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PALAI

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STAFF POLICY



ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -



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BE THE
CHANGE
YOU WANT
TO SEE
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MAHATMA GANDHI

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P R E F A C E

St. Joseph's College of Engineering & Technology (SJCT) Palai, established in 2002, is a private self-financing Catholic minority institution owned and managed by the Diocesan Technical Education Trust Palai under the jurisdiction of the Diocese of Pala with the purpose to provide education in engineering to students in general and in particular to students of the Diocese of Pala. In 2006, the College was recognized as a Minority Institute by the National Commission for Minorities, Govt. of India.

At its inception, SJCT offered four undergraduate (B Tech) courses viz., Applied Electronics & Instrumentation (AEI), Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE) and Mechanical Engineering (ME) with an intake of 60 in each branch. B Tech in Electrical & Electronics Engineering was introduced in 2004, and B Tech in Civil Engineering was introduced in 2010. The college began MBA course in 2006 and MCA in 2009. The seats of Electronics & Communication Engineering were increased from 60 to 120 in 2007, and the seats of Mechanical Engineering & Computer Science and Engineering were enhanced from 60 to 120 in 2011.

M. Tech courses in various branches of Engineering were introduced later having the following programmes:

1. Advanced Manufacturing & Production Management
2. VLSI & Embedded Systems
3. Computer Science and Engineering
4. Advanced Communication & Information Systems
5. Power Electronics
6. Structural Engineering & Construction Management
7. IC Engines & Energy Systems

The college provides hostel facilities to all interested students in the campus. The Boys' Hostels are managed by priests and the Girls' Hostels are run by nuns. The college has spacious play grounds, a state of the art gymnasium, a capacious auditorium, a Canteen, a Bank, a Book store and a Post Office. The college has a Medicare Centre with a staff nurse on duty. The library and laboratory facilities are judged as one of the best in the state by the Accreditation Team which visited the college a few years ago.

The college has excellent approach roads from all sides. Around 25 college Buses are provided to pick up students from Ettumanoor, Kaduthuruthy, Thodupuzha, Koothattukulam and other places. The college aims at securing the Autonomous status at the earliest and later to become a Deemed University of repute.

VISION

To develop into a world-class, pace-setting institute of Engineering & Technology with distinct identity and character and offering a variety of programmes and services that meet the goals and aspirations of the people.

MISSION

To be a leading provider of technical education programmes and related services of the highest quality and standards of excellence to meet the demands of business, industry and the community and thereby to contribute to India's socio-economic progress.

QUALITY POLICY

- Strategic planning approach to development
- Commitment to TQM and continuous improvement
- Top quality faculty and infrastructure
- Fully computerized services with Smart Cards for students
- Team work and consultation at all levels
- Most effective and efficient teaching-learning process
- Learning skills development programmes
- Personality development programmes
- Absolutely clean and eco-friendly campus

VALUE SYSTEMS

- Abiding faith in the almighty
- Integrity and openness
- Respect for the individual
- Gender and social equity
- Recognition for creativity and achievement
- Total quality and market relevance
- Service to mankind
- Accountability to society
- Harmony with nature

- Harmony with nature



PREAMBLE

Any professional institution aspiring for growth and development in the field of education should have a clear vision of the policies and procedures for the furtherance and fruition of its activities. Notwithstanding, good infrastructure in terms of building, laboratories, staff and other amenities the overall academic achievement will be low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

The Staff Policy Document is prepared to make all staff members working at SJCT aware of the rules and regulations that govern their work in the institute. Staff policy 2017 is a modified version (with amendments, supplements) of the staff policy which prevailed up to 2015-2016 academic year. The revised policy shall come into force from the date on which the Chairman endorses the same with the concurrence of the Patron. The modified policy shall be placed before the next governing body meeting for ratification.

The Governing Body of the College reserves the right to amend, alter and add to any of these Rules and to bring any such amendment, alteration into effect from such date as it may fix.

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TITLE & COMMENCEMENT

These rules may be called as the Service Rules of the employees working in St. Joseph's College of Engineering & Technology, Palai. The revised policy shall come into force from the date on which the Chairman endorses the same with the concurrence of the Patron.

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DEFINITIONS

“Patron”: The Bishop of the Roman Catholic Diocese of Palai shall be the ex-officio Patron of the college

“Management”: The chairman of the trust

“Head of the institution”: The Principal of the College

“Faculty”: The Faculty of the Institution

“Non-teaching staff”: The Employees of the Institution other than teachers

“Teacher”: Professor, Associate Professor, Assistant Professor or such other persons imparting instruction

“Probationer”: An employee appointed on probation in or against substantive vacancy.

“Ad hoc”: A person appointed on Contract basis for a fixed period.

“Special Pay”: Additional pay granted to an employee

Class 1 special pay: (a) Pay in lieu of higher time scale of pay granted in view of the additional or higher responsibilities attached to the post. (b) Where the work is especially arduous. **Class II special pay:** When an employee has to work in addition to the normal duties

“Honorarium” means a recurring or non-recurring payment to any employee paid as remuneration for work done for the Institution, determined by a competent authority from time to time.

“Technical Staff” means the group of people with technical knowledge who are employed in the labs and workshops with specific work arrangement to help the teaching faculty.

“Library Staff” means the group of people employed in the library for the day to day running of the library

“Office Staff” means the group of persons employed in office of the principal for helping him for doing administrative work.

“Last grade” means the group of people employed for cleaning the building and premises of the institution.

“Time Scale of Pay”: Pay which rises from the minimum to a maximum by periodical increments

“Pay”: The amount drawn monthly by an employee. Pay will never include allowances such as House rent allowance, Compensatory allowance etc.

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TEACHING FACULTY

4.1 QUALIFICATION FOR APPOINTMENT OF FACULTY

Programme: Engineering/Technology

Cadre: ASSISTANT PROFESSOR

Qualification: B.E./B-Tech. and M.E./M.Tech in relevant branch with First Class or equivalent either in B.E./B-Tech. or M.E./M-Tech.

Cadre: ASSOCIATE PROFESSOR

Qualification: Qualification for the post of Assistant Professor as applicable and Ph.D or equivalent degree in appropriate discipline. Post Ph.D publications and guiding Ph.D student are highly desirable.
Experience: A Minimum of 5 years experience in teaching/Research/ industry of which 2 years post Ph.D experience is desirable.

Cadre: PROFESSOR

Qualification: Qualifications for the post of Associate Professor as applicable. Post PhD publications and guiding PhD student are highly desirable. Ph.D experience is desirable.
Experience: A Minimum of 10 years teaching/ research/ industrial experience of which at least 5 years should be at the level of Associate Professor (OR) Minimum of 13 years experience in Teaching and/Research/Industry. In the case of research experience, good academic record and Books/Research Paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection Committee. If the experience in industry is considered the same shall be at managerial level equivalent to Reader/Assistant Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publication/ IPR/ patents, etc. as deemed fit by the expert members of the Selection Committee.

Programme: Science/Humanities

Cadre: ASSISTANT PROFESSOR/PHYSICAL EDUCATION

Qualification: 1. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University. 2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. 3. Notwithstanding anything contained in (i) and (ii), candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for requirement and appointment of Lecturer or equivalent positions in Universities/Colleges/Institutions. Candidates having M-Phil. degree on or before 10th July, 2009 shall remain exempted from the requirement of NET.

Cadre: ASSOCIATE PROFESSOR

Qualification: 1. Good academic record with a Ph. D Degree in the concerned/ allied/ relevant disciplines 2. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

Experience: 1. A minimum of 8 years experience in Teaching and/or Research in an Academic/ Research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/Industry excluding the period of Ph.D. Research with evidence of published work and a minimum of 5 publications as Books and/or Research/Policy papers.
2. Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process with evidence of having guided doctoral candidates and research students.

Cadre: PRINCIPAL

Qualification: Qualifications for the post of Professor, as applicable and in addition Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 10 years experience in teaching/Research/Industry out of which at least 3 years shall be at the level of Professor (OR) Minimum of 13 years' experience in teaching and/or Research and/or Industry. In case of Research experience, good academic record and Books/Research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

Programme: Master of Computer Applications (MCA)

Cadre: Assistant Professor

Qualification: B.E./B-Tech. and M.E./M-Tech. in relevant branch with First Class or equivalent either in B.E./B-Tech. or M.E./M-Tech. (OR) B.E./B-Tech. and MCA with First class or equivalent in either B.E./B-Tech. or MCA (OR) MCA with first class or equivalent with two years relevant experience.

Cadre: ASSOCIATE PROFESSOR

Qualification: Qualifications for the post of Assistant Professor, as applicable and Ph.D. or equivalent degree in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 5 years experience in Teaching/Research/Industry of which 2 years post Ph. D. experience is desirable.

Cadre: PROFESSOR

Qualification: Qualification for the post of Associate Professor, applicable and in addition Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 10 years Teaching/Research/Industrial experience of which at least 5 years should be at the level of Associate professor or minimum of 13 years experience in Teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

Programme: Master of Business Administration (MBA)

Cadre: ASSISTANT PROFESSOR

Qualification: First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable

Cadre: ASSOCIATE PROFESSOR

Qualification: Qualifications for Assistant Professor, as applicable and Ph.D. or equivalent degree in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 5 years experience in Teaching/Research/Industry of which 2 years post Ph.D. experience is desirable.

Cadre: PROFESSOR

Qualification: Qualifications for the post of Associate Professor, as applicable and Post Ph.D. publications and guiding PhD students are highly desirable.

Experience: Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

4.1 TERMS & CONDITIONS OF SERVICE OF TEACHING STAFF

- a) For appointments to the post of teachers, the post shall be advertised in two leading dailies specifying the qualifications, experience required etc.
- b) The applications in response to the advertisements are scrutinized by the HODs, and subsequently approved by the Principal and submitted to the Chairman for necessary action. After a careful study of the applications, the Chairman selects a suitable number of candidates for interview.
- c) The Office sends intimation to the approved candidates for personal interview.
- d) The Candidate should produce the following documents in original before the selection committee at the time of interview:
 - Certificate to prove date of birth
 - Conduct Certificate from the institution last attended
 - Grade card/ mark list and degree certificate of the qualifying examination
 - Experience certificate, if any
- e) At the interview, technical competence, oral communication skills, etc. are tested by the interview board. The board shall consist of the Chairman, Manager, Principal, an External Expert and the Head of the Department of the concerned department. Candidates shall be asked to conduct a demonstration class/ lecture on a relevant subject to prove his teaching capabilities to the interview board.
- f) A rank list is prepared based on the performance of the candidates at the interview and the candidate in the top position is informed about his selection and is asked to join on a specific date. If he is unable to join within the stipulated time and date he/she will be considered ineligible for appointment and next in the list shall be considered for appointment.
- g) Upon joining, the appointment letter is issued and acceptance of the appointment/offer is required to be submitted within one week from the date of issuance of the appointment letter. The candidate shall collect the appointment order from the Chairman. Before joining, he/she will have to meet the Patron, Manager, Laboratory Manager and the Bursar.
- h) At the time of joining the candidate should submit a list of 3 responsible persons (Professors, Teachers, Administrators, and Parish Priests etc.) who will be able to attest the candidate's conduct and character.
- i) A waiting list of candidates may be maintained, for future appointments.
- j) The Institution may verify the antecedents of the candidate either directly or through an agency by referring to the previous Organization in which the candidate was working. If it is found that the candidate had suppressed material information or furnished wrong information, he shall be summarily terminated.
- k) All appointments are subjected to the candidate's medical and physical fitness. If, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students or staff, the Institute may terminate his/her service.
- l) Applicants who are selected shall report to the Chairman within one week from the date of the receipt of intimation, failing which his/her selection will be treated as cancelled.
- m) Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on yearly basis at the end of every academic year.

- n) A faculty member who acquires a doctoral degree while serving the college shall be considered for three additional increments from the date on which the original Ph.D. Degree Certificate is submitted to the college office.

The Chairman is empowered to recruit qualified persons to the faculty. In such cases further ratification is not necessary. The same procedure shall also be followed for the selection of Principal.

4.3 PROBATION & REGULARIZATION

Every person appointed to the teaching post shall be on probation for a period of one year from the date on which he/she joins duty.

All employees other than temporary ones shall be on probation for a period of one year or as specified in the appointment order. The probationary period may be extended for a further period of one year or any part thereof at the absolute discretion of the management. Notice of extension of probation will be given to the employee in writing before the expiry of the probation period. However, if such extension notice is not served to the employee, he shall continue to be on probation until and unless, his/her service is confirmed in writing.

Appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation or at the end of the period of probation or before confirmation in writing, without notice or compensation in lieu of notice and without assigning any reason whatsoever. Senior posts need not be probationary at the discretion of the Management. No person shall be deemed to be in the regular employment of the Institution unless and until he/she has received a letter of appointment mentioning the same from the appointing authority.

On satisfactory completion of probation, the Chairman shall confirm the employee in service in writing. Only then shall an employee be in the regular employment of the institution.

4.4 ATTENDANCE

All teachers shall mark their attendance when they come to the college and again when they leave the college as per the time specified in the Biometric System installed in the College.

Morning (enter) Session

Morning Punch Time is up to 9.00 a.m.

Punching from 9.01 a.m. to 9.15 a.m. shall be considered late punch.

Punching from 9.16 a.m. to 1.00 p.m. shall be treated as Half Day leave.

Those who are on leave for the FN session should punch before 1.00 p.m., punching after 1.00 p.m. shall be treated as half day leave.

Those who are on leave for the AN session shall leave only after 1.00 p.m., punching before 1.00 p.m. shall be treated as half day leave.

Evening (exit) Session: 5.00 p.m. onwards

Punching from 4.45 p.m. to 4.59 p.m. shall be considered early exit.

Punching before 4.45 p.m. shall be treated as half day leave.

When the late entry and early exit come to a total of 5, one day casual leave will be forfeited. If there is no casual leave at credit, one day salary will be deducted from that month.

In case neither punching nor application for leave is available, the absence will be treated as unauthorized and may lead to Loss of Pay leave.

4.5 HOURS OF WORK

- a) All employees are required to work as per the working hours and days fixed by the Institution.
- b) Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- c) The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.
- d) All employees shall be required to attend any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays, if required by the head of the institution.
- e) They shall not be entitled to any extra remuneration for such a work except Compensatory Time Off at the management's discretion and convenience.

4.6 PAY & ALLOWANCE

The scale of pay is as per AICTE norms for teaching staff. D.A. will be given as per the Central Govt. norms subject to the financial capacity of the college. Pay will be periodically revised as per the AICTE norms subject to the financial situation of the college.

4.7 NORMS FOR SALARY INCREMENT FOR TEACHING STAFF

- a) A staff will be eligible for increment upon completion of one complete year (365 days) of service in the college.
- b) Increment on Scale of Pay for Teaching Staff is approved annually based on the appraisal results of both the odd and even semesters.
- c) Increment is neither automatic nor mandatory. No increment may be given if the overall performance appraisal indicates 'average' or 'poor'.
- d) Guidelines for Awarding Annual Increment:-
For results of 80% and above, 3% increment
For results of 70 to 79%, only 2.25% increment
For results of 60 to 69%, only 2.25% increment
For results below 60% in any subject, no increment. From such teachers an explanation may be sought.
- e) When LWA (or any leave) not counted for increment is availed, the postponed date of normal increment will be first worked out whatever be the date in which the postponed increment falls due (due date) it will be granted from the first of the month.

- f) As in the case of teachers in the core stream, the Faculty members from Science & Humanities who secure Ph.D. from IIT/NIT are also eligible for monetary incentives subject to the financial capacity of the college.

4.8 RECKONING OF SERVICE IN OTHER INSTITUTIONS FOR ADDITIONAL INCREMENT

The following conditions and procedure are prescribed for counting service in other institutions for giving additional increments:-

- a) Only regular full time service of more than one year in other institutions will be considered. Guest lecturer service and less than one year service will not be counted.
- b) The institutions shall be of good standing giving AICTE scale of pay to faculty members. Salary Certificate shall also be produced.
- c) Increments will be given to faculty members who will give a written bond in a Rs. 500/- stamp paper to the effect that they will serve the college for at least three years. If the faculty member leaves the college before completing 3 years, additional increment amount shall be refunded.
- d) Only those cases where the teaching experience is one year or more will be considered. Fractions of a year will not be counted. Maximum increment allowed will be limited to three.
- e) Outside service will be considered for increment only after completing one year of probation in the college.
- f) Request for additional increment for outside service may be submitted with originals of appointment orders, salary certificates, experience certificates etc. after completing one year of probation in the college.

4.9 NORMS FOR PROMOTION OF TEACHING STAFF

All higher posts like Associate Professor, Professor etc. will be made by open selection from the eligible candidates from within the College or outside. Such promotions to higher posts from within the college will be based on the following criteria:-

- a) Performance in the present post including results in the examination of students taught
- b) Interest taken in extra-curricular and co-curricular activities like sports, student associations, art festivals, etc. and maintenance of mentoring file of the student
- c) Availability in the College after College working hours
- d) Research activities and papers published
- e) Innovations and patents received, if any
- f) Number of training programmes attended and organized, seminars and conferences attended and organized, papers presented, etc. at National/International level
- g) Consultancy works undertaken
- h) Other relevant factors and contribution to the College

All promotions will be based on the results of the career advancement scheme stipulated by the AICTE.

4.10 HOLIDAYS

Institutions can follow holiday list as per their respective affiliated Universities/Councils/Boards as notified by the Head of the Institution. However the teachers have to be present for the flag hoisting ceremony on 15th August and 26th January.

Local holidays declared by the district collector will be applicable to the teachers and students.

4.11 AD HOC APPOINTMENTS

The Chairman is empowered to make contract appointment of teachers for a period not exceeding 179 days. If necessary, extension shall be given to such teachers after a break of one day. They are not eligible for other perks that are available to regular teachers.

4.12 DUTIES AND RESPONSIBILITIES OF A TEACHER

All teachers shall report for duty and sign the attendance register at least 15 minutes before the commencement of the morning session and shall be present in the campus till the end of the afternoon session except during the lunch interval and sign the attendance register before they leave. However, he/she can avail himself or herself of an exception in this regard with the explicit sanction of the Principal.

It shall be the duty of every teacher to faithfully observe all the lawful orders of the Principal/HOD, detailing duties of responsibility related to any academic and co-curricular work that may be assigned to him/her over and above the work allotted.

It shall be the duty of the teacher to supervise University and College examination and periodical tests, to conduct practical tests, correct records and submit mark list in time as per the directions given from time to time by the university, HOD concerned and the Principal.

4.13 ETHICS AND CODE OF CONDUCT FOR TEACHERS

4.13.1 GENERAL

Every teacher shall:-

- a) Be punctual in attendance and in respect of his/her class-work and also for any other work in connection with the duties assigned to him/her by the Head of the Institution/College
- b) Abide by the rules and regulations of the Institution and also show due respect to Authority
- c) Behave in a professional manner

- d) Take precautions to protect equipment, materials and facilities of the college
- e) Attend and participate in the meetings, activities and functions of the College
- f) Undertake Research/Consultancy activities constantly in addition to teaching and other duties
- g) Wear a decent and formal dress.
- h) Whenever a faculty is deputed/permitted to take up an assignment outside the College, the concerned should submit proof of attendance and the same should be recorded in the department.

4.13.2 BEHAVIOURAL

- a) He/she shall not indulge in rude or abusive behaviour, negative comments and verbal attack against colleagues and superiors.
- b) He/she shall desist from getting involved in un-authorized activities leading to financial benefit.
- c) He/she shall desist from exhibiting non-ethical behaviour that jeopardizes the moral standards of the College.
- d) He/she shall comply with the rules, regulations and policies of the College.
- e) He/she shall desist from falsifying/tampering with any record/document of the College.
- f) He/she shall desist from using intoxicating drugs.

4.13.3 ACADEMIC

- a) He/she shall engage the assigned classes as per time-table.
- b) He/she shall maintain a record of the lesson plan, lab manual and other relevant records of the courses handled and submit the course plan to the HOD in time.
- c) He/she shall complete the designated curriculum with said objectives. Submit the course plan to the Principal.
- d) He/she shall participate in professional development activities/opportunities and apply the concepts in academic activities such as class room delivery and practical classes.
- e) He/she shall share information, work on projects, enable students to reflect on learning that takes place in internships or outdoor activities thereby help in improving the Teaching and Learning Process.

4.13.4 CLASS ROOM MANAGEMENT

- a) Be well prepared for the class focusing on the topic/content.
- b) Be present in class room right in time (wait near the class room five minutes prior to the scheduled commencement).
- c) Take attendance of students within the first ten minutes of the scheduled class hour.
- d) Commence the class by recapitulating the main points of the previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- e) Share knowledge in a manner that encourages effective two-way communication.
- f) Be organized in order to make efficient use of the time available and move in a planned and systematic way.
- g) Be self-confident and facilitate quality delivery of the subject.
- h) Involve visual and activity-based learning wherever possible, make power point presentations (PPT) in addition to conventional chalk & board method depending on the subject and necessity.
- i) Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objectives of learning.

- j) Pose questions to the students which inculcate out of the box thinking.
- k) Make it a point to ask three or four questions to students during a one hour class. This will keep the students alert.
- l) Summarize the concepts at the end of every class.
- m) After every test, the faculty shall discuss the common mistakes made by students and explain how to rectify them.
- n) Evaluate the test/answer books within the stipulated time of the academic calendar making the scheme of evaluation transparent.
- o) A faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- p) Shall not pre-pone, post-pone, and let-off or suspend a scheduled class without the authorization from the concerned HOD/Principal.
- q) Shall handle the assigned practical classes and be available in the designated place for the full time.
- r) The teacher shall engage the class till the end of the period, be it theory or practical.
- s) Absence from duty without permission is not permitted and will be viewed seriously.
- t) Before concluding the class, inform the students what the teacher proposes to take during the next class. This will enable students to come well prepared for the class.

4.13.5 STUDENT RELATED FUNCTIONS

- a) Motivate the students to create an interest in their subjects.
- b) Be available to the students even after class hours to clarify their doubts, if any.
- c) Provide the students a detailed set of possible questions for all the topics in order to guide/prepare them for the examinations.
- d) Treat students with respect and teach them to treat others with respect.
- e) Motivate, guide and help the students to conduct minor educational projects in related areas/topics to improve their analytical and self-learning skills
- f) Feel comfortable working with exceptional learners, slow learners and learners with diverse needs.
- g) Handle gently but firmly any misbehaviour of students and weed out the cause.
- h) Be friendly, decent and caring so that the students feel free and confident to approach you for any problem.

4.13.6 ROLE AS PROCTOR/COUNSELOR/MENTOR

- a) The faculty shall advise/counsel the student on all academic matters like registration, re-registration for the courses, dropping of courses and/or withdrawing from courses.
- b) He/she must meet the assigned students at least once in every fortnight. He/she shall report to the HOD/Principal about those students who avoid meeting the Counselor.
- c) He/she shall understand the students' difficulties and counsel as per individual situations.
- d) Ensure that the academic progression of a student is continuously monitored and assessed.
- e) Keep the parents apprised of the academic progress and general behaviour of their wards.
- f) Ensure maintenance of Counselor/Mentor diary in accurate, complete and appropriate manner.
The diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- g) He/she serve as a friend, philosopher and guide.

4.14 DUTIES AND RESPONSIBILITIES OF HODS

- a) He/she shall function as per the directives issued from time to time by the Principal
- b) It shall be his/her duty to ensure the efficient functioning of the department by assigning and supervising work for the teachers and non-teaching staff of the department.
- c) It shall be the duty of the HOD to send a daily report of the work adjustments, giving suitable substitutions to teachers on leave, to the Principal at the beginning of the morning session.
- d) The HOD shall maintain the work register and other relevant records concerning the department as per the assignment of aforesaid and shall be accountable to the Principal.
- e) It shall be the duty of the HOD to ensure the conduct of terminal Examination, Test papers and Assignments as scheduled by the Principal/Staff council and he/she shall be responsible for the maintenance of all relevant records.
- f) He/she shall be responsible for efficient functioning of the Department keeping in mind its goals and responsibilities
- g) He/she shall develop and schedule the activities of the Department for the academic year and prepare the department calendar.
- h) He/she shall ensure judicious class/job allocation to the faculty members.
- i) He/she shall ensure that all faculty members complete their jobs and responsibilities on a timely basis.
- j) He/she shall arrange the classes in such a way that no prescribed class hours are lost when a teacher is on leave.
- k) He/she shall ensure a harmonious working ambience to nurture a healthy academic community and assist in resolving differences, if any.
- l) He/she shall review and approve all relevant records of concerned faculty.
- m) He/she shall conduct independent review of faculty performance and suggest remedial steps to them if needed and inform the same to the Principal.
- n) Convene faculty meeting once in a month or more often if needed and ensure that in every meeting one or more faculty present short papers on a relevant topic.
- o) Identify and arrange specialist lectures on different subjects in consultation with the concerned faculty with the approval of the Principal.
- p) Maintain overall student discipline in the department as per policy of the college with due coordination with the class teachers.
- q) Resolve difficulties faced by students - academic and non-academic - in consultation with the class teacher and refer essential cases to the Counselor.
- r) Cooperate with and provide support to the Placement Division Cell for ensuring campus placements for all students.
- s) Convene regular faculty meetings to assess and review the progress of activities planned.
- t) Convene class committee meeting to get students' feedback on teaching.
- u) Conduct pre-examination and post examination reviews with the faculty concerned with regard to quality of questions, answers, rectification measures etc. to improve the students' performance and results.
- v) Finalize the work load/allotment and time table for the next semester immediately on completion of the current semester.
- w) Develop proposals for improved teaching methods, curriculum enhancement, new academic programmes of practical significance etc.
- x) Prepare and monitor the timetable and cost budgets for the department.

- z) Prepare and submit half yearly feedback about the staff to the Principal as per the student evaluation form and teaching staff self-appraisal form.
- aa) Convene meetings as per the regulations.
- bb) Serious matters, if any, should be reported to the Chairman without delay.
- cc) At the end of each semester, the HODs shall review the staff position of the departments. Faculty who want to leave the college for higher studies, changing to industry, research and development, and appointment to near his/her home are asked to inform the management in writing 3 months before or earlier.
- dd) The HODs shall submit to the principal at the end of each semester a consolidated statement of the work load in theory, lab/workshop, drawing, administrative work etc., and the required number of Faculty to manage the various workloads of teaching, lab classes and other administrative works of departments and college.

4.15 RESEARCH

All faculty members are encouraged to do research as part of their duty. They shall publish at least a paper in two years. Their annual increment will be decided based on such publications. They shall also try to get financial assistance for research, Minor and Major projects from various funding agencies such as UGC, AICTE, CSIR, DST, DRDO, ISRO etc. Suitable honorarium will be granted to the Principal Investigator of a research project funded by the above agencies if the fund exceeds Rs. 2.5 lakhs for an academic year. This will be given from the research fund.

4.15.1 FINANCIAL INCENTIVE FOR RESEARCH PUBLICATIONS

Teachers are encouraged to publish research papers in reputed journals and shall be considered for financial assistance. For providing financial assistance to published works, the research journals are classified into six categories.

Type of Research Journal	Quality	Type of article	Support *
Refereed journals	International	Full paper (not abstracts)	₹ 5000/-
Indexed journals	Impact factor** below 1	Full paper (not abstracts)	₹ 10000/-
Indexed journals	Impact factor between 1 and 2	Full paper (not abstracts)	₹ 12000/-
Indexed journals	Impact factor between 2 and 3	Full paper (not abstracts)	₹ 15000/-
Indexed journals	Impact factor between 3 and 5	Full paper (not abstracts)	₹ 20000/-
Indexed journals	Impact factor 5 and above	Full paper (not abstracts)	₹ 25000/-

* Not applicable, if research allowance for the project is claimed under any other category.

** Impact factor is based on SIF (SC Imago)

4.16 CONSULTANCY PROJECTS

Suitable incentive will be granted to persons who take consultancy projects from an Industry/ Research organization/Agency if the income from the project exceeds Rs. 2.5 lakhs per year.

4.17 ATTENDING CONFERENCES

Request for attending a conference shall be submitted to the Principal. Principal will send it to the Review Committee who after examining the request shall submit suitable recommendation to the Principal. Principal will forward it to the Chairman who in turn will take the final decision. The management will bear 50% of the conference registration fee subject to a maximum of Rs. 5000/- per academic year.

4.17.1 PRESENTING PAPERS IN CONFERENCES

A request with the acceptance letter has to be submitted to the Review Committee through the Principal. The faculty member has to present the paper before the Review Committee. The Committee will submit its recommendations to the Principal who will forward the same to the Chairman. The Chairman will take the final decision. The Management will bear 50% of the conference registration fee subject to a maximum of Rs. 5000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers and if the paper is published in the Conference Proceedings with ISBN No., the presenter will be rewarded Rs. 3000/- for National conference and Rs. 6000/- for International conference with conditions.

4.18 INCENTIVES & AWARDS

The department which ensures 100% result, the highest number of placements and securing top ranks in the University Examination shall be given incentives in the form of increments, promotions, appreciation letter etc. as decided by the Chairman.

4.19 JOB RESPONSIBILITIES OF THE PRINCIPAL

- a) The Principal is responsible for the efficient and smooth functioning of the college
- b) He should be punctual, well mannered, and should have cordial relations with the staff and students.
- c) He shall hold meetings of HODs once in a month or more often to discuss and finalize important matters concerning the college.
- d) He shall hold staff meetings at least once in a semester to discuss major matters concerning the college. The Chairman shall preside over such meetings.
- e) He shall visit the laboratories at least once in a semester when the classes are going on and discuss

matters concerning the laboratories and the classes therein.

- f) He shall also go around the departments when classes are in progress to understand how classes are conducted and the general behaviour of students in the class.
- g) He shall get the concurrence of the Chairman before taking major decisions.
- h) He shall come to the college at least 15 minutes ahead of the commencement of the classes and stand at a convenient place to watch the students entering the college providing an opportunity for students to see the Principal.
- i) He shall encourage and promote various co-curricular and extracurricular activities among the students.
- j) He shall also promote research and consultancy activities among the faculty.
- k) He shall arrange Parent-Teacher-Students' meetings of every class at least once during the course so as to apprise the parents about the progress of their wards.
- l) He shall see that the weaker students are given proper counseling and remedial classes to make them progress in their studies.
- m) He shall encourage seminars and workshops in various departments and bring experts from various fields to give lectures to the students and faculty.
- n) He shall see that the campus is kept neat and beautiful.
- o) Other similar duties as entrusted by the Chairman
- p) Arrange branch wise meetings of students with the chairman once in a year

4.20 LEAVE RULES

No Leave is a right. The authorities can refuse or revoke any kind of leave. Prior sanction should be obtained for any kind of leave. Submitting application after availing leave is not encouraged except in very special cases. Those who wish to rejoin duty before completing the period of leave should obtain prior permission from the Chairman for the same.

The following kinds of leave are available in this institution:-

4.20.1 CASUAL LEAVE

- a) Faculty members are eligible for 15 days of casual leave in a calendar year. The head of the institution shall be the authority to grant casual leave.
- b) Casual leave cannot be clubbed with any other kind of leave except Vacation leave, Duty leave and Compensatory leave.
- c) Holidays can be prefixed or suffixed or both can intervene. However, the total days of absence including leave and Holidays should not exceed 15days.
- d) Casual Leave can be availed of on half-day basis

4.20.2 COMPENSATORY LEAVE

- a) This is sanctioned by the head of the institution to compensate the work done on holidays.
- b) Should obtain prior sanction from Principal for performing duty on holidays and the number of days should be accounted.

- c) Accounted days will expire on completion of 3 months from the actual date of duty performed.
- d) A maximum of 10 days can be availed of in a calendar year.

4.20.3 DUTY LEAVE /SPECIAL CASUAL LEAVE

- a) Sanctioned for the actual period on duty and the journey period, if any, for the same.
- b) Sanctioned also for participating in career advancement programmes such as Seminars, Training, and Orientation programmes etc.

4.20.4 LOSS OF PAY LEAVE (LEAVE WITHOUT ALLOWANCE)

- a) Loss of pay leave will be sanctioned only for a period of minimum three days.
- b) It will not be sanctioned more than once in a month.
- c) Sanctioned only in inevitable situations.
- d) If less than 2 years of service, leave will not be sanctioned for more than 30 days at a stretch.
- e) LWA period shall not be considered for any service benefits including salary, increment etc.
- f) Holidays can be prefixed or suffixed or both to loss of pay leave.
- g) Intervening holidays will be counted as leave.

4.20.5 MATERNITY LEAVE (M.L.)

- a) Sanctioned only to those who have completed one year of continuous regular service in this college.
- b) Sanctioned for 6 months.
- c) Leave for miscarriage/abortion is as per Kerala Government Rules.
(Maternity leave under rules 100 & 101 as per part 1 KSR will be admissible to women recruits appointed on contract basis continuing in service beyond one year provided they would continue in service but for proceeding on such leave.)

4.20.6 LEAVE FOR STUDY PURPOSE

- a) Leave for study purpose is granted to a teacher for obtaining higher qualifications.
- b) It is granted to teachers having 4 years of continuous service in SJ CET with good academic performance.
- c) Only one person will be selected from each department every year.
- d) For the department which has two batches of students in all the four years, one more person will be selected.
- e) Selection may be made on the recommendation of the HOD, and if the area of research is beneficial to the college and the students.

4.20.7 STUDY LEAVE UNDER QIP

- a) Terms and conditions are the same as those of study leave. But the candidate will be eligible for all service benefits including salary.
- b) Sanctioned by the Chairman to enhance the qualification and also foster the career skills of the faculty members.

- c) Should rejoin duty immediately on completion of the course and work for at least 5 years in this college after completion of the course.
- d) Before entering leave, the candidate should execute a bond with the Management on stamp paper worth Rs.500/- in this regard.

4.20.8 VACATION LEAVE

- a) Faculty members are eligible for 25 days of vacation, subject to the condition that their leave of absence shall not affect the time bound completion of the classes/other allied academic matters.

It is mandatory that prior permission shall be obtained for availing any kind of leave. If any leave is required due to unforeseen reasons, the matter should be informed to the Principal through HOD and also the HR section. Immediately after rejoining duty, the leave should be settled.

Application for all kinds of leave other than Casual leave/Duty leave/Compensatory leave/Vacation leave shall be submitted directly to the Chairman counter signed and recommended by the HOD concerned and the Principal.

Application for Casual leave/Duty leave/Compensatory leave/Vacation leave shall be submitted to the Principal for sanction through HOD concerned.

4.20.9 GENERAL RULES RELATING TO THE GRANTING OF LEAVE FOR STUDY PURPOSE & LEAVE UNDER QIP

- a) The candidate will not be permitted to leave in the middle of a semester when the Classes are going on. Similarly the candidate will not be permitted to join back in the middle of a semester. Application for deputation shall therefore be made sufficiently in advance.
- b) The leave will be given at one or more stretches, generally not more than three years for Ph.D. work.
- c) The candidate will be required to send to the college a progress report of their research every.
- d) No salary or monetary benefit will be given to the candidates other than QIP benefits during the period of leave.
- e) The candidate will be required to execute a bond on a stamp paper (worth Rs.500) stating that he/she will complete the studies at the earliest, will rejoin the college after completion and serve the college for 5 years after Ph.D.

4.21 PART-TIME PH.D.

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- a) The Candidate should have completed 2 years of continuous service in the college.
- b) Their academic performance in the department should be satisfactory.
- c) Only one teacher per year per batch will be permitted for applying for part time Ph.D., except from Mechanical, Electronics & Communication Engineering and Computer Science & Engineering Departments where 2 teachers will be permitted since there are two batches.
- d) They should submit a brief report regarding the area of research, specialization, name of University, details of Research Guide etc. along with the application for permission.
- e) Permission will be granted according to seniority and on the report of the HOD upon the area of research work which he thinks is beneficial to the student community of this college.
- f) The research scholars should submit every year a periodical report regarding the status and progress

of the research work.

- g) They should execute a bond for Rs.3 lakhs on a stamp paper worth Rs.500 stating that he/she will complete the studies at the earliest and will rejoin the college after completing the studies will serve the college for 5 years after Ph.D.
- h) They will be sanctioned leave without allowance for a maximum of 5 months (one semester) for completing his/her course work, if any.

4.22 DEPUTATION POLICY FOR PAPER PRESENTATIONS, SUMMER SCHOOLS, SPECIAL TRAINING PROGRAMMES ETC.

- a) A staff member will be deputed only for two events per year (one paper presentation/special training and the other summer/winter school), one with financial commitment for the college and the other without financial commitment. One more deputation will be permitted if it is a programme in Kerala.
- b) No case will be considered as a special case contrary to the above policy.
- c) Deputation for programmes shall be made only during semester breaks without affecting the teaching and examination work in the college.
- d) The person deputed for Summer/Winter schools or Special Training programmes shall give a lecture for at least two hours to other staff members of the department or in the department association meetings within one month of his return, in one or more sessions.
- e) The department shall plan such deputations without affecting the work in the college.
- f) The Performance Appraisal Report of the candidate along with seniority shall be referred to decide the eligibility for deputation.
- g) If a staff member who has not completed two years of service is deputed for any purpose, he/she should refund the money spent on deputation if he/she leaves the college before completing two years of service.
- h) All teachers are expected to become life members of the ISTE. The total membership cost is Rs.2050/-, of which the college will pay Rs.1000/-.
- i) If a staff member leaves the college within two years of becoming an ISTE member, he/she has to refund Rs.1000.

4.23 SENDING TEACHERS OUTSIDE INDIA FOR ATTENDING CONFERENCE ETC.

- a) Only teachers who have put in a minimum of 3 years' service in this college with good performance will be deputed.
- b) They should give an undertaking on a Bond paper worth Rs.500/- to the effect that they will serve the college for a minimum of 3 years after returning from the programme.
- c) A person will be deputed normally only for one event during his entire service in this college.
- d) The expenditure will be limited to Rs.50,000/- per person.
- e) On returning from such events, he/she should make a presentation to the staff of the department or college about the topic discussed in the particular seminar/conference.

4.24 LEAVING THE COLLEGE SERVICE BY STAFF

If an employee of the college wants to leave the college, he/she has to give a notice one month in advance to the Management.



OTHER OFFICERS

5.1 PLACEMENT OFFICER

Qualification

- a) Master's degree with at least 55% marks in Engineering/Technology/MBA with a good academic record
- b) Good command over English and Hindi

Duties

- a) Generate employment opportunities for SJ CET students and maintain productive employer partnership
- b) Help students identify employment options that match their career interests with the help of their respective HODs
- c) Assist students in all aspects of job search including resume writing, interviewing techniques and job referrals
- d) Schedule and follow up student interviews with prospective employers
- e) Arrange Faculty development programmes and training programmes for teachers

5.2 FINANCE OFFICER

Qualification

- a) Fellow of institute of chartered accountant with at least 5 years' experience as chartered accountant in a reputed firm

Duties

- a) Subject to the general direction and control of the Chairman/Bursar, the F.O shall be in charge of the Finance, Accounts and Audit branch of the College.
- b) The finance officer shall be responsible for the preparation of annual accounts and the budget of the college.
- c) Watch the progress of the collection of revenue and advise on the method of collection employed
- d) Scrutinize every item of new expenditure not provided for the budget estimate of the college
- e) Ensure that undue benefits are not been given to any employee
- f) Employ effective fiscal measures to reduce the principal amount from the loan already availed of by the college from the bank
- g) Advise and point out unnecessary expenditures

5.3 PUBLIC RELATIONS OFFICER

Qualification

- a) PG degree with at least 55% marks in Journalism/Mass Communication/Public Relations
- b) Good command over English/Hindi
- c) At least two years of experience as a regular employee with any reputed news agency/PSU
- d) Excellent interpersonal and communication skills

Duties

- a) Planning, developing and implementing PR strategies
- b) Liaise with public and respond to enquiries
- c) Liaise with media, arrange interviews with journalists, prepare and distribute press releases
- d) Organizing special events such as visits, exhibits, etc.
- e) Maintaining and updating information on the college website
- f) Managing the PR aspects of a potent crisis
- g) Working in coordination with the Chairman and the Principal
- h) Collating and analyzing media coverage
- i) Creating a positive attitude towards the college among the general public
- j) Taking cost effective measures before proceeding to PR activities

5.4 EXECUTIVE-CORPORATE RELATIONS

Qualification

- a) Bachelor's degree in any faculty from a recognized university or its equivalent

- b) Good command over English & Hindi
- c) Excellent time management and problem solving skills

Duties

- a) Designing and implementing student work readiness programs including resume writing, interview preparation workshops, etc.
- b) Other similar duties as entrusted by the Placement officer/Principal/Chairman



NON-TEACHING STAFF

6.1 STAFF PATTERN

Sl. No.	Name of the Post	Number of Posts	Qualification and Experience
1	Senior Administrative Officer	1	A degree or its equivalent with 15 years of experience in Accounts/Administrative matters in a College, Computer knowledge and a pass in Clerical Test conducted by Government/Diocesan Technical Education Trust, Palai.
2	Administrative Officer	1	A degree or its equivalent with 15 years of experience in Accounts/Administrative matters in a College, Computer knowledge and a pass in Clerical Test conducted by Government/Diocesan Technical Education Trust, Palai.
3	Junior Superintendent	1	A degree or its equivalent with 12 years of experience in Accounts/Administrative matters in a College, Computer knowledge and a pass in Clerical Test conducted by Government/Diocesan Technical Education Trust, Palai.
4	Head Accountant	1	A degree or its equivalent with 10 years of experience in Accounts/Administrative matters in a College, Computer knowledge and a pass in Clerical Test conducted by Government/Diocesan Technical Education Trust, Palai.

(Contd...)

5	Senior Office Assistant	3	A degree or its equivalent with 8 years of experience in Accounts/Administrative matters in a College, computer knowledge and a pass in Clerical Test conducted by Government/Diocesan Technical Education Trust, Palai.
6	Office Assistant/Accountant	5	A degree or its equivalent, Computer Knowledge and a pass in Clerical Test for earning the third increment.
7	Clerical Assistant	2	A pass in SSLC or Plus Two with pleasant manners and behaviour.
8	Non Clerical staff	4	Pass in SSLC
9	Last grade staff	2	Pass in 7 th Standard

6.2 STAFF PATTERN – LIBRARY

Sl. No.	Name of the Post	Number of Posts	Qualification and Experience
1	Librarian grade I	1	1. Master's Degree in Library and Information Science from any University in Kerala or a qualification recognized as its equivalent by any one of the Universities in Kerala. 2) Three years' experience as Librarian Grade-II
2	Librarian grade II	1	First Class Bachelor's Degree in Library and Information Science from any University in Kerala (OR) A qualification recognized as its equivalent by any one of the Universities in Kerala 2. Three years' experience as Librarian Grade-III
3	Librarian grade IV	3	Bachelor's Degree in any subject and Bachelor's Degree in Library and Information Science (OR) SSLC and Diploma in Library Science (OR) SSLC and Certificate in Library Science recognized by Government (KS & SSR Part II Rule 10 a (ii) is applicable.

6.3 STAFF PATTERN – LABORATORY

Sl. No.	Name of the Post	Number of Posts	Qualification
1	Work Superintendent	1	First Class Bachelor's Degree in Mechanical Engineering from a recognized University after undergoing a regular course of study.
2	Instructor	30	First Class 3 years Diploma in Engineering/Technology (in the appropriate branch) from Director of Technical Education, Kerala or a qualification recognized as its equivalent by the Government of Kerala. (OR) A person with a First Class B.Sc. Degree in Electronics Science/Communication/Technology from any University in Kerala or a qualification recognized as its equivalent by any University in Kerala is eligible for the post of Demonstrator (Electronics First class B.Sc. Degree in Computer Science/Computer Technology is eligible for the post of Demonstrator (Computer)
3	Trades Man	8	SSLC passed. National Trade Certificate in the appropriate Trade.
4	Surveyor	1	SSLC passed. National Trade Certificate in the appropriate Trade.

6.4 METHOD OF SELECTION OF NON-TEACHING STAFF

For appointments to the non-teaching category, the post shall be advertised in one leading daily specifying the qualifications, experience required etc. The applications in response to the advertisements are scrutinized by the Senior Administrative Officer, and subsequently approved by the Principal and submitted to the Chairman for necessary action. He goes through the applications and selects a suitable number to be called for interview.

The Office sends intimation to the approved candidates for interview.

The Candidate should produce the following documents in original before the selection committee at the time of interview:-

- Certificate to prove date of birth
- Conduct Certificate from the institution last attended
- Grade card/Mark list and degree certificate of the qualifying examination

On the date of interview, Computer knowledge, Oral communication skills, etc. are tested by the interview committee. The committee shall consist of the Chairman, Manager, Principal and a member nominated by the Chairman at his discretion. The selection committee shall prepare the select list on the basis of merit and appointments shall be made only according to the order of merit in the select list. Applicants who are selected should report to the Chairman within one week from the date of receipt of intimation, failing which his/her selection will be treated as cancelled.

Every appointment to the non- teaching staff shall be made through a written order by the Chairman. The Chairman is empowered to appoint suitable persons with not less than 20 years of service in University/Government/Aided educational institution as Senior Administrative Officer/ Administrative officer. Similarly he is also empowered to recruit qualified persons in other categories of non-teaching staff. In such cases, ratification is not necessary.

6.5 PROBATION & REGULARIZATION

Every person appointed to teaching posts shall from the date on which he/she joins duty be on probation for a period of one year. All employees other than temporary ones shall be on probation for a period of one year or as specified in the appointment order. The probationary period may be extended for a further period of one year or any part thereof at the absolute discretion of the management. Notice of extension of probation will be given to the employee in writing before the expiry of the probationary period. However, if such extension notice is not served to the employee, he shall continue to be on probation until and unless, his/her service is confirmed in writing.

Appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation or at the end of the period of probation or before confirmation in writing, without notice or compensation in lieu of notice and without assigning any reason whatsoever. Senior posts need not be probationary at the discretion of the Management. No person shall be deemed to be in the regular employment of the Institution unless and until he/she has received a letter of appointment mentioning the same from the appointing authority. On satisfactory completion of probation, the Chairman shall confirm the employee in service in writing. Only then shall an employee be in the regular employment of the institution.

6.6 ATTENDANCE

All non-teaching staff shall mark their attendance when they come to the college and again when they leave the college as per the time specified in the Biometric System installed in the College.

Morning (enter) Session

Morning Punch Time is up to 9.00 a.m.

Punching from 9.01 a.m. to 9.15 a.m. will be considered late punch.

Punching from 9.16 a.m. to 1.00 p.m. will be treated as Half Day leave.

Those who are on leave for the FN session should punch before 1.00 p.m., punching after 1.00 p.m.

will be treated as half day leave.

Those who are on leave for the AN session, should exit only after 1.00 p.m., punching before 1.00 p.m. will be treated as half day leave.

Evening (exit) Session: 5.00 p.m. onwards

Punching from 4.45 p.m. to 4.59 p.m. will be considered as early exit.

Punching before 4.45 p.m. will be treated as half day leave.

When the late entry or early exit or together comes to a total of 5 times, one day casual leave will be forfeited. If there is no casual leave at credit, one day salary will be deducted from that month.

In case neither punching nor application for leave is available, the absence will be treated as unauthorized and may lead to Loss of Pay leave.

The Principal shall be at liberty to modify, reschedule or extend the working hours of staff particularly library and office staff to suit the smooth running of the institution and the best interests of the student community.

6.7 HOURS OF WORK

- a) All non-teaching staff are required to work as per the working hours and days fixed by the Institution.
- b) Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- c) The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.
- d) All non-teaching staff shall be required to attend to any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays, if required by the head of the institution.
- e) They shall not be entitled to any extra remuneration for such a work except to Compensatory Time Off at the management's discretion and convenience.

6.8 PAY & ALLOWANCE

The scale of pay and the Dearness Allowance are as per Kerala Government Norms subject to the financial capacity of the college. Pay will be periodically revised as per the Kerala Government norms subject to the financial situation of the college.

6.9 SALARY INCREMENT

Salary increment is the periodical rise in the rate of pay on a time scale of pay and the earning period of an increment is 12 months. It is granted w.e.f. the first day of the month in which it falls subject to the financial capacity of the college.

When LWA (or any leave) not counted for increment is availed of, the postponed date of normal increment will be first worked out whatever be the date in which the postponed increment falls due (due date) it will be granted from the first of the month.

6.10 LEAVE RULES

6.10.1 CASUAL LEAVE

All members of the non-teaching staff are eligible for 20 days of casual leave (laboratory staff 15 days). Casual leave cannot be combined with regular leave. The Principal is the competent authority to sanction casual leave.

6.10.2 COMPENSATORY LEAVE

- a) This is sanctioned by the head of the institution to compensate the work done on holidays.
- b) Should obtain prior sanction from Principal for performing duty on holidays and the number of days should be accounted.
- c) Accounted days will expire on completion of 3 months from the actual date of duty performed.
- d) A maximum of 10 days can be availed of in a calendar year.

6.10.3 DUTY LEAVE/SPECIAL CASUAL LEAVE

- a) Sanctioned for the actual period on duty and the journey period, if any, for the same
- b) Sanctioned also for participating in career advancement programmes such as Seminars, Training, and Orientation programmes etc.

6.10.4 HALF PAY LEAVE/COMMUTED LEAVE

All members of the non-teaching staff of the office and library are eligible for half pay leave. It is earned @20 days for each completed year of service includes period spent on duty as well as on leave including LWA. HPL means leave earned in respect of completed years of service. It can be converted to commuted leave. When commuted leave is granted twice, that amount will be debited against HPL. Non-Teaching staff are also eligible for commuted leave and duty leave. The competent authority to sanction HPL/Commutated leave is the Principal

6.10.5 LOSS OF PAY LEAVE (LEAVE WITHOUT ALLOWANCE)

- a) Loss of pay leave will be sanctioned only for a period of minimum three days.
- b) It will not be sanctioned more than once in a month.
- c) Sanctioned only in inevitable situations.
- d) If less than 2 years of service, leave will not be sanctioned for more than 30 days at a stretch.
- e) LWA period shall not be considered for any service benefits including salary, increment etc.
- f) Holidays can be prefixed or suffixed or both to loss of pay leave.
- g) Intervening holidays will be counted as leave.

6.10.6 MATERNITY LEAVE (M.L.)

- a) Sanctioned only to those who have completed one year of continuous regular service in this college.
- b) Sanctioned for 6 months.
- c) Leave for miscarriage/abortion is as per Kerala Government Rules.
(Maternity leave under rules 100 & 101 as per part 1 KSR will be admissible to women recruits appointed on contract basis continuing in service beyond one year provided they would continue in service but for proceeding on such leave.)

6.10.7 VACATION LEAVE

- a) Laboratory staff members are eligible for 25 days of vacation, subject to the condition that their leave of absence shall not affect the time bound completion of the practical classes/other allied academic matters.

It is mandatory that prior permission be obtained for availing of any kind of leave. If any leave is required due to unforeseen reasons, the matter should be informed to the Principal through HOD and also the HR section. Immediately after rejoining duty, the leave should be settled.

Application for all kinds of leave other than Casual leave/Duty leave/Compensatory leave/Vacation leave/Commutated leave/Half pay leave shall be submitted directly to the Chairman for sanction after getting the recommendations of the HOD concerned and the Principal. Application for Casual leave/Duty leave/Compensatory leave/Vacation leave/Commutated leave/Half pay leave shall be submitted to the Principal for sanction through Senior Administrative Officer/HOD concerned.

6.11 NORMS FOR INCREMENT FOR NON-TEACHING STAFF

Salary increment on scale of pay for non-teaching staff shall be given annually subject to the financial capacity of the educational agency. The salary increment is granted w.e.f. the first day of the month in which it falls due. When LWA (or any leave), not counted for increment is availed of the postponed date of normal increment will be first worked out. Whatever be the date in which the postponed increment falls due, it will be granted from the first of the month.

6.12 HOLIDAYS

Institutions can follow holiday list as per their respective affiliated Universities/Councils/Boards as notified by the Head of the Institution. However, non-teaching staff have to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January.

6.13 OTHER INCENTIVES (FOR BOTH TEACHING & NON-TEACHING STAFF)

- a) Employees' Provident Fund
- b) Medical Insurance
- c) Gratuity

The above incentives are applicable only to permanent employees.



TERMINATION OF SERVICE

- a) The chairman may terminate the service of a confirmed/regularized employee, for reasons of retrenchment because of abolition of a subject, class or department, insufficient work load after giving such employee one month's notice.
- b) A confirmed/regularized employee may leave his services either by giving one month notice in advance or on payment of one month salary in lieu thereof.
- c) The Chairman may terminate the service of a confirmed/regularized employee on grounds of violation of the code of conduct, insubordination, inefficiency in his/her work/duty, neglect of assigned duty, contagious disease, physical or mental disability, moral turpitude or for any other cause which shall make the employee incapable of fulfilling the duties, unsuitable or undesirable for retention in service.



RETIREMENTS/ SUPERANNUATION

The College follows Central Government Retirement norms combined with AICTE guidelines:-

- a) Principal will retire at 65 years of age.
- b) Teaching staff will retire at 65.
- c) Office staff will retire at 65.

However, those whose performance is not satisfactory or those whose health conditions are not satisfactory will be made to retire earlier after giving one months' notice. The Chairman is empowered to extend the services of teaching/non-teaching staff on contract basis as and when he finds it necessary.



RESIGNATIONS

An employee may resign from service in the college by giving the Chairman a one month notice in writing provided that the Chairman may in special cases relax this period and accept resignation. A teacher may resign from service provided that he/she shall not resign during the second half of the academic year.



OTHER INSTRUCTIONS

(BOTH TEACHING AND NON-TEACHING STAFF)

- a) Wear ID card and follow the dress code while in campus
- b) It is mandatory to return the ID card and obtain no dues certificate from the library for getting relieving order from the college office.



SERVICE BOOK

A Service Register shall be maintained for every regular employee showing among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and shall be updated periodically and it shall be under the custody of the Principal.



STUDENTS EVALUATION OF TEACHING STAFF

A faculty is evaluated according to the following parameters using a rating scale.

*Subject knowledge | Subject explanation | Sound | Speed | Control of class | Writing on board |
Interaction with students | Giving examples | Working out problems | Language | Punctuality | Use of
teaching aids | Availability for discussion/clearing doubts outside the class | Providing timely feedback on
assignments*

Rating Scale

Excellent	5
Good	4
Average	3
Satisfactory	2
Poor	1
None	0

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TEACHING STAFF EVALUATION BY HOD/PRINCIPAL

A faculty is evaluated by HOD/Principal according to the following parameters:-

- a) Papers allotted in the Academic Year
- b) Administrative Roles: (1) *HOD* (2) *NSS Coordinator* (3) *Website* (4) *Departmental Library* (5) *AICTE/ University* (6) *Hostel Warden/Resident Tutor* (7) *Professional Societies in Charge* (8) *Admission coordinator* (9) *Lab in Charge* (10) *Placement Assistance* (11) *Club in Charge* (12) *Students Council Charge* (13) *others, if any.*
- c) Publications: (1) *Papers* (2) *Books*
- d) Participation in Conferences, Seminars and Paper presentations
- e) Presentation in Department Meetings
- f) Awards/ Honors/ Fellowship etc. received
- g) Sponsored Research Projects
- h) Other Research Programmes
- i) Consultancy work
- j) Any other Academic/Administrative/ Research Activity
- k) Plan of Action for the next academic year

