</li> <li>• Participate in professional development activities</li> <li>• Assist the workshop superintendent in certain functions as and when necessary.</li> <li>• Inculcate safety procedures and safety practices among students</li> <li>• Any other duties/work assigned from time to time.</li> </ul>
<p><b>LAB ASSISTANT</b></p>	<ul style="list-style-type: none"> <li>• The Lab Assistant is responsible to Workshop in charge.</li> <li>• Assist the Workshop Instructor in the performance of his duties.</li> <li>• Routine maintenance of machines, work benches etc.</li> <li>• Cleaning and arranging in order all equipments and furniture in the assigned shop.</li> <li>• Any other duties/work assigned from time to time</li> </ul>