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# **Staff Policy**

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# PREFACE

St. Joseph's College of Engineering & Technology (SJCTET) 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, SJCTET offered four undergraduate (BTech) 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. BTech in Electrical & Electronics Engineering was introduced in 2004, and BTech in Civil Engineering was introduced in 2010. The college began MBA course in 2006 and MCA in 2009. BTech in Artificial Intelligence and Data Science was introduced in year 2020. The programmes, BTech in ME, ECE, CSE and AEI were accredited in the year 2012 and BTech ME and ECE were reaccredited in the year 2019.

MTech courses in various branches of Engineering were introduced later having the following programmes. The MTech programmes offered by SJCTET are:

1. *Advanced Manufacturing & Production Management*
2. *VLSI & Embedded Systems*
3. *Computer Science & Engineering*
4. *Structural Engineering & Construction Management*

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.

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## Vision

Developing into a world-class, pace-setting Institute of Engineering and Technology with distinct identity and character, meeting the goals and aspirations of the society.

## Mission

- To maintain a conducive infrastructure and a learning environment for world class education
- To nurture a team of dedicated, competent and research oriented faculty.
- To develop students with moral & ethical values, for their successful career by offering variety of programmes and services

## Quality Policy

- Accountability to society
- 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 System

- 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

# 01

## 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 2021 is a modified version (with amendments, supplements) of the staff policy which prevailed up to 2017. 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.

# 02

## 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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# 03

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## DEFINITIONS

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**"Patron":** The Bishop of the Syro-Malabar Catholic Diocese of Palai

**"Management":** The Chairman of the Diocesan Technical Education Trust

**"Head of the institution":** The Principal of the College

**"Faculty":** The body of 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 I 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.

**"Non-teaching staff":** The Employees of the Institution other than teachers ie Technical staff, Library staff and Office staff

**"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

**"Office attendant"** accountable for performing the various required duties and activities in the college

**"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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# 04

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## TEACHING STAFF

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### 4.1 Qualification for Appointment of Teaching Faculty

**Cadre: ASSISTANT PROFESSOR**

**Programme: Engineering/Technology**

**Qualification:** BE/BTech/BS and ME/MTech/MS or Integrated MTech in relevant branch with First Class or equivalent in anyone of the degrees.

**Programme: Master of Computer Applications (MCA)**

**BE/BTech/BS and ME/MTech/MS or Integrated MTech in relevant branch with First Class or equivalent in any one of the degrees.**

**(OR)**

BE/BTech and MCA with First Class or equivalent in any one of the two degrees.

(OR)

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

**Programme: Master of Business Administration (MBA)**

Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/CA/ICWA/MCom with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

**Cadre: ASSOCIATE PROFESSOR  
Engineering/MCA/MBA  
(Direct Recruitment):**

a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

(AND)

b. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

(AND)

c. Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph.D. experience.

**Cadre: ASSOCIATE PROFESSOR  
Engineering/MCA/MBA  
(Promotion):**

Promotion to a higher cadre will be based on the requirement/vacancy as per cadre ratio.

a. Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

(AND)

b. Should have completed minimum training requirements as detailed below:

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE/UGC/TEQIP/NITTTR/PMMMNTT/IISc/IIT / University/Government/DTE/Board of Technical Education/CoA/IIA/SPA/ITPI/NRCs/ARPIT/research organization/other institute of National Importance/Design Studio.

(OR)

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

(OR)

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE

(AND)

c. Should have satisfied any one of the below mentioned set of requirements given in **Table 1**.

**To have acquired in the cadre of Assistant Professor**

Sl.No.	Additional Qualification	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. feedback score (out of 100)
1	-	11	4	80 to 100
2	-	12	3	80 to 100
3	-	12	6	50 to 80

**Table 1: Set of requirements for the Cadre: Associate Professor - Engineering/MCA/MBA (Promotion)**

**Cadre: PROFESSOR  
Engineering/MCA/MBA  
(Direct Recruitment):**

a. PhD degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

(AND)

b. Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

(AND)

c. At least 6 research publications at the level of Associate Professor in

SCI journals/UGC/AICTE approved list of journals and at least 2 successful PhD guided as Supervisor/Co-supervisor till the date of eligibility of promotion.

(OR)

At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.

## Cadre: PROFESSOR Engineering/MCA/MBA (Promotion):

*Promotion to a higher cadre will be based on the requirement/vacancy as per cadre ratio.*

a. Ph.D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

(AND)

b. Should have satisfied any one of the below mentioned set of requirements given in **Table 2**.

## Programme: Science/Humanities

## Cadre: ASSISTANT PROFESSOR Eligibility (A or B):

**A. i)** A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/ relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

**ii)** Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of MPhil/Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions subject to the fulfillment of the following conditions: -

a) The Ph.D. degree of the candidate has been awarded in a regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/funded/ supported by the UGC/ICSSR/CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

SLNo.	PhD guided (successfully completed)	Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience in years as associate professor	Research publications in SCI journals UGC AICTE approved list of journals	Avg. feedback score (out of 100)
1	1	15	3	6	80 to 100
2	2	15	3	6	50 to 80
3	-	16	3	4	80 to 100

**Table 2:** Set of requirements for the Cadre: Professor - Engineering/MCA/MBA (Promotion)

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**B.** The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

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## **Cadre: ASSOCIATE PROFESSOR (Direct)**

### **Eligibility:**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience (out of which at least 2 years shall be Post Ph.D. experience) of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/Industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75) as per the criteria given in Appendix II, Table 2 (refer UGC regulations 2018).

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## **Cadre: ASSISTANT PROFESSOR (Promotion)**

Promotion to a higher cadre will be based on the requirement/vacancy as per the cadre ratio.

- 1) Assistant Professor who has completed twelve years of service in that grade.
- 2) Ph.D. degree in concerned subject/ allied/ relevant discipline.
- 3) Any one of the following during last three years:

Completed one course/programme from among the categories of Refresher Courses/ Methodology

Workshops/Syllabus Upgradation Workshop/ Teaching-Learning-Evaluation Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or taken one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

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## **Cadre: PROFESSOR (Direct)**

### **Eligibility (A or B):**

**A.** i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 (refer UGC regulations 2018).

ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

(OR)

**B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in 'A' above)/industry, who has made significant contribution to the knowledge in the concerned/ allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

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## **Cadre: PROFESSOR (Promotion)**

### **Eligibility (A or B):**

Promotion to a higher cadre will be based on the requirement/vacancy as per the cadre ratio.

- 1) Associate Professors who have completed three



of service in that grade.

2) Ph.D. degree in concerned subject/allied/relevant discipline

3) A minimum of ten research publications in the peer reviewed/ UGC listed journals out of which three research papers shall be published during the assessment period.

4) A minimum of 110 Research Score as per Appendix III, Table 2 (refer UGC regulations 2018).

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## **Cadre: ASSISTANT DIRECTOR - PHYSICAL EDUCATION**

a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.

b. Record of having represented the University/ College at the inter-University/Inter-collegiate competitions or the state and/or national championships;

c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness Test conducted in accordance with these regulations.

d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student/event management activities during college/University studies.

e. Record of organizing such events as student's convener or in later part of life.

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## **PRINCIPAL**

### **Eligibility:**

(i) Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch

(ii) Professor/Associate Professor with a total service/experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 10 research publications in peer-reviewed or UGC/AICTE-listed journals.

(OR)

At least two successful Ph.D. guided as supervisor/ Co-supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.

### **Tenure:**

For direct recruitment of Principal, the position shall be of contractual in nature. Tenure is 5 Years. Extension of the tenure is at the discretion of the Management.

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## **VICE PRINCIPAL**

### **Eligibility:**

An existing senior faculty member may be designated as Vice Principal by the management, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the vice principal shall exercise the powers of Principal.

### **Tenure:**

Tenure is 5 years. Extension of the tenure is at the discretion of the Management.

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## **4.2 Recruitment Procedure – Faculty**

### **Notification and Selection**

a) For appointments to the post of teachers, the posts shall be advertised in two leading dailies specifying the qualifications, experience required etc.

b) Candidates working as Engineers/Scientists in Research or Industrial Organizations meeting all the eligibility conditions can apply.

c) 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.

d) Mere fulfilment of minimum qualifications does not entitle any candidate to receive call letters for selection.

e) The Office sends intimation to the approved candidates for personal interview.

f) 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 certificates of the qualifying examinations
- Experience certificate, if any

g) At the interview, technical competence, oral communication skills, etc. are tested by the interview board. The board shall consist of the Chairman, Manager, Principal, Vice Principal, an External Expert and the Head of the Department concerned. Candidates shall be asked to conduct a demonstration class/lecture on a relevant subject to prove his/her teaching capabilities to the interview board.

h) No TA/DA will be paid for attending the interview.

i) Canvassing in any form will lead to disqualification of candidate.

j) 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/her selection and is asked to join on a specific date. If he/she 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.

k) A waiting list of candidates may be maintained, for future appointments.

l) 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. On subsequent verification, if it is found that the candidate had suppressed material information or furnished wrong information, he/she shall be summarily terminated.

m) All appointments are subject 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.

n) 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.

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 Terms and Conditions of Service of Teaching Staff

### 4.3.1 Probation & Regularization

Every person appointed to teaching posts shall be on probation for a period of one year from the date on which he/she joins duty. 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 the 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/she 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. On satisfactory completion of probation, the Chairman shall confirm the employee in service. Only then shall an employee be in the regular employment of the institution.

## 4.4 Attendance

The college follows the Bio Metric attendance system.

### Morning Session

1. Punching commences at 8.30 am and ends at 8.55 am.
2. Punching from 08.56 am to 09.15 am shall be considered late punch.
3. Punching from 9.16 am to 1.00 pm shall be treated as half day leave.
4. Those who are on leave for the FN session should punch before 1.00 pm for the AN session.
5. Punching after 1.00 pm shall be treated as half day leave.

### Evening Session

1. Punching from 4.45 pm to 4.59 pm shall be

considered early exit.

2. Punching before 4.45 pm shall be treated as half day leave.

3. Punching ends at 5.15 pm.

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's salary will be deducted. In case neither punching nor application for leave is available, the absence will be treated as unauthorized and may lead to loss of pay.

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## 4.5 Hours of work

*(Subject to change in accordance with the directives issued by the Govt/University/Management of SJCTET from time to time.)*

a) All Staff members 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.

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## 4.6 Pay & Allowances

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

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## 4.7 Norms for salary increment for teaching staff

a. A member of the regular staff will be eligible for increment upon completion of one completed year (365 days) of service in the college subject to the

financial capability of 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 'satisfactory' or 'poor'.

d. When LWA (or any leave) not counted for increment is availed of, the postponed date of normal increment will be first reckoned. Whatever be the date in which the postponed increment falls due (due date) it will be granted from the first day of that month.

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## Incentives

A faculty member who acquires a doctoral degree while serving the college shall be considered for advance increments as given below, from the date on which the provisional Ph.D. degree certificate is submitted.

- Faculty members who acquire Ph.D. from IITs/NITs/Foreign Universities/State Universities- 3 non-compounded advance increments.
- Faculty members who acquire Ph.D. from recognised deemed universities - 2 non-compounded advance increments.

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## 4.8 Holidays

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

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

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## 4.9 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.

## 4.10 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.

## 4.11 Ethics and code of conduct of teacher

St. Joseph's College of Engineering and Technology, Palai was instituted with the objective of developing a centre of professional learning with a distinct identity and character, for imparting education and training. The college has adopted a Code of Conduct for its stakeholders for the accomplishment of its objectives.

### *Code of conduct for teachers*

Every teacher shall follow the guidelines regarding ethics and code of conduct given below:

#### 1. GENERAL

- a) Be punctual and diligent in all duties assigned to him/her.
- b) Behave in a professional manner.
- c) Undertake Research/Consultancy activities constantly in addition to teaching and other duties.
- d) 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.

#### 2. BEHAVIOURAL

- a) Comply with the rules, regulations and policies of the College.
- b) Maintain dignity and decorum in and outside the campus.

#### 3. ACADEMIC

- a) 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 on time.
- b) Complete the designated curriculum with said objectives.
- c) Participate in professional development activities/opportunities and apply the concepts in academic activities such as class room delivery and practical classes.
- d) 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. CLASS ROOM MANAGEMENT

- a) Share knowledge in a manner that encourages effective two-way communication.
- b) Be organized in order to make efficient use of the time available and move in a planned and systematic way.
- c) Be self-confident and facilitate quality delivery of the subject.
- d) Shall not pre-pono, post-pono, and let-off or suspend a scheduled class without the authorization from the concerned HOD/Principal.
- e) Handle the assigned practical classes and be available in the designated place for the full time.
- f) Absence from duty without permission is not permitted.

#### 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) Guide and help the students to conduct minor educational projects in related areas/topics to improve their analytical and self-learning skills
- d) Be a friend, philosopher and guide to the students.

## 6.ROLE AS MENTOR

- a) The faculty shall advise the students on all academic matters.
- b) Meet the assigned students at least once in every fort-night.
- c) 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 behavior of their wards.
- f) Maintain and update Mentor diary in accurate, complete and appropriate manner.

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## 4.12 Duties and responsibilities of Head of the Department

- 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 departmental 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.

y) Inspect concerned classrooms at least once in a semester.

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.

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## 4.13 Duties and responsibilities of Vice Principal

Vice Principal shall, in absence of the Principal, assume the duties and responsibilities of the Principal. Other duties entrusted with the Vice Principal are:

1. Admission
2. Coordinating Accreditation Process
3. IQAC
4. Conducting of PTA
5. Industrial Interaction monitoring
6. Alumni Interactions
7. KTU/AICTE approval process

## 4.14 Job responsibilities of 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 at least once in a week or more often to discuss and finalize academic 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 10 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 see that the weaker students are given proper counseling and remedial classes to make them progress in their studies.

l) He shall encourage seminars and workshops in various departments and bring experts from various fields to give lectures to the students and faculty.

m) He shall see that the campus is kept neat and beautiful.

n) Other similar duties as entrusted by the Chairman

o) Arrange branch wise meetings of students with the chairman once in a year.

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## 4.15 Consultancy Projects

Suitable incentives will be granted to the person who takes consultancy projects from an industry/research organization/agency if the income from the project exceeds Rs.2.5 lakhs per year.

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## 4.16 Attending Conferences

Request for attending a conference shall be submitted to the Principal. Principal will send it to the IQAC Executive Committee who after examining the request will submit suitable recommendation to the Principal. Principal will forward it to the Chairman who will take the final decision.

### 4.16.1 PRESENTING PAPERS IN CONFERENCES

A request with the acceptance letter has to be submitted to the IQAC Executive Committee through the Principal. The faculty member has to present the paper before the said 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.

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## 4.17 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 applicable in this institution:-

### 4.17.1 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 15 days.

d) Casual Leave can be availed of on half-day basis.

### 4.17.2 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.

### 4.17.3 DUTY LEAVE/SPECIAL CASUAL LEAVE

a) Sanctioned for performing University/ Government/College Duties.

b) Sanctioned for the actual period on duty and the journey period, if any, for the same.

c) Sanctioned also for participating in career advancement programmes such as Seminars, Training, and Orientation programmes etc.

### 4.17.4 LOSS OF PAY LEAVE (LEAVE WITHOUT ALLOWANCE)

a) Sanctioned only in inevitable situations.

b) If less than 2 years of service, leave will not be sanctioned for more than 30 days at a stretch.

c) LWA period shall not be considered for any service benefits including salary, increment etc.

d) Holidays can be prefixed or suffixed or both to loss of pay leave.

e) Intervening holidays will be counted as leave.



#### 4.17.5 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.)*

#### 4.17.6 VACATION LEAVE

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

b) Vacation leave can be availed of either during semester breaks without affecting class works.

c) Holidays can be prefixed or suffixed or both to vacation leave. But intervening holidays shall be treated as vacation leave.

d) Vacation leave can be clubbed with M/L/LWA/Compensatory Leave/Duty Leave.

e) Vacation leave accrued shall lapse if not availed during the vacation period of a calendar year.

f) Faculty members going for maternity leave during the coming semester and the faculty members going for course work of part-time Ph.D are eligible for 25 days of vacation leave.

g) Advance vacation leave shall be given to the faculty who are pursuing Ph.D. subject to the production of certificates from the research supervisor/Head of the institution.

h) Teaching faculty appointed for contract basis for one year are eligible for 5 days vacation leave.

#### 4.17.7 LEAVE FOR STUDY PURPOSE (RESEARCH)

##### Full-Time Ph.D.

a) It is granted to teachers having 2 years of continuous service in SJCT with good academic performance.

b) Selection may be made on the recommendation of the HOD, and if the area

of research is beneficial to the college and the students.

##### Part-Time Ph.D.

a) The Candidate should have successfully completed probation period.

b) Their academic performance in the department should be satisfactory.

c) 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.

d) 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.

e) The research scholars should submit every semester a periodical report regarding the status and progress of the research work.

f) They will be sanctioned leave without allowance for a maximum of 5/6 months (one semester) for completing his/her course work, if any.

##### General rules relating to the granting of leave for study purpose

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 6 months.

d) 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.

##### General provisions on leave

It is mandatory that prior permission shall 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. Immediately after rejoining duty, the leave should be regularized.



#### **4.18 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), without any financial commitment on the part of the management. 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) 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.

#### **4.19 Sending teachers outside for attending conferences.**

a) Only teachers who have put in a minimum of 3 years' service in this college with good performance will be deputed.

b) A person will be deputed normally only for one event during his entire service in this college.

c) 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.

#### **4.20 Delegation of financial powers**

The Principal acts as the joint signatory of the college financial accounts with the Chairman. He is empowered to sanction the requisite amount of money on submission by College Student Council, Alumni Association, PTA and Research Centre subject to the approval of the Chairman. He functions as the joint signatory of the Minority Cum Means Scholarship and The Central Sector Scholarship. Besides, The Help Line Fund to be used in contingency for the benefit of staff and students is operated by him. Further, The Principal and HoDs are delegated to use upto Rs 60000/- and Rs 10,000/- per year respectively in emergency purchases and repairs for the smooth running of each department and Institution.

# 05

## OTHER OFFICERS

#### **5.1 Training and Placement Officer (TPO)/Assistant Training and Placement Officer**

##### **TPO**

##### **Qualification**

a) The TPO should possess the requisite qualification as prescribed by the AICTE for the post of professor in one of the teaching departments.

- b) The incumbent shall also possess full time MBA degree, either as basic qualification or as an additional qualification.
- c) He/She shall possess mandatory minimum of 3 years of industrial/corporate exposure in addition to the prescribed academic experience.
- d) It is most desirable that the incumbent is knowledgeable and formally trained to coordinate all types of training activities of the students.
- e) The TPO should have good communication skill; and should be passionate about undertaking extensive travelling as well as to perform liaising with the corporate.

### **Asst. TPO**

#### **Qualification**

- (a) The Asst. TPO should possess the requisite qualification as prescribed by the AICTE for the post of Asst. professor in one of the teaching departments.
- (b) The incumbent shall also have full-time MBA degree, either as basic qualification or as additional qualification.

#### **Duties**

- a) Generate employment opportunities for SJCT 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) Postgraduation in commerce/equivalent

#### **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. He shall invite proposals of budget estimate from various departments and various cells before finalizing the budget.
- 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
- k) Helping admission committee in admission process

## 5.4 Corporate Relations Officer

### *Qualification*

- a) Post Graduate Degree in any recognized university or its equivalent
- b) Good command over English & Hindi
- c) Excellent time management and problem solving skills

### *Duties*

- a) Assisting in admission and accreditation process.
- b) Other similar duties as entrusted by the Chairman/

Vice Chairman/Principal/Vice Principal.

## 5.5 Information Officer

### *Qualification*

a) A candidate needs to have qualified bachelor's degree with any stream or subject from a recognized university or educational institution. The candidate must have done one year PG diploma or two years PG degree in Public Relation from a recognized institution.

- b) Good command over English/Hindi
- c) Excellent interpersonal and communication skills

### *Duties*

- a) Keeping copies of orders, circulars etc.
- b) Assisting in organizing and executing of PR events, campaigns etc.
- c) Handling several tasks simultaneously. Some examples include juggling multiple phone lines; face-to-face contact with clients, visitors and employees; and clerical duties. Note the types of tasks and situations you've handled regularly – and how you did so calmly and efficiently.
- d) Receive visitors: might be able to deal with a client's needs, but often directs them to the proper personnel or location.

# 06 NON-TEACHING STAFF

## 6.1 Office Staff Pattern

Sl. No.	Name of the Post	No. of Posts	Qualifications
01	Administrative Officer	01	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 Govt. /Diocesan Technical Education Trust, Palai.

02	Junior Superintendent	01	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 Govt. /Diocesan Technical Education Trust, Palai.
03	Head Accountant	01	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 Govt. /Diocesan Technical Education Trust, Palai.
04	Senior Office Assistant/Senior Accountant	2+2	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 Govt. /Diocesan Technical Education Trust, Palai.
05	Office Assistant/Accountant	1+1	A degree or its equivalent in accounts/administrations with computer knowledge. A pass in clerical test conducted by Govt. /Diocesan Technical Education Trust, Palai is required for the third increment.
06	Clerical Assistant	01	A pass in SSLC or Plus Two with pleasant manners and behavior.
08	Office Attendant/Peon	4+1	Pass in 7 <sup>th</sup> standard. Candidates in the age group of 18 years to 36 years are eligible.

## 6.2 Staff Pattern - Library

Sl. No.	Name of the Post	No. of Posts	Qualifications
01	Librarian Grade I	1	Master's Degree in Library Science from any University in Kerala or a qualification recognized as its equivalent by any one of the Universities in Kerala. Three years' experience as Librarian Grade-II
02	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 Three years' experience as Librarian Grade-III
03	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.
04	Library Assistant	1	Bachelor's Degree in any subject

## 6.3 Staff Pattern - Laboratory

Sl. No.	Name of the Post	No. of Posts	Qualifications
01	Work Superintendent	1	First class Bachelor's Degree in Mechanical Engineering from a recognized University after undergoing a regular course of study.
02	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).
03	Trades Man	8	SSLC passed. National Trade Certificate in the appropriate Trade.
04	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 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 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, Vice 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.

The Chairman is empowered to appoint suitable persons with not less than 20 years of service in University/Government/Aided educational institution as 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.

Every appointment to the non- teaching staff shall be made through a written order by the Chairman.

## 6.5 Probation and Regularization

Every person appointed to non-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 those under contract category 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 Hours of Work

*(Subject to change in accordance with the directives issued by the Govt. /University/ Management of SJCEI from time to time)*

The college follows the Bio Metric Punching system (Please see 4.4).

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.

## 6.7 Holidays

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

## 6.8 Pay & Allowances

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

## 6.9 Salary increment for Non-Teaching Staff

A member of the regular Non-Teaching staff will be eligible for increment upon completion of one completed year (365 days) of service in the college subject to the financial capability of the college.

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 reckoned. Whatever be the date in which the postponed increment falls due (due date) it will be granted from the first day of that 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) Sanctioned only in inevitable situations.

c) If less than 2 years of service, leave will not be sanctioned for more than 30 days at a stretch.

d) LWA period shall not be considered for any service benefits including salary, increment etc.

e) Holidays can be prefixed or suffixed or both to loss of pay leave.

f) 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.

b) Non-teaching staff members appointed on contract basis and complete 2 years of service are eligible for 20 days' vacation leave.

c) Non-teaching staff members irrespective of categories, appointed on contract basis for one year are eligible for 5 days' vacation leave.

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/ Commuted 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/ Commuted leave/Half pay leave shall be submitted

to the Principal for sanction through Senior Administrative Officer/HOD concerned.

b) Medical Insurance

c) Gratuity

d) ESI

The above incentives are applicable only to the permanent employees.

## 6.11 Other Incentives

a) Employees' Provident Fund

# 07 TA/DA

## TA Rates for tour travel - KSR Part II

Grade	Pay* Range	Daily Allowance (DA) in Rupees		Incidental Expenses (IE) / Km in Rupees	Mileage (eligibility)		
		Inside state	Outside state		Road	Rail	Air
I	>=50400	400	550	0.80	Express	II AC	Fare + one DA
II(a)	42500 - 50399	320	450	0.60	Express	First Class	-
II(b)	27800 - 42499	320	450	0.50	Express	III AC	-
III	18000 - 27799	350	350	0.50	Fast Passenger	Second Class	-
IV	<18000	350	350	0.50	Fast Passenger	Second Class	-
*Basic Pay + Personal Pay							

## Own Vehicle

Sl. No	Type of Vehicle	Rate
1	Motor Car	Rs. 12 per running kilometer
2	Two-wheeler	Rs. 6 per running kilometer

### Note :-

Gr.II(a) officer is eligible for IIInd AC class if Ist class is not available in the train

Gr.II(b) officer is eligible for Ist class if IIIrd AC is not available in the train.



## Other conditions

1) The journey should be of more than 8 km to become eligible for Milcage Allowances.

2) Auto rickshaw fare for journeys on tour : Actual fare at the rate fixed by Government from time to time for a maximum of 2 journeys daily (plus 1 journey per tour from residence to airport / railway station/bus stand and 1 journey per tour from

airport /railway station / bus stand to residence), limiting the distance of single journey to 15 km, subject to a maximum of Rs 150 per day.

3) Minimum Incidental Expenses should be equivalent to  $\frac{1}{2}$  DA

4) Road milcage is not admissible for travel by dept. vehicle. In such cases, the officer can claim for Incidental Expenses only or one DA.

Halt period	DA rate	Boarding	Lodging	DA rate
Upto 6 hrs.	NIL	Free	Free	$\frac{1}{4}$ DA
>6 hrs. & $\leq 12$ hrs	$\frac{1}{2}$ DA	Free	Not Free	DA
>12 hrs. & $\leq 24$ hrs	1 DA	Not Free	Free	$\frac{2}{3}$ DA
>24 hrs. and upto 10 days	Full DA			
For next 20 days	$\frac{1}{4}$ DA and $\frac{1}{2}$ DA there after			

# 08

## RETIREMENTS/ SUPERANNUATION

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

a) Retirement age of a permanent staff is 65

b) An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

However, those whose performance is not satisfactory or those whose health conditions are not up to the mark will be made to retire earlier after giving one month's notice.

# 09

## RESIGNATIONS

An employee may resign from service in the college by giving the Chairman a one month's notice in writing. If the incumbent fails to comply with the above provision, two months' salary shall be levied as penalty. The Chairman on valid grounds may relax this provision and accept the resignation.

A teacher may resign from service provided that

this provision and accept the resignation.

A teacher may resign from service provided that he/she shall not resign during the second half of the academic year.

It is mandatory to return the ID card and obtain no dues certificate from the library for getting relieving order from the college office.

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# 10

## TERMINATION OF SERVICE

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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) 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.

# 11

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## SERVICE BOOK

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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.

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# 12

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## TEACHING STAFF EVALUATION BY HOD/PRINCIPAL

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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

Place: Pala  
Date: 01.01.2021

Sd/-  
Chairman

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*Published by the Chairman, SJCEET Palai*

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BE THE  
CHANGE  
YOU WANT  
TO SEE  
IN THE  
WORLD

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MAHATMA GANDHI