**THIAGARAJAR COLLEGE OF ENGINEERING**

**MADURAI 625 015**

# Staff Handbook

# 1. General Information
## 1.1 About the College

Thiagarajar College of Engineering (TCE) is as a Government Aided Autonomous Institution, established in 1957 by the philanthropist Late Karumuttu Thiagarajan Chettiar. TCE is affiliated to Anna University, Chennai, and approved by All India Council for Technical Education (AICTE). TCE offers a wide array of Undergraduate, Postgraduate and Ph.D. Programs across various disciplines of Engineering, Architecture and Science. The campus is set within a serene and eco-friendly environment surrounded by dense vegetation and best infrastructure facilities.

Each academic Department at TCE is dedicated to a specific theme, fostering synergy between faculty and students in academic and research endeavours. These themes encompass diverse areas such as Eco-friendly Structures, Power and Energy, Automation, Automotive, Wireless Technologies, Distributed Computing, Database Management, Modelling and Simulation, Material Science, Green Chemistry, and Heritage.

TCE has consistently embraced reforms and upgrades in its Teaching-Learning processes. Noteworthy initiatives include the implementation of a Competency-Based Curriculum and Outcome-Based Education. Since 2018, TCE has adopted the Conceive Design Implement Operate (CDIO) framework, shaping curriculum design, pedagogical methods, and assessment techniques, with adequate hands-on training to students. The institution has also launched Massive Open Online Courses (MOOCs) in 2021 and introduced the Thiagarajar Research Fellowship (TRF) scheme for Ph.D. research scholars, furthering its commitment to academic excellence and research innovation.

The college maintains active industry collaborations with leading global organizations. These collaborations have resulted in the establishment of state-of-the-art laboratories, industry-oriented curriculum design, collaborative projects, professional training programs, student internships, and placements. For instance, Subject Matter Experts from TVS Motors have collaborated with TCE faculty to co-create the curriculum for Mechanical Engineering and Electrical Engineering programs, in addition to the establishment of T S Srinivasan Centre for Automotive Research.

TCE's active participation in the Technical Education Quality Improvement Programme (TEQIP) under the National Project Implementation Unit (NPIU) of the Ministry of Human Resource Development (MHRD) has led to innovative teaching and learning processes, faculty development programs, industry-supported research activities, and good governance initiatives.

TCE is involved in national and international ranking frameworks, showcasing its commitment to excellence and quality in education. The institution's programs have been accredited by NBA since 1998, indicating compliance with quality standards in technical education. The programmes offered at institution has garnered numerous accolades, including accreditation by NAAC with a CGPA of 3.47 (out of 4.0) with A+ Grade in Cycle I. Engineering departments have been recognized with the "Best Industry Linked Technical Institutions award" by AICTE and the Confederation of Indian Industries (CII). Faculty members have earned International Certification in Engineering Education by IUCEE, Cambridge International certification and Wipro Mission 10x. Dr. R. Vasudevan, Professor in the Chemistry Department, received the "Padma Shri" for his pioneering work on plastic roads. TCE students have actively participated and succeeded in events like the Smart India Hackathon (SIH), showcasing their talent and problem-solving abilities.

## 1.2 Vision and Mission
### 1.2.1 Vision
To provide world class quality technical education with strong ethical values

### 1.2.2 Mission
We at TCE shall strive continuously to
- Achieve academic excellence in Science, Engineering and Technology through dedication to duty, commitment to research, innovation in learning and faith in human values.
- Enable the students to develop into outstanding professionals with high ethical standards capable of creating, developing and managing global engineering enterprises.
- Fulfil expectations of the society and industry by equipping students with state of art technology resources for developing sustainable solutions.
- Achieve these through team efforts making Thiagarajar College of Engineering, the socially diligent trend setter in technical education.
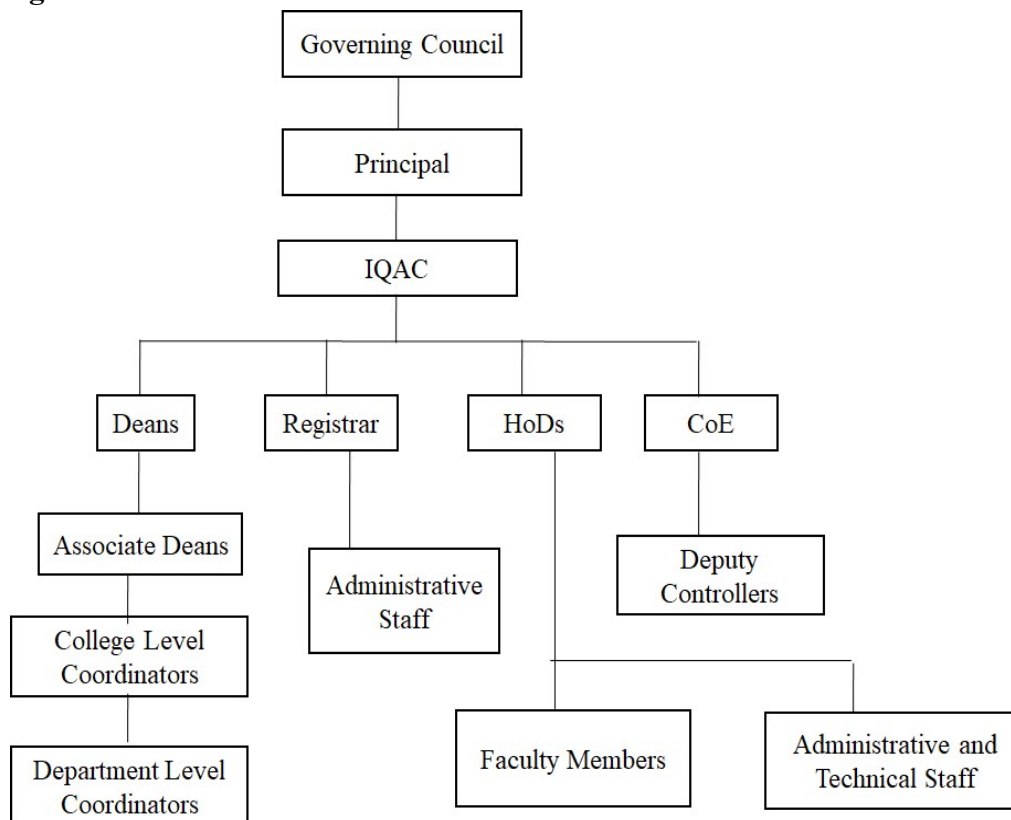
## 1.3 Quality Policy
We are committed to create quality professionals to meet the emerging industrial and social needs through,
- Innovative teaching
- Applied research
- Industrial interaction
- Placing faith in human values
- Aiming at continual improvement in all activities

**1.4 Core Values**
- Trust - Belief and Confidence in workplace
- Passion - Value driven work culture
- Dedication - Involvement in getting the job done
- Team Work - Collaboration for accomplishing mission
- Excellence - Ensuring the highest quality of service in education

**1.5 Organization Chart**

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                    ┌──────────────────┐
                    │ Governing Council│
                    └──────────────────┘
                              │
                    ┌──────────────────┐
                    │    Principal     │
                    └──────────────────┘
                              │
                    ┌──────────────────┐
                    │      IQAC        │
                    └──────────────────┘
          ┌───────────┬─────────┬──────────┐
      ┌───────┐  ┌─────────┐ ┌──────┐ ┌──────┐
      │ Deans │  │Registrar│ │ HoDs │ │ CoE  │
      └───────┘  └─────────┘ └──────┘ └──────┘
          │           │                    │
  ┌──────────────┐ ┌──────────────┐  ┌──────────────┐
  │Associate Deans│ │Administrative│  │   Deputy     │
  └──────────────┘ │    Staff     │  │ Controllers  │
          │        └──────────────┘  └──────────────┘
  ┌──────────────┐        ┌──────────────┬──────────────────┐
  │ College Level│   ┌──────────────┐  ┌──────────────────┐
  │ Coordinators │   │Faculty Members│  │ Administrative and│
  └──────────────┘   └──────────────┘  │  Technical Staff  │
          │                            └──────────────────┘
  ┌──────────────┐
  │Department Level│
  │ Coordinators  │
  └──────────────┘
```

The organizational structure consists of Principal, IQAC Director, Deans, Registrar, Heads of the Departments (HoD), Controller of Examinations, Associate Deans, College and department level Coordinators under the leadership of Chairman for effective functioning of the College. The Principal, IQAC Director and Deans along with HoDs, based on their own experience in academic and research activities, convert them into tangible actions. They are reviewed by the Governing Council of the institute. The Principal discusses the outcomes of Governing Council meetings with the Deans and HODs to evolve a consensus on the focus areas. The academic activities are approved by Academic Council.

## 2. Staff Handbook - Particulars

### 2.1 Recruitment Process

The faculty/staff members are recruited as per the State Government norms. The selection panel would comprise of subject experts from Institutes of higher learning, nominee from Directorate of Technical Education (DoTE), Tamil Nadu and expert nominee from Southern Region of All India Council for Technical Education. The same process is followed for the recruitment of non-teaching staff and the expert panel consists of Principal and two subject experts nominated by Principal of the College.
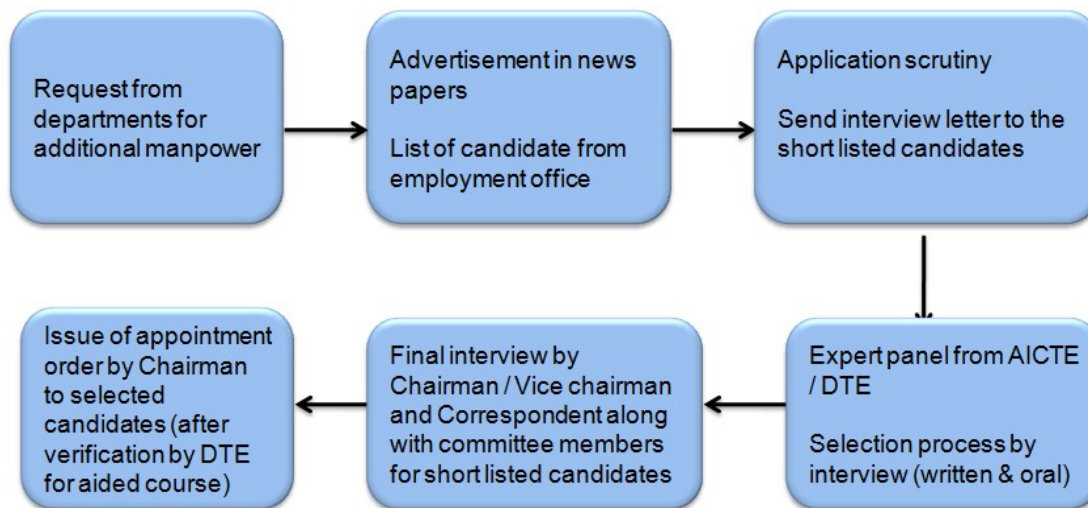


**Recruitment process of Teaching Staff**

The recruitment of new faculty is done whenever vacancy arises. The recruitment of teaching staff is done to take care of the needs for the subsequent academic year. The requisite qualification, experience and skill set levels needed for each faculty position in various departments are well defined. The recruitment process ensures that the new recruits possess the required capability level. The Post Graduate qualifications in Engineering Departments is fixed as the minimum qualifications for getting recruited, while doctoral qualification is preferred. In case the new capabilities are to be acquired by the existing staff, appropriate training and developmental programmes are arranged. Administrative staff, lab technicians and other supporting staff members are recruited as per requirements.

### 2.2 Training and 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 TCE through management funds, for taking courses at other institutions or attending conferences and seminars.

- Faculty members are given training in pedagogy, domain specific areas and academic support process, research and industry interface.
- Special Interest Groups are developed with the group of faculty members and students for promoting their technical expertise in research areas.
- Each faculty member is expected to carry out the administrative responsibilities at College or Department level, apart from regular academic and research activities.
- All administrative staff members, lab technicians and other supporting staff members are given training for their skill development on the need basis.

**2.3 Leave Types and Eligibility**

| Category – Government Aided Faculty and Staff | |
|---|---|
| **Leave Name** | **Leave Eligibility in Days** |
| Casual Leave | 12/Year |
| Restricted Holiday | 3/Year |
| Earned Leave | As per Govt. Norms |
| Maternity Leave | 365 |
| Medical Leave | 360 |
| Summer Vacation | 42 |
| Winter Vacation | 28 |
| **Category – Government Aided Teaching Staff** | |
| Special Casual Leave | 10 |
| **Category – Self Financing Staff** | |
| Casual Leave | 15 |
| **Category – Self Financing Teaching Faculty and Staff** | |
| Earned Leave* | 15 |
| Maternity Leave* | 90 |
| Medical Leave* | 360 |
| Summer Vacation | 42 |
| Winter Vacation | 28 |
| Special Casual Leave | 10 |
| **Category – Self Financing Non-Teaching Staff** | |
| Summer Vacation | 14 |
| Winter Vacation | 7 |
| **Category – All Teaching Staff** | |
| On Duty | 20 |
| Sabbatical Leave - unpaid leave | 365 |

*Subject to the approval by the Management*

**2.4 Welfare Measures**

- Faculty member is supported by the administration in respect of admission to the engineering programmes for their children, additional medical benefits on a case-to-case basis.
- Prescribed EPF is provided to teaching and non-teaching staff members.
- Faculty and staff have sports contest annually.
- Sabbatical leave for post-doctoral studies and internship at industries.
- Increments in Basic Pay, on completion of Doctoral degree programme.
- Faculty are recognized with the remuneration for coordinating faculty development programmes.
- Promotion/career advancement for faculty members is offered as per norms.
- Maternity leave is sanctioned to women faculty members.
- Medical/Accidental claims are facilitated to workforce.
- Incentives are given for Research Publications and MOOCs development
- Faculty members are facilitated for filing the Patents.
- Coordinator honorarium is given to faculty who plans and organizes faculty development programmes.
- Faculty members are given the financial assistance for attending workshops/seminars/conferences based on the policy given below:

*2.4.1 Policy for providing Financial Support to Teachers*

- Faculty members are permitted to attend Workshops/ Conferences/ STTPs/ FDPs in the higher learning Institutes like IITs/IIMs/IIITs/NITs and entitled to avail Registration fee
- Faculty members are entitled to claim expenses for Industry Visits, Case Study visits and Smart India Hackathons or equivalent.
- Registration fee is exempted for all In-House programmes organized by the institution. Every year, newly joined faculty members are given Induction/Orientation Programme.
- Faculty members can avail reimbursements of SWAYAM/NPTEL examination and Faculty Development Programme certificate fee on getting either Elite-Silver and above Grade or topper in the course.
- Faculty members can avail reimbursements after the successful completion of NITTTR modules
- The norms for travel, Boarding and lodging expenses as per the Government of Tamil Nadu or at actual spent amount

**2.5 Code of Conduct**

**2.5.1 Code of Conduct for Students**

1. **Punctuality**: Students must adhere to the class schedule as per the timetable or instructions provided.
2. **Identification**: All students must wear their ID cards visibly while within the campus premises.
3. **Notification Awareness**: Students are required to keep themselves updated with notices displayed on the notice board.
4. **Dress Code and Behaviour**:
    o Neat Dressing: Students should dress neatly, avoiding T-shirts, collarless shirts, and faded/torn jeans.
    o Restricted Movement: During class hours, students are not permitted to loiter in the veranda or corridors.
5. **Library Etiquette**: Silence must be maintained inside the library premises.
6. **Library Books**: Borrowed books must be returned on time and should not be lent to others.
7. **Classroom Protocol**: No student is allowed to enter or leave the classroom without permission during class hours.
8. **Communication Protocol**: Requests, appeals, and complaints must be directed to the Class Advisor/Mentor or Head of the department initially, rather than directly to higher authorities.
9. **Property Damage**: Students responsible for damaging college property will bear the cost of repair and may face disciplinary action.
10. **Electrical Fittings**: Tampering with electrical fittings is strictly prohibited.
11. **Misconduct**: Malpractice or misbehavior will result in severe disciplinary measures.
12. **Legal Convictions**: Students convicted of any offense in a court of law are not allowed to continue their studies in the college.
13. **Political and Communal Activities**: Active participation in political parties or communal politics is not permitted.
14. **Vehicle Parking**: Students should park their vehicles only in designated parking areas.
15. **Tobacco Prohibition**: The use of tobacco in any form within the college premises is strictly forbidden.
16. **Vandalism**: Students are not allowed to write, mark, or deface walls or desks.
17. **Uniform Requirement**: Prescribed uniforms must be worn by all students during workshops and laboratory sessions.
18. **Environmental Responsibility**: Students must cooperate with the institution to maintain energy and environmental sustainability.

By adhering to these guidelines, students contribute to a conducive learning environment and uphold the reputation of the institution.

**2.5.2 Code of Conduct: Faculty Members**

1. **Professional Development**: Teachers should consider themselves as learners and engage in continual professional development.
2. **Integrity and Devotion to Duty**: Teachers must maintain absolute integrity and devotion to duty at all times.
3. **Compliance**: Teachers are expected to abide by and comply with the rules and regulations of the college, as well as all orders and directions of the management.
4. **Conflict of Interest**: Teachers should not engage directly or indirectly in any trade or business.
5. **Service Termination**: Teachers should not unilaterally terminate their service during the middle of the academic year. If termination is necessary due to unavoidable circumstances, prescribed notice period or salary for the prescribed period must be provided as per the service rules.
6. **Contribution to Educational Policy**: Teachers should contribute to the development and promotion of all-encompassing educational policy.
7. **Syllabus Completion**: Teachers are responsible for completing the syllabus within the stipulated time.
8. **Assessment Procedures**: Conduct Internal assessment as per the approval by the Academic council for the respective courses and maintain the records of marks..
9. **Dress Code**: Teachers are advised to wear formal dress during college hours.
10. **Disciplinary Measures**: Teachers must refrain from administering physical punishments to students for mis-behavior. Instead, they should warn the students or report the incident to the Head of Department (HOD) or Principal for necessary action.
11. **Disciplinary Cases Handling**: Cases of indiscipline, misbehavior, or insubordination should be addressed at the HOD or Principal level. Teachers should not threaten students with punitive actions in the name of marks or other consequences.
12. **Enforcement of Dress Code**: Students violating the dress code must not be allowed to attend lectures, laboratories, or the library.
13. **Administrative Responsibilities**: Teachers with administrative roles must meet stakeholders as per the Standard Operating Procedure (SOP) of their work.
14. **Examination Conduct**: Teachers should adhere to the rules set by the Controller of Examinations (COE) for the smooth conduct of examinations.
15. **Malpractice Reporting**: Any cases of malpractice must be reported to the Chief Superintendent or Assistant Superintendent of the examination center immediately. Invigilators should not condone malpractice by giving oral warnings.

Adherence to these guidelines ensures professionalism, fairness, and discipline among the teaching staff, contributing to a positive academic environment.

**2.5.3. Code of Conduct: Supporting Staff**

1. **Cleanliness and Preparation**: Staff members are responsible for ensuring cleanliness and readiness of their respective office, workshop, or laboratory for practical classes.
2. **Identification**: All staff members must wear ID cards visibly while within the campus premises.
3. **Material Distribution**: Staff members shall distribute components or consumables to students only after proper guidance from the faculty handling the course.
4. **Equipment Maintenance**: Staff members have the responsibility to ensure that all equipment is in working order.
5. **Equipment Shutdown**: Staff members are responsible for switching off all equipment after use.
6. **Reporting**: Staff members must report maintenance, repair, theft, or damage incidents in coordination with the respective lab-in-charges.
7. **Information Display**: Staff members, in coordination with lab-in-charges, should display:
   o List of equipment, machines, and software with costs.
   o List of experiments or exercises.
   o Lab/workshop timetable on the lab notice board.
8. **Stock Maintenance**: Staff members, in coordination with section/lab-in-charges, are responsible for maintaining the stock register.
9. **Dress Code**: Staff members are instructed to follow the dress code within the institution.
10. **Timely Presence**: Staff members must be present in their respective offices, sections, or labs as per the allotted time in the timetable without exceptions.

By adhering to these guidelines, supporting staff contribute to the efficient functioning of the institution and the smooth conduct of practical classes and workshops.

**2.6 Performance Appraisal**

The teaching and non-teaching staff members are 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;

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

Eligible Faculty members are asked to submit the self-appraisal form which includes teaching learning process, research practices and administrative responsibilities. After the scrutiny of internal panel of senior faculty members, the applicants undertake interview with external panel members. These external members are usually from the IITs and NITs who evaluate the applicants and also give tips for their career progression. Based on the performance, the Faculty Members are given promotion and annual increments in their pay scale. Performance appraisal formats are given in Annexures.

Apart from this Performance Appraisal System, the Faculty members are given monetary incentives for their journal publications in Q1, Q2 and Q3 SCIMAGO Journal Rankings (SJR). Faculty members are also given monetary benefit for the TCE MOOCs development.

Performance of administrative staff and lab technicians are evaluated annually.

## 2.7 Career Advancements
Faculty promotion plan is the official prospectus and guide with the faculty ranks in the order: Assistant Professor, Associate Professor and Professor. 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. Career advancements of administrative staff and lab technicians are carried out regularly.

## 2.8 Library and IT Services
Faculty members are entitled to access library books and journal subscriptions. 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.

## 2.9 Safety and Fire Regulations
TCE 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.

# 3. Academic Information

## 3.1 Academic Freedom and Integrity

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 TCE.

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.

## 3.2 Instructional Management

The key to successful classroom management is planning. The following are the guidelines for effective lecture planning and content delivery:

- Conduct a full instructional period on the first day of class. This sets a positive tone for the learning environment.
- On the first day of class, review the course syllabus in detail. Make certain that each student in the course receives the syllabus and understands its content.
- Inform students about the learning sources available to them outside the classroom and give awareness on how they can use them. Students in Part time B.E courses are generally unaware of other services which are available to assist them in the learning process.
- Always ensure that accurate attendance records are kept.
- Always return continuous examinations and papers as soon as possible. Write comments when appropriate. Make suggestions for improvement.
- Vary instructional techniques, including lecture, discussion, seminars, problem solving, and the use of ICT tools, homework assignments, or study aids ICTs.
- Use familiar examples in presenting materials. If teaching rules, principles, definitions, and theorems, explain with concrete examples that students understand.
- Encourage students to ask questions.
- 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.
- Throughout the course, but especially during the first class session:

- o Emphasize your willingness to answer questions and explain problems.
- o Point out the relevance of your subject matter.
- o Recognize contributions of students
- o Communicate enthusiasm, professionalism, credibility and caring

*Syllabus*

Each faculty is required to compile and distribute to all students a written course plan. Each course plan must contain information regarding course description, course objectives and content and references including relevant websites. Laboratory courses are assisted by lab technicians and other supporting staff members.

## 3.3 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. Encourage your students to avail themselves of the information, support, and referrals.

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.

## 4. Human Values and Professional Ethics

Human values and ethics serve as guiding principles for individuals and societies, influencing decision-making and behavior towards moral and socially responsible actions. TCE plays a crucial role in fostering these values and ethics, contributing to the development of cultured and respectable societies.

**Objectives:**

- Promoting individual well-being through positive relationships and meaningful connections.
- Building positive relationships and contributing to a supportive and harmonious community.
- Cultivating a just society that respects and protects the rights and dignity of all individuals.
- Facilitating personal growth and continuous self-improvement.
- Enhancing decision-making with integrity and wisdom.
- Upholding the highest standards of honesty and integrity in professional conduct.

- Maintaining professional competence and staying abreast of advancements in the field.
- Promoting social responsibility and addressing societal issues for the benefit of the broader community.
- Fostering a positive organizational culture based on honesty, respect, and social responsibility.

**Outcomes:** Beneficiaries of human values and professional ethics education will achieve:

- Personal fulfilment and a sense of purpose.
- Positive relationships based on trust, respect, and empathy.
- Continuous self-improvement and resilience in the face of challenges.
- Ethical decision-making in navigating complex moral dilemmas.
- Cultural diversity and inclusion that celebrate differences.
- Trust and credibility for individuals and organizations.
- Professional development with competence and expertise.
- Social responsibility in addressing social issues and making a meaningful impact.
- Organizational culture characterized by morale, satisfaction, and retention.

# Thiagarajar College of Engineering: Madurai 625 015

# Performance Appraisal

| | |
|---|---|
| **Name of the Faculty** | |
| **Designation** | |
| **Department** | |
| **Highest Qualification** | |
| **Date of Joining** | |
| **Year of Experience at TCE** | |

## SECTION 1: TEACHING AND LEARNING

**1.1 Maintenance of Course files** *(For the academic years 2021-22 and 2022-23)*

*(Add as many rows as required)*

| Course Code | Course Name | Is the course file completed?. |
|---|---|---|
| | | |

**1.2 e-learning content development/Innovative Pedagogical Practice (***(From the Date of Joining)*

| Course Code | Course Name | Particulars |
|---|---|---|
| | | |

**1.3 Student Feedback (Best 2 Scores)**

| Course Code | Course Name | Semester | Academic Year | Score |
|---|---|---|---|---|
| | | | | |

**1.4 FDP/Workshop/Seminar/NPTEL Courses attended /Faculty Internship at Industries** *(From the Date of Joining)*

| Event name | Number of Days/Weeks | Organizer |
|---|---|---|
| | | |

## SECTION 2: RESEARCH AND PROFESSIONAL PRACTICE

### 2.1 Research Guidance (M.S. / PhD.)

| Name of the Research Scholar | MS/PhD | Admitted on | Full Time / Part Time | Status |
|---|---|---|---|---|
| | | | | |

### 2.2 Publications *(From the Date of Joining at TCE)*

(Please mention only published papers. Do not include accepted papers)

### 2.2.1. Journal Publication

| Sl.No. | Name of the Journal | Title of the Paper | Volume & Issue Number | Year | Page no. from ---to--- | Authors as in Paper | Indexed in WoS/Scopus |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### 2.2.2. International/National Conference Publication *(From the Date of Joining at TCE)*

(Please mention only published papers. Do not include accepted papers)

| Sl.No. | Name of the Conference | Title of the Paper | Month and Year | Authors as in paper | Number of authors excluding student and scholar |
|---|---|---|---|---|---|
| | | | | | |

### 2.2.3. Book/Book Chapter/Monograms *(From the Date of Joining at TCE)*

| Sl.No. | Name of the Publisher | Title | Month and Year | Authors |
|---|---|---|---|---|
| | | | | |

### 2.3 Patent (List only those in the name of Thiagarajar College of Engineering)

| Patent Ref Number | Title | Name of Inventors | Status (Filed/ Published/Granted |
|---|---|---|---|
| | | | |

### 2.4 Sponsored Projects *(From the Date of Joining at TCE)*

| Project name | Funding agency | Period | Amount in Rs. | PI / Co-PI | Current Status |
|---|---|---|---|---|---|
| | | | | | |

### 2.5 Consultancy / Training *(From the Date of Joining at TCE)*

| Title of consultancy Project /Training | Funding agency | Period | Amount Generated in Rs. | Names of all faculty involved |
|---|---|---|---|---|
|  |  |  |  |  |

## SECTION 3: INSTITUTION BUILDING

### 3.1 Involvement in Department Level Activities

**Example: (But not limited to)**

Faculty coordinator for one /Two credit courses, Laboratory Development, Special/remedial classes for weaker students/GATE coaching to advanced learners, NBA Activities at Department Level, Administrative Responsibilities (Time Table, Board of Studies, Placement, Association, Prof. Society…)

| Sl. No. | Activity Description | Time Period | HoD Approval (Yes/No) |
|---|---|---|---|
|  |  |  |  |

### 3.2 Involvement in Institute Level Activities

### Examples: (But not limited to)

FDP/workshop/Conference/Seminar Organized, Institutional Transformation Activities – Strand Lead, Strand Member, NIRF/NAAC/NBA Activities at Institute Level, Guiding for International / National Competitions /contests/Hackathons, TCE online course Development, Alumni/NCC/NSS/Sports/Cultural/IQAC/Quality Circle Coordinator, Awards and Recognition

| Sl. No. | Activity Description | Time Period | Section Head Approval (Yes/No) |
|---|---|---|---|
|  |  |  |  |

### 3.3 Professional Development: Pursuing/completion of PhD/Postdoctoral studies after joining TCE.

| Degree | University | Year of Joining | Status (On going/ Completed) |
|---|---|---|---|
|  |  |  |  |

### 3.4 Collaboration with Higher Learning Institution and Industries:

| Sl. No. | Nature of Collaboration | Time Period | Name of Industry/ Higher Learning Institute | Section Head Approval (Yes/No) |
|---|---|---|---|---|
|  |  |  |  |  |

**3.5 Vision of your department over the next 5 to 10 years and Specify your plans to achieve (maximum 150 words)**

## DECLARATION

I hereby declare that all the information furnished is true to the best of my knowledge and belief.

**Date:**                                                  **Signature of the Faculty**

**ANNEXURE II**

**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625015**
**Performance Appraisal (Non-Teaching – Technical Staff)**

Name of the Employee               :
Designation                        :
Department                      :
Date of Joining in the Institution   :
Date of Joining in the present post  :
Assessment Period             :

**Laboratory Technical Assistance:**

| S.No | Academic Year | Semester | Course Code and Name | Number of Hours |
|------|---------------|----------|----------------------|-----------------|
|      |               |          |                      |                 |
|      |               |          |                      |                 |
|      |               |          |                      |                 |
|      |               |          |                      |                 |

**Skill Upgradation/Training Programmes/ workshops Attended:**
- 
- 
- 
- 

**Significant Achievements (if any)**
- 
- 

**Any other information**


                                      **Signature of the Staff**


**Remarks by HoD/Section-in-Charge**

**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625015**
**Performance Appraisal (Non-Teaching – Administrative Staff)**

Name of the Employee               :
Designation                            :
Department                          :
Date of Joining in the Institution    :
Date of Joining in the present post  :
Assessment Period                :

**Administrative Works Carried out:**

| S.No | Details of Administrative Work | Period |
|------|-------------------------------|--------|
|      |                               |        |
|      |                               |        |
|      |                               |        |
|      |                               |        |

**Skill Upgradation/Training Programmes/ workshops Attended:**

- 
- 
- 
- 

**Significant Achievements (if any)**

- 
- 

**Any other information**

**Signature of the Staff**

**Remarks by HoD/Section-in-Charge**