



# VISWAJYOTHI

**COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

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## Policy Document on Code of Ethics

### November 2020



# **Viswajyothi College of Engineering & Technology**

Vazhakulam, Muvattupuzha, Ernakulam, Dist., Kerala,

PIN-686670

## **Policy Document on Code of Ethics**

**November 2020**

### INTERPRETATION

- The singular term used herein shall include the plural and the masculine shall include feminine as may be applicable

**Dr.K.K.Rajan**

**Principal**

**Rev.Fr.Paul Nedumpurath**

**Director**

# INDEX

<b>1. Introduction</b>	
1.1. Vision	1
1.2. Mission	1
1.3. Core Values	1
1.4. Goals	
1.4.1. Student Focused	1
1.4.2. Employee Focused	2
<b>2. Rules &amp; Regulations for Students</b>	
2.1. Discipline	3
2.2. AICTE-Notification on Anti Ragging	4
2.3. Library	6
2.4. Placement and Training Cell	7
2.5. Common Computing Centre	8
<b>3. Duties and Responsibilities of Administration and Staff</b>	
3.1. Administration	
3.1.1. Governing Body	10
3.1.2. Manager	10
3.1.3. Director	11
3.1.4. Principal	11
3.1.5. Vice-Principal	13
3.2. Staff	
3.2.1. Dean	14
3.2.2. Head of the Department	14
3.2.3. Assistant HOD	15
3.2.4. Department Secretary	16
3.2.5. Teaching Staff	16
3.2.5.1. General Guidance on Teaching Practice and Procedure	17
3.2.5.2. Job Description of Teaching Staff	18
3.2.5.3. Additional Responsibilities of Tutor/Faculty Advisor	19
3.2.5.4. Examination Duty	20
3.2.5.5. Mentoring Activity	20
3.2.5.6. Grievance Redressal Machinery	21

3.2.6. Technical Staff	21
3.2.7. Other Staff	
3.2.7.1. Administrative Officer	22
3.2.7.2. Head Clerk	22
3.2.7.3. Junior Superintendent	22
3.2.7.4. Public Relations Officer	22
3.2.7.5. Finance Officer	22
3.2.7.6. Upper Grade Clerk	23
3.2.7.7. Upper Division Clerk	23
3.2.7.8. Publication Division	23
3.2.7.9. Site Supervisor	23
3.2.7.10. Class IV Workers	23
4. HR Policy	
4.1. Strategy	
4.1.1. Vision	25
4.1.2. Mission	25
4.1.3. Policy Objective	25
4.1.4. Employee Definition and Status	26
4.2. Recruitment Procedure	26
4.2.1. Notification and Selection	26
4.2.2. Appointment	
4.2.2.1. Qualification for Appointment	28
4.2.2.2. Appointment, Probation and Regularization	28
4.2.2.3. Pay and Other Benefits	29
4.3. Promotion Policy	
4.3.1. Promotion as Professor	30
4.3.2. Promotion as Associate Professor	30
4.3.3. Promotion of Assistant Professor to Higher AGP	31
4.3.4. Promotion of Faculty to Assistant Professor	32
4.3.5. Qualification for Faculty in Science & Humanities	32
4.3.6. CAS Promotion Criteria	32
4.3.7. Promotion of the Non-Teaching Staff	33
5. Leave and Holidays	
5.1. Working Days and Working Hours	34

5.2. Casual Leave	35
5.3. Duty Leave	35
5.4. Compensatory Off	36
5.5. Block Leave	36
5.6. Maternity Leave	36
5.7. Study Leave	37
5.8. Loss of Pay Leave	37
5.9. General Provisions on Leave	38
6. Exit Policy and Applicability	
6.1. Retirement and Resignation	39
6.2. Disciplinary Proceedings	39
6.3. Applicability	40

# **1. STRATEGY**

## **1.1 VISION**

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

## **1.2 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.

## **1.3 CORE VALUES**

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

## **1.4 GOALS**

### **1.4.1 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 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

#### **1.4.2 Employee Focused**

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

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## **2. RULES & REGULATIONS FOR STUDENTS**

### **2.1 DISCIPLINE**

- a) All the students should maintain 100% attendance as far as possible.
- b) Leave or absence due to sickness, attending family functions, unavoidable requirements etc. should not exceed 25% of the attendance.
- c) For sanction of medical leave, application should be submitted to the Principal along with medical certificate recommended by the Group Tutor within five working days. Only such medical leave will be considered for condonation of shortage of attendance.
- d) Prior sanction should be obtained from the Principal by those students who are eligible for duty leave. After the duty such students should apply for duty leave within five working days to the Principal.
- e) Any student indulging in ragging (any kind of physical or mental harassment) will be expelled from the college and could be sent to prison for 2 years. (as per the Kerala Prohibition of Ragging Act 1998).
- f) Misbehaviour towards opposite sex, use of threat or violence against the members of staff or fellow students will be considered as very serious cases of misconduct, inviting punishment to the extent of expulsion from the college.
- g) Smoking, use of drugs and liquor are strictly prohibited within the campus and its premises.
- h) Students are required to maintain not only good academic progress but also high discipline in the campus.
- i) Political activity is banned in the college campus. The members of the college community are not allowed to act on behalf of political parties or communal organizations.
- j) Students shall not stick or distribute any posters, notices etc. which will adversely affect the discipline and smooth functioning of the college.
- k) Use of mobile phones in the campus is restricted to academic purposes and only with the permission of the class tutor.
- l) Students who have committed acts of indiscipline and obtained punishment will not be considered for placement. They are also not eligible for "Good" conduct certificate.
- m) Students should not loiter inside the campus during class hours.



- n) All students should wear uniform on all regular working days except Wednesdays and Saturdays. Students are not allowed to alter the pattern of uniform without prior permission from Principal. Students should wear identity card, belt and decent footwear. Use of slippers and flip flops as footwear is not allowed. All the boys are strictly advised to come to the campus in tucked-in style for shirt, while wearing pants and shirts. Low waist pants/J Jeans, T-Shirts should be avoided in the campus. On Wednesdays and Saturdays, all girls are strictly advised to wear only churidar with dupatta on both sides. Sleeveless /short sleeve dresses are not allowed. Leggings and Jeggings should be strictly avoided in the campus. Saree can be worn with prior permission on special occasions. Uniform is compulsory for all internal examination and university examination days. Separate uniforms are prescribed for lab classes and workshop classes.
- o) Damaging furniture, defacing the walls and premises, repeated absence from the class without leave, misbehaviour in class, general neglect of studies and of other duties will be considered as serious offences and will be dealt with appropriately.
- p) In no case shall furniture or equipment belonging to the college be removed from its respective places without prior permission from the authorities.
- q) Students should keep the class rooms neat and tidy. Do not throw bits of papers, chocolate wrappers etc. inside class rooms or verandahs. Deposit such used articles inside the waste bins placed on the verandhas.
- r) Eatables are strictly prohibited inside the classroom.
- s) Use the special zone marked only, for parking motor bikes and cars inside the campus.
- t) It is mandatory for the students and the staff using two wheelers to wear helmets.

## **2.2 AICTE - NOTIFICATION ON ANTI RAGGING**

**Sub: Prevention and prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education.**

**F.No.37-3/Legal/AICTE/2009**

**What Constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education: -**

- a) The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- b) For every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

- d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
- i) Cancellation of admission
  - ii) Suspension from attending classes
  - iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - iv) Debarring from appearing in any test/examination or other evaluation process
  - v) Withholding results
  - vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vii) Suspension/expulsion from the hostel
  - viii) Rustication from the institution for a period ranging from 1 to 4 semesters
  - ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **2.3 LIBRARY**

- a) Strict and absolute silence shall be observed in the library.
- b) External books and other personal belongings should not be taken inside the library.
- c) Library users are strictly prohibited from taking the borrowed and stamped books again inside the library.
- d) Number of books that can be borrowed is limited to 6 for final year Engineering students, 4 for all other Engineering students and 2 for the students of Management Studies.
- e) Membership cards are not transferable.
- f) In case of library cards being lost, the matter should be immediately reported to the Librarian in writing. New library cards will be issued after paying the fine.

- g) Books and periodicals should be handled with care. The members will be responsible for any damages and disfigurations caused to the books borrowed by them.
- h) All the books should be returned on the date marked on the label affixed on the back page of the book. Absence from college will not be an excuse for not returning the book on time.
- i) If a member damages or disfigures a book or periodical, he/ she will have to replace it or pay the cost of the article. In case one book in a set is damaged, the whole set will have to be replaced.
- j) Reference books, Newspapers, Magazines, and Journals should not be taken out.
- k) The library timings and details of fine structure are displayed on the library notice board.
- l) No student should lend either the borrower's card or the books they have borrowed from the library to fellow students or outsiders.
- m) The following conditions are to be followed for the renewal of books.
  - a. The book has to be produced in the library for renewal.
  - b. More than one renewal will not be allowed.
- n) Requirement of new books may be intimated to the librarian through the concerned HOD.

## **2.4 PLACEMENT & TRAINING CELL**

The Placement and Training cell monitors the employment opportunities, caters to enhance the employability of students and arrange campus interviews. Our Campus recruitment program starts right from the penultimate semester. The students aspiring for higher studies are encouraged to undergo GATE/ CAT, GRE and GMAT exams. Besides, in campus IELTS course and IDP overseas education fair is conducted.

The Placement Training & Counselling Cell offers career guidance and support for graduating students on educational and job placement. The training division of the PTC implements need based professional, personal development and value-added training programs for the benefit of the student community and faculty. Counselling helps students explore vocational– educational possibilities and in resolving personal or social problems, if any.

### **Guide lines for the students:**

- a) The students are expected to register their names during the last month of the 2nd year and thereafter it is their responsibility to update the database at the PTC office about their academic credentials on a continuous basis.

The following trainings are imparted to the students by PTC department

- ✓ Communicative English
  - ✓ Personality Development Program
  - ✓ Aptitude Training
  - ✓ Technical Training on domain skills
  - ✓ Grooming Sessions - GD, Resume & Interview preparation
- b) If a student wants to withdraw his/her name after registering for an on campus or off-campus interview, he/she should do so at least 3 days before the scheduled time of the interview so that appointments may be given to a student next on the list. If a student fails to inform, no more interviews will be arranged for that student.
- c) If a student has accepted a job offer, that student normally will not be allowed any more interviews, the interviews scheduled earlier for that student will also be cancelled so that the opportunity could be given to other students.
- d) Summer training: Interested students can avail this opportunity by filling up their details in a form available at the PTC.

### **2.5 COMMON COMPUTING CENTRE (CCC)**

VJCET has a central computing facility named Common Computing Centre (CCC) functioning from 8 a.m. to 8p.m. with 67 PC's and an internet connection with bandwidth of 100 Mbps. This center is air conditioned and well-equipped with an uninterrupted power backup system. Students can access Internet and download study materials and can procure either hard copies or soft copies of the study materials with the assistance of staff at any time. This area is also Wi-Fi enabled so that students can access internet with their laptops.

**All the students using PCs and Systems are advised to strictly comply with the following:**

- a) Keep foot wear outside the CCC
- b) Personal belongings and bags are not allowed inside the CCC
- c) Food and beverages are not allowed inside CCC
- d) Usage of mobile phones inside the CCC is not allowed

- e) Do not litter the premises and remember to keep the chairs in order before leaving the room
- f) Maintain silence in the CCC
- g) It is mandatory that the name, roll number, system number, time of entry and exit details are entered into the log register.
- h) Students must take care not to share their login details.
- i) Students must log out and switch off the system before leaving the room.
- j) Carrying 'Unauthorized Media & Literature' like CDs, Memory Sticks & Floppy Diskettes into the lab premises is strictly prohibited. It is also strictly prohibited to load/install any text, audio or video files/ programs / games on hard drives. Should such a need arise for the purpose for purposes of project work or any other lab exercises, make sure prior permission is obtained from the concerned lab staff- in-charge.
- k) Unauthorized accessing and misuse of privileges; tampering with the systems (alterations of system settings or configurations for example), networks and security (including, pilfering, blocking and breaking of passwords, codes and access procedures, eves- dropping); illegal usage of internet and computing & development resources; dealing in unlicensed software; etc. are some of the offenses punishable under the IT laws prevailing in the Country.
- l) In case any student is found violating the above norms and the timely instructions given by the concerned staff disciplinary actions will be taken against them.

Apart from the above, students are bound to follow the rules and regulations imposed by the college and the instructions of staff as disseminated from time to time.

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### **3. DUTIES AND RESPONSIBILITIES OF ADMINISTRATION AND STAFF**

#### **3.1 ADMINISTRATION**

##### **3.1.1 Governing Body**

The Governing Body is constituted by the Board of Trustees of the Diocesan Technical Education Trust which owns and runs the college. The Board of Trustees ensures that the people with right skills, experience, qualities and capacity to make the institution a successful one are placed in the Governing Body.

The Governing Body is responsible for

- a) Aligning the strategic direction with the institution's aims and objectives
- b) Ensuring clarity of vision, mission and policy objectives
- c) Approval of all the policies of the institutions
- d) Making decisions on the institution's budget
- e) Making decisions about staffing
- f) Offers support, constructive advice and novel ideas for the implementation of the proposals placed before them
- g) Ensuring the health, safety and safeguarding policy procedures are followed and embedded

##### **3.1.2 Manager**

The Manager is appointed by the Executive Committee of the Trust with the concurrence of the Patron (the Bishop of Kothamangalam) and approved by the Board of Trustees.

The Manager:

- a) Recruits, Interviews and appoints new staff
- b) Provides administrative leadership to Principal, teachers, and administrative officials of the institutions in the development and coordination of educational programs
- c) Ensures a safe, secure, and legal work environment

- d) Develops, coordinates, and enforces systems, policies, procedures, and productivity standards
- e) Develops personnel growth opportunities
- f) Represents the Institution on various Committees to identify present and future needs within the educational system
- g) Assesses the current developments in Science & Technology, and introduces new courses accordingly

### **3.1.3 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:

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

### **3.1.4 Principal**

The Principal is appointed by the Manager in accordance with the selection procedure of the institution subject to ratification by the AICTE and 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 standards of education by providing an outstanding creative, participative, learning environment that is consistent with the Core Values, Mission and Vision of the institution.

Following are the responsibilities of the Principal:

- a) Defines and delegates various responsibilities in the college
- b) Prepares the annual budget in consultation with 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
- i) 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) Conducts student-feedback analysis
- m) Conducts weekly meetings with HODs and periodic meetings with faculty and staff 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) Is responsible for all records, files and necessary documentation
- t) Takes necessary measures to ensure the security of staff and students while on campus
- u) Addresses any other matter as desired/directed by the authorities from time to time

### **3.1.5 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 the discipline of students at the college
- c) Will monitor the admission process of the college
- d) Will consolidate the internal and external examination results for analysis and report to the Manager
- e) Will arrange career guidance programs for Plus Two students as part of the admission campaign
- f) Will prepare the Academic Schema in consultation with the Academic Calendar Committee
- g) Will prepare the semester plan based on University guidelines
- h) Will arrange the uniform for students in a time-bound manner
- i) Will prepare the agenda and record the minutes of the HOD meeting/College Council.
- j) Will function as the Secretary of 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 to students
- m) Will be in-charge of the University examinations in the absence of the Principal
- n) Will coordinate students feedback of staff and institutional facilities
- o) Will conduct Students' Grievance Redressal/Appeal Committee meetings and communicate to the aggrieved
- p) Will supervise the 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

## **3.2 STAFF**

### **3.2.1 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 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 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 faculty to apply for funded projects
- j) Organising technical events such as Webinars, Workshops, FDP etc.

### **3.2.2 Head of the Department**

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 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 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 incorporate 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 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 by intimating the low performers and their parents with follow up measures

### **3.2.3 Assistant HOD**

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

Responsibilities of 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 HOD and Dean

- d) Recording the minutes of the fortnightly department level meetings

#### **3.2.4 Department Secretary**

Department Secretaries are appointed by the Management to lessen 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 examination results and series examination 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/Manager through the Principal after evaluating in the results in the Department meeting.
- d) Releasing of the Department Newsletters on time.

#### **3.2.5 Teaching Staff**

A teacher is constantly under the gaze of his students and their parents. Society keeps the 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 contribute knowledge but also to keep them acquainted with the latest developments in 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 & 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 the profession 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 professional responsibilities in the institution.
- n) Adhere to the rules and regulations of the institution in the discharge of 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 and personal contacts.

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

- a) Course plan for 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, 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) Teaching 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 teaching-learning process.
- f) Dictation of notes should be restricted to tough 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 uses 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.

### **3.2.5.2 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 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 exigencies is compensated by filling in the leave hours of any other faculty of the same class.
- f) Prepare and conduct monthly class tests as per the guidelines.
- g) Prepare a question bank along with suggested answers progressively for the topics covered, jointly with other faculty 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.

### **3.2.5.3 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) Identify non/under-performing students and ensure 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 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 mark details of the students of the class for internal assessments/mid-term examinations to initiate steps on underperforming students.

#### **3.2.5.4 Examination Duty**

- a) Attending examination duty by faculty/staff 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.

#### **3.2.5.5 Mentoring Activity**

- a) In consultation with the HOD and the Student Welfare Officer, the class tutor will divide each class into small groups put each group and put in the charge of a faculty. Departments that have two batches may also utilize the services of the faculty of Science and Humanities department, in consultation with the HOD of that department.
- b) The faculty (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.

### **3.2.5.6 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, a grievance committee shall be formed, the composition of which shall be decided by the Principal, or the Manager, depending upon the nature and gravity of the grievance. 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.

### **3.2.6 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 whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- c) To ensure the safety of the students during lab classes 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 any damages etc., if noticed.
- g) To help the students in the fabrication of working models/ in the preparation of specimens required etc. as part of their work.
- h) To maintain the laboratory clean.
- i) All the other works assigned to them by HOD/higher authorities.

### **3.2.7 Other Staff**

#### **3.2.7.1 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.

#### **3.2.7.2 Head Clerk**

The HC is responsible:

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.

#### **3.2.7.3 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 of 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 list out student's dues & fine etc.,

#### **3.2.7.4 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.

#### **3.2.7.5 Finance Officer**

The Finance officer is in charge of

- a) Preparing Income and Expenditure Statement of Trust and College accounts, maintain Trial Balance

- b) Preparing Audit of Accounts/NSS Accounts, College Union and Branch Association Accounts and Bills
- c) Managing Bank correspondence, prepare Educational Concession to SC/ST/OEC

#### **3.2.7.6 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

#### **3.2.7.7 Upper Division Clerk**

It is the duty of UDC

- a) To 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 Trust Accounts, cash handling of Trust & College

#### **3.2.7.8 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

#### **3.2.7.9 Site Supervisor**

The Site Supervisor has the role of managing estate affairs and electricity & water supply, supervision of contract works and repair works

#### **3.2.7.10 Class IV Workers**

- a) Clean and take care of their designated areas inside the college
- b) Keep the premises clean through dusting, sweeping, mopping, restroom cleaning, etc.

- c) Perform and track maintenance activities
- d) Inform the higher authorities if any need of repair noticed anywhere
- e) Keep stock of all perishable items and ensure its timely usage
- f) Cooperate with every other staff in the college
- g) Stick to all health and safety regulations

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## **4. HR POLICY**

### **4.1 STRATEGY**

#### **4.1.1 Vision**

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

#### **4.1.2 Mission**

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

#### **4.1.3 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 manpower 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) To offer timely services to the Management in the area of HRM/HRD for ensuring effectiveness in its HRM/HRD practices

#### **4.1.4 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

## **4.2 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, if required, get the approval of the Manager. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Manager.

### **4.2.1 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.

#### **4.2.2 Appointment**

##### **4.2.2.1 Qualification for Appointment**

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

##### **4.2.2.2 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 for further training or refresher course.

- d) The performance of new faculty 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 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 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.

#### **4.2.2.3 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 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 who acquires a doctoral degree or M. Phil degree in the subject that he teaches while serving in the college may be considered for special increments as per AICTE notification F. No. 37-3/Legal /2010 dt. January 22, 2010, from the date of his/her production of degree certificate in the college office.

#### 4.3 PROMOTION POLICY

Faculty promotions are as per AICTE 2019 regulations

##### 4.3.1 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 the 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 in the Proforma Based Appraisal System in the college for career advancement scheme.
- e) Selection will be subject to an interview before an expert committee constituted for the purpose.

##### 4.3.2 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) A Pass percentage not less than 75 per cent in the subjects handled.
- e) Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- f) Selection will be subject to an interview before an expert committee constituted for the purpose.

#### **4.3.3 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)			
	Additional qualification	Experience (years)	Research publications in SCI Journals/UGC/AICTE approved list of journals	Avg 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5to <8

- d) A Pass percentage not less than 75 per cent in the subjects handled.
- e) Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- f) Selection will be subject to an interview before an expert committee constituted for the purpose.

#### 4.3.4 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) Students' evaluation and result percentage of the subjects handled should be above 75 per cent.
  - a. The applicant should have scored the required score in the PBAS in all three criteria.
  - b. Selection will be subject to an interview before an expert committee constituted for the purpose.

#### 4.3.5 Qualification for Faculty 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.

#### 4.3.6 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

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

Non-teaching staff 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 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 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 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 on leave.
- f) All public holidays, Saturdays not declared as working days and Sundays are holidays for all faculty. 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 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 for the following
  - ✓ Attending conferences/seminars/workshops
  - ✓ Delivering invited talks
  - ✓ Interacting with industry
  - ✓ Attending meetings of the University
  - ✓ Performing any other task assigned /approved by the Principal
- b) As far as possible faculty 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/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 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 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 of the department.

## **5.7 STUDY LEAVE**

- a) A faculty 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 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 /staff 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/other staff 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.

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## **6. EXIT POLICY AND APPLICABILITY**

### **6.1 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 of 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 after retirement, 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 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 service.

### **6.2 DISCIPLINARY PROCEEDINGS**

In the case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of a faculty/staff disciplinary action will be initiated by the Management either suo moto or on the report of HOD or another faculty/staff. Management has the right to terminate the service of a staff member by giving due notice, if his/her performance/conduct is not satisfactory.

### **6.3 APPLICABILITY**

Provision of this 'Policy Document on Code of Ethics' shall apply to all the students of VJCET. This document is applicable to the administrators and to all the teaching staff of the institution. It shall also apply to the non-teaching technical staff, office staff and other members of the staff employed by VJCET in the service of the college, to the extent applicable to them.

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