CARE COLLEGE OF ENGINEERING

CARE GROUP OF INSTITUTIONS

CARE

No. 27, THAYANUR,
TRICHY-620009.

www.care.ac.in

CARE POLICY DOCUMENTS

CARE COLLEGE OF ENGINEERING

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

27, Thayanur, Trichy – 620009

CARE POLICY DOCUMENTS

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RECURUITMENT POLICY

RECRUITMENT POLICY

Vacancies Caused due to additional requirements or due to severance of workers will be filled by recruitment as follows:

TEACHER

- Teachers of the College means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the College or in any College or Institution maintained by the College and are designated as teachers by the Ordinances.
- A teacher of the College shall be a whole-time salaried employee of the College and shall devote his / her whole-time to the College and does not include honorary, visiting, part-time and ad-hoc teachers.

FACULTY NORMS - PRESCRIBED BY AICTE

BE./B.Tech. Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

ENGINEERING

- **Assistant Professor**

  Qualification

  BE/B.Tech & ME/M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech

- **Associate Professor**

Qualification

Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.

Experience

Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experiences desirable. In Case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

- **Professor**

Qualification

Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.

Experience

Minimum of 10 years teaching/research /industrial experience of which at least 5 years should be at the level of Associate professor or Minimum of 13 years experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books/research paper publications /IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

SOURCING

- Voluntary Applications:

  Voluntary application received from various candidates and kept in separate file will be reviewed to fill the vacancies.

- Advertisement:

  Depending upon the nature of vacancies and number of person's applications will be procured through realizing advertisements in newspapers & Job Portals, if needed.

- Through Known Source:

  Applications will also be sought through referrals.

SCREENING AND INTERVIEWING

- General:

  Voluntary application will be scrutinized and scrutinized candidates will be called for interview.

  The College will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and

experience higher than the minimum prescribed or by any other condition that it may deem fit.

- Recruitment:

  Only persons who have completed their 18th year of age will be considered for employment. During Recruitment of employees the Institute do not encourage or support favoritism Based on Race, Caste, Creed, Disability, Gender, Sexual Orientation, Political Affiliation, Age Etc. while selected the employees past experience, background will be considered.

- Interview/Selection committee:

  a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

     i. The CEO of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
     ii. The Principal of the College.
     iii. The Dean of Research and Development
     iv. Head of the Department of the concerned subject in the College.
     v. Two External Expert from affiliating College of whom one should be a subject expert.

  b) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:

     i. The CEO of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
     ii. The Principal of the College.
     iii. The Dean of Research and Development.
     iv. Head of the Department of the concerned subject in the College.
     v. Two College representatives nominated by the Governing Body, one of whom will be the Dean of College Development Council or equivalent position in the College, and the other must be expert in the concerned subject.

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SELECTION

- The eligible candidates will be selected for appropriate place as per UGC regulations on minimum qualifications for appointment of teachers and other academic staff in college and colleges and measures for the maintenance of standards in higher education 2010.
- In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- Number of posts advertised may be treated as tentative. The College shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

AFTER SELECTION

Verification of age

i. The selected candidates are requested to give any one of the following for their age proof,
    1. Aadhaar Card
    2. Birth Certificate
    3. Transfer Certificate / Educational Certificate

STATUTORY COMPLIANCE:

- The HR will enter his name in the register and allot an employee code Number.
- Collect Three passport size photographs from the individual to affix the same in the bio data.
- Collect photo copy of the age proof certificate.
- Appointment order in official language should define the conditions of the appointment clearly and obtain acceptance.
- Nomination forms are filled and signed by the employee.
- The Institution procedure & policies which are displayed is explained by the HR department and acknowledgment is obtained in the induction training report.
- The induction training will be given for all the employees within 10 days from the date of appointment.

- Photo is taken and a permanent identity card is issued within 15 days from the date of appointment.
- A personnel file is made and maintained within fifteen days and copies of all documents are filed.

RESIGNATION / TERMINATION /DISCHARGE

- An Employee who desires to leave the services shall give Three-month notice or one month's wages in lieu of the notice of the management.
- Subject to provision of the law applicable to the establishment the employment of any employee may be terminated for any reasonable cause by giving one month's notice or one month's pay in lieu of such notice.
- The reason for the termination of service shall be recorded in writing and shall be communicated to the employee at the time of termination. Resignation of the Employee shall not come to effect, unless it is accepted by the management and such – acceptance will be communicated to the employee.

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LEAVE POLICY

1. Introduction

As a part of CARE's Organization Goal, the leave policy is drafted to ensure that all employees are granted reasonable leave for their self-Improvements, Personal needs and that they take adequate rest away from work whilst maintaining the needs of the organization. The purpose of this policy is to provide employees with information on the application and Organization of all leaves and holiday entitlements.

2. Scope

The principles set out in this policy document apply to all employees of CARE. The contents may be subject to revision from time to time.

3. General Procedure on Availing Leave

- Get Prescribed **"Leave/OD Slip"** from Front Office (Leave, On-Duty & Compensatory off combined in one slip) including alternative arrangement details.
- Submit duly filled format with alternative arrangement details to Competent/Reporting Authority for Approval.
- Approved leave slip to be handed over to HR Department before availing any Leave or On Duty.

4. General

1. The Organization reserves the right to approve/disapprove the leave to any individual and to make changes in the policy. Any leave cannot be claimed as a matter of right.
2. **Employees are responsible to know and abide by the policy amendments.**
3. CARE follows the policy of **"Earn and Avail".**
4. Leave approvals are based on **Eligibility, Merit and Reason.**
5. Leave terms follow the academic calendar i.e., June to July.
6. Academic year: From **August to Next Year July.**
7. New academic year attendance/leave calculations will start from **August.**
8. CARE closes the attendance / leave calculations **End of every month.**
9. All intervening declared holidays and Weekly holidays will be included for corresponding leave.
10. If an employee's joining date is in the middle of the year, eligibility for leave is on

prorated basis.

11. Before availing Leave and On-Duty, Teaching and Non-Teaching Employees must **Arrange Alternative Staff** with approval of HOD or Reporting In-charge.
12. Leave / On-Duty can be availed only on approval from Reporting authority.
13. Director's / Principal's approval is required, when an employee avails;
    a) More than 3 Days of leave
    b) During the absence of Reporting in Charge
    c) On-Duty assignments
14. The employee is required to submit the approved **"Leave/OD Slip"** to the HR Dept before availing leave.
15. All the Leave/ OD slips should be handed over to the HR Department by employees themselves.
16. In case of absence due to illness or any unplanned situations, direct information to be passed to HOD/ Reporting in Charge and Leave Slip to be submitted on the day of resumption of duty.
17. Forenoon Session: 9.00 am to 1.00 pm and Afternoon Session: 1.00 pm to 5.00 pm (Except Admin staff).
18. Availing of leaves in advance is not permitted.
19. Unapproved leaves availed by an employee will result in **Loss of Pay (LOP).**
20. Unplanned absence from the college should not exceed **2 days continuously. Else will result in LOP and further proceedings.**
21. **Hourly Permission is not allowed** and Employees need to use their Half-a-day CL, EL or LOP.
22. **No Special leaves for Employee Marriage,** VL/EL/CL could be used**.** As an Exception a staff can avail more than 2 continuous days of CL/EL, if earned in previous months. This exception cannot be clubbed with VL.
23. **Special On-Duty is permitted for other official works with prior and proper approvals from Reporting inCharge / HOD and Director.**
24. **No Exception in Leave Policy is permitted.**

5. Leave Types

I. Casual Leave (CL): (Teaching, Non–Teaching Employees and Workers)

a) New employees are eligible to avail CL after one month of service at CARE.

b) Employees are eligible for **12 days** of CL in an academic year (August to July).

c) **One** Day CL is accrued every month.

d) Maximum 2 Continuous days (CL) can be availed in a month if accrued in the previous months

e) Half-a-day CL is permitted.

f) Unapproved CL will be considered only as **Loss of Pay (LOP).**

g) Two Late coming in a month will be considered as Half-a-day CL/EL/LOP.

h) Exceeding the accrued 12 days of casual leave results in LOP.

i) LOP results in Break of Service leading to delay in increments/ promotion, eligibility for **vacation** etc.

j) Employees are not eligible for any other Types of leave (EL/VL/MTL/PTL/ML) with in the period of CL.

k) CL cannot be prefixed and suffixed with other types of leave and weekly holidays.

l) Public holidays and weekly holidays falling with in the period of CL will be part of leave.

m) Maximum of 3 unavailed CL days can be carried over to the next academic year.

n) Encashment of CL is not allowed.

II. Vacation Leave (VL) (Teaching Employees)

a) Employees are eligible for VL as per the following slots during the Academic year.

Summer

≥6Months	3Days
≥ 1Year	8 Days
≥ 2Years	9 Days
≥ 3Years	12 Days

Winter

≥1year	6 days

b) New employees are eligible for VL only after completing **6 Months of service.**

c) Years should have been completed on the first date of commencement of vacation Period. d) At any time of vacation 50 % of faculty should be present in the Department.

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d) VL can be taken in **Maximum 2 Slots** with minimum of 1 working day in between the slots.

e) Employees who have taken **more than 3 LOP in a particular semester** are not eligible for VL.

f) Employees are not eligible for any other Types of leave (CL/MTL/PTL/ML) within the period of VL.

g) VL cannot be prefixed and suffixed with other leaves.

h) If VL is Prefixed or Suffixed with a weekend, they will be included in count of days for VL.

i) Public holidays and weekly holidays falling with in the period of VL will be counted as a part of VL.

j) Carryover of VL to the next Academic year is not allowed.

III. Earned leave (EL): (Non-Teaching Employees)

a) New employees are eligible to accrue EL only after completing **1 Year of service.**

b) Employees are eligible for **8 days** of EL in an academic year (August – July).

c) **One day EL** is accrued every month (Maximum of 8 Days per academic Year).

d) Employees are not eligible for any other Types of leave (CL/MTL/PTL/ML) with in the period of EL.

e) EL cannot be prefixed and suffixed with other leaves and weekly holidays.

f) Public holidays and weekly holidays falling with in the period of EL will be part of leave.

g) Balance EL of Previous year en-cashed in starting of next academic year (typically along with August salary).

h) Carryover of EL to the next academic year is not allowed.

IV. Maternity Leave (MTL): (Teaching and Non- Teaching Employees)

a) Female Employees are eligible for Maternity Leave after completing **3Years of Continuous service at CARE.**

b) Female Employees are eligible for **90 Continuous days** of MTL.

c) Can avail only one time during an employee's entire period of service in the organization. d) After 90 days of MTL, employee must report to

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duty.

d) Any extension of MTL required need further written approval before 90 days completion.

e) Not reporting or Informing after MTL will be considered as **Discontinuation of service.**

f) Employees are not eligible for any other Types of leave (CL/EL/VL/ML) with in the period of MTL.

g) Employees those who availed MTL are not eligible for VL in immediate summer& winter.

h) MTL cannot be prefixed and suffixed with other leaves and weekly holidays.

i) Public holidays and weekly holidays falling with in the period of MTL will be part of Maternity leave.

j) Encashment of MTL is not allowed.

V. Paternity Leave (PTL): (Teaching and Non-Teaching Employees)

a) Male Employees are eligible after completing **3 Years of Continuous service.**

b) Male Employees are eligible for **3 Continuous days** of PTL.

c) Can avail only one time during an employee's entire period of service in the organization.

d) Employees are not eligible for any other Types of leave (CL/EL/VL/ML) with in the period of PTL

e) PTL cannot be prefixed and suffixed with other leaves and weekly holidays.

f) Public holidays and weekly holidays falling with in the period of PTL will be part of leave.

g) Encashment of PTL is not allowed.

h) PTL has to be availed within one month of delivery.

VI. Medical Leave (ML): (Teaching and Non-Teaching Employees)

a) Employees are eligible after completing **2 years of Continuous service.**

b) Employees are eligible for **10 days** of ML.

c) Minimum Permitted ML is **3 days** duration.

d) Medical certificates is to be submitted immediately on the day of resumption of

duty.

e) Employees are not eligible for any other Types of leave (CL/EL/VL/MTL/PTL) with in the period of ML.

f) ML cannot be prefixed and suffixed with other leaves and weekly holidays.

g) Public holidays and weekly holidays falling with in the period of ML will be part of leave.

h) Encashment and carryover of ML to the next academic year is not allowed.

VII. Compensatory Off (COFF): (Teaching, Non-Teaching Employees and Workers)

a) Employee can avail for the extra day they have worked on holidays and after working Hours.

b) Only on approval from competent authority (Head of the department/Division, Director) employee is **permitted to work** after office hours / holidays.

c) Every Cumulative **4 hours** of Approved extra working hours is entitled for **Half a Day COFF.**

d) COFF should be availed within **5 Days** of Extra work.

On-Duty (OD)

I. Personal On-Duty (POD):

a) Teaching and Technical staff are eligible for 6 Days of POD in a Year.

b) Meant for Higher Studies, Faculty development programmes, Skill development programmes (SDP), Seminars, Conferences, Special Training, Workshops any other event relevant to personal development on Knowledge or skill.

c) Report /Documents justifying OD to be produced within **3 Days of Return.**

II. University On-Duty (UOD):

a) Teaching Employees are eligible for UOD.

b) Appointment Order should be enclosed with "OD Request Slip".

c) Meant for any university exam related work, External Invigilation, Anna University Representative, Squad Member, External Examiner to Labs, Paper Valuation related works.

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Particulars	Duty	Eligible days
≤ **3 Years** of Experience in Engineering College	Invigilation Duty(ID)	5 Days/Semester
3 to 5 Years of Experience in Engineering College	Laboratory Examiner(LE)	5 Days/Semester
	Paper Valuation(PE)	5 Days/Semester
5 to 10 Years of Experience in Engineering College	Anna University Representative(AUR)	6 Days/Semester
	Laboratory Examiner(LE)	5 Days/Semester
	Paper Valuation(PE)	7 Days/Semester
	Squad Member(SM)	3 Days/Semester

III. General Procedure on Availing OD

a) Approval from HOD / Reporting In-charge, Dean / Director is required in advance along with proof.

b) Before availing OD, submit the approved OD Slip to HR Department.

c) OD attendance proof to be submitted immediately on the day of resumption of duty.
d) Half-a-day OD is permitted.

d) Encashment and carryover of OD to the next semester is not allowed.

Vacation Leave (VL) (Teaching Employees)

a) Employees are eligible for VL as per the following slots during the Academic year.

Summer

≥6Months	6 Days
≥ 1Year	8 Days
≥ 2Years	12 Days
≥ 3Years	16 Days

Winter

> 6 Months	6 Days
≥ 1Year	8 Days

b) New employees are eligible for VL only after completing **6 Months of service.**

c) Years should have been completed on the first date of commencement of vacation Period.

d) At any time of vacation 50 % of faculty should be present in the Department.

e) VL can be taken in **Maximum 2 Slots** with minimum of 1 working day in between the slots.

f) Employees who have taken **more than 3 LOP in a particular semester** are not eligible for VL.

g) Employees are not eligible for any other Types of leave (CL/MTL/PTL/ML) within the period of VL.

h) VL cannot be prefixed and suffixed with other leaves.

i) If VL is Prefixed or Suffixed with a weekend, they will be included in count of days for VL.

j) Public holidays and weekly holidays falling with in the period of VL will be counted as a part of VL.

k) Carryover of VL to the next Academic year is not allowed.

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TUITION FEE CONCESSION POLICY

Tuition Fee Concession Policy

1. Introduction:

C.A.R.E always takes keen interest in the welfare of its Employees. The purpose of this policy is to provide **Tuition Fee Concession** for CARE Employee's children Education.

2. Scope:

The principles set out in this policy document apply to all employees of C.A.R.E. Group of Institutions (Including CARE School and College). The contents may be subject to revision from time to time.

3. Eligibility:

Category – I: For Teaching and Non – Teaching Employees (Technical and Administration)

Tuition Fee Concession Percentage	
Services in CARE	**Concession in Fees**
0 to < 1 Year	15 %
≥ 1 Year to < 2 Years	25 %
≥ 2 Years to < 3 Years	35 %
≥ 3 Years to < 4 Years	42 %
≥ 4 Years and Above	50 %

Category – II: For all Workers

Currently employed workers are Eligible for,

Tuition Fee Concession Percentage	
Services in CARE	**Concession in Fees**
0 to < 4 Year	20 %
≥ 4 Year and Above	40 %

4. General:

1. **The Organisation reserves the right to make changes in the policy.**
2. **"Employees are responsible to know and abide by the policy amendments"**
3. The principles set out in this policy document apply to all Permanent employees of CARE
4. Temporary and Part- Time Employees are not eligible
5. Tuition Fee Concession approvals are based on **Eligibility**
6. This policy is applicable only for 2 Children
    a. First Child of CARE Employee is Eligible for **100 % of Policy**
    b. Second Child of CARE Employee is Eligible for **50 % of Policy**
7. If both the parents are employed in CARE, Any one employee's eligibility is accountable for his / her Child's Fee Concession
8. The employee must submit the filled **"Application for Fee Concession"** to HR Department
9. Employee in Notice Period is not eligible
10. **No Exception in the Policy is Permitted**

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Note : "Application for Fee Concession" form is available in HR Department

Application for Fee Concession

Employee Details	
Employment in	School / College
Name of the Employee	
Designation	
Department	
Date of Joining	
Child Admission Details	
Admission in	School / College
Child Name	
Class / Course	
Year of Admission	
Role Number	
Details of Child Already benefited in this policy (if Any)	
Admission in	School / College
Child Name	
Class / Course	
Year of Admission	
Role Number	
Employee Signature with Date	
HR Department (Office Use Only)	
Concession Percentage Eligible in Tuition Fee	
Remarks	

HR Department **Accounts Department**

CEO

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STAFF WELFARE POLICY

STAFF WELFARE POLICY ON MARRAGE BENEFITS, FUNERAL ASSISTANCE & GROUP INSURENCE

Policy No	**HR/APR/2017/002**	**Effective Date**	**April 01, 2017**
Prepared by	**Human Resources**	**Approval By**	**Chief Executive Officer**

Objective

To ensure the employees well being and equally treated in the organization and to assist them with benefits over and above the statutory mandates.

Process

The benefits and assistance are defined into three categories.

- Benefits on Marriage Occasions.
- Funeral
- Group Insurance

Benefits on Marriage occasions:

The working staffs of Care Group of Institution are eligible for the benefit provided by the Organization on the marriage of self and dependents which include Son/Daughter as per the table below.

S. no	Services in Care	Employee Category	Amount
1	>1 year to <2 years	All Employees	INR. 3500/-
2	>2 years to <3 Years	All Employees	INR. 5000/-
3	>3 years to <4 Years	All Employees	INR. 7500/-
4	>4 Years	All Employees	INR.10000/-

Note-Staffs serve in Notice period are not eligible for the above said Benefits.

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Funeral Assistance

Eligibility:

Self & dependents include Mother, Father, Legally wedded wife, Son, Unmarried Daughter, Unmarried Sister, and brother below the age of 18.

S.no	Services in Care	Employee Category	Amount
1	>1 year to <2 years	All Employees	INR. 3500/-
2	>2 years to <3 Years	All Employees	INR. 5000/-
3	>3 years to <4 Years	All Employees	INR. 7500/-
4	> 4 Years	All Employees	INR.10000/-

Assistance:

Staffs are eligible to avail 3 days leave with pay.

Note-Staffs serve in Notice period are not eligible for the above said assistance.



Group Insurance Policy.

Eligibility:

Students, one earning parent (as per school records), teaching & non-teaching staffs of the educational Institution are covered under the Group insurance Policy.

Assistance provided by the organization:

		Sum of rupees in INR			
Sl.No	**Category/Designation**	**AD only**	**DM only**	**PTD only**	**Fixed AME**
1	CARE -Students	1,00,000	1,00,000	1,00,000	50,000
2	CARE -Student -One earning Parent	1,00,000	Not eligible	1,00,000	Not Eligible
3	CARE - Staff	1,00,000	1,00,000	1,00,000	50,000

AD- Accidental Death, DM- Dismemberment,

PTD – Permanent Partial Disability, AME – Accident Medical Expenses

Staffs serve in Notice period are not eligible for this policy.

DIRECTOR

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RESEARCH & DEVELOPMENT POLICY

Date:28.8.2023

Revised Policy for Research Publications (Journal / Conference / Books/ Book Chapters) and Incentives

1. OBJECTIVE

The primary objective of the research policy is to motivate faculty members of CARE College of Engineering to undertake quality research, consultancy, journal publications and other research related activities.

2. SCOPE

To motivate faculty members to concentrate on research related activities, the scope of the policy covers following aspects:

- To publish research articles in reputed referred international and national journals with impact factor. (SCI Indexed, Scopus or UGC Care)
- To pursue efforts to write books / book Chapters/ monographs for publication by International and National publishers of repute.
- To evince interest in collaborative research projects with their counterparts in reputed industries/ Research Centres/ professional bodies.
- To submit proposals and secure funded research projects from various funding agencies (like DST, AICTE, MSME, EDI, DSIR, UGC, ISRO, DRDO, etc.) in India.
- To undertake consultancy projects sponsored by Government & Private Industries and other organizations.

3. Research Publications

The faculty members are expected to publish research works in the following categories as given below

Publications Target / Year

Faculty Type	Journal Paper	Reputed International Conference	Grant Proposal	Book/ Book Chapter/ Monograph
Doctorates	2	1	1	1
Research Scholars	1	1		1
Other Faculty	1	1		1

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• Faculty members can consult as well as co-author research papers with other faculty from CARE Family or outside from other Universities/Institutions to improve collaboration and lend credibility to research.

• If a research paper is published based on his/her work in hard copy or in electronic form in a reputed /referred international journal as recommended by the Research Committee of the Institute, incentive will be paid to the faculty member as indicated below:

Incentives for Publications

Description	Incentive with CARE Citations	Incentive without CARE Citations
SCI/SCIE Journals	Rs.10,000/-	Rs.7,500/-
Scopus Journals	Rs.5,000/-	Rs.3,500/-
UGC CARE Journals	Rs.2,000	Rs.1,000
Conference Pub	50% of Registration Fee or TA, DA not exceeding Rs.3500/-	25% of Registration Fee or TA, DA not exceeding Rs.3500/-
Book/ Book Chapter/Monograph	Rs.2000/-	Rs.1000/-
Patent	Rs.2000/-	Rs.2000/-

OTHER CONDITIONS / GUIDELINES FOR RESEARCH PAPERS

- When a research publication has multiple authors, the cash incentive and credit shall be granted to only one author.
- It is the responsibility of the faculty member to produce evidence of having published paper in the referred journal. He/She has to produce a printed copy of the SCOPUS or other evidence to the research committee of the Institute.
- The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights.
- The faculty member is expected to submit duly filled in application as per the prescribed format attaching copies of evidence duly countersigned by the HOD and submit to Research Committee.

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Policy for attending Faculty Development Programs (FDPs), Workshops, VAC and Staff Development Programs (SDPs):

*POD : Personal On Duty

	Target / Year	Incentive		
Participation in FDP/Workshop/STTP /VAC/ …. in Reputed Institutions	72 Hours	50% of Registration Fee or TA,DA, whichever is lower not exceeding Rs.3,500/-	6 Days POD	3 Days Additional POD for faculty doing PhD used for course work or research work only

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CARE

COLLEGE OF ENGINEERING

[An Autonomous Institution]

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Accredited by NAAC with 'A' Grade
27, Thayanur, Trichy – 620009

R & D Incentive Policy : AY 2026-27

To Promote the R & D activities and ensure the compliance by all faculty, the policy has been revised. The Targets to be achieved under the different categories are given below. As per the following revised policy the faculty shall be eligible to claim the incentive. This comes effective from August 2026.

Faculty Type	Journal Publications		Reputed International Conference Publication (Scopus/ WoS Indexed)	Patents Published/ Granted	Grant Proposal	Book/ Book Chapter/ Monograph	Incentives					
	SCI/ WoS Indexed	Scopus Indexed					SCI/ WoS Journal	Scopus Journal	SCI/ WoS Conference	Patents Published / Granted	Books/ Books Chapter/ Monograph	Proposal Grant
Doctorates	1	1	2	2	1	1	5000	2500	1750	1000	1000	2% from the Grant
Doctorates	> 1	>1	>2	>2	>1	>1	10000	5000	3500	2000	2000	5% from the Grant
Other Faculty	1	1	2	2			5000	2500	1750	1000		
Other Faculty	>1	>1	>2	>2			10000	5000	3500	2000		

Note:

* All Targets are mentioned for an Academic Year (July to June)
* All Publications should include CARE Citations (atleast one) to claim the incentive

CARE College of Engineering (Autonomous) ★ Trichy-620 009 ★

12.8.26

Principal
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No. 27, Thayanur, Trichy - 620 009.

CARE COLLEGE OF ENGINEERING

CARE GROUP OF INSTITUTIONS

No. 27, THAYANUR,
TRICHY-620009.

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FACULTY APPRAISAL POLICY

Faculty Performance Appraisal Policy 2021 - 2022

1. Objectives: The faculty performance appraisal policy of CARE College of Engineering aims to:

- Promote excellence in teaching, research, and service among faculty members.
- Provide constructive feedback to faculty for continuous professional development.
- Ensure alignment of faculty performance with the mission and vison of the Institution.
- Maintain accountability and transparency in evaluating faculty performance.

2. Criteria for Evaluation: Faculty members will be evaluated based on the following criteria:

- **Teaching Effectiveness:** Quality of instruction, student engagement, course development, and student learning outcomes.
- **Professional Development:** Attendance at conferences, workshops, and training programs; pursuit of advanced degrees or certifications; and engagement in lifelong learning.
- **Research and Scholarly Activities:** Productivity, quality, and impact of research publications, grants, patents, and other scholarly contributions.
- **Service to the Institution:** Participation in committees, academic advising, mentoring, and other institutional activities.

3. Evaluation Process:

- The faculty performance evaluation is done annually at the end of even semester.
- Faculty have to submit the self-appraisal form to the respective Head of the Department.
- The Head of Department has to assess and forward the submissions of the faculty members to the Head of the Institution.
- The appraisal forms thus submitted are evaluated by the Committee Comprising of a Senior faculty member and the Head of the Institution.

4. Feedback and Improvement:

- The faculty members with lesser rating are counselled and advised to attend the FDPs and other Training Programs.
- And they are monitored by respective Head of the department to ensure the improvement in the performance of the faculty member.

5. Consequences and Rewards:

- Outstanding performance may be recognized through awards and opportunities for leadership roles.
- The faculty members with top 3 scores are identified and appreciated as Best Faculty for the academic year on the Institution Annual Day Function along with the Cash Prize of Rs.5000/-.

CARE COLLEGE OF ENGINEERING TRICHY-9

CARE COLLEGE OF ENGINEERING

[An Autonomous Institution]

Approved by AICTE, New Delhi & Affiliated by Anna University, Chennai

Accredited by NAAC with 'A' Grade

27, Thayanur, Trichy - 620009

Faculty Performance Appraisal Policy 2024-2025

1. Objectives: The faculty performance appraisal policy of CARE College of Engineering aims to:

- Promote excellence in teaching, research, and service among faculty members.
- Provide constructive feedback to faculty for continuous professional development.
- Ensure alignment of faculty performance with the mission and vison of the Institution.
- Maintain accountability and transparency in evaluating faculty performance.

2. Criteria for Evaluation: Faculty members will be evaluated based on the following criteria:

- **Teaching Effectiveness:** Quality of instruction, student engagement, course development, and student learning outcomes.
- **Professional Development:** Attendance at conferences, workshops, and training programs; pursuit of advanced degrees or certifications; and engagement in lifelong learning.
- **Research and Scholarly Activities:** Productivity, quality, and impact of research publications, grants, patents, and other scholarly contributions.
- **Service to the Institution:** Participation in committees, academic advising, mentoring, and other institutional activities.

3. Evaluation Process:

- The faculty performance evaluation is done annually at the end of even semester.
- Faculty have to submit the self-appraisal form to the respective Head of the Department.
- The Head of Department has to assess and forward the submissions of the faculty members to the Head of the Institution.
- The appraisal forms thus submitted are evaluated by the Committee Comprising of a Senior faculty member and the Head of the Institution.

4. Feedback and Improvement:

- The faculty members with lesser rating are counselled and advised to attend the FDPs and other Training Programs.
- And they are monitored by respective Head of the department to ensure the improvement in the performance of the faculty member.

5. Consequences and Rewards:

- Outstanding performance may be recognized through awards and opportunities for leadership roles.
- The faculty members with top 3 scores will have an additional consideration in the salary increment Process.

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MERIT SCHOLARSHIPS FOR STUDENTS

Date:02-08-2023

Merit Scholarship based on Semester Grades

In order to recognize and reward the hard work and sincerity of meritorious students, CARE College of Engineering hereby declares the Scholarship for students who have cleared all the subjects in each semester and secured grade equal to or above 8. The Scholarship slabs are given below.

GPA	Scholarship Amount for CSE, AI&DS
>= 8	1500
>= 8.5	3000
>= 9	5000
>= 9.5	7500

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Date:02-08-2023

Merit Scholarship based on Semester Grades

In order to recognize and reward the hard work and sincerity of meritorious students, CARE College of Engineering hereby declares the Scholarship for students who have cleared all the subjects in each semester and secured grade equal to or above 7.5. The Scholarship slabs are given below.

GPA	Scholarship Amount for Civil, ECE, Mech
>= 7.5	1500
>= 8	3000
>= 8.5	5000
>= 9	7500

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No. 27, Thayanur, Trichy-620 009.

Date:02-08-2023

Merit Scholarship based on Semester Grades

In order to recognize and reward the hard work and sincerity of meritorious students, CARE College of Engineering hereby declares the Scholarship for students who have cleared all the subjects in each semester and secured grade equal to or above 7.5. The Scholarship slabs are given below.

GPA	Scholarship Amount for MBA
>= 7.5	1000
>= 8	2500
>=8.5	5000
>= 9	7500

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No. 27, Thayanur, Trichy-620 009.

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No. 27, Thayanur, Trichy - 620 009. Ph: 0431 - 2690505. Email: contact@care.ac.in
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PEER TUTOR POLICY FOR STUDENTS

24.08.2022

Peer Tutor Policy

The Peer Tutoring program encourages students to support each otheracademically, builds leadership experience and subject knowledge among tutors, and strengthensthe collaborative academic culture of CARE College. A peer tutor has the responsibility andprivilege of helping his or her fellow student to succeed, and results will be rewarded. A peer tutormay be assigned to help another student in their same year or in a lower year, in any branch, aslong as the tutor understands the class enough to help. The peer tutor must be in good academic standing to apply (noarrears).**The Tutor should maintain a record of the coaching hours for each tutored student (atleast 2 hours / week).**

Compensation: Peer tutors will have their tuition fees reduced if student(s) they are helping cleartheir arrear(s). For each successful paper a tutored student clears, the tutor will receive a 5%deduction in their tuition fees for that semester. It increases by 3 percentage points foreach difference in year between students. So, if a 4th year student successfully tutors a 2nd yearstudent in 2 classes, they will receive a tuition fee deductionof(5%base+6%differencesinyear)*2papers=22%.

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Principal Signature

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HOSTEL RESIDENT LEADER POLICY

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Hostel Resident Leader- Role Descriptions

24-08-2022

Goal:

- To promote student leadership, improve hostel community and vitality, and increase student-administration communication in the hostel setting.
- To build a healthy, active, and vibrant student community that promotes learning and peer connections.

Description:

One student per hostel area (block, half-block, or other) is designated the Residential Leader. The Residential Leader is a third- or fourth-year student who serves as a community-builder in the hostel and a liaison with CARE administration and the hostel warden.

Responsibilities and Privileges:

- Each RL coordinates at least three events per month for hostel students.
- At least one event per month shall be academic in nature (study groups, resume critiques, current events discussions, showing of educational programs, project expos, site visits, English language activities, etc.) and the rest may be social, athletic, or there entertainment.
- Each RL shall receive a small budget each semester for such activities.
- Expenses shall be coordinated with the [hostel warden, other admin, HOD, etc.] to avoid improper use but shall not be unnecessarily constrained by the above.
- Unused funds from odd semesters maybe carried over to even semesters; unused funds from even semesters are returned to the college.
- The RL shall receive support and training in managing such a budget if needed.
- The ensemble of RLs in each hostel (girls and boys) shall meet (separately) once per week to discuss issues, provide updates, and plan joint events. RLs may combine their budgets for joint events and shall work to promote unity among the entire hostel, in addition their own blocks.
- RLs shall be responsible for gathering student feedback about the hostel dining services and communicating those to the kitchen with the goal of creating a healthy, nutritious menu that varies and stays under budget.

Compensation: The student has their hostel room rent fee waived for the duration of their service in the Residential Leader position. Outstanding service as an RL may positively influence awards received, letters of recommendation, and relationships with college staff and administration.

Note: To be applied every semester.

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PRINCIPAL SIGNATURE

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MENTORING POLICY

Mentoring Systems Policy

Objectives:

Mentoring system adopted by the institution for the monitoring of student's performance both academically as well as professionally for good attendance, more involvement in co-curricular and extra-curricular activities, soft skill development, Better performance in university examination and hence good placement.

Mentoring Systems:

Faculty members in each department will act as mentor for a group of students assigned to them. Mentors will monitor the students' progress, counsel them and report is submitted to the Head of the Department.

Mentoring System	Yes, Available
Type of Mentoring	Academic/ Career Guidance and Personal counseling
No. of Faculty Mentors	2-4 per class
No. of Students per Mentor	< = 20
Frequency of Meeting	Once in a week

- The mentor maintains Counseling file where all the details of their Mentees are to be recorded until the student completes the programme.
- Mentoring record is to be maintained for each student. During counseling hour, the corresponding mentor will interact with their mentees and identify their academic and personal grievances.
- The difficulties of students are to be given personalized attention through the Private Professional Counselor.
- The students are closely monitored for their involvement in their studies and the counseling reports are to be sent to HoD of the Department.
- Provide Professional counseling to the students through **Professional Private Counselor,** if necessary.
- Mentoring process starts from the first year of their programme after the completion of their admission process.
- Maximum of **20 students** are assigned to each faculty as mentor.
- The mentor monitors the performance in Academics, Career Advancement, Involvement in Co-curricular and Extra Curricular Activities and personal grievances of their mentees.
- The students are to be given freedom to express their grievances to their mentors, so that they can initiate suitable steps to solve it to the extent possible.
- In addition to the above, the mentor offers counseling in human values, ethics and core principles of success to their mentees.

Efficacy of the System:

Mentoring system adopted by the institution has resulted in improving the student's performance both academically as well as professionally, with good attendance, more involvement in co and extra-curricular activities, soft skill development, better achievements in university examination and hence got good placement.



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FEEDBACK POLICY

Feedback Policy

Students' Feedback on Faculty Collection and Analysis:

- A feedback questionnaire is prepared by the Head of the Institution and given to students through HR. The students can give their feedback for their subject handling faculty members. The frequency of feedback **is two per semester.**
- The feedback is based on a scale of **1- 5** for the attributes like **Classroom Delivery, Teaching Aids, Coverage of Syllabus, Ease of Maintenance, Temperament and Honesty**.
- The HR consolidates the feedback collected from the students. The consolidated feedback is to be handed over to the Head of the Department through the Class Co-ordinators for the necessary actions.
- The feedback remarks based on the specified attributes are to be analyzed by the HoD. All the consolidated feedback after being analyzed by the HoD, the report will be forwarded to the Head of the Institution for further necessary action.
- The faculty members will be advised for the feedback attributes for which their feedback value is less than **3**. An opportunity is given to those faculty members to rectify their weakness and it will be verified by the Head of the Department.
- The feedback analysis will have an impact on their performance appraisal and promotions.

Record of the Corrective Measures Taken

- Based on report, the faculty with the score of 85% and above are to be appreciated. Institution rewards the faculty members every year during annual day celebrations by considering the feedback as also a parameter.
- The areas in which a faculty needs improvement and attention (score less than 60% or value 3 out of 5), is to be informed and proper guidance is to be given to overcome the deficiency and to improve their performance.
- The faculty lacking in specific area are to be addressed and directed to attend Faculty Development Programs in order to improve their skill set in teaching methodology.
- The faculty member is to be appreciated with the "Best Faculty Award" every year during annual day celebrations by considering the feedback as also a parameter.

Feedback on Facilities

Feedback Collection, Analysis and Corrective Action:

- The feedback on facilities will be collected from the students during **the class committee meetings** which will be conducted three times in a semester and during **Alumni meetings** and **Parent's meetings** conducted annually.



- The suggestions and grievances regarding the facilities in the college will be collected by the class advisor and Alumni coordinators.
- Feedback is also to be collected from the students.

Parents Feedback

The feedback from the parents about their wards and the facilities provided at the Institute level helps to assess the overall quality of education/ facilities.

Feedback Analysis / Corrective Measures:

- The feedback collected from stakeholders is consolidated and analyzed by the HOD concerned and forwarded the report to the Head of the Institution.
- The problems identified are then rectified by the concern HoD through the Head of the Institution with the support of the Management.



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CODE OF CONDUCT FACULTY

FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenialenvironment.
- Respect confidential information on colleagues unless speak out if the behaviour of a colleague is seriously in breach of code.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of thebeginning of the semester.
- CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

3. DRESS CODE: FACULTY

Following is the dress code for the faculty of Institute:

For Gentlemen:

- Formals on all working days – Full Sleeve shirt; Shoes – Black or Brown; Tie – Optional.
- Funky hair coloring and hair cut not permitted.
- Clean Shaven and Clean cut looks only permitted. If bearded, it should be neatly trimmed or neatly trimmed French beard acceptable.

For Ladies:

- Saree / Salwar's - Neatly washed, starched, pressed and Pinned appropriately.
- Funky hair coloring and hair cut not permitted.
- Low neck lines not permitted.

4. ID CARD

- It is Mandatory for all students and staff to wear the ID card at all times when they are in campus.

5. RULES & REGULATIONS

- Work under the supervision and guidance of your Reporting Head.
- The Institution's Dress Code must be followed in College Premises.
- Ensure student's high percentage of pass in the examinations.
- English is the language for communication for the Teaching Staff.
- Maintain warm relationship, good communication with the students, colleagues, subordinates and superiors.
- Be a Great Team Player to ensure excellent working atmosphere.
- All applicable statutory rules and regulations will be in force. May be modified from time to time by CARE Group of Institutions.

6. BASIC DISCIPLINE

- We need to" Stand as Role Models".
- CARE is an equal employment opportunity employer.
- No fear of discrimination, gender bias and sexual harassment.

- All Employees have the right to be treated with dignity.
- Sexual harassment at the work place or other than work place is a serious offence and punishable.

7. IT POLICY

- No personal devices of any form to be connected to the network or the CARE systems.
- Use of personal Instant messenger and chat is prohibited.
- No personal usage of CARE network such as downloading software, games, movies, music etc.,
- No Freeware / shareware / unlicensed software or tools without prior consent from authorized Personnel.
- Users shall not upload
  - ✓ Any software licensed, Data owned or licensed by CARE.
  - ✓ Documents classified as CARE Proprietary, CARE Confidential or C.A.R.E Internal Use, without clear authorization.
- Users shall not carry out any objectionable, illegal activity on the internet that shall damage the Institution or its image.
- Users shall not attempt to avoid or weaken security measures on either the organization network resources or any other system connected to or accessible through internet.
- Users shall not post to public discussion groups, chat rooms or other public forums representing the organization on the Internet unless preauthorized.

8. WORK PLACE ETHICS

- Maintain Good Relationships at Work and a good attitude.
- Be Friendly, Guide your co-worker if they truly in need of help.
- Come to work on time and Have good Time Management.
- Be willing to learn, be a team player and be a contributing member.
- Ensure your Leadership abilities and accept compromise.
- Dress Appropriately and have good Personal hygiene.
- Maintain Good manners and have eye contact.

- Accept responsibility and concentrate on your work.

9. DUTIES & RESOPONSIBILITIES OF HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programmes of the Department asper the norms of affiliating University. In pursuance of above objective, he/she is required.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- 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 maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

10. SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people whocould be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from

the effects of stress and peer pressure.

11. DISCIPLINE IN COLLEGE BUSES

- All staff members traveling in college Buses should sit in the middle and last row tocurb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to theundersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the studentsindulging in ragging.

12. DUTIES OF LAB-TECHNICIAN

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given bythe Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and everyLab.
- Ensure all procurements are recorded properly in stock registers and maintain separateregisters for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & firefightingequipments”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students todo the Job.

13. DUTIES OF LAB-IN CHARGES

- Prepare a plan of maintenance schedule at the beginning of the semester and makesure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / othermaterials required through HOD.

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CODE OF CONDUCT STUDENTS

CARE GROUP OF INSTITUTIONS

CODE OF CONDUCT FOR STUDENTS

I. PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core missions of the GNET – CARE Group of Institutions, Trichy. It aims at the scholarly and civic development of the institution's students in a safe and secure learning environment, to protect the people, properties and processes that support the institution and its missions. Rules and regulations are necessary to mark the boundaries of this needed order.

II. APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programme at various constituent institutes of the CARE GROUP, either fulltime or part-time, pursuing undergraduate, Post graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institute, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the Institute.

III. JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the location / campus of the Institute. The code also applies to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, industrial visits etc. ;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the institute or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the institute or members of the institute fraternity or causes serious harm to the health or safety of members of the institute fraternity
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.
- The code is applicable to all violations of rules, prescribed by the Government or University or Institution, like ragging the fellow students.

Students continue to be subjected to the laws of the land while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with its own disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

IV. RESPONSIBILITIES OF STUDENTS

1. Students are members of the institute and citizens of the state. As citizens, students are responsible to the society of which they are a part, and, as students, they are responsible to the academic fraternity of the institute.
2. Admission to the institute carries with it the presumption that students will conduct themselves as responsible members of the academic fraternity. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic fraternity.

3. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic fraternity and the society.
4. They should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other persons.
5. As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status.
6. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.



V. DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all–inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the Institute reserves the right to take disciplinary action in appropriate circumstances not set out in this handbook.

The illustrative list of misconduct is as follows (Not exhaustive):

1. **Academic Misconduct**: Academic Misconduct means plagiarizing, copying, cheating on assignments or examinations.
a. *Cheating:* The act of obtaining or attempting to obtain credit for work by use of dishonest, copying or fraudulent means.
b. *Plagiarism:* The act of taking ideas, words, or specific substances of another and offering them as one's own.
2. **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on institute premises or in connection with any institute-sponsored event or activity;
3. **Discrimination/Disturbance** - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institute.
4. **Falsification** - Falsification means willfully providing institute offices or officials with false, misleading, or incomplete information; forging or altering official institute records or documents or conspiring with or inducing others to forge or alter institute records or documents.
5. **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized institute official.
6. **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or materials or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking –** CARE strongly supports the goals of "Drug Free Campuses". It is the policy of CARE that no student shall distribute, possess, or use illegal drugs, controlled substances on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the policy of the institute that smoking is strictly prohibited in the entire campus of CARE.
8. **Unauthorized Access and Use** - Unauthorized access means accessing without authorization institute property, facilities, services, or information systems, or obtaining or

providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

9. **Act of Violence, Threatening, Harassing, or Assaultive Conduct -** Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

10. **Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

11. **Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

12. **Causing Disrepute to other students –** Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the Institute.

13. **Failure to comply with institute or any other authority -** Failure to comply with legitimate directives of authorized institute officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

14. **Ragging –** Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

15. **Contracts -** Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Institute. The Institute will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

16. **Abuse of Electronic Communication -** Using Institute or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institute regulations and policies, or related laws.

17. **Media Contact -** Students are expressly prohibited from speaking on behalf of, or for, Institute with any media organization or publication, or from inviting the same to any Institute-owned or operated property, facility, or event without the express written permission from the competent authority (CEO/Director) of the Institute.

18. **Organization and Event Registration –** A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission from the competent authority (CEO/Director) of the Institute.

19. **Presenting False Testimony -** Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

20. **Laptop/ Mobile Phone –** Use of Mobile Phones and Laptops are not permitted generally. However, these gadgets can be allowed only for academic purposes, **the safety of the same should be ensured by the students themselves.**

21. **Two Wheelers –** Students are permitted to use Two-Wheelers only if they follow RTO rules (Wearing of Helmet is Mandatory)**.** Students are permitted to come to campus through the college bus. This is to ensure safety of the students.

22. **Dress Code –** Male students should come in formals only with black shoes. Female Students should wear only churidhars with dhuppatta. Short churidhars are not permitted.

23. **Identification Card –** The student at any point of time, should be in possession of ID card visible at all times within the campus, failing which, the students will not be permitted to enter the campus.

24. **Violation of Institute rules** - Violation of other published institute regulations, policies, or rules, or violations of law. These Institutional regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

25. **Language** – Students are encouraged to use English Language for communication inside the campus for their own benefit.
26. **No Objection Certificate** – Students have to submit a 'No Objection Certificate' from the parents whenever the College arranges educational tours, picnics etc.
27. **Self-discipline** – Students have to observe self-discipline and cleanliness. Spitting and throwing trash anywhere inside the college campus must be avoided. Keep the campus clean by using the garbage bins provided. It becomes students' duty to report all cases the impropriety and misbehavior to the college authorities.
28. **Compulsory Attendance** – It is compulsory to attend Independence Day / Republic Day Function / Annual Sports / College Foundation Day / College day whether on working days or on holidays. In case of absence at any of these functions without valid reasons, the Director may take disciplinary action.
29. **Political Involvement –** Students are required not to involve either directly or indirectly in any form of politics inside the college during their entire period of study. If found that, strict disciplinary action may be initiated against the students which may even result in the termination from the college.

VI. Grievance Cells of every Institute
Every institute shall form Grievance Committee to address grievances of students.

Constitution of Grievance Committee:
- Principal / Dean
- Senior Faculty nominated by the Principal/Dean.
- One member of teaching faculty who will necessarily be a female member.
- Office Superintendent / Administrative Head (convener of the meetings)

Procedure:
1. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
2. The Office Superintendent / Administrative Head would convene a meeting of members within ten days of receiving the complaint.
3. Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
4. The decision taken would be communicated to the student within 3 further working days.
5. Further the student can appeal to the Institute Grievance Committee (appellate authorities) within 5 working days.

VII. HEARING AND APPEALS
Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, there is an appeal procedure to govern the alleged violations of this policy.

Composition:
- Principal
- Dean
- The Faculty Member (Female) other than the school / institute from where the students submit the grievances.
- Administrative Heads.

CARE COLLEGE OF ENGINEERING

CARE GROUP OF INSTITUTIONS

No. 27, THAYANUR,
TRICHY-620009.

www.care.ac.in

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

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1. HOSTEL MANAGEMENT



1.1 The following officers constitute the Hostel Management:
a) The Director or His Nominee (The Chief Warden)
b) Dean (Students)
c) Associate Deans (Students)
d) Convener, Hostel Executive Committee
e) Wardens (UG and PG – Year Wise)
f) Associate Wardens / Resident Student counselor of Hostels
g) Hostel Manager / Administrative Officer.

1.2 Hostels are grouped Year wise and a Chief Warden is appointed to manage the hostels and mess. Each hostel has Associate Warden who is resident in the hostel.

1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. ACCOMMODATION

2.1 Statutorily, hostel accommodation is available to students, only during a working semester. No student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if
he/she is doing any additional courses work such as / project work / Institute work / Hostel work.

2.2 Hostel accommodation is available to B.E./M.B.A./M.C.A./B.Arch students for a maximum length till the course completion. They can retain their room during odd semester vacation. At the yearend they have to vacate the hostel.

2.3 First Semester Students will be admitted on the basis of first come first served basis.

2.4 Old students who were involved in indiscipline activities in the past will not be admitted in the Hostels.

2.5 The students are required to pay Hostel fee, Mess fee and Electricity & water charges in advance i.e. in the beginning of each semester.

2.6 The student who fails to deposit the fee within stipulated time for full semester will not be allotted accommodation and will not be allowed to stay in Hostel. However, Payment of fees after due date with fine as approved by the appropriate authority will be permitted.

3. CONDITIONS OF ALLOTMENT

3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit an application duly completed Personal Data Form. **The telephone number of the parent**
with STD code, must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.

3.2 The Hostel Management will generally provide minimum furniture and fittings for each room.

3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations (Medical grounds).

3.4 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Convener, Hostel Executive Committee immediately and should vacate the hostel if the Hostel

Management finds that he/she is not eligible for hostel accommodation.

3.5 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.6 Before vacating the rooms, the students should fill up the Room Vacating Slip and should handover the rooms in the same condition as it was allotted.

4. CODE OF CONDUCT

4.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

4.2 **All Hostel residents are required to carry their valid Identity Cards issued to them by the Institute.**

4.3 The rooms, common areas and surroundings should be kept clean and hygienic. No destructive work is permitted inside the campus.

4.4 All the students are expected to be in the hostel before 7.00 p.m. (8.00 p.m. on Saturdays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, He / She has to take prior permission from the Warden.

4.5 **Rooms are allotted to each student on his / her personal responsibility.** He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Warden in-charge all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

4.7 The students should not screen movies in their computers/ laptops and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

4.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

4.9 In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.

4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

4.12 The residents are required to sign a Hostel Upkeep Undertaking form. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.

4.13 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as,

"display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, or playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

Excerpts from the Directors of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions: "The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified collective punishment could beresorted to as a possible deterrent measure, as it would ensure fraternity pressure on the potential raggers not to indulge in ragging".

4.14 All students, hostellers and day scholars, are required to sign an **Anti-Ragging Undertaking form**.

4.15 Smoking and consumption of alcoholic drinks and / or narcotic drugs / cigrattes / pans / any tobacco product etc in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Campus is a smoke-free zone.

Students should not smoke anywhere in the campus. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel / institute.

4.16 Any student who is found to be indulging in undesirable activities such as physical assault, damage to properly, etc., will be liable to the following punishments:

a) He / she will be expelled from the hostel.
b) A record of his / her misconduct will be made in the personal file.
c) The cost of damage will be fully recovered from him / her together with penalty.
d) He / she will also be fined commensurate with the offence committed.
e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
f) No recommendations from college Professors will be given to him / her for studies abroad.

4.17 Any student found hosting / harboring an offender will be also liable to the punishments mentioned in rule 4.17.

4.18 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

4.19 The last person leaving the room should switch off all electrical appliances, computers, etc, when leaving the room. All taps should be closed properly after using the bathrooms to ensure that there is no wastage of water.

5. GUESTS

5.1 Outsiders are not permitted in the hostel. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

5.2 No guests are permitted in a student's room without permission of the Warden. No person of the opposite gender either guest or otherwise shall be permitted to enter in any part of the hostel except the visitor's Hall.

6. VISITORS

6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

6.2 The visit of men students to the women's hostel and vice versa is strictly prohibited.

6.3 Visitors with due permission of wardens shall be allowed during 5.00 PM to 6.00 PM

6.4 Day-scholar students are not allowed to stay in the hostel without the permission from the competent authority even for a day. If any day-scholar student is found staying in the hostel without any permission from the competent authority then the suitable disciplinary action will be initiated against such student.

7. USE OF APPLIANCES

7.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

7.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

7.3 **When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by the authorities.**

8. COLLECTIVE RESPONSIBILITIES

8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

8.3 Residents will be personally responsible for the safety of their belongings.

8.4 Residents are required to obey all rules inside the campus.

8.5 Residents are duty bound to report to the Warden / Convener, Hostel Executive Committee in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

8.6 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.

8.7 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.

8.8 Students should not arrange for any picnic outside without specific permission of the Dean / Convener, Hostel Executive Committee / Warden.

8.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as plastic carry bags.

8.10 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop etc. and lock the room when they are out for a short period.

8.12 In case of any theft it should be reported promptly to the Security Officer.

8.13 The jurisdiction of CARE is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

8.14 The students when they go out should plan to return to the campus on or before 7:00 p.m.

8.15 Students are advised not to go out in a group of large numbers for their own safety.

8.16 CARE will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Co-operate with us to help you.

9. MESS RULES

9.1 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess/hostel.

9.2 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

9.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

9.4 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	:	7.30 a.m. to 8.30 a.m.
Lunch	:	12.35 noon to 1.30 p.m.
Snacks	:	5.00 p.m. to 5.30 p.m.
Dinner	:	7.30 p.m. to 8.30 p.m.

9.5 The system of self service will be followed in all the messes.

9.6 The quantity of food will be unlimited except in the case of special items.

9.7 Pure vegetarian hygienic food is served.

9.8 Students can entertain their guests in mess only with prior permission from the Director. However, as a special case, they can entertain their parents as guests in their respective mess on prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as self guest.

9.9 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions.

9.10 Students are not permitted to enter the kitchen or store room of the mess on any account.

9.11 Students are not permitted to cook any food on their own accord in the messes or in their rooms.

9.12 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

9.13 No food will be served in the rooms of the hostel for any student unless a certificate is produced form the Institute Medical Officer / Warden to the effect that the students' condition requires the food to be served in their rooms.

9.14 No hostelite shall waste food. Paying mess bill does not entitle a hostelite to waste food.

9.15 Assist in maintaining the mess and surroundings neat and clean.

9.16 All hostelites shall interact with the mess staff in the dining hall in a courteous manner.

9.17 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

9.18 All hostelites shall produce ID card and Mess card any time in the mess when asked for by the authority.

9.19 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess at the prior permission.

9.20 Students should not argue or quarrel with the kitchen and mess staffs. They should only approach the warden to resolve any issues with the mess, quantity, quality of food, cleanliness, etc.

9.21 The request for cancellation of Hostel accommodation facility should be given with prior notice of THREE months period.

10. RIGHTS OF HOSTEL MANAGEMENT

10.1 Any breach of these rules will invite an disciplinary enquiry that be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

10.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.