



NANDHA COLLEGE OF TECHNOLOGY

Erode – 638 052, Tamilnadu, India

(Affiliated to Anna University, Chennai and Approved by AICTE, New Delhi)



Policy Handbook



NANDHA COLLEGE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ERODE – 638052 TAMILNADU

Revised version of 2021-22 Policy Book

(Amended and Approved in the Governing Council)

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NANDHA COLLEGE OF TECHNOLOGY

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VISION

To be a Technical Institution with Global standard of Academic and Research for the need of Society and Industry.

MISSION

1. To provide value based technical education to produce quality professionals and responsible citizens.
2. To perform state of art research and develop products to contribute to the Society and Nation.

QUALITY POLICY

We, at Nandha College of Technology, as a dedicated team are committed to constantly and consistently work for the students' continual improvement in terms of Quality in Education, Ethics, Updated Technical Knowledge, Personality Development and Career Advancement to meet the global Challenges.



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PLANNING

1.1 HUMAN RESOURCE PLANNING

- 1.1.1 The Principal shall assess the staff requirement for the next academic year in the month of April every year.
- 1.1.2 The Principal will obtain the staff requirement lists from all the Heads of Department and decide the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 The Principal will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Associate Professors required in accordance with the Faculty - Student ratio prescribed herein.
- 1.1.4 The Faculty - Student ratio shall be as per AICTE and Anna University norms.
- 1.1.5 The Principal will appoint a selection committee for recruitment in each discipline, comprised of the HoD, one senior staff member and the Department's Advisors / Experts.

1.2 RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The vacancy position shall be filled, through the following sources:
 - ❖ Advertisement in the Newspapers
 - ❖ Website
 - ❖ Direct Applications
 - ❖ Walk in Interviews
- 1.2.3 The committee shall shortlist the candidates through the following processes:
 - ❖ Screening Test
 - ❖ Class Room Demonstrations
 - ❖ Interview



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1.2.4 The committee shall finalize the shortlisted candidates and submit their recommendation along with the personal data sheets of the candidates to the Principal and the Chairman / Secretary and in turn will be interviewed and appointed.

1.2.5 The appointment letter shall be offered by the Principal / Chairman / Secretary as per Form I appended to this manual.

1.2.6 The eligibility of appointment shall be based on AICTE norms

1.3 ORIENTATION

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

1.3.2 The Principal shall introduce the appointed faculty to the Head of the Department.

1.3.3 The HoD will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his/her team.

1.3.4 The HoD will also take him/her a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities of the College.

1.3.5 The HoD will also ensure that all the registration formalities to be completed including submission of joining report etc, by obtaining the assistance from the Office team.

1.3.6 The HoD will introduce the new faculty member to the students in the first class he/she is going to handle in every section of his/her assignment.



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SALARY AND INCENTIVES

2.1 POSITIONS

2.1.1 The College will have the following hierarchy of positions:

Category of Staff

- ❖ Teaching
- ❖ Administrative
- ❖ Non-Teaching
- ❖ Drivers
- ❖ Maintenance

Teaching Faculty Cadre

- ❖ Assistant Professor
- ❖ Assistant Professor (Senior Grade)
- ❖ Assistant Professor (Selection Grade)
- ❖ Associate Professor
- ❖ Professor
- ❖ Senior Professor
- ❖ Principal

2.1.2 In addition, each department shall have support staff like Lab Assistants and Office Assistants.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, PA to Principal/Chairman, Clerical Assistants
- c. Office Assistants



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2.2 DEARNESS ALLOWANCE

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to the teaching faculty.

2.2.2 Management can also decide the other allowances for Professor, Principal and Special posts.

2.3 SALARY & INCREMENT

Minimum Basic Pay	
Engineering	21600
Science and Humanities, MBA	18600

Faculty Members are eligible for the increment prescribed at the end of 12months service in the Institution.



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LEAVE

3.1 CASUAL LEAVE

3.1.1 FacultyMembers are eligible to avail 12 days of casual leave for every academic year.

3.1.2 Such leave can normally be availed of only with prior approval of the Head of the Institution i.e. Principal.

3.1.3 Leave application should be submitted to the Head of the Institution (Principal) on the previous day/day of avail of leave.

3.1.4 FacultyMembers can avail one hour permission either in the morning (9.00 to 10.00am) or in the evening (3.30 to 4.30 pm) twice in a month.

3.1.5 In addition to CL,Faculty Members are eligible to avail one week leave for their marriage.

3.1.6 In emergency situation, whenever the Faculty Member is unable to get prior sanctionof leave, he/she should inform to the Head of Department concerned over phone about her/his absence on leave after altering the workload. In such case, leave application should be submitted for approval on the very next day of absence.

3.2 COMPENSATORY LEAVE

3.2.1 In general, prior approval of Principal should be obtained by the HoD, forcarrying out works on compensatory leave basis to the staff. However,compensatory leave towards unscheduled hours of works due to urgency,entrusted to a staff on special occasions by the HoD, will be granted on specificreason and recommendations of the HoD in writing within three days fromthe date / period of carrying out such work.



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3.2.2 Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the office. The compensatory leave should be availed within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of Special Classes, Educational Tours, University Practical Examinations, Accreditation, Inspection of AICTE / University, other bodies, emergency works and special working on Saturday, etc.

3.3 ON DUTY

3.3.1 Teaching staff members shall be permitted to avail ON DUTY for a maximum period of 12 days for University Examination duty purpose and 12 days for attending FDP / Workshop / Conference / Symposiums / Seminars, etc., in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

3.3.2 Teaching staff who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

3.3.3 The staff members who are proceeding ON DUTY with the approval of Principal should produce the “Attendance Certificate” immediately on the date of joining duty after availing “OD”.

3.4 VACATION LEAVE

3.4.1 Staff Members are permitted to avail Summer / Winter Vacation on the following conditions.

(i) Vacation period shall include Saturdays, Sundays and holidays (proceeding, succeeding and in between).

(ii) The eligible period of vacation for teaching staff and non-teaching staff is as follows.



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TEACHING STAFF

Winter Vacation	Summer Vacation
2 Weeks	4 Weeks

NON-TEACHING STAFF

Winter Vacation	Summer Vacation
1 Week	1 Week

- The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Saturdays and Sundays.
- Unavailed Summer / Winter Vacation cannot be combined. Also surrendering of vacation period for “claim of salary” cannot be allowed.
- Staff members shall be permitted to attend Central Valuation duty during vacation / OD.

3.5 MEDICAL LEAVE

Faculty members can avail Medical leave up to 10 days. After the medical leave Faculty members should submit medical certificate on the day of rejoining.

3.6 MATERNITY LEAVE

Maternity leave may be granted to a married women employee without pay for periods which may be extended up to one year from pre-confinement rest to post confinement recuperation, at the option of the employee.

3.7 RESIGNATION/ TERMINATION

The relieving order will be issued only after the submission of no dues certificates from the HoD/Principal/ all section concerned.



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If any employee resigns from the employment, the employee concerned employee shall give a minimum of three months advance notice about his/ her intention to quit the service from the institution to the respective reporting authority in writing. The faculty will be relieved from the duty only at the end of the academic semester in case of less than three months notice, salary in lieu of shall be revoked. The accumulated leave to the credit of the employee cannot be adjusted towards the notice period.

- ❖ An employee, who is desirous of waiving such notice period, shall do so expressly in writing. Waiving of the stipulated notice period applicable to the particular cadre is totally at the employer's discretion.
- ❖ In this regard, HR/ Authorized person shall inform their decision in writing to the employee.
- ❖ Employee who is leaving from the service of NCT shall return the properties belong to the institution which has been lent or issued to him/her in connection with his employment. The cost of such property not returned shall be liable to be deducted from wages/ salary or from other sums due to him.
- ❖ According to the industrial disputes act 1947, the employer may terminate at any time for a reasonable cause from employment for any misconduct as given in the institution.
- ❖ An employee, on attaining the age of sixty-five years for faculty reckoned in accordance with the English calendar, shall be retired from the services of NCT.
- ❖ An employee may be retired on grounds of medical unfitness, subject to payment of gratuity and other benefits as may be applicable, after examined by the institution doctor.
- ❖ If an employee is terminated or when he/she leaves the employment from the institution, the wages/ salary earned by he / she shall be paid to them before the expiry of the second working day from the day on which he/she terminated.
- ❖ A written termination letter shall be signed by the authorized person and the copy of the same shall be handed over to the employee concerned.



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3.8 AGE OF SUPERANNUATION

The age of superannuation of all faculty members and Principals/Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

3.9 SERVICE CERTIFICATE

Every employee, other than a casual employee, who leaves service, retires, dismissed shall be given a service certificate if he/she applies.

If an employee wishes to apply for a job in government institutions/ organizations or desires to pursue higher studies, the “ No Objection Certificate” shall be obtained from the institution.



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CONDUCT RULES FOR ALL EMPLOYEES

4.1 REDRESSAL OF GRIEVANCE

The grievance redressal committee shall comprise of a senior employee with not less than 10 years of experience in NCT.

Any employee desirous of redress of a grievance arising out of his/her employment or relating to unfair treatment or wrongful action on the part of a superior shall in the first instance, submit a complaint in writing to the officer appointed by the institution.

The authorized person shall constitute the committee and inform the complainant in writing about such constitution. The committee shall investigate the complaint immediately. An employee working in the same department as the employee, who presented the complaint, shall have the right to be present at such inquiry.

A copy of the recommendations finally made by the committee shall be issued to the complainant. Provided that complaints relating to assault or abuse by any person holding a supervisory position shall be inquired into immediately by the officers.

4.2 SEXUAL HARASSMENT IN WORKPLACES

It shall be the duty of the institution and other responsible persons in workplaces to prevent the commission of acts of sexual harassment by taking Necessary steps.

4.3 THIRD PARTY HARASSMENT

The institution shall take Necessary steps against the convict who has indulged in harassing activities though the person is third party.



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5.1 BENEFITS EXTENDED TO EMPLOYEES

1. Group Insurance policy with Accidental treatment coverage of Rs.50000 and Death coverage of Rs.1 Lakh.
2. Emergency advance for Medical Treatment on requirement.
3. Salary advance based on requirement.
4. Sponsorship for Paper Publication of upto Rs.5000 based on Journals Published.
5. Sponsorship to attend Seminar/ Paper presentation /Conference – in India & Abroad
6. Sponsorship to attend quality improvement and faculty development programme, Courses in NPTEL.
7. Revenue sharing by staff in consultancy / testing (80:20 / 40:60).
8. Free Lodging facility to staff members who are staying in hostels.
9. Bank Loan facility through Indian Bank located in our Premises.
10. School fee concession of 25% for Teaching Faculty Wards and 50% for non Teaching Faculty wards in Nandha Schools.
11. Free transportation for Non-Teaching Staff.
12. Sabbatical leave for faculty members.



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RECRUITMENT, PROMOTION AND PERFORMANCE EVALUATION

6.1 RECRUITMENT & PROMOTION POLICY

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in table below.

Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching/ Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor/ Senior Professor	14

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD.

Mandatory Teacher Trainings

- ❖ Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.



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Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

Minimum Qualifications for direct recruitment as an Assistant Professor

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(d) Qualifications for Faculties in Science and Humanities

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.



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Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

Minimum Qualification Norms for Direct Recruitments

(a) Qualification for Assistant Professor (Senior Grade)

For Promotion of Incumbents

a. Qualifications prescribed for the post of Assistant Professor

AND

b. Should have completed minimum training requirements

AND

c. Should have satisfied anyone of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (outof10)
1	-	7	4	8 to10

(b) Qualifications for Assistant Professor (Selection Grade)

For Promotion of Incumbents

a. Qualifications as prescribed for the post of Assistant Professor (Senior Grade)

AND

b. Should have completed minimum training requirements

AND

c. Should have satisfied anyone of the below mentioned set of requirements.



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Set No.	To have acquired in the cadre of Assistant Professor (Senior Grade)			
	Additional Qualification	Experience(Years)	Research publications in SCI journals/UGC/AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	3	4	8 to10

(c) Qualifications for Associate Professor

i. For Direct Recruitment

- a. PhD degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

ii For Promotion of Incumbents

- a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND



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- b. Should have completed minimum training requirements

AND

- c. Should have satisfied anyone of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg.360° feedback score (out of 10)
1	3	6	8 to10

(d) Qualifications for Professor

(i) Direct Recruitment

- a. Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR



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Atleast 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents

- a. Ph.D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied anyone of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg.360° feedback score (out of 10)
1	1	15	3	6	8to10
2	2	15	3	6	5to<8
3	-	16	3	10	8to10

Note: 360°Feedback

1. The feedback obtained every year, till the date of eligibility of nextstage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's maybe taken into consideration while dropping the lowest feedback score in anyone of the year.

(e) Qualifications for Promotion to Senior Professor

- a. Ph.D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor



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AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph.D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- d. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- e. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.
- f. At least one patent awarded

OR

- g. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.



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6.2 FACULTY PERFORMANCE, APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

The College follows the self- appraisal method to evaluate the performance of faculty members, used for their improvement. The Performance Appraisal Report gives qualitative assessment of a faculty on five Key Result Areas namely

- ❖ Academic Performance
- ❖ Research and Development
- ❖ Industry Interface
- ❖ Faculty Development
- ❖ Student Development

Different Performance Evaluation (PE) targets are fixed for (1) Heads, Professors, (2) Associate Professors and (3) Assistant Professors. The faculty from all the departments are given proper orientation with supportive guidelines along with weightages for each parameter. The method of calculation of performance score is also given to the faculty.

A three step process is conducted for evaluating the actual performance of every faculty based on the guidelines given in the performance evaluation form.

1. Self-Appraisal (Faculty evaluating themselves)
2. Appraisal by Heads of the department
3. Audit Committee Appraisal (Head evaluating the faculty of other Departments)

To ensure uniformity in assessment, duly nominated audit committee conducts the audit and evaluates the point by verifying all the supporting documents shown by the faculty.

The weighted average of the college is calculated based on the following method.

Weighted Average = Sum of Points scored by all faculty/Total No. of Faculty

Bonus Point = Points scored by the faculty – Weighted Average.



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ERODE – 638052 TAMILNADU

Email : principal@nandhatech.org Mobile : 73737 14703

The Weighted Average is set as the minimum target level. The faculty members below the minimum target level are advised to attend faculty development programmes inside or outside the college and opportunities are given for their improvement. After the review of the performance appraisal, the faculty members are awarded with Performance Bonus in the Annual Appraisal Day. A sample faculty appraisal form is attached as Annexure IV and V.

6.3 RETIREMENT

6.3.1 The age of retirement of teaching faculty member shall be as per AICTE Norms.

6.3.2 The age of retirement of non - teaching staff shall be as per State Government Rules or as may be decided by the Management.



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7.1 CODE OF CONDUCT FOR FACULTY

Code of Ethics for Faculty members:

In fulfillment of their obligations to the teaching profession,

- ❖ Faculty should advance their interests of the teaching profession through responsible ethical practices.
- ❖ Faculty should update their knowledge and skills to equip themselves professionally for the proper discharge of duties assigned and regard themselves as learners and engage in continual professional development.
- ❖ Faculty should be truthful when making statement about their qualifications and competencies.
- ❖ Faculty should contribute to the development and promotion of sound educational policy.
- ❖ Faculty should maintain absolute dignity and decorum in dealing with their superiors, colleagues and students every time.
- ❖ Faculty should get prior permission from their higher official before taking leave.
- ❖ Faculty should not associate with any political parties or take part in any other organizational activities which are not in line with the duties and ethics of the teaching profession.
- ❖ Faculty should maintain college details confidentially.
- ❖ Faculty should maintain cordial relationship with their colleague. No act of degrade, harass or insult in any other person for any reason whomsoever will not be entertained.
- ❖ It is mandatory for faculty members to wear Identity cards at all times when they are inside the college campus.
- ❖ Faculties should avoid taking Identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After verifying the details of student, Identity card must be returned to the student concerned on the spot.
- ❖ Faculty should not involve in any strike or riot in any criticism of college management policy or of the government for any reason.



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- ❖ Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- ❖ Faculty must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for Necessary action.
- ❖ Faculty in the service of the college shall at all the time strive for academic excellence in the discharge of their duties and conduct in the manner of a perfect role model for others to emulate.
- ❖ Every teacher must maintain a course file with all the details prescribed in checklist for each subject as well as lab offered during semester/year.
- ❖ Faculty members must take attendance within first 5 minutes of starting of the period.
- ❖ Teachers are advised to refrain from awarding punishments like dismissal from the class rooms, making them stand in the class rooms, summoning their parents to campus
- ❖ Faculty are allowed to take up duties for paper setting work, oral / practical examination, moderation / revaluation work, expert lectures etc. with other educational institution without disturbing the college work load with the permission of the Principal.
- ❖ Faculty can avail 12 Days of casual leave during the academic year, if not availed that leave cannot be carried forward to the next year. Medical leave shall be considered if the illness is serious or on maternity grounds requiring prolonged absence from duty.
- ❖ Faculties are eligible for college activity compensatory leave if worked on holidays for college work. Work done on holidays must be approved from HoD, just after the activity is over.

CODE OF CONDUCT FOR HEADS OF THE DEPARTMENT

- ❖ HOD is responsible for conducting all academic programmes of the department concern.
- ❖ Depute Coordinators to formulate Time- Tables to provide adequate hours to complete the syllabus well in time.
- ❖ To ensure that all classes are held as per the time - table. Heads of the Department shall ensure alternate arrangement for the class work of teachers absent on that day. They should recommend for disciplinary action against that availing leave without prior arrangement for class work.



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- ❖ To ensure the maintenance of laboratories in good order to provide training to the students effectively.
- ❖ To maintain tuneful relationship between students and faculty while ensuring discipline and ethical behavior of students.
- ❖ To ensure for conducting Faculty Development Programs, Personality Development Programs, Seminars, Workshops, Conference and so on.
- ❖ To train and update the faculty to deliver good instruction to the students.
- ❖ To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- ❖ To verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
- ❖ Supervise the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- ❖ Organize Faculty meeting once in a week to review Academic and R&D activities of the Department.

CODE OF CONDUCT FOR PRINCIPAL

- ❖ The Principal shall direct and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal shall plan the budgetary requirements and go through the financial audited statements of the Institute.
- ❖ The Principal shall form various college level committees that are essential for the development of the Institute.
- ❖ The Principal has right to take all the Necessary actions as and when required to uphold discipline in the Institute. .
- ❖ The Principal shall encourage Faculty Members to write text books and publish research papers in reputed National / International / Indian Journals / Magazines and encourage faculty Members to update their knowledge by attending Seminars / Workshops / Conference.
- ❖ The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.



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- ❖ The Principal shall monitor that quality in education and academic services is maintained for continuous development and turn the students into better individuals and responsible citizens of the country.
- ❖ The Principal shall ensure that the long-term and short-term progress plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ❖ The Principal shall be responsible for the submission of annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



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7.2 CODE OF CONDUCT FOR STUDENTS

1. INTRODUCTION

The code of Ethics and Conduct indicates the standard procedures and practices of Nandha College of Technology, for all students enrolling at the Institute for pursuing varied courses. All students must know that it is mandatory to abide by the Code of Ethics and Conduct. All Students are requested to be well aware of the Code of Ethics.

2. JURISDICTION

The institute shall have the jurisdiction over the conduct of the students associated with the Institute and to take notice of all acts of misconduct include,

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute
- c) Possession or use of weapons, explosives, or destructive devices in and off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc,
- e) Conduct which has a negative impact or constitutes a nuisance to surrounding off general public.

3. ETHICS AND CONDUCT

The Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that have serious impact on the institute's reputation,

1. At the time of admission, each student must sign a statement accepting the Code of Ethics and Conduct
2. Students shall be regular and must complete their studies within the duration of the course. If a student is forced to discontinue studies for any legitimate reason, such student may be relieved from the Institute, subject to written consent of the Principal. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if the student had joined the institute on a scholarship, the grant availed shall be revoked.

4. RULES, REGULATIONS & CODE OF CONDUCT

1. Institute believes in promoting a safe and conducive ambience by implementing behavioral standards



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2. Students must uphold academic integrity and respect the rights, property and safety of others.
3. Students are not encouraged to indulge in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender caste, race, religion or religious beliefs, color, language, disability, or sexual orientation. Family status, physical or mental disability, gender identity, etc., are not encouraged inside college premises.
- 5 Intentionally damaging or destroying Institute property, property of other students and faculty members will be dealt severely
6. Students are not allowed to create any troublemaking activity in class room or in an event organized by the Institute.
7. Students should not make any noise while moving from class to class.
8. No students shall leave the class room without the permission of the teacher unless he/she asked the class to disperse.
9. Student should not organize meetings and procession without permission from the Institute.
10. Unauthorized possession/carrying or use of any weapons, missiles, explosives, or potential weapons and fireworks are contrary to the law or policy.
11. Unauthorized possession or use of harmful chemicals, banned drugs and smoking on the campus are strictly prohibited.
12. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus strictly prohibited
13. Students are asked to park their two or four wheeler only in the parking zone.
14. Students are not allowed inside the campus without helmet
15. Rash driving on the campus is punishable.
16. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
17. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
18. Students are not permitted to record audio / video of lectures or actions of other students and faculty without prior permission.
19. Students are expected to use the social media carefully and responsibly. They should not post derogatory comments about other individuals from the Institute on the social media or



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indulging in any such related activities having grave ramifications on the reputation of the Institute.

20. Students should not involve in theft or abuse of the Institute's Computers and other Electronic Gadgets.

21. Students are asked to follow formal dress code such as

Boys are not allowed to wear T shirt, jeans, low-cut pants, rings or studs in the ears.

Girls are not allowed to wear western wears like T shirt, jeans, and leggings.

22. Students are expected to read respective departments and college notice board regularly.

23. Students should not indulge in any kind of malpractice during examinations.

5. VIOLATION OF CODE OF CONDUCT

If there is a case against a student for a possible rupture of code of conduct then the discipline committee will recommend a suitable disciplinary action to be taken against the student.

The following are the disciplinary actions based on the nature of misconduct:

1. WARNING: Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2. RESTRICTIONS: Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3. EXPULSION: Expulsion of a student from the institute permanently. Indicating prohibition from entering the institute's premises for participating in any student related activities or campus residences etc,

4. MONETARY PENALTY: May also include suspension or forfeiture of scholarship / fellowship for a specific time period.

5. SUSPENSION: A student may be suspended for a specified period of time which entails prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various facilities of the institute unless permission is obtained from the Competent Authority. Suspension may also be followed by possible dismissal, along with the additional penalties.



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7.3 CODE OF ETHICS

Introduction

Nandha College of Technology is contented to proclaim its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy directs the standard procedures and practices for suitable Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs.

Scope of the Policy

The policy obligates the faculty members and students to strictly adhere to and follow this Code of Ethics and Conduct and the rights, and responsibilities. This document sets the guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both in soft and hard copies and it is also displayed in our Institute's website.

The policy may be revised from time to time by the various administrative bodies of the college based on the requirements.

Purpose of the Policy

The policy serves as a guideline to tackle the ethical issues that might come in the course of the functioning of the college. The code of conduct of the college is a set of written guidelines that specify the ethical norms, values and professional standards of conduct to which all members of the college are bound to follow. The policy would intend to:

- ❖ Proclaim the commitment of the college to ethical conduct and obedience to the law and the following of the standards of ethical behaviors.
- ❖ Make provisions for known or suspected ethical or logical violations and prevent unethical behavior and activities of any of the members of the college.

Jurisdiction

- ❖ The Institute shall have the jurisdiction over the conduct of the stakeholders associated / enrolled with the institute and to take awareness of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.



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- ❖ The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include.
 1. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 2. Possession or use of weapons, explosives, or destructive devices on campus
 3. Possession and Distribution of prohibited drugs, alcohol etc.
 4. Discriminating the students and faculty members by caste, community and religion.
 5. Any violations of the anti-ragging Policy and sexual harassment policy of the Institute against other students of the Institute.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation.

At the time of admission, each student must sign a statement accepting the policy on academic honesty and integrity and affidavit related to anti ragging.

1. He/she shall be regular and must complete his/her studies in the Institute.
2. b) In the event, a student is forced to discontinue studies for any valid reason; such a student may be relieved from the Institute on written direction of the Principal.
3. c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any

All students must prevent from indulging in any and all forms of misconduct including contribution in any activity which can affect the Institute's reputation significantly.

The various forms of misconduct include:

- Damaging or destroying the property of the Institute or property of other students and/or of faculty members intentionally
- Any troublesome activity in a class room or in an event organised by the Institute.
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff



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Participating in the following activities will be viewed seriously and suitable punishment will be offered anyone proved guilty.

1. Host meetings and processions without permission of the Institute
2. Contact with any groups or organization that are banned by the Government.
3. Procession of harmful chemicals and banned drugs
4. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
5. Using Tobacco products inside the Institute
6. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
7. Rash driving on the campus that may cause any inconvenience to others

Code of Conduct and Professional Ethics Committee

S.No	Designation	Role
1.	Principal	Chair person
2.	Academic Coordinator	Member
3.	Administrative officer	Member
4.	Heads of the departments	Members
5.	Wardens	Members
6.	Staff representatives	Members

Roles and Responsibilities of the Committee

1. The committee has been formed to identify and articulate the code of conduct and the policy on the ethical conduct for the major stakeholders of the college students, faculty, administrators and office staff.
2. The committee also should disseminate the appropriate code of conduct on the campus. The committee should review and incorporate the changes at specific intervals.
3. The committee shall take the initiative to plan and organize professional ethics programme for students, teachers, administrators and staff.



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CONSULTANCY / R&D / TEACHING ASSIGNMENTS

8.1 CONSULTANCY / R&D

8.1.1 The College encourages its teachers to take consultancy and R&D assignments within Institution, with other Institutions or Industries, appropriate to the teachers' competence.

8.1.2 The teacher shall undertake such assignments

- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the teacher himself / herself is approached by the outside agency for such support.

8.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Chairman / Secretary in writing.

8.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

8.1.5 The teacher shall also associate with other members of the faculty in working on the assignments.

8.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- In all other cases like consultancy assignments, it shall be 60:40 (40% to College).

8.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal / Chairman / Secretary.

8.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.



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8.2 TEACHING ASSIGNMENTS

- 8.2.1. The College permits its teachers to take up teaching assignment with other educational Institutions.
- 8.2.2. A teacher, who has been approached for giving guest lectures in other educational Institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 8.2.3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another Institution, whether for remuneration or on honorary basis.

8.3 RESEARCH BENEFITS

- 8.3.1 For full time / Part Time PhD programmes, the faculty members have to fulfill the requirements as per the Anna University, Chennai.
- 8.3.2 The faculty members pursuing PhD are facilitated with the following benefits.

- ❖ Members of staff pursuing PhD can avail 12 days On Duty per year for research work.
- ❖ Faculty members are financially supported by reimbursement of 50 % expenses (including registration fee, travel and boarding) for presenting papers in conferences / attending Seminars, Workshop, FDP, and SDP etc.
- ❖ Travel tickets, loading bills, registration fee receipts are required to claim the reimbursement.



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8.4 R & D CODE OF ETHICS

Nandha College of Technology (NCT) is keen to restoring and maintaining highest standards of honesty and liability in carrying out academic and research activities within the campus.

Objectives of Ethical Committee

- Ensure the highest scientific and ethical standards of research at NCT.
- Ensure the highest scientific and ethical standards of research at NCT
- Normative ethics- includes determining what is right and wrong
- Compliance- includes instituted policies and regulations at the university
- Rigor and reproducibility – only kind of science that can offer social value and justify risks to subjects and financial investment in research.
- Social Value- means that research addresses problems of importance to society, generating knowledge used to solve real-world problems through new technologies or procedures.

Misconduct in Academic Research

Fabrication and falsification of data, plagiarism, or dishonesty in proposing, conducting, or presenting scientific results are all examples of academic research misconduct. Academic misconduct also includes deliberate, dangerous, or negligent deviations from accepted research practice, such as flouting an agreed protocol if and when this failure provokes absurd risk or harm to people or the environment, and when it facilitates research misconduct by collusion in, or concealment of, such actions by others.

Misconduct includes (and is not limited to) the following acts:

Plagiarism:

Premeditated replication of a manuscript, data, results, images, figures, process and ideas from others work, and reproducing others results without proper consent from the original authors.

Piracy: The deliberate exploitation of ideas from others without proper acknowledgement



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Abuse of Intellectual Property Rights:

Failure to observe legal norms regarding copyright and the moral rights of authors.

Abuse of Research Resources:

Failure to observe the rules concerning copyright and IPR of author

Defamation:

Failure to observe relevant legal norms governing libel and slander.

Misinterpretation:

The deliberate attempt to represent falsely or unfairly the ideas or work of other research

Personation:

Depredation and submitting others research as one own

Fabrication and Fraud:

Data fabrication without doing proper experiments, falsification of experimental data and ideas without sufficient replication of experiments deliberate reporting of data with misleading interpretations

Sabotage:

Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or willfully disrupting the experiments of others; or endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.



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Professorial misconduct:

Professorial acts those are arbitrary, biased or exploitative.

Denying access to information or material:

To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress

Misconduct in formal examinations:

Averting others from using instruments, stealing others laboratory notebooks and damaging others laboratory notebooks

Violations of proper academic practice can be divided into two categories.

I. Minor Violations:

Minor violations might arise due to inexperience or a lack of understanding of academic integrity standards, and they are generally characterized by the lack of dishonest intent on the part of the perpetrator.

They can be the result of:

- a. Weak procedures and methods that may jeopardize the integrity of the research but are not done on purpose or recklessly;
- b. Weaknesses that pose no major risks to either subjects or policies that they may influence on the whole, these minor violations can be seen as failings that reflect only poor, rather than unacceptable practices, and thus primarily require additional training and development rather than any formal disciplinary.

2. Major Violations:

Major violations are academic integrity violations that are more serious in nature or influence a larger amount or aspect of the academic work than minor violations. The following are some key examples:



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- a. Deliberate, reckless, or excessively negligent behavior that would clearly poses a significant risk to the research's integrity in some form.
- b. Conduct that may endanger subjects, the general public, the environment, or the institution's research reputation and research in general.

Plagiarism:

Plagiarism represents unethical scientific behavior which is never acceptable. Proper acknowledgement of the work of other used in a research work must always be given. Further, it is the mandatory on part of each author to provide prompt corrections or errors in published work.

Degrees of Plagiarism:

1. Invalid source
2. Secondary source
3. Duplication
4. Paraphrasing
5. Repetitive research
6. Replication
7. Misleading attribution
8. Unethical collaboration
9. Verbatim plagiarism
10. Complete plagiarism

Plagiarism Checker Software:

Unkind Action/Penalty against defaulters; Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint. Depending on the type of acts and violation of code of ethics, suitable penalty or punishment against defaulters shall be recommended by the review committee.



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Procedures for Investigation of Research Misconduct

Investigation of proceedings

The Ethics Committee may carry out the following investigation proceedings

- A preliminary investigation to ascertain whether there is sufficient substance to the allegation as to warrant a more thorough investigation
- A formal inquiry which may include the consultation or involvement of external experts when needed.

Investigation

Where possible, the investigation will include examination of all relevant documentation; relevant research data; laboratory notebooks; computer files; other materials; proposals; publications; correspondence; and memoranda, insofar as this is Necessary for the investigation and compatible with the institute Data Protection Policy.

The Chair of the Ethics Committee may invite internal or external experts who are not involved in the disputed matter and who are not members of the Committee to attend meetings. Interviews shall be conducted with the complainant and the respondent. All individuals interviewed during the investigation will be asked to respect the confidential nature of the investigation.

Investigation report and recommendations

The Ethics Committee will produce a report stating: the procedures under which the formal investigation was conducted; how and, where appropriate, from whom information was obtained; the finding of the committee and the basis for these; a summary of the views of the respondent; and a description of any recommendations made by the committee.

Based on the investigation report and recommendations of the Ethics Committee, the Disciplinary Committee may decide on penalties (when considered appropriate)



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Penalties

Disciplinary actions recommended by the research committee may include but are not limited to:

1. Resubmission of an assignment or academic work
2. A failing grade for the examination or specific assigned exercise; or a failing grade for the course as a whole, depending on the importance of the work to the overall course grade
3. A letter of reprimand, issued by the chair of the Disciplinary Committee, which may or may not be recorded on the scholar's file
4. Suspension from the programme (for Students)
5. Suspension of grant/contract (For faculty)
6. Revocation of a degree or certificate (For Students)



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IN-HOUSE R&D / SEMINARS / WORKSHOPS

9.1 IN-HOUSE R&D

- 9.1.1 The College encourages its faculty members to undertake department-wise R&D Activities along with Students and other Faculty Members.
- 9.1.2 Faculty members can submit their proposals through the Head of the Department.

9.2 SEMINARS / WORKSHOPS

- 9.2.1 The College encourages its faculty to organize AICTE / ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- 9.2.2 The Management provides infrastructure facilities for funded programs.



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INCENTIVES – STUDENTS

10.1 STUDENT BENEFITS

- ❖ Nandha Scholarship Test has been conducted for the students to get their educational benefits for their duration of the course.
- ❖ A certain amount of fees will be deducted for a student who is taken care by single parent and the same for the alumni concerned.
- ❖ NCT supports student's education, on the basis of their academic or other achievements.

10.2 INCENTIVES AND REWARDS

The Management announces the following incentives and rewards for students:

- ❖ The BEST-OUTGOING STUDENT AWARD
- ❖ The BEST STUDENT AWARD (Department-wise)
- ❖ The BEST PROJECT AWARD.
- ❖ The BEST PERFORMANCE IN SPORTS
- ❖ The BEST PERFORMANCE IN CULTURAL ACTIVITIES
- ❖ Incentives for student project
- ❖ Free personality development, entrepreneurship, ethics and communication skills, computing skills and placement specific programs for students on regular basis.
- ❖ Subsidized add-on skill programs as per Industries requirements.



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ERODE – 638052 TAMILNADU

Email : principal@nandhatech.org Mobile : 73737 14703

11

E-MAIL AND IT USAGE POLICY:

Foreword

This policy document stipulates how Nandha College of Technology, will handle e-mail communication between its internal and external stakeholders. The policy puts in place a solid communication structure that will ensure proper e-mail communication system in place.

11.1 SHORT TITLE AND COMMENCEMENT

11.1.1 These may be called the effective e-mail usage policy of Nandha College of Technology. These policies supersede the policy, process and rules in existence, on the date these policy come in force.

11.1.2 These policy shall be applicable to all the employees of Nandha College of Technology

11.2 INTRODUCTION

The internet and electronic communication have revolutionized the way we run our system and it is very important to have institution policies that help employees to understand the usage of (and not use) these powerful tools. At their best, these tools make us efficient, productive and better informed.

An effective e-mail policy will encourage positive, productive communications while protecting our institution from legal liability, reputational damage and security breaches.

11.3 DEFINITION AND INTERPRETATION

In these policy unless the context otherwise requires

11.3.1 “Official Communications” means the communications from the institution (NCT) to employees that are important and that may trigger an obligation for the recipient to respond.

11.3.2 “Nandha Domain ID” means “nct.ac.in” e-mail account assigned by the admin department of NCT.



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11.3.3 “**Internal communication**” means the exchange of information and messages between employees or departments across all levels of Nandha College of Technology

11.3.4 “**External communication**” means the exchange of information and messages between Nandha College of Technology and organizations, groups, or individuals outside its formal structure.

11.4 PURPOSE

The purpose of this effective e-mail usage policy is to ensure the proper use of e-mail system and make our employee aware of what our institution has acceptable and unacceptable use of its e-mail system. This policy outlines the minimum requirements for use of e-mail within our NCT Network.

11.5 E-MAIL USAGE POLICY

11.5.1 Nandha College of Technology provides every eligible employee with the institution e-mail account in order to access Official Communications.

11.5.2 All employee who have an official NCT e-mail id have a responsibility to ensure that they make appropriate and proper use of the system and also all use of e-mail must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable of college norms and practices.

11.5.3 E-mail sent by the institution or its representatives to the institution, e-mail is an official form of communication to employees. It is the responsibility of employees to receive such communications and to respond to them as maybe necessary. Official e-mail Communications may be time-critical and employees are expected to review messages sent to their official e-mail account on a daily and consistent basis.

11.5.4 Employees with an official e-mail account are responsible for managing the account in a manner that maintains sufficient space for e-mail to be delivered.

11.5.5 All employees must use the digital signature as per the policy of e-mail communication. Digital signature template will be shared at the time of joining. Digital signature comprises of concerned employee name, photo, designation, department, phone number and website.



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Assistance for managing the NCT e-mail account can be requested from the Automation department.

11.5.6 NCT e-mail account should be used primarily for official purpose only and personal communications and non-related commercial uses are strictly prohibited.

Employee may not use private e-mail accounts, such as gmail.com, yahoo.co.in and hotmail.com etc. for official purpose.

11.5.7 Employees are prohibited from automatically forwarding official e-mail to a third party e-mail system.

11.5.8 In e-mail, employee should not present personal views as the institution's views, should not distribute copyrighted material and share confidential materials of Nandha College of Technology to the outside entity.

11.5.9 Any employee who fails to comply with the Policy and the guidelines may be subjected to disciplinary action. It is the responsibility of HODs and Unit heads to ensure that their staffs are made aware of the existence and content of the Policy and of the guidelines.

11.5.10 Nandha College of Technology reserves the right to access and review e-mail communications as per this policy.

11.6 NCT E-MAIL ETIQUETTE

NCT provides e-mail etiquette to their employee to enhance the effectiveness of communication.

11.6.1 **Professionalism**—e-mail should be professional and respectful in tone irrespective of formal or casual.

11.6.2 **Spelling/grammar**— Spell and grammar check should be enabled before sending e-mails.

11.6.3 **Proofread**— Before sending, employees should re-read their e-mails to correct errors check tone and avoid miscommunication.

11.6.4 **Address**—Add the e-mail recipient's address after composing the e-mail to avoid sending an unfinished / unedited message and also double check the recipients' address before sending.



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11.6.5 Signature – Employees must include prescribed information and format as part of their signature (Name, Designation, Department, Photo, website address and phone number only).

11.6.6 Reply all – To respect others time and inbox capacity, limit replies to those who need to know the information being conveyed.

11.6.7 Forward—It's probably best not to forward without permission or at least to review all content that will be forwarded to avoid sending sensitive information and also do not alter others text.

11.6.8 Turnaround / response – Employees are expected to respond to e-mails both internally and externally within a reasonable time frame.

11.7 E-MAIL SECURITY

E-mail is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment.

- ❖ Employees must follow certain rules to avoid perilous situation.
- ❖ Select strong passwords with at least eight characters and without using personal information
- ❖ Remember passwords instead of writing them down and keep them secret.
- ❖ Change the e-mail password every two months.
- ❖ Employees should always be vigilant to catch e-mails that carry malware or phishing attempts.
- ❖ Check e-mail and names of unknown senders to ensure they are legitimate.

11.8 POLICY COMPLIANCE

HR will verify compliance to this policy through various methods, including but not limited to e-mail access, server monitoring, e-mail tool reports, internal and external audits and peer feedback.



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11.9 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

Employees who don't adhere to the present policy will face disciplinary action up to and including termination.

Following are the few actions amounting to termination

- ❖ Using NCT official e-mail address to send confidential data without authorization.
- ❖ Sending offensive or inappropriate e-mails to colleagues or others.
- ❖ Using NCT official e-mail for an illegal activity.

11.10 EXCEPTION

Management has right to revise the policy at any point of time in meeting the need.



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11. 11IT INFRASTRUCTURE

Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities

- ❖ Our Campus had focused consistently deployed best-in-class IT infrastructure and Applications development for Academic and Research support.
- ❖ The campus has been enabled internet service with 500Mbps in administration to process.
- ❖ There are totally 260 desktop systems (i5 /8GB RAM/256 SSD Hard disk) available and maintained with almost zero downtime in the campus with constant up-gradation. And for every year lower end configurations and obsolete systems are periodically replaced.
- ❖ The Automation Centre maintains the Servers and Networks which provide Computing facility with Network connectivity, across the college and other buildings of the campus including hostels and quarters.
- ❖ The Automation Centre consisting of all the systems and staffs, will work under one-roof taking care of all the Network, Hardware, Software, Projector and UPS maintenance activities of the Institution.
- ❖ Our campuses are equipped with wired and wireless internet access which require to access internet from class rooms, library , labs and residential areas such as hostels.
- ❖ Highly secured internet firewall security (cyberroam 750-ING) and Sophos Antivirus protection for the entire systems, which is used inside the campus. This will stops sophisticated application-layer threats right at the network perimeter, ensuring Application Security with Class A connectivity and parallel lines to ensure 24*7 services.
- ❖ Email- ids for the students and staffs are generated by the IQAC.
- ❖ Secured internet service with login credentials are provided to everyone in the campus which logs usage pattern, time chart and bandwidth allotment. Proper policies are framed on time to time to control internet usage in the campus.
- ❖ Xeon servers (HP proliant ML 110G5 Intel Xeon processor X3430) and Rack servers of Dell Power Edge R740 – 56 Core Processor (28*2) are mainly used for internet connectivity for high speed and ubiquitous capacity internet access.



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- ❖ There is a Microsoft connection Agreement (MCA), which is used for internet connectivity, and which is renewed yearly.
- ❖ Entire campus is connected through fiber optic cable (FOC) spanning over a length of 2000 Meters. The LAN connectivity is made through CAT 5e and CAT 6 cable.
- ❖ Networking infrastructure is supported by end-to-end fibre optic cable backbone, Gigabit optic modules and enterprise class switches and routers.
- ❖ Security of the networks and systems are managed by firewall supported by the Cyberroam 750 ING for email protection, applications and cloud security, network security and data protection.
- ❖ Campus uses only licensed software for research, teaching-learning and administrative purpose without violating proprietary software.
- ❖ 50 Surveillance Cameras are fixed in and around the Campus for security and safety purposes and they are maintained by the system administrators.

Student - Computer ratio

Number of Students : Number of Computers = **2.6:1**

Year	2022-2023
Number of Students	906
Number of Computers	351

Bandwidth of internet connection in the Institution and the number of students on campus:
100MBPS



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12

E-Governance Policy

Scope

The scope of this policy extends to:

- ❖ Administration
- ❖ Student Admission
- ❖ Examination
- ❖ Library
- ❖ Accounts and Finance

Objectives

- ❖ To provide easy and quick access to information.
- ❖ To provide simpler and efficient system of governance within the institution.
- ❖ To promote transparency and accountability in all the functions of the college.
- ❖ To achieve and create a paperless environment in the college.
- ❖ To make campus Wi-Fi enabled.
- ❖ To make institution visible globally
- ❖ To achieve efficiency in all functioning

The College decides to make the following policies and procedure:

Website

The website acts as an information centre which exhibits the college activities, important notices, courses offered, etc. A Website Committee is constituted and headed by the principal and members from each programme. The Committee looks after the process of updating, maintaining and working of the website on a regular basis. The Committee also looks for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through website. All the important notifications are streaming live on the website as and when they are released.



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Student Admission

Clear and easy admission process is followed which is strengthened by ethical practices and regulations as stated by the university. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. After receiving approval from DOTE, student portal will be created through which the students can pay the tuition, mess, bus, hostel and exam fees.

Every year NCT organizes a scholarship test (NST) to sanction scholarship fee for the student in national wide and the link for the scholarship test posts before a month of the exam in the website. Students are required to submit a separate application form for taking admission to the college through the link given in the college website. Admission portal uses to manage the admission process like selection of courses, fee details and transport details through this portal only.

Accounts

The office continues to maintain its account on Tally Prime Gold Version 9.0.1. For ease of maintaining accounts, the latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software. All the analysis reports are also generated through software. Appropriate security measures are taken for maintaining confidentiality of the transactions.

Library

The College sustains its academic excellence through maintaining a well-stocked library. The College adds more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty members and students while subscribing to the e-resources. Faculty members suggest getting books of different authors for the courses to update the knowledge of the learners.

- ❖ The Library is installed with fully automated ILMS software to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.



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- ❖ The college provides access to add in library licensed e-journals from the departments and digital Library.
- ❖ The Database Maintenance module covers all operations of database creation and maintenance.
- ❖ To encourage original writing among students and faculty members, the Library is provided with the access to fully automated software to check plagiarism.
- ❖ The entry of the student and staff are counted and registered.

Administration

- ❖ The regular attendance of all the staff is monitored through the Bio-metric system.
- ❖ Administrative Office uses reformation software to maintain effective database.
- ❖ To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- ❖ Admin Staff is provided with adequate training with new technology.
- ❖ The activities of students inside the campus and college buses are monitored through CCTV.
- ❖ The feedback mechanism is attained through the software and the link is posted in the website for easy access.

Alumni

A separate alumni page is created on the website, in order to strengthen alumni relationship and it provides facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the Alumni meet is posted through portal also. An Alumni coordinator at the college level is the appointed to take care of entire activities.

ICT tools

Hardware and Software Infrastructure

- ❖ The College has adequate number of desktops for students and faculty members.
- ❖ The Computers and printers are made available in all departments, IQAC cell, Examcell, Library and administrative office.



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- ❖ Projectors and other multimedia devices are provided in all Classrooms, Auditorium, Seminar halls and Laboratories.
- ❖ The infrastructure is complemented by resograph machine, computer networking devices, scanners and interactive teaching board/smart board etc.
- ❖ The department laboratories are equipped with Necessary software packages.
- ❖ The college maintains adequate configuration servers to allow fast transmission of data to the various computers.
- ❖ Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly.



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Research Policy

Nandha College of Technology is committed to serve the society by conducting state of art research on par with the national and international standards. Our college creates an open platform to foster academic excellence and to pursue scholarly research activities. Researchers will abide by the research policy of the Institute in accordance with the two key principles namely, Quality and Ethics. They are also responsible for ensuring that the research practices are carried out in conformance with the Anna University research policy.

Academic Research

1. Norms for Doctor of Philosophy (Ph.D.)

1.1. Candidates should enroll and register at Nandha College of Technology on getting provisional registration letter from Anna University and renew their registration during second week of January / July every semester. For full time scholars, every day attendance is preferred.

1.2. Candidates should present his / her progress of research in the review meeting once in six months during third week of January / July and submit the Half Yearly Progress Review Report to the department in which they have registered. The schedule for the review meeting would be prepared and announced by the concerned department.

1.3. The faculty after the award of PhD shall get the guide ship within 3 years. A supervisor, at any point of time, can guide 8 scholars at the maximum (including joint supervisor-ship). However, the number of full-time scholars to the supervisors can be limited by the institution time to time based on the infrastructure availability. Prior approval / permission should be obtained when there arises a need to guide more than the stipulated number of scholars under special / extraordinary / circumstances.

1.4. The Supervisors shall endorse the candidates to publish their research work. The candidate shall publish their research paper in reputed (Anna University Annexure / Scopus/ SCI/SCI-E/ESCI, Indian Citation Index) indexed conferences / Workshops / Journals) after obtaining formal permission from the respective Supervisor. The form



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should enclose both the paper and the Unkind report of the paper. Only after checking for Plagiarism, the Research supervisor can sign the form and permit the candidate to submit the paper to the journal.

1.5. The research scholar shall submit a copy of Ph.D. thesis to the College Library on successful completion of the Viva-Voce.

2. Plagiarism Check

2.1. All research supervisors recognized by Anna University will have login ID for online access to Unkind Plagiarism detection software by Centre for Research, Anna University, Chennai.

2.2. Research Scholar should submit the copy of Unkind plagiarism check report to the concern supervisor for a paper before submitting to the journal / Conference.

2.3. The research scholar Synopsis/ Thesis should accompany Unkind plagiarism report while submitting same to Center for Research, Anna university.

3. The Act of Plagiarism

3.1. In the case of scholars who have committed the act of plagiarism in the Thesis / journal publication, his / her Thesis / degree shall be forfeited and his / her research registration shall be cancelled and also he / she shall be debarred to register for any other programme in the University.

3.2. For the abetment of above such action, the recognition of his / her Supervisor ship shall be withdrawn for a period of five years and he / she shall be debarred from guiding the scholars for any research programme in the University till such period.

3.3. If any scholar has committed an act of self plagiarism in the publications and ascertained by the Committee, such work shall not be allowed in his / her thesis and the scholar shall be fined up as per the affiliating university, while the Supervisor shall also face action.

The Synopsis / Thesis of such scholar shall be accepted only based on a new publication in a referred journal (as applicable).



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3.4. If plagiarism is detected in the Publications / Thesis of any other scholar under the same supervisor, the recognition of his / her Supervisor ship shall be withdrawn for a period of five years and he / she shall be debarred from guiding the scholars, besides other disciplinary action.

3.5. Providing generous seed funding to the Faculty members to publish their research findings in refereed Journal / Conference.

3.6 Providing international travel grant to faculty and students to enable them to participate and present papers in International Conferences or to attend the internship training in an emerging area.

.4. Sponsored / Collaborative Research Project

4.1. The faculty shall apply for funding support from the Govt / Industries, to do Sponsored / Collaborative research based on the call for proposals from the agencies.

4.2. A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Subject Expert and HOD for proposal assessment.

4.3. The PRC shall forward the proposals upon review to the Principal for approval towards the submission of proposals to the funding agencies

4.4. The Principal Investigator shall then submit the application along with supporting documents based on the approval to the Funding Agencies.

4.5. The PIs shall create a new Head of Account and prepare a Stock Register with proper entries of purchase of recurring and Non-Recurring items upon sanction of the project by the funding agency.

4.6. The PIs shall appoint a Project fellow (if applicable) by means of advertising and then selection shall be done by conducting the interview based on the budget approval of the funding agency. The interview panel should be constituted with one external expert member along with PI and HOD.



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4.7. The PIs shall attend the Progress Review Meeting (Once in six months) conducted by the Progress Review Committee that comprises of Principal, Head and expert members. The PIs shall submit the half yearly Progress Review Report to the Principal.

4.8. The PIs shall prepare Project Completion Report on completion of the project duration according to the guidelines of the funding agency.

4.9. The PIs shall prepare the Utilization Certificate (UC) duly signed by the Auditor.

4.10. The PIs shall submit the Project Completion Report, Utilization Certificate and Publications / patent list to the Sponsoring agency through the Principal.

Remuneration Policy for Consultancy, Testing and Sponsored Research projects

Faculty members who are doing Consultancy, Testing and Sponsored Research projects are entitled to get remuneration as per the following norms.

Consultancy and Testing Assignments

- ❖ The consultancy charges shall be shared as 20:80 for the College and the faculty members respectively.
- ❖ The testing charges are shared as 40:60 for the College and the faculty members respectively.
- ❖ The maximum remuneration is capped at Rs.1.00 lakh per project per faculty member.
- ❖ The faculty members who are going for consultancy and testing work outside during the College working days are entitled to apply for on duty leave.
- ❖ The faculty members who are going for testing work outside the College should get Necessary out pass from the department and College.



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Sponsored Projects

Clause 1

- ❖ Faculty members who do sponsored research are entitled to get remuneration as per the guidelines of sponsoring agency.
- ❖ The maximum remuneration is capped at Rs.1.00 lakh per project per faculty member.

Clause 2

- ❖ For consultancy projects sponsored by government agencies, the project Principal Investigator (PI) is entitled to get the actual expertise charges as approved in the financial budget.

Clause 3

- ❖ The faculty members are eligible for project remuneration only after getting the completion certificate / approval of the final Utilization Certificate from the sponsoring agency.



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Annexure I

Form of Appointment Letter

Lr. No. -----

Date: -----

Proceedings of the Chairman, Sri Nandha Educational Trust, Erode – 11.

Sub: Establishment - Faculty recruitment for NCT - Issue of orders - reg.

The Chairman, Sri Nandha Educational Trust is pleased to inform you that you have been selected for appoint as ----- in the Department of ----- Engineering of Nandha College of Technology.

You will be governed by the service rules and regulations of the College.

You will be in probation for a period of one year from the date of joining.

You are requested to give your acceptance of the appointment in the duplicate copy of this order.

You shall report to the Principal of the College and join duty on ----- Your service in the college shall take effect from the date of your joining.

CHAIRMAN

To

Mr.

.....

.....



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Annexure II

Letter of Confirmation

NCT / Select. Order/ 2022-23

Date: -----

SELECTION ORDER

Mr. has been provisionally selected for the post of ----- in the Department of ----- Engineering. She/he is expected to join duty first week of ----- . She/he will be paid salary as per AICTE Norms.

PRINCIPAL

To

Mr.



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Annexure III

Personal Data Form

NANDHA COLLEGE OF TECHNOLOGY, ERODE - 52.

Date:

Interview for the Post of
(Please ✓ Appropriate Box)

Assistant	Associate	Professor	Others

Department :

Name (in Block Letters) :

Father's Name: :

Mother's Name: :

Address :

Age & Date of Birth :

Marital Status :

Children :

Community & Caste :

Educational Qualifications (Starting from S.S.L.C):

Course Name	Institution & University	Year of Pass	% of Marks	Class	Verified with
					Original / Xerox
					Original / Xerox
					Original / Xerox
					Original / Xerox
					Original / Xerox
					Original / Xerox

Experience in Years:

Engineering College		Poly	Arts	Industry	Other	Total
Affiliated	Autonomous					



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Experience Certificate (verified with Original / Xerox) :
Last Pay Drawn : `
Expected Minimum Salary : `

FOR OFFICE USE

Certificate Verified By : Sign:

Interview Mark :

Selected / Not Selected :

Salary Fixed : Scale: `

Basic: `

DA% :

Total : `

PRINCIPAL

CHAIRMAN



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Annexure IV

NANDHA COLLEGE OF TECHNOLOGY, ERODE - 52						
DEPARTMENT APPRAISAL						
KRA	S.No.	Item	Target	Max.Marks	Marks Secured	Verification
Academics (250)	1	Current semester results	Includes both ODD and EVEN semester	100		
	2	% of All clear students	Includes both ODD and EVEN semester	50		
	3	Parents Visit	75% of the parents must visit to the department / Year	15		
	4	IPT	1/stud/yr for second year and third year students	15		
	5	Alumni visits	Minimum 5 interaction /year Common Alumni meet - 10% of the Alumni in each dept should come for the meet	20 20		
	6	Newsletter	1/year	30		
Research (200)	7	Funding proposals (workshops/seminars/Symposia)	Submission	1 / faculty / year	10	
			Receipt	10% of the submitted proposals	20	
	8	Research Projects	Submission	10% of the department faculty strength / Year	10	
			Receipt	50% of the submitted proposals	20	
	9	Skill upgradation (Inside) - Other than the Own department	1 / faculty / sem	5		
	10	Skill upgradation (Outside)	1 / faculty / sem	10		
	11	MOU	Signing	2 Active MOUs/year	5	
			Activities	2/MoU/Year	10	
	12	Paper presentation - Staff - Conferences and Journals only. Faculty name with along with PG & UG will be considered.	1/faculty / Year (S.No 12 and 13 will not be the same paper if faculty shown his/her paper which is presented along with PG student)	5		
	13	Paper presentation - PG students	1/student/year	5		
	14	Patents / product / Copyright by student (1/dept/ year)	Applied	10		
			Receipt	20		
	15	Patents / Copy right by Faculty (1/dept/ year)	Applied	10		
			Receipt	20		
	16	Research Centre	Eligible depts. should become Approved research center (5 marks)	10		
			Faculty with Ph.D. must obtain AU, Chennai Supervisor recognition (5)			
			Publications of 2 papers in Annexure I journal (5)			
	17	Consultancy	Rs.50,000 / year	10		
	18	On-Line Certification courses	50% of the faculty / dept / year	10		
	19	Faculty trained by Industry & Linked to	20% of the faculty / dept / year	10		
	20	UG students - Participation and Winning other than Paper presentation and Project	50% of the students should participate in any of the competition held outside Nandha	10		
			25% of the students should win in any of the competition held outside Nandha	20		



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Co-Curricular (125)	21	UG students - Participation and Winning in Paper Presentation and Project Expo	25% of the students should present a paper held outside Nandha	20		
			10% of the students should win in paper presentation held outside Nandha	40		
	22	Student Funding Project Proposal	Submission	Total students / 8 (Except 2 yr students)	10	
			Receipt	10% of the submitted proposals	25	
KRA	S.No.	Item	Target		Max.Marks	Marks Secured
Extra - Curricular (25)	23	Sports	Participation	10% of the students in the department in other colleges- OD letter	5	
			Winning	Minimum 5 winnings in other colleges	10	
	24	Other Events (Cultural, General competitions and etc)	Participation	25% of the students in the department in other colleges- OD letter enough	5	
			Winning	Minimum 5 winnings in other colleges	5	

Awards & Achievements (150)	27	Award - Department	Application Submission	1/ Dept / Year	5		
			Receipt	1/ Dept / Year	20		
	28	Award - Student	Application Submission	5% of the Student strength / Year	5		
			Receipt	10% of the Award Applied	25		
	29	No. of students clearing competitive exams	10/Final Year class /year			10	
30	Faculty Appraisal	All faculties secured more than the weighted Average			10		
Dept. Activities (150)	31	Club	Professional society – 1	2 Activity /year / club	5		
			Social club – 1		5		
			Dept. specific club – 1		5		
	32	News in Professional magazine	5/year			10	
	33	Department Activity	List of activities and weightage for each activity is attached			100	
	34	Discipline	5 Marks reduced for each recorded In-Disciplinary activity of the department student			25	
Placement (20)	35	Training & Placement	Atleast 15% of the eligible and willing students should be placed by department faculty. (Min salary should be Rs.10,000)			20	
	36	CVAC	Internal	1/sem/class(Minimum 4 days duration)	10		
	37	Mini projects	Must for All 2 nd yr and 3 rd year students			10	
	38	Project Sponsored by the Industry	1/Final Year class /year			10	

Innovation s (80)	39	IV(In CII Member Company)	1/sem/class	10	
	40	Innovative projects submitted in Iclub	2 projects/ class / Year	10	
	41	Project to Product Conversion	1 Product / Class / Year	10	
	42	No. of projects displayed in Innovation day	75% of the mini project count. If necessary final year projects may be displayed	5	
		Visible Projects	1/ Dept.(Single Intake)	5	
	43	Innovative Idea	Should be followed throughout the Academic Year	10	
Total				1000	



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Annexure V

APPRAISAL AND 360° FEEDBACK FORM

(As per AICTE recommendations effective from assessment year 2019-2020)

SECTION A

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 20) Note:10 Credit point for each semester

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points							

B. Students feedback (Max Point 20) Note:10 Credit point for each sem. & min. 70% students data

S. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points						



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C. Departmental Activities (Max credit 20) Note: 10 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No

E. ACR maintained at institute level (Max Credit 20) Result (Max 10 Credit Point)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0

Result Summary

S. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
Average Weightage out of 10 Points						

Research (Max 10 Credit Point)

Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)

Category	SCI	SCI-Extended	Scopus	Scopus Indexed / WOS	Other
Marks(per unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
Average Weightage out of 10 Points					



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F. Contribution to Society(MaxCredit10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process(Max Points 20)			
B. Students' feedback(Max Points 20)			
C. Departmental Activities(Max Points 20)			
D. Institute Activities(Max Points 10)			
E. ACR (Max Points 20)			
F. Contribution to Society(Max Points 10)			
Total (MaxPoints100)			
Total on10Pointscale			

Date:.....

Signature of Faculty Member

SECTIONB

Observations, Recommendation and Suggestions of Head of Department

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10PointScale	

Observations: (In respect of the weightage of activities claimed):

.....



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Recommendations / Remedial Measures suggested:

.....

.....

Date:.....

SEAL

Signature of Head of Department

SECTIONC

Recommendations / Approval of Principal

.....

.....

Date:.....

Principal

Calculation of Credit Points

(As per AICTE recommendations effective from assessment year 2019-2020)

The 360 Degree Score shall be determined on the basis of following parameters.

Teaching Process (Maximum Point 20),

- a. Students Feedback (Maximum Point 20)
- b. Departmental Activities (Maximum Point 20)
- c. Institute Activity (Maximum Point 10)
- d. ACR (Maximum Point 20)
- e. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching-Process (Maximum Points 20)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

b. Students' Feedback (Maximum Points 20)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such scores shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA-AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer Etc. The candidate will earn 5points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 20)

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during academic / assessment year.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order / official communication from Head of Institute. The grand total of points for shall be converted to a 10 points scale.

Annexure VI

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- ❖ Shall live and lead by example in every sphere of conduct particularly to inculcate culture in students
 - ✓ to respect parents, teachers, elders
 - ✓ to express the love of brotherhood to fellow students
 - ✓ to accept and extend due respect to every religion and social grouping
 - ✓ to love the Nation and commit their endeavors to progress
- ❖ Shall have a sense of belonging to the Institution
- ❖ Shall assume total dedication to the teaching profession
- ❖ Shall always have an urge to excel in professional expertise
- ❖ Shall wear a respectable attire, befitting the society's expectations
- ❖ Shall keep up immaculate personal hygiene at all times
- ❖ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- ❖ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- ❖ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- ❖ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- ❖ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- ❖ Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- ❖ Shall confer with parents on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help

- ❖ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society
- ❖ Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- ❖ Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities