Service Rules

The Staff policy was revised and published on 1st November 2023 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 make any modifications at appropriate times.

1. 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.

1.1 AICTE/Institutional norms

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

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

The teaching learning process includes 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 workload 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 a 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.

1.2 Work-load for other administrative duties/research projects

Sl.No.	Activity	Workload per week (in hrs.)
1	IQAC Coordinator	1
2	NBA Coordinator	1
3	Class Advisors	1
4	Academic Coordinator	1
5	Funded projects	1
6	Placement and Training (additional duty)	1

1.3 Faculty Requirement

The HODs shall prepare the department faculty workload as per the AICTE 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.

1.4 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 the 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: A 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/ adhoc/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 of 2:1, i.e., 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 purposes after the completion of PhD. 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/July 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 based 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 forthwith.

If any meritorious candidate applies for any post, even without a notification by the college, the management is free to consider his candidature for a suitable post.

1.5 Qualification for Appointment of Faculty

Table 1.5.1

Qualification for Appointment of Faculty

CADRE	QUALIFICATION	EXPERIENCE
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	**Engineering and Basic Science:** Ph.D. with minimum 5 years of Teaching/Research experience out of which 2 years of teaching experience must be post PhD. At least 2 SCI/SCOPUS publications. (Paid journals not allowed)
Professor	Same as that of Associate professor. Post PhD publications are highly desirable.	**Engineering and Basic Science:** Ph.D. with at least 10 years of teaching/research experience out of which 5 years of teaching experience must be at the level of Associate Professor. At least 5 SCI/SCOPUS publications at the level of Associate professor. (Paid journals not allowed) or 3 process/product patents at the level of Associate Professor.

Note:

The experience mentioned should be after acquiring the basic academic qualification for the respective post.

The minimum academic qualifications for all posts shall be as per the AICTE norms

All degrees i.e., 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.

If a class/division is not awarded, a 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 percentage.

2. Appointment, Induction, Probation & Regularization

2.1 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.

The newly appointed faculty members need to undergo a staff induction programme conducted by the IQAC and get certified.

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 reviews for regular faculty shall be once in a semester.

Appointment of retired persons shall be on a 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 in the Assistant Professor cadre who obtains a doctoral degree, while serving the college shall be considered for increment from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

2.2 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 an 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 semesters.

The 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 the 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.

2.3 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/-.

Assistant Professors shall be eligible for the AGP of Rs. 7000 after completion of 5 years of service as Assistant Professor,

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 8 years at CCET, 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 8 years at CCET, if an Assistant Professor gets a PhD degree, he/she is eligible for direct recruitment as Associate Professor.

An Associate Professor completing 5 years of service in the grade with AGP of Rs. 9000, shall be eligible for designation and appointment as a Professor, subject to acquiring the required research publication criteria 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 one year.

2.4 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.

3. Research Promotion Scheme

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 a 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.

3.1 How to bring out the findings?

Findings/results of 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 universally accepted criteria, i.e. based on SCI/SCOPUS.

Visibility and accessibility of the reprint have to be ensured by DOI/CiteSeerX/reviews.

3.2 CCET Research facilitation package for Full-time scholars

Full-time scholars who are pursuing PhD under QIP/FIP/ any other program will be given study leave for a maximum period of 5 years. They have to rejoin the institution and work for a minimum period of 4 years to claim the service-related benefits.

3.3 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 in the completion stage of their Ph D program are eligible to apply for the facilitation package as given below:

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

<div align="center">OR</div>

  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.

3.4 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

3.4.1 To attend a conference:

A request with the confirmation letter from the organizers of the conference has to be submitted to the Review committee. After looking at the nature of the conference and other details, Review committee will submit the recommendation to the Director.

Management will bear 50% of the conference registration fee of a conference subject to a maximum of Rs 1000/ in an academic year. If co-authors are there, a total of Rs. 1000/- shall be given to all the authors together. This can be considered only if the paper is published in conference proceedings with ISBN

The faculty member must submit a remuneration request to the Head of the Department (HoD). The HoD will forward the application to the NBA Coordinator for verification. Upon verifying the details of the conference or journal, the NBA Coordinator will forward the request to the Principal and Director for the final approval.

3.4.2 For other publications:

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

3.4.3 Honorarium for Research Projects

An honorarium of Rs. 5000/- per month subject to a maximum of Rs.60,000/- 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.

3.4.4 Consultancy Projects

A 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.

3.4.5 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.

3.4.6 Financial Incentive for research publications

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

Table 3.4.6.1 Financial Incentive for research publications

Type of research journal	Quality	Type of article	Support*
Indexed journals	Impact Factor** between 5 and above	Full paper (not abstracts)	3000
Indexed journals	Impact Factor between 3 and 5	Full paper (not abstracts)	2500
Indexed journals	Impact Factor between 2 and 3	Full paper (not abstracts)	1500
Indexed journals	Impact Factor between 1 and 2	Full paper (not abstracts)	1000
Indexed journals	ESCI indexed journal	Full paper (not abstracts)	750
Refereed journals	International (Scopus)	Full paper (not abstracts)	500

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

**   Impact factor is based on Clarivate analytics metrics.

Faculties 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 NBA Coordinator which must be later forwarded to the Principal and the Director 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.

It is mandatory for the concerned faculty member to mention **CCET** as their institutional affiliation in all publications in order to be eligible for incentive benefits. 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 centres. A Maximum of four publications in a year will be eligible for financial incentive.

The annual ceiling for incentives that may be claimed is ₹3,000.

4. Policy for Leaves / Holidays & Working Hours

4.1 General Rules

All Staff members are required to do punching for attendance before 8.30 A.M. and punch-out after 4.05 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.

All kinds of 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, the 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 the 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 un-availed 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.

The 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.

4.2 Leave/ Holiday Policy for Teaching / Technical / Non-teaching staff

4.2.1 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 20 days in a calendar year.

To avail casual leave, the staff member has to arrange his/her days of work in consultation with the HOD/ Principal for Technical staff and the administrative staff has 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.

4.2.2 Block Leave/ Vacation Leave

For faculty members 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.

4.2.3 Duty leave (DL):

Duty leave of a maximum of 15 days, with full pay, in a calendar year is granted for 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.

4.2.4 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 3 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.

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

4.2.5 Maternity Benefits:

All regular female teaching staff are eligible for maternity benefits 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 benefits are 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 benefits (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery/miscarriage.

Maternity benefits shall not be applicable for abortion.

Application for maternity benefits 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.

4.2.6 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 the service of the concerned faculty for yearly annual increments.

4.2.7 Other Leave / Holidays

All public holidays, Second and Third 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 nonteaching 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 the 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.

4.2.8 Special Cases

4.2.8.1 Late Attendance:

Faculty members are required to punch in by 8:30 A.M. each working day. If a faculty member arrives late, they must punch in no later than 8:45 A.M. Punching in after 8:45 A.M. will result

in the day being marked as a half-day leave. Punch-ins between 8:30 A.M. and 8:45 A.M. will be recorded as late arrivals. Faculty are allowed a maximum of three late arrivals per month. Any additional punch-ins after 8:30 A.M., beyond the permitted three instances, will also be considered as late, and may be subject to further disciplinary or leave deductions as per institutional policy. If CL is not available, it will be treated as LOP.

Additionally, faculty members are permitted to punch out early up to twice in a month, provided the punch-out time is not earlier than 3:00 P.M. Any early punch-outs before the specified time may be treated as a half-day or be subject to further action in line with institutional policy.

4.2.8.2 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.

4.2.8.3 Compensatory Leave:

Compensatory Leave can be availed of by staff members against duty performed on a holiday. Compensatory Leave 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.

5. Exit Policy

5.1 Resignation

Staff members shall not leave the institution in the middle of an academic year. To resign, a three-months' notice need to be given prior to the end of an academic year. Failing to adhere to this condition shall attract legal proceedings against the concerned staff and official relieving procedures shall not be initiated. A penalty of payment of three months' salary to the institution shall be levied on the staff if he/she delays in giving the notice in the aforementioned period. The management reserves the right not to accept the resignation while the academic year is in progress, if it would affect the academic activity of students and the faculty retention requirements necessitated by AICTE and other national accreditation boards.

Staff members, in case of resignation or termination, are required to submit all relevant academic documents, course files, and duty files handled. These are essential for audit and accreditation purposes and must be submitted to your Head of the Department (HoD). After the verification of all files by the IQAC and the HoD, a duly signed no-dues certificate from all the HoDs and IQAC must be submitted before your official departure.

5.2 Termination

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/health is not satisfactory. Serving of notice is not mandatory if the staff member is subject to serious disciplinary action.

5.3 Superannuation

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 a contract basis for a period of one year or more at the discretion of management.