

**THIAGARAJAR COLLEGE OF ENGINEERING:  
MADURAI 625 015**

# **Faculty Hand Book**

(Blue Book)

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### **Academic Council:**

1. a) Chairman - to be nominated by the Chairman of the Governing Council  
b) The Principal - Co-Chairman
2. All the Heads of Departments in the College.
3. Eight teachers of the College representing different levels of the teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts from outside the college representing such profession as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Council of the College.
5. Three nominees of the University.
6. One representative of the State Government.
7. Two members representing Governing Council other than those who are by themselves members of the Academic Council.
8. Three Students of the College to be nominated by the Principal on the basis of merits.
9. Controller of Examinations; and
10. Registrar - Non-members Secretary.

The term of nominated members shall be two years and one year in the case of students.

### 2.2. Functions:

- 2.2.1. To frame, modify or repeal regulations for courses and curricula, instructional methods and scheme of examination and other academic regulations on the advise of the Boards of Studies or other adhoc Committees it may set up.
- 2.2.2 To determine, modify or repeal the schemes of examination and evaluation and procedures thereof, determine attendance, passing and classification requirements, establish procedures for condonation, re-examination, review , supplementary appearance and grading on the recommendation of the Board of Studies.
- 2.2.3 To make recommendation to and advise the Governing Council on all academic matters.
- 2.2.4 To make proposals to the Governing Council related to development of facilities ( equipment, building, staff and library), the priorities of research, setting up of new departments, and industry-institution interaction.
- 2.2.5 To appoint a Standing Committee consisting of the Heads of Departments/Faculties and such other members of the Academic Council and delegate to it such of its powers as it may deem fit.
- 2.2.6 Recommend to the Governing body Institution of Scholarships, Studentship, fellowships, prizes and medals and to frame regulations for the award of the same.
- 2.2.7 To inform the Governing Council all the decisions taken by it and programmes implemented by it.
- 2.2.8 To appoint any adhoc committee and to delegate any of its powers to its Chairman.
- 2.2.9 Perform such others functions as may be assigned by the Governing Council.

## **Departmental Advisory Committee**

### **Functions**

- Provides direction and advice to the department on the innovations and implementation issues in respect of infrastructure, Teaching Learning process, Industry Institute Interaction, Research and Development, Faculty Development and student activities so as to achieve the goals and objectives envisioned in the policies of the institution.
- Ensures the review and Monitoring of the progress of the department so as to help the growth of the department in a cohesive manner.
- Prepares a consolidated report of the departmental activities to be submitted to Vice-Chairman through the Principal.
- Recommends the annual budget requirements and action items for the approval of Vice-Chairman through Dean (Planning & Admin.)

### **Composition**

DAC would have two members from industries, one from Institute of higher learning, one Alumnus, one faculty from other department and five teachers with minimum ten years of teaching experience in the respective department. HOD will be the Member Secretary of DAC.

### **Tenure**

Term of office for the position of Chairman-DAC at the first instance is two years and extendable by one year extendable by another year to the same position. The Chairman-DAC will be nominated by the Vice-Chairman of the Institution. Members of the committee will have tenure of three years.

### **Boards of Studies**

The constitution of Board of studies is given as below:

1. Head of the Department - Chairman. If more than one department is involved, one of the Heads of Departments will be nominated as Chairman by the Principal.
2. All Professors in the Department(s)
3. All Assistant Professors of the Department(s)
4. All Lecturers with five years service in the Department.
5. University nominee: One

6. Outside experts in the subject to be nominated by the Chairman of the Academic Council – Two
7. Two experts from the industry to be nominated by the Principal.

The term of the nominated external members shall be 2 years.

**Meeting:** The Principal of the institution shall draw schedule for meeting of the Boards of studies for different departments. The meeting may be scheduled as and when necessary but necessarily once a semester /twice a year.

**Quorum:** The quorum for the meeting shall be 50% of the total members of the Boards of studies.

The Standing committee recommended that the constitution should be in accordance with statutes of Anna University issued in the year 2003. Also, the committee suggested that there could be one Board for Under Graduation and one Board for Post Graduation Studies for effective functioning of the department. As a practice, adhoc Board of studies had been constituted due to exigencies, but hence forth there will be no such adhocism in the Board of studies to oblige the statutes of Anna University.

### **Academic Freedom**

Academic freedom and responsibility in teaching, research, and creativity are essential to our college. The faculty is expected to take the initiative in promoting his/her own growth individually as teachers, scholars, and professional researchers. The faculty duties should be carried out in a professional, Ethical and collegial manner that enhances the purpose of Thiagarajar College of Engineering.

### **Academic Integrity**

Faculty should openly express academic honesty. Faculty should avoid plagiarism, which is the misrepresentation of someone else's words, ideas, research, images, video clips, or computer programs as one's own; submitting the same paper or computer program for credit in more than one course without prior permission; collaborating with other students on papers or computer programming assignments and submitting them without instructor permission; cheating on examinations; violation of copyright laws; forgery; and misuse of academic computing facilities.

## Faculty Attendance

Faculty members are expected to log their attendance at the respective timings in a manner prescribed by the college. Electronic attendance register (Bio-metric system) is kept in the respective department for the recording of attendance, while entering and leaving the college.

## Class Attendance (CAMU)

1. Student attendance should be marked on the CAMU software against the date / month and the periods.
2. At the end of each period the number of absentees should be clearly noted in the last row and initialed as a token of check.
3. Topics covered in each class should be provided.
4. Test marks and Assignment marks should be entered in the CAMU software. Continuous assessment marks to be awarded as per the guidelines prescribed.
5. The tests to be conducted by the respective faculty member as per the schedule given in calendar. For the Practical Subjects, test to be conducted at the end of the semester.
6. At the end of each month, the student attendance should be informed to the Head of the Department by the faculty and specifically if there is any lower attendance.
7. At the end of every month the faculty should send a special report of such of those students who have earned less than 75% of the attendance upto that period and who have obtained less than 50% of marks in the test through the Head of the Department to the parent
8. At the end of the semester the percentage of attendance and continuous assessment mark of each student should be worked out and entered in the relevant column and this register should be submitted to the Head of the Department.
9. This register should be handed over to the Head of department whenever the faculty member goes on long leave or when he / she resigns.
10. The Head of Department will check all the entries and prepare consolidated attendance and mark reports for each class and submit the same for the review meeting. The report will thereafter be under the safe custody of the Head of Department

11. Faculty-In-charge of the class during the working semester and Head of the department there after will be responsible for the safe custody of this report
12. This is an important document and the faculty-in-charge should keep entries up-to-date in ERP and correct.

### **Student Access**

All individual class and lab sessions are expected to conduct as per the approved time table issued by the respective Head of department. Faculty should not habitually start class late or dismiss class early. The faculty member should teach classes after the Dean/HOD has approved the method of instruction. Full-time faculty are required to hold eight hours of office hours each week for odd and even semesters and make themselves available to students for counseling, questions, or other matters relating to student progress in the course.

### **Department Liaisons**

The faculty who are handling other department courses should contact the respective HOD, for helping with procedural questions, or resolving academic issues and setting appropriate testing and academic standards.

### **Evaluation**

The faculty will be evaluated annually. This evaluation will include the performance appraisal review detailed below and professional development planning. The performance appraisal, as part of the Personnel Review process, has the major objectives;

1. It helps determine the extent to which the individual faculty member is assisting the college in fulfilling its purpose, goals, and objectives.
2. It assists the individual faculty member in planning and reviewing content, technique, and professional development.
3. It reinforces communication between faculty members and administrators.

Information sources for completing the performance appraisal instrument include student rating/ Peer review of instruction, professional development planning activities, participation as a member of the Board of Studies, Academic Council, participation as a member of various forums (college committees, professional organizations, special interest groups), and other relevant objective information.

Dean (Teaching and Learning) and Head of the Department will review the completed performance appraisal form with the faculty member. Following this review, the Performance Appraisal form is to be signed by the Dean/HOD and the faculty member, indicating that all individuals have reviewed and discussed the content and that the faculty member has had an opportunity to respond either orally or in writing to the performance appraisal. As a final step, the Instructional Performance Appraisal form will be reviewed and signed by the Principal. Original Performance Appraisal forms will be placed in the faculty member's Service Register.

### **Faculty Promotions**

The Thiagarajar College of Engineering Promotion Plan is the official prospectus and guide detailing the processes of the faculty promotions. There are four faculty ranks in ascending order: Assistant Professor, Associate Professor, Professor and Dean.

Any faculty member with a satisfactory performance review may apply for promotion consideration to another rank after he/she has completed the required years of service for their current rank.

### **Instructional Management**

The key to successful classroom management is planning. In planning, considerations incorporating the following suggestions are to be made:

1. Conduct a full instructional period on the first day of class. This sets a positive tone for the learning environment.
2. On the first day of class, review the course syllabus in detail alongwith course outcomes. Make certain that each student in the course receives the syllabus and understands its content.
2. Inform students about the learning sources available to them outside the classroom and give awareness on how they can use them.
  4. Always ensure that accurate student attendance records are kept.
  5. Always return continuous examinations and papers as soon as possible. Write comments when appropriate. Make suggestions for improvement.
6. Vary instructional techniques, including lecture, discussion, seminars, problem solving, and the use of modern instructional aids, homework assignments, or study aids using ICT tools.



7. Use familiar examples in presenting materials. If teaching rules, principles, definitions, and theorems, explain with concrete examples that students understand.

8. Encourage students to ask questions.

9. Classes shall not be missed. If the teacher is absent for any reason alternate arrangements shall be made. If you must miss a class, explain how it will be covered.

10. Throughout the course, but especially during the first class session:

- Course outcomes and its relevance towards Program outcomes.
- Emphasize your willingness to answer questions and explain problems.
- Point out the relevance of your subject matter.
- Recognize contributions of students.

### **Preparing for the Class**

- Communicate enthusiasm
- Communicate professionalism
- Communicate credibility
- Communicate caring

### **Professional Development**

Faculty members are strongly encouraged to seek out opportunities to promote their personal and professional growth as teachers, scholars, and professional researchers. Faculty members may be eligible for applying awards/rewards of Thiagarajar College of Engineering through management funds, for taking courses at other institutions or attending conferences and seminars.

### **Faculty / Student Misunderstanding**

If a misunderstanding or a problem arises between a student and a faculty member, the Faculty should contact the HOD/Dean or Principal for the purpose of resolving the difficulty. Faculty members have no individual powers to initiate any penal action.

### **Syllabi**

Each faculty is required to compile and distribute to all students a written course plan as per the formats provided by the institution. Each course plan must contain information regarding course description, course objectives and content and references including relevant websites.

### **Classroom Protocol**

When chalk boards are used, the faculty member is responsible for erasing the board before leaving the room. If desks have been rearranged, they must be returned to their original arrangement, and the room left in good order. All faculty and staff members are expected to be familiar with these procedures and responsibilities.

### **Dress code**

Men faculty members shall not wear T Shirts/Sleeveless Shirts or shorts for classes. T Shirt may be worn on casual occasion and shorts will be allowed only in the sports field. Women faculty members are expected to wear saree. Any other type of T shirts, sleeveless shirts or shorts shall not be worn by them.

### **Sexual Harassment**

Any faculty member found guilty of sexual harassment shall be liable to the following punishment.

- i. Warning, reprimand or censure;
- ii. Withholding of an increment for a period not exceeding one year;
- iii. Reduction in rank;
- iv. Termination of service

In addition to these penalties the employee concerned may also be fined up to Rs. 5,000/-. In addition to all these penalties the employee can also be required to give a written apology to the victim and upon his failure to do so his punishment can be enhanced

### **Faculty Absence**

An unexpected daytime absence must be reported to the Head of Department immediately who will in turn notify on the classroom for the students. A leave request must be submitted on the ERP and to the department as early as possible. For planned absences, a leave request form accompanied by a class arrangement form must be completed and approved prior to going off campus.

### **Leave Requests**

The following rules and guidelines have been announced by the management for the benefit of teaching staff of Thiagarajar College of Engineering, Madurai-15 and for strict compliance.

No leave can be claimed as a matter of right. The leave sanctioning authority may reject or sanction the leave at his discretion taking into consideration the actual situation and genuineness of the case.

## *I Casual Leave*

- (1) The total number of days of casual leave allowed to the employees in a calendar year is 15 days.
- (2) For the probationers the eligibility of casual leave shall be calculated with reference to the period actually spent by them on duty and shall be proportionally restricted.
- (3) The casual leave may be sanctioned to the approved probationers and permanent staff without any reference to the period spent on duty.
- (4) The leave availed including Government holidays at a time should not exceed 10 days.
- (5) The casual leave may be combined with compensatory leave or holidays.
- (6) The casual leave should not be combined with Earned leave.
- (7) Unavailed casual leave will lapse at the end of the calendar year.

## *II Compensatory Leave*

- (1) Compensatory leave is sanctioned to a teacher in lieu of having attended college on a holiday.
- (2) This leave may be combined with holidays or casual leave. But the total of all these taken at a time should not exceed 10 days.
- (3) This leave should be availed within six months from the date of such holiday work.

## *III Vacation*

- (1) Vacation may be granted as follows:

i)	Winter vacation	4 weeks - 28 days	Total
ii)	Summer vacation	6 weeks - 42 days	70 days
- (2) Staff members who have not put in 6 months of service are not eligible for vacation.
- (3) The sanction of vacation is at the discretion of the Head of the Institution.

## *IV Earned Leave*

- (1) All teachers are eligible for Earned leave at the rate of 1/11 for the period on duty during the year.

- (2) If the full period of vacation (Vacation I Winter) and (Vacation II Summer) put together is availed, then 18 days of Earned leave will be deducted and this will amount to crediting of the balance 15 days of Earned leave only to the individuals leave account.
- (3) In case a staff is prevented from availing vacation, then instead of 18 days, only the proportional amount of days will be deducted. (eg). If the total period of vacation is 70 days and the individual is prevented to avail 35 days of vacation, then the number of days of Earned leave to be deducted would be  $35/70 \times 18 = 9$  days. Hence Earned leave to be credited will be  $33-9=24$  days.
- (4) The Earned leave at credit can be carried over to the subsequent years and accumulated. The maximum limit of accumulation of EL is 240 days.
- (5) The sanction of Earned leave should be obtained well in advance.
- (6) The minimum period of Earned leave to be availed at a time is 3 days and the period of Earned leave that can be availed at a time is 60 days.

#### V Medical Leave

- (1) All teaching staff can avail medical leave.
- (2) The total number of days of medical leave eligible over the entire service period is subject to the following limits.

Service	Medical Leave with full pay	Medical Leave with half pay
2-5 years	45 days	45 days
5-10 years	90 days	90 days
10-15 years	135 days	135 days
15-20 years	180 days	180 days
Above 20 years	270 days	270 days

- (3) The medical leave should be availed only for genuine reasons and medical certificate issued by a registered practitioner should support the ML application

#### VI Maternity Leave

- (1) Women employees who are approved probationers or permanent are eligible for maternity leave for only one child.
- (2) The maximum duration of maternity leave is 90 days and may be taken before or after delivery as advised by the doctor.

## **Faculty Teaching Load and Compensation**

The teaching load process is initiated from the HODs' office with a timetable that is distributed to all faculty for completion. A teaching load is equated to 16 hours/per week on both the semesters. Student contact hours and specific assigned duties may be used in determining load only when approved by the Principal. Compensation for lab hours scheduled beyond lecture hours will be determined by the Principal. The regular work week for faculty is 35 hours, which shall include 16 instructional hours, 10 office/student contact hours, meetings, lecture preparations, or such other college-related activities as may be necessary to support the instructional effort and the remaining 9 hours for research and development work. Faculty teaching courses beyond prescribed hours must indicate the additional hours and equivalents may be determined and approved by the Principal.

### **Teaching Load Compensation**

Faculty members who have an excessive student contact hour (ie. On Saturdays) load approved by the Principal will receive monetary compensation as announced from time to time.

## **SAFETY AND FIRE REGULATIONS**

Thiagarajar College of Engineering makes every effort to ensure the health and safety of its students, faculty, staff and visitors on campus. A comprehensive safety inspection is conducted by the approved contractors assigned for the purpose. In addition, everyone is encouraged to report safety hazards to the MDR Cell, which in turn assists in identifying and eliminating campus hazards. Fire may originate from a variety of ignition sources including electrical systems, chemical agents, flammable liquids, careless smoking and those which are environmental in nature such as lightning. To that end, all faculty members are requested to be alert at all times, to observe all fire regulations, and by identifying the location of fire alarms, extinguishers and building evacuation routes.

Help us to help you by:

- Driving safely on campus roads and in our parking lots at prescribed space.
- The campus is a NO SMOKING campus and smoking is forbidden in the campus.
- Do not use any electrical extension cords without obtaining permission from the electrical maintenance group.
- Operate the equipment only when properly trained and equipped
- Identify and familiar with evacuation routes in laboratories
- Always being aware of your surroundings

## **Photocopying Services**

Photocopying requests should be submitted to the office assistants at the respective departments. A routine photocopying request form should be completed and attached to appropriate materials. Requests must also be submitted in advance. The Department office will occasionally handle emergency photocopying. Photocopy machines (Xerox) will be facilitated to the faculty when it is not more than 10 pages. Any requests of more than above will be referred to the respective head of department.

## **Educational Technology**

### **Online Learning**

TCE uses Media Resource Center at the library as its secondary method of facilitating online learning. A periodic schedule is available in the respective departments for their disciplines. In addition, faculty may use TCENET for posting assignment for students throughout the semester. All faculties are encouraged to make use of TCENET for augmenting their regular classes. Access to TCENET is available through the College's main page (<http://www.tce.edu>).

## **INFORMATION TECHNOLOGY SERVICES**

TCENet Support is available from 9:00 AM to 4:30 PM.

To request services, faculty members are asked to do the following:

1. When requesting a problem, indicate the intranet page in use when the problem occurred the messages in any warnings or dialog boxes that appeared, and whether you prefer to be present.
2. An on line maintenance portal is available in the Intranet to raise a complaint on the following: Electrical, Electronics, Plumbing, Classroom, Computers, Internet/Intranet, etc..., Faculty members are encouraged to log their complaints when they come across within the campus. The corrective action will be taken on the raised complaints. Alternatively you may submit your request through the TCENet in the suggestions area.

## **LIBRARY**

1. **Library Area: 12840 Sq.ft.**
2. **Seating Capacity: 250**
3. **Library Working Hours:**

✚ Monday to Friday: 8.00 AM. TO 7.00 PM.

✚ Saturday: 9.00 AM. TO 4.40 PM.

✚ Morning shift - 8.00 Am to 4.00 PM & Evening shift -11.00 Am to 7.00 PM

✚ 24x7 Digital library accesses through mobile app.

✚ Library will be closed on all Sundays and public holidays

#### 4. Library staff:

Sl.no	Name	Current designation	Qualification
1	Dr. L.Radha	Librarian	DCP, B.com, M.L.I.Sc, NET-UGC, M.phil, PGDLAN, PGDPM&IR, Ph.D
2	S. Sudhahar	Asst. librarian	BA. M.L.I.Sc. M.Phil. Ph.D
3	P. Sathish Kumar	Asst. librarian	B.Com. M.L.I.Sc. M.Phil.
4	Sakthi Renugadevi	Library Assistant	B.Com., M.L.I.Sc.
5	S. Deepa	Library Assistant	BA. M.L.I.Sc.
6	K.Chithambaravalli	Library Assistant	MA, M.L.I.Sc
7	Mrs. P. Kavitha	Attender	B.com, B.L.I.Sc
8	Mrs. S. Kavitha	Attender	IX std.

#### 5. Library Automation and Networking :

##### **Library software**

TCE library is using AutoLib library management software (JAVA version) and RFID System for circulation, stock verification and security system. This software provides facility such as department interlinking, SMS, E-mail notification for transaction etc...

##### **E-Gate register:**

Patrons are advised to scan their ID card both the time while check in / out in the system available at library for E-Gate register.

##### **Security check:**

Patrons are advised to cooperate for security check which is available at library. RFID Gates are available for automatic theft detection.

**Library networking:** Library has connected with college LAN (1 GB speed) and wi-fi access.



## 6. Library transaction service

### **Circulation Section:**

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library.

Major Activities of the Section are:

- ✚ Issue and returns of Learning Resources(Primarily Books) using library software
- ✚ Registration of new Members – All students are become automatically a member of library, for other faculty and staff members they are request to submit the library membership form.
- ✚ Membership for research scholar is done through Dean R&D
- ✚ Sending Reminders to overdue documents users through SMS, Mails on regular bais
- ✚ Self check in kiosk is available for automatic issue of books by patrons
- ✚ Self return – Automatic drop box is available for returning the books by patrons
- ✚ Correspondence & No Due issuing
- ✚ Assisting the users for accessing OPAC and Reference

### **Issue/Return procedure**

- ✚ Issue/Return of library materials is the routine operation of any library.

### **Books that can be borrowed:**

- Books from the general shelf can be borrowed by students, staff and faculty members.
- Reference Shelf Books can be borrowed only by the faculty.

### **Books only for reference:**

- Journals Bound Volumes, Dissertation, thesis and Project Works
- CD ROMS, DVDs and audio video cassettes can be copied inside the library by using external devices only for educational purpose.

### **Renewals/Reservations and Over Due/Fines**

- Books can be renewed once (15 days) if there is no demand on them. The renewal must be made on or before the due date (Annexure 1.1)  
There will be overdue charge applicable as per the TCE norms

### **Loss of documents**

- Library materials are to be handled with care.
- Replace the book by new book of the latest edition or payment to be made as per TCE policy

### **Library Fine collections / No dues**

- Library send the circular to the final year students by March 2<sup>nd</sup> week to return all their books before April last week.
- Then library is responsible to provide list of final year students with their fine details by 1<sup>st</sup> week of May month of every year to the HOD and College office.
- College office is responsible for collecting cash from the students through cashier.
- Based on their payment receipt, library will be providing no dues and clearance in the library database.
- HOD's are responsible to collect library no dues certificate from final year students before providing the course completion.

### **External Visitors Access**

- All students/researchers from outside who wants to utilize the library are allowed to utilize the library services after getting the formal approval from the principal with their college ID card.

### **Photocopying Services**

- ✚ Library has reprography service for photocopy the reference materials as per the fair use of Indian copyright act 1957 at the cost of Re. 1/- for each page.

7. User privileges:

Designation	No. of Books	Retention period	Renewal period (one time)	Fine for the books returned / renewed after the due date		Replacement policy for loss of books
				For first 20 days	After first 20 days	
Research scholars	5	15 days	15 days	50 paise Per day	Minimum of 1. [Rs.10+ 3*(date of return - due date- 20 days) ] or 2. Double the amount of book cost for book purchased within 8 years, it is thrice amount for more than 8 years	Replace the book by new book of the latest edition. If not able to make the replacement, then double the cost of the book (if book purchased within 8 years) or thrice the cost of the book (if book purchased earlier) will be collected for cost recovery of loss.
UG - Students (Applicable to Part time Students also)	5					
PG - Students	7					
Faculty	10	One month - lending period And 2 times renewal allowed - total 3 months (lending + renewals)	Fine: Nil But books should be returned at the end of each semester	<p align="center"><b><u>LOSS OF BOOKS:</u></b> Replace the book by new book of the latest edition. If not able to make the replacement, then double the cost of the book (if book purchased within 8 years) or thrice the cost of the book (if book purchased earlier) will be collected for cost recovery of loss.</p>		
Non teaching & staff members	3					

## **8. Library Rules and Regulations:**

- ❖ Entry is permitted with ID card only.
- ❖ Members are requested not to bring their belongings inside the library.
- ❖ Use of edibles items and mobile phones in the library is strictly prohibited.
- ❖ Reference materials should not be taken outside from the library.
  
- ❖ Xerox facility is available for photocopying.
- ❖ On leaving the library, all users are requested to extend their cooperation for the inspection of all books and items taken out of the library.
  
- ❖ Overdue charges will be applicable for books returned after the due date.
- ❖ If an issued book is lost / damaged it has to replace as per the TCE norms.
  
- ❖ Members are requested to make use of digital library only for online educational resources. Do not install or uninstall any program or service in any computer.
  
- ❖ If any device of the computer is not working, do not fix it kindly report at the reference desk or to the IT person in charge.
  
- ❖ Silence must be observed in the library.
- ❖ Violation of these rules will call for punitive action against the erring student.

### **Cyber Rule:**

- ❖ Members are requested to make use of digital library only for online educational resources. Do not install or uninstall any program or service in any computer.
- ❖ If any device of the computer is not working, do not fix it kindly report at the reference desk or to the IT person in charge.
- ❖ Printing is not allowed within the cyber, and if necessary contacts the Librarian.
- ❖ Patrons are responsible for complying with the limitation of copyright act while Xeroxing a library book.

## **9. Library Section and services:**

- Text books section
- Book banks section
- Reference section

- Periodical section
- Media centre
- Rare and special collection
- Back Volume section
- Reprography section
- Browsing Area
- Binding section
- Processing section (Cataloguing books)
- Personality Development section (Leadership books)
- UPSC circle

Also provides services such as

- Lending service
- Referral service
- Web OPAC
- Self online renewal of Books through OPAC
- Reservation of books through OPAC
- SMS alerts for each transactions and overdue
- Inter library loan
- Reprography for Xerox
- Corporate membership
- Orientation to the new users
- Access to E-resources through Digital library

## 10. Library Resources:

### ✓ Total Books:

Library Resources(as on Sep 20 <sup>th</sup> 2018)	Total No. of Volume	Total No. of Title
Books	83404	54315
Book Bank	14126	4183
Total	97530	58499

✓ E-Journals / E-Books (2018)

Packages	No. of Journals
IEL	33923
ASME	29
ASCE	36
SCIENCE DIRECT (Engineering)	275
SPRINGER	452
EBSCO (Art and architecture)	370
EBSCO (Engg)	5800
Knimbus (open access)	25000
Total	65885

For more access digital library <https://tce.new.knimbus.com/user#/home>

McGraw Hill E- Books	337
Proquest (TLC)	40
Pearson	226
Knimbus open access	84707
Total	85310

✓ Newspapers - 7 nos.

- ❖ Dinamalar (Tamil)
- ❖ Hindu (English)
- ❖ Hindu (Tamil)
- ❖ Dinamani (Tamil)
- ❖ The Indian Express (English)
- ❖ Business line (English)
- ❖ Employment News (English)
- ❖ Times of India (English)

- ✓ **Printed journals and magazines subscribed on 2018 – 230 nos.**

National magazines	56
International magazines	32
National journals	75
International journals	67
Total	230

### 11. Library Portal and Digital library:

- ✓ TCE library portal: <http://tce.edu/library/about>

TCE Library portal is linked with TCE website and provided access to online library resources, Rules, OPAC, Digital library and Open access resources etc..  
<https://www.tce.edu/library>

- ✓ **Digital library:** : <https://tce.new.knimbus.com/user#/home>

TCE Digital Library is a primary repository of E-Resources like E-Books, E-Journals, E- Magazines, Question Paper archives NEPTEL videos and so on  
<https://tce.new.knimbus.com/user#/home>

**Individual WEB OPAC:** <http://lib2.tce.edu/AutoLib/Home/opacPage.jsp>

### 12. Institutional Membership:

- ✓ AICTE INDEST (E-Sodhsindhu) (Get funding for IEL, ASCE, ASME)
- ✓ DELNET Access
- ✓ National digital library
- ✓ N-List access

### 13. Library feedback system

- ✓ User can register suggestion through TCE NET
- ✓ Library conducts annual survey through Google forms

#### 14. Library committee

✓ **Library committee members are as follows**

- ❖ Principal
- ❖ Dean
- ❖ Associate Dean Library
- ❖ CLC (College level coordinator) for library
- ❖ DLC (Department level coordinator)
- ❖ Librarian

#### 15. Library Procurement Policy :

✓ **Library rule as per Government of India for procurement:**

**Library: Different from stores:** As indicated in the GOI. M.F. OM 23(7)-EII (A)/83 dated 7<sup>th</sup> February 1984, (GFR 116(2) (1) (1978)), "the position of library books, etc., is different from that of stores". The above OM is reproduced below:

"Librarian (not below the rank of Deputy Secretary to the Government of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions. *Tenders need not be called for this purpose.*"

Reference GOI Finance rule for library purchase: (exemption of store rule)

[http://finmin.nic.in/the\\_ministry/dept\\_expenditure/gfrs/GFR2005.pdf](http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2005.pdf)

#### **Selection of vendors**

- a) Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, registration in book supply bureau like GOC, Federations etc.
- b) Updating vendor panel from time to time (at least once in 3 years) based on their performance is a continuous activity and this should be done by ordering books to test vendors.



- c) A panel should have at least 8 Vendors and more possible
- d) There are also cases where the documents/books can be obtained only from specific sources, standard agencies – which are not on the panel.
- e) Journals and magazines can be purchased through directly from the publishers or through the authorized agent.
- f) New vendors can register at any time by submitting their details in vendor registration form with supportive document and receive the approval while purchasing with them.

**Terms and conditions for Book purchase as per GOC**

- a) Supply of publications at current catalogue prices.
- b) Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC).
- c) Minimum of 10-20 % discount to be fixed for all vendors and the additional special discount can be received from the vendor if given.
- d) In the case of short/no discount titles or titles procured from abroad against specific orders (like institutional/society publications), the supplier may charge 15% on the net landed cost of the publication. The invoice of publication may be worked out as follows:

**Published price minus (-) discount earned plus (+) 15% handling charges of the overseas agent if any. To this is to be added the actual freight, clearance, bank and postal charges; documentary evidence is to be given to library for such charges on demand.**

- e) No discount for Central and State Government publications
- f) Wherever advance payment is required, the same may be made and a record thereof should be maintained
- g) Certificates on bills by Library (a) only latest editions have been supplied (b) prices have been correctly charged in accordance with the publisher's latest catalogue.
- h) Unless otherwise mentioned on the books, all bills to carry the price proof (like photocopy of publishers catalogue, print out from publishers online catalogue, distributors invoice the vendor)
- i) The Purchase Order issued will be valid for only 90 days unless otherwise

Reference GOC Rule: <http://fpbai.org/goc-rates/>

**Donated Books:**

- Any Donated books (with list and count) approved through proper channel will be accessed as gifted books in library database. Donated books are treated as zero cost books; hence it is only kept for reference not for circulations.

**Terms and conditions for subscription of journals:**

- i. No discount on publishers' prices fixed for Indian subscribers.
- ii. Conversion rates as per latest GOC circular prevailing on the date of billing only.
- iii. Bills to remain valid for 30 days from the date of bill. Supplementary bills shall be raised in case there is any difference in the price as charged by the Publishers or if there is a delay in payment beyond the period as recommended above.
- iv. Full advance payment to be made against all journal bills.
- v. [Claims for missing issues of journals](#) to be made within 90 days of the publication of the issue in case it is supplied directly by the publisher to the end user. In case of claims beyond 90 days of publication, if rejected by the publisher, the agent will not be held responsible for refund. No penal interest is payable on stray missing issues. In case of delivery from the agent, the supply will be reviewed every quarter between the Library and the agent. All legitimate claims from customers to be settled by the vendors within **one and half years** from the date of receipt of payment. However, this would not include titles which are published behind schedule.
- vi. The customer should not insist on acknowledgements for receipt of payment from the Publishers when orders are routed through approved vendors of GOC. Most publishers do not have a system of sending such acknowledgements.
- vii. All subscriptions are subject to full advance payment only. No monthly, quarterly or half yearly payments will be accepted by the approved vendors from the Institutes.
- viii. All Institutional customers are advised to route their requirements through the approved vendors of GOC and not directly through foreign publishers.

- ix. In case of any grievance regarding subscription orders placed through a GOC approved agent, institutions and customers are free to bring forth their complaint directly to the GOC for amicable settlement.

**16. Library Stock verification :**

Library stock is verified by the authorities on annual basis and the report will be submitted and approved by the GC for withdrawn of books.

**Loss of Publications**

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- If the loss of book is more than the permissible extent (given in DTE norms) , the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.

**Disposing of obsolete (WEED OUT)**

- The disposing of newspapers (twice in a year), local magazines, newsletters and other general non-technical magazine on annual basis.
- The disposing of mutilated/ damaged/ obsolete volumes is carried out once in a year.
- However, the disposal of such volumes should be made as per the DTE norms.
- List will be given in the standard format from library to Admin office
- Admin office will get the approval from DTE (for Govt. aided funded) or with Chairman for SF funded materials
- Disposal will be carried out by the authorized team from Admin office.

**Procedure for write-off**

- List the documents not found during stock verification
- Long overdue books which was not returned by the users can be treat as loss of books during stock verification

- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to three months but not as an exclusive task)
- Prepare pre-final list of the documents not found
- Compile a final list of documents not found
- Compare with the list of earlier stock verification
- Get approval from the Governing council
- Make necessary entries in the database
- Improve the system with additional precautionary measures

### **Preventive measures in practice at TCE**

Some preventive measures are listed below are already practiced at TCE library as follows:

- Follow closed access to the rare books and specialized collections.
- The exit/entry to the library is monitored by security and CCTV camera.
- Frequently circulation report will be randomly checked by the librarian
- RFID tags for all circulation books to detect the theft in place

### **Student Support Services**

Students often need assistance with issues that are unrelated to the classroom, but that may impact their performance in your course.

### **Academic Tutoring**

Tutoring assists students with clarifying their educational and career goals and provides the information necessary for reaching them. All new students seeking degree are required to see an Academic tutor and are encouraged to be advised each term. A consultation with a tutor is essential upon a student's consideration of a change in educational or career goals. Please encourage your students to avail themselves of the information, support, and referrals.

### **Counseling**

Limited counseling services are available at our College, designed to assist students when personal issues interfere with their educational development and success. While we are not able to provide diagnostic or ongoing therapy services, some of our faculty members are trained counselors and can assist students needing help with adjustments to college life, interventions for personal concerns, academic plans, and exploring career options. Students needing more in-depth

assistance will be referred to off campus agencies. If you have a concern about a student, you are welcome to refer the student to the counselors, or you may wish to consult with a counselor directly to discuss your concerns. Faculty members may also request to have a counselor visit their classroom to conduct presentations on such topics as stress reduction, test anxiety reduction, learning styles, student success strategies, and others as they may arise.

### **General**

No private business of any nature shall be transacted from the college premises (including money lending , buying /selling of shares/securities or books or any other object /material.

No teacher shall distribute any material amongst the colleagues or students other than those related to the course work of our college.

College Personal Computers should not be used to carryout any private work on Internet connectivity including sending or receiving private emails. Faculty members are encouraged to use the “tce.edu” mails for their official transactions.