

# CARMEL COLLEGE OF ENGINEERING & TECHNOLOGY

PUNNAPRA P.O., ALAPPUZHA - 4

## SERVICE RULES AND ADMINISTRATIVE POLICIES

### VISION

**To mould distinctive engineers with integrity and social commitment.**

### MISSION

- \* **Extend harmonious curricular and co-curricular exposure to the students.**
- \* **Equip the students to accomplish career goals upholding moral values.**
- \* **Encourage the students to contribute for the sustainable development of the society.**

**SERVICE RULES**

## The published service rules, policies & procedures with year of publications

A Staff policy was published on 1<sup>st</sup> November 2017 which includes service rules, policies, and procedures. One copy of the same is kept in the office for reference. The general policies are guidelines and the Management has the power to made any modifications at appropriate times.

### A) Manpower Planning

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department.

AICTE/Institutional norm

The workload for the faculty as per AICTE norm is **40 hours per week** in which direct teaching learning contact hours is as follows:

Assistant Professor – 16 hours

Associate Professor/Professor – 14 hours

A relaxation of two hours in the workload may, however, be given to Professors/HODs who are actively involved in administration and extension activities.

A minimum of 6 hours per week may have to be allotted to a teacher who is actively involved in research

The teaching learning process include direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar-project/ Mini-project and other cocurricular activities as per the direction of the Principal.

- The laboratory works are divided among the two faculty members for 30 students in a batch and the work load is taken as 0.5 times table hour for individual faculty.
- 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 from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.
- Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Work load for other administrative duties/research projects

Sl. No.	Activity	Workload per week (in hrs.)
1	IQAC Coordinator	2
2	NBA Coordinator	1
3	Class Advisors	1
4	Associate Advisor	1
5	Funded projects/consultancy (less than five lakh rupees)	2
6	Placement and Training (additional duty)	1

## **B). Faculty Requirement**

The HODs shall prepare the department faculty workload as per the above guidelines for the coming academic year (both odd and even semesters) before one month of odd /even semester. Relevant details used to arrive at the department faculty workload shall be attached and explained. The Principal will scrutinize the department faculty workload and after necessary modifications, if required, will be submitted to the Director to get it approved by the Chairman. A copy of the consolidated faculty requirement, shall be returned to the Director for recruitment procedure.

## **C). Recruitment Procedure**

### **Notification, Recruitment & Selection**

- Vacancies arising from time to time shall, as required, be notified in the leading newspapers as decided by the Management. The advertisement shall specify the minimum qualifications and other requirements for the post(s) subject to meeting the norms prescribed by AICTE or other competent authority.
- Apart from this, there shall be a regular notification on the institutional website inviting applications for faculty positions, and applications received against this notification shall also be considered based on need.
- The screening and shortlisting of candidates for interview shall be done by the Head of the Department and selection committee as constituted by the management from time to time.
- As M.Tech is the basic qualification for teaching as per AICTE norms any teaching / industry/ research experience prior to obtaining M.Tech will not be considered as relevant experience for teaching post of Assistant / Associate/ Professor for external candidates in the case of direct recruitment. However, such teaching experience in any reputed institutions would be considered at the time of direct recruitment.
- Teaching Experience- Faculty member who teaches full time in AICTE/ UGC recognized institution in one full academic year would be considered as having one year of teaching experience. Part-time/ guest/ ad-hoc/ contract teaching experience will not be considered for teaching experience.
- Industry Experience-Candidates with relevant experience in their area of specialization from reputed firms will be considered in the ratio 2:1 ie. 2 years of industry experience will be treated as 1 year of teaching experience.
- Research Experience-The period of work of full time doctoral work will be counted for increment purposes at the level of an Assistant Professor whereas it will not be considered for service and increment at the level of an Associate Professor at the time of direct recruitment.
- Study Leave-The period of study leave of a faculty who has gone on FIP/ QIP can be treated as Service paid in our institution, but it would be considered for salary increment purpose only. This shall not be considered as Experience which is necessary for acquiring the qualifications for direct recruitment.
- Interviews shall be conducted in the month of June every year based on need.
- The Interview Board shall consist of the Chairman - Carmel Institutions, Principal, Director, Professor as nominated by the Principal (subject expert) and preferably one external subject expert.
- 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 merit.

- The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
- The Interview Board/Selection Committee shall recommend the designation and pay scale / pay range of the selected candidate.
- Offer letters signed by the Chairman shall be issued to selected candidates for acceptance.
- If the candidate accepts the offer, the appointment order signed by the Chairman shall be issued forth with.
- If any meritorious candidate applies for any post, even with-out a notification by the College, the management is free to consider his candidature for suitable post.

### **Qualification for Appointment of Faculty**

<b>CADRE</b>	<b>QUALIFICATION</b>	<b>EXPERIENCE</b>
Assistant Professor	For Engineering disciplines: B.E/B.Tech and M.E/M.Tech or equivalent in relevant branch with first class or equivalent either in B.E /B.Tech or M.E /M.Tech. For Sciences & Humanities: M.Sc/ M.A with first class or equivalent Desirable: NET	Nil
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 5 years of experience in Teaching/research/ industry of which 2 years post PhD experience and is desirable.

Professor	<p>Same as that of Associate Professor.</p> <p>Post PhD publications and guiding PhD students is highly desirable.</p>	<p>Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. Or</p> <p>Minimum of 13 years of experience in teaching and/ or Research and/or Research and /or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/ IPR/ patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p>
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Note.

1. The experience mentioned should be after acquiring the basic academic qualification for the respective post.
2. The minimum academic qualifications to all posts shall be as per the AICTE norms
3. All degrees ie. Bachelors', Masters' and Doctoral shall be from a university recognized by UGC. Candidates shall present equivalence certificate from Association of Indian Universities (AIU)/ AICTE/ UGC for any degree which is not recognized by UGC.
4. If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%

7.75	70%
8.25	75%

**MINIMUM ACADEMIC PERFORMANCE INDICATOR REQUIRED FOR DIRECT RECRUITMENT**

	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
C. Research Contribution (Only publications in SCI journals will be considered)	—	300 (consolidated)	400 (consolidated)

D).

**Appointment, Induction, Probation & Regularization**

**General Policy**

- The Appointing Authority shall be the Chairman of the College.
- The first appointment in the case of regular faculty shall be on the scale / pay range with a probationary period of one year.
- At the time of joining on probation, the faculty member shall undergo a one week's induction program conducted by the institution.
- The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
- On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized.
- The frequency of formal performance review for regular faculty shall be once in a semester.
- Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
- All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification and return.
- A faculty member who acquires a doctoral degree, while serving the college shall be considered for three increments from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

**Other Benefits**

- All staff members who have more than 5 years of service at CCET are eligible for Gratuity as per Gratuity Act. Gratuity is not applicable for employees on consolidated pay.
- Dearness Allowance fixation for staff will be considered by the Management subject to the financial capacity of the Management.
- A staff is eligible for annual increment on completion of one complete year (365days) of service.

- Increment on the Scale of Pay for teaching staff is approved annually based on the appraisal results of both odd and even semester.
- Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates 'average', 'satisfactory', 'poor' or 'none'.
- Seniority will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre provided he/she was qualified to be so appointed at the time of his /her appointment.

### **Career Growth Plan for Teaching Staff**

Assistant Professors at the time of joining shall be placed in the Pay Band of Rs. 15600 - 39100 with an Academic Grade Pay (AGP) of Rs.6000/- .

Faculty members who served CCET for 5 years will be considered for career advancement.

- Assistant Professors shall be eligible for the AGP of Rs. 7000 after completion of 5 years of service as Assistant Professor, and on attaining the requisite academic grade points.
- On initial appointment as an Assistant Professor, if a candidate (with no experience) holds a PhD degree, he/she is eligible to have 3 increments.
- While in service for less than 5 years, if an Assistant Professor gets PhD degree, he/she is eligible for 3 non-compounded increments from the date of the award of the degree.
- While in service for more than 5 years, if an Assistant Professor gets a PhD degree, he/she is eligible for direct recruitment as Associate Professor, if he/she has a minimum API.
- An Associate Professor completing 3 years of service in the grade with AGP of Rs. 9000, and possessing a PhD degree in the relevant discipline, shall be eligible for designation and appointment as a Professor, subject to acquiring the minimum Academic Performance Indicators (API) as per AICTE norms and if there is a vacancy of Professor as per the ratio of AICTE. The pay band for the post of Professors shall be with AGP of Rs.10000/-

The pay of a directly recruited Professor shall be fixed at a stage not below the rank of an Associate Professor with the applicable AGP of Rs.10000/-.

The above facilities can be availed on condition that he/she shall continue the organization further for a minimum period of three years.

### **Service Book**

A service book is maintained for all the staff members to record annual increments/career advancements/professional growth and all other personal and academic details.

The Service Book of technical staff shall be kept under the safe custody of the Head of the Department concerned and of the Non-Technical staff, it will be kept in the administrative office.

### **Research Promotion Scheme**



## **Introduction**

Learning to LEARN, Learning to SERVE, Learning to EXCEL, Learning to do, Learning to live together constitute the fundamentals of any good education. The advent of the 21st century ushered in paradigmatic changes and shifts in our concept and practice of education in general and science and engineering in particular. The driving force behind these changes is the knowledge power which is the power 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 re- sources, innovation through research and development, and capital through intellectual property rights. To evolve into premier technological and research institution CCET is now also focusing on Science and Engineering research. To facilitate and motivate research interest among the faculty, the management has decided to announce some research promotion schemes.

## **How to bring out the findings?**

Findings/results of a research work can be shared with the community by (1) attending conferences (2) presenting in conferences (3) publishing in research journals/books/ monographs/ periodicals/conference proceedings, and (4) obtaining patents Classification of journal should be on a universally accepted criteria, i.e. Based on SCI/SCOPUS

Visibility and accessibility of the reprint has to be ensured by doi /citeseer/Reviews.

## **CCET Research facilitation package for Full time scholars**

Full time scholars who are pursuing Ph D under QIP/FIP/ any other program will be given study leave for a maximum period of 5 years.

## **CCET Research facilitation package for Part time scholars**

Part time scholars will be given leave for one semester to do their course work for those who have completed 2 years of service at CCET.

Part time scholars who have completed 5 years of continuous service at CCET and who are on the completion stage of their Ph D program are eligible to apply for facilitation package as given below:

Maximum of one year of loss of pay leave from the date of sanction of the leave.

OR

- Lightly loaded tenure with full salary in CCET for a maximum period of one semester which includes continuous leave (eligible leave) up to 30 days for the last one month of the semester.
- Eligible for flexible vacation leave to attend the examinations or project presentations.

The management has got the full freedom to accept or deny such requests in any circumstances which may badly affect the academic activities of the Institute. The Head of the Department shall report such cases and the Director and Chairman shall take the final decision based on the recommendations of the Principal.

### **CCET Incentives**

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

### **PROCEDURES**

#### **To attend a conference:**

A request with the confirmation letter from the organizers of the conference has to be submitted to the Principal. After looking at the nature of the conference and other details will submit the recommendation to the Director and the Director will forward the recommendation with his comments to the Chairman. The Chairman will take the final decision.

Management will bear 50% of the conference registration fee of a conference subject to a maximum of Rs 1000/ in an academic year.

#### **To present a paper in a conference:**

A request with the acceptance letter from the organizers and full paper for presentation in the conference has to be submitted to the Principal. After looking at the nature of the conference, presentation, quality of paper and other details, will submit the recommendation to the Director. The Director will forward the recommendation to the Chairman with his comments. The final approval/ decision will be taken by the Chairman.

Management will bear 50% of the conference registration fee subject to a maximum of Rs 1000/ for a conference in an academic year on submission of the paper presentation certificate from the organizers. If co-authors, a total of Rs. 1000/- shall be given for all the authors together.

This can be considered only if the paper is published in conference proceedings with ISBN.

#### **For other publications:**

The author(s) has to submit the reprint to the Management through the Principal. Principal will forward the recommendation to the Director and Chairman. The Chairman will take the final decision.

### **Honorarium for Research Projects**

An honorarium of Rs. 1000/- per month subject to a maximum of Rs.12000/- per annum 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.10 lakhs for an academic year. Additional facilities in terms of space/ infrastructure also can be provided at the discretion of management.

### **Consultancy Projects**

Suitable incentive not exceeding 25 % of the total consultancy amount will be granted to the person who takes the consultancy project from an industry/research organization based on the recommendation of the Head of the Department.

**Other Norms**

Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of the department in a semester.

Number of faculty members participating in a conference at a time shall not exceed 15% of the sanctioned strength of the department.

A faculty member shall not be permitted to attend/ present a paper in a conference more than two times in a year.

Publications/Patents should be in the name of Carmel College of Engineering &Technology and the rewards/benefit should be properly acknowledged by the authors.

For multiple authors, 50% of the incentive will be given to the first author and the remaining 50% will be divided between others.

Management has the right to review/ modify the scheme at any time

**Financial Incentive for research publications**

Teachers are encouraged to publish research work in reputed journals and are considered for financial assistance. For providing financial incentive to published work the research journals are classified into six categories:

Type of research journal	Quality	Type of article	Support*
Indexed journals	Impact Factor** above 10	Full paper (not abstracts)	5000
Indexed journals	Impact Factor** between 5 and 10	Full paper(not abstracts)	3000
Indexed journals	Impact Factor between 3 and 5	Full paper(not abstracts)	1500
Indexed journals	Impact Factor between 2 and 3	Full paper(not abstracts)	700
Indexed journals	Impact Factor between 1 and 2	Full paper(not abstracts)	600
Refereed journals	International (Scopus)	Full paper (not abstracts)	600

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

\*\* Impact factor is based SCI, <http://ip-science.thomsonreuters.com/>

Teachers have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the HOD to the Principal for

sanctioning the amount. The contributors of the articles have to submit along with the application the latest Impact factor of the Journal, from reliable sources. National/International journals are identified by the structure of the editorial board and the contribution of articles (members/articles from more than three countries). Documentary proof of reference should be submitted along with the application. The financial incentive is provided only to the corresponding author (or the first author, if the corresponding author's name is not mentioned) who is a regular/confirmed faculty of CCET. Proof of correspondence/communication from the editor/referee should be submitted along with the application. All journals should have ISSN numbers from national or international centers. Maximum of four publications in a year will be eligible for financial incentive.

## **Policy for Leaves / Holidays & Working Hours**

### **General Rules**

- All Staff members are required to do punching for attendance before 8.30 a.m. and punch- out after 4.30 p.m. from Mondays to Saturdays, unless otherwise specified.
- In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
- For all kinds leave are to be applied and submitted to the Principal through the Head of the Department.
- Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.
- Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.
- Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD / Principal.
- All leave application forms duly recommended by the concerned Dept. Head / Authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
- Absence on days of hartal or special holidays declared by government from time to time shall be treated as leave, and a leave application shall be submitted by concerned staff.
- The Approving Authority for all leave shall be the Principal / Director of CCET
- Any unavailed eligible leave during a calendar year cannot be carried over to the subsequent year.
- Processing and administration of leave shall be as per procedure laid down by the Management
- The days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.
- Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
- Any absence not supported with an approved leave application form and / or note recommended by the HOD will be treated as unauthorized leave and salary deduction will be effected for such days.

## **Leave/ Holiday Policy for Teaching / Technical / Non-teaching staff**

### **Casual Leave (CL):**

- For teaching staff: Total casual leave granted to a teacher shall not exceed 15 days in a calendar year. For administrative staff the casual leave available is 30 days in a calendar year.
- To avail casual leave, the staff member has to arrange his/her day's work in consultation with the HOD/ Principal for Technical staff and the administrative staff have to get the permission of the Director.
- 30 days' vacation is granted to technical and non-teaching staff in an academic year. This may vary in any exigencies to comply with the academic activities from time to time.
- Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.
- Casual leave cannot be combined with any other kind of leave.
- Only for security staff and attenders in the non-teaching category the casual leaves not taken will be converted to equivalent amounts and will be paid with January salary.

### **Block Leave/ Vacation Leave**

For faculty member joining during a calendar year block leave shall be calculated proportionately for that year.

- Block leave has to be availed during the months of May/June as decided / directed by the Principal/Director.
- Block leave not availed during the months of May / June of that year shall lapse, unless specifically approved by the Principal / Director for availing later in that year.
- Block Leave cannot be combined with other leave.

### **Duty leave (DL):**

Duty leave of maximum of 15 days, with full pay, in a calendar year is granted for the all the staff for the following:

- Attending Conferences/Seminars/workshops.
- Delivering invited talks.
- To interact with Industry.
- To attend university meetings.
- Faculty members from each department shall attend on a rotation basis for valuation camp/ university examination from each department so as to limit the duty leave to a maximum of 15 days in a calendar year.
- To perform any other duty for CCET as approved by the Principal.

### **Study leave:**

A faculty member with 3 years of service at CCET at the time of application is eligible to apply for study leave, in loss of pay, to pursue his/her research for a maximum of 2 years if the progress is satisfactory.

Study leave shall be counted for service if the faculty member avails the same through QIP /FIP Scheme of AICTE / UGC.

Number of teachers availing this leave as mentioned above from a department shall not exceed 10% of the sanctioned strength of the department.

### **Maternity Benefit:**

All regular female teaching staff are eligible for maternity benefit subject to the following conditions:

- She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.
- Maternity benefit is applicable to female employees only for their first and second delivery.
- Maternity benefit shall be limited to a maximum of 90 (ninety) days.
- Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth) / miscarriage.
- Maternity benefit (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.
- Maternity benefit shall not be applicable for abortion.
- Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
- Leave taken for Maternity purposes cannot be combined with study leave/duty leave/ block leave etc.

### **Leave Without Allowance (LWA)**

- Requests for leave without allowance may be considered by the Director based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Director after considering all aspects of the institution's requirements in respect of its academic activities.
- LOP without written approval will be considered as unauthorized leave and disciplinary action will be taken accordingly.
- Loss of pay leaves beyond six months at a time will not be counted towards service of the concerned faculty for yearly annual increments.

### **Other Leave / Holidays**

- All public holidays, Second Saturdays of every month and Sundays are holidays for all faculty members.
- Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty. However, skeleton services would be provided by the non-teaching staff in the college office except on second Saturdays and Sundays.
- Hartals, restricted holidays, district holidays etc will not be working days for the faculty members and it will be compensated later.

- Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case-by-case basis based on attendance.
- If the college buses ply on the day of a hartal, it will be a working day for both staff and students. If college buses do not ply on the day of a hartal, it will be a working day for the teaching, technical and non- teaching staff. Absence on days of hartal or special holidays declared by the government from time to time shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.
- The compensatory working day in lieu of hartal or strike will be at the discretion of the management.
- In special circumstances, the management reserves the right to convert a holiday into a working day.

### **Special Cases**

#### **Late Attendance:**

If the total duration of late punch-in (after 8.30 a.m.), or early punch-out (before 4.30 p.m.) exceeds 60 minutes (one hour) in a month, it will be treated as half-day casual leave and if it exceeds 3 ½ hours it will be treated as full days' leave. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch-out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

#### **Forgot to punch:**

In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next working day and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

#### **Compensatory Off:**

- Compensatory Off can be availed of by staff members against duty performed on a holiday.
- Compensatory Off will not be granted for any external duty for which extra remuneration is paid.
- No Compensatory Off shall be granted for normal extra work done in CCET, as it is part of one's duty.
- In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.
- Compensatory Off shall be taken within one month of extra duty.

### **Resignation**

- Staff members are expected to give advance notice of 3 months/ 3 months' pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.

- Staff members should desist from leaving the job while the semester is in progress. The management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members, who wish to get relieved of their duties, are required to get the No Dues Form signed by the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

## **General Rules**

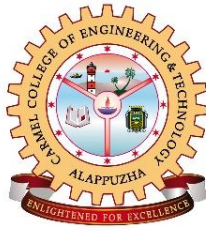
### **Exit Policy**

- The age of superannuation for the teaching, technical and non-teaching staff is as per the Kerala Government norm.
- If the management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year or more at the discretion of management.
- CCET 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.





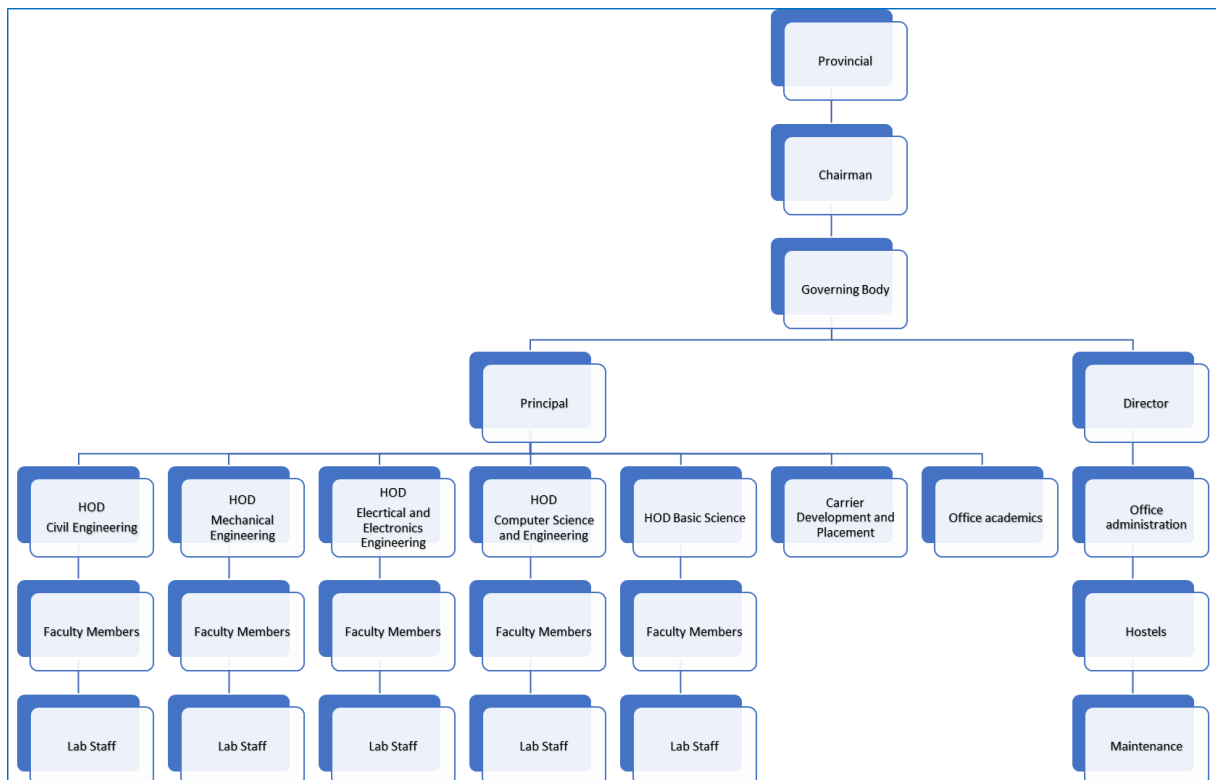
**ADMINISTRATIVE POLICIES**



# CARMEL COLLEGE OF ENGINEERING & TECHNOLOGY

PUNNAPRA P.O., ALAPPUZHA - 4

## ADMINISTRATIVE SETUP



## PROVINCIAL GENERAL

### Patron of the College

### Governing Body

The Governing Body is constituted as per AICTE norms, and its members are drawn from diverse spheres including academia, industry and research. The Governing Body provides timely advice and guidance to the administration, in line with the institution's vision, monitors the academic performance, as well as the performance management of the faculty, and the financial performance of the organization. It is also vested with the responsibility for approving and amending institutional principles, policies, and procedures. CCET has a governing body in place wherein the members are drawn from distinguished cross-sections of the society as shown in Table below.

Sl.No	Name and Designation	Role in General Body	Email.id	Contact Number
1	Rev. Fr Mathew Arekalam CMI, Chairman CCET	Chairman	<i>arekalamathew@hotmail.com</i>	94971544 33
2	Fr Justin Alukkal CMI, Director CCET	Member of Trust	<i>jalukkal@gmail.com</i>	94975890 58
3	Dr Paul K Mathew Principal, CCET	Member Secretary	<i>principal@carmelcet.in</i>	94952541 42
4	Rev. Fr Siji Puthenvelyil CMI	Member of Trust	<i>seejiputhens@gmail.com</i>	94000874 40
5	Rev.Fr Antony Valekalam CMI	Member of Trust	<i>avalekalam@gmail.com</i>	99468472 36
6	Rev. Fr Bijo Mattaparambil CMI	Member of Trust	<i>bijomatta@gmail.com</i>	98955279 50
7	Dr Sreeni K G Asst.Professor, CET, TVM	KTU Nominee	<i>Sreenikg79@gmail.com</i>	94977683 43
8	Joy Sebastain, Chief Executive Officer, <i>Techgentsia</i> Software Technologies, Pallipuram.	Industry Representative	<i>reachjoy@gmail.com</i>	94478968 51
9	Dr J Issac, Principal (Rtd) M.A. College of Engineering, Kothamangalam and Rajagiri School of Engineering and Technology, Ernakulum.	Academician	<i>dr. jisaac14@gmail.com</i>	98467108 15
10	Prof. K.U Abraham Professor (Rtd), M.A. College of Engineering, Kothamangalam	Academician	<i>Kuabraham123@gmail.com</i>	98475110 26
11	Dr Susan Jacob, HOD CE, CCET & IQAC Coordinator	Member	<i>hodce@carmelcet.in</i>	94474751 56
12	Dr. Jayaprasad G, HOD ME, CCET	Member	<i>hodme@carmelcet.in</i>	94951336 86
13	Dr Sarath K S, HOD EEE, CCET	Member	<i>hodeee@carmelcet.in</i>	97450051 99
14	Prof. Anoop R S, HOD CSE, CCET	Member	<i>hodcse@carmelcet.in</i>	99472194 64
15	Krishnanunni M Asst. Professor, ME, CCET Academic Coordinator	Member	<i>krishnanunni@carmelcet.in</i>	98466904 99

16	Renjith R, Asst. Professor, CCET Head Corporate Relation and Placement.	Member	<i>renjith@carmelcet.in</i>	94959677 88
17	Mrs. Anet Jose, Asst. Professor, EEE, CCET	Faculty Representative	<i>anet@carmelcet.in</i>	94955471 10

### Academic Council

The Academic Council, the erstwhile HOD committee, advice the principal on academic policies, coordinates academic activities, and acts as a platform for discussing matters which require institution-wide consideration and consensus such as the rules and regulations, new facilities for the institutions, implementing university guidelines, academic curriculum and disciplinary measures. The members of the academic council are,

Sl. No	Name of Member	Designation	Responsibility
1	Dr Paul K Mathew	Principal	Chairperson
2	Fr Justin Alukkal, CMI	Director	Member
3	Dr Susan Jacob	Prof. and Head of Civil Engineering	Member
4	Dr Reji R	Associate Professor and NBA Coordinator	Member
5	Dr. Jayaprasad	Prof. and Head of Mechanical Engineering	Member
6	Dr. Sarath	Prof. and Head of Electrical and Electronics Engineering	Member
7	Asst. Prof. Anoop RS	Head of Computer Science and Engineering	Member
8	Asst. Prof. Narayan Namboothiri	Head of Humanities	Member
9	Asst. Prof. Biju Das	Head of Basic Science	Member
10	Asst. Prof. Krishnanunni M	Academic Coordinator	Member
11	Asst. Prof. Renjith R	Head Placement and Training	Member

#### The functions, responsibilities, and areas of authority of the Academic Council:

1. Recommends on academic policies related to teaching-learning, internal evaluation and examinations so as to improve the academic standards
2. Provide a platform for discussing ongoing and future academic activities, and their coordination

3. Bring to notice of all the departments, matters which require institution-wide consideration and consensus, including the code of conduct and other rules and regulations framed from time to time
4. Conduct deliberations on the facilities in the institutions for promotion of research, participation in conferences, seminars, faculty development programs, paper publications; award of scholarships, awards etc.
5. Nominate staff to various academic, extra/co-curricular bodies and committees
6. Discuss measures for enforcing discipline, including suspension/dismissal of students from the institution as recommended by the disciplinary action committee
7. Disseminate decisions pertaining to institution policies and operations to all

### **Frequency of Governing Body, and Academic Council**

<b>Sl No</b>	<b>Committee Name</b>	<b>Frequency of meeting</b>
1	Governing Body	Once in a year
2	Academic Council	Twice in a month and on urgency

### **Functions of Key Academic & Administrative Positions:**

The functions of various key positions are depicted in Table below.

<b>Position</b>	<b>Functions</b>
<b>Chairman</b>	<ul style="list-style-type: none"> <li>• To look after the overall development of institute</li> <li>• Mobilize external resources to strengthen the institute</li> <li>• Plan &amp; provide for necessary facilities / equipment for development.</li> <li>• Instill confidence and devotion in every member of the institute</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Define the delegation of responsibilities in various positions in the organization</li> <li>• Ensure periodic monitoring &amp; evaluation of various processes &amp; sub- processes</li> <li>• Execute quality policy and objectives</li> <li>• Prepare annual budget</li> <li>• Conduct periodic meetings of various bodies such as Governing Body, Academic Council, PTA Executive Committee and various other committees, Library Committee, Student Grievance Redressal Committee, Grievance Redressal Committee for faculty/ Staff and Anti Ragging Committee etc.</li> <li>• Public relations</li> <li>• Resource Generation through research</li> <li>• Prepare and execute academic calendar</li> <li>• Oversee the teaching-learning process</li> <li>• Carry out result analysis and suggest corrective measures to</li> <li>• Initiate supplementary teaching measures</li> <li>• Formation of student council</li> <li>• Student health care</li> </ul>

	<ul style="list-style-type: none"> <li>• Student orientation</li> <li>• Quality Assurance Cell</li> <li>• Establish, implement and maintain quality management system</li> <li>• Initiate recruitment process</li> <li>• Maintain minutes of meeting (all)</li> <li>• New proposals</li> <li>• Identifying training needs of staff</li> <li>• Notify the staff about various staff development programs</li> <li>• Arrange staff development programs.</li> <li>• Monitoring of lectures and practical</li> <li>• Student's feedback</li> <li>• Co-ordinate the activities of class teachers</li> </ul>
<b>Director</b>	<p>Coordinate with the Principal in day-to-day academic and administrative responsibilities. Issue financial approvals In charge of -</p> <ol style="list-style-type: none"> <li>1. Student Hostels</li> <li>2. Maintaining all infrastructure</li> <li>3. Overall building maintenance</li> <li>4. Material Management</li> <li>5. Oversee the General Upkeep of the Institute</li> <li>6. Housekeeping including hostels</li> </ol>
<b>Administrative Office – Headed by Director</b>	<ul style="list-style-type: none"> <li>• Administrate day to day activities of the Institution</li> <li>• Maintain up-to-date master documents with history of revision.</li> <li>• Oversee Staff Attendance System &amp; Maintain the monthly attendance report</li> <li>• Manage accounts and finance</li> <li>• Collection, refund and reconciliation of College Fee</li> <li>• Calculation, verification and finalization of Staff salary</li> <li>• All correspondence and Liaison work with Income Tax Department.</li> <li>• All correspondence and Liaison work with various Banking and other Financial Institutions.</li> <li>• Fund Management and Investments.</li> <li>• Submission of quarterly TDS e-filing to Income Tax Department.</li> <li>• Liaison work with Internal and External Audit Teams.</li> <li>• Staff Recruitment and development</li> <li>• Preparing Budget</li> <li>• Office Administration</li> <li>• Annual College budget</li> <li>• Faculty personal files</li> <li>• College roster</li> <li>• Transport</li> <li>• Collective attendance of students</li> </ul>

	<ul style="list-style-type: none"> <li>• Publicity of events</li> <li>• Correspondences with University</li> </ul>
<b>Head of Departments (HOD)</b>	<ul style="list-style-type: none"> <li>• Responsible for efficient functioning of the Department/Centre with reference to its goals and objectives- conduct the department in a professional manner.</li> <li>• Develop and schedule the activities of the department for the academic year- preparation of departmental calendar.</li> <li>• Ensure judicious class/job allocation to the faculty members.</li> <li>• Ensure that all faculty members complete their role responsibilities in a timely manner.</li> <li>• Ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.</li> <li>• Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.</li> <li>• Review and approval of all relevant records of concerned faculty members by HOD.</li> <li>• Periodic independent review of faculty performance individually and suggest remedial tips</li> <li>• Initiate opportunities and avenues for developing faculty knowledge and capability. Ensure that each faculty member take turn to present a recent article from a leading international journal to his fellow colleagues in the department at least once in a month.</li> <li>• Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.</li> <li>• Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.</li> <li>• Inspect concerned department classes at least once in a semester.</li> <li>• 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.</li> <li>• Resolve difficulties faced by the students, academic and non-academic, in due consultation with the class teacher and referring essential cases to the Counselor, with a discrete note of reference.</li> <li>• Take all efforts from the department side for enhancing employability and placement readiness of the students in the department.</li> <li>• Ensure that there is an interaction with expert team and departmental faculty members and students at least once in a month for the 5<sup>th</sup> and 6<sup>th</sup> semester students.</li> <li>• Convene regular faculty meetings to assess and review the progress of planned activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Convene class committee meeting to get students feedback on teaching.</li> <li>• Conduct pre-examination and post examination reviews with the Faculty members concerned with regard to quality of questions, answers, rectification measures etc. to improve the student performance/results.</li> <li>• Comply with the reporting requirements and submissions as may be specified.</li> <li>• Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.</li> <li>• Develop proposals for improved, teaching methods, curriculum enhancement, new academic programs of practical significance etc.</li> <li>• Prepare and monitor the time and cost budgets for the department.</li> <li>• Inspect concerned classrooms at least once in a semester.</li> <li>• Prepare and submit half yearly feedback about the staff members to Principal as per the students evaluation form in Appendix I &amp; teaching staff self-appraisal form in Appendix II(a &amp; b).</li> <li>• Convene meetings as per the regulations.</li> </ul>
<b>Training and Placement Cell</b>	<ul style="list-style-type: none"> <li>• Arrange campus interviews</li> <li>• Student Training and Placement</li> <li>• Maintenance list of companies offering jobs / career opportunities for the students</li> <li>• Maintain records of the placements by various companies chronologically.</li> <li>• Department wise list of students placed are to be maintained.</li> <li>• Organization of special programs for career guidance.</li> <li>• Maintain records of students placed, off-campus, with the list of companies.</li> </ul>
<b>Internal Quality Assurance Cell</b>	<p>IQAC consists of various Head of the departments, Head of the Institution, Management Representative, Faculty and Student Representatives, Industry Representative, Professional Body Member, Public Representative, Alumni Representative and Administrative Cell Representative. The Committee is responsible to monitor and evaluate the Outcome Based Education practices and procedures followed in the Institution. The Committee has to oversee the overall academic activities of the Institution and evaluate the attainment of Vision and Mission of the Institute. This committee has to conduct the Internal Audit of all the department's academic activities for each semester and support the external audit conducted by the University. The activities of the committee is coordinated by the IQAC Coordinator, a senior faculty nominated by the Head of the Institution with the concurrence of the Management.</p>



	<p>The Committee has to meet twice in an year (minimum) or at any frequency as desired for the smooth functioning of the Institute.</p>
<p><b>Department Advisory Board (DAB)</b></p>	<p>The DAB consists of Head of the department and the representatives of key stakeholders - Students, Faculty, Principal, Representatives of Management, Alumni, Industry and Eminent Academicians.</p> <p>The DAB, chaired by Head of the Department, receives the report of the Programme Assessment Committee and monitors the progress of the Programme. Plan and recommends the future plan of the department, a strategic approach to attain the Vision and Mission of the Department.</p> <ul style="list-style-type: none"> <li>• DAB discusses on current and future issues related to programs.</li> <li>• Develops and recommends new or revised Programme Educational Objectives</li> <li>• DAB should meet at least once in a year to review the programs.</li> </ul>
<p><b>Programme Assessment Committee (PAC)</b></p>	<p>Programme Assessment Committee consists of Programme Coordinator, Module Coordinator and faculty representatives. PAC gives inputs and takes advices from Department Advisory Board on Vision, Mission, PEOs, Pos &amp; PSOs and other departmental activities.</p> <p>Chaired by Head of the Department, the committee interact with students, Course Coordinators, Module Coordinators and outside/community and agencies to facilitate attainment of PEOs, POs and PSOs. PAC has to closely monitor the attainment of POs, PEOs, and PSOs and corrective measures if required to be taken in consultation. The CO-PO mapping, question paper scrutiny and other processes as per Outcome Based Education (OBE) is monitored by the PAC. PAC has to meet two times minimum in each semester.</p>
<p><b>Student Council</b></p>	<p>The student council acts as an interface between the students and the Management. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The student council provides scope to contribute in the development of student's leadership skills, program planning and volunteering. The student council also undertakes the responsibility of bringing out the annual college magazine.</p> <p>The set of objectives for the council shall be:</p> <ul style="list-style-type: none"> <li>• To promote an environment conducive to educational, social and personal development.</li> <li>• To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council.</li> <li>• To represent the views of the students on matters of general concern.</li> </ul>

	<ul style="list-style-type: none"> <li>• However, in no case/situation Student Council shall not and cannot influence/force/alter the decision-making procedure of the administrative officials /management.</li> </ul> <p>The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students in an academic year.</p>
<p align="center"><b>PTA Executive Committee</b></p>	<p>The Parent Teacher Association (PTA) is a living organization of parents of all students of college and the teaching faculty. It provides a common forum for interaction of parents and teachers so as to improve academic standards, maintain discipline and facilitate overall development of the College. The parent-teacher groups support the college, teachers and encourage parent involvement in the activities of the institution.</p> <p>The PTA Executive Council meets at regular intervals and the annual general body meets once in a year and 'open - houses' are conducted every semester.</p> <p>In a general meeting of Parents &amp; Teachers, PTA Executive committee members are elected from each department, every year in the beginning of academic session.</p> <p>Chairman of Carmel Institutions and the Director of the College represents the Management and the Principal of the college is the president of the committee.</p> <p>The Vice president is elected from among the parents.</p> <p>The secretary is elected from among the teachers.</p> <p>The executive body is entrusted to plan, execute and take necessary decisions for the overall development of the students and college.</p>