



B.S. Abdur Rahman

**Crescent**

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

**BYE-LAWS,**

**RULES & REGULATIONS**

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# **B.S. ABDUR RAHMAN CRESCENT INSTITUTE OF SCIENCE AND TECHNOLOGY**

## **Bye-laws, Rules & Regulations**

### **1.0 BOARD OF MANAGEMENT**

The Board of Management has been vested with the powers as per the Memorandum of Association. In addition to those powers and subject to the provisions of the Institute Grants Commission (UGC) Regulations and the Rules of the Commission, the Board of Management (BOM) shall have the power to frame the Rules of the institution (deemed to be university) that may provide for all or any of the following matters: -

### **2.0 ESTABLISHMENT OF DEPARTMENTS/SCHOOLS OF TEACHING**

- The Departments / Schools of teaching of the Institute are established under the bye-laws of the Institute and are under the direct control of the Institute.
- The Departments / Schools of teaching are the basic academic units of the Institute offering Under-graduate, Post-graduate and Research Degree programmes in different disciplines recommended by the Academic Council (AC) and approved by the Board of Management (BOM) of the Institute. The BOM can also initiate proposal to establish new Departments/Schools, and after seeking the comments of Academic Council, shall take final decision on the matter.
- The Departments / Schools of teaching shall also offer Diploma Programmes and Certificate programmes.
- The Departments /Schools of teaching, in addition to organizing the Academic programmes shall also carry out sponsored research, consultancy and extension programmes.
- Each Department is administered by the Head of the Department (vide Clause 18 of the Rules of the Institute and Bye-laws on Officers of the Institute) who is responsible to the Registrar in managing all the activities of the Department.
- Each School is administered by the Dean of School (vide Clause 2 (a) of the Bye laws), who is responsible to the Registrar in managing all the activities of the School.
- Departments which have subjects of common interest are grouped under a School, for the purpose of promoting inter-disciplinary activities in teaching, research and extension. Some of the Schools may include a single broad discipline with scope for sub-areas under the broad discipline.
- The Institute has the right to establish new Schools/Departments, in addition to the above, in newer areas or by regrouping the existing Departments/Schools.

**The various teaching Departments/Schools of the Institute and the different degree programmes offered under each Department are listed below:**

## **2.1 School of Computer, Information and Mathematical Sciences**

### **Department of Computer Science & Engineering**

Under Graduate : B.Tech. (Computer Science and Engineering)  
Post Graduate : M.Tech. (Computer Science and Engineering)  
M.Tech. (Software Engineering)  
M.Tech. (Network Security)  
Research : Ph.D.

### **Department of Information Technology**

Under Graduate : B.Tech. (Information Technology)  
Post Graduate : M.Tech. (Information Technology)  
Research : Ph.D.

### **Department of Computer Applications**

Under Graduate : B.C.A.  
B.Sc. (Computer Science)  
Post Graduate : M.C.A.  
Research : M.Phil  
Ph.D.

### **Department of Mathematics and Actuarial Science**

Post Graduate : M.Sc. (Actuarial Science)  
Research : M. Phil.  
Ph. D.

## 2.2 School of Electrical and Communication Sciences

### Department of Electrical & Electronics Engineering

Under Graduate	:	B.Tech. (Electrical & Electronics Engineering)
Post Graduate	:	M.Tech. (Power Systems Engineering) M.Tech. (Power Electronics and Drives)
Research	:	Ph.D.

### Department of Electronics & Communication Engineering

Under Graduate	:	B.Tech. (Electronics & Communication Engineering)
Post Graduate	:	M.Tech. (Communication Systems) M.Tech. (Signal Processing) M.Tech. (VLSI and Embedded Systems)
Research	:	Ph.D

### Department of Electronics and Instrumentation Engineering

Under Graduate	:	B.Tech. (Electronics and Instrumentation Engineering)
Post Graduate	:	M.Tech.(Electronics and Instrumentation Engineering)
Research	:	Ph.D.

## 2.3 School of Infrastructure

### Department of Civil Engineering

Under Graduate	:	B.Tech.(Civil Engineering)
Post Graduate	:	M.Tech.(Structural Engineering) M.Tech.(Construction Engineering and Project Management)
Research	:	Ph.D.

## 2.4 School of Mechanical Sciences

### Department of Aerospace Engineering

Under Graduate : B.Tech. (Aeronautical Engineering)

### Department of Automobile Engineering

Undergraduate : B.Tech. (Automobile Engineering)

### Department of Mechanical Engineering

Under Graduate : B.Tech.(Mechanical Engineering )

Post Graduate : M.Tech. (CAD/CAM)  
M.Tech. (Manufacturing Engineering)

Research : Ph.D

### Department of Polymer Engineering

Under Graduate : B.Tech. (Polymer Engineering)

Post Graduate : M.Tech. (Polymer Technology)

Research : M.Tech.. (By Research)  
: Ph.D.

### Department of Management Studies

Post Graduate : MBA

Research : M.Phil.  
Ph.D.

## 2.5 School of Physical and Chemical Sciences

### Department of Physics

Post Graduate : M.Sc. (Physics)

Research : M.Phil.  
: Ph.D.

### Department of Chemistry

Post Graduate : M.Sc. (Chemistry)

Research : M.Phil.  
: Ph.D

## **2.6 School of Social Sciences and Humanities**

### **Department of English**

Research : M. Phil.  
: Ph.D.

## **2.7 Crescent School of Architecture**

Under Graduate : B.Arch.

## **2.8 Crescent School of Business**

Post Graduate : PGDM  
Executive MBA

## **2.9 School of Islamic Studies**

Under Graduate : B.A. (Islamic Studies)  
Research : M.Phil.  
: Ph.D.

## **2.10 School of Life Sciences**

Under Graduate : B. Tech. (Biotechnology)  
B. Tech. (Cancer Biotechnology)  
Post Graduate : M.Sc. (Biochemistry and Molecular Biology)  
M.Sc. (Biotechnology)  
M.Sc. (Microbiology)  
M.Sc. (Sonology)  
Research : Ph.D.

The Institute reserves the right to suspend/renew offering any programme of studies/research, depending on the critical minimum number of students opting for a course as may be decided by the Institute. The decision of the Institute in the matter is final.



### **3.0 AUTHORITIES OF INSTITUTE**

**The following shall be the authorities of the institute:**

- i) Planning and Monitoring Board
- ii) Finance Committee
- iii) Academic Council
- iv) Standing Committee to the Academic Council
- v) Board of Studies
- vi) Selection Committee

### **3.1 PLANNING & MONITORING BOARD (P&MB)**

The Planning and Monitoring Board shall be the principal planning body of the Institute and shall be responsible for monitoring the development programmes of the Institute.

The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.

The Planning and Monitoring Board has the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institute.

The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Recommendations relating to academic matters may be processed through the Academic Council.

Recommendations pertaining to new building, extension, addition, etc. shall be processed through the Board of Management.

The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.

### **3.2 FINANCE COMMITTEE**

#### **3.2.1 Composition of the Finance Committee**

- i) Vice-Chancellor - Chairman
- ii) A person nominated by the Society/Trust - Member
- iii) Two nominees of the Board of Management, - Member  
one of whom shall be a Member of the Board
- iv) A representative of the UGC - Member
- v) Finance Officer - Secretary

### **3.2.2 Powers and Functions of the Finance Committee**

- (i) To consider the annual accounts and financial estimates of the institution and submit them to the Board of Management for approval.
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management.
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution.
- (iv) No expenditure other than that provided in the budget shall be incurred by the institution without the approval of the Finance Committee.

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. All Members of the Finance Committee other than ex-officio members shall hold office for term of three years.

### **3.3 ACADEMIC COUNCIL**

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the rules and bye-laws shall have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of curricula and syllabi, co-ordination of research activities, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws of the institution.

#### **3.3.1 Composition of the Academic Council**

The Academic Council shall consist of the following persons, namely,

1. Vice-Chancellor - Chairman
2. Registrar - Member Secretary
3. All Heads of the Departments
4. Ten professors other than the Head of the Departments (by rotation and on seniority) nominated by Vice-Chancellor
5. Three Associate Professors from the Department other than the Heads of Departments (by rotation and on seniority) nominated by the Vice-Chancellor.
6. Three Assistant Professors from the Departments (by rotation and on seniority) nominated by the Vice-Chancellor.
7. Three persons from among educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Vice-Chancellor.
8. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.

The term of members other than ex-officio members shall be two years. They shall not be eligible for another term, unless everyone in a particular category has completed one term.

The representation of different categories shall be only through nomination and not through election.

### **3.3.2 Functions of the Academic Council**

The Academic Council shall be the principal academic body of the Institute and shall in addition to all other powers and duties vested in it, have the following powers and duties.

- i. To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- ii. To promote research within the Institute and acquire reports on such researches from time to time.
- iii. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon.
- iv. To make arrangements for the conduct of examination in conformity with the bye-laws.
- v. To recognize diplomas and degrees of other Universities and Institutions and to determine equivalence with the diplomas and degrees of the Institute.
- vi. To prescribe courses of study leading to degrees and diplomas of the Institute.
- vii. To approve panels of examiners, moderator, tabulators and such other personnel for different examinations
- viii. To maintain proper standards of the examinations.
- ix. To suggest measures for departmental co-ordination.
- x. To make recommendations to the Board of Management on
  - (i) measures for improvement of standards of teaching, training and research
  - (ii) institution of fellowships, travel fellowships, scholarships, medals, prizes, etc.
  - (iii) to recommend to the Board of Management, the establishment or abolition of departments /centres and
  - (iv) to frame rules covering the academic functioning of the Institute, admissions examinations, award of fellowships and studentships, concessions, attendance, discipline, residence, etc.

- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- xii. To consider the recommendations of the sub-committees and to make such action as the circumstances of each case may require.
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction.
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management, and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

### **3.3.3 Meeting of the Academic Council**

- i) The Academic council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days notice shall be given of a meeting of the Academic council.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

## **3.4 STANDING COMMITTEE TO THE ACADEMIC COUNCIL**

### **3.4.1 Composition of the Standing Committee to Academic Council**

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Vice-Chancellor  | : | Chairman         |
| 2. | Registrar  | : | Member           |
| 3. | Deans of Schools   | : | Member           |
| 4. | Dean, Student Affairs  | : | Member           |
| 5. | Senior Professor from the Academic Council<br>nominated by the Vice-Chancellor | : | Member           |
| 6. | Dean, Academic Affairs   | : | Member Secretary |

### **3.4.2 Functions of the Standing Committee to Academic Council**

- The Standing Committee to the Academic Council will scrutinize the proposals of the Board of Studies and finalize agenda for the Academic Council.
- The Standing Committee will smoothen out disparities, if any in the regulations, etc. among the various Boards of Studies and arrive at the final proposals to be presented in the Academic Council.
- The Committee will also authorize various members to propose the different items in the Academic Council.
- In case of emergency, whenever there is a need, the Standing Committee shall approve the academic programmes to be started before the next Academic Council meeting and shall get it ratified in the next meeting of the Academic Council.

### **3.5 BOARD OF STUDIES**

There shall be a Board of Studies for each Department / School of study of the Institute. Each Board will have powers to formulate Curriculum and Syllabi based on the guidelines intimated by the Dean (Academic Courses) and recommend to the Academic Council.

The Board of Studies may recommend new programmes of industry need and also new core and electives courses relevant to the need of industry.

The Board of Studies will carefully study the need of new programmes, detailed survey on placement opportunity and potential for sustainability of the proposed programme.

#### **3.5.1 Composition of Board Studies**

- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Head of the Department   | - | Chairman |
| (ii)  | Dean of the respective School  | - | Member   |
| (iii) | All Professors of the Department   | - | Member   |
| (iv)  | Two Associate Professors of the Department by rotation according to seniority nominated by the Vice-Chancellor                       | - | Member   |
| (v)   | Two Assistant Professors of the Department by rotation according to seniority nominated by the Vice-Chancellor                       | - | Member   |
| (vi)  | Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned. |   |          |
| (vii) | One Member from Alumni, related to the subjects of the Department.   |   |          |

The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institute.

### **3.6 SELECTION COMMITTEE**

There shall be a Selection committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Institute and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Institute and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

#### **3.6.1 Meetings of the Selection Committee:**

- i. The meetings of the Selections Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- ii. Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
- iii. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

### **4.0 OFFICERS OF THE INSTITUTE**

The following are the officers of the Institute.

- Vice-Chancellor
- Registrar
- Controller of Examinations
- Finance Officer
- Deans of Schools
- Functional Deans
- Directors of the Centres
- Heads of the Departments
- Director, Physical Education
- Librarian, Central Library

## **4.1 VICE-CHANCELLOR**

The Vice-Chancellor shall be a whole time salaried officer of the institute and shall be appointed by the President from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the above Committee shall be as under:

- a) A nominee of the President of the institute
- b) A nominee of the State Government / Central Government
- c) A nominee of the Chairman, UGC

Provided further if the President does not approve of any of these persons so recommended, he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he may continue in office till his successor is appointed and assumes office, but not beyond six months.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in case of his absence due to illness or any other cause, the Dean or if there is no Dean, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case may be.

### **4.1.1 Powers of the Vice-Chancellor**

- a) The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- b) The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter, he shall exercise any power conferred upon any authority of the institute under the memorandum of association and the rules and regulations / bye-laws and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President whose decision thereon shall be final.

Provided further that any person in the service of the institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- c) The Vice-Chancellor shall be Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- d) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the rules, bye-laws and regulations of the institute are observed and implemented, and he shall have all the necessary power in this regard.
- e) The Vice-Chancellor shall exercise general control over the affairs of the institute and shall be mainly responsible for implementation of the decisions of the various authorities of the institute.
- f) All powers relating to the proper maintenance and discipline of the institute shall be vested in the Vice-Chancellor.
- g) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the rules, regulations and bye-laws.
- h) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- i) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- j) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the institute.

#### **4.2 REGISTRAR**

The Registrar shall be whole-time salaried officer of the institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:

- |      |   |   |          |
|------|---|---|----------|
| i)   | Vice-Chancellor                                 | - | Chairman |
| ii)  | One nominee of the President of the institute   | - | Member   |
| iii) | One nominee of the Board of Management          | - | Member   |
| iv)  | One expert appointed by the Board of Management | - | Member   |
|      | who is not an employee of the institute         |   |          |

The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the rules of the Institute.

When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.



The Registrar shall be Ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

#### **4.2.1 The following shall be the duties of the Registrar:**

- To be custodian of the records and the funds of the institute and such other property of the institute as the Board of Management may commit to his charge.
- To conduct the official correspondence on behalf of the authorities of the institute.
- To issue notices convening meetings of the authorities of the institute and all committees and sub-committees appointed by any of these authorities.
- To maintain the minutes of the meetings of all the authorities of the institute, and all the committees and sub-committees appointed by any of these authorities.
- To make arrangements for and supervise the examinations conducted by the Institute.
- To represent the institute in suits or proceedings by or against the institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- To enter into agreement, sign documents and authenticate records on behalf of the institute.
- To hold in special custody books and documents of the institute.
- To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
- To perform such other duties as may be specified in the rules and bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time.

#### **4.3 CONTROLLER OF EXAMINATIONS (CoE)**

- (i) Controller of Examinations shall be appointed by the Vice-Chancellor from among the Professors of the Institute.
- (ii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council, Vice-Chancellor and Registrar in respect of examinations, evaluation, publication of examination results and issue of grade sheets.
- (iii) The term of the Controller of Examinations shall normally be three years and he/she shall be eligible for reappointment for one more term.

### **4.3.1 Functions and responsibilities**

The Controller of Examinations shall

- i) be the custodian of all examination records of all the students of the Institute as per norms.
- ii) be responsible for ensuring the collection of examination fee from the students.
- iii) receive the enrolments made by the students from the Heads of Departments and after withdrawals, if any, will prepare the hall tickets based on the eligibility for each course for a student.
- iv) draw a common test time table for the continuous assessments, end semester examinations and substitute examinations in consultation with Dean (Academic Affairs).
- v) receive the results from the Heads of Departments and store into the repository and issue the grade sheets in the required format.
- vi) The Heads of Departments and the Class Committee shall be responsible for passing the results but the declaration of results shall be done by the Controller of Examinations. The consolidated marks and grades shall be maintained by the Controller of Examinations.
- vii) arrange for central valuation of answer scripts of the semester end examination, if necessary.
- viii) maintain the course completion certificate of students.
- ix) initiate action for the conduct of Annual Convocation and preparing the Degree & Diploma Certificates.
- x) carry out any other function as assigned by the Vice-Chancellor and Registrar.

### **4.4 FINANCE OFFICER**

- (i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be Institute and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the rules of the Institute.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and Registrar and shall be responsible to the Board of Management through the Vice-Chancellor and Registrar.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statement of accounts for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of the institution, subject to the control of Board of Management.

## **4.5 DEANS OF SCHOOLS**

The Departments dealing with allied subjects shall be grouped into Schools. There shall be a Dean for each School in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Departments of the School. The term of appointment of the Dean of School shall be normally three years and he/she shall be eligible for reappointment for one more term.

### **4.5.1 Functions and responsibilities**

The Dean of a School shall

- (i) coordinate with the Departments of the School for academic matters such as Regulation, Curriculum and Syllabi and other academic matters among the Departments of the School.
- (ii) coordinate research activities of the school and coordinate with HoDs to promote inter-departmental research activities.
- (iii) coordinate admissions of PG programmes and conduct entrance test for admissions.
- (iv) review the progress of Research Scholars of the school and arrange to send half yearly reports to the Dean (Academic Research).
- (v) supervise and coordinate with HoDs on matters of student discipline and attendance.
- (vi) be responsible to ensure academic standards, improve the teaching-learning process, etc.
- (vii) ensure sharing of resources among the Departments and encourage inter- departmental and inter- disciplinary research.
- (viii) coordinate with HODs of the School to assess the requirements of equipment, machineries, PC, software, etc. for inclusion in the budget of the Departments.
- (ix) coordinate with HODs to give technical specifications for floating quotations for the purchase of equipment, etc.
- (x) carry out any other function as may be assigned by the Vice-Chancellor.

## **4.6 FUNCTIONAL DEANS**

- ii) Functional Deans are appointed by the Vice-Chancellor from amongst the Professors of Departments to carry out broad academic and administrative functions.
- iii) They could be either the Dean of a School or a Professor from any of the departments who will take up additional academic and administrative functions, as may be prescribed.
- iv) The term of appointment of the Functional Deans shall normally be three years and he/she shall be eligible for reappointment for one more term.

**The functions and responsibilities attached to the different Functional Deans are as follows:**

### **4.6.1 Dean, Academic Affairs (DAA)**

The Dean shall

- (i) coordinate with Chairmen, Board of Studies for academic matters, convene Academic Council and other related activities.
- (ii) arrange to formulate the Regulations, Curriculum and Syllabi for all Under Graduate and Post Graduate Programmes in consultation with Deans of Schools and Head of the Departments.
- (iii) arrange to monitor for registration and enrolment of students during every semester for various academic programmes. He / she shall finalize the academic schedule, schedule for various assessment tests and end semester examinations in consultation with Controller of Examinations.
- (iv) also draw up the schedule for substitute examinations and summer term courses in consultation with Controller of Examinations.
- (v) coordinate with HoDs and Controller of Examinations in passing the results of semester examinations.
- (vi) coordinate with the Deans of Schools / HoDs of Departments in matters relating to initiate new programmes.
- (vii) arrange to ensure parity/inter departmental standard of Curriculum, Syllabi, Regulations, teaching-learning process, evaluation system and reforms, and other related matters.
- (viii) carry out any other functions as may be assigned by the Vice-Chancellor.

#### **4.6.2 Dean, Academic Research (DAR)**

The Dean shall

- (i) arrange to formulate Regulations for Research programmes, and other related academic research activities of the Departments, Schools and Centres.
- (ii) arrange to look after the admission, progress of Research Scholars and all the activities associated with the Research Scholars.
- (iii) constitute Doctoral Committee for every Research Scholar and monitor the progress.
- (iv) constitute pre-synopsis Review committee to decide on the submission of Synopsis and Thesis.
- (v) make arrangement to conduct Viva Voce Examinations for M.Tech (By research), M.Phil and Ph.D. Scholars.
- (vi) collect the publications of Research Scholars and Faculty members through the HoDs.
- (vii) carry out any other function as may be assigned by the Vice-Chancellor.

#### **4.6.3 Dean, Student Affairs (DSA)**

The Dean shall

- (i) look after the students welfare and their needs
- (ii) coordinate with Heads of Departments for co-curricular and extracurricular activities including Physical Education, NCC, NSS, YRCS, etc.
- (iii) arrange to ensure students discipline in the Campus
- (iv) carry out any other functions as may be assigned by the Vice-Chancellor

### **4.7 DIRECTORS OF CENTRES**

In order to co-ordinate specific areas of responsibilities, the following Centres are functioning in the Institute. Each Centre shall have a Director appointed by the Vice-Chancellor. The term of appointment of Directors shall be three years, extendable for another one term.

#### **4.7.1 Director, Sponsored Research and Consultancy (SR&C)**

The Director shall

- (i) co-ordinate with the Departments for research programmes sponsored by various funding agencies of governmental and non-governmental organizations.

- (ii) arrange to motivate faculty by organizing workshops for submitting project proposal to funding agencies.
- (iii) coordinate with Departments / Schools for taking up consultancies and organize Entrepreneurship Development programmes, and training programmes for Industry professionals.
- (iv) facilitate the faculty and create the awareness of different agencies (National / International) that offer grants.
- (v) arrange for meetings of industries / agencies for promoting consultancy and funded projects.
- (vi) carry out any other work as may be assigned by the Vice-Chancellor.

#### **4.7.2 Director, International Collaboration (IC)**

The Director shall

- (i) coordinate with different academic and research institutions of National and International level and formulate collaborative programmes on par with the global trend.
- (ii) work for staff exchange, student exchange, research collaboration, twinning programmes etc., with other Universities including foreign Universities and R&D organizations.
- (iii) also look after the promotion and requirements for admitting international students in the Institute.
- (iv) coordinate for the various requirements of international students.
- (v) carry out any other functions as assigned by the Vice-Chancellor.

#### **4.7.3 Director, Planning & Development and Admissions (PD&A)**

The Director shall

- (i) coordinate with the Schools and Departments and plan for their requirements of infrastructure and other academic requirements. Based on the requirement, he/she shall plan for a coordinated development.
- (ii) also coordinate with Management and other agencies to build the infrastructure as required by the Schools and Departments.
- (iii) conduct the Entrance Examination and admissions for various programmes.
- (iv) promote the Institute through publicity and organize for conduct of Entrance Examinations.
- (v) carry out any other function as assigned by the Vice-Chancellor

#### **4.7.4 Director, Faculty Training Academy (FTA)**

The Director shall

- (i) arrange training programmes for faculty and coordinate with HoDs for various types of programmes.
- (ii) coordinate with industries in conducting skill development programmes for faculty.
- (iii) coordinate with the departments and ICT Academy of Tamil Nadu and other agencies in sponsoring the faculty for skill development programmes.
- (iv) organize any other workshop and training programme based on the special needs of the faculty.
- (v) carry out any other function as assigned by the Vice-Chancellor.

#### **4.7.5 Director, Advanced Research Facility (ARF)**

The Director shall

- (i) develop the research capabilities of the centre by establishing various advanced and sophisticated scientific equipment as a central facility to be shared by researchers across the Departments and Schools.
- (ii) write proposals to funding agencies to get grants for high end research.
- (iii) carry out any other function as assigned by the Vice-Chancellor.

#### **4.7.6 Director, Energy Research and Studies (ERS)**

The Director shall

- (i) coordinate all energy related inter-disciplinary research activities in nature which involve more than one department.
- (ii) identify suitable funding agencies and motivate resource persons in different departments to submit joint proposals for research projects.
- (iii) procure equipment and machinery through extramural grants and develop laboratory facilities which are of common use by researchers of different departments involved in research work related to energy.
- (iv) organize short-term courses, workshops and seminars for the benefit of industrial personnel and faculty members.
- (v) set the target to make this centre as Centre of Excellence and accordingly initiate actions.
- (vi) carry out any other function as assigned by the Vice-Chancellor.

#### **4.7.7 Director, Polymer Nano Technology Centre (PNTC)**

The Director shall

- (i) establish and promote polymer nano research and training facilities for students, faculty and industry personnel.
- (ii) create the necessary infrastructure to undertake research work in areas like nano composites, nano fibres and membranes, nano coatings and adhesives, nano powders, nano tubes, wires & rods, nano fluids and nano devices design & fabrication.
- (iii) carry out interdisciplinary research including collaborative work with Chemistry, Physics and all engineering disciplines.
- (iv) establish collaborative programmes with other institutions and industries.
- (v) create and establish processing facilities for production of polymer nano materials.
- (vi) organize short term courses in the area of nano science and technology.

#### **4.7.8 Director, A.P.J. Abdul Kalam Innovation Centre**

The Director shall

- (i) provide space for the students to think out-of-the box and experience their innovative ideas by conducting experiments.
- (ii) recognize and identify potential ideas and innovations by students and faculty.
- (iii) invest in developing innovative ideas into marketable patents or spinoff companies.
- (iv) invite projects of challenge from industries and R & D organizations.
- (v) inculcate peer assisted experiential learning in the Centre
- (vi) conduct Inno-contest at inter-Institute level.
- (vii) nurture and emerge out successful Incubation Centre for the Institute.



#### **4.7.9 Director, Placement & Training (P&T)**

The Director shall

- (i) arrange to co-ordinate with all recruitment agencies and companies for placement of students.
- (ii) organise industrial meet periodically in collaboration with EDC to develop rapport between the Institute and Industries.
- (iii) periodically arrange get-together in the Institute along with recruitment agencies and Companies and get the feedback on the strengths, weaknesses and limitations of the academic programmes of the Institute.
- (iv) arrange industrial training/internships for students related to their disciplines.
- (v) arrange Personality Development Programmes for junior students.
- (vi) be responsible for arranging training programmes for the improvement of the placement potential of the senior students.
- (vii) be responsible for placing our faculty for industrial training for short duration.

#### **4.8 HEADS OF DEPARTMENTS**

- (i) There shall be a Head of the Department for each department in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
- (ii) If there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as the Head of the Department.
- (iii) The term of the Head of the Department shall normally be three years and he/ she shall be eligible for reappointment for one more term.

##### **4.8.1 Functions and responsibilities**

The Head of the Department (HoD) is the administrative and academic head of the department and will be responsible for all activities of the department.

The HoD shall

- a) maintain the general discipline of the students and staff of the Department.
- b) sanction casual leave for the faculty and staff and maintain the account of the leave.
- c) forward other kinds of leave applications to the Registrar with his / her specific recommendation.

- d) prepare the annual budget in consultation with Dean of the School for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
- e) be responsible for calling quotations for the items approved in the budget with detailed technical specifications, preparation of comparative statement, conducting the purchase committee meetings, completion of purchase procedure, stock entry in the appropriate stock register and passing the bills as per norms/procedures prescribed.
- f) arrange to provide for upkeep and proper maintenance and use of the equipment and other facilities.
- g) appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching learning student-centric.
- h) arrange to pass the semester end examinations results by the Class Committee and forward it to the Controller of Examination / Dean, Academic Courses for publication and record.
- i) propose new programmes and increase in intake in consultation with Dean of the School and faculty.
- j) arrange to initiate and take up with the Dean, Academic courses for any change in the Regulation through the Dean of the School.
- k) have general supervision of the work of students in the department.
- l) be the Chairperson of the Board of studies of the department. Shall make arrangements to effect periodical improvement in the syllabi.
- m) oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- n) organize Seminars / Conferences / Symposium / Workshop / training programmes in topics of relevance and importance to the department with financial support from external agencies.
- o) guide the young faculty in academic, research and administrative matters of the Department.
- p) carry out any other function as assigned by the Vice-Chancellor and Registrar.

#### **4.9 Director, Physical Education**

The Director shall

- (i) be in-charge of all games and sports activities of the Institute.
- (ii) motivate the students to take part in games and sports activities.
- (iii) identify potential students for different games and sports and arrange for coaching them to take part in Inter Institute and National/International Tournaments.
- (iv) plan to identify individual players for small teams like tennis, table-tennis, etc., and attend to their rigorous coaching so as to have some winning chances.  
To ensure continuity in larger teams year after year and coach them for winning.
- (v) help maintaining students discipline in the Campus and be responsible for discipline of the participants.
- (vi) organize Annual Sports Meet every year.
- (vii) take part in the arrangement and conduct of functions of National importance like Republic Day, Independence Day and other functions of the Institute.

#### **4.10 Librarian**

The Librarian shall work under the control and supervision of the Vice-Chancellor and Registrar. He/She shall be responsible for the maintenance of all libraries of the Institute and for the organization of their services.

The Librarian shall

- be responsible for overall supervision of the Institute Library, Library staff and Department Library.
- prepare the library budget for the Institute Library including departments' collections.
- be responsible for receiving and accessioning all library materials.
- shall have the responsibility of initiating the purchase of all requisitioned library materials.
- shall have the responsibility of renewing the subscriptions to journals in time.
- shall prepare library news letter at periodical intervals which will carry a list of all library materials received since the preceding news letter and other timely library news of interest to students and staff.
- shall initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.

- shall schedule library hours which will permit maximum library use by both students and staff.
- shall arrange for departments and selected research sub-stations, small collections of volumes and journals that are in almost constant use by the staff and post graduate students as references.
- shall purchase books and periodicals approved and recommended by the library committee to be appointed by the Vice-Chancellor.
- shall be responsible for annual physical verification of books, periodicals, stocks and stores of the library.
- shall perform such other duties as may be conferred on him by the Statutes/Regulations/ or by the Vice-Chancellor.

## **5.0 STUDENTS ADMISSION**

Admissions shall be made on all India basis through a common entrance test conducted by the Institute. Since the Institute is a Muslim minority institution, 50% of the seats are reserved for them.

### **5.1 Admission Office**

There shall be a separate Admission Office in the Institute under the control of a Director (Admissions). This Department shall be responsible for all activities relating to admission of students to all UG & PG programmes offered by the Institute.

### **5.2 Admission to B.Tech. Programme**

#### **Eligibility**

Candidates should have passed the plus two or equivalent examination with Mathematics, Physics and Chemistry / Biology as subjects of study. The mode of admissions will be decided in consultation with the Chairman, Board of Management from time to time.

- The intake of students to all programmes shall be decided in consultation with the Chairman, Board of Management for all the Programmes and Branches every year well before the advertisement is issued.
- 50% seats of UG programmes shall be reserved for JEE (Main) candidates. In case of vacancy under this category, the other category (+2 marks + BSAUEE) candidates will be admitted.
- A separate All India Entrance Examination (BSAUEE) shall be conducted by the Director (Admissions) at different centres throughout India.

- Based on the All India entrance examination marks and marks secured in plus two examinations (Mathematics, Physics, and Chemistry / Biology), a merit list of candidates shall be prepared. Candidates shall be called for counseling and then admissions shall be made.
- The qualification for admission to B.Tech. programme shall be plus two with Mathematics, Physics and Chemistry / Biology as the courses of study and secured an average of 50% marks in these courses. However, the Board of Management may fix guidelines for admitting meritorious candidates, which may be more than the average of 50% marks.
- Various concessions in tuition fee, scholarships and other benefits shall be extended to the students based on the merit of the candidates.
- The tuition fee and other fees to be collected shall be decided by the Board of Management well in advance and published along with the prospectus or put up in the Institute website.

### **5.3 Admission to B.Arch. Programme**

#### **Eligibility:**

Candidates are selected for admission to B.Arch. Programme based on their merit in Qualifying Examination (10 +2) and score obtained in NATA (National Aptitude Test in Architecture).

- Candidates should have passed 10 +2 examination (HSC/ CBSE /ICSE etc.) or any other equivalent examination with a minimum aggregate of 50% of marks and Mathematics as one of the subjects of study.
- Candidates should have minimum score of 40% in NATA.

### **5.4 Admission to PG Programmes**

#### **Eligibility:**

- As far as admission to PG programmes like M.Tech., MBA, MCA, M.Sc., are concerned, after initial scrutiny of application, an entrance test shall be conducted by the respective department followed by interview / group discussion, wherever necessary
- The candidates shall be shortlisted and the shortlisted candidates shall be counseled and admitted.
- Candidates with GATE, TANCET qualifications for Engineering programme and MAT qualified candidates for MBA programme are given preference over others.

## **5.5 Admission to Ph. D. Programme**

### **Eligibility:**

- For admission to Ph.D., candidates shall apply against the advertisement in the newspapers and as notified in the Institute website.
- Ph.D. admission shall be done twice an academic year
- A written test shall be conducted by the respective Department followed by oral interview by the Department selection committee.
- The short listed candidates recommended by the Department Selection Committee shall be reviewed by the Research Board and finally approved by the Vice-Chancellor before admission offer is made to the candidates.

## **6.0 INSTITUTE FEES**

The fees to be charged for various programmes like admission fee, tuition fee, caution deposit, examination fee, redo course fee, fees for consolidated mark sheet, provisional certificate and degree certificate shall be decided by the Board of Management well in advance and published in the web-site of the Institute

## **7.0 ESTABLISHMENT OF HALLS OF RESIDENCE AND CONDITIONS OF RESIDENCE AND HEALTH OF THE STUDENTS**

The hostels shall be managed separately by Wardens but shall be under the authorities of Vice-Chancellor and Registrar.

### **7.1 Wardens**

There shall be separate hostels for boys and girls, managed by separate Wardens. Each block or group of blocks shall have a Deputy Warden. The Warden and Deputy Wardens shall be full time faculty member of the Institute. They will look after the student discipline in the hostel and ensure that students attend the classes regularly. They shall also ensure that the mess halls are properly maintained, and healthy and hygienic food are served to the students in the hostels.

### **7.2 Residential Tutors**

There shall be Residential Tutors who shall maintain discipline in the block and also shall attend to the immediate requirements of the students. They shall also ensure to maintain quiet atmosphere during nights to enable the students study in their rooms.

### **7.3 Hostel and mess charges**

- The students shall pay the room rent at the beginning of the academic year as fixed by the management.
- There shall be student representatives on the mess committee and other committees of the hostel, as in vogue.
- The mess rate shall be on dividing system based on the expenditure on food and establishment charges on yearly basis.

### **7.4 Resident Doctors**

There shall be separate male and female Resident Doctors to take care of the health of residents.

## **8.0 EXAMINATION SYSTEM**

The regular examination marks will consist of two components, Continuous Assessment marks and End Semester Examination marks, with 50 marks each for theory subjects and 60 marks and 40 marks respectively for Practical subjects. Continuous Assessment shall be through 3 assessment tests throughout the semester with equal weightage, and End Semester Exam will be at the end of the semester. The regulations provide all details pertaining to examination and passing procedures.

### **8.1 Question Paper Setting and Valuation**

- Question papers for continuous assessment shall be set by the respective teacher and evaluated by him / her. The conduct of these three tests will be through a common test schedule announced by the Controller of Examination in consultation with Dean (Academic Courses) and conducted centrally by Controller of Examinations.
- The question papers for end semester examinations may be set either internally or externally or through a combination of both. Usually, senior faculty members will set the question papers for common courses. For others, depending on the course and faculty member, the controller of Examinations will decide appropriately.
- The valuation of answer scripts shall be completed within a week. Valuation will again be done by the teacher and setters. For the courses for which the question papers have not been set by the teachers, a central valuation shall be arranged
- The Class committee, excluding the student members and including the Head of the Department will finalize and pass the results. Letter Grades shall be awarded based on the total marks of Continuous assessment and End semester examination marks. The grading will be a relative grading based on the entire spectrum of marks of all the students in each course. The passing procedures, classification, reappearing and substitute test are given in regulations.

## **8.2 Academic year and Schedule of Examinations**

### **8.2.1 Academic Year**

The Dean Academic courses will announce the academic calendar elaborating the schedule for all activities during the year, which includes date of convocation, seminars, conferences of the Departments, any special events, holidays etc. The academic year will normally begin in the month of July.

### **8.2.2 Examination Schedule**

The entire procedure is governed by the regulations for various programmes approved by the Academic Council and all details are described in the Regulation book. The students admitted under a particular Regulation shall be governed by that Regulation till that particular students complete the programme within the specified duration; otherwise only the new/amended regulation shall be in force.

However, as and when regulations change, transient regulation shall be provided, wherever necessary.

The Semester-end examinations shall be conducted immediately after the last working day of the semester. There shall not be normally any study holidays. The odd semester examinations shall commence in December. The even semester examinations shall be in April-May and June shall be normally summer vacation. During the summer holidays summer term courses shall be conducted for the students who have not earned required minimum attendance in a subject to write the examination.

## **9.0 DIFFERENT CELLS / CENTRES**

In order to co-ordinate specific areas of responsibilities, the following Cells/Centres are created. Each Cell/Centre shall have a Co-ordinator appointed by the Vice-Chancellor.

### **9.1 Internal Quality Assurance Cell (IQAC)**

#### **9.1.1 Constitution of Internal Quality Assurance Cell**

- |  |   |              |
|--|---|--------------|
| i) Vice-Chancellor   | - | Chairperson  |
| ii) Five Senior Administrative Officers                                    | - | Member       |
| iii) Three to eight teachers from different departments<br>(Deans or HODs) | - | Member       |
| iv) One member from the Board of Management                                | - | Member       |
| v) Two members from Local Society  | - | Member       |
| vi) Dean, Academic Affairs   | - | Co-ordinator |



### **9.1.2 Functions of Internal Quality Assurance Cell shall be**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops and seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institute for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Conduct periodic meetings of the IQAC and document the minutes of such meetings.
- Ensure quality in teaching-learning process and quality in research & publications.

## **9.2 Entrepreneurship Development Cell (EDC)**

The Institute has an Entrepreneurship Development Cell (EDC) since 1999. The Entrepreneurship Development Cell received funding from National Science & Technology Entrepreneurship Board for 5 years (2003-2008) and continued further with the support of Institute.

### **9.2.1 Entrepreneurship Development Cell shall organize activities such as**

- Motivating students to be an entrepreneur through presentations/lectures by successful entrepreneurs.
- Organizing meet of entrepreneurs and students periodically
- Conducting
  - Entrepreneurship awareness camp
  - Entrepreneurship Development programs
  - Skill development programs
  - Debate on Entrepreneurship
- Formulate student's entrepreneurship club
- Guidance for project formulation and financial support from Banks

### **9.3 Industry-Institute Partnership Cell (IIPC)**

The Industry-Institute Partnership Cell was established in the Institute with an initial grant of Rs. 8.0 Lakhs by All India Council for Technical Education (AICTE).

#### **9.3.1 Functions of the Industry-Institute Partnership Cell**

- to act as the liaison center between Industries and various departments of the Institute for activities which are mutually beneficial.
- to be a member of CII in order to cluster for interaction with industries
- to sign MoU with leading industries in and around Chennai for collaboration
- to facilitate the staff and students to undergo training and internship for the feel of industry ambience.
- to conduct series of training programmes for the benefit of industry personnel.
- to solve live problems related to industries through projects and research.
- to undertake industrial consultancy and testing
- to offer tailor-made UG and PG programmes for industry personnel.
- to organize Industry-Institute meet for mutual benefit.

### **9.4 Women Empowerment Cell (WEC)**

#### **9.4.1 Composition of Women Empowerment Cell**

- |   |   |              |
|---|---|--------------|
| i) Dean of a School (Woman)                               | - | Co-ordinator |
| ii) Professor of any Department (Woman)                   | - | Member       |
| iii) Associate Professor (Woman)                          | - | Member       |
| iv) Two representatives from Administrative Staff (Women) | - | Member       |

#### **9.4.2 Functions of Women Empowerment Cell shall be**

- To identify women with strong leadership qualities and to build their capacity.
- To promote a culture of respect and equality for female gender.
- To provide opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.

- To make them aware about the guidelines of Supreme Court and to ensure that sexual harassment is treated as an unacceptable social behaviour within the Institution and the society.
- To conduct awareness programmes for both members of the Institute and others in the society.
- To involve NSS students of the Institute to interact with rural and urban women who lack formal education and identify projects suitable for upgradation using technology.
- To conduct seminars and workshops to spread information on the numerous opportunities and tools available and train women accordingly.
- To help the women self help group to get financial support by identifying the sources.

## **9.5 Anti-Ragging Cell**

As per the direction of UGC, the Anti Ragging Cell is constituted to curb the menace of ragging in the Institute. The Anti-Ragging Cell shall ensure compliance with the provisions of regulations as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of anti-ragging squad in prevention of ragging in the Institute.

All the senior students are advised to behave well and not to indulge in any kind of ragging in the campus or outside the campus. They are also warned that any incidence of ragging brought to the notice of the Vice-Chancellor / Registrar will be dealt with very severely, whether the ragging is minor or severe in nature.

### **9.5.1 Composition of Anti-Ragging Cell**

1. Registrar	-	Chairman
2. Tahsildar, Chengalpet	-	Member
3. Inspector of Police, Guduvancherry	-	Member
4. Sub Inspector of Police, Otteri Police Station	-	Member
5. Dinamani Reporter, Tambaram	-	Member
6. Around 50 faculty, staff and students	-	Member

The students and parents are instructed to file online anti-ragging affidavits. Apart from the above, the helpline numbers with the name of the person are given to parents and students to contact immediately to initiate swift action in case of any incidence of ragging.

## 9.6 Anti-Discrimination Cell

The Institute has constituted the Anti-Discrimination Cell in compliance to the UGC Regulations, 2012 (Promotion of Equity in Higher Educational Institutions and Grievance Redressal) with the following members to look after the students related matters.

- |   |   |                  |
|---|---|------------------|
| 1. Registrar                                  | - | Convenor         |
| 2. Dean (Student Affairs)                     | - | Member           |
| 3. Dean (Academic Affairs)                    | - | Member           |
| 4. Dean of a School                           | - | Member           |
| 5. HoD of a Department                        | - | Member           |
| 6. Dr. M. Mohamed Ismail,<br>Professor of ECE | - | Member Secretary |

The Cell shall look into the matters (if any) of depriving a student or a group of students on the basis of caste, creed, religion, language, ethnicity, gender, disability of access etc., to education of any type or at any level.

The Cell shall safeguard the interests of the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.

The Cell shall eliminate discrimination against or harassment of any student in all forms by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.

The Cell shall promote equality among students of all sections of the society.

## 9.7 Students Grievance Redressal Cell (GRC – Students)

- There shall be a Nodal Officer to address the grievances of the students.
- There shall be grievance boxes provided at different locations, and the students can drop their letters in the box explaining the problems.
- There shall be an email-id created as [students\\_grievance@bsauniv.ac.in](mailto:students_grievance@bsauniv.ac.in) and students can send their grievances by email.
- There shall be provision in the official web-site of the Institute with a link, where in the students can enter their grievances on line.

The Nodal Officer shall look into all the forms of grievances and take action to redress the grievances as early as possible through the authorities of the Institute.

The information about the Grievance Redressal cell shall be disseminated to the students through circulars, notice boards and web page.

### **9.7.1 Composition of Students Grievance Redressal Cell**

- i) Dean, Student Affairs - Convenor
- ii) Dean of a School - Member
- iii) Two Senior Professors appointed by the Registrar - Member

### **9.7.2 Duties and functions of the Cell**

- i. The Nodal Officer will convene the committee, look through all emails and letters and depending on the grievance, suggest appropriate action and forward it to the Registrar.
- ii. The committee may call the student, if necessary and counsel him / her, wherever needed.

### **9.8 Staff Grievance Redressal Cell (GRC – Staff)**

There shall be a Staff Redressal Cell to redress the grievances of the staff.

#### **9.8.1 Composition of Grievance Redress Cell**

- i) Registrar - Co-ordinator
  - ii) Dean of a School - Member
  - iii) Three Senior Professors - Member
- (There shall be a woman representative among the Professors)

#### **9.8.2 The duties and functions of the Cell are as follows:**

- The Grievance Cell shall go through the grievances received from the staff and submit their recommendations to the Vice-Chancellor for taking proper action.
- Even, in cases where the petition does not contain a grievance and no action is warranted, a reply shall be sent to the petitioner appraising of the factual position.
- The Coordinator shall
  - i) monitor the progress of disposal of the grievances
  - ii) fix time limit for disposal of grievances.
  - iii) deal with every grievance in a fair and fast manner.

## **9.9 Sexual Harassment – Complaints-cum-Redressal Cell (SH-CRC)**

Complaints-cum-Redressal Cell for Sexual Harassment shall be constituted for both students and staff.

### **9.9.1 Composition of Complaints cum Redressal Cell for Sexual Harassment**

- |  |   |              |
|--|---|--------------|
| (i) Professor / HOD of a Department  | - | Co-ordinator |
| (ii) One Professor of any department   | - | Member       |
| (iii) Two Associate Professors from different departments<br>(One of them a woman) | - | Member       |
| (iv) Two Deputy Wardens (Men & Women)  | - | Member       |
| (v) One Administrative Staff   | - | Member       |
| (vi) Four students from different departments<br>(At least one woman)              | - | Member       |

The Cell deals with the issues of gender based violence and harassment with a view to eliminate the culture of impunity and to develop the culture of silence and complicity. The Cell will provide on-going management advice and supervision to the students.

The Co-ordinator of the Cell shall conduct regular meetings, at least one in three months and suggest ways and means to arrest the sexual harassment, if any, among the students and staff and submit an annual report giving full account of its activities. However, emergency meeting of the Cell can be convened as and when situation warrants.

## **9.10 Discipline and Welfare Cell (DWC)**

Discipline and Welfare Cell is constituted with the following faculty members of the Institute to examine/inquire and recommend punishments/remedial measures in the case of

- Malpractices in examinations
- Indiscipline in the Institute Campus and Hostel premises
- Complaints of ragging
- Complaints of eve-teasing and harassment of weaker sections
- Incidents of antisocial and antinational activities in the Campus.
- Any other activity that may damage the image of the Institute.

### **9.10.1 The composition of the Cell is**

- |                               |   |          |
|-------------------------------|---|----------|
| 1. Dean, Student Affairs      | - | Convenor |
| 2. Dean, Academic Affairs     | - | Member   |
| 3. Controller of Examinations | - | Member   |
| 4. Warden, Men's Hostel       | - | Member   |
| 5. Warden, Women's Hostel     | - | Member   |
| 6. Dean of a School           | - | Member   |

The Cell shall meet at least once in two months to deliberate on the issues referred to it. However, emergency meeting of the Committee can be convened as and when situation warrants. All the meetings shall be convened by the Convener with the approval of the Registrar.

The Cell shall submit its recommendations to the Registrar of the Institute. Based on the recommendations made by the Committee, the Registrar shall implement the decisions forthwith. However, under extraordinary circumstances, the Registrar may entertain appeals from the aggrieved persons and take appropriate action.

The Cell shall make a detailed enquiry with student(s) and materials provided by Controller of Examinations on malpractices in examinations, if reported by the Controller of examinations. Depending on the scale of malpractices, the Cell shall recommend the level of punishment to the Vice-Chancellor, which is in vogue. With the approval of the Vice-Chancellor, the level of punishment shall be communicated to the student(s) who involved in malpractices in tests and examinations.

### **10.0 AWARD OF DEGREES AND OTHER AWARDS (Convocation Procedure)**

The award of academic Degrees and other awards to the eligible candidates shall be presented in the Annual Convocation held every year for this purpose.

- After announcement of results of the examination, the Institute shall confer the Degrees in convocation, the date of which shall be notified in the press or Institute website enabling the eligible graduates to make arrangements to attend the convocation.
- The convocation shall be held, normally during the month of August/ September. However, the exact date will be fixed based on the availability of the Chancellor and convenience of the Chief Guest for convocation address.
- Those who could not attend the convocation even after applying, or those who did not apply for the convocation can collect the degree certificate in person or it can be sent to them, on a written request.

The ceremonial procedure for the conduct of the convocation is listed below:

## 10.1 Arrival of Dignitaries

- The members of the Board of Management, Deans, Heads of the Departments, Registrar and the Controller of Examinations shall wear the academic robes prescribed and assemble in the robing room in the Institute Convocation Hall at the appointed hour.
- The Chancellor and the Chief Guest will be received at the entrance by the Vice-Chancellor and the Registrar.
- The Chancellor, the Chief Guest, the Vice-Chancellor and the Registrar will proceed to robing room.

## 10.2 Passing of Grace: (In a hall near the venue of Convocation)

After wearing the robes, the grace of the Chairman, Board of Management on behalf of the candidates for admission to the several degrees will be supplicated in the following order by the respective Deans. If there is any Honorary degree, the Vice-Chancellor moves the following:

### i) Conferring Honorary Degrees

Mr. Chancellor, I move that the grace of the Board of Management be passed and that the following eminent persons be conferred the Degree of Doctor of Science (D.Sc.), Degree of Doctor of Literature (D. Litt.,) Degree of Doctor of Law (L.L.D.) and other titles (mention the titles).

### ii) Conferring Degrees

- |  |    |   |
|--|----|---|
| a) Computer, Information and Mathematical Sciences | .. | by the Dean, School of Computer Information and Mathematical Sciences |
| b) Electrical and Communication Sciences           | .. | by the Dean, School of Electrical and Communication Sciences          |
| c) Civil Engineering                               | .. | by the Dean, School of Infrastructure                                 |
| d) Mechanical Sciences                             | .. | by the Dean, School of Mechanical Sciences                            |
| e) Physical and Chemical Sciences                  | .. | by the Dean, School of Physical and Chemical Sciences                 |
| f) Humanities and Social Sciences                  | .. | by the Dean, School of Humanities and Social Sciences                 |
| g) Architecture                                    | .. | by the Dean, School of Architecture                                   |
| h) Islamic Studies                                 | .. | by the Dean, School of Islamic Studies                                |
| i) Life Sciences                                   | .. | by the Dean, School of Life Sciences                                  |



**iii) Text for the Grace to be read by the respective Deans**

The above order may be followed:

Mr. Chancellor, I request that the Board of Management may be pleased to admit those persons, whom the Vice-Chancellor on the reports of the Examiners has certified to be qualified for the Degrees in the Faculty of .....

Then the Chancellor shall put the question

**Does it please you that these requests be granted? (and the Board of Management assenting)**

The Chancellor shall say

**These requests are granted**

**10.3 Procession**

**The Procession will be formed in the following order:**

The Registrar

The Controller of Examinations

The Heads of the Departments in rows of two

The Deans of the respective Schools

The Members of the Board of Management in rows of two

The Vice-Chancellor

The Chief Guest

The Chancellor

The procession will march along the aisle of the Convocation Hall and reach the dais.

When the academic procession entering the hall, the candidates and others in the hall shall rise and remain standing until the Chancellor, Pro-Chancellor, Chief Guest, Vice-Chancellor, the Members of the Board of Management, Deans, Heads of the Departments, Controller of Examinations and the Registrar have taken their seats.

**10.4 Tamil Thai Vazhthu**

The Chancellor shall announce

Tamil Thai Vazhthu

### **10.5 Welcome Address and Report by the Vice-Chancellor (not to exceed 7 minutes)**

The Chancellor shall say I invite the Vice-Chancellor ..... to welcome and present the Annual Report of the academic achievements of the Institute.

### **10.6 Declaration of Opening the Convocation by the Chancellor**

The Chancellor shall say:

This Convocation of the B.S. Abdur Rahman Crescent Institute of Science & Technology has been called to confer the degrees in the Faculties of Science and Humanities, Engineering, Management, Architecture, upon the candidates who in the Examinations recently held for the purpose, have been certified to be worthy of the same.

### **10.7 Convocation Address**

The Chancellor shall say:

I invite ..... to deliver the Convocation Address.

Address by the Chief Guest

The Chancellor shall say:

**“Let the candidates be now presented”.**

### **10.8 Administration of Pledge by The Chancellor**

When all the candidates for the Degrees have been presented, all these candidates will stand up. The Chancellor shall read out the following pledge and the candidates will repeat the same.

**We shall, in thought, word and deed ever endeavour to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity, unity and integrity of our profession and the honour of our Institute. We shall uphold and advance social order and the well being of our fellow members and shall devote our energy to promote the secular ideal of our Country.**

### **10.9 Authorization by The Chancellor**

The candidates standing, the Chancellor shall read out the following authorization:

**By virtue of the authority vested in me as Chancellor of the Institute, I admit you to the Degrees in the Faculties of Science & Humanities, Engineering, Management, Architecture for which you have been declared qualified in this Institute and in token thereof you have been presented with these Diplomas and I authorize you to wear the robes ordained, as the insignia of your Degrees.**

### **10.10 Signing the Record of Degrees**

After the administration of the pledge has been completed, the Registrar shall lay the Record of Degrees before the Chancellor who shall sign the same.

### **10.11 Dissolution of Convocation**

At the conclusion of the proceedings, the Chancellor, the Pro-Chancellor, the Chief Guest, the Vice-Chancellor, the Members of the Board of Management, Deans, the Heads of Departments, the Controller of Examinations and the Registrar shall rise up.

The Chancellor shall say:

I dissolve this Convocation.

### **10.12 National Anthem (recorded version)**

When the National Anthem is played, academic caps, if worn shall be removed by all.

### **10.13 Procession back to the Robing Room**

Then, the Chancellor, Chief Guest, the Vice-Chancellor, Members of the Board of Management, Deans, Heads of Departments, Controller of Examinations and Registrar shall march in procession from the dais to the robing room, the graduates and others in the hall standing.

After the procession leaves the hall, the graduates and guests will disperse.

## **11.0 SERVICE RULES OF THE STAFF**

Service Rules have been formulated and published elsewhere. All the matters pertaining to staff appointment, terms and conditions of appointments and service rules for the staff shall be referred in the service rules book.

## **12.0 POWER TO AMEND BYE-LAWS, RULES & REGULATIONS**

The bye-laws, rules & regulations shall be created and amended by the Board of Management as and when need arises.

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