

# STAFF MANUAL



## VISWAJYOTHI

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# **VISWAJYOTHI**

## **COLLEGE OF ENGINEERING AND TECHNOLOGY**

This Staff Manual contains the HR policy of the Management along with the rules and regulations of AICTE and the Government applicable to the Staff working in this institution. We are glad to publish this revised staff manual as it will serve as a useful handbook for our faculty and the other members on the staff in discharging their duties. The rules and regulations in this manual are applicable to and binding on all the members of teaching, technical and non-teaching staff of the Institution in the manner stated therein. The success of this institution depends on the commitment of the staff and the work culture they create in moulding the career of students. The institution is founded on the values of integrity and commitment. The management is committed to fulfilling the vision and mission and to lead the institution on the path of growth in line with the framed objectives. In this endeavour we draw inspiration and strength from Jesus Christ, the Light of the World, the Viswajyothi.

The first edition of the Staff Manual was published in June 2014. This is the third revised edition incorporating the revised policies of the management since the time of its first publication. We hope these policy formulations would help and support the endeavour of the institution in providing better higher education to the younger generation, to become a competent personnel and thereby ensure job satisfaction and security.

Viswajyothi College of Engineering & Technology

Dated: 31/10/2021

**Msgr. Dr. Pius Malekandathil**  
MANAGER

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# STAFF MANUAL

VISWAJYOTHI  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
VAZHAKULAM

## 1. INTRODUCTION

Viswajyothi College of Engineering and Technology (VJCET) is a self-financing institute run by the Diocesan Technical Education Trust, under the Catholic Diocese of Kothamangalam. The Vicar General of the diocese is the ex-officio President of the Trust and the present Manager of the College.

VJCET was established in 2001 with three branches of engineering and 120 students. Today it offers courses in eight branches of engineering (Artificial Intelligence & Data Science, Civil Engineering, Computer Science and Engineering, Computer Science & Design, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology and Mechanical Engineering). There are nine batches spread over these eight branches with a sanctioned student strength of 540. The college offers PG Programmes in Computer Science & Engineering, Electronics and Communication Engineering with specialization in VLSI & Embedded Systems and Industrial Engineering and Management. It has a well-stocked and state-of-the-art library, well-equipped work shops and laboratories and separate hostels for boys and girls. A full-fledged Research and Development department was started in 2010 and a block entirely dedicated to research was opened in 2014.

The MBA course was started in 2009 with a student strength of 60. The department has a separate library, computer lab, and other facilities.

VJCET institutions share a large auditorium besides several conference halls. Facilities for sports and fitness have been provided in the campus. 19 buses ply on working days to transport day-scholars to and from the college. The college is located in sylvan settings on 26.5 acres of land on the side of Punalur - Muvattupuzha state high way.



## 2. STRATEGY OF THE INSTITUTION

### 2.1 Vision

“Moulding Professionals par Excellence with Integrity, Fairness and Human Values.”

### 2.2 Mission

- We commit to develop the institution into a Centre of Excellence of international standards.
- We guide and mould our students in the attainment of intellectual and professional competence for successfully coping with the rapid and challenging advancements in technologies and the ever-changing world of business, industry and services.
- We help and support our students in their personal growth, shaping them into mature and responsible individuals.
- We strive to cultivate a sense of social and civic responsibility in our students, empowering them to serve humanity.
- We promise to ensure a free environment where the quest for the truth is encouraged.

### 2.3 Core Values

- Faith in God
- Integrity, commitment and hard work
- Service to fellow human beings
- Protection of the environment and respect for the rights of all beings
- Education that inculcates human values

### 2.4 Goals

#### 2.4.1. Student focused

- To provide excellent professional education
- To encourage the students to perform well in the academics
- To support the students to achieve professional heights
- To build personal values like sincerity, generosity, punctuality, discipline etc. in the students
- To improve the creativity, leadership quality, organizing skills and entrepreneurial skills of the students

- ⇒ To facilitate the students to excel in communication skills
- ⇒ To expose the students to the industrial climate/problems
- ⇒ To develop social awareness among students
- ⇒ To encourage, motivate and prepare the students for higher education

#### **2.4.2. Employee focused**

- ⇒ To keep the employees updated on the latest developments in their respective fields
- ⇒ To encourage the faculty to do research
- ⇒ To encourage the faculty to secure publications at national and international levels
- ⇒ To encourage the employees to get higher qualification
- ⇒ To help the faculty to excel in teaching skills
- ⇒ To support the employees in their career growth
- ⇒ To provide a favourable environment for congenial interactions between the faculty and the students
- ⇒ To augment the skills and abilities of the employees

### **2.5 Professional Code of Ethics for Teachers**

Teachers have significant influence on the lives of students. In the midst of all their responsibilities, they are required to serve as strong role models and demonstrate ethical behaviour as they interact with students, colleagues, parents and the general public. Developing and following a professional code of ethics help make sure that teachers act in a professional and ethical manner at all times.

#### **2.5.1 Working with students**

A teacher's job is to provide quality education to all students. They should not show favoritism or discrimination against students. Teachers also must interact with students appropriately, not taking advantage of students in any way, bullying students or putting them down. Contact with students outside the classroom or college building must be kept to a minimum and they must focus on college related activities and events.

#### **2.5.2 Student safety**

In addition to a teacher's responsibility to help all students learn, a professional code of ethics addresses the teacher's responsibility to keep

students safe. Teachers must abide by all college and classroom safety procedures to ensure student safety. It's also the teacher's responsibility to report instances of bullying and harassment. If a teacher suspects cases of abuse or neglect, or a student confides upon a teacher in cases of abuse or neglect, the teacher is required to report it to the proper authorities, even if the student requests otherwise.

### **2.5.3 Professional practice**

Teachers must maintain ethical behavior in professional practice by accurately representing and maintaining certifications, licenses and other qualifications. Applying for experience certificate with false information or lying about meeting the requirements to renew the certificate can lead to a loss of teaching privileges. Teachers must practice ethical behavior when it comes to reporting grades and handling assessments. Misrepresenting grades or altering student responses on assessments can lead to criminal charges and loss of job.

### **2.5.4 Working with colleagues**

In the college, teachers must collaborate with administrators, fellow teachers and other employees in order to provide a safe and positive learning experience to the students. A teacher must follow the directions of the administrators, even if the rules or expectations seem unreasonable, in order to avoid undermining an administrator's authority and to set positive examples for students. When disagreements arise between teachers, they must handle the disagreements in private and refrain from talking negatively about colleagues in front of the students.

### **2.5.5 Interacting with stakeholders**

Aside from colleagues, teachers have a responsibility to interact positively with parents and other stakeholders in the formation of students. Contact with parents must be kept professional, free from arguments and physical contact. If a teacher has an issue with a parent, another teacher or administrator must be present during all meetings. Teachers also must avoid being unduly influenced by parents and other stakeholders when it comes to students' grades or other related matters.

## **3. DUTIES AND RESPONSIBILITIES**

### **3.1 Director**

The Director is appointed by the Board of Trustees with the concurrence of the Patron (the Bishop of Kothamangalam).

The Director is responsible for the

- a) General academic and administrative supervision
- b) Annual evaluation of the staff along with the Academic Review Committee
- c) Assessing the workload and making arrangements for the appointment of the staff
- d) Intimating and implementing the policies and programs of the Management
- e) Monitoring the purchase and stock verification by the departments
- f) Assess the budget proposals from the departments and recommend fund allocation
- g) Initiate developmental activities and innovative programs in the college
- h) Correspondence of Management with different agencies

### **3.2 Principal**

The Principal is appointed by the Manager in accordance with the selection procedure of the institution subject to ratification by the AICTE and the University. The Principal is directly responsible and accountable to the College Management for the effective leadership and the overall management of the college both academic as well as administrative. The Principal's mission is to enhance the standards of education by providing an outstanding creative, participative, learning environment that is consistent with the Core Values, Mission and Vision of the institution.

The following are the responsibilities of the Principal:

- a) Defines and delegates various responsibilities in the college
- b) Prepares the annual budget in consultation with the HODs
- c) Conducts periodic meetings of various bodies such as PTA, Library Committee, Anti-ragging Committee, Women's Grievances Redressal Committee, etc.
- d) Prepares and executes an academic calendar
- e) Monitors and evaluates teaching-learning processes periodically and suggests corrective measures
- f) Constitutes Students Council and other Committees
- g) Reviews continuously and evaluates quality improvement in academic programs
- h) Arranges internal audit

- l) Maintains minutes of all meetings and preserves documents (both print and electronic)
- j) Coordinates research and consultancy and initiates new academic proposals
- k) Arranges Faculty and Staff Development Programs
- l) Conduct student-feedback analysis
- m) Conducts weekly meetings with HODs and periodic meetings with faculty and staff members to review the academic progress
- n) Provides information to the Governing Board through the Director on all issues pertaining to the College
- o) Endeavours to improve the academic quality and effectiveness of the institution
- p) Makes sure that all the institutional policies are implemented in letter and spirit without fail
- q) Monitors each and every faculty so that the overall performance and the result of the college are improved year after year.
- r) Develops and make sure a high degree of student morale so that the students would be prepared to be useful citizens.
- s) He/she will be responsible for all records, files and necessary documentation
- t) He/she shall take necessary measures to ensure the security of the staff and students while on campus
- u) He/ She shall address any other matter as desired/directed by the authorities from time to time

### **3.3 Vice-Principal**

The Vice Principal is appointed by the Management in accordance with the selection procedure of the institution.

The responsibilities of the Vice Principal:

- a) In the absence of the Principal, the Vice-Principal will discharge the duties of the Principal
- b) Will assist the Principal in maintaining discipline in the college
- c) Will monitor the admission process of the college
- d) Will consolidate the internal and external examination results for analysis

and report it to the Manager

- e) Will arrange career guidance programs for plus two students as part of the admission campaign
- f) Will monitor the preparation of the academic schema in consultation with the Academic Calendar Committee
- g) Will prepare the semester plan based on University guidelines
- h) Will arrange to provide the uniform for the students in a time-bound manner
- i) Will prepare the agenda and record the minutes of the HOD meetings/College Council.
- j) Will function as the secretary of the PTA Executive Committee and prepare the agenda and minutes
- k) Will monitor the leave and vacation of the staff
- l) Will scrutinise the various certificates (mark lists, TC, conduct certificates, caution money, refundable deposit, ID card, Gate pass, Hall tickets, etc.) before issuing these to the students
- m) Will be in-charge of the University examinations in the absence of the Principal
- n) Will coordinate students feedback of the staff and institutional facilities
- o) Will conduct students' Grievance Redressal/Appeal Committee meetings and communicate with the aggrieved
- p) Will supervise events such as College Day, Tech Fest, Arts Fest, Merit & Farewell Day, Sports Day, Students Council Election and Inauguration, Department Associations, Onam and Christmas Celebrations
- q) Will discharge any other duties and responsibilities as directed or desired by the Principal/Management from time to time

### **3.4 Dean**

Deans are appointed by the Management in accordance with the selection procedure of the institution. Deans will report to the Principal for day-to-day activities under their domain. Deans will look after specific areas/domains of academic/research activities as assigned by the Manager of the Institution.

Deans' responsibilities include, but are not limited to:

- a) Coordinating and assisting the Management for implementing the Institution Vision and Mission

- b) Leading the College towards achieving the goals set by the University
- c) Leading and coordinating strategic planning and curriculum development in their respective domains in association with HODs
- d) Supervising, evaluating, and supporting Departments in a manner that promotes excellence in instruction and creative productivity
- e) Assisting the Principal in leading and coordinating the governance of the College
- f) Coordinating the professional development of the college staff in their respective domains
- g) Reviewing departmental policies, procedures and proposals
- h) Presenting papers in international conferences and publishing in Scopus indexed journals and encouraging the faculty to do so
- i) Encouraging the faculty members to apply for funded projects
- j) Organising technical events such as Webinars, Workshops, FDP etc.

### **3.5 Heads of Departments**

The Head of the Department is appointed by the Management in accordance with the selection procedure of the Institution.

HOD is responsible:

- a) To organise the department in a professional manner with consistent academic record and team spirit
- b) To maintain discipline in the department in consultation with the faculty and the group tutors
- c) To organise academic programs like seminars, conferences and Faculty Development Programs to improve the domain knowledge and exposure of the students
- d) To resolve the issues faced by students in consultation with group tutors and the Grievance Redressal Cell
- e) To schedule the activities of the department in advance for the academic year, by preparing a departmental calendar to be incorporated in the College Calendar. HODs are also required to ensure strict adherence to the academic calendar.
- f) To ensure that every member of the department undertakes departmental and institutional activities in addition to the academic work in the

department by assigning the workload in the curricular and co-curricular activities and providing semestral time tables in advance.

- g) To convey the decisions of the HOD meetings to the staff members in the department
- h) To convene faculty meetings every fortnight, maintain the minutes of the meetings and submit to the authorities on demand
- i) To manage the leave requirements of the faculty in such a way that no class hours are lost
- j) To supervise and complete the process of NBA/NAAC accreditation by effectively coordinating the activities in the Department
- k) To ensure that the outcomes of the academic and other programs are well documented in each semester
- l) To monitor the internal and external examination results, identify the low performers, content, and their parents and suggest follow up measures

### **3.6 Assistant HOD**

Assistant HODs are appointed by the Management to assist the HODs in the day-to-day activities of the Department.

Responsibilities of the Assistant HODs are:

- a) Preparation of the annual academic plan consisting of curricular and co-curricular activities, requirement of funds, timing of programs, and its monitoring
- b) Preparation of department calendar which will be incorporated into the college calendar
- c) Monitoring the annual academic activities of the department in collaboration with the HOD and the Dean
- d) Recording the minutes of the fortnightly department level meetings

### **3.7 Department Secretary**

Department Secretaries are appointed by the Management to share the heavy load of academic and disciplinary activities of the HODs.

The responsibilities of the Department Secretary are:

- a) Result analysis immediately after the announcement of the University exam results and series exam by the Institution.
- b) Organising meetings in the department after each sessional examination



and adopting suitable remedial measures if required.

- c) Submitting the report to the Director/Manger through the Principal after evaluating in the results in the department meeting.
- d) Releasing of the Department Newsletters on time.

### **3.8 Teaching Staff**

A teacher is constantly under the gaze of his students and their parents. Society keeps teachers on a high pedestal and expects exemplary behavior from them and to practice what they teach. In particular, they should

- a) Manage their private affairs in a manner consistent with the dignity of their profession.
- b) Seek to make professional growth through continuous study and research.
- c) Actively participate in professional meetings, seminars and conferences with a view to not only enhance knowledge but also to keep them acquainted with the latest developments in the areas of their professional interest.
- d) Perform, with diligence and dedication, their duties in teaching, tutorial, practical, seminar, research work, mentoring, etc.
- e) Cooperate and assist in carrying out functions relating to educational responsibilities of the college and the University such as appraising applications for admission, advising and counseling students, assisting in the conduct of college and university examinations including supervision, invigilation and evaluation.
- f) Participate in co-curricular and extra-curricular activities including community service.
- g) Encourage students to express their views on curricular and extracurricular matters and patiently try to clarify their doubts.
- h) Deal with the students with absolute impartiality regardless of their religion, caste, economic or social position, particularly in the assessment of their merit.
- i) Recognize the difference in aptitude and capabilities among the students and try to meet their individual needs.
- j) Inculcate scientific outlook, respect for physical labor & ideals of democracy, patriotism and concern for fellow human beings & the environment among the students.

- k) Make themselves available to the students even beyond the class hours and help and guide the students without consideration for remuneration or reward.
- l) Treat other members of on the staff with respect and refrain from making unsubstantiated allegations against them and render assistance for their professional betterment. Never speak or behave with disrespect to the colleagues, especially in the presence of the students.
- m) Refrain from undertaking any other employment or commitment including private tuition or coaching classes which are likely to affect their professional responsibilities in the institution.
- n) Adhere to the rules and regulations of the institution in the discharge of their professional responsibilities and respect the hierarchy of authority and render necessary assistance to higher authorities in matters like maintenance of discipline, attainment of academic excellence, development of cocurricular activities, advancement of research and other academic and related matters.
- o) Actively participate in the mentoring activity undertaken by VJCET and help in regularly monitoring the academic and all-round performance of the students entrusted to their care and appraise the guardians at regular intervals about the progress or problems of the students through progress reports or personal contacts.

### **3.9 General Guidance on Teaching Practice and Procedures**

- a) Course plan for the succeeding semester should be prepared as soon as the current semester classes are over, so that no classes are taken in the succeeding semester without course plan. Course plan must be developed (in the prescribed format) collectively by all teachers of the same subject paper, endorsed by the H.O.D. Due consideration must be paid to the course objective and the paper objective, while preparing the course plan to ensure proper documentation of such course plan.
- b) Teachers must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and the students should be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic before commencing the explanation.
- c) At the end of every class, a few minutes should be spent to summarize what

was taught in the class.

- d) Explanation must be in simple language with adequate illustrations.
- e) As far as possible make use of Information and Communication Technology (ICT) tools to improve the effectiveness of the teaching learning process.
- f) Dictation of notes should be restricted to complex topics and these notes should be prepared by the teacher himself. On other points, encourage the students to develop their own notes.
- g) After each topic, familiarize the students about the type of questions that may be asked therefrom.
- h) Suggest how to answer questions which use terms like define, explain, discuss, critically analyze, elucidate, clarify etc.
- i) Assignments for internal assessments must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assignments.
- j) No class must be left free for reasons of non-availability of faculty.
- k) Engagement of guest faculty must be done only if the inadequacy of internal resources is established.

### **3.10 Job Description of Teaching Staff**

- a) Preparation of course plan with detailed break up of syllabus for the subject handled, as per the guidelines, and decide on the prescribed textbook for the study.
- b) Preparation of daily faculty report (work diary) in the prescribed format.
- c) Fortnightly review of the faculty report along with other faculty members handling the same subject for the same class of other divisions/departments.
- d) Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
- e) Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any other faculty member of the same class.

- f) Prepare and conduct monthly class tests as per the guideline.
- g) Prepare a question bank along with suggested answers progressively for the topics covered, jointly with other faculty members handling the same subject for the same class of another divisions/ department.
- h) Prepare question paper for the subject handled for mid-semester examination.
- i) Prepare and evaluate internal assessment exercises.
- j) Evaluate the answer sheets of the mid-semester and end semester examinations and prepare post examination “Examiner's Report” in the prescribed format.
- k) Update oneself on the current developments in the subjects handled by regular reference to publications and internet.
- l) Participate in academic discussions initiated by the HOD.
- m) Suggest areas of modification, improvement or changes required in the curriculum.
- n) Suggest relevant study materials/magazines/books on the subject for student reading and/or procurement for the college library.
- o) HOD may specify any other responsibility.

### **3.11 Additional Responsibilities of Tutor/Faculty Advisor**

To be responsible for all matters concerning the class under his/her charge, particularly:

- a) Attendance, attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities of the students.
- b) Identification of non/under-performing students and ensuring their improvement by suitable measures including mentoring and remedial classes.
- c) Assist in choosing class representatives, one for boys and one for girls, and delegating role responsibilities.
- d) Interact with students discreetly and with a class representative to know difficulties experienced by the students and take measures for their rectification.
- e) Interact with other faculty members of the class for feedback on student performance and ensure appropriate corrective action.
- f) Consolidate period-wise attendance data for the class on a daily basis for

necessary follow up on habitual late comers and absentees.

- g) Consolidate and review the mark details of the students of the class for internal assessments/mid-term examinations to initiate steps on underperforming students.

### **3.12 Examination Duty of Teaching Staff**

- a) Attending examination duty by faculty/staff member as per work allotment given by the Controller of Examination is mandatory.
- b) The invigilators should report at least 15 minutes before the scheduled start of the examination. Request for adjustment in the allotted schedule should be done well in time with the permission of the Controller of examinations.
- c) No leave shall be granted during the examination days except in cases of extremely unavoidable exigencies.
- d) Any leave approval during the examination period should be cleared by the Controller of Examinations.

### **3.13 Mentoring Activity by Teaching Staff**

- a) In consultation with the HOD and the student welfare officer the class tutor will divide each class into small groups put each group in the charge of a faculty member. Departments that have two batches may also utilize the services of the faculty members of Science and Humanities department, in consultation with the HOD of that department.
- b) The faculty member (mentor) will meet the group (mentees) on a convenient date and time, for half an hour every fortnight and discuss with the mentees the progress in their studies, problems they face in academic and personal matters and the help they need to overcome these problems. If the mentor thinks that a mentee is not sufficiently forthcoming during these discussions, he/she should encourage the mentee to have a private discussion with him/her and if the mentor thinks that he/she is not able to help the student himself/herself, he/she should seek the help of colleagues, student welfare officer, HOD or higher authorities. In some cases, it may be necessary to inform the guardians and ensure their cooperation to solve the problem of the mentee. The mentor should keep a brief note of these meetings in the teacher's diary. The HODs should see these diaries once in a quarter and the Principal may see them at random to make sure that the scheme works effectively and it benefits the students. VJCET considers that mentoring activity will immensely help in improving the academic

performance and extra-curricular activities of the institution and the all round development of the students and therefore attaches great importance to it. VJCET expects the wholehearted cooperation and support of the faculty in this endeavor.

### **3.14 Technical Staff**

The technical supporting staff such as Instructors and Technicians are employed in the Workshops and laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible

- a) To assist the faculty for an effective and orderly conduct of practical courses.
- b) To ensure that all the equipment and machineries are in proper working condition before the commencement of lab sessions.
- c) To ensure the safety of the students during lab sessions by carefully following the safety instructions
- d) To arrange the equipment/instruments for conducting experiments by students.
- e) To keep the working tables in their respective labs always in working condition by proper maintenance.
- f) To issue the required equipment, instruments, meters, components etc., to the students during practical classes and receiving the same back after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damage etc., if noticed.
- g) To help the students in the fabrication of working models/ in the preparation of specimens required etc. as a part of their work.
- h) To maintain the laboratory clean.
- I) All the other works assigned to them by the HOD/higher authorities.

### **3.15 Administrative Officer**

The AO is responsible for the following

- a) Checking of bills & vouchers, approval of correspondence, approval of salary bills, admission formalities
- b) Custodian of staff qualification certificates, appointment orders and all documents pertaining to administration.

### 3.16 Head Clerk

The HC is responsible to

To prepare vouchers and bills, Professional Tax to Panchayath, Acquittance and Reconciliation, Thapal (Inward & Outward), Admission Register, T.C., Course & Conduct Certificate, Maintenance of Stock Registers and Issue of Forms and Stationery items.

### 3.17 Junior Superintendent

The junior superintendent is responsible for

- a) Student Registration in the University Web Portal, Sessional Mark Entry, University Exam registration, Collection of exam fee and remittance in University, Remuneration Bills to University, Seating Arrangement for University Exams,

Maintenance of malpractice (Exam) file, preparation of students List

- b) Maintenance of the College Account, handling of tuition & other fees related cash transactions, Salary Bills student's dues & Fine etc.,

### 3.18 Public Relations Officer

The PRO has the duty to

Supervise P.T.A. meetings, Maintenance of College Bus/Vehicle, ensure Electricity

& Water supply, monitor Education Tour, provide Bus/Railway concession, supervise Housekeeping, Media correspondence, Vehicle Parking and other miscellaneous works, assigned to him by the competent authority from time-to-time.

### 3.19 Finance Officer

The Finance officer is in charge of

- a) Preparing Income and Expenditure Statement of the Trust and College accounts, maintain Trial Balance
- b) Prepare Audit of Accounts/NSS Accounts, College Union and Branch Association Accounts and Bills
- c) Manage Bank correspondence, prepare Educational Concession to SC/ST/OEC

### 3.20 Upper Grade Clerk-HG

The UGC-HG has the role of maintaining

- a) P.T.A/Series Test/College Store/Hostel Accounts
- b) RD & CD Registers, Consumables/Capital Items
- c) Make Quotations and Purchase Orders

### **3.21 Upper Division Clerk**

It is the duty of UDC to

- a) Keep the documents of College Bus/PTC/EPF/ESI Accounts and the Management Scholarships
- b) To prepare TDS documents, issues certificates for Students & Staff, provides Bank Loan Certificates and do all typing jobs
- c) To Maintain Cash Book and Ledger of the Trust Accounts, cash handling of the Trust & College

### **3.22 Publication Division**

The office staff in the publication division have the responsibility

- a) To complete all the DTP works including College Magazine, Department Journals, Brochures,
- b) To prepare the ID Cards of Staff & Students
- c) To update the Campus Display System

### **3.23 Site Supervisor**

The Site Supervisor has the role of managing Estate affairs and Electricity & Water supply, Supervision of contract works, repair works etc.

### **3.24 Class IV Workers**

- a) Clean and take care of their designated areas inside the college.
- b) Keep the premise clean through dusting, sweeping, mopping, restroom cleaning, etc.
- c) Perform and track maintenance activities
- d) Inform the higher authorities if need of repair is noticed anywhere
- e) Keep stock of all perishable items and ensure their timely usage
- f) Cooperate with every other staff in the college
- g) Stick to all health and safety regulations

### **3.25 Grievance Redressal Machinery**

Grievances of staff if any, should be presented in person and in writing



before the HOD, Principal, Director or Manager. The concerned authority shall make an effort to solve the problem and redress the grievance informally but if he does not succeed in this, the matter shall be referred to the standing grievance redressal committee of the institution. The committee shall look into the grievance objectively and with due regard to the rules and the institutional and academic goals, recommend appropriate action to redress the grievance.

## **4. HR POLICY**

### **4.1 Vision**

Ensuring the availability of adequate number of appropriate professional functionaries at all levels at any given time.

### **4.2 Mission**

Effective accomplishment of all processes required for ensuring the availability of adequate number of appropriate professional functionaries.

### **4.3 Policy Objectives**

- a) To meet the manpower requirements of the institution in terms of the approved human resource plan and to support the endeavor of the institution in providing higher education
- b) To define and promote sound HRM and HRD policies for the college
- c) To fulfill the requirements of competent personnel in terms of requisite qualifications, skills, aptitude, merit and suitability with a view to fulfill institutional objectives
- d) To attract, select and retain the best talent available keeping in view of the changing needs of the institution
- e) To ensure an objective and reliable system of selection
- f) To ensure the placement of the right person on the right job at the right time
- g) To provide suitable induction points for intake and thereby achieve the desired level of qualification, skill and age mix as required to strengthen the human resource of the institution
- h) To achieve continuous improvement and up-gradation of skills and qualities of man power through training and methods of quality improvement in service delivery in the respective areas of responsibilities
- i) To conduct periodical HR/HRD Audit based on appraisal data and other methods

- j) To ensure job satisfaction, prospects for promotion and security of the human resource
- k) To assist in planning and implementing self-development programs at their own levels
- l) Offer timely services to the Management in the area of HRM/HRD for ensuring effectiveness in its HRM/HRD practices

#### 4.4 Employee Definition and Status

An “employee” of VJCET is a person who regularly works for the college on a Permanent/Probation/Tenure/Contract/Ad-hoc basis

The institution has an HR Division to take care of the various policies and programmes related to human resource development

#### 4.5 Man Power Planning

Man power planning has to be carried out every year in the month of May. This has to be done by considering the faculty work loads in each department .

The work load for the faculty as per AICTE/UGC norms is 40 hours per week

	Professor /Asso. Professor	Asst. Professor
a) Teaching	14	16
b) Preparation for teaching	10	10
c) Research	06	06
d) Evaluation	02	02
e) Admin. Work	04	02
f) Co/Extra curricular Activities	02	02
g) Extn. Activities	02	02
Total	40	40

- i) A relaxation of two hrs. in the work load may be given to HODs actively involved in administration.
- ii) Two laboratory hrs. will be counted as one teaching hour. For laboratory sessions the size of the group/batch generally is 60.
- iii) For a batch of 60 students the number of electives that can be offered in a semester is only two and for a batch of 120 students three electives can be offered. There should be a minimum of 20 students for each elective subject.

- iv) Academic projects are not to be calculated in the work load of the faculty for M. Tech course. For B. Tech final year academic project, 3 hrs. could be counted towards work load (1 hr. each for 3 faculty members)
- v) All faculty members will get a project guideship. This will not be considered as additional work load. All faculty members have to find time to guide, listen to presentations and evaluate their student project team.
- vi) Seminar for B.Tech: As a rule only two hrs. are counted as work load for the coordinator of the seminar. It is the duty of the head of the department to depute a minimum of other three faculty members for the seminars. The norm is that one faculty member is the coordinator and those faculty members who are free will attend the seminar.
- vii) As per AICTE norms student-faculty ratio is 15 : 1. The student-faculty ratio is computed at the institutional level and not at the departmental level. The ratio is not calculated at a given point of time but based on the average number of the faculty members and the average number of students in an academic year. The faculty members who are on maternity leave and those who have been deputed for Ph. D/higher studies under a contract are to be taken into account while calculating student-faculty ratio.
- viii) No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members proceeding on maternity leave from a department around the same time, ad-hoc faculty will be appointed on contract basis for that period, based on need.
- ix) Additional work load caused by a vacancy that is likely to exist only for a few months has to be shared among the faculty members of the concerned department.

#### **4.6 Recruitment Procedure**

The HODs will prepare the department faculty workload as per the above guidelines one month before the odd/even semesters for the coming academic year. Relevant details used to arrive at the department faculty workload shall be attached and explained. The Principal shall scrutinize the department faculty workload and after necessary modifications, get the approval of the Manager. Thereafter the Principal shall get a consolidated faculty workload prepared for all departments and get it approved by the Manager.

#### 4.6.1 Notification and selection

- a) Vacancies arising from time to time shall be consolidated and notified in the leading newspapers as decided by the Management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and other competent authorities.
- b) The vacancies shall also be notified on the institutional website on a regular basis and applications received against this notification shall also be considered for filling up the vacancies.
- c) At least two weeks' time from the date of publication in the newspapers will be given to the candidates to apply.
- d) The screening committee constituted for the purpose shall scrutinize each and every application received from various candidates for both teaching and non-teaching positions.
- e) The shortlisted applications will be tabulated department wise in the prescribed form, showing the personal details of the candidates, the marks or grades obtained by them from SSLC or equivalent examination onwards, their academic or other achievements over and above the minimum prescribed qualification and previous relevant experience.
- f) Only teaching/industry/research experience gained after getting MTech/MBA will be considered as qualifying experience for direct recruitment to teaching posts.
- g) Candidate who teaches in an AICTE/UGC recognized institution in one full academic year will be considered as having one year of teaching experience. Part time/guest/ad-hoc/contract teaching will not be considered for reckoning teaching experience.
- h) Candidates with relevant experience in a reputed industry in their area of specialization will be considered to have qualifying experience in the ratio of 2:1, i.e., 2 years of industry experience will be treated as one year of teaching experience.
- I) The period of full-time doctoral research work will be considered as qualifying experience for the purpose of direct recruitment as Asst. Professor but it shall not be considered as qualifying experience for recruitment as Associate Professor.

- j) Study leave of a candidate for higher studies shall not be treated as qualifying experience.
- k) Interviews shall normally be conducted in the month of June. But interviews may also be conducted at other times if the situation so warrants.
- l) Date of interview shall be decided by the Authority in consultation with the HOD- HR, Principal and the Manager. Candidates shall also be given intimation over phone/SMS.
- m) Interview shall be conducted by the Appointment sub-committee constituted by the Board of Trustees of Diocesan Technical Education Trust, Kothamangalam. The Principal and the HOD of the concerned department shall be the ex-officio members of the interview board. The interview board may co-opt an external subject expert or others as it deems fit.
- n) Selection of candidates shall be on merit and suitability as decided by the interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board.
- o) The rank list of selected candidates shall normally be valid for six months but this period may be extended by the Management depending on the need and circumstances.
- p) The interview board may if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay of the relevant scale and other benefits as per the Rules of VJCET
- q) Offer of appointment signed by the Manager shall be sent to the candidate for acceptance as and when the vacancy arises. Intimation of the offer shall also be conveyed to the candidate over the phone or by SMS.
- r) If the candidate accepts the offer, the appointment order signed by the Manager shall be issued to the candidate.
- s) If any meritorious candidate applies for any post even without notification by VJCET, the Management will be free to consider him/her for a suitable post.

#### 4.6.2 Qualification for appointment

Qualification for appointment of faculty shall be as notified by AICTE from time to time.

#### 4.6.3 Assistant professor

Qualifications for Direct Recruitment: Assistant Professor

- (a) At present minimum qualification for direct recruitment as Asst.Professor is B.Tech and M.Tech or integrated M.Tech in the respective branch.
- b) Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- c) Only degrees from a University recognized by the AICTE/UGC shall be treated as valid.
- d) If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to the first class/division. If Grade Point System is adopted it will be converted into equivalent marks as stipulated in AICTE Notification F.No.37- 3/Legal/2010 dt. January 22, 2010.

#### 4.6.4 Associate professor

Qualifications for Direct Recruitment: Associate Professor

- 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.

#### 4.6.5 Professor

Qualifications for Direct Recruitment of Professor

- 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. 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 Ph.D. 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.

#### **4.6.6 Appointment, probation and regularization**

- a) The appointing authority shall be the Manager.
- b) The first appointment in the case of regular faculty shall be on probation for a period of one year. Leave during this period shall not be counted for this purpose.
- c) At the time of the first appointment the Management has the right to direct the candidate to undergo an induction course or any other similar program. The time spent on such course or program shall be treated as part of the probation. While in service, the Management may direct a faculty member for further training or refresher course.
- d) The performance of new faculty members on probation shall be reviewed at six months' interval and the services of those found unsuitable as assessed by the Management shall be terminated either during the period of probation or at the end of the probation. If the Management considers it desirable, it may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.
- e) On satisfactory completion of probation as decided by the Management, the probationer will be given a regular appointment.
- f) The performance of regular faculty members shall be reviewed once in a semester.
- g) Appointment of retired persons will normally be on contract basis and on consolidated salary.

- h) A newly appointed faculty member shall submit a joining report to the Manager at the time of joining and is required to submit his/her original certificates of age, academic qualification and experience (if any claimed by him/her) to the college office.

#### **4.6.7 Pay and other benefits**

- a) The Management of VJCET adopts the pay scales notified by AICTE from time to time to fix the pay of the faculty and other staff members covered by such notifications. For other members of the staff either the scales of pay notified by the state government for the similar staff or the scales of pay approved by the Board of Trustees of Diocesan Technical Education Trust, Kothamangalam, is adopted.
- b) Dearness allowance and other allowances will be paid as decided by the Board of Trustees of Diocesan Technical Education Trust, Kothamangalam, from time to time.
- c) Increments in the scale of pay are payable on the 1st of July every year, based on the performance evaluation of both odd and even semesters as per the Academic Performance Indicators.
- d) Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.
- e) A faculty member who acquires a doctoral degree in the subject that he teaches while serving in the college may be considered for special increments as per AICTE regulations, from the date of his/her production of the degree certificate in the college office.

#### **4.7 Promotion Policy (Engg. & MBA)**

Faculty promotions are as per AICTE 2019 regulations

##### **4.7.1 Promotion as Professor [Associate Professor (Academic Level 13A) to Professor (Academic Level 14)]**

Eligibility:

- 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



Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to <8
3	-	16	3	6	8 to 10

- c) Required score in PBAS in all three criteria as per AICTE norms and a pass percentage not less than 75 per cent in the subjects handled.
- d) Application for promotion should be submitted along with the Proforma Based Appraisal System in the college.
- e) Selection will be subject to an interview before an expert committee constituted for the purpose.

**4.7.2 Promotion as Associate Professor [Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13 A)]**

Eligibility:

- 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 per AICTE norms

AND

- c) Should have satisfied any one of the below mentioned set of requirements

Set No.	To have acquired in the cadre of Assistant Professor.(Selection Grade)		
	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

- d) Required score in PBAS in all three criteria as per AICTE norms and a pass

percentage not less than 75 per cent in the subjects handled.

- e) Application for promotion should be submitted along with the Proforma Based Appraisal System in the college.
- f) Selection will be subject to an interview before an expert committee constituted for the purpose.

#### **4.7.3 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

Eligibility:

- a) Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b) Should have completed minimum training requirements as per AICTE norms

AND

- c) Should have satisfied any one of the below mentioned set of requirements

Set No.	To have acquired in the cadre of Assistant professor (senior scale)			
	Additi onal qual ificati on	Exper ience (years)	Res earch publ ications in SCI J ournals/UGC/AI CTE appro ved list of journa ls	Avg 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to <8

- d) Required score in PBAS in all three criteria as per AICTE norms and a pass percentage not less than 75 per cent in the subjects handled.
- e) Application for promotion should be submitted along with the Proforma Based Appraisal System in the college.
- f) Selection will be subject to an interview before an expert committee constituted for the purpose.

#### **4.7.4 Promotion of Faculty to Assistant Professor (Senior Scale/Academic Level 11)**

Eligibility:

- a) Qualifications prescribed for the post of Assistant Professor

AND

- b) Should have completed minimum training requirements as per AICTE norms

AND

- c) Should have satisfied any one of the below mentioned set of requirements

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor.		
		Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

- d) Required score in PBAS in all three criteria as per AICTE norms and a pass percentage not less than 75 per cent in the subjects handled.
- e) Selection will be subject to an interview before an expert committee constituted for the purpose.

#### 4.8 Promotion Policy (Science & Humanities)

Faculty promotions are as per UGC norms

##### 4.8.1 Qualification for faculties in science & humanities

The qualifications for recruitment and promotions for faculty in the disciplines of basic sciences, social sciences and humanities shall be as per UGC notification No. F.1-2/2017(EC/PS) dated 18th July 2018 and UGC Guidelines issued from time to time.

##### 4.8.2 Assistant Professor

Qualifications for Direct Recruitment of Assistant Professor

Eligibility:

- Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- 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 or who have been awarded a Ph.D Degree in accordance with the

University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D.Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

#### **4.8.3 Promotion from Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:** Assistant Professors who have completed four years of service with Ph.D. or five years of service with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- a. Attended one Orientation course of 21 days duration on teaching methodology; and
- b Any one of the following: Completed Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up Gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Taken one MOOCs course (with e-certification) or development of e-contents in four- quadrants / MOOC's course during the assessment period.

#### **4.8.4 Promotion from Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- a) Assistant Professors who have completed five years of service in Academic Level 11.
- b) Any two of the following in the last five years of Academic Level-11: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/ Syllabus Up Gradation 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 MOOCs course in the relevant subject (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.

#### 4.9 CAS Promotion Criteria

A teacher shall be promoted if:

- a) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period
- b) The promotion is recommended by the Screening cum Evaluation Committee

#### 4.10 Academic Enrichment Programmes

The management has been sponsoring Faculty Development Programmes (FDP), National Seminars, Workshops and Conferences. Such academic events are meant to enrich the knowledge of teachers and students by way of absorbing recent trends and approaches not covered by the syllabi. The following directives may be complied with in this regard.

Seminars, Conferences and Workshops need to be planned in advance and details submitted in the annual academic plan of each department. The detailed plan and budgeting be submitted to the management before 30th June to finalise the academic plan for the year.

Faculty Development Programmes are to be organised in the departments before or after the regular class works preferably during the semester break to encourage the entire faculty to attend the programme.

Two day seminars and conferences can be organised so as to ensure the participation of teachers and students without losing many regular classes preferably in the week end (Friday and Saturday) so that only one working day is affected. Moreover teachers and students can present academic papers on Saturday without being affected by the schedule of a regular working day.

All such academic enrichment programmes should be well attended by the faculty and students and documented by publishing the proceedings. The final settlement of accounts will be made soon after the programme on submitting bills and vouchers, list of participants and the final proof of the proceedings for

publication.

In order to promote diverse enrichment programmes and to provide exposure to students, each department should organise enrichment programmes and add-on programmes and inform matter in advance through the academic calendar.

In addition to seminars, conferences (state/national/international level), workshops and technical lectures, industrial-institute interaction programmes be included in the curriculum every year. It should be borne in mind that the university provides the syllabus, but each college makes its own curriculum and include various syllabus enrichment programmes.

The departments with similar areas of academic interest can conduct FDP, Conferences and Seminars jointly. It would be advisable in the case of international seminars and conferences to make it more affordable.

The initiative of the departments to find out sponsoring agencies will be specially rewarded.

#### **4.11 Research Promotion Scheme**

Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind. It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques. The economic growth of any society is now increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. VJCET is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students and has, therefore, introduced certain incentive schemes for Science and Engineering research.

#### **4.12 Presentation of Research Findings**

Findings/results of a research work can be shared with the community by (1) attending conferences, (2) presenting papers in conferences, (3) publishing in research journals/books/monographs/periodicals/conference proceedings and by obtaining patents. Classification of journals should be on universally accepted criteria, i.e., based on impact factor SIF(SCImago).

VJCET management has decided to grant incentives for publications as given below. Faculty members should have some mandatory publications for their career advancement and to avail their AGP as per AICTE norms. All faculty members who have completed their probation are eligible for this scheme.

#### **4.13 To Attend a Conference**

A request with confirmation letter from the organizers of the conference has to be submitted to the Review Committee through the Principal. The Review Committee, after looking at the nature of the conference and other details, will submit the recommendation to the Principal. The Principal will forward the recommendation to the Manager who will take the final decision. Management will bear 50% of the registration fee of the conference, subject to a maximum of Rs. 5000/- per person per academic year.

#### **4.14 To Present a Paper in Conference**

A request with the acceptance letter from the organizers of the conference and full paper for presentation in the conference have to be submitted to the Review Committee through the Principal. The faculty member has to present the paper in the Review Committee meeting. The review Committee, after looking at the nature of the conference, presentation, quality of the paper and other details will submit its recommendation to the Principal, who will forward the same to the Manager with his comments. The Manager will take the final decision. Management will bear 50% of the cost 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, the presenter will be rewarded with Rs. 3000/- for national conferences (Rs. 1500 for the first author and Rs. 1500 for all the other authors together, if the paper is authored by more than one person), and Rs. 6000/- for international conferences (Rs. 3000 for the first author and Rs. 3000 for all the other authors together). This will be considered only if the paper is published in the conference proceedings with ISBN.

#### **4.15 For Other Publications**

The author(s) has to submit the reprint to the Review Committee through the Principal. The Review Committee will make the recommendation to the Principal, who will forward the same to the Manager with his comments. The Manager will take the final decision in the matter.

#### 4.16 Honorarium for Research Projects

An honorarium of Rs. 5000/- per month subject to a maximum of Rs. 50,000 will be granted to the faculty member who is the principal investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE etc if the fund exceeds Rs. 2.5 lakhs for an academic year. Additional facilities like space, infrastructure etc can also be provided at the discretion of the management.

#### 4.17 Consultancy Services Division

The consultancy services of any institution has vital role to play in the quality determination of the institution and it is extremely important for professional colleges. The quality of education imparted to the students will be counted in terms of the consultancy and research output of the institution by tapping the technical skill and the innovative talents of both staff and students.

The consultancy service division functions in the Centre for Research and Development under a Dean with members from all departments.

#### 4.18 Other Norms

- a) Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of a department in a semester
- b) Number of faculty members participating in a conference at a time shall not exceed 15 % of the sanctioned strength of a department.
- c) A faculty member is not permitted to attend/ present a paper in a conference more than two times in a year.
- d) Publications/patents should be in the name of VJCET and the reward/benefit should be property of the authors/presenters.
- e) For joint work with M. Tech students, the incentive will be divided in the ratio 1:3 between the faculty and the student(s).
- f) Management has the right to review or modify the scheme at any time.

#### 4.19 Financial Incentive for Research Publications

a) Teachers who publish research work in reputed journals will be eligible for financial assistance the quantum of which will depend upon the nature of the journal as shown below:-



Type of research journal	Quality	Type of article	assistance
Refereed journals	International	Full paper	Rs. 5,000
Indexed journals	Impact factor below 1	Full paper	Rs. 10,000
Indexed journals	Impact factor between 1 and 2	Full paper	Rs. 12,000
Indexed journals	Impact factor between 2 and 3	Full paper	Rs. 15,000
Indexed journals	Impact factor between 3 and 5	Full paper	Rs. 20,000
Indexed journals	Impact factor above 5	Full paper	Rs. 25,000

- b) Assistance under this scheme is not applicable if research allowance is claimed under any other scheme. Impact factor is based on SIF (SC Imago). Assistance is payable only if full paper is published and not for publication of abstract.
- c) Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the HOD for assistance. The contributor of the article has also to submit the latest Impact factor of the journal, from reliable sources. Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centers. A maximum of four publications in a year will be eligible for financial incentive under this scheme.

#### 4.20 Pursuing Ph.D. Programme, Full time and Part time

With the intention of improving the quality of teaching and promoting research, the management has decided to depute faculty with a minimum experience of three years in this college with proven academic record for Ph.D. programme.

Faculty with registration for Ph.D. (part time) will be provided special casual leave of 15 days for three years which can be availed during the semester break. If the candidate has not worked for the full academic year or pending valid registration, the leave admissible will be on a pro rata basis. The special casual leaves are sanctioned for meeting the guide, visiting the library and

making progress in the work. The special leave for the research purpose may be availed for a minimum of 5 days at a time and validated by the research supervisor.

Faculty with full time registration will be granted study leave for Ph. D. programme for three years, safeguarding the lien in the college without affecting seniority and other benefits. On awarding Ph.D three advance increments as per AICTE will be granted. Those candidates proceeding on full time study leave will be granted a monthly allowance of Rs. 10000 (ten thousand) for three years from the sanction of their study leave. In case of their leaving within the duration of a month, the allowance will be remitted from the next month.

Extension of the period will be permitted subject to the satisfactory progress in the research at the discretion of the management and on the recommendation of the research supervisor.

After awarding the Ph. D. the faculty should render their service for a period of five years in the parent institution failing which double the amount of allowance granted as scholarship or as special casual leave should be refunded prior to the official release order by the institution.

The faculty has to execute a bond with the college to serve the institution for a period of five years upon completion of his/her research programme.

The candidate will be governed by the rules laid down by the management of the college in force.

#### **4.21 Promotion of the Non-Teaching Staff**

Non-teaching staff members are indeed an inevitable and integral part of any institution. The Management has time and again discussed and unanimously agreed for the overall growth and development of human resource (Non-Teaching) available in the institution. Every regular staff appointed shall be considered for promotion subject to fulfillment of conditions laid down in the promotion policy of the Institution and amended by the authority from time to time. Promotion of an employee from a post in a lower grade to a post in the next higher grade shall be subject to completion of prescribed "Eligibility Period" on 31st March or based on academic calendar year. Promotion will be conferred after examining seniority cum fitness, conduct, work culture, performance,

integrity, honesty and contribution during the service. One should be able to avail minimum three promotions in the entire service period, if the total number of services rendered is at least 30 years plus. Departmental Promotion Committee (DPC) may recommend promotion of the staff on satisfactory completion of 8 years' service in a particular grade. The Management will consider the promotion depending on the promotion policy from time to time. In case of non-availability of sanctioned post of next higher grade, the employee may be provided with the next higher scale of pay within the existing grade.

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## 5. LEAVE AND HOLIDAYS

### 5.1 Working Days and Working Hours

- a) Monday to Friday will be working days for VJCET institutions. Co-curricular activities will be arranged to take place on Saturdays and if such activities spread over more than a day they will be so arranged that one of the days is a Saturday. Such Saturdays will be treated as working days. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following, and if that is not possible the Saturday following after that, will be a working day. Other Saturdays may be declared as working days if that is found necessary to make up shortfall in total number of working days in a semester.
- b) Classes start at 8.55 a.m. and close at 4. 15 p.m. Lunch break is from 12. 45 p.m. to 1.30 p.m.
- c) All staff members are required to punch-in before 8. 55 a.m. and punch out after 4.15 p.m.
- d) If total duration of late punch-in or early punch out exceeds 30 minutes in a month it will be treated as half-day casual leave and if it exceeds 3 hours it will be treated as full day casual leave. However, the number of late punch-in and early punch- out will be limited to five occasions in a month for this purpose and beyond this each late punch-in and early punch-out shall be treated as half-day casual leave. If casual leave is not available, it will be treated as loss of pay leave.
- e) 'Forgot to punch' shall not be accepted as a reason for not punching. In such cases the faculty member should submit his/her explanation to the H.O.D at the earliest opportunity and in any case not later than the next day. The H.O.D. shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as leave.
- f) All public holidays, Saturdays not declared as working days and Sundays are holidays for all faculty members. Saturdays, except second Saturdays, will be working days for office staff and other staff, except non-teaching technical staff.

- g) Holidays declared by the govt. (with the clause ‘for all educational institutions including professional colleges’) will be holidays for both the students and the faculty.
- h) On all holidays, except Sundays, skeleton office staff will be on duty.
- i) Days of hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non-teaching. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority.
- j) Conduct of classes on days of hartal, restricted holidays etc. will be decided by the Management. As a general rule, if the college buses ply, the classes will be conducted.
- k) The Management reserves the right to convert any holiday into a working day in special circumstances.

## 5.2 Casual Leave

All members of the staff who are eligible for vacation are eligible for 15 days’ casual leave and others are eligible for 20 days’ casual leave in a calendar year. Application for casual leave should be submitted to the HOD/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend to the day’s work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HOD should be contacted over phone at the earliest so that the HOD should be able to make arrangements to engage the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave. Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to teaching as well as non-teaching staff. Any absence without proper sanction will be treated as unauthorized absence and salary will be cut at double the normal rate for the days of such absence.

## 5.3 Duty Leave

- a) Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty members for the following
- ✓ Attending conferences/seminars/workshops

- ✓ Delivering invited talks
  - ✓ To interact with industry
  - ✓ To attend meetings of the University
  - ✓ To perform any other task assigned /approved by the Principal
- b) As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 15.
- c) Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.

#### **5.4 Compensatory Off**

The Management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority. In the alternative, he/she may claim cash compensation at the rate fixed by the Management from time to time. If compensatory off is the choice it should be availed within three months from the date of doing duty on holiday. Compensatory off will not be granted for external duty for which extra remuneration is paid or for normal extra work in VJCET, as it is part of one's duty.

#### **5.5 Block Leave**

Members of teaching staff who have completed the probation and have one year of continuous service in an academic year (ending on 30th April) are eligible for 30 days block leave (annual leave) in an academic year. For a faculty member who joins during an academic year the block leave shall be calculated proportionately to the length of his continuous service. Block leave may be availed in the month of May/June with the prior approval of competent authority (Principal). Management reserves the right to sanction block leave in other months if it is satisfied that block leave can be sanctioned to a faculty member without affecting the classes. Block leave can be availed in a single stretch or in installments of not less than ten days at a time but if availed in installments there

should be a gap of not less than 10 days. Block leave cannot be combined with any other leave except maternity leave.

### **5.6 Maternity Leave**

All lady members of the staff, who have satisfactorily completed the probation and have been confirmed in the service are eligible for maternity leave. Maternity leave will be for a period of 180 days. However, 90 days with full pay & other allowances and the rest 90 days without pay & allowances. Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance.

Information on child birth should be given to the sanctioning authority promptly. No other leave except block leave will be allowed to be combined with maternity leave. Block leave, if available to the credit of the mother, may be permitted, at the discretion of the Management, to be combined with maternity leave. Management may sanction loss of pay leave to be combined with maternity leave, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days. All leaves combined should not exceed 120 days. No substitute will be appointed to fill up the vacancy due to maternity leave and the classes to be engaged by the person on leave shall be shared by the other faculty members of the department.

### **5.7 Study Leave**

a) A faculty member who has put in at least three years of regular service in VJCET will be eligible for study leave. Study leave will be granted on loss of pay for three years for doctoral courses. The Management reserves the right to sanction leave for other courses for appropriate durations if the Management is satisfied that such a study by a member of the faculty will be beneficial to the institution. Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC, but the period will not be considered for calculation of gratuity. The number of persons on study leave at a time from a department shall be limited to two. If there are more applicants than can be permitted leave at a time, preference will be given on the basis of seniority. However, if the Management is of the view that sanctioning leave to a junior or

for a non-PG course will better serve the interest of the institution, the Management will have the discretion to do so.

b) Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave, unless the Management permits him/her to extend the leave for want of vacancy or for other reasons.

c) Faculty members of VJCET with minimum 3 years of regular service wishing to pursue part time Ph.D. programme in any university, recognized and approved by the UGC / AICTE will be granted a special causal leave of 15 days in addition to 15 days of admissible leave per year, subject to submission of registration and approval letter from research guide from the institution / university. Every such leave availed will be supported by a letter from the research guide for approval. An undertaking of their willingness to continue their service for a period of three years after having acquired Ph.D. degree is required of them for the good of the institution.

### **5.8 Loss of Pay Leave**

a) Loss of pay leave may be granted by the Manager in the case of genuine need such as sickness, if the Manager is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave. A medical certificate will be insisted on, in the case of leave on account of sickness. Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months. Loss of pay leave beyond three months in a calendar year, if sanctioned by the Management as a special case, will not count for increment and gratuity, but will count for seniority.

b) Loss of pay for a day at a time may be granted by the Manager in other cases if the Manager is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a semester.

c) Loss of pay will be granted when no other leave is available. Further, loss of pay application with Medical Certificate (MC) will be permissible for a maximum period of 5 working days consecutively. In case of emergency and unavoidable circumstances, the application may be considered as a special case



by the authority. However, absence from duty beyond 5 working days which may include Saturdays, Sundays and other holidays falling in between loss of salary will be applicable.

### **5.9 General Provisions on Leave**

- a) Approval of the competent authority should be obtained before availing any type of leave. If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by written application and ratification of availing the leave. Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate. Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- b) All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but not for gratuity. Other types of study leave will be counted only for seniority.
- c) Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- d) It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

## **6. OTHER SERVICES**

### **6.1 Imprest Money**

The management has resolved to devolve financial power on Principal, and Heads of departments to the extent of imprest money handed over to them. They are required to keep the imprest cash register for the utilisation of the amount.

### **6.2 Service Book**

The institution has been maintaining a service book for both the teaching and non teaching staff in which all important record entries are made w.e.f. the entry into the service till retirement

### **6.3 Human Resources Development Programmes**

The college has an effective human resource development programme and policies which include training, planning, welfare programmes, insurance and health programmes, cultural and physical development programmes, yoga, gymnasium, counselling programme, P.F., E.S.I., incentives etc. Apart from the above, college organizes seminars and workshops at regional and national levels.

### **6.4 Staff Welfare Programmes (EPF, ESI, Medical Insurance)**

The college has initiated staff welfare programmes like EPF, ESI & Medical Insurance.

At present 108 members of the staff drawing upto Rs. 15000 per month enjoy EPF assistance. 83 members of the staff drawing salary upto Rs. 21000 per month are beneficiaries of the ESI plan

A medical insurance under the United Insurance India Ltd has been implemented bringing benefits to 150 staff and their dependents totalling 670 people

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## 7. EXIT POLICY AND APPLICABILITY

### 7.1 Retirement and Resignation

- a) The retirement age of all members of teaching and non-teaching staff and all other employees of the College and appended institutions shall be as per Kerala Government norms from time to time. As on the day, it is 56. Teachers will retire at the end of the semester in which they complete the age of 56. All other employees will retire at the end of the month in which the date of birth falls.
- b) Gratuity payment will be made at the time of retirement if one has completed continuous service for five full years or more on the basis of the number of years of service completed as per the law prevailing at the time. At present, the formula for calculating gratuity is:  $(\text{Basic pay} + \text{DA of last month}) \times \text{Number of years completed} \times 15/26$ .
- c) If someone continues his/her service at the interest of the Management, he/she will be paid a consolidated amount of salary on contract basis. There will not be annual increment or any other emoluments at the end of the service.
- d) Period of loss of pay leave or unauthorized absence, which results in a break in service, will not be considered for calculation of gratuity.
- e) Those who resign from the post in the institution before reaching retirement age also will have claim for gratuity on the basis of the period of service completed. However, those who are forced to leave the institution consequent on disciplinary action will not have any claim for gratuity.
- f) Those who join Viswajyothi College after retiring at the age of 56 or above from any other Government or Non-Government institution will be given only a consolidated amount on contract basis. They will not be given annual increment or any other emoluments at the end of the service.

### 7.2 Disciplinary Proceedings

In the case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of a faculty/staff member disciplinary action will be initiated by the Management either suo moto or on the report of the HOD or another

faculty/staff member. The management has the right to terminate the service of a staff member by giving due notice, if his/her performance/conduct is not satisfactory.