



No. 19-1, Arcot Road, ACS Nagar, Irumbedu, Arni - 632317, Thiruvannamalai District

FACULTY HANDBOOK

A guide towards Excellence

2025



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Dr. M. G. R. Educational and Research Institute
OFF CAMPUS – FACULTY HANDBOOK
Irumbedu, ARNI
A Guide towards Excellence



Disclaimer: This handbook is intended as an informal document for preliminary information, and should not be taken to be a definitive statement of the rules and procedures applying to faculty at Dr. M.G.R. Educational and Research Institute, Arni, Off Campus.

Please send any suggestions/corrections to: hrd-oc@drmgrdu.ac.in with subject line Employee Handbook

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A. ABOUT THE UNIVERSITY

OFF CAMPUS - ARNI

With over 35 years of ground-breaking expertise, Dr. MGR Educational and Research Institute is a multifaceted, globally recognized Private University (with Special Graded Autonomy Status), which has keen focus on Interdisciplinary Science Research and Holistic development of the 20000+ student community through a well trained cluster of 2000+ faculty members facilitating high end teaching learning process through technology driven ICT enabled learning environment.

Accredited with an A+ by NAAC, the University is offering more than 140 UG, PG and PhD programmes under fourteen different faculty including Medical, Dental Surgery, Engineering, Humanities and Science, Arts and Commerce, Law, Allied Health Sciences, Physiotherapy, Pharmacy, Nursing, Education, Management Studies, Computer Applications Hotel Management and Centre for Online Programs. The University has the best in class infrastructure spread across 07 campuses with an outstanding land area of 300+ acres and 100+ Lakh square feet built up architecture for teaching, learning and research deliberations. The University has its wings spread across the states of Tamilnadu (Chennai, Adayalampattu, Velapanchavadi, Arni) and Bengaluru.

The University has a very vibrant motto **“Our students are to be Job Creators”** which resonates on building a society with improved standard of living, drives economic growth, creates job opportunities widely and ensures community development and social change through innovation and technology. To facilitate the spirit of Innovation and Entrepreneurship, the University has collaborated with over 200+ eminent National and International Organizations through actionable MOUs and joint ventures.

The Founder Chancellor, Dr. A. C. Shanmugam is a world renowned Philanthropist has received an honorary Fellow of Royal College of Physicians and Surgeons (FRCPS) doctorate from the Royal College of Physicians and Surgeons in Glasgow, has been a visionary leader, promisingly offering affordable quality education to all which is closely knitted to the Sustainable Development Goal on Quality Education. Carrying forward the light of knowledge is our dynamic President Er. ACS Arunkumar, who has an unwavering vision to empower the society through Outcome Based Education coupled with Innovation and Research. We have now expanded to Arni as off campus, Thiruvananthali district, approved by the Ministry of Education (MoE) Govt. of India in the academic year 2024-25 and by AICTE, New Delhi for the academic year 2025-26.

B. FOUNDER CHANCELLOR'S MESSAGE



**Dr. A. C. Shanmugam,
Founder Chancellor**

To create a more sustainable and resilient economy, it is very important to focus on rural development and reaching the unreached with the latest technology and upgraded education. This Arni Off campus stands as a testimony to our commitment to serve the society in an unparalleled manner by offering diversified Programs in our facility, crafted with technology enabled infrastructure and research advantage. We offer quality education embedded with human values which enables the youngsters to be nurtured into responsible citizens.

We offer a collaborative learning platform, both at National and International arena, which benefits the students to have a global exposure and enhances their higher order thinking skills. I take great pleasure in extending a warm welcome to the enthusiastic learners and wish them all success to be the torch bearers to the University's larger vision.

**“ஈன்ற பொழுதின் பெரிதுவக்கும் தன்மகனைச்
சான்றோன் எனக்கேட்ட தாய்” - குறள் 69**

C. PRESIDENT'S MESSAGE



**Er. ACS Arunkumar,
President**

With a long term vision of recreating the rural community to become empowered global citizens, we at Dr. MGR ERI (Off-Campus) are committed towards development of Arni into a Technology Vision Village through holistic education, research, innovation and entrepreneurship, enabling a co-working society, nurtured with ethics and human values towards building a sustainable and better future for global well-being.

The Off Campus is centrally located among the hub of traditional industries, which positions a roadmap towards strong Industry/Institute interactions for aspiring youngsters to be moulded and skilled to be Industry ready in all aspects. I welcome you to the world of opportunities and excellence at our University. Our dynamic academic and research network helps ignite your passion and pursue your dreams to serve the society fostering sustainable growth and development.

"Education is not received. It is achieved"

D. VICE CHANCELLOR's MESSAGE



Dr. M. G. R. Educational and Research Institute (Deemed University) is one among the top 52 Higher Education Institutions in India, having the Graded Autonomy Status which exhibits the Quality of education provided with world class amenities. We are accredited by NAAC with an A+ and recognized globally for the excellence in Innovation, Research, sustainability and Entrepreneurship.

The University's vision resonates very closely to the "Skill India" and "Make in India" concept, making it closely knitted with the development of the nation through inclusive and holistic education. We are indeed very happy to extend our education services to the rural community of Arni through our Off Campus initiative.

We believe that, the key to phenomenal development of a nation lies in the sustainable development of the rural community and we serve as a testimony to reach out to you with the best in class education and innovation. We are committed to foster the spirit of team work and inclusivity among the stakeholders, in pursuit of academic excellence and social impact.

It makes me tremendously joyful to welcome you all to the Off Campus, where your learning begins with passion and eminence.

Dr. S. Geethalakshmi
Vice Chancellor

E. PRO VICE CHANCELLOR'S MESSAGE



It is with great pride and enthusiasm that I extend a warm welcome to all prospective students of **Dr. M.G.R. Educational and Research Institute – Off-Campus Centre, Arni.**

Our Institution has consistently strived to provide quality education blended with innovation and social responsibility. The establishment of our Arni Off-Campus Centre is a significant step in realizing our mission to extend world-class education to the heart of rural and semi-urban regions. Here, we aim to create an inclusive environment where learning transcends textbooks, nurturing future leaders, innovators, and responsible citizens.

At Arni, you will find an ecosystem that encourages curiosity, critical thinking, and creativity. Our industry-aligned programs, experienced faculty, and modern learning facilities are designed to help you grow academically and personally, preparing you to excel in an ever-changing world.

I invite you to join our University, embark on a transformative journey, and become part of a proud legacy that has empowered thousands of students across India and beyond.

Wishing you success and a bright future.

Dr. M. Ravichandran
Pro-Vice Chancellor

F. REGISTRAR's MESSAGE



It gives me immense pleasure to welcome you to **Dr. M.G.R. Educational and Research Institute – Off-Campus Centre at Arni**, a proud extension of our legacy of excellence in education, research, and innovation.

Our University was established with the vision of providing accessible and quality education to all segments of society. The Arni Off-Campus Centre stands as a testament to this commitment, bringing world-class academic resources and state-of-the-art infrastructure to the aspiring students from rural and semi-urban communities.

I emphasize not just academic rigor but also holistic development. Our dedicated faculty members, modern laboratories, and industry-relevant curriculum are designed to nurture your talents and equip you to meet global challenges with confidence and competence.

I encourage the students to make the most of the opportunities here - whether in academics, research, entrepreneurship, or extracurricular activities. Let your journey with us be one of growth, discovery, and fulfillment.

Welcome to the Dr. M.G.R. family. Together, let us shape a brighter future.

Dr. C. B. Palanivelu
Registrar

G. VISION, MISSION, QUALITY POLICY

VISION

To provide contemporary knowledge delivery of global standards, excellence in knowledge creation in emerging areas and mutually rewarding university – societal interaction

MISSION

- Our Mission is to make the Institution as a Resource Centre for Higher Level Teaching - Learning Process, in the fields of Engineering, Dental Surgery, Medicine, Allied Health Sciences, Humanities & Sciences, Architecture, and Management & Education
- We wish to impart relevant training and education to the youth to make them technically qualified, practically competent and skilled human resources, to suit the needs and demands of the modern industries, business or research and development organizations
- We also wish to promote ethical values and encourage creative ideas among the younger generation and thereby to develop their entrepreneurial skills which will ultimately benefit the Society and Nation

"Our Students are to be Job Creators and not Job Seekers"

MISSION

We strive to make our University as a Centre of Excellence for Quality Education and Research in the fields of Engineering and Technology, Dentistry, Medicine & Allied Health Sciences, Architecture, Science & Humanities.

We aim to impart technological competence and inculcate dignity, discipline and humaneness to all our students.

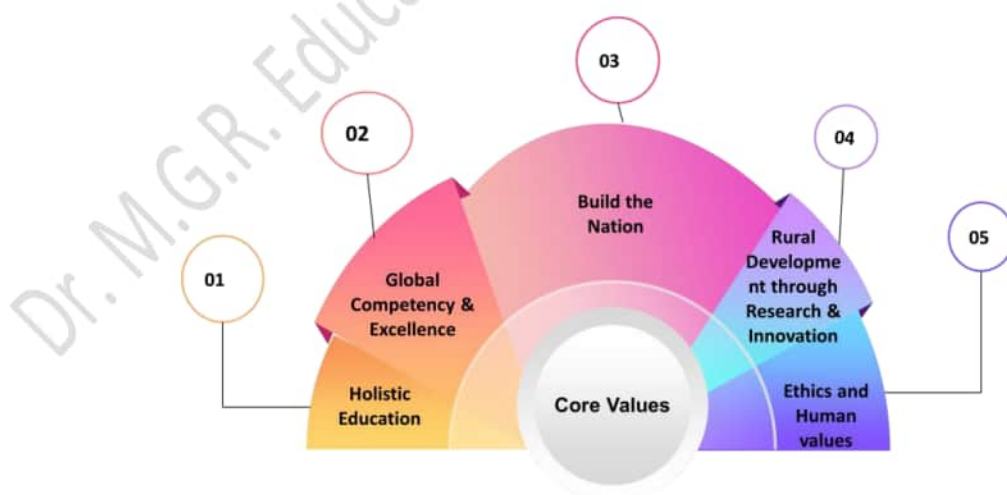
H. CORE VALUES AND STRATEGIC GOALS

CORE VALUE

Fostering a multi faceted vision focused on holistic education, research, innovation and entrepreneurship, enabling a co-working society, nurtured with ethics and human values towards building a sustainable and better future for global well-being

STRATEGIC GOALS

- Provide world-class Holistic education to the rural community
- Create globally competent graduates through innovative education technology
- Indulge in impactful research focused on Sustainable Development
- Nurture the young minds with human values and compassion
- Collaborative learning through National and International Industries/Organizations



1. INTRODUCTION

Dr. M.G.R. Educational and Research Institute (Dr. M.G.R. University, Off Campus - Arni) is designed to serve as a Centre for Academic Excellence in imparting Technical and Medical Education at Global Standards. The Institution has recognition of University Grants Commission, All India Council of Technical Education and the National Council for Teacher Education. It has been accredited by National Assessment and Accreditation Council. It is established by Tmt. Kannamal Educational Trust and Dr. M.G.R. Educational and Research Institute Trust, Chennai, a non-profit trust. The Governing body is the supreme authority under which the Institution operates. The governing body of the Trust considered that it is necessary to formulate the terms and conditions of service for regulating various categories/levels of employees employed in their Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principle objective is to attract manpower with missionary zeal and to retain the well-qualified and talented staff in all faculties, with the ultimate objective of imparting high standard and quality education in the field of Engineering and Technology, Physiotherapy, Allied Health Sciences, Arts and Commerce, Humanities and Science, Hotel Management and Management Studies.

Having set the aforesaid goals, it is necessitated for the Institution to establish conditions of employment, which are clearly just and fair to the interest of both the employees and the Organization. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institution and its progress and to put their best skills in the discharge of their responsibilities.

The Institution wishes to encourage its employees to improve their professional skills and qualification on par with the changing needs of the industry in their relevant field of expertise. Likewise, it wishes to appropriately evaluate, recognize and reward stellar performance. The preparation, release, and maintenance of this Manual is the responsibility of the Human Resources (HR) Department or any official designated by the Vice Chancellor. The Manual is subject to modifications to reflect changes that the Institute may decide to undertake in its HR policies from time to time.

These regulations concern only for regular employees who are employed on the rolls of the Institution and on continuing positions. Some persons may be employed on temporary/Adhoc/control/part-time basis for specific purpose and/or for a specific period of time. Such employees are not covered under the provision of these rules/policies outlined herein, beyond the extent set forth in their respective letter of appointment/agreement.

This Manual is confidential and is for restricted circulation only. Clarification on the Manual can be sought from the Human Resources Department. The Institution stands as a testimony of excellence in multi-faceted education by adopting a student centric approach

of learning and it is a tradition to continually update the course content, revise the course design, and experiment with innovative pedagogy.

2. OBJECTIVES OF THE UNIVERSITY

A. The objectives for which the Institute is established are:

(a) to perform

- a) Educational functions
- b) Sponsored Research and Consultancy functions
- c) Continuing Education and Extension functions
- d) Development and Service functions
- e) Management functions.

(b) to provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).

(c) to engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system that is – academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in Arts, Science, Engineering, Allied Health Sciences, Physiotherapy, Management studies, Commerce etc. routinely offered by conventional institutions.

(d) To impart education with strong inter-disciplinary and innovative programmes with matching research capabilities and to achieve peer recognition and verifiable scholarly attainment and research output.

(e) to provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by substantial number of full time faculty/research scholars (PhDs and Post Doctoral) in diverse disciplines.

(f) to provide with the prior permission of UGC/MHRD, facilities and offer opportunities for instruction and learning in areas of Science, Engineering Technology, Management studies, Humanities, Allied Health Sciences, Physiotherapy, Catering Technology, Fashion Technology, Visual Communication, and related courses in the levels of undergraduate, graduate and post graduate and Research programmes. Such educational and research opportunities will be offered to the candidates desirous of pursuing such course of study, without any discrimination of nativity, religion, caste or creed.

(g) To provide with the prior permission of UGC/MHRD, instruction, training and research in the areas of Engineering Technology Management studies, Humanities, Physio-

therapy, Catering Technology, Fashion Technology, Visual Communication, Arts and Commerce and other related areas and newer areas of interest in the above fields.

(h) To establish standard quality in education and research so that monitoring and improving of various services within the Institute can be an ongoing process.

(i) To formulate and maintain standard curriculum and system of education in every faculty which the University offers.

(j) To establish, maintain and administer facilities, colleges, libraries, and research centers, with the prior permission of UGC/MHRD.

(k) To appoint Professors, Associate Professors, Asst. Professors, Consultants and Research Assistants for teaching, training and to carry on academic work, research and also administrative staff of the University,

(l) To organize advance studies, research programmes and continuing Engineering & Technology education, programmes and to establish linkages in India and Abroad with the departments of the University,

(m) To promote such objective within the campus and if necessary outside the campus, particularly where special training facilities are available,

(n) To conduct faculty exchange programmes and organise lectures of mutual interest and benefit both at National and International level,

(o) To device and implement programmes of education in Engineering Technology and allied Sciences, Health Sciences, Physiotherapy, Humanities, Management studies, Catering Technology, Fashion Technology, Visual Communication, Arts and Commerce which are relevant to the current needs of the society, alive to the long term requirements and responsive to the anticipated changes and developments in terms of breath of diversity and depth of specialization,

(p) To serve as a centre for fostering co-operation and exchange of ideas between the academic and research community on the one hand and the Industrial and Government employees on the other and to promote entrepreneurship among the students,

(q) To organize lectures, seminars, symposia, and conferences,

(r) To promote national integration and the integrated development of the human personality through its policies and programmes,

(s) To undertake sponsored R & D and continuing education providing knowledge based advice and consultancy, preparation/publication of educational material like books/study reports/research papers and extending services to society,

(t) To perform all the functions of interest to its major constituents like faculty, staff, students and society to reach a leadership position.

(u) To develop a sense of ethos in the University community, making it conscious of its obligations to the society and to the nation;

(v) To accept the challenges of globalization to offer high quality education and other services in a competitive manner,

(w) To facilitate regional emphasis and also to provide scope for innovation and experimentation.

(x) To have a greater interface with society through extra-mural, extension and field action related programmes.

3. DEFINITIONS

In these Bye-Laws, unless the context otherwise requires:

a. “Act” means the University Grants Commission Act, 1956 [Act 3 of 1956].

b. “Authorities” mean authorities of the University.

c. “Campus” means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India. While ‘Off-Campus centre’ means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, an ‘Off-shore Campus’ means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India.

d. “Commission” means the University Grants Commission (UGC) constituent under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.

e. “Committee of Experts” means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.

f. “Constituent Institution” means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.

g. “Emerging area of knowledge” means such area of knowledge as may be notified from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose, and, such Committee shall make its recommendation having regard to the stage of development of studies and research in relevant disciplines as well as the potential and need for raising standards of study and research thereof, in India.

- h. “Faculty” means Faculty or institution established or maintained by the University providing any course of study or training in the respective field for the admission to the examination for degrees, diplomas, certificates or other academic distinctions of the University.
- i. “Government” means the Central Government, unless the context so specifies.
- j. “Hostel” means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of the Statute, and includes a hostel deemed to be recognized by the University under this Statute.
- k. “Institution” means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- l. “Institution deemed to be university” means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the UGC Act.
- m. “Notification” means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the UGC Act.
- n. “Processing Fee” means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.
- o. “Rules and Regulations” means respectively the rules and regulations of the University made or continued in force under the Statutes.
- p. “Sponsoring body” means a body being a charitable or a not-for-profit Society/Trust/Company making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university.
- q. “Statutory body” means a body constituted under any law for the time being in force of determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Council of Architecture, Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations.
- r. “Teachers” means Professors, Associate Professor, Asst. Professors, whether full time or part-time or visiting faculty and other persons giving instructions in University colleges or institutions or faculty or in hostels and libraries as may be declared by the statutes to be teachers.

s. “University College”, “University Faculty”, “University Department” means a college, a faculty or a department combined with research institute maintained by the University whether instituted by it or not, providing courses of study leading upto the post-graduate and doctoral degrees and professional degrees of the University.

4. POWERS AND FUNCTIONS OF THE UNIVERSITY

To carry out the above said objects and for the management of properties, the Institute shall have the following powers:-

- i. To administer and manage the institute deemed to be university and such centres of research in the fields of Engineering Technology, Physiotherapy, Management studies, Catering Technology, Fashion Technology, Visual Communication, Humanities and Science, Arts and Commerce and for the advancement of knowledge in the above fields,
- ii. To provide for instructions and training in such branches of learning as the institute deemed to be university may deem fit,
- iii. To provide necessary infrastructure for quality research and seamless access to modern information resources.
- iv. To secure merit-based extramural research funding from various public/private agencies.
- v. To make provisions for research or for the advancement or dissemination of knowledge in such branches as the University may deem fit,
- vi. To organize and undertake extension services and societal engagement,
- vii. To organize and undertake consultancy services,
- viii. To organize and provide industrial training to its students and placements with industrial tie-ups,
- ix. To institute degrees, titles, diplomas, and other academic distinctions,
- x. To establish with the prior permission of the UGC/MHRD any branch/faculty of study, which is useful to the society
- xi. With the prior permission of UGC/MHRD to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in the University, Faculty, Department or any college/ institute constituent of the University and centre of studies under this Statutes and shall have passed the prescribed examinations of the University subject to such conditions as the University may determine.
- xii. To confer honorary degrees, titles and other distinctions under conditions prescribed, to fix fees, demand and receive such fees as may be prescribed,

- xiv. To institute and award fellowships, travelling fellowships, scholarships, student-ships, bursaries, prizes, and medals in accordance with the statutes,
- xv. To institute lectureship, readership, professorship and other teaching posts required by the University and to appoint persons to such lectureship, readership, professorship and other teaching posts,
- xvi. To establish, maintain and manage hostels and to recognize places of residence for the students of University and to withdraw such recognition to any such place of residence.
- xvii. To establish such special centres, specialised study centres, school of excellence, off-campus centres which may serve as a lead agent for all other institutions to emulate or other units for research and instructions and for promotion of distance education centres as are, in the opinion of the University, necessary for the furtherance of its objects.
- xviii. To make arrangements in respect of the residence, discipline and teaching of women students
- xix. To supervise and control the residence and to regulate the discipline of the students of the institute deemed to be university and to make arrangements for promoting their health.
- xx. To create academic, technical, administrative, ministerial and other posts and to make appointments thereto,
- xxi. To provide, control and maintain discipline among the students and regulate and enforce discipline among all categories of employees including their code of conduct and to take such disciplinary measures as may be deemed necessary.
- xxii. To sponsor and undertake research in all aspects of Engineering Technology, Arts and Commerce, Allied Health Sciences, Management studies, Physiotherapy, Catering Technology, Fashion Technology, Visual Communication and Computer Applications.
- xxiii. To provide for printing, reproduction and publication of research and other works and to organize exhibitions,
- xxiv. To co-operate with any other industry, organization or institution in the matters of education, training and research for such purposes as may be agreed upon on such terms and conditions as the University may, from time to time, determine
- xxv. To co-operate with universities or institutions of higher learning in any part of the world having objects wholly or partly similar to those of the University, by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects,

xxvi. To establish and maintain within the institute deemed to be university or elsewhere, such class rooms and study halls as the University may consider necessary and adequately furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the institute deemed to be university,

xxvii. To regulate the expenditure and to manage the accounts of the institute deemed to be university,

xxix. To accept grants of money, securities or properties of any kind on such terms as it may deem expedient,

xxx. To give up and cease from carrying on any classes, course or departments of the institute deemed to be university,

xxxi. To hold and manage endowments and other properties and funds.

xxxii. in consultation with Sponsoring Society/Trust/Company to borrow for purposes of the University from Banks, Financial Institutions, private sources, secured or otherwise in consultation with Sponsoring Society/Trust/Company, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities upon all or any of the properties and assets of the University, or without any securities and upon such terms and conditions as it may deem fit and to pay out of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed,

xxxiii. To invest the funds of the University, money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment

xxxiv. to purchase, take on lease or accept as gifts or otherwise, any land or building or works which may be necessary or convenient for the purpose of the University on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works, in consultation with Sponsoring Society/Trust/Company, to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and proper without prejudice to the interest and activities of the University,

xxxv. to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheque or other negotiable instruments,

xxxvi. in consultation with Sponsoring Society/Trust/Company, to execute conveyances, transfers, re-conveyances, mortgages, leases, licenses, and agreements in respect of property, movable or immovable, other securities belonging to the University or to be acquired by the University,

xxxvii. To appoint, in order to execute an instrument or transact any business of the University, and person as it may deem fit,

xxxviii. To enter into any agreement with the Central Government, State Governments, the University Grants Commission or other authorities for receiving grants,

xxxix. To constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the regulations, such as pensions, insurance, provident fund and gratuity as it may deem fit and to make such grants as it may deem fit for the benefit of any employee of the University and to aid in the establishment and support of the associations, institutions, funds, trusts and conveyances calculated to benefit the staff and the students of the University.

xl. To make such regulations as may from time to time be considered necessary for regulating the affairs and management of the University and to alter, modify and to rescind them,

xli. To delegate all or any of its powers and functions to any authority of the University or any committee or any sub-committee or to any one or more members of its body or its officers,

xlii. To maintain students and staff organizations including National Cadet Corps, National Service scheme, etc.

xliii. To do all such other acts and things as the University may consider necessary, conducive or incidental to the attainment or enlargement of its objects, powers and functions or any one of them.

PLEASE NOTE: All other regulations, policies and guidelines regarding authorities of the Institution, various committees and their functions, recruitment, appraisal, leave, discipline, code of conduct, grievance redressal and others can be referred from <https://www.drmgrdu.ac.in/Regulations/589>

5. TEACHERS OF THE UNIVERSITY

5.1 TEACHERS OF THE UNIVERSITY

- (i) The teacher of the University shall be Professors, Associate Professors, and Assistant Professors. The duties of Professors, Associate Professors shall include in addition to teaching and research, the guidance and co ordination of studies in their subjects in consultation and co-operation with the institutions. The duties of the Associate Professors and Assistant Professors shall be to teach and to engage in research.
- ii) Emeritus Professors: Notwithstanding anything contained in the Bye-Laws, it shall be competent for the Board of Management to appoint distinguished Professors/Teachers of repute who have retired from the services of this or any

other University or from any other institution as Emeritus Professors on such terms as may be decided upon by the Board of Management. The Board of Management shall have power, upon sufficient cause shown and after due enquiry, to suspend any teacher of the University from office, and from emoluments thereof in whole or in part for any period not exceeding one year, or to require him/her to retire, or to deprive him/her of office, and during the suspension of any teacher to make provision for his/her work.

5.1.1 Full Time Teachers:

1. Full time teachers of the University shall be selected for appointment by the Selection committee as per UGC Regulations applicable in this regard. In case of selection of Associate Professors and Assistant Professors one of the experts nominated to the selection committee shall be the University Professor in the subject. Notwithstanding anything contained foregoing, it shall in the be competent for the Board of Management to promote on a subsequent date to the higher grade of Professor any person who was originally appointed 'in the grade of Associate Professor and Head of the Department in the above procedure, provided that the original appointment of Associate Professor as Head of Department was made in the exercise of discretion left to the Board of Management to appoint any person either in the grade of Associate Professor or in the grade or Professor.
2. Except in the case of experienced persons who have already gained distinction in their subject and who are appointed as Professors, persons appointed to teaching post of Assistant Professors, Associate Professors and Professors shall in the first instance be on probation for a period of two years in their respective posts and such appointment shall be subject to confirmation at the end of that period on satisfactory completion of their period of probation; Provided that a teacher who has satisfactorily completed his probation in a lower teaching post and has been confirmed in that post shall not be required to put in a further period of probation if he/she is appointed to higher teaching post subsequently.
3. A member of the teaching staff may be permitted to retire voluntarily after attaining the age of 50 or after 20 years of service.
4. A full time teacher of the University shall not engage in remunerative work other than that of his/her office without the express permission of the Board of Management.
5. Casual Leave may be granted for not more than 10 days at a time including holidays and 12 days in all in a calendar year.
6. Leave cannot be claimed as of right, and when the exigencies of the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

7. The Board of Management may grant study leave and sabbatical leave to the University teachers as occasion arises, on such terms as may seem to it necessary in each case.
8. Leave may be granted on medical certificate which shall be regulated with reference to the period of service put in by the teacher in the University.
9. Leave otherwise than on medical certificate shall be granted without pay for not more than 3 months at any one time.
10. Maternity leave may be granted to married women teaching staff for a period which may extend up to 90 days, which may spread over from the pre-confinement rest to post confinement recuperation at the option of the teaching staff.
11. The Vice-Chancellor shall have power to grant leave to teachers of the University and to pay leave allowances, in accordance with such rules as may be prescribed.

5.1.2. Head of the Department/Professors:

- (i) It shall be the duty of the Head of the Department/Professors in a Faculty to deliver lectures, to engage in research work, to control and direct the activities of all the employees, including teaching staff of his Department, to plan the classes, research work, to coordinate with the Placement Cell of the University for placement of students of his/her Department and all other academic works related to the subject of his/her chair. He is directly accountable to the Board Management for all the activities of his Department.
- (ii) It shall be the duty of the Head of the Department/Professor of the University to direct and supervise the work of research students in branches of knowledge related to the subject of his/her chair.
- (iii) The Head of the Department/Professor shall, if so require, advise the Board of Management with regard to any of the University or examination or on other matters relating to the subject connected with the Chair.

5.1.3. Associate Professors and Assistant Professors:

- (i) In a Department in which there is a Head of the Department / Professor, Associate Professors and Assistant Professors shall work under the direction of the Head of the Department/Professor concerned, and shall assist him/her in the performance of his/her duties. They must deliver lectures, conduct classes, and assist HOD/Professor in academic and other matters of the Department. In the Departments in which there is no HOD/Professor, a Associate Professors shall be the Head of the Department; Assistant Professors shall assist him / her and work under his / her direction.

(ii) The special duties of the holders of particular posts shall be such as may be prescribed by the Board of Management.

5.1.4. Part-Time Teachers and Visiting Faculty:

(i) Part-time teachers and visiting faculty shall be appointed only for special reasons and shall perform such duties as may be assigned to them.

(ii) They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he/she is to devote to the work of the University.

6. GOVERNING STRUCTURE

The authorities of the University shall be as under:

- 1) The Board of Management
- 2) The Academic Council
- 3) Planning and Monitoring Board
- 4) Finance Committee
- 5) Board of Studies
- 6) Selection Committee
- 7) Such other authorities as may be declared by the Rules to be authorities of the Institution deemed to be University.



7. ROLES AND RESPONSIBILITIES - TEACHING STAFF

7.1 ACADEMIC DUTIES

COURSE RELATED DUTIES	PROFESSIONAL DUTIES	RESEARCH AND SCHOLARLY ACTIVITIES
Lesson Plan	Membership in Professional Society	Creation of VIDWAN ID/Profile
Student attendance and Log Book	Member in University Level Committee	Research Article/Journal Publication
Assessment and Evaluation	Member in Department Level Committee	Knowledge Transfer
Student Mentoring Student Projects	Faculty Recharge/Development Programs (Up-skilling) Advanced courses through NPTEL/MOOC/SWAYAM	Consultancy and External income generation
Outcome Based Education	Accreditation/Inspection/Rankings related work	Funded Projects
Course File E-content	ISO documentation	Patents Interdisciplinary Research
CO/PO Mapping	Co-curricular activities	Sponsored Conferences and workshops
Updating Curriculum and Syllabus	Student Support Services – Digilocker (ABC ID)	Collaboration (National/International)

7.2 GUIDELINES FOR TEACHING, LEARNING AND EVALUATION:

INNOVATION IN EDUCATION:

Educational innovation refers to the process of developing and implementing new ideas, methodologies, and technologies in teaching to improve educational outcomes. The most common types of innovation in higher education include:

Technological: The incorporation of digital tools such as e-learning platforms, simulations and augmented reality environments.

Pedagogical: New approaches to teaching, such as project-based learning, gamification and hybrid teaching.

Organizational: Changes in the institutional structure, such as the creation of innovation centres or alliances with companies and other universities (IQAC, R&D)

Societal: Initiatives that promote inclusion and equitable access to quality education - making meaningful contributions to society.

Throughout history, the classroom has been a crucible of innovation, constantly evolving to meet the changing needs of society. From the introduction of the humble chalk-board in the early 19th century to the rise of AI in 21st C, each technological advancement has promised to revolutionize the way we teach and learn. Today, we stand on the cusp of another transformation with the advent of text-based and multimodal AI.

Technology in Classrooms:

- Online Courses
- Blended Learning (a mix of in-person and online content))
- Increased use of digital tools and resources
- AI tools

The Institution strongly believes in collaboration with industry, government, and community organizations to tackle complex societal challenges through innovative research and initiatives.

By fostering a culture of innovation, the Institution strives to empower students with the skills, knowledge, and adaptability needed to succeed in an ever-evolving global landscape while advancing the frontiers of knowledge and contributing to the betterment of society.

Involvement of all stakeholders: The active participation of teachers, students, and other stakeholders is essential to ensure that innovations respond to real needs. Hence the innovative methods of teaching are put forth for the teachers to adapt and create a conducive environment to experimentation and change.

7.3 WEB RESOURCES FOR EFFECTIVE LEARNING, TEACHING AND EVALUATION

E Books
http://www.gutenberg.org/
https://www.free-ebooks.net/
http://www.bookrix.com/
http://www.obooko.com/
http://www.e-booksdirectory.com/
http://www.getfreeebooks.com/
http://www.freebooks.com/ebooks/
http://www.forgottenbooks.com/
http://bookboon.com/
http://www.openculture.com/
Audio Books
http://www.learnoutloud.com/
http://www.openculture.com/
https://librivox.org/
http://www.loyalbooks.com/
http://www.readingfanatic.com/
http://freeclassicaudiobooks.com/
http://www.audiobooksforfree.com/

http://www.audiobooks.org/
http://www.audiobooks.com/
http://www.librophile.com/
Blogs
http://www.bloggeries.com/
http://www.bloglisting.net/
http://globeofblogs.com/
http://www.blogarama.com/
http://www.bloggingfusion.com/
http://portal.eatonweb.com/
www.blogspot.com
For Creating Blogs
www.wordpress.com
Podcasts
http://podcasts.ox.ac.uk/
http://www.bbc.co.uk/podcasts
http://www.npr.org/podcasts/
http://loc.gov/podcasts/
http://www.ipodder.org/
Wikis
http://educationalwikis.wikispaces.com/
http://wikieducator.org/
http://wikieducator.org/India
http://en.wikibooks.org/
Videos / Video Lessons / E-Content for Learning
https://www.khanacademy.org/
http://webcast.berkeley.edu/
http://cosmolearning.org/
http://www.world-lecture-project.org/
Virtual Labs / Interactive Simulations
http://www.pbs.org/wgbh/nova/ancient/explore-ancient-egypt.html
http://micro.magnet.fsu.edu/primer/java/scienceopticsu/powersof10/index.html
https://phet.colorado.edu/
http://www.animatedengines.com/
Digital Libraries
http://www.loc.gov/
https://oercommons.org/
http://library.clark.edu/
http://www.dli.ernet.in/
MOOCs - Massive Open On-line Courses
https://www.coursera.org/
https://www.edx.org/
http://www.alison.com
http://ocw.mit.edu/
http://www.open.edu/itunes/
Testing and Evaluation Tools
http://www.easytestmaker.com/
http://www.hotpot.uvic.ca/

http://quizstar.4teachers.org/
Indian Initiatives
www.swayam.gov.in
http://cec.nic.in/
https://epgp.inflibnet.ac.in/
http://nptel.ac.in/
http://fossee.in
http://www.co-learn.in/
http://www.vlab.co.in/
http://aview.in/aview
https://ndl.iitkgp.ac.in/
http://ncert.nic.in/
https://nroer.gov.in
https://www.olabs.edu.in/
https://ugceresources.in/
https://neat.aicte-india.org/

7.4 AI TOOLS FOR EDUCATION:

For Lesson Plans/ Learning Resources / Tests
https://www.cognii.com/
https://www.alayna.us/
https://www.eduaide.ai
For Images / Slides
https://ideogram.ai
https://gencraft.com/ai-tools/ai_image_generator
For Question Papers / MCQs / Quizzes
https://www.questionwell.org/
https://opexams.com/free-questions-generator/
For Note-taking from Audio / Video Lectures
https://otter.ai/
https://fireflies.ai/
For Multimedia / Videos
https://www.canva.com/en_in/
https://makeavideo.studio/
For Researchers
https://www.litmaps.com/
https://jenni.ai/
https://paperpal.com/
https://www.researchrabbit.ai/

7.5 OPEN EDUCATIONAL RESOURCES:

Open educational resources (OER) are freely accessible, openly licensed teaching, learning, and research materials. These resources can be used, adapted, and shared by anyone, promoting wider access to education and learning.

CREATIVE COMMONS LICENSES		COPY & PUBLISH	ATTRIBUTION REQUIRED	COMMERCIAL USE	MODIFY & ADAPT	CHANGE LICENSE
	PUBLIC DOMAIN	✓	✗	✓	✓	✓
	CC BY	✓	✓	✓	✓	✓
	CC BY-SA	✓	✓	✓	✓	✗
	CC BY-ND	✓	✓	✓	✗	✓
	CC BY-NC	✓	✓	✗	✓	✓
	CC BY-NC-SA	✓	✓	✗	✓	✗
	CC BY-NC-ND	✓	✓	✗	✗	✓

You can redistribute (copy, publish, display, communicate, etc.)

You have to attribute the original work

You can use the work commercially

You can modify and adapt the original work

You can choose license type for your adaptations of the work.

License and interpretation

SAMPLES OF OER

 OER Commons	 Creative Commons
 Library of Congress	 MIT Open Courseware



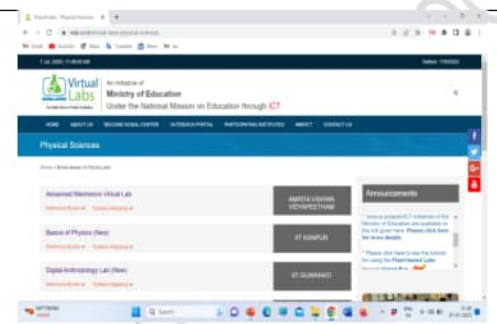
Swayam



National Digital Library of India

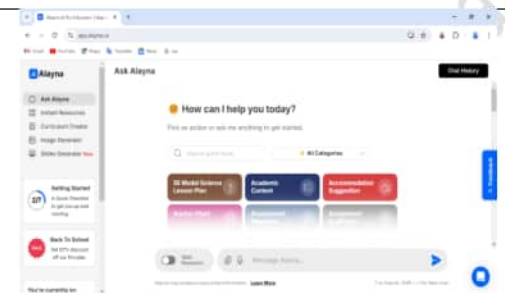


Coursera

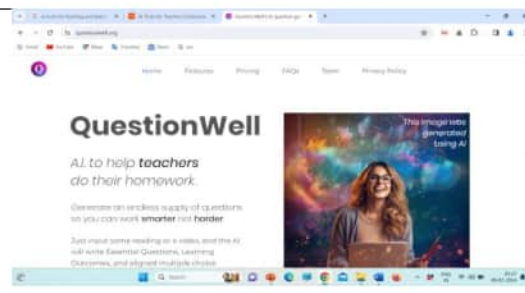


Virtual Labs

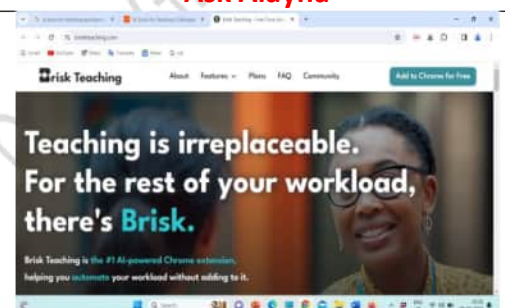
SAMPLES OF AI TOOLS



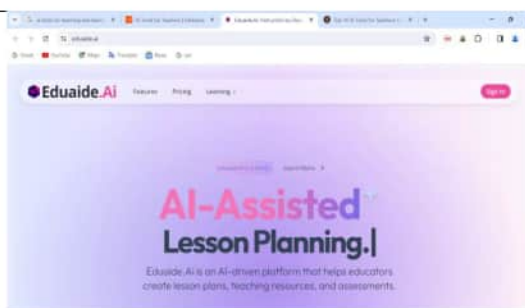
Ask Alayna



QuestionWell



Brisk Teaching



Eduaide AI

7.6 GUIDELINES FOR IMPROVISATION OF RESEARCH METRICS

EXPECTED TASK:

1. Creation/Updation of VIDWAN ID
2. Creation of Scopus ID
3. Creation of Orcid ID
4. Creation of Researcher ID
5. Creation of Google Scholar ID

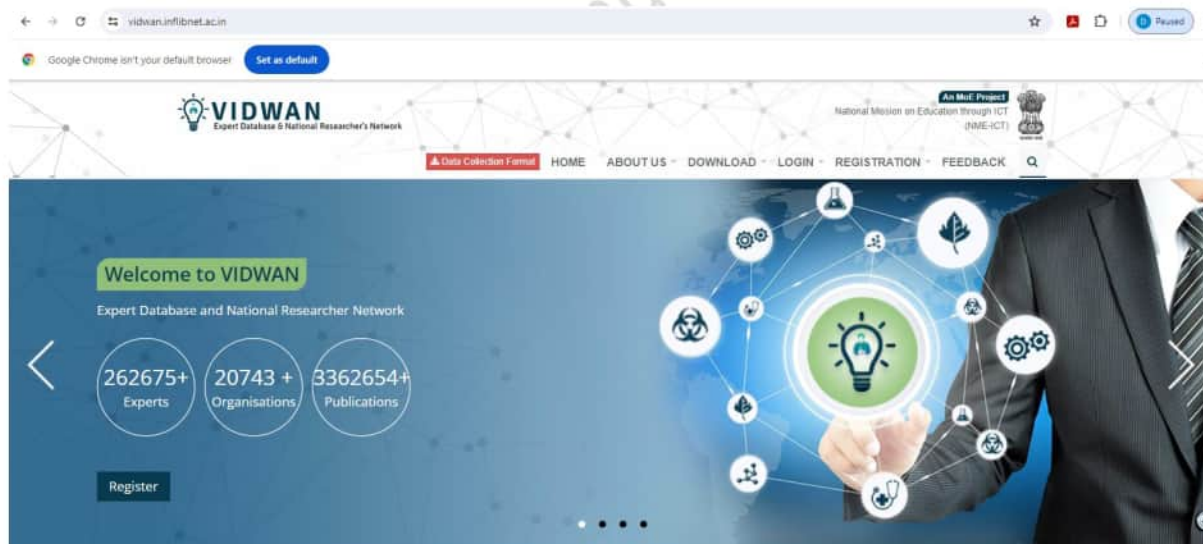
PURPOSE OF THE EXERCISE:

- A mandate of UGC
- Update the research metrics of the University in IRINS (Indian Research Information Network System)
- Improve Academic reputation of the University
- Improve Research reputation of the University
- To substantiate data for National/International Rankings

7.6.1 CREATION OF VIDWAN ID:

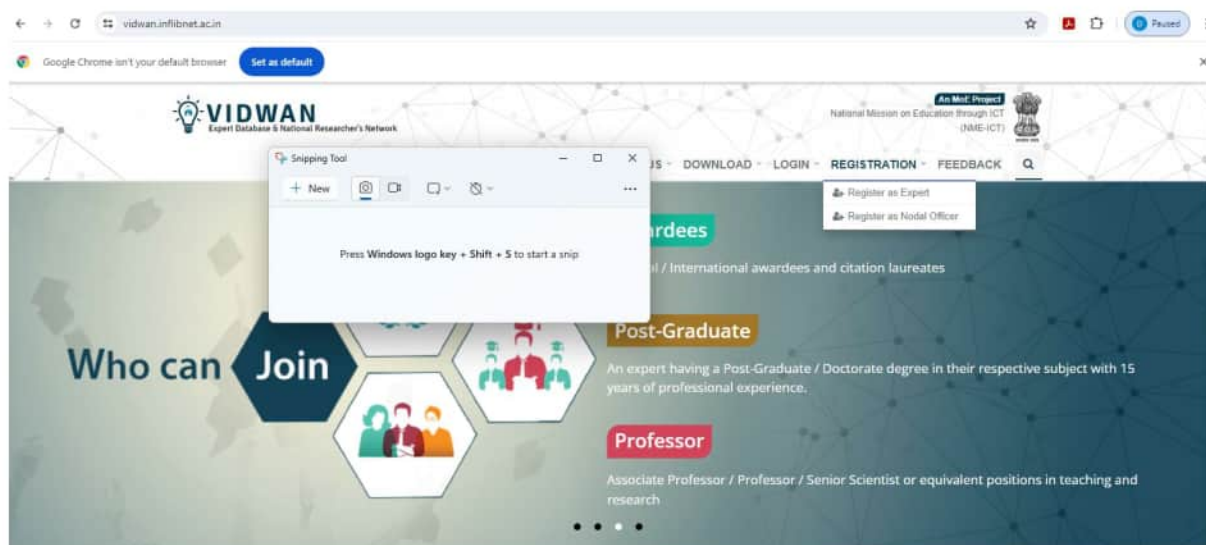
Step 1:

Click the URL: <https://vidwan.inflibnet.ac.in/>



The above page will open.

Step 2:

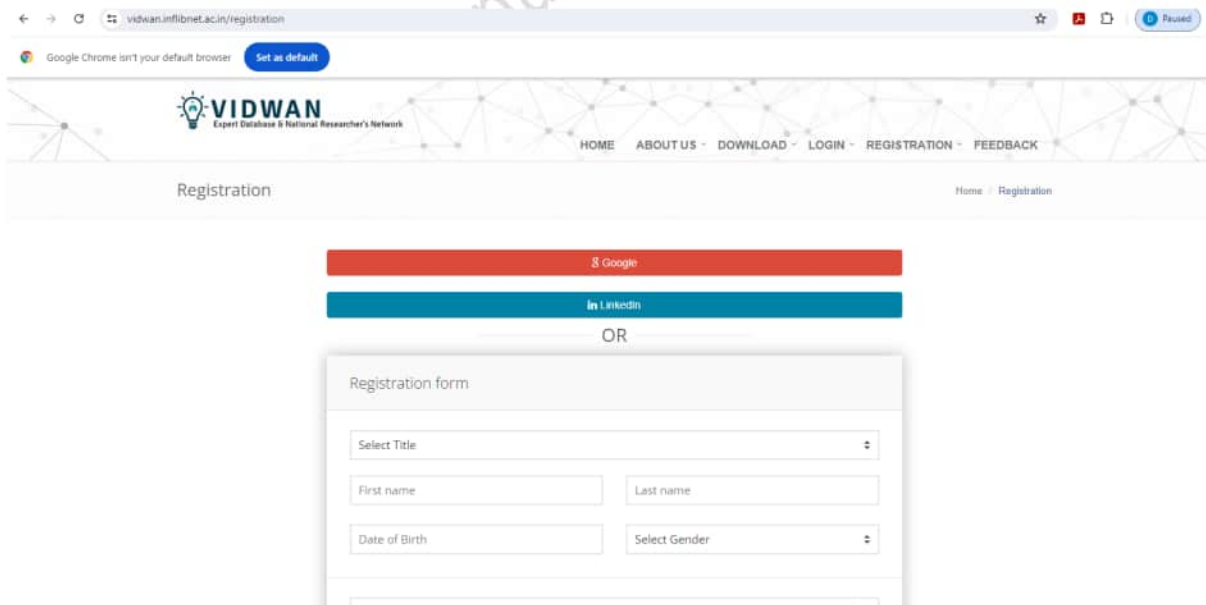


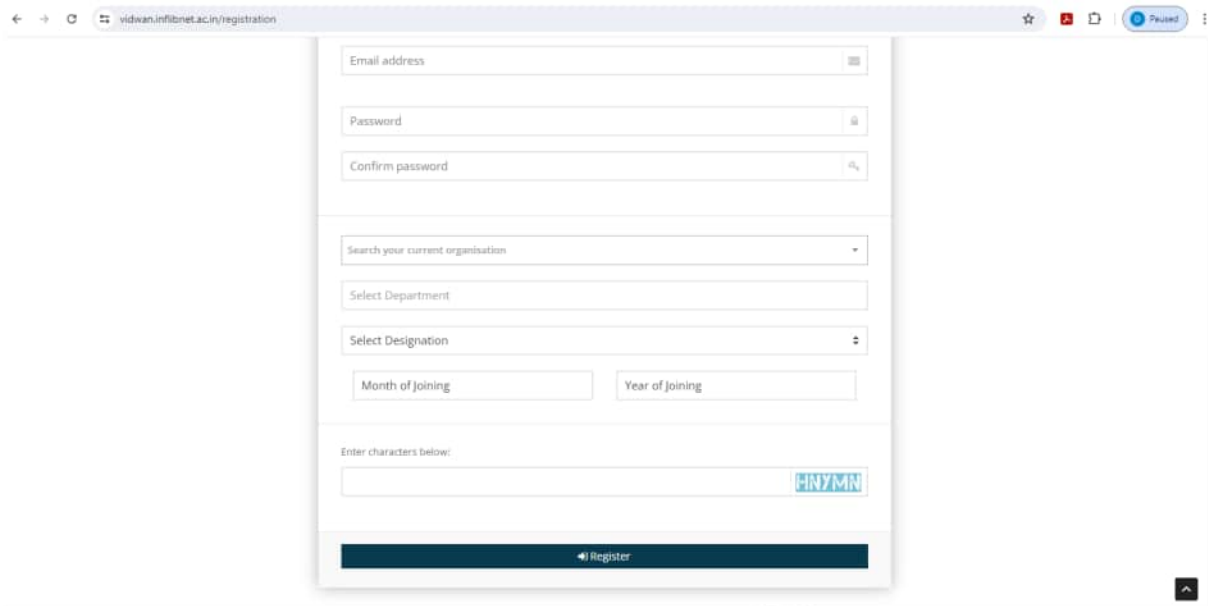
In this choose “Registration”

In the dropdown choose “Register as Expert”

Step 3:

Fill out the registration details





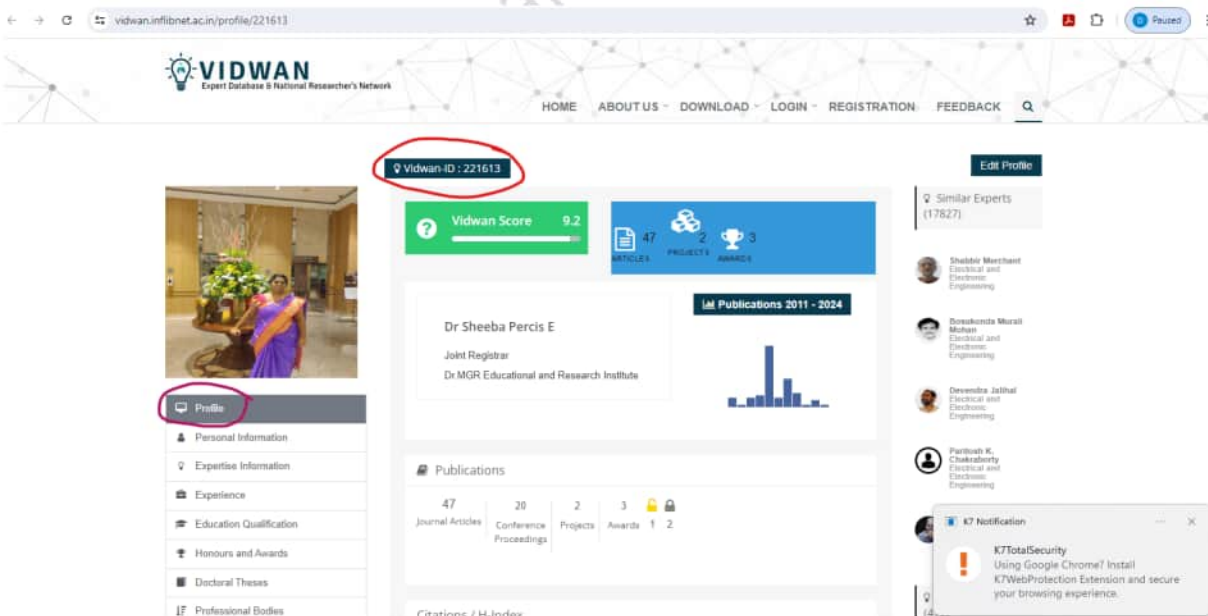
Registration form fields:

- Email address
- Password
- Confirm password
- Search your current organisation
- Select Department
- Select Designation
- Month of joining
- Year of joining
- Enter characters below: HNYMN
- Register button

After completing the registration login as expert using the username and password

Please note: In Name of the Organization, please choose **Dr. M. G. R. Educational and Research Institute only**

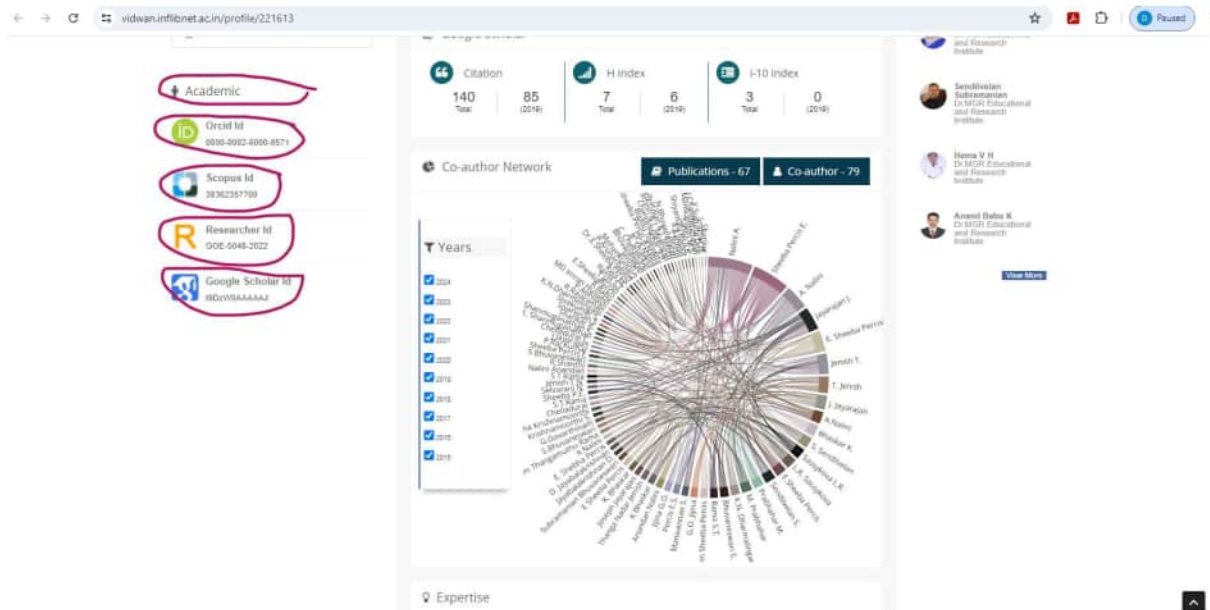
Step 4:



Profile page details:

- Vidwan ID: 221613
- Vidwan Score: 9.2
- 47 ARTICLES, 2 PROJECTS, 3 AWARDS
- Dr. Sheeba Percis E, Joint Registrar, Dr MGR Educational and Research Institute
- Publications 2011 - 2024 (Bar chart)
- Publications: 47 Journal Articles, 20 Conference Proceedings, 2 Projects, 3 Awards, 1 2
- Citations / H-Index
- Left sidebar: Profile, Personal Information, Expertise Information, Experience, Education Qualification, Honours and Awards, Doctoral Theses, Professional Bodies
- Right sidebar: Edit Profile, Similar Experts (17627), Shalini Merchant, Ramesh Kumar, Devendra Jathal, Parthiv K. Chakraborty
- Notification: K7TotalSecurity Using Google Chrome? Install K7WebProtection Extension and secure your browsing experience.

Start updating the profile details in the portal



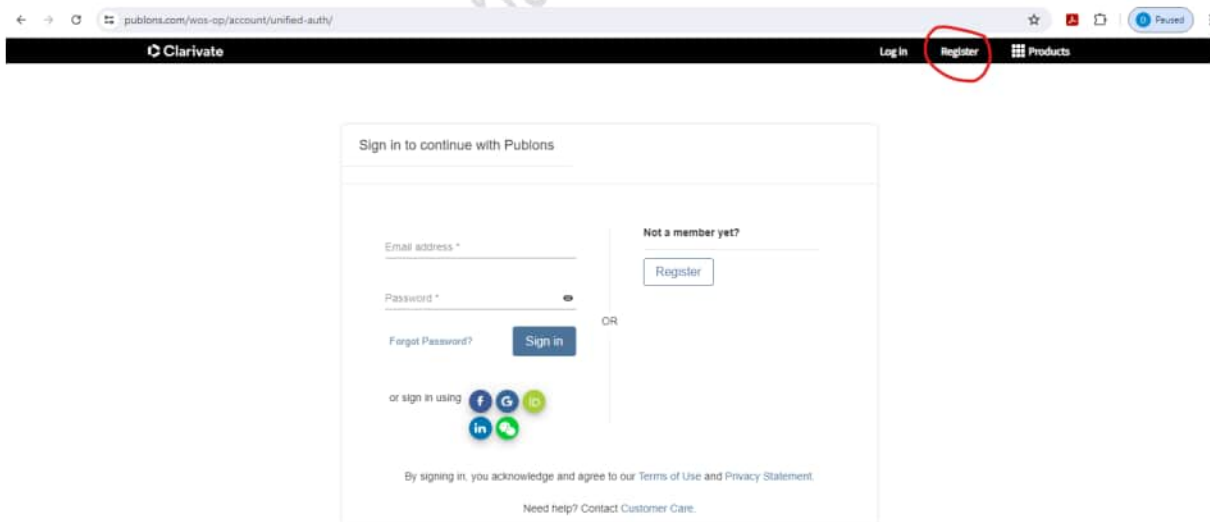
As the profile gets updated, the VIDWAN score also gets improved

7.6.2 CREATING RESEARCHER ID:

Step 1:

Click the URL: <https://publons.com/wos-op/account/unified-auth/>

Step 2:



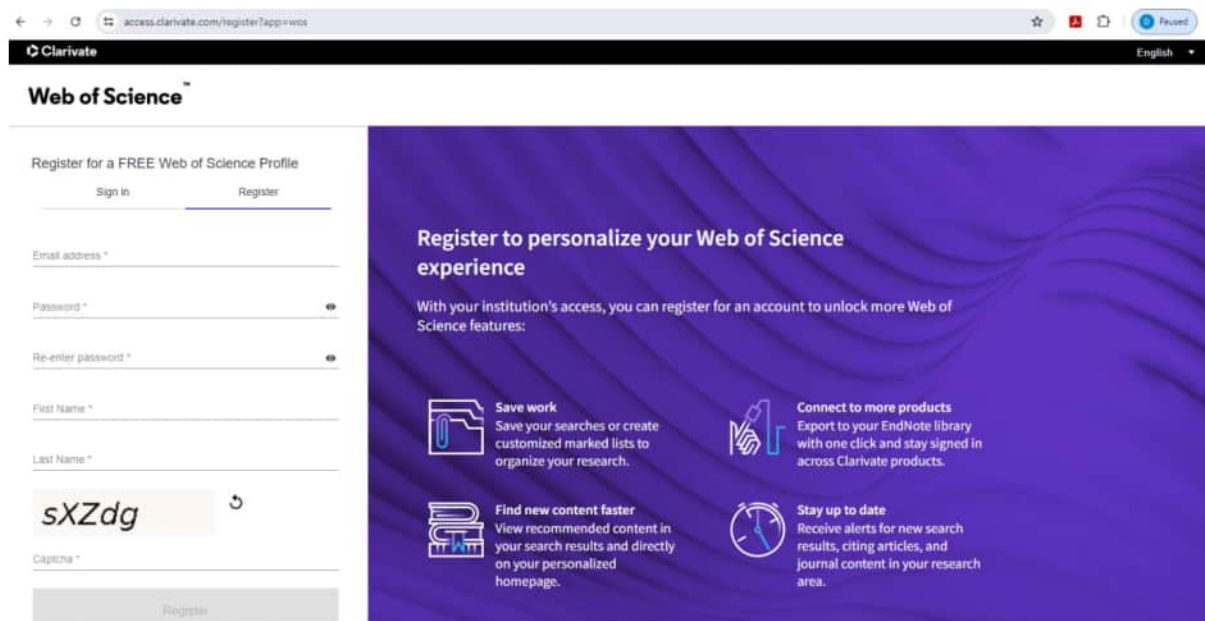
The screenshot shows the Publons registration page. The page has a header with the Clarivate logo and navigation links for Log in, Register, and Products. The main content area is titled "Sign in to continue with Publons" and contains a sign-in form with the following elements:

- Email address *** and **Password *** input fields.
- A **Forgot Password?** link.
- A **Sign in** button.
- A **Not a member yet?** section with a **Register** button.
- A section for signing in using social media accounts (Facebook, Google, LinkedIn, etc.).
- A footer with the text: "By signing in, you acknowledge and agree to our Terms of Use and Privacy Statement." and a link to "Need help? Contact Customer Care."

Go in for the registration

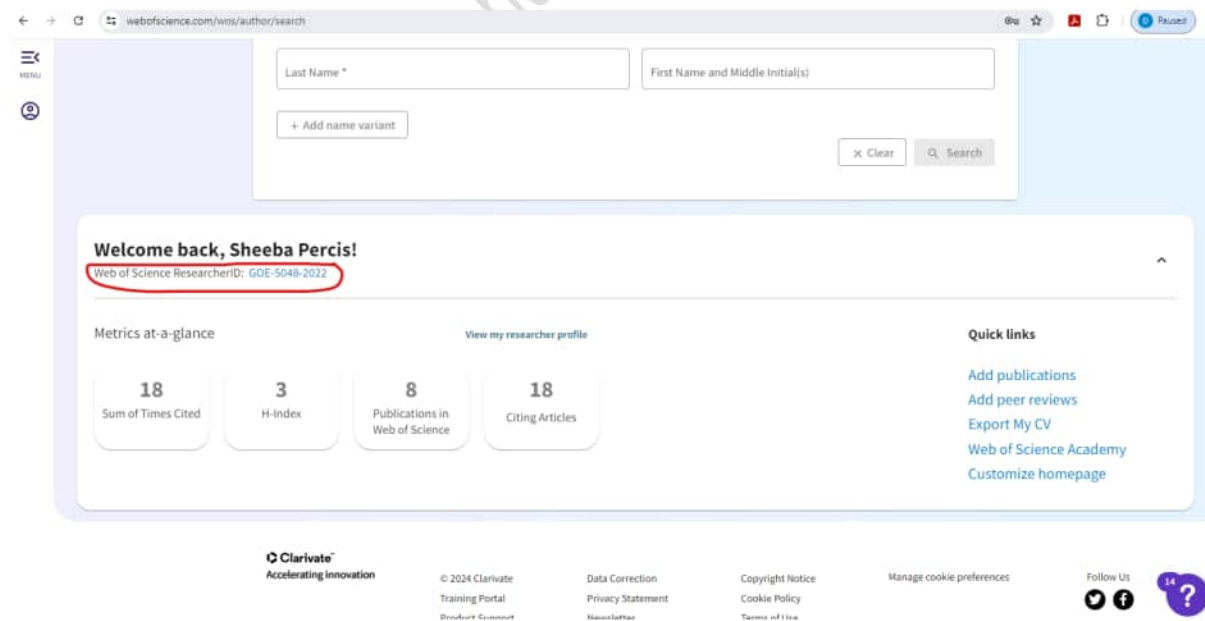
Step 3:

Complete the registration form



Step 4:

Login using the username and password



Researcher ID displayed should be copied and updated in VIDWAN profile

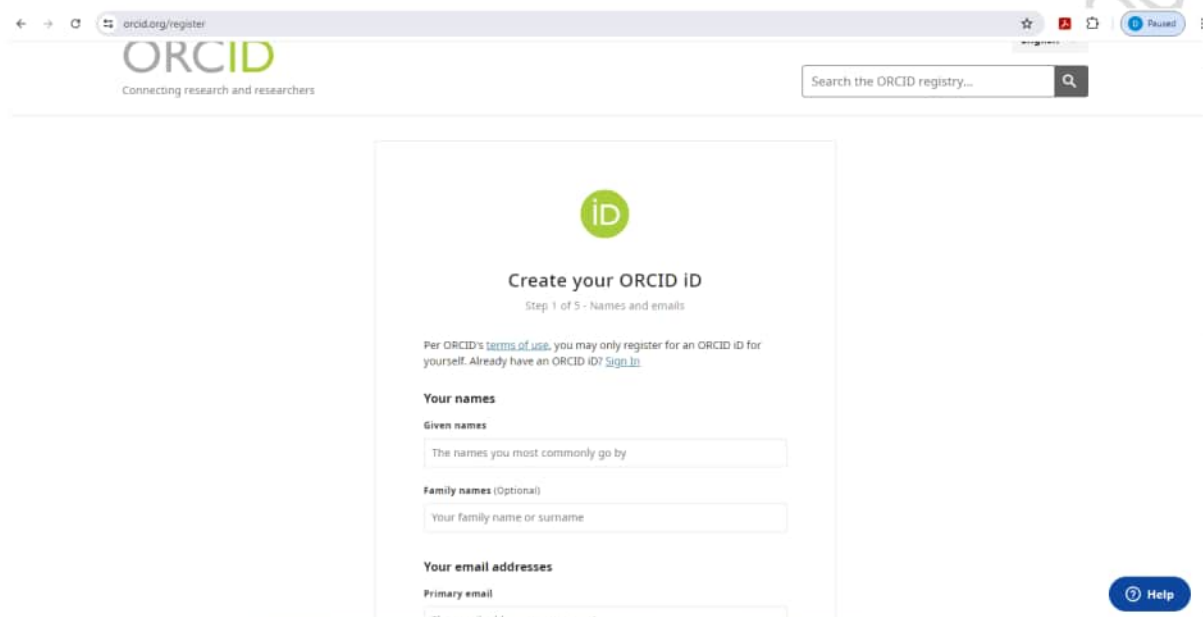
7.6.3 CREATION OF ORCID ID

Step 1:

Click the URL: <https://orcid.org/register>

Step 2:

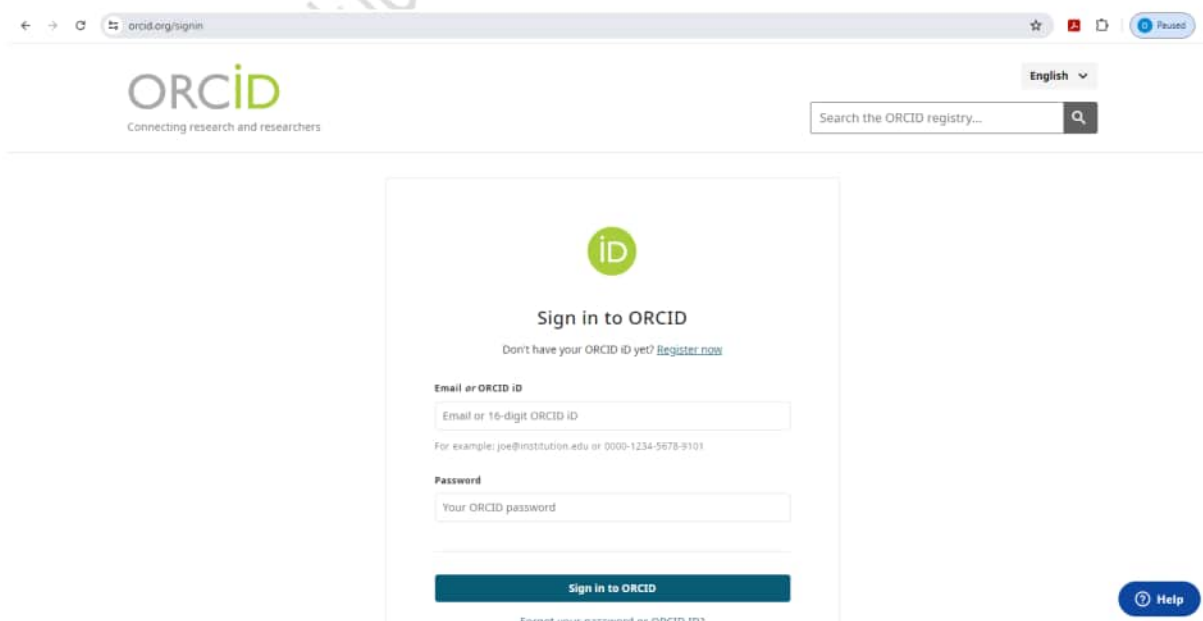
Complete the registration form



The screenshot shows the ORCID registration page. The browser address bar displays "orcid.org/register". The page header includes the ORCID logo and a search bar. The main content area is titled "Create your ORCID iD" with the subtitle "Step 1 of 5 - Names and emails". It includes a link to the terms of use and a link to sign in if already registered. The form has three sections: "Your names" with a "Given names" field (placeholder: "The names you most commonly go by") and a "Family names (Optional)" field (placeholder: "Your family name or surname"); "Your email addresses" with a "Primary email" field (placeholder: "The email address you use most"); and a "Help" button in the bottom right corner.

Step 3:

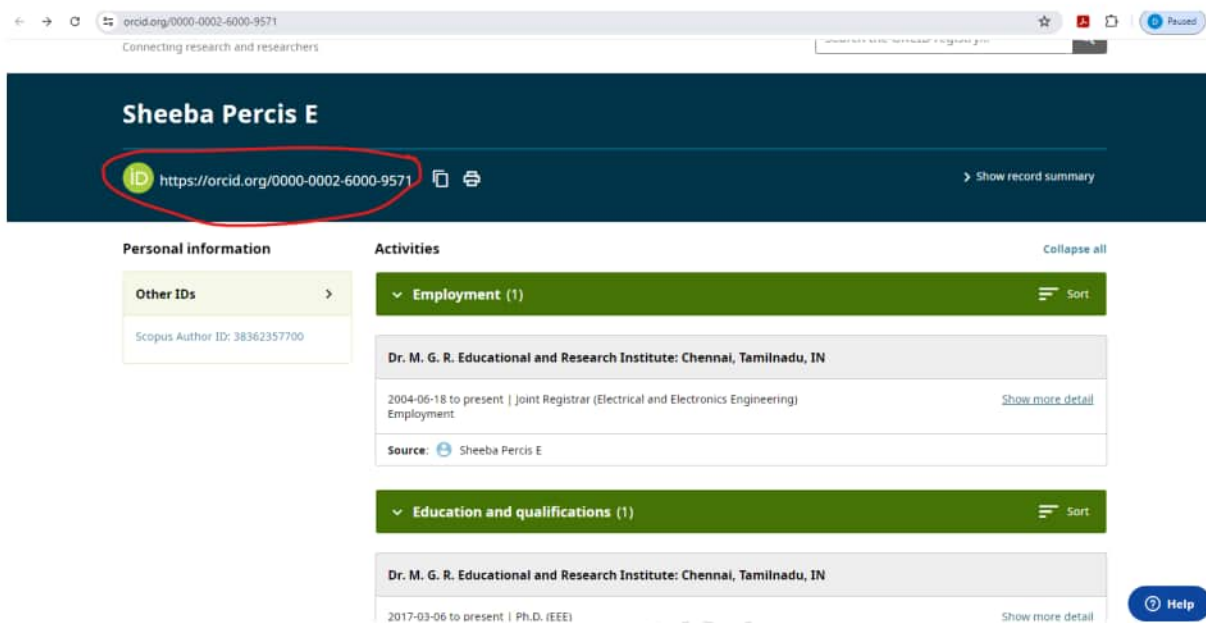
Login using the username and password



The screenshot shows the ORCID login page. The browser address bar displays "orcid.org/signin". The page header includes the ORCID logo, a language dropdown set to "English", and a search bar. The main content area is titled "Sign in to ORCID" with a link to register if not already registered. The form has two fields: "Email or ORCID iD" (placeholder: "Email or 16-digit ORCID iD", example: "joe@institution.edu or 0000-1234-5678-9101") and "Password" (placeholder: "Your ORCID password"). There is a "Sign in to ORCID" button and a "Help" button in the bottom right corner.

Step 4:

Update the ORCID profile



The screenshot shows the ORCID iD profile for Sheeba Percis E. The ORCID iD is highlighted with a red circle. The profile includes sections for Personal information and Activities. The Personal information section shows the Scopus Author ID: 38362357700. The Activities section shows Employment and Education and qualifications. The Employment section lists 'Dr. M. G. R. Educational and Research Institute: Chennai, Tamilnadu, IN' from 2004-06-18 to present as a Joint Registrar (Electrical and Electronics Engineering). The Education and qualifications section lists 'Dr. M. G. R. Educational and Research Institute: Chennai, Tamilnadu, IN' from 2017-03-06 to present as a Ph.D. (EEE).

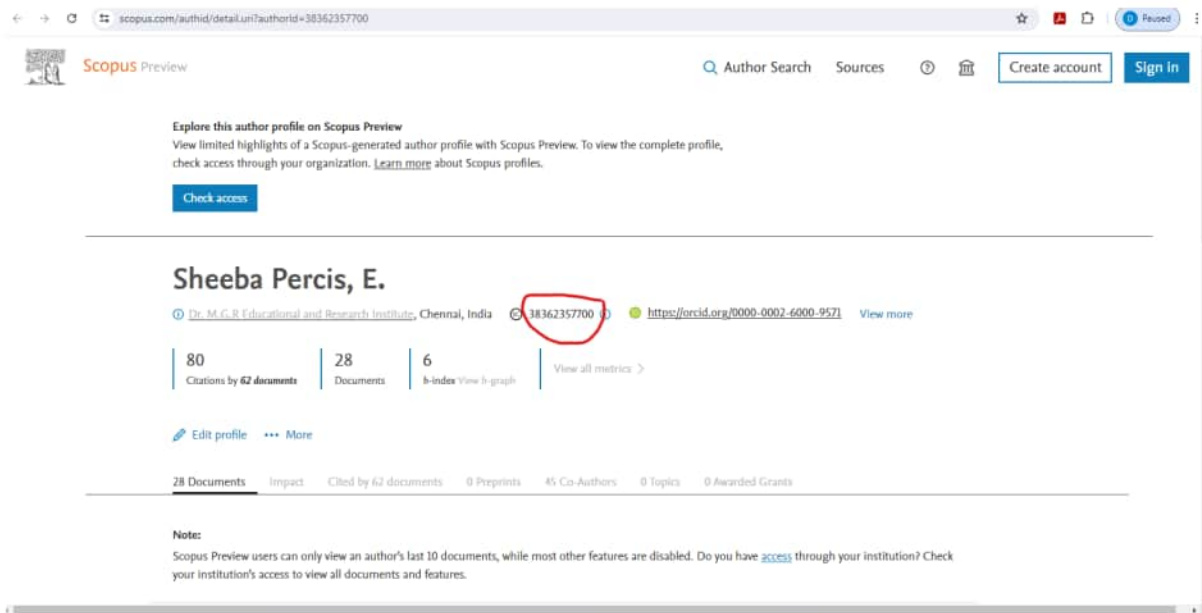
ORCID ID displayed should be copied and updated in VIDWAN profile

7.6.4 CREATION OF SCOPUS ID

Scopus Author ID is automatically generated if you have a paper in the database so registration for a Scopus Author ID is not required.

Having a Scopus Author ID allows you to easily see a list of your publications and view citation metrics such as h-index measures, citation counts, publications and co-authors.

Scopus Author ID can be linked to ORCID so publications can be imported into your ORCID.



Scopus ID displayed should be copied and updated in VIDWAN profile

7.6.5. CREATION OF GOOGLE SCHOLAR ID:

1. Sign in or create a Google Scholar profile account using your personal/private Gmail account. This will be the email account used to log into the new Google Scholar profile. This personal email will not be publicly available and will also ensure continued access if you change institutions.
2. Complete the registration form: enter your name, affiliations, research interests, etc. **Important:** include your **drmgrdu.ac.in** email address in the 'Email for verification' box. You will be sent an email from Google Scholar Citations to your drmgrdu.ac.in email address to verify you as a drmgrdu.ac.in researcher and ensure your profile appears in Google Scholar search results. This verification process will provide formal recognition of drmgrdu.ac.in and appear on your public profile.
3. On the next page titled 'Articles', you will be asked to verify articles that may have been written by you by name. You can also search for articles in Google Scholar by selecting the 'Articles' tab.
4. You will then have the option for Article updates. Select either 'Apply updates automatically' or 'Email me updates for review'.
5. Make sure your profile is set to public so that it will appear in Google Scholar results when people search for your name.
6. Find out more about Google Scholar profiles with Exploring citations to your articles and Setting up your profile.



Dr. M.G.R. UNIVERSITY
EDUCATIONAL AND RESEARCH INSTITUTE
OFF CAMPUS-ARNI

No. 19-L, Arani Road, ACS Nagar, Jumbesha, Arni - 632117 Tiruvannamalai District

← → ↻ scholar.google.co.in/citations?user=U9DrW0AAAAAJ




SIGN IN



Sheeba Percis E
Dr M.G.R. Educational and Research Institute
Verified email at drmgri.ac.in
Microgrid Power Electronics Control System Intelligent control

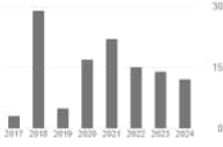
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TITLE	CITED BY	YEAR
Impact of grid connected distributed generation on voltage sag M Vignesh, J Vargasa, L Ramesh, ES Percis IET Digital Library	18	2011
Electric vehicle as an energy storage for grid connected solar power system ES Percis, S Manivannan, A Nalini International Journal of Power Electronics and Drive Systems 6 (3), 567-575	14	2015
Intelligent identification for wide area monitoring in power system A Nalini, S Manivannan, E Sheeba Percis ARPN J. Eng. Appl. Sci 10 (20), 9401-9407	11	2015
A Comprehensive Review on Coordinated Control of Distributed Energy Resources and Energy Storage Systems AN E. Sheeba Percis, S. Manivannan International Journal of Applied Engineering Research 10 (60), 416-420	8	2015
Design of a self-sustained hybrid renewable energy microgrid for rural electrification of dry lands E Sheeba Percis, A Nalini, TN Jerish, J Jayarajan, S Bhuvaneshwari, ... International Journal of Energy Research 45 (6), 8316-8326	7	2021
Stability analysis of dedicated green energy corridors and enhancement of renewable energy evacuation ES Percis, A Nalini, GO Jijna, T Jerish, J Jayarajan, N Salvarani, ... ICOP Conference Series: Materials Science and Engineering 993 (1), 012071	7	2020

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Co-authors

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Dr MGR Educational & Research ...
-  Dr Manivannan S
Joint Registrar Admin, Dr MGR E...
-  Dr L Ramesh
Joint Registrar, Dr M.G.R. Educat...

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7.6.6 EXPLORING IRINS PORTAL (An UGC Initiative)

Exclusive IRINS portal for the University



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Expected Outcomes:

1. Improves/Showcases the academic reputation
2. Improves/Showcases the research reputation
3. Improves National/International ranking score
4. Improves the Overall Brand value of the University
5. Helps to attain better accreditation score

7.6.7 KEYWORDS TO BE USED FOR RESEARCH PUBLICATIONS MAPPING WITH RELEVANT SDGs

Since NEP 2020 is completely aligned towards the achievement of Sustainable Development Goals, it is mandatory to include the keyword accordingly in each research publication made by the faculty members.

7.6.7.1 SDG 1: No Poverty

1 NO POVERTY



Child Labor Laws, Child Labour, Child Support Grant, Child Welfare, Development Aid, Development assistance Committee, Disaster Risk Reduction, Eradicate Extreme Poverty, Extreme Poverty, Low Income, Low Income Population, Low Socioeconomic Status, Micro-finance, Poor Countries, Development Assistance, Poverty Alleviation, Poverty Eradication, Poverty Levels, Poverty Line, Poverty Reduction Strategy, Social Assistance, Social Protection, Social Safety, Social Security, Social Support, Social Welfare, Targeted Poverty Alleviation, Child Labor Regulations, Economic Resource, Resilience of The Poor, Financial Empowerment, Global Poverty, International Poverty Line, Social Protection System, Urban Poverty

7.6.7.2 SDG 2: Zero Hunger

2 ZERO HUNGER



Agricultural Development, Agricultural Land, Agricultural Management, Agricultural Practices, Agricultural Production, Agricultural Productivity, Agricultural Soils, Agricultural Systems, Agri-Food Supply Chain, Common Agricultural Policy, Conservation Agriculture, Crop, Crop Growth, Crop Management, Crop Productivity, Crop Yield, Cropping Systems, Dietary Diver-

sity, Farming System, Farmyard Manure, Fertilizer, Food Availability, Food Insecurity, Food Prices, Food Production, Food Production Systems, Food Security, Food Security Policy, Food Supply, Food Supply Chain, Genetically Modified Food, Global Food Security, Global Food Supply, Good Agricultural Practices, Grain Yield, Hunger, Integrated Soil Fertility Management, Irrigation, Land Management, Land Reform, Sustainable Food Production, Resilient Agricultural Practices, Productive Agriculture, Pre-pregnancy Nutritional Status, Prenatal Nutrition, Nutrition Risk, Maternal Under nutrition, Malnutrition Risk

7.6.7.3 SDG 3: Good Health and Well Being



Adolescent Birth Rate, AIDS, Alcohol Use, Alcoholism, Cardiovascular Disease, Cancer, Child Abuse, Child Mortality, Child Neglect, Child Well-Being Index, Childbirth Complications, Cholera, Chronic Respiratory Disease, Communicable Disease, Contamination and Death or Illness, Dengue, Diabetics, Diarrhea, Dysentery, Health Policy, Health Risk, Health System Access, Healthy Lifestyle, Hepatitis, HIV, Human and Disease, Human and Health, Human and Illness, Human and Medicine, Human and Mortality, Inclusive Health, Infant Mortality, Infectious Disease, Life Expectancy, Malaria, Maternal Health, Maternal Mortality, Measles, Mental Disorder, Mental Health, Neglected Disease, Neonatal Mortality, Obesity, Polio, Postnatal Depression, Preventable Death, Psychological Harm, Psychological Wellbeing, Public Health, Sexual Health, Sexually Transmitted Disease, Sleeping Sickness, Social Determinants of Health, Substance Abuse, Suicide, Tobacco Addiction, Tobacco Control, Tobacco Use, Traffic Accident, Tropical Disease, Tuberculosis, Typhoid Fever, Vaccination, Water-Borne Disease, Youth Well-Being Index, Acute Coronary Syndrome, Acute Respiratory Distress Syndrome, Acute Rheumatic Fever, Affordable Medicines, AIDS, Alcohol Abuse, Alcohol Consumption, Alzheimer's Disease, Anemia, Antenatal Care, Blood Pressure, Body Mass Index, Breast Cancer, Cancer Cell, Cardiovascular Risk, Chronic Disease, COVID-19, Contraceptive Use, Depression, Disease Transmission, Hypertension, Health Worker, Health Emergency Preparedness, Intensive Care Unit, Low Birth Weight, Lung Cancer, Mental Health Care, Neonatal Intensive Care, Neonatal Mortality Rate, Pandemic, Pregnancy, Pregnant Women, Primary Care, Reproductive Health, Water, Sanitation and Hygiene, Water-Borne Disease, World Health Organization

7.6.7.4 SDG 4: Quality Education

4 QUALITY EDUCATION



Elementary School, Educational Inequality, Higher Education, Higher Education Institutions, Literacy, Learning Outcomes, Professional Development, Primary School, Curriculum Reform, Equal Education, Lifelong Learning, Compulsory Secondary Education, Early Childhood, Education Policy, Education Institutions, Education Policy, Education Reform, Education Research, Educational Attainment, Educational Inequality, Formal Education, High School, Higher Education Policy, Higher Education Reform, Inclusive Education, Individuals with Disabilities, Education Improvement, Learning Opportunities, Literacy Skills, Massive Open Online Courses, Open Educational Resources, Pedagogical Content Knowledge, Primary Education, Primary School, Professional Development, Public Education, Public Schools, School Enrollment, Teacher Training, Vocational Training, Affordable Education, Adult Literacy, Child Labour, Culturally Diverse Students, Curriculum Reform, Education Dropouts, Education Expenditure, Education Indicators, Education Facilities, Educational Access, Education Quality, Educational Financial Aid, Educational Gap, Equal Education, Equal Opportunities, Women Empowerment, Sustainable Development Education, Special Education Policy, Special Education Needs, Student Assessment, National Education Policies, Lifelong Learning Opportunities, Inclusive Education System, Gender Disparity and Education, School Curriculum, School Safety, Technology Education, Scholarship

7.6.7.5 SDG 5: Gender Equity



Child Sexual Abuse, Child Sexual Exploitation, Commercial Sexual Exploitation of Children, Domestic Violence, Family Violence, Female Labour, Female Sex Workers, Feminism, Gender

Discrimination, Gender Disparities, Gender Equality, Gender Equity, Gender Gap, Gender-Based Violence, International Human Rights Law, Physical, Psychological and Sexual Violence, Psychological Physical Sexual Emotional Violence, Reproductive Health, Reproductive Rights, Sexual and Reproductive Health, Sexual Assault, Sexual Crime, Sexual Education, Spouse Abuse, Violence Against Women Act, Women's Empowerment, Women's Rights, Child Marriage, Early Marriage, Employment Equity, Empower Women, Empowerment of Women, Equality and Divorce Rights, Female Entrepreneurship, Female Exploitation, Female Infanticide, Female Managers, Gender Injustice, Gender Quota, Gender Parity, Honour Killing, Human Trafficking, Managerial Positions and Women or Female, Women In Leadership, Women's Economic Development, Women's Livelihood, Women's Underrepresentation, Women's Unemployment

7.6.7.6 SDG 6: Clean Water and Sanitation



Access and Safe Drinking Water, Activated Sludge, Activated Sludge Process, Advanced Wastewater Treatment, Aquatic Ecosystems, Aquatic Environment, Aquifer, Chemical Oxygen Demand, Clean Drinking Water, Clean Water, Desalination, Domestic Wastewater Treatment, Drinking Water, Drinking Water Distribution, Drinking Water Distribution Systems, Drinking Water Quality, Drinking Water Sources, Drinking Water Supply, Drinking Water Treatment, Drinking Water Treatment Plants, Fresh Water, Freshwater Resources, Groundwater Pollution, Groundwater Quality, Groundwater Resources, Integrated Water Resources Management, Irrigation Water, Membrane Bioreactor, Potable Water, Quality Drinking Water, Quality Water, Recycled Water, Recycled Water, Reverse Osmosis, Safe Drinking Water, Sewage Treatment, Sewage Treatment Plant, Soil Water Assessment Tool, Sustainable Water Management, Tap Water, Total Suspended Solids, Treated Water, Urban Wastewater, Waste Water, Waste Water Management, Waste Water Treatment, Wastewater Effluent, Wastewater Reuse, Wastewater Treatment Plant, Wastewater Treatment Process, Wastewater Treatment Technology, Water Analysis, Water Availability, Water Bodies, Water Conservation, Water Contamination, Water Demand, Water Desalination, Water Distribution System, Water Efficiency, Water Filtration, Water Footprint, Water Pollutant, Water Pollution, Water Purification, Water Quality, Water Quality Index, Water Quality Parameters, Water Recycling, Water Scarcity, Water, Sanitation and Hygiene, Affordable

Drinking Water, Clean and Drinking Water, Domestic Wastewater, Freshwater Availability, Freshwater Ecosystems, Hand-Washing Facility, Inadequate Water Supply, Industrial Wastewater, Industrial Wastewater Treatment, Open Defecation, Sanitation Services, Sustainable Withdrawals and Freshwater, Untreated Wastewater, Water-Related Ecosystems, Water Supply Resilience, Water Resources Management, Water Harvesting

7.6.7.7 SDG 7: Affordable and Clean Energy



Alternative Energy Sources, Battery Electric Vehicles, Battery Energy Storage System, Biofuel, Clean Energy, Compressed Air Energy Storage, Concentrated Solar Power, Energy Conversion System, Energy Efficiency, Energy Management System, Energy Storage System, Fuel Cell, Home Energy Management System, Horizontal Axis Wind Turbine, Hybrid Electric Vehicles, Hybrid Energy Storage System, Hybrid Power Generation System, Hybrid Renewable Energy System, Hydroelectric Power, Intermittent Renewable Energy, Large Scale Wind Power, Large-Scale Wind Power Integration, Lithium Ion Battery, Maximum Power Point Tracking, Offshore Wind Energy, Offshore Wind Farm, Offshore Wind Turbines, Permanent Magnet Synchronous Generator, Photovoltaic Cells, Plugin Electric Vehicles, Plug-in Hybrid Electric Vehicle, Renewable Energy, Renewable Energy Generation, Renewable Energy Technologies, Smart Grid, Smart Grid Technology, Smart Meter, Smart Power Grids, Solar Energy Conversion, Superconducting Magnetic Energy Storage, Sustainable Energy, Thermal Energy Storage, Variable Speed Wind Turbine, Vertical Axis Wind Turbine, Wind Energy, Wind Energy Conversion, Wind Energy Conversion System, Wind Power Development, Wind Power Generation System, Wind Power Integration, Wind Power Plants, Wind Power System, Wind Turbine, Wind Turbine Generator, Wind Turbine Power Curve, Affordable Electricity, Affordable Energy, Alternative Energy, Battery Energy Storage, Clean Energy Research, Energy Conservation, Energy Equity, Energy Infrastructure, Energy Policy, Energy Storage, Energy Security, Hydroelectric, Power Consumption, Reliable Electricity, Rural Electrification, Smart Microgrid, Sustainable Energy Services

7.6.7.8 SDG 8: Decent Work and Economic Growth



Economic Development, Economic Growth, Economic Growth and Renewable Energy, Economic Growth Rates, Economic Impact, Ecotourism, Electricity Consumption and Economic Growth, Financial Development and Economic Growth, Financial Development, GDP per Capita, GDP Growth, Job Creation, Job Destruction, Labor Market Institutions, Local Economic Development, Labor Market, Micro And Small Enterprises, Micro, Small And Medium Enterprises, Microfinance, Real GDP, Socio-Economic Development, Sustainable Economic, Sustainable Economic Development, Sustainable Economic Growth, Sustainable Growth, Sustainable Tourism Development, Trade Union, Aid for Trade, Access to Banking, Child Labour, Climate Action, Community-Based Tourism, Domestic Material Consumption, Economic Benefits, Economic Decoupling, Economic Development Policy, Economic Development Strategy, Economic Diversification, Economic Globalization, Economic Growth Rate, Economic Productivity, Employment Opportunities, Employment Policy, Equal Income, Equal Pay for Work of Equal Value, Equal Wages, Financial Access, Financial Inclusion, Forced Labour, Foreign Development Investment, Full Employment, Global Jobs, Human Trafficking, Inclusive Economic Growth, Inclusive Growth, Informal Employment, International Labour Organization, Labour Market, Labour Market Disparities, Labour Right, Minimum Wage, Migrant Workers, Productive Employment, Rural Economy, Rate of Economic Growth, Safe Working Environment, Small Business, Social Entrepreneurship, Small Entrepreneur, Unemployment, Work Opportunities, Unemployment Rate, Youth Employment, Youth Unemployment

7.6.7.9 SDG 9: Industry, Innovation and Infrastructure



Clean Technologies, Community Innovation Survey, Domestic Technology Development, Environmentally Sound Industrial Processes, Foster Innovation, ICT Infrastructure, Inclusive Innovation, Inclusive Transportation, Industrial Development, Industrial Diversification, Industrial Growth, Industrial Waste Management, Industry and Innovation, Industry 4.0, Infrastructural Development, Infrastructure Investment, Innovation Management, Innovation System, Innovation Processes, Manufacturing Industry, Process Innovation, Product Innovation, Public Infrastructure, Resilient Infrastructure, Sustainable Infrastructure, Sustainable Industrialization, Sustainable Manufacturing, Sustainable Transportation, Technological Innovation, Technology Innovation

7.6.7.10 SDG 10: Reduced Inequalities



Bilateral Foreign Direct Investment, Corporate Social Responsibility, Economic Inequality, Equal Opportunities, Female Genital Mutilation, Financial Assistance, Foreign Aid, Gender Differences, Gender Equality, Gender Inequality, Health Care Access, Health Disparities, Household Income Inequality, Human Rights, Human Rights Law, Human Rights Violations, International Human Rights, International Human Rights Law, Low Socioeconomic, Low Socioeconomic Status, Racism, Social Class, Social Discrimination, Social Exclusion, Social Inclusion, Social Inequality, Social Protection, Social Support, Social Welfare, Socioeconomic Inequality, Socioeconomic Status, Socioeconomic Status, Development Gap, Discriminatory Law, Discriminatory Policy, Discriminatory Practices, Economic Empowerment, Economic Inclusion, Economic Transformation, Equal Opportunity, Feminism, Foreign Investment, Global Market and Empowerment, Health Care Disparity, Human Dignity, Human Rights

Abuse, Immigration, Income Growth, Labour Share Migrant Remittance, Migration Policies, Political Inclusion, Social Dominance, Responsible Migration, Social Protection Policy, Wage Protection Policies, Socioeconomic Deprivation

7.6.7.11 SDG 11: Sustainable Cities and Communities



Air Pollutant, Air Pollution, Air Pollution and Particulate Matter, Air Pollution and Public Health, Air Pollution and Urban Areas, Air Pollution, Control Measures, Air Pollution Exposure, Air Pollution Index, Air Pollution Levels, Air Quality, Air Pollution Monitoring, Air Quality and Human Health, Air Quality Management, Air Quality Model, Air Quality Monitoring Station, Ambient Air, Ambient Air Quality, Ambient Fine Particulate Matter, Atmospheric Pollution, Bus Rapid Transit, City Planning, Cultural Heritage, Disaster Risk Reduction, Fine Particulate Matter, Green Space, Greenhouse Gas Emissions, Health Effects and Air Pollution, Indoor Air Quality, Intelligent Transportation System, Municipal Solid Waste, Municipal Solid Waste Generation, Municipal Solid Waste Incineration, Municipal Solid Waste Landfill, Municipal Solid Waste Management, Municipal Wastewater, Municipal Wastewater Treatment, Public Transport, Public Transport System, Regional Air Quality, Smart City, Smart City Concept, Smart City Development, Smart City Services, Solid Waste Incineration, Solid Waste Management, Sustainable City, Sustainable Urban Development, Sustainable Urban Planning, Traffic Congestion and Air Pollution, Transportation System, Urban Air Pollution, Urban Development, Urban Environment, Urban Green Spaces, Urban Planning, Urban Policy, Urban Sustainability, Waste Water, Urbanization, Wastewater Treatment, Wastewater Treatment Plant, Water Pollutant, Activated Sludge, Accessibility and Public Transport, Affordable Housing, Building Design, Collaborative Planning, Congestion, Development Planning, Disaster, Disaster Management, Disaster Risk Management, Disaster Risk Reduction Strategies, Disaster Strategy, Ecological Footprint, Environmental Footprint, Governance, Human Settlements, Land Consumption and Population Growth, Natural Heritage, Participatory Planning, Nature Inclusive Building, Public Spaces, Recycling, Public Transport Users, Recycling, Residential Areas, Residential Development, Resilient Building, Resource Efficiency, Slums, Sustainable Building, Territorial Development, Wastewater Treatment Plants, Urban Transportation, Urban Policies, Urban Growth, UNESCO

7.6.7.12 SDG 12: Responsible Consumption and Production



Anaerobic Digestion, Building Energy Efficiency, Circular Economy, Combined Heat and Power, Education for Sustainable Development, Energy Efficiency Buildings, Energy Saving, Environmental Impact Assessment, Environmental Impact Categories, Environmental Policy, Environmental Technology, Food Waste, Green Supply Chain Management, Hazardous Chemicals, Hazardous Waste, Hazardous Waste Management, Heavy Metal Pollution, Household Food Waste, Industrial Waste, Integrated Solid Waste Management, Life Cycle Impact Assessment, Low Carbon Economy, Municipal Solid Waste, Municipal Solid Waste Generation, Municipal Wastewater Treatment, Municipal Wastewater Treatment Plant, Persistent Organic Pollutants, Power Conversion Efficiency, Renewable Energy Technologies, Sewage Sludge, Solid Waste, Solid Waste Disposal, Solid Waste Generation, Solid Waste Management, Sustainable Consumption, Sustainable Production, Sustainable Supply Chain, Sustainable Tourism, Sustainable Tourism Development, Waste Management System, Waste Management, Waste Recycling, Waste Treatment, Wastewater Treatment, Water Pollutants and Chemical, Building Energy Management, Biobased Economy, Chemical Pollution, Consumer Behaviour, Consumption and Resource Use, Consumption and Spill, Corporate Social Responsibility, Corporate Sustainability, Deep Decarbonisation, Domestic Material Consumption, Efficient Use and Natural Resources, Efficient Use of Resources, Energy Conservation, Energy Efficiency, Energy Management, Energy Management Systems, Energy Saving, Energy Utilization, Environmental Footprint, Environmental Pollution, Food Loss, Food Spill, Fossil-Fuel Expenditure, Global Food Waste, Green Computing, Green Consumption, Harvest Efficiency, Harvest Losses, Hazardous Waste and Treatment, Life Cycle Analysis, Low Power Consumption, Market Distortions, Material Footprint, Material Flow Accounting, Monitoring Sustainable Development, Overconsumption, Ozone Depletion, Pesticide Pollution, Pesticide Reduction, Pesticide Stress, Production and Resource Use, Post-Harvest Losses, Reduce Waste Generation, Renewable Energy-Generating, Resource Efficiency, Resource Recycling, Resource Reuse, Responsible Production Chains, Sustainable Consumption Patterns, Sustainable Development and Education, Sustainable Management, Sustainable Procurement, Sustainable Practices, Wasteful Consumption, Toxic Chemical, Waste Generation

7.6.7.13 SDG 13: Climate Action



Atmospheric Carbon Dioxide, Carbon Capture, Carbon Emissions, Carbon Footprint, Change Adaptation Strategies, Climate and Natural Disaster, Climate Change, Climate Change Adaptation, Climate Change Adaptation Policy, Climate Change Adaptation Planning, Climate Change Impact, Climate Change Mitigation, Climate Change Mitigation Policy, Climate Change Risk, Climate Impacts, Climate Mitigation, Climate Policy, Extreme Weather, Global Climate Model, Global Temperature, Global Warming, Greenhouse Gas, Greenhouse Gas Emission, Regional Climate Model, Sea Level, Sea Level Rise, Acidification and Seawater, Average Global Temperature, Carbon Dioxide Emissions, Climate Action, Climate Adaptation, Climate and Adaptive Management, Climate and Awareness, Climate and Consumption, Climate and Decision-Making, Climate and Energy Conservation, Climate and Environmental Education, Climate and Food Chain, Climate and Land Use, Climate and Nitrogen Cycle, Climate and Ocean Acidification, Climate and Ozone, Climate and Politics, Climate and Sea Level, Climate and Sustainable Development Education, Climate Change and Early Warning, Climate Change and Impact Reduction, Climate Prediction, Climate Governance, Climate Variation, Disaster Risk Reduction Strategies, Ice Loss, Ocean Warming, Sea Surface Temperature, Regional Climate, Forest, De-forestation

7.6.7.14 SDG 14: Life below Water



Coastal Marine Ecosystems, Coastal Habitat, Coastal Marine Ecosystems, Coral Reef, Coral Reef Ecosystem, Exclusive Economic Zone, Fishery Management, Harmful Algal Bloom, Large Marine Ecosystem, Marine Ecosystem, Marine Food Web, Marine Life, Marine Organisms, Marine, Protected Area, Marine Resource Management, Marine Species, Aquatic Ecosystems, Coastal Environment, Coastal Habitat, Coral Reef ecosystem, Exclusive Economic

Zone, Fisheries Management, Harmful Algal Bloom, Marine, Marine Ecosystem, Marine Environment, Marine Fish, Marine Organisms, Marine Protected Area, Marine Species, United Nations Convention on The Law of The Sea, Aquaculture, Coastal Areas, Coastal Biodiversity, Coastal Ecosystem, Coastal Ecotourism, Coastal Habitats, Community Based Conservation, Destructive Fishing, Fisheries, Fishing Practices, Healthy Oceans, Illegal Fishing, Law of the Sea, Marine Debris, Marine Conservation, Marine Biodiversity, Marine Acidity, Sustainable Fisheries, Small-Scale Fisheries, Plastic Density Debris, Overfishing, Water Cycle, Unregulated Fishing, Sustainable Yield, Sustainable Fisheries

7.6.7.15 SDG 15: Life on Land



Deforestation, Desertification, Dry Season, Dry land, Ecosystem Function, Ecosystem, Endangered Species, Endangered Species Act, Environmental Change, Environmental Impact, Forest Cover, Forest Degradation, Forest Ecosystem, Forest Management, Land Cover Change, Land Cover Type, Land Degradation, Land Management, Land Use and Land Cover, Low Impact Development, Native Species, Natural Vegetation, Net Ecosystem Productivity, Net Ecosystem Exchange, Plant Functional Types, Plant Species, Protected Area, Soil & Water Assessment Tool, Soil and Water Assessment Tool, Soil Degradation, Soil Erosion, Soil Quality, Soil Quality Index, Soil Water Content, Species Distribution, Species Diversity, Species Richness, Terrestrial Ecosystem, Terrestrial Water Storage, Threatened Species, Tropical Forests, Universal Soil Loss Equation, Vegetation Types, Wastewater Treatment Plants, Wetland, Wetland Ecosystem, Afforestation, Bio-economy, Biological Indicators, Biological Invasion, Biological Production, Community Based Conservation, Degraded Forests, Degraded Land, Degraded Soil, Drought, Ecological Health, Ecological Resilience, Ecosystem Health, Ecosystem Protection, Ecosystem Restoration, Ecotourism, Environmental Degradation, Environmental Management, Environmental Stress, Exotic Species, Extinct Species, Extinction Wave, Extinction Risk, Forest Auditing, Forest Certification, Freshwater Biodiversity, Freshwater Ecosystems, Freshwater Species, Habitat Loss, Habitat Restoration, Human-Wildlife Conflict, Invasive Species, Land Conservation, Land Cover, Land Loss, Land Restoration, Land Use, Local Environmental Factors, Mountain Biodiversity, Mountain Ecosystems, Mountain Vegetation, Native Forest, Poaching, Priority Species, Protected Fauna, Protected Flora, Protected Species, Rainforest, Terrestrial Biodiversity, Terrestrial Ecosystems, Terrestrial Species, Threatened Native Species, Timber Harvest, Tree Cover, Vegetation Communities, Vegetation Cover, Wildlife Traffic, Wildlife Product, Wildlife Market

7.6.7.16 SDG 16: Peace, Justice and Strong Institutions



Child Abuse, Childhood Sexual Abuse, Crime, Crimes and Humanity, Criminal Activity, Criminal Justice, Criminal Justice System, Criminal Law, Domestic Violence, Human Rights, Human Rights Abuses, Human Rights Violations, Human Trafficking, International Human Rights Law, Organized Crime, Physical Abuse, Physical Abuse and Sexual Abuse, Physical Violence, Sexual Abuse, Sexual Assault, Sexual Crime, Sexual Violence, Terrorism, Terrorist Attack, Violent Crime, War Crimes, Accountable Institution, Actual Innocence, Arbitrary Detention, Arbitrary Justice, Armed Conflict, Arms Flow, Arms Trafficking, Birth Registration, Bribery, Civil Conflict, Combat Crime, Combat Terrorism, Conflict-Related Deaths, Corruption and Bribery, Corruption and Conflict, Corruption and Government, Criminal Tribunal, Cybercrime, Democratic Deficit, Democratic Institution, Effective Rule of Law, False Confession, Family Violence, Formal Dispute Resolution, Freedom of Information, Freedom of Speech, Fundamental Freedom, Good Governance, Human Rights Activists, Human Rights Institution, Human Rights Law, Illegal Arms, Illicit Money, Judicial System, Justice For All, Legal Identity For All, Legal Remedy, Non-Discriminatory Laws, Peaceful Societies, Political Instability, Press Freedom, Prevent Violence, Psychological Violence, Refugee, Separation of Powers, Spouse Abuse, Torture of Children, Violence and Death Rates, War and Democracy, War and Peace, War and Warfare, War and Conflict

8. CENTRAL FACILITIES AT THE UNIVERSITY

S. No.	Description	Web link for info
1	Advanced Research Institute	https://www.drmgrdu.ac.in/Research/272
2	Dr. APJ Abdul Kalam Centre for Innovation and Entrepreneurship (AKC)	https://www.drmgrdu.ac.in/Research/272
3	MGR-ACS Satellite Space Technology Centre	https://www.drmgrdu.ac.in/Research/272
4	Virginia Tech	https://www.drmgrdu.ac.in/Research/272
5	Advanced Medical Research Institute	https://www.drmgrdu.ac.in/Research/272

	(AMRI)	
6	Office of International Relations	https://www.drmgrdu.ac.in/International-Relations/421
7	Academic Bank of Credits	https://www.drmgrdu.ac.in/Student-Service/571
8	Academic Research	https://www.drmgrdu.ac.in/Research/97
9	Internal Quality Assurance Cell	https://www.drmgrdu.ac.in/Ranking-amp-Accreditation/119
10	NCC – National Cadet Corps	https://www.drmgrdu.ac.in/Activities/116
11	Office of Controller of Examination	https://www.drmgrdu.ac.in/Academic-Certificates-requisitionportal/635
12	Sir. C. V. Raman Journal Club	https://www.drmgrdu.ac.in/Research/400
13	Dr. MGR Researgence	https://drmgrdu.researgence.ai/auth/login
14	Innovation and Entrepreneurship	https://www.drmgrdu.ac.in/Innovation-and-Entrepreneurship/450

9. APPOINTMENT, PROBATION & TERMINATION OF SERVICE

9.1 CLASSIFICATION OF EMPLOYEES:

The employees will be classified as follows:

- (i) Teaching staff
- (ii) Non-teaching staff including administrative, supporting technical staff and non technical employees
 - (a) **Regular Employee:** Means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing
 - (b) **Probationary Employee:** A person who is provisionally employed with a view to being considered for eventual absorptions in the regular service of the Institution. The period of probation, however will be stipulated in the letter of appointment, which may be extended at the direction of the management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Vice Chancellor, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable

9.2 The management shall fix the number of posts in each Institution in all categories from time to time according to the prescribed qualifications, mode of recruitment, merit and

scale of pay abiding by the norms of the Statutory bodies, which may be reviewed and revised as per the University norms.

9.3 Notwithstanding anything contained in these rules and regulations, the management may employ persons on a temporary/adhoc or on contract basis to different posts in the organization under their control on consolidated pay or on otherwise, wherever the necessity and circumstances so warrant.

10. JOINING FORMALITIES

At the time of joining, the new recruit would have to furnish the following to the HR department

- Joining report
- Medical Checkup report
- Aadhar Card photocopy
- PAN card photocopy
- Original certificates supporting qualifications/experience for verification with the necessary copies to be furnished
- 08 passport size photographs
- Name and contact of two persons for contacting in case of any emergency
- Declaration/Nomination as to existing membership of PPF number
- Keeping in view the occasional happenings of some teaching/non-teaching staff leave the Institution without prior notice of required period of 01 month or payment of 01 month's salary in lieu thereof, it has become necessary to insist for an amount equivalent to his/her 01 month's gross salary to be built by deduction from salary in the first 04 months (as caution deposit).

11. JOB DESCRIPTION OF TEACHING FACULTY

- To effectively plan the teaching hours in the allotted workload for the academic session as described by the department Head
- Use innovative pedagogy and AI based teaching/learning tools to impart holistic teaching and adapt a student centric learning environment for better learning outcomes
- Regular skill based up-gradation through Faculty Recharge Programs and other initiatives under various schemes
- Preparation of thought provoking assignments and question papers to kindle the knowledge enrichment of the learners
- Evaluation of the assignments and answer scripts as per the time schedule allotted and intimate the marks to the students

- Conduct additional classes for slow learners and motivate the fast learners through various engaging technical activities
- To mentor the allotted students for imparting moral values and nurture them to be all rounder in their specified field of education
- Maintain the course work file and notes of lesson as prescribed
- Render their support in fulfilling the accreditation requirements like NAAC, UGC, NBA and various councils
- Participate in meetings and discussion forums initiated by the administrators or through other faculty members
- Inculcate the habit of reading through effective usage of the library and other materials
- Involve in extensive research and publication, wherein it is mandated to publish one paper in reputed Scopus/WOS journal
- Involve students in innovation and entrepreneurial activities and encourage them to apply for funds through various Government and Private agencies
- Suggest areas of modification, improvement or changes required in the curriculum
- Any other responsibility assigned to them by the administrators
- To act as brand ambassadors to hold high the pride of Dr. M. G. R. Educational and Research Institute
- Membership in relevant professional societies and also motivate students to be a vibrant part of the same

12. PROMOTION POLICY

The terms and conditions with regard to the promotion policies are as prescribed in the UGC Regulations. Additionally, the Dr. M. G. R. ERI – Off Campus, Arni has a Career Advancement Scheme which is based on the following key performance indicators:

- Research and Publications
- Teaching/ Learning Facilitation
- Administration
- Experience

Each parameter is assigned with a minimum API point, which the faculty members need to attain during the tenure of the present post so as to be considered for promotion to the succeeding position.

12.1 RESIGNATION AND TERMINATION:

- a) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months salary in lieu thereof. Similarly, the management shall be competent at their discretion to termination the services of any employee by giving three months' notice or three months' salary
- b) The management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof
- c) The management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving three notice of paying salary in lieu of notice

13. RETIREMENT

Every employee shall retire from service on attaining the age of superannuation, i.e. 60 years in case of teaching staff and 58 years in case of others. Provided that the management, in the interest of the organizations under their management, may extend the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

14. RECRUITMENT DOCUMENTS

14.1 APPLICATION FORM

HR DEPARTMENT

Form : 1

Pre - Interview

Date:

1. **Name (Block Letters)** : _____
(As Per Degree Certificate)
2. a) **Father's/ Husband's Name** : _____
b) **Father's/ Husband's Occupation** : _____
3. **Age & Date of Birth** : _____
4. **Community** : OC/OBC/BC/MBC/SC/ST (TICK ✓) Caste: _____
5. **Aadhar No:** : _____ **Pan No:** _____
6. **Post Applied for** : Teaching / Non - Teaching / Both (Tick ✓)
7. **Department** : _____
8. **Referred by** : _____
9. **Signature of Referee** : _____



	Address for Communication	Permanent Address
10.		

11. **Mobile No:** _____ / **Land Line No:** _____

12. Educational Qualifications :					
DEGREE	Branch	Institution / University	Year of Passing	Class Obtained	Original Certificates / Copies enclosed (Please Tick ✓)

P.T.O

13. Experience

a. Teaching

Name & Address of the Institution	Period		Designation	Nature of Work
	From	To		

b. Industry

Name & Address of the Industry	Period		Designation	Nature of Work
	From	To		

c. Total (No. of Years)

Teaching	
Industry	
Others	

14. Salary Last drawn : Rs. _____ per month

15. Expected Salary : Rs. _____ per month

16. Any other information :

17. Signature of Applicant :

15. STAFF SELECTION COMMITTEE

- (i) There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010, as amended from time to time.
- (ii) Every selection committee shall be constituted in accordance with the UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- (iii) **MEETINGS OF THE SELECTION COMMITTEE:**
 - (a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
 - (b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
 - (c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.



Selection Process

16. ON BOARDING DOCUMENTS

16.1 DOCUMENT VERIFICATION PROFORMA

Document Verification Proforma
(To be filled by the candidate)

Name of the Staff :

Faculty/Department :

Father's/Husband/Guardian Name:

S.No.	Document	Checked by Verification Team (tick v or X)	
		Original	Photocopy
1	Ph.D. Degree Certificate		
2	PG Degree Certificate		
3	UG Degree Certificate		
4	10+2 Mark sheet & Certificate		
5	10th Mark sheet & Certificate		
6	Medical Certificate (Original)		
7	Aadhaar Card		
8	PAN card		
9	08 passport size photographs		

Date:

Signature of the Staff

FOR OFFICE USE ONLY

Please tick the below as applicable:

1. Original Documents as above checked and returned after verification.
2. Original Documents not shown. Undertaking form received for documents which have not been produced.
3. Any others (Please specify)

Signature of the HR Manager

ACKNOWLEDGEMENT

It is hereby acknowledged that the original Diploma/UG/PG/Ph.D. degree certificate of Ms/Mr/Dr ----- is submitted in the document repository for administrative procedures. It will be returned during the relieving after completing required procedures according to the University norms.

Signature of the HR Manager

16.2 JOINING LETTER FORMAT

Sample

[Date]

From

[Your Name]

[Your Address]

[Ph. No.]

To

The Registrar,

Dr. M. G. R. Educational and Research Institute,

Off Campus – Arni.

Respected Sir,

SUB: Joining letter – [Designation/Position] – Reg.

This letter serves as a formal confirmation of my acceptance of the position of [Designation] at Dr. M.G.R. Educational and Research Institute, Off Campus – Arni, as offered in the letter dated [Date of Appointment]

As per the appointment letter, my start date is officially [Start date], I will be reporting to the Head of the Department [Name of the Department]

I have reviewed the terms of the offer including the salary and I am happy to accept the same with enthusiasm.

I am eager to be working at this organization and contribute to the team's success and I am thankful for the given opportunity.

Yours Sincerely,

[Signature]

[Your Name]

17. GRIEVANCE REDRESSAL COMMITTEE

For individual grievance and complaint, the University shall have a Grievance Redressal Committee as may be prescribed by the Bye laws/Rules. The Committee shall consist of

(i) A person nominated by the Chancellor.....Chairman

(ii) Two Professors of the University

(iii) Wardens of the Hostels including Women's Hostel

18. PREVENTION OF RAGGING AND EVE-TEASING / HARASSMENT OF WOMEN COMMITTEE

(i) There shall be a Committee to prevent Ragging and Eve Teasing/Harassment of women in the institution deemed to be university.

(ii) The Committee shall consist of members nominated by the Vice Chancellor and at-least 50% of the members should be female members including one female member from a Non-Governmental Organization.

(iii) The Committee shall take all steps to prevent any kind of Ragging or Harassment of Women in the institution deemed to be university.

(iv) If any complaint of ragging or Harassment of women is received by the Committee from the aggrieved student, it shall act according to the provisions of Prohibition of Ragging Act 1997 and Prohibition of Harassment of Women Act 2002 and rules made there under.

(v) The Committee should send periodical reports to the appropriate authorities and to the Chancellor about the actions taken by them in this regard.

- Grievance representation
- Corrective action report

19. EMPLOYEE TRAINING AND DEVELOPMENT

The training programme shall be categorized as:

19.1. INDUCTION TRAINING: Induction for a newly recruited employee shall cover all departments, as appropriate.

- HR shall impart induction training to a new employee on their joining the Institute.
- New employees shall be briefed, among other things, on relevant areas during the induction training.

19.2. INTERNAL TRAINING: Internal training shall cover topics relevant to current job requirements and other related training.

- The HR Department shall, in consultation with the OC-Dean, identify the training needs of staff and bring out a training calendar for the year.
- In addition to the programmes listed in the training calendar, a special training programme may be conducted as per the instruction of Principal/Dean/HoD.
- The HR Department shall, in consultation with OC-Dean, identify faculty for the internal training programme and maintain a list of such faculty.
- The HR Department will arrange for all the necessary logistic support for the training programme.

19.3. SPECIALISED TRAINING: It includes training through external faculty based on the specific need identified by the concerned HoDs.

- Concerned departments may identify special training needs for the staff and send a proposal for organizing such a programme to the OC-Dean.

- Employee participating in the training shall provide a feedback on the programme to the HR Department.
- HR shall maintain records of all specialised training programme

19.4 TRAINING FEEDBACK FORM:

HR Department shall maintain records of all the training programmes organised which will have information on topics covered, training methodology, list of participants and faculty. Wherever appropriate, feedback report and evaluation of participants shall also be maintained.

Personal/Programme Details

Employee Name		Training Topic	
Designation		Faculty Name	
Department		Date	
Employee Code		Duration	

a) Please specify the usefulness of the training program

1. _____

2. _____

3. _____

b) Overall effectiveness of the program – Your assessment.

5 Excellent	4 Very Good	3 Good	2 Average	1 Poor

c) Assessment of various aspects of the training program

	5 Excellent	4 Very Good	3 Good	2 Average	1 Poor
Application of the training in my					

work					
Level of interaction					
Quality of course material					
Level of new knowledge gained or upgraded					
Relevance of the training					

d) How will it be useful in your work (specific examples to be given)

e) Any Suggestions/Comments/Areas of improvement*

* In case of more comments use back side of this sheet

Date: _____

Signature of participant: _____

20. LIST OF STAFF SERVICE FORMS

S. No.	Form No.	Description
1	F/HR/007	Staff ID Card Request
2	F/HR/008	Staff ID Card
3	F/HR/009	Staff Permission slip
4	F/HR/010	Casual Leave form
5	F/HR/011	Emergency leave form
6	F/HR/012	Application form for maternity leave
7	F/HR/013	On duty form
8	F/HR/014	Career Break notice
9	F/HR/015	Original Certificate request
10	F/HR/016	Application form for bonafide certificate
11	F/HR/017	Bonafide certificate
12	F/HR/018	Application for service certificate for staff
13	F/HR/019	Service certificate
14	F/HR/020	Service cum No Objection Certificate
15	F/HR/021	Staff fee concession form
16	F/HR/022	Application form for festival advance
17	F/HR/023	Application form for salary advance
18	F/HR/024	Resignation notice
19	F/HR/025	No due certificate
20	F/HR/026	Relieving order
21	F/HR/027	Salary Certificate
22	F/HR/028	No Objection Certificate

21. PERFORMANCE APPRAISAL FORMAT

PERSONAL DETAILS

Employee Name:	Employee Code:
DOB:	DOJ:
Designation:	Department:

1. Details of Educational qualifications

Before Joining	After Joining

2. Training/Conferences attended and foreign visits (sponsored by the University) during the review period with dates and duration

3. JOB PROFILE (Primary duty – Assessment of your performance)

S. No.	Details of 05 specific tasks	Duration	Status (Ongoing/Completed)	Assessment of Performance by HoD
5 Excellent Outstanding	4 Very Good Exceeded expectation	3 Good Met expectation	2 Average Below expectation	1 Poor Way below expectation

4. Additional responsibility if any (minimum 03 months)

S. No.	Details of 03 specific tasks	Duration	Status (Ongoing/Completed)	Assessment of Performance by HoD

5 Excellent	4 Very Good	3 Good	2 Average	1 Poor
Outstanding	Exceeded expectation	Met expectation	Below expectation	Way below expectation

5. Mention 03 outstanding contributions/achievements during the review period, if any (research paper, funded project, innovation in teaching learning, patent etc.)

6. Self Appraisal: (include the challenges faced)

7. Goal setting and review

S. No.	Goal/Activity/Task for the next one year	Target Date	Remarks

8. Training Requirement:

Self (training requirement)	Suggested training by HoD

Signature of the Staff

Signature of HOD

PARAMETERS TO BE FILLED BY HOD

(1) Understanding of the University vision, core values and strategic goals				
1 Poor	2 Average	3 Good	4 Very Good	5 Excellent

(2) Professional Knowledge, Planning, Organizing ability, self-development

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(3) Performance of primary duties

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(4) Performance of secondary duties

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(5) Interpersonal relationship, coordination and cooperation with other departments

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(6) Communication skills (oral and written)

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(7) Process consciousness/understanding and creativity

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(8) Positive attitude and work motivation

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(9) Leadership (ability to inspire & lead)

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(10) Administrative ability (organize, execute, monitor, resource utilization, cost consciousness)

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(11) Integrity and Ethics

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(12) Regularity, punctuality

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(13) Level of task accomplishment

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
-----------	--------------	-----------	----------------	----------------

(14) Problem solving skills

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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(15) Additional responsibility execution

1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
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OVERALL ASSESSMENT

Poor	Below Average	Average	Above Average	Good	Outstanding	Exceptional
10	15	25	30	45	60	75

Signature of the HOD

Signature of Dean - OC

21.1 KEY PERFORMANCE INDICATORS

- Research Publication in Scopus/WOS
- Additional points for publication in Q1 and Q2 journals, representation with reputed National and International Universities and Authors
- Patent
- Funded Research Projects
- Funded Socially relevant Projects
- MSME funds
- Placement initiatives
- NEP initiatives
- Innovation and Entrepreneurship initiatives
- NPTEL/Swayam/MOOC Certificates
- Training for Development and Upskilling
- Use of AI based teaching techniques
- Use of OERs
- Service to the Institution and community
- Course success rate
- Passing rate of students in competitive exams
- Weekly student contact hours
- Sustainability initiatives
- Interaction with outside world
- Awards and achievements
- Student feedback
- Teaching innovation
- Curriculum development
- Supervision of research candidates
- Departmental and Institutional service
- International participation
- Knowledge transfer including internationalization
- Influence on Peer perception and reputation building
- E – content development
- Implementation of outcome based education
- Faculty development programmes

22. EMPLOYEE EXIT DOCUMENTS

22.1 NOTICE PERIOD/RESIGNATION LETTER

[Date]

From

[Your Name]

[Designation]

[Department]

[Organization Name]

To

The Registrar,

Dr. M. G. R. Educational and Research Institute,

Off Campus – Arni.

Respected Sir,

SUB: Notice of resignation/termination – Reg.

I am writing to formally notify you of my resignation from the position of [your position] at Dr. M.G.R. Educational and Research Institute – Off Campus, Arni. My last working day will be [date] which includes the notice period as agreed in the terms and conditions.

I appreciate the opportunities for professional growth and the support provided during my tenure with the University. I will ensure a smooth transition of my duties and I am willing in any way during this period.

Thank you for your understanding and support.

Yours sincerely

[Signature]

[Your Name]

[Contact Number]

23. CODE OF CONDUCT

23. 1 CODE OF CONDUCT FOR EXECUTIVES:

- The Executives of the University must ensure quality in education and academic activities
- They should chalk out policy and plan to execute the vision and mission of the college
- Executives should form various college level committees and appoint coordinators
- They should convene meetings for departments and with head of departments regularly to know the progress of academics
- Executives should monitor financial matters efficiently if any
- They should motivate teachers to enhance their knowledge by attending various trainings, Work-shops, faculty development programs
- They should ensure that the directions issued by the management are carried out
- Executives should monitor the attendance of students as well as staffs
- Executives should monitor the discipline of students as well as staff and should take corrective measures then and there

23.2 CODE OF CONDUCT FOR TEACHING FACULTY MEMBERS

- As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same
- Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students
- Faculties should be tolerant to criticism
- Faculties should create an educational ambience in the classroom and also should not show favoritism to any set of students and treat them alike irrespective of caste, creed, color, gender, religion and socio- economic status
- Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge
- Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility
- Faculties should be conscious to maintain the dignity of the profession
- Faculties should aware of making every student to understand basics of prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care
- Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a teacher of updated knowledge

- Faculties should find time to do research and create an opportunity for the students to follow it up
- Faculties should involve themselves as a mentor for students in conducting seminars, Workshops, Interactive sessions, sports and cultural activities
- Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being
- Faculties should interact with parents of the students during Parent Teacher's Meeting
- Faculties should follow the professional ethics
- Faculties should adhere to the principles of scientific research and writing
- Professional faculties should give respect to the professional fellow in a commendable manner and treat non-professional and support staff in the same line
- Teaching Staff should maintain dignity and decorum of the post they are holding
- They should perform his or her duty honestly
- Teachers should actively involve with the students in co-curricular and extracurricular activities
- Teacher should prepare teaching Lesson Delivery Plan of the allotted subjects
- Teacher should inculcate patriotism and discipline among students
- Teacher should avail leaves with prior intimation
- Teacher should make alternate arrangements on the day when they are taking leave
- Teacher should discharge all the duties assigned by the Dean
- Teacher should work for the betterment of the Institution
- Teacher should be available for interaction among students
- Teacher should not indulge in any casteism
- Teacher should not engage in any sort of business

23.3 CODE OF CONDUCT FOR NON-TEACHING STAFF

- Administrative staff should look after student's admission and examination. Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

23.4 STAFF LEAVE/On Duty AVAILING PROCEDURE

A faculty member may avail leave of absence, upon approval of the appropriate unit head and the Dean of the University, approved by the Registrar, once in a month with salary under the casual leave provision. However proper alteration of classes should be ensured and compensation of the class should follow suit. In a calendar year, a total of 12 such CLs can be availed and carryover of CL to the next year or accumulation of the same under any circumstances is not permitted. Where prior application is not given due to unforeseen circumstances, leave application must be submitted immediately on the subsequent day, else it will be treated as absent without information.

Similarly a faculty member can avail on duty leave for their professional developmental activities subject to the approval of the authorities. In a semester, 02 days of on duty can be availed. However special cases may be considered depending on the experience and performance of the faculty and the purpose for which additional OD is requested for.

All faculty members are instructed to punch in before 09:10 AM in the morning and 04:15 PM in the evening. A faculty member can choose to avail 02 permissions (each 45 minutes) either in the FN or AN session with proper approval. If the number of permissions exceeds 02 in a month, it will be considered as half a day leave and so on accordingly.

Faculty members who need to go out of the campus for a short while for official reasons during the official working hours must sign in a movement register maintained at the reception giving all required details. If a faculty member is away from campus during working hours for personal reasons it will not be entertained.

For married women who have completed one year of service at the University, maternity leave of 03 months can be availed and with pay for 30 days, with prior approval. Similarly, married faculty can avail paternity leave of 05 days with pay on prior approval. Maternity benefit (equal to 30 days salary) shall be paid one month after the employee rejoins duty after her delivery. Leave taken for maternity purpose cannot be combined with casual leave/on duty leave/ vacation etc.

On medical grounds, a faculty can avail maximum of 01 month and any further extension will be subject to the decision of the University authorities. Emergency leave of 05 days can be availed in case of genuine emergency, however approval and alteration of duties is mandatory. Extension beyond 05 days will not be entertained in this case. Vacation slot leave also should follow proper procedure of approval before availing and combining other leave in any form with vacation is prohibited.

All public holidays, first and third Saturdays of every month and Sundays are holidays for all faculty members. Compensatory Off can be availed by staff members against duty performed on a holiday subject to approval of the University authorities. The faculty members are expected to be punctual in their duty and discharge their duties to the fullest satisfaction of the learner and the University on the whole.

23.5 BLOOMS TAXONOMY:

As a University faculty, it is important to be aware of the Blooms Taxonomy which plays a major role in teaching, learning and evaluation procedure. It serves as a framework to design and develop curriculum and assessments enabling a learner centric approach and different levels of teaching for different levels of learners by classifying educational goals into a hierarchy level as mentioned in the table below. It plays a vital role in designing learning objectives, creating assessments, developing teaching strategies and structuring curriculum which forms the foundation of Outcome Based Education (OBE). The University's curriculum and syllabus follows the OBE pattern which focuses on measurable learning outcomes.

01	02	03	04	05	06
KNOWLEDGE:	UNDERSTAND:	APPLY:	ANALYZE:	EVALUATE:	CREATE:
Define, Identify, Describe, Recognize, Tell, Explain, Recite, Memorize, Illustrate, Quote	Summarize, Interpret, Classify, Compare, Contrast, Infer, Relate, Extract, Paraphrase, Cite	Solve, Change, Relate, Complete, Use, Sketch, Teach, Articulate, Discover, Transfer	Contrast, Connect, Relate, Devise, Correlate, Illustrate, Distill, Conclude, Categorize, Take Apart	Criticize, Reframe, Judge, Defend, Appraise, Value, Prioritize, Plan, Grade, Reframe	Design, Modify, Role-Play, Develop, Rewrite, Pivot, Modify, Collaborate, Invent, Write

24 UNDERTAKING BY THE STAFF MEMBER

I Mr/Ms/Dr., hereby declare that, I have read and understood the various standing guidelines and regulation of the University. I will give my fullest support in carrying forward the legacy of the Institution in all academic, research, co-curricular and extracurricular activities.

I also understand that this booklet is for internal circulation only and I need to produce the same as and when required by the authorities of the University and submit the same while relieving from my duties without fail.

I have completed the required induction training and aware of the procedures and code of conduct.

SIGNATURE OF STAFF

SIGNATURE AND SEAL OF HR

SIGNATURE AND SEAL OF DEAN-OC