



THIAGARAJAR POLYTECHNIC COLLEGE, SALEM

[Govt Aided | Autonomous | NBA Accredited : CIVIL, MECH, EEE, PRODN & TEXTILE]

Implementation of the Revised Pay for employees working in Self-Supporting Basis

(With effect from 1-June-2013)

30-5-2013

INTRODUCTION

Thiagarajar Polytechnic College, Salem is an Autonomous institution offering various engineering diploma programmes for the cause of technical education for more than five decades. So far the institution has produced more than 40,000 diploma engineers in this country.

This institution has been conferred with **the Best Polytechnic College Award** by Government of Tamilnadu, in recognition of its excellent academic records, outstanding curricular, co-curricular and extra performances and the facilities. Also, the **National Board of Accreditation**, New Delhi has bestowed its accreditation for **five diploma** programmes viz., Civil, Mechanical, EEE, Production and Textile for the **second term of five years**.

PROGRAMMES OFFERED UNDER SELF-SUPPORTING BASIS

At present this institution is offering the following diploma programmes to meet the manpower requirements with the an annual intake as mentioned below:

Name of the Programme
Diploma in Civil Engineering
Diploma in Mechanical Engineering
Diploma in Electrical & Electronics Engg.
Diploma in Production Engineering
Diploma in Textile Technology
Diploma in Man Made Fibre Technology
Diploma in Architectural Assistantship
Diploma in Computer Engineering
Diploma in Electronics & Communication Engg.

FACULTY & STAFF MEMBERS

The following categories of staff members are working under Self-supporting basis. The eligibility criteria for appointments for each category are furnished.

TEACHING	
Head of Department (Engineering)	B.E., with 10 of years teaching experience (or) M.E., with 7 years of teaching experience
Lecturer (Engineering)	First Class B.E., / M.E., in relevant branch
Lecturer (Non-Engineering) (English, Maths, Physics, Chemistry)	First class Master's degree in relevant branch
NON-TEACHING (ENGINEERING)	
CAD Draughtsman / W/s. Instructor	First Class diploma in relevant branch of Engineering
Building Supervisor	Diploma in Civil Engineering
NON-TEACHING (NON-ENGINEERING)	
Laboratory Assistant	A pass in ITI
ADMINISTRATIVE STAFF	
Placement Officer	Bachelor/Master's preferably in Business Administration
HR Manager (New post proposed)	Master's Business Administration (HR specialization)
Librarian	A degree with Master of Library Science
Physical Director	Master's degree in Physical Education
Office Superintendent	A bachelor's degree
Junior Assistant	Any bachelors' degree with Computer knowledge
Secretarial Assistant	Any bachelors' degree with Computer knowledge
Library Assistant	SSLC Passed with Computer knowledge
Office Assistant, Watchman, Driver	VIII Std/SSLC

The Organizational Structure depicting a career path for the employees in the organization is presented in Fig.1

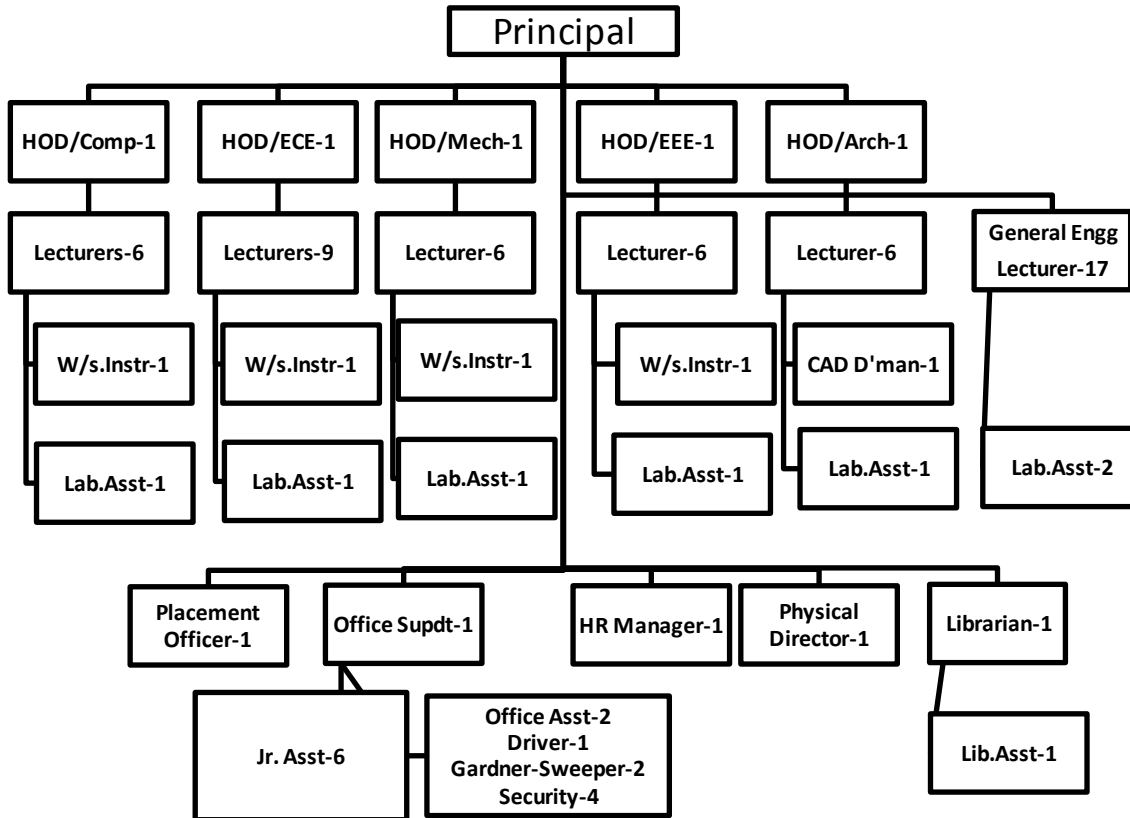


Fig. 1. Staff Structure

SALARY REVISION

The faculty and staff members working in Self-supporting programmes have the equal responsibilities on par with the faculty and staff members working in Government Aided Programmes. Hence, the salary of these staff members have to be enhanced suitably.

GENERAL

Taking into consideration of the service conditions, it has been submitted that revised scales of pay to the faculty and staff members working under Self-Supporting can be implemented with effect from 1st June 2013 onwards as per the guidelines furnished below:

- The incumbent Engineering Lecturers with Bachelor's Degree qualification is furnished in Fitment **Table No.1**
- The incumbent Non-Engineering Lecturers with Master's Degree qualification is furnished in Fitment **Table No.1**
- The incumbent Engineering Lecturers with Master's Degree qualification is furnished in Fitment **Table No.2**

**SALARY FITMENT TABLE NO-1
LECTURERS WITH B.E./M.A/M.Sc., QUALIFICATION**

Designation	Year of Experience	Pay	AGP	Increment 4%	Pay+AGP + Increment	DA (10%)	Total
Lecturer	0 – 1 yr	8500	500	--	9000	900	9900
	1 – 2 yr	12000	500	500	13000	1300	14300
	2 – 3 yr	12500	500	520	13520	1352	14872
	3 – 4 yr	13020	500	540	14060	1406	15466
	4 – 5 yr	13560	500	562	14622	1462	16084
	5 – 6 yr	14122	500	585	15207	1521	16728

**SALARY FITMENT TABLE NO-2
LECTURERS WITH M.E QUALIFICATION**

Designation	Year of Experience	Pay	AGP	Increment 4%	Pay + AGP + Increment	DA (10%)	Total
Lecturer	0 – 1 yr	10000	1000	--	11000	1100	12100
	1 – 2 yr	14000	1000	600	15600	1560	17160
	2 – 3 yr	14600	1000	624	16224	1622	17846
	3 – 4 yr	15224	1000	649	16873	1687	18560
	4 – 5 yr	15873	1000	675	17548	1755	19303
	5 – 6 yr	16548	1000	702	18250	1825	20075

INCREMENTS: Each annual increment shall be equivalent to 4% of the sum total of Pay+AGP in the relevant Pay + Grade Pay.

DATE OF EFFECT: The revised pay scale will effect from 1st June 2013.

DEARNNESS ALLOWANCE: 10% of Pay+AGP will be paid for all categories of staff members working under Self-Supporting programmes.

DUTIES & RESPONSIBILITIES OF STAFF

For administrative matters, the rules, regulations, norms and guidelines issued by the Government of Tamilnadu from time to time will be followed. For academic matters and job responsibilities of teachers, the All India Council of Technical Education (AICTE) norms as applied by the Directorate of Technical Education, Government of Tamilnadu will be adhered.

HEAD OF DEPARTMENT

- Assisting in the administration of the institution
- Departmental administration
- Curriculum development and development of resource materials
- Coordinating education related activities
- Student assessment, evaluation and work related to Examinations
- Student counseling and student interaction
- Innovations in technical education and evaluation
- Public relations and interaction with the industries
- Publication of technical papers
- Interaction with successful alumni for institutional development
- Any other duties/work assigned from time to time

Lecturers

- Teaching (lectures and tutorials).
- Developing resource materials and assisting in curriculum development
- Design and developing of laboratory under their respective department/section.
- Coordinating education related activities.
- Student assessment, evaluation and work related to the exam .
- Student counseling.
- Co-curricular and extra-curricular activities.
- Assisting in department administration.
- Any other duties/work assigned from time to time

Workshop Supdt (Lecturer)

- Teaching (lectures and tutorials).
- Student assessment, evaluation and work related to exam.
- Advise and assist students and faculty members in the fabrication of their project work.
- Guide students in the performance of practical tasks and skill exercise and evaluate their performance.
- Design, develop and test instructional material and task for skill training
- Planning, scheduling, organizing, coordinating and monitoring workshop training, sessions and tasks of the Polytechnic.
- Plan and organize staff development programs for workshop staff
- Procurement, erection/installation and storage of equipments and raw materials, tools instruments.
- Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance lay down safety procedures.
- Any other duties/work assigned from time to time

Workshop Instructor

- Guide the students in performance of practical tasks and skill exercises and evaluate their performance.
- Erection/installation/commissioning of equipment
- Issue of raw materials, tools and equipments for workshop jobs
- Inculcate safety procedures and safety practices among students
- Plan, deliver and evaluate theoretical and workshop instruction.
- Arrange for preventive and breakdown maintenance of institute machinery.
- Assist students and faculty members in the fabrication of their project work.

- Assist the workshop superintendent in certain functions as and when necessary.
- Any other duties/work assigned from time to time

CAD Draughtsman

- Preparation of CAD Drawings required for Departments
- Assisting the students in Practical Sessions

Laboratory Assistant

- Execute daily laboratory schedules, services and staff; ensures efficient operation of a laboratory.
- Assists instructors in the design and construction of new demonstrations
- Troubleshoots and resolve laboratory-related problems and issues.
- Maintains current materials and knowledge in the instructional area to which assigned in order to provide students with the timeliest information.
- Assist departmental and administrative meetings to coordinate laboratory services.
- Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.
- Any other duties/work assigned from time to time

Librarian

- General Administration of Library
- Planning of Budget for purchase of books
- Selection and acquisition of Book
- Planning and development of the Library
- Orienting the users towards effective utilization of Library Service
- Supervising of cataloguing and indexing
- Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students
- Maintaining and up keep of Learning Resources and Utility Centre as well multi media room.
- In addition to above the Librarian may himself generate/suggest duties in the interest/improvement of the library.

Physical Director

- Organise Physical Education activities in the Polytechnic.
- Train the students in Sports and games
- Motivate the students and staff for IPAA Sports meet for men and women students' conducted regularly.
- Procurement and maintenance of sports materials, equipments etc.,
- Maintenance of Auditoriums, gymnasium and swimming pool
- Preventive maintenance of equipments, instruments in the sports complex

Library Assistant

- Cataloguing and classification of books and periodicals.
- Issuing and receiving books for staff and students
- Restoring books and Periodicals
- Arrangement of non-book materials.
- Assist the Library in charge in certain functions as and when required Typing works.
- Any other duties/work assigned from time to time

Training and Placement Officer

- Apprise the student of any job opportunities available.
- Arranges campus interviews, and interviews at offices of different industries for training and placement.
- Arrange visits to the industries/training for the students during the academic year
- Arrange for experts in some fields to give a talk to the students on technical or General topics
- Maintains database and record of passing out students in order to convey the information when required.
- The training and placement cell has a feedback system to which pass out students of various branches are assisted, advised and guided for various job opportunities and avenues of career advances.
- Any other duties/work assigned from time to time

HR - Manager

- Assisting the Principal in establishment issues
- Confirmation of staff ratio as per AICTE Norms
- Liaisoning with departments for staff ratio issues.
- Releasing of advertisements and calling for CVs and conducting Staff Interviews
- Deputation & Training Programmes to staff
- Maintenance of personal files of all staff.

Office Superintendent

- General Correspondence, Maintaining of inward/outward register, Attendance/leave file/ Increment registers, etc.
- To coordinate the issue of ID cards
- To award Merited students and students from reserved categories different of scholarships
- In addition to above generate/suggest duties in the interest/improvement of the Administration.
- Any other duties/work assigned from time to time

Junior Assistant(Establishment)

- Maintenance of Attendance Register.
- Maintaining of EPF Accounts
- Maintenance of Leave of staff
- Preparation of Pay bills, arrear bills of staff
- Preparation of Salary Certificate & issue
- Preparation of TA/DA bills
- All outwards correspondence work and record keeping of the same.
- Any other duties/work assigned from time to time

Jr. Assistant(Cashier)

- Performing the duties of cashier such as daily cash/drafts D.D. Transaction at the counter, which includes collection of all types of receipt and payment. The payment includes disbursement of salary and claims of staff.
- Maintaining the relevant register of records, such as cashbook, receipts register, petty cash book of acquittance roll,
- Crediting of all receipts. Maintaining of the Challan register of cash as well as D.D.
- Issue of receipts and crediting the corresponding amount to the Government treasury.
- Reconciliation of receipts in respect of all claims credited.
- Any other duties/work assigned from time to time

Jr.Assistant (Accountant)

- Drawing & Disbursing for all Staff & for all types of bills of the Institution.
- Controlling the staff of accounts section
- Looking after the audit of the institution and replying all audit queries.
- Any other duties/work assigned from time to time
- Formulation of Budget, Revised/Supplementary Budget, preparation of draft annual plan of the Institute, submission of various types of information to finance Department etc.
- Reconciliation of expenditure under revenue & capital.
- Maintenance of advance register.
- Submission of monthly expenditure to Finance Department & Planning Dept. in time.
- Any other duties/work assigned from time to time

Junior Assistant (Stores)

- To call for yearly requirements from various departments, scrutinize and put up to the Assistant Stores Officer with appropriate comments.
- To send the quotations/tenders for technical scrutiny
- To arrange for opening of quotations.
- Scrutinize the quotations, comparative statements so received from store-keeper and get the recommendations from concerned departments

- Stationary that is regularly required by the Institute is identified and processed for purchase and issue by the store section.
- Prepare supply order/work order as approved in the comparative statement
- To prepare statements of verification of quotations/tenders
- To process bills/other claims keeping in view our terms and conditions, provisions of Government relevant rules.
- Conducting a periodic inventory of stock
- Any other duties/work assigned from time to time

Junior Assistant(Students Affairs)

- Preparing comparative statement and process for approval by Principal
- Withdrawal of advance for petty purchases and settlement of the accounts
- The records of Inward/Outward.
- Typing work
- Maintaining the suppliers register.
- Maintaining Bills Register, Good Consignment Register for the items received from various Agencies Section Consumables Register.
- Any other duties/work assigned from time to time.

Secretarial Assistant(Students Affairs)

- General Typing work
- Preparation of Proposal documents to Governments including AICTE Proposals etc.,
- Any other duties/work assigned from time to time.

Office Assistants

- Collection of materials from stores, getting Xerox copies etc.
- To arrange tables, Cupboards in orders as per instructions of the Superiors.
- To convey the messages to and fro as instructed by the Superiors.
- To carry out miscellaneous job such as display notices etc.
- Any other duties/work assigned from time to time
- To maintain neatness and tidiness
- To carry out routine tasks such as closing of windows, locking of gates etc.
- Any other duties/work assigned from time to time

Watchman

- To guard and protect the entire property of the Institute at all the hours.
- To carry out routine tasks such as closing of windows, locking of gates etc.
- Switching on and off street lights and other lights required to be used for illumination on campus.
- To control the entry of outside vehicle inside the campus.
- To prevent wastage of resources such as water, electricity etc.
- To check the incoming and outgoing material and correspondence documents.
- To take rounds frequently around the Institute campus during the entire duty hours.
- Any other duties/work assigned from time to time

Driver

- Driving
- Maintenance of vehicle in perfect condition
- Any other duties/work assigned from time to time

Gardner

- Maintenance of Gardens and Lawns
- Keeping the garden impediments intact
- Any other duties/work assigned from time to time

Sweeper

- Keeping the Campus neat and tidy