

STAFF MANUAL



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Staff Manual

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VISWAJYOTHI

COLLEGE OF ENGINEERING AND TECHNOLOGY

This Staff Manual contains the HR policy of the Management along with rules and regulations of AICTE and Government applicable to the Staff working in this institution. We are glad to publish the staff manual as it will serve as useful handbook for our faculty and staff members in discharging their duties. The rules and regulations in this manual are applicable and binding on all 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 staff members 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 growth path in line with the framed objectives. In this endeavour we draw inspiration and strength from Jesus Christ, the Light of the World, Viswajyothi.

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

Viswajyothi College of Engineering & Technology

Dated: 01/03/2017

Msgr. Dr. Cherian Kanjirakompil
MANAGER

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STAFF MANUAL

**VISWAJYOTHI COLLEGE
OF ENGINEERING AND TECHNOLOGY
VAZHAKULAM**

1. Introduction

Viswajyothi College of Engineering and Technology (VJCET) and Viswajyothi School of Business Administration are institutions run by the Diocesan Technical Education Trust, under the Catholic Diocese of Kothamangalam. The Vicar General 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 six branches of engineering (Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology and Mechanical Engineering). There are nine batches spread over these six branches with a sanctioned student strength of 540. Besides, VJCET runs three Post Graduate courses (Electronics and Communication Engineering, Computer Science and Engineering and Mechanical Engineering) with a total student strength of 66. 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 Business school was started in 2009 with a student strength of 60. It has a separate library, computer room, 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 Muvattupuzha-Thodupuzha state high way.

Vision

Moulding engineers par excellence with integrity, fairness and human values.

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 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 quest for truth is encouraged.

Core values

- Faith in God
- Integrity, commitment and hard work
- All round development
- Service to fellow human beings
- Protection of environment and respecting the right of all beings to share the planet
- Education that inculcates human values
- Committed management and teachers

2. HR Division

Vision

Being a centre for facilitating the availability of adequate number of appropriate professional functionaries at all levels at any given time

Mission

Ensuring the effective accomplishment of all processes required for ensuring the availability of adequate number of appropriate professional functionaries

Policy objectives

1. To meet 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.
2. To define and promote sound HRM and HRD policies for the college
3. To fulfill requirements of competent personnel in terms of requisite qualifications, skills, aptitude, merit and suitability with a view to fulfill institutional objectives.
4. To attract, select and retain the best talent available keeping in view the changing needs of the institution.
5. To ensure an objective and reliable system of selection.
6. To ensure placement of the right man on the right job at the right time.
7. To provide suitable induction points for intake and thereby achieve the desirable level of qualification, skill and age mix as required to strengthen the Human Resource of the Intuition.
8. 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.
9. To conduct periodical HR/HRD Audit based on appraisal data and other methods.

10. To ensure job satisfaction, prospects for promotion and security for the human resource
11. To assist in planning and implementing self development programmes at their own levels.
12. Offer timely services to the management in the area of HRM/HRD for ensuring effectiveness in its HRM/HRD practices

3. Code of Professional Ethics

Professional code of Ethics for teachers.

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

Working with Students

A teacher's job is to provide a quality education to all students. They should not show favoritism or discriminate 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 of the classroom or college building must be kept to a minimum and must focus on college related activities and events.

Student Safety

In addition to a teacher's job to help all students learn, a professional code of ethics also addresses teacher's responsibility to keep students safe. Teachers must abide by all school and classroom safety procedures to ensure student safety. It's also teacher's responsibility to report instances of bullying and harassment. If teacher suspects cases of abuse or neglect, or a student confides in 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.

Professional Practice

Teachers must maintain ethical behavior in professional practice by accurately representing and maintaining certifications, licenses and other qualifications. Applying for a teaching certificate with false information or lying about meeting the requirements to renew the certificate can lead to a loss of teaching privi-

leges. In addition to qualifications, 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 the loss of job.

Working with Colleagues

In a college, teachers must collaborate with administrators, fellow teachers and other employees in order to provide a safe and positive learning experience for students. A teacher must follow the direction of administrators, even if 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 students. In addition, teachers must engage in appropriate relationships with colleagues, keeping personal feelings and adult behaviors out of the college.

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.

4. Duties and Responsibilities :

4.1 DIRECTOR

The Director is appointed by the Patron who is the Bishop of the Diocese of Kothamangalam and approved by the managing board.

Role and responsibilities

- General Academic and administrative supervision
- Annual evaluation of staff along with Academic Review committee
- Assessing the work load and make arrangement for the appointment of staff
- Intimating and implementing policies and programmes of the management
- Monitoring the purchase and stock verification by the departments
- Assess the budget proposals from departments and recommend fund al-

location.

- Initiate developmental activities and innovative programmes in the college
- Correspondence of management with different agencies

4.2 PRINCIPAL

The Principal is appointed by the manager in accordance with the selection procedure of the institution subject to ratification by the AICTE and University.

Role and Responsibilities of the Principal

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.

Responsibilities of the Principal

- Defines and delegates various responsibilities in the college.
- Prepares annual budget in consultation with HODs
- Conducts periodic meeting of various bodies such as PTA, Library committee, Anti-ragging Committee, Women's Grievances Redressal Committee etc.
- Prepares and executes academic calendar.
- Monitors and evaluates teaching learning processes periodically and suggests corrective measures.
- Constitutes Student Council and other committees
- Continuous review and assessment of academic programmes for time bound accreditation.
- Arranges Internal audit
- Maintains minutes of all meetings and preservation of documentation (both print and electronic)
- Coordinate research and consultancy and initiates new academic proposals.
- Arranges Faculty and Staff development programmes. Conduct student Feedback analysis.

- Conducts weekly meetings with HODs and periodic meetings with Faculty and staff members to review the academic progress.
- Provision of full information to the board through the Director on all issues pertaining to the College.
- Endeavor to improve the academic quality and effectiveness of the institution.
- Make sure that all the institutional policies are implemented in letter and spirit without fail.
- Monitor each and every faculty so that the overall performance and the result of the college is improved year after year.
- Develop and make sure a high degree of student morale so that they would be prepared to be a useful citizen.
- He/she will be responsible for all records and files and necessary documentation.
- He/she shall be responsible to security related cases of staff and students while on study or in campus.
- Any other matter as desired/directed by the authority from time to time.

4.3 VICE PRINCIPAL

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

Role and Responsibilities of the Vice Principal

- In the absence of the Principal, the Vice Principal will discharge the duties of the Principal.
- Assist the Principal in maintaining the discipline of students at the college.
- Monitoring the admission process of the college.
- Consolidate the internal and external results for analysis and report to the Manager.
- Arrange career guidance programme for plus two students as part of admission campaign.
- Preparation of academic schema in consultation with the academic calendar committee.

- Preparation of semester plan.
- Arranging college uniform in a time bound manner.
- Preparing of Agenda and recording the minutes of the HOD meeting/college council.
- Secretary of PTA executive committee and preparation of agenda and minutes.
- Monitoring the leave and vacationn of the staff.
- Scrutiny before issuing of certificates (marklists, TC, conduct certificates, caution money, refundable deposit, ID card, Gate pass, Hall tickets etc).
- In charge of university examinations in the absence of Principal.
- Coordinate student feed back of staff and institutional facilities.
- Conduct students' grievance redressal / appeal committee and communication.
- Supervision of events such as college day, tech fest, arts fest, graduation day, sports, college union election, college union inauguration, department associations, Onam and Christmas Celebrations.
- Any other duties & responsibilities as directed or desired by the Principal / Management from time to time.

4.4 Job description of HODs

- a) Responsible for efficient running of the department with reference to its goals and objectives and for the conduct of the department in a professional manner
- b) Develop and schedule the activities of the department for the academic year and preparation of the departmental calendar. Ensure judicious class/ job allocation to the faculty members
- c) Ensure that all faculty members complete their role responsibilities in a timely manner
- d) Ensure leave management of teaching and non-teaching staff of the department in such a way that no prescribed class hours are lost
- e) Review and approval of all relevant records of concerned faculty members

- f) Periodic independent review of faculty performance individually and suggest remedial tips
- g) Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty
- h) Inspect concerned department classes at least once in a semester
- i) Maintain overall student discipline in the department as per college policy and guideline, with due coordination with the class teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
- j) Resolve difficulties faced by the students, academic and non-academic, in consultation with the class teacher and referring essential cases to the welfare officer, with a discrete note of reference
- k) Take all effort from department side for enhancing employability and placement readiness of the students of the department
- l) Ensure that there is an interaction with the expert team and departmental faculty members and students at least once in a month for the 5th and 6th semester students
- m) Convene regular faculty meetings to assess and review the progress of planned activities
- n) Convene class committee meetings to get student feed back on teaching
- o) Conduct pre-examination and post- examination reviews with the faculty members concerned with regard to quality of questions and answers, rectification measures etc. to improve student performance/results
- p) Finalization of work load/allotment and time table for the next semester immediately after the current semester
- q) Develop proposals for improved teaching methods, curriculum enhancement, new academic programmes of practical significance etc.
- r) Prepare and monitor the time and cost budget of the department
- s) Prepare and submit half yearly feed back about the staff members to the Principal as per the student evaluation form in the Annexure and teaching staff appraisal form in the Annexure.
- t) Convene meetings as per regulations

4.5 Asst. HODs and Dept. Secretaries and their duties

As per the proposal submitted by the college council, the management approved the appointment of Asst. HODs and Department Secretaries to lessen the heavy load of academic and disciplinary activities of the HODs. HODs are entrusted with the overall supervision of the department. As they have been doing allocation of work to the staff, maintaining discipline in the department, leave management, assessing the progress and completion of syllabus and other activities, it is proposed to appoint Asst. HODs and Department Secretaries to assist the HODs. The job description of Asst. HODs and Department Secretaries will be as follows.

Annual Plan, Budget and Department Calendar

Asst. HODs will be responsible for the preparation of the annual academic plan consisting of curricular and co-curricular activities, requirement of funds, timing of programmes, and its monitoring. The successful completion of the annual plan necessitates a department calendar which will be incorporated into the college calendar. A monthly department meeting with proper minutes will facilitate the execution of the annual academic plan. Hence Asst. HODs are assigned the responsibilities of the preparation and monitoring the annual academic plan and Department Calendar. The annual plan and department calendar should be submitted to the Principal by the middle of May for discussion in the HOD meeting and implementation from June onwards.

Result Analysis, Remedial measures, News Letters

Department secretaries will be responsible for the result analysis immediately after the announcement of university exam results and series exam results by convening department meeting and submit the report to the management through the Principal. Department Secretaries may also organise meetings in the department after each sessional examination and adopt suitable remedial measures if required. Unless otherwise specified the Department Secretaries will be responsible for the timely release of the Newsletters.

Monthly Department Meeting

A monthly department meeting is proposed to evaluate the progress of the annual plan and department calendar, result analysis and to convey the decisions of the HOD meetings to the staff members in the department. The minutes of the meetings will be recorded.

The above changes are deemed appropriate to facilitate the NBA accreditation process. Annual Plan, Department Budget, Department Calendar, Newsletter-

setc. are inevitable components of quality improvement and accreditation process. Moreover separate sanction orders for individual programmes obtained by the departments can be dispensed with, once the annual academic plan gets approved. A systematic procedure would help the timely release of the two department Newsletters as well. Hence this order is issued for strict compliance from the academic year 2016-17 onwards. Appointment orders are also issued accordingly to the Asst. HODs and Department Secretaries.

4.6 Teachers' Responsibilities

A teacher is constantly under the gaze of his students and their parents. The 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 counselling 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 extra-curricular 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 in the students scientific outlook and respect for physical labour and the ideals of democracy, patriotism and concern for fellow human beings and for the environment
- 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 their professional responsibilities in the institution they are serving
- 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 co-curricular 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 of the students at regular intervals the progress or problems of the students through progress reports or personal contacts.

Job description of teaching staff

- a) Preparation of course plan with detailed break up of syllabus topic for the subject handled, as per the guide line, and decide on the prescribed text book for 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 guide line
- 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 other 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 of 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

Additional responsibilities of class teachers

To be responsible for all matters concerning the class under his/her charge, more 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) Assisting in choosing class representatives, one for boys and one for girls, and delegating role responsibilities
- d) Interact with students discretely and with 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 feed back 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 under performing students

4.7 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 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) 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, last few minutes should 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 difficult 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,, meaning, 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 let free for reasons of faculty non -availability
- k) Engagement of guest faculty must be done only if the inadequacy of internal resources is established

4.8 Examination Duty

- 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 Examination.

4.9 Mentoring Activity

- a) In consultation with the HOD and the student welfare officer the class tutor will divide each class into ten groups of six each and put each group in the charge of a faculty member. The strength of the group may be increased to 8 or 10 if the staff strength in a department is not adequate to manage the groups. Departments which 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 in 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 forth coming 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 enlist their cooperation to solve the problem of the mentee and in some cases even the cooperation of the student organizations may be of help. In such cases the mentor should act with circumspection so that the mentee is not singled out by others. 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 endeavour.

4.10 Grievance Redressal Machinery

Grievances should be presented in person and in writing before the HOD, Principal 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, having due regard to the rules and the institutional and academic goals, recommend appropriate action to redress the grievance.

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 7th semester 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 who 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.

6. 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 by informing them in advance through the academic calendar. In addition to seminars, conferences (state/national/international level), workshops, 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 make it a curriculum by including various syllabus enrichment programmes.

The departments with similar areas of academic interest can conduct FDP, Conferences and Seminar 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.

7. HR Policy

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

7.1 Recruitment procedure

Faculty Requirement

The HODs will prepare the department faculty work load 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.

7.2 Notification and Selection

- a) Vacancies arising from time to time shall be consolidated and notified in the leading news papers 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 authority.
- 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 news papers 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 M.Tech will be considered as qualifying experience for direct recruitment to teaching posts.
- g) Candidate who teaches in a 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 experience 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, ie. 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 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 maybe 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 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.

8. Appointment

8.1 Qualification for Appointment of Faculty

- 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 first class/division. If Grade Point System is adopted it will converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt. January 22, 2010.

8.2 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 first appointment the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or programme 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 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.

8.3 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 members covered by such notifications. For other members of the staff either the scales of pay notified by the state government for similar staff or the scales of pay approved by the Board of Directors of Diocesan Technical Education Trust, Kothamangalam, is adopted.
- b) Dearness allowance and other allowances will be paid as decided by the Board of Directors 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 given in the Annexure)
- 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 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.

8.4 Career Advancement Scheme for the teaching staff

Upward movement of Asst. Professors from AGP of Rs. 6000/- to AGP of Rs. 7000/- and from AGP of Rs.7000/- to AGP of Rs. 8000/- as per the AICTE notification F. No. 37-3/Legal/2010 dt. January 22, 2010 shall be subject to his/her acquiring the minimum score as per the Academic Performance Indicators. For this purpose the average of the Academic Performance Indicators of the intervening period will be taken as the criterion. Promotion from the post of Assistant Professor to that of Associate Professor shall be subject to the terms stipulated in the above notification and further subject to the conditions that there exists a vacancy of Associate Professor in the department and that he has the minimum Academic Performance Indicators.

8.4.1 Promotion as Professor

An Associate Professor with 10 years of experience in VJCET of which five years of teaching experience as Associate Professor in VJCET, with continued research activity through publications, research projects and research guidance under KTU with the required API score is eligible to be promoted as Professor.

- The applicant should be a research supervisor under KTU with a minimum of two research scholars under supervision.
- Ongoing/approved/applied research Project over a period of three years is required.
- Among the research publications at least three articles over the past five year should be in indexed journals.
- Required score in PBAS in all three criteria as per AICTE and a Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

8.4.2 Promotion as Associate Professor

A Ph. D. holder with five years of teaching experience in VJCET of which two years of post-Ph.D. with proven research record by way of academic and research publications in peer reviewed and indexed journals and the required API score in the annual appraisal are eligible to be promoted as Associate Professor.

- Among the research publications at least three articles over the past five year should be in an indexed journal.
- Registration as Research Supervisor under KTU is mandatory.
- Ongoing/approved/applied research Project over a period of three years is required.
- A Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the ProformaBased Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

8.4.3 Promotion of Asst. Professors for Higher AGP

Assistant Professors possessing M.Tech in the relevant branch shall be eligible for the AGP of Rs. 7000 after completion of 5 years service as Assistant Professor. The admissible AGP will be granted On fulfilling the following criteria.

- Two papers published /accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of last five years.
- One paper to be presented or accepted for presentation in a national or international Conference during the course of the assessment year.
- Students evaluation and result percentage of the subjects handled should be above 75 per cent
- The applicant should have scored the required score in the PBAS in all three criteria.
- Selection will be subject to an interview before an expert committee constituted for the purpose

Asst. professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of 8000. The following criteria to be fulfilled for the admissible AGP and promotion.

- Two papers published /accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of last five years.
- Two papers to be presented or accepted for presentation in a National or International Conference during the course of the assessment year.
- Students evaluation and result percentage of the subjects handled should be above 75 per cent
- The applicant should have scored the required score in the Proform Based Appraisal System in all three criteria.
- Selection will be subject to an interview before an expert committee constituted for the purpose.

In case of an externally funded project approved/undergoing/ the candidate is eligible to get relaxation in other criteria.

8.6 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.

8.7 How to bring about 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, ie., based on impact factor SIF(SCImago). The ranking for 2011 is available at <http://www.scimagojr.com>

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.

9. Research Promotion

9.1 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.

9.2 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.

9.3 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.

9.4 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.

9.5 Consultancy Projects

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

9.6 Other norms

- a) A faculty member can avail of a maximum of Rs. 50,000/- per annum in this scheme.
- b) Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of a department in a semester.
- c) Number of faculty members participating in a conference at a time shall not exceed 15% of the sanctioned strength of the department
- d) A faculty member is not permitted to attend/ present a paper in a conference more than two times in a year.
- e) Publications/patents should be in the name of VJCET and the reward/ benefit should be property of the authors/presenters.
- f) For joint work with M. Tech students, the incentive will be divided in the ratio 1:3 between the faculty and the student(s).
- g) Management has the right to review or modify the scheme at any time.

9.7 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.		

9.8. 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 rejoining service benefit of three increments will be granted. 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 (Proforma of Bond given in the Staff Manual as Appendix III).

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

10. Promotion Policy of the Non-teaching staff of VJCET

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 service 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. However, it is also important to examine whether

any staff has been provided with undue promotion without taking into all the above criteria. 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. Further, if the authority has any plan to provide PF or Gratuity which is also a statutory obligation may plan or decide promotions of the staff accordingly.

10.1 Administrative staff

SL. No	Name of cadre	Scale of pay
01	Administrative Officer (HG)	29180-680-29860-750-32860-820-36140-900-40640
02	Administrative Officer	22360-560-24040-620-27140-680-29860-750-32860-820-35320
02	Finance Officer	22360-560-24040-620-27140-680-29860-750-32860-820-35320
03	Public relation officer	20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140
04	Sr. superintendent	18740-500-21240-560-24040-620-27140-680-29860-750-31360
	Jr.Superitendent	16980-440-18740-500-21240-560-24040-620-27140-680-29860-750-31360
05	Head clerk	14620-360-14980-400-16980-440-18740-500-21240-560-23480
06	UDA	13900-360-14980-400-16980-440-18740-500-21240-560-22360
07	LDA	9940-270-11020-300-12220-330-13540-360-14980-400-15380
08	Confidential Asst.	13900-360-14980-400-16980-440-18740-500-21240-560-22360
09	Work supervisor	16180-400-16980-440-18740-500-21240-560-24040-620-27140
10	Confidential Asst.Cum DTP Operator	14620-360-14980-400-16980-440-18740-500-21240-560-23480

11	Office Asst (Grade.I)	8960-230-9190-250-9940-270-11020-300-12220
12	Office Asst.(Grade.II)	8500-230-9190-250-9940-270-11020-300-12220
13	Class IV	8500-230-9190-250-9940-270-11020-300-12220

10.2 Technical Staff

SL. No	Name of cadre	Scale of Pay
01	Technical Officer	20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-33680
02	Computer programmer	16180-400-16980-440-18740-500-21240-560
03	Net work Technician	14620-360-14980-400-16980-440-18740-500-21240-560-23480
04	Hardware Technician	11620-300-12220-330-13540-360-14980-400
05	Instructor (Sr.Grade)	18740-500-21240-560-24040-620-27140-680-29860-750-31360
06	Instructor (Grade I)	16180-400-16980-440-18740-500-21240-560
07	Instructor (Grade II)	14620-360-14980-400-16980-440-18740-500-21240-560-23480
08	Trade Instructor (Sr.Grade)	14620-360-14980-400-16980-440-18740-500-21240-560-23480
09	Trade Instructor (Grade I)	13900-360-14980-400-16980-440-18740-500-21240-560-22360
10	Trade Instructor (Grade II)	11620-300-12220-330-13540-360-14980-400

10.3 Library staff

S 1 . No.	Name of cadre	Scale of pay
01	Librarian	15600-39100+AGP 7000
02	Librarian (Grade I)	21240-560-24040-620-27140-680-29860-750-32860-820-34500
03	Librarian (Grade II)	18740-500-21240-560-24040-620-27140-680-29860-750-31360
04	Librarian (Grade III)	16180-400-16980-440-18740-500-21240-560-24040-620-27140
05	Librarian (Grade IV)	11620-300-12220-330-13540-360-14980-400-16980-440-18740

11. Policy for Leaves, Holidays & Working Hours

11.1 Principles for deciding seniority

Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank secured by them, irrespective of the date of joining. But, if a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining. Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies. Before the introduction of the new pay scales as per AICTE notification F. No. 37-3/Legal/ 2010 dt. January 22, 2010, there were three grades of lecturers, viz. lecturer, senior lecturer and selection grade lecturer, but as per the above notification all these grades have been merged into one and the post is designated as Asst. Professor. In the preparation of the present seniority list these grades have been treated as different cadres and a selection grade lecturer is treated as senior to a senior lecturer and a senior lecturer is treated as senior to a lecturer.

11.2 Working days, Working hours and Leave Rules

- 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 9 a.m and close at 4. 25 p.m. Lunch break is from 12. 50 p.m. to 1.40 p.m.
- c) All staff members are required to punch-in before 8. 50 a.m and punch out after 4. 30 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's 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.

11.3 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.

11.4 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 H.O.D/ 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 H.O.D should be contacted over the phone at the earliest so that the H.O.D. 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.

11.5 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:-

- 1 Attending conferences/seminars/workshops
 - 1 Delivering invited talks
 - 1 To interact with industry
 - 1 To attend meetings of the University
 - 1 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

11.6 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.

11.7 Maternity Leave

All female 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.

11.8 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 two years for post – graduate courses and 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 for the institution. Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC. 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. In such a case the individual will retain his/her lean and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.
- c) Faculty members of Viswajyothi College of Engineering & Technology that those faculty members with minimum 3 years of regular service of teaching experience who wish to pursue 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 expected of them for the good of the institution. Those who discontinue the research will have to

refund the amount of additional leave availed. See Annexure.....

11.9 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 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 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, 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. This amendment concerning the loss of pay leave rule will come into force with immediate effect.

11.10 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 other types study leave will count 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.

12. Students support schemes

The college has various plans and programmes to promote students in their endeavor in acquiring knowledge to be an efficient engineer/manager, there by promoting and building the nation as responsible citizens. A large number of deserving students are provided with scholarships to encourage their studies. We have provided insurance coverage to the students. Regular study tour programmes are organized, industrial visits and other extended community services to acquire themselves with their actual and practical areas of studies. College encourages all sort of co-curricular activities like sports & games, fitness centre, cultural & social. Hostel facility is available for gents and ladies. The central library functions from 8.30 a.m. to 8.00 p.m. on all working days. Students are also provided with medical facility for both day scholars and hostellers. The Cafeteria can accommodate 200-250 students at a time. The canteen is open from 7.00 a.m. to 7.00 p.m. and both vegetarian and non vegetarian food is being served. In addition to Cafeteria ia tea and snacks are served through kiosks functioning in the Academic Block. Reporgraphic Centre is also functioning in the Campus.

Every student is cared for and looked after well in the campus. A mentor is like a second parent to student. Students in each class are divided into small groups of 6-8 and entrusted to a mentor. Each student has a mentor to provide personnel care and develop his/her career. No student in this campus is anonymous. Full time counsellors are appointed to look into special needs and provide guidance to students. Bridge courses are conducted to bring up students to a benchmarking. Remedial coaching is given to students to make up their low-level absorption and performance. The College has a placement and training cell to monitor the employment opportunities of students. A large number of students are being selected by various national and international organisations, and they are well employed. The institution has taken initiative to go an extra mile providing additional training to the students to prepare themselves for their placement like CNC/IT based intensive training by outsource agency/institution/organisation

experienced in the field. The College provides conveyance facility (Institutional bus) to all students who wants to avail the same. In short, the institution takes interest in the holistic development of learner during the course of their studies to be a responsible nation builder.

13. Other services

13.1 Impressed money

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

13.2 Service Book

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

13.3 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 regional and national level.

14. Exit Policy

14.1 Retirement and Resignation

- a) Age of retirement for all staff is as per the Kerala Govt. norms. The management reserves the right to appoint a retired person on suitable terms as per AICTE norms if it considers that such a step is in the interest of the institution.

Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so.

Management has the right to terminate the service of a staff member by giving notice of 3 months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory

- b) Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be

paid to the management. Normally mid-semester resignation will not be accepted.

Leave not availed in Calendar year will not be permitted to be carried over to the subsequent year.

14.2 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 H.O.D. or another faculty/staff member.

Management has the right to terminate the service of a staff member by giving 3 month's notice or three months' pay in lieu of notice, if his/her performance/conduct is not satisfactory.

15. Applicability

Provisions of this Manual shall apply to all the teaching staff of the Engineering College and the Business School. They 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.

I,.....have read the Staff
Manual completely and shall completely and shall abide by the HR rules and
regulation of VJCET.

Signature

APPENDIX

Recent Office Orders / Circulars

Appendix I

F-02:VJC/Adm/2015/001

10 January 2015

CIRCULAR

Sub: 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 by informing them in advance through the academic calendar. In addition to seminars, conferences (state/national/international level), workshops, 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 make it a curriculum by including various syllabus enrichment programmes.

The departments with similar areas of academic interest can conduct FDP, Con-

ferences and Seminar 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.

(Sd)
Manager

Copy to :

1. The Director for favour of information
2. Principal for information
3. Vice Principal for information
4. All HODS for information
5. HOD HR for information
6. Administrative Officer
7. Record File

Appendix II

F-02:VJC/Adm/2015/002

14 October 2015

CIRCULAR

Sub. 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 rejoining service benefit of three increments will be granted. 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 (Proforma

of Bond given in the Staff Manual).

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

(Sd/-)
Manager

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Appendix III**AGREEMENT BOND PROFORMA FOR PROCEEDING
ON STUDY LEAVE FOR Ph.D**

KNOW ALL MEN BY these presents that IS/o Resident of place District, Kerala State at present is employed as Assistant Professor in Viswajyothi College of Engineering and Technology, Vazhakulam, Muvattupuzha, Ernakulam District, Kerala State, in the Department of

The college has granted me study leave from 7th July 2017 to 7th July 2020 to pursue Ph.D Programe at Indian Institute of Technology (IIT) Madras in the Department of Mechanical Engineering.

I undertake to successfully complete the course and further undertake that:-

- (i) I shall serve the Institution continuously for a period of study leave subject to a minimum of five years after Ph.D being awarded or otherwise from the date of my resuming duties after the expiry of study leave.
- (ii) (a) If I am unable to complete my Ph.D. within the period of study leave granted to me.

OR

- (b) I fail to rejoin the service of the Institution on expiry of my study leave.

OR

- (c) I rejoin the services of the institution but leave the services without completing the prescribed period of service after rejoining the service will be liable to refund to the college double the amount of pay and allowances received.

If I serve in the college for a period of not less than five years under bond on return from study leave, I will refund double the amount of allowances to the organization spent in lieu of me. If I ask for extension of study leave and is not granted the extension, but do not rejoin duty on the expiry of leave originally sanctioned, I will be deemed to have failed to rejoin the service on the expiry of my leave for the purpose of recovery of dues under the rules of the Institution in force. I shall abide by all the terms and conditions under which the amount incurred under study leave has been granted. On account of my having been placed on deputation safeguarding the lien and seniority I will be governed

by the rules and regulations of the institution in force. The terms, conditions, covenants and undertaking herein contained shall be irrevocable so long as I am liable to the college under the study leave. Any dispute in the matter will be settled by the management. In case of any further dispute it will be settled within the jurisdiction of Muvattupuzha court of law.

Name and Signature of the faculty Signature & seal of the Manager

Signature of Witness

(Name & Address)

1.

2.

Signature of Witness

(Name & Address)

1.

2.

Date

Vazhakulam

Appendix IV

F-02:VJC/Adm/2016/001

1 July 2016

CIRCULAR

Sub: Appointment of Asst. HODs and Dept. Secretaries and their duties

As per the proposal submitted by the college council, the management approved the appointment of Asst. HODs and Department Secretaries to lessen the heavy load of academic and disciplinary activities of the HODs. HODs are entrusted with the overall supervision of the department. As they have been doing allocation of work to the staff, maintaining discipline in the department, leave management, assessing the progress and completion of syllabus and other activities, it is proposed to appoint Asst. HODs and Department Secretaries to assist the HODs. Job description of HODs has already been given in the staff manual. The job description of Asst. HODs and Department Secretaries will be as follows.

Annual Plan, Budget and Department Calendar

Asst. HODs will be responsible for the preparation of the annual academic plan consisting of curricular and co-curricular activities, requirement of funds, timing of programmes, and its monitoring. The successful completion of the annual plan necessitates a department calendar which will be incorporated into the college calendar. A monthly department meeting with proper minutes will facilitate the execution of the annual academic plan. Hence Asst. HODs are assigned the responsibilities of the preparation and monitoring the annual academic plan and Department Calendar. The annual plan and department calendar should be submitted to the Principal by the middle of May for discussion in the HOD meeting and implementation from June onwards.

Result Analysis, Remedial measures, News Letters

Department secretaries will be responsible for the result analysis immediately after the announcement of university exam results and series exam results by convening department meeting and submit the report to the management through the Principal. Department Secretaries may also organise meetings in the department after each sessional examination and adopt suitable remedial measures if required. Unless otherwise specified the Department Secretaries will be responsible for the timely release of the Newsletters.

Monthly Department Meeting

A monthly department meeting is proposed to evaluate the progress of the annual plan and department calendar, result analysis and to convey the decisions

of the HOD meetings to the staff members in the department. The minutes of the meetings will be recorded.

The above changes are deemed appropriate to facilitate the NBA accreditation process. Annual Plan, Department Budget, Department Calendar, Newsletter etc. are inevitable components of quality improvement and accreditation process. Moreover separate sanction orders for individual programmes obtained by the departments can be dispensed with, once the annual academic plan gets approved. A systematic procedure would help the timely release of the two department Newsletters as well. Hence this order is issued for strict compliance from the academic year 2016-17 onwards. Appointment orders are also issued accordingly to the Asst. HODs and Department Secretaries.

Orders issued to Asst. HoDs and Dept. Secretaries

Dr. Anoop C. K. - Asst. HOD. CE	Ms. Minu C. Joy - Dept. Secretary CE
Dr. Anishin Raj M.M. - Asst. HOD CSE	Mr. Basil Baby - Dept. Secretary CSE
Mr. Cyriac M. Odackal - Asst. HOD ECE	Ms. Smitha Cyriac - Dept. Secretary ECE
Dr. B. Aruna - Asst. HOD. EEE	Ms. Cini. K. - Dept. Secretary EEE
Dr. Karthikeyan B. - Asst. HOD. IT	Ms. Jeslin Joseph - Dept. Secretary IT
Dr. Pramodkumar M. - Asst. HOD. ME	Mr. Tijo Jose - Dept. Secretary ME
Dr. Anu George - Asst. HOD. MBA	Mr. Hariharan C.S. - Dept. Sec. MBA
	Ms. Viji George - Dept Sec. S&H Dept.

(Sd/-)
Manager

Copy to :

1. The Director for favour of information
2. Principal for information
3. Vice Principal for information
4. All HODS for information
5. HOD HR for information
6. Administrative Officer
7. Record File

Appendix V

F-02:VJC/Adm/2016/002

1 December 2016

CIRCULAR**Proceedings of the Executive Committee of the Diocesan Technical Education Trust held on 1 December 2016**

The executive committee of DTET held on 1-12-2016 took the following decisions regarding the promotion of faculty in view of maintaining the Cadre ratio prescribed by the AICTE and continuous accreditation of the college by NBA.

1. An Associate Professor with 10 years of experience in VJCET of which, five years of teaching experience as Associate Professor in VJCET, with continued research activity through publications, research projects and research supervisorship under KTU with the required API score, is eligible for promotion as Professor.
2. A Ph. D. holder with five years of teaching experience in VJCET of which, two years shall be post Ph.D. service with proven research record by way of academic and research publications in peer reviewed journals and the required API score, is eligible to be promoted as Associate Professor. Registration as Research Supervisor under KTU is desirable.
3. Assistant Professors and Selection Grade Lecturers in VJCET prior to 1-1-2010 with valid registration for Ph.D. and research publications (minimum two), are eligible to be promoted as Associate Professors. They can submit their resume with credentials to the Principal at the earliest. They will be called for an interview before an expert committee constituted for the purpose. AGP admissible to Associate professor will be granted only on awarding of Ph. D. In any case the present salary will be protected. As Ph. D. or equivalent is mandatory for the post, if the teachers promoted provisionally do not complete Ph. D. within five years will be reverted to previous designation and pay scale. They are required to undertake a declaration to this effect.
4. A faculty having continuous teaching experience in VJCET for ten years will be eligible to be promoted provided he/she gets registered for Ph.D. within a period of one year from this notification. Status report from the Research Supervisor of the centre needs to be furnished. A minimum of two research papers within a period of last five years and the required API score for Career Advancement Scheme (CAS) is required. The promotion

to the post will be considered by an expert committee in an interview to be conducted within one year from the issue of this notification. Terms and conditions regarding designation and pay scale will be applicable as in no. 3 above.

5. The number of promotions made will be as per cadre ratio required by AICTE on the basis of total service seniority cum fitness in VJCET.
6. Application form along with declaration may be obtained from the office of the Principal.

This is communicated to the Principal for information and circulation among the staff and follow up measures.

(Sd/-)
President

(Sd/-)
Secretary

Appendix VI

F-02:VJC/Adm/2017/003

27 February 2017

CIRCULAR**Promotion Policy**

The Executive Committee of the Diocesan Technical Education Trust held on 1 December 2016 has decided on the following promotion policy which was ratified by the Board of Trustees in its meeting held on 10-2-2017.

The number of promotions made will be as per cadre ratio required by AICTE on the basis of total service seniority cum fitness in VJCET.

Promotion as Professor

An Associate Professor with 10 years of experience in VJCET of which five years of teaching experience as Associate Professor in VJCET, with continued research activity through publications, research projects and research guidance under KTU with the required API score is eligible to be promoted as Professor.

- The applicant should be a research supervisor under KTU with a minimum of two research scholars under supervision.
- Ongoing/approved/applied research Project over a period of three years is required.
- Among the research publications at least three articles over the past five year should be in indexed journals.
- Required score in PBAS in all three criteria as per AICTE and a Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

Promotion as Associate Professor

A Ph. D. holder with five years of teaching experience in VJCET of which two years of post-Ph.D. with proven research record by way of academic and research publications in peer reviewed and indexed journals and the required API

score in the annual appraisal are eligible to be promoted as Associate Professor.

- Among the research publications at least three articles over the past five year should be in an indexed journal.
- Registration as Research Supervisor under KTU is mandatory.
- Ongoing/approved/applied research Project over a period of three years is required.
- A Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

However, in view of maintaining the Cadre ratio prescribed by the AICTE and continuous accreditation of the college by NBA the relaxation as per the decision of the executive committee of DTET held on 1-12-2016 will be applicable to those faculty already selected and promoted provisionally by an expert committee held on 14-12-2016 and will be valid till December 2017.

Promotion of Asst. Professors

As per Minutes of the executive committee held on 25-2-2017 and subsequently ratified the following decision was taken

Assistant Professors possessing M.Tech in the relevant branch shall be eligible for the AGP of Rs. 7000 after completion of 5 years service as Assistant Professor. The admissible AGP will be granted On fulfilling the following criteria.

- Two papers published /accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of last five years.
- One paper to be presented or accepted for presentation in a national or international Conference during the course of the assessment year.
- Students evaluation and result percentage of the subjects handled should be above 75 per cent
- The applicant should have scored the required score in the PBAS in all three criteria.

- Selection will be subject to an interview before an expert committee constituted for the purpose

Asst. professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of 8000. The following criteria to be fulfilled for the admissible AGP and promotion.

- Two papers published /accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of last five years.
- Two papers to be presented or accepted for presentation in a National or International Conference during the course of the assessment year.
- Students evaluation and result percentage of the subjects handled should be above 75 per cent
- The applicant should have scored the required score in the Proforma Based Appraisal System in all three criteria.
- Selection will be subject to an interview before an expert committee constituted for the purpose.

In case of an externally funded project approved/undergoing/ the candidate is eligible to get relaxation in other criteria.

(Sd/-)
Manager

Copy to :

1. The Director for favour of information
2. Principal for information
3. Vice Principal for information
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5. HOD HR for information
6. Administrative Officer
7. Record File

Appendix VII**Promotion Policy of the Non-teaching staff of VJCET.**

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. It is with this intention the following objective as given below framed to be implemented.

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 service 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. However, it is also important to examine whether any staff has been provided with undue promotion without taking into all the above criteria. 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. Further, if the authority has any plan to provide PF or Gratuity which is also a statutory obligation may plan or decide promotions of the staff accordingly.

(Sd/-)
Manager

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1. The Director for favour of information
2. Principal for information
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5. HOD HR for information
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7. Record File

*“The world does neither demand
nor dictate what you shall do,
but it does require that you be a master
in whatever you undertake”*