

# FACULTY / STAFF SERVICE RULES and HUMAN RESOURCE (HR) MANUAL

(UPDATED SEPTEMBER 2020)



EDUCATION IS DEDICATION

## SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17 | Thrissur (Dt) | Kerala State | India - 680684

Ph. 0480-2726630, 2759275 | Fax: 0480-2726634 | info@sahrdaya.ac.in | www.sahrdaya.ac.in

NAAC Accredited | ISO 9001:2015 Certified | Accredited by The institution of Engineers (India) | Approved by AICTE  
Affiliated to APJ Abdul Kalam Technological University | UGC 2 (f) status | Managed by Catholic Diocese of Irinjalakuda

The contents of Human Resource (HR) Manual of Sahrdaya College of Engineering and Technology are part of the regulations of the Institution and hence shall be applicable and binding on all members of teaching, non-teaching, technical and supporting staff of the Institution in the manner stated therein. Any later edition of this HR Manual has to be made on the original kept in the College office signed by the Chairman of Irinjalakuda Diocesan Educational Trust. Any further edition to this should have the month and year in which the changes are made in the HR manual.

This HR Manual is the property of Sahrdaya College of Engineering and Technology and hence should be returned along with the other documents /materials in the event of resignation or termination of employment.

## LETTER OF PROMULGATION

Sahrdaya College of Engineering and Technology is committed to its Vision “Evolve as a leading technology institute to create high caliber leaders and innovators of global standing with strong ethical values to serve the industry and society”.

The success of the Institution depends to a great extent on the faculty / staff members who have contributed to creating a work culture that is founded on the values of integrity and commitment.

In order to set the Institution to continue on the growth path in line with the framed objectives, the Institution is following a set of rules and regulations to govern the selection and service conditions of the Faculty/Staff from the inception of the college. The Faculty / Staff service rules and HR policy is last updated in July 2017.

We are glad to promulgate the updated version of “Staff Service Rules and HR Policy” of the institute, renamed as “**Faculty / Staff Service Rules and Human Resource (HR) Manual**”, which we hope will serve as a collection of information and guidance and will be a useful manual for our faculty and staff in discharging their duties.

Dated : 14-09-2020



Mar Pauly Kannokadan  
Chairman  
IDET



Mgr. Lazar Kuttikadan  
President and Manager  
IDET

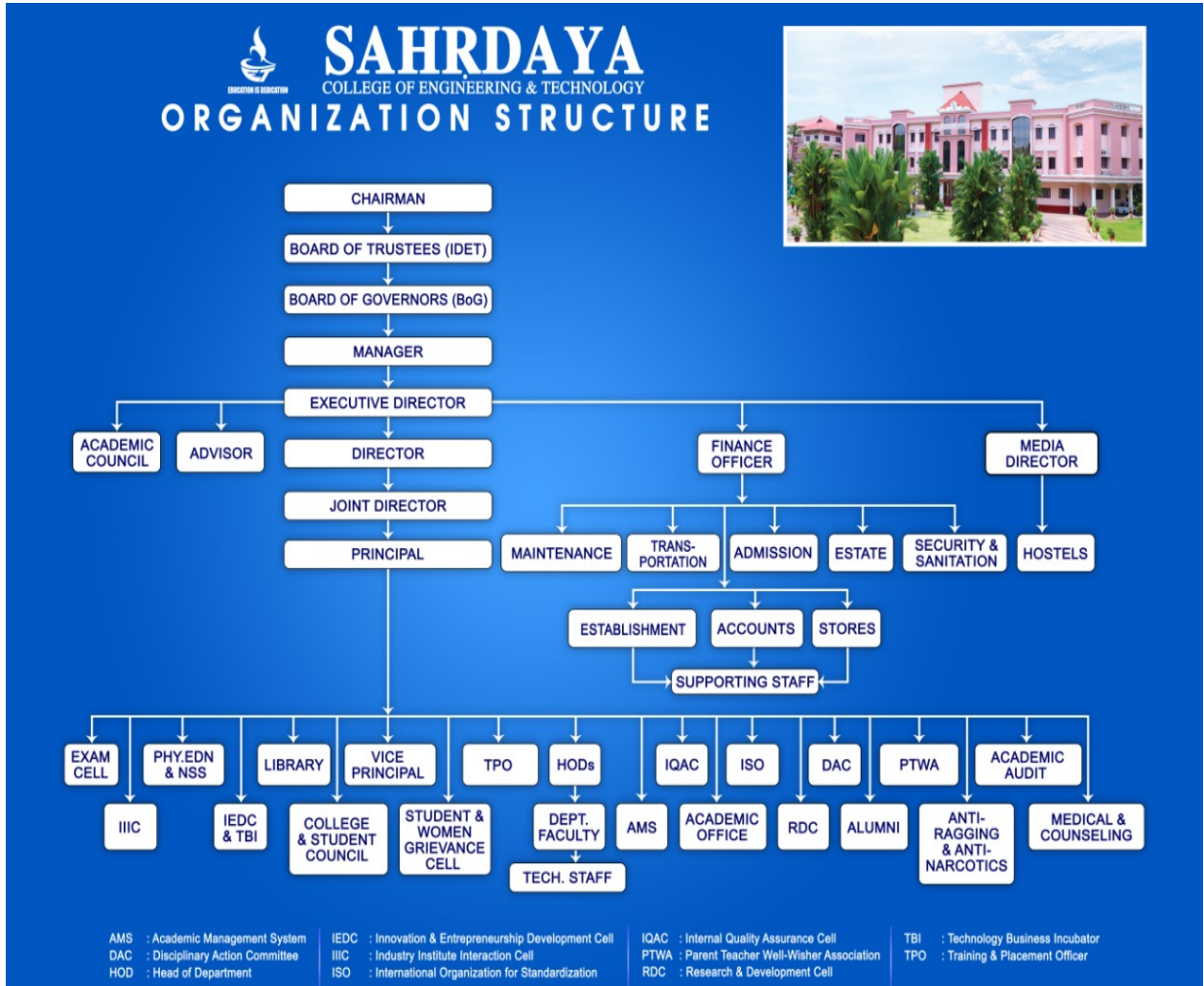


Fr. George Pareman  
Executive Director  
SCET

### Contents

Sl. No.	Topics	Pages
	Organization Chart	4
1	Introduction – History, Mission and Vision, Core Values, Departments	5
2	Code of Professional Ethics	7
3	Job Description	10
4	Man Power Planning and Recruitment Procedures	18
5	Appointments, Induction, Probation and Regularization	27
6	Short Term Training Programs and Seminars	29
7	Sahrdaya Incentives	30
8	Policy for Leave, Holidays, Working Hours	31
9	Exit Policy	37
10	Resignation and Relieving	38
	Sahrdaya Anthem	39

### Organization Chart



## 1. INTRODUCTION

### History

Sahrdaya College of Engineering and Technology is a Private Self financing minority Institution established in the year 2002, under the aegis of the Irinjalakuda Diocesan Educational Trust (IDET) of the Catholic Diocese of Irinjalakuda.

At its inception, Sahrdaya offered four undergraduate programmes (B.Tech) in Engineering, i.e. Biomedical Engineering (BME), Biotechnology (BT), Computer Science and Engineering (CSE) and Electronics and Communication Engineering (ECE) with an intake of 60 in each branch. In the year 2011, a fifth branch in Electrical and Electronics Engineering (EEE) with 60 students' intake was started and the intake in ECE was increased to 120. In the year 2012, the sixth branch, Civil Engineering (CE) with an intake of 60 was started and the intake in CS increased to 120. The intake of Electronics and Communication Engineering (ECE) was decreased from 120 to 60 in 2019. The Institution thus currently offers B.Tech programmes in six branches with a total intake of 420 students.

In the year 2013, M.Tech programmes in Embedded System (ES) and Industrial Biotechnology (IBT) was started with an intake of 24 seats each as approved by AICTE and 18 seats as approved by Calicut University. In 2014, two more M.Tech programmes ie, Computer Science and Engineering (CS) and Power Electronics and Drives(PED) with intake of 24 seats each as approved by AICTE and 18 seats as approved by Calicut was introduced . In 2019, the M.Tech programme in Power Electronics and Drives(PED) was terminated. The student strength of the College as on Sep 2020 is:

B.Tech: 1860

M.Tech : 168

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**Total : 2028**

KTU has approved SCET as a Research center in various disciplines.

The first building to house the Institution was inaugurated and blessed by His Excellency Mar James Pazhayattil, the founder Chairman of IDET in 2002. Now the institute has a total built-up area of above 6 lakh sq.ft, with three academic blocks, a knowledge centre, well equipped laboratories and workshops, hostels for boys and girls, family quarters, bachelor faculty/staff accommodation, air conditioned guest

rooms, multipurpose indoor stadium, canteen & snacks bar, facilities for sports and fitness, Industry sponsored labs such as GE healthcare, Agappe Diagnostics and Accenture, Sahrdaya TBI sponsored by Kerala State Industrial Development Center and IoT & Robotics labs sponsored by IIT Bombay were also started in the campus. Sahrdaya has continued to maintain good placement records right from the very first pass out batch in 2006 and onwards.

Sahrdaya was accredited by The Institution of Engineers (India) in 2007, and has ISO 9001:2015 certification from 2012 and NAAC accreditation from 2015 onwards, college is recognized as “UGC 2f status” from 2017 onwards and DSIR Recognition from 2017 onwards. We are in the process for obtaining NBA Accreditation. Sahrdaya was awarded for Academic Excellence by University of Calicut in 2014 and received the Trophy and Certificate from the University of Calicut for the Topper-1 College in the University for the Highest Pass Percentage continuously from 2009 to 2013 with 68 ranks in 7 years. Sahrdaya has also received the Swachh campus award 2015 from the University of Calicut for the clean & green campus.

### **Our Vision**

Evolve as a leading technology institute to create high caliber leaders and innovators of global standing with strong ethical values to serve the industry and society.

### **Our Mission**

- Provide quality technical education that transforms students to be knowledgeable, skilled, innovative and entrepreneurial professionals.
- Collaborate with academia and industry around the globe, to strengthen the education and research ecosystem.
- Practice and promote high standards of professional ethics, good discipline, high integrity and social accountability with a passion for holistic excellence.

### **Our Quality Policy**

We at Sahrdaya are committed to provide Quality Technical Education through continual improvement and by inculcating Moral & Ethical values to mould into Vibrant Engineers with high Professional Standards.

We impart the best education through the support of competent & dedicated faculty, excellent infrastructure and collaboration with industries to create an ambience of excellence.

**Motto:** “Education is Dedication”, We Promote character, the rest follows.....

**Departments:**

- \* Department of Biomedical Engineering (BME)
- \* Department of Biotechnology (BT)
- \* Department of Civil Engineering (CE)
- \* Department of Computer Science and Engineering (CSE)
- \* Department of Electronics and Communication Engineering (ECE)
- \* Department of Electrical and Electronics Engineering (EEE)
- \* Department of Applied Sciences & Humanities (ASH)

**2. CODE OF PROFESSIONAL ETHICS**

**2.1 FACULTY AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideas of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Faculty *should*:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Follow Outcome Based Education (OBE) method of teaching and learning process.
- Follow the IEEE code of Ethics.



- Course Plan for the succeeding semester must be prepared as soon as current semester classes are over, so that no classes are taken in the succeeding semester without a course plan. Course Plan must be developed (in the prescribed format) collectively by all the teachers of the same subject paper, endorsed by the Coordinator and the HOD. Due consideration must be given to the course objective and course outcomes while preparing the course plan and ensure proper documentation of such course plans.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express sincere opinion while participating in gathering such as professional meetings, seminars and conferences, towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorials, practicals, seminar and project work consistently and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and university such as: assisting in appraising application for admission, advising and counseling students as well as assisting in the conduct of university and internal examinations, including supervision, invigilation and evaluation.
- Participate in the extension, co-curricular and extra-curricular activities including community service.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and (or) professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices will demand.
- Co-operate in the formulation of policies of the other Institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of the appointment.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as possible with prior intimation after making alternate arrangements, keeping in view their particular responsibility for completion of academic schedule.
- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship. Participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### **3. JOB DESCRIPTION**

#### **3.1 FACULTY**

- Preparation of course plan with detailed break up of topic for the courses to be handled, as per the guidelines.
- Collect Interim Course feedback form for CO's from students after every Continuous Assessment Test (CAT)
- Do the gap analysis and take measures to bridge the gap wherever needed.
- Collect End Semester Course Evaluation Form and faculty evaluation form from students at the end of every semester.
- Collect the feedback forms from the Alumni during their visit for Alumni interactions / Alumni meet.
- Submit the daily faculty report form through Linways.
- Submit the monthly syllabus coverage report to the HOD on the last working day of every month.
- Convene the course committee and class committee meetings as directed by the University and maintain the minutes in the prescribed format.
- Effectively utilize the teaching hours for the benefit of the students, duly adapting the teaching methodology as may be specified for the particular course, including holistic education classes.
- Make use of ICT teaching tools, to improve the effectiveness of teaching-learning process wherever needed.
- Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any other faculty members of the same class (or) engaging class on Saturday.
- The questions for CAT should be in the pattern suggested for the University Exam.
- Prepare and conduct the assignments and CAT as per the regulations and guidelines of university .

- Evaluate the answer sheets of CAT and end semester examinations and prepare result analysis report in the prescribed format in time.
- Update the current developments in the courses handled, by regular reference to publications and internet.
- As part of mentoring, the students in a class may be divided into above average and average category and the above average category students may be given challenging assignments and projects from first semester onwards; and remedial classes may be arranged for others.
- Participate in academic discussions initiated by the HOD/ Coordinator.
- Suggest areas of modification, improvement or changes required in the curriculum in the department meetings.
- Suggest relevant study materials/journals/books on the subject for student reading and or procurement by the college library.
- Carry out any other responsibility specified by HOD/Coordinator.

### **3.2 ADDITIONAL JOB DESCRIPTION FOR FACULTY ADVISOR**

The faculty advisor should be a friend, guide and respectable teacher to the students. Regular interaction with the students and parents should be maintained for identifying student's problems and to suggest solutions.

The faculty advisor should:

- Constantly monitor the attendance, attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities of the students.
- Maintain and update Student Advisor Record regularly from First year onwards.
- Identify the non/under-performing students and ensure their improvement by suitable measures including mentoring and arranging remedial classes and discussing with parents.
- Collect the Graduate Exit Survey from students at the end of the Programme.
- Collect the feedback from Parents and Employers.
- Interact with other faculty members of the class for the feedback on student performance and ensure appropriate corrective action.

- Verify the daily absentees report forwarded from Academic Office for necessary follow up on habitual late comers and absentees.
- Regularly monitor and update the students' data sheet by entering the end semester exam marks, credits, achievements, punishments etc and intimate the parents.
- The advisor should arrange the students to lead the daily morning assembly and give a short message in the assembly.
- Advisors should arrange for the study group activity on Fridays.
- They may accompany the students in the study tour, and arrange industry visits of the students.
- They should assist in selecting the class representative, study group leaders, and representatives for arts, sports, magazine, technical association, industry institute interaction and placement cell.
- Encourage and help students for doing Internships and online courses.
- Keep account of activity points semester wise in KTU activity book.
- Assessing the character and conduct of the students regularly and record in the Students Advisor Record in each semester.

### **3.3 JOB DESCRIPTION FOR HOD**

- Responsible for efficient functioning of the Department with reference to its Vision/Mission/Objectives – manage the department in a professional manner.
- Develop and schedule the activities of the department for the academic year – preparation of departmental calendar and time table.
- Ensure judicious class/job allocation to the faculty members.
- Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- Submit the monthly syllabus coverage report regularly in the 1<sup>st</sup> week of every month to Director.
- Formulate class committees for the various semesters at the beginning of each semester.

- Formulate the Departmental Advisory Committee (DAC) at the beginning of each Academic year and convene one meeting per semester.
- Maintain updated record of the end semester results of students and keep the arrear track records.
- Ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.
- Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- Review and recommend all relevant records of concerned faculty members including the Annual Performance Index (API).
- Initiate opportunities and avenues for regular faculty knowledge sharing sessions, at least after every Faculty Development Program (FDP) attended by the Faculty . 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.
- Encourage regular academic discussions for subject exposure among the relevant faculty members in and outside the department to facilitate knowledge sharing and updating.
- Identify and arrange special lectures for different subjects in consultation with the concerned faculty.
- Inspect concerned department classes at least once in a semester.
- Make alternate arrangements to engage all the classes in case of short notice of leave by faculty members.
- Maintain overall student discipline in the department as per college handbook and guidelines, with due co-ordination with the class teachers, with regard to attendance, uniform, attitude, conduct, assignment completion, etc.
- 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.

- Take all efforts from the department side for enhancing employability and placement readiness of the students in the department.
- Convene regular faculty meetings to assess and review the progress of planned activities.
- Convene class committee meetings at the beginning of each semester and after every CAT to get students feedback on gaps in CO attainment and to analyze the CAT results.
- 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.
- Comply with the reporting requirements and submissions as may be specified by college and university.
- Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.
- Develop proposals for improved teaching methods, new academic programs of practical significance, industrial training and internship etc.
- Explore the avenues for enhancing the placement readiness by converting the department into a value centre.
- Submit the Annual Performance Index, Self – Appraisal feedback by each faculty and Performance Appraisal of faculty by HoD every year to Executive Director.
- Convene meetings as per the regulations.
- Submit department budget proposals every year on time, and make sure that the fund is utilized effectively.
- Encourage the faculty to publish patents, books and papers in reputed journals.
- Maintain all documents as per the university guidelines and make it available at the time of internal and external academic auditing.
- Make sure that the physical stock verification of all items in the laboratories and the department is done every year.

### **3.4 JOB DESCRIPTION FOR FACULTY LAB IN-CHARGE**

- Maintain and update stock register.
- List out the requirements for purchase of equipment.
- Initiate Purchase procedure.
- Quality checking and stock entry of new equipment.
- Proper Lab maintenance.
- Maintain Displays and Boards as per curriculum.
- Maintenance of systems, if any even when they are not used.

### **3.5 INTERNAL EXAMINATION CELL**

Convener and other members are constituted by the Principal in consultation with IQAC and other Executive committee members.

- Conduct of CAT Examinations and Documentation of attendance.
- Preparation of the time table of CAT, setting, scrutiny and printing of question papers and collection of answer sheets.
- Allotment of classrooms & invigilation duty.
- Informing the date and time of CAT examinations well in advance to the students and parents through mail or SMS.
- Reporting absentees in CAT exams to parents, faculty advisors and HoDs.

### **3.6 UNIVERSITY EXAMINATION DUTY**

Convener and other members are appointed by the Principal in consultation with IQAC and other Executive committee members.

- Conduct University Exams
- Documentation & Handling University Question Papers & Answer sheets
- Classrooms & Invigilation duty allotments
- Attending examination duty by faculty as per work allotment assigned by the Controller of Examinations/Principal is mandatory.
- Request for any adjustments in the allotted schedule should be done well in advance.



- As a matter of policy no leave shall be approved during examination days except in the case of extremely unavoidable exigencies.
- Any leave approval during the examination period, must be cleared by the Controller of Examinations /Principal.
- The faculty members who are appointed as examiners for Lab practical exams should conduct the exam as per schedule and forward the marks to university on time after discussion with HOD and Principal.
- The faculty members who are appointed by the university as Camp Officer and examiners for valuation should complete their duties as per the University schedule.

### **3.7 GRIEVANCE REDRESSAL MACHINERY**

Convener and other members are appointed by the Principal in consultation with IQAC and other Executive committee members.

- Grievances,if any,may be presented to the Grievance redressal convener / HoDs / Principal / Director.
- There should be sincere efforts from the part of the members to find solutions for the problems.
- All matters requiring the intervention of the higher authorities should be presented in person and in writing.
- The Committee objectively and with due respect to the Institutional goals, looks into the grievances and takes appropriate action to find remedy for the problem.

### **3.8 OTHER RULES & REGULATIONS**

- All staff members should follow the code of professional ethics for Engineering College Teachers.
- All staff members should follow the dress code and wear ID card and speak only in English inside the campus. Mobile phones shall be used only in the faculty cabins.
- All the staff members should be punctual and prompt to the class, engage the class for the full time and should take the attendance of students and keep the records up to date.

- Tutorial and practical classes should be engaged effectively.
- Individual attention should be given to each student in the class.
- The teaching and learning plan should be given to the students at the beginning of the semester itself, and the university question papers of previous years to be discussed in the class.
- Power point slides shall be used for taking classes wherever possible, together with chalk and board.
- All submissions are to be made in time as per the directions of the HOD/ Head of the Institution. CAT, assignments, class note, seminars, project works, Lab / Practical etc. should be evaluated and marks to be entered within one week.
- Delay in submission may be considered as dereliction of duty.
- All the staff members should take interest in technical activities such as publishing papers in reputed journals, books and manuals, organizing seminars and workshops, undertake projects and research works.
- Active participation in all the programs of the College such as helping the office and support for the implementation of policies of the Management.
- Every member of the faculty shall devote the whole time to the duties in the College and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned/involved in any trade business or canvassing/consultancy work, private tuition or the like of remuneration kind or of an honorary nature without the specific written permission of the Executive Director.
- Notwithstanding anything contained above, whenever any consultation work for any private firm or Institution is undertaken by the College, such members of staff as required, will be assigned by the Head of the Institution to participate in such projects subject to the conditions laid down from time to time.
- Every faculty should maintain students' attendance and other academic records of the students and the attendance should be entered in "Linways" every day in the beginning of the class /as soon as the classes and laboratory hours are over.

- The faculty must endeavor every effort to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every faculty member is expected to extend their beneficial influence in building up the personality of students and should associate themselves actively with such extracurricular activities which are assigned to them from time to time.
- No member of the faculty shall apply during the period of their service in the college, for an appointment outside or send an application for study or training, except with the prior permission of the management and such applications should be routed through the HoD / Principal.
- For the development and progress of the department / College, all members of the faculty should work as a team and they should also maintain a cordial relationship with interdepartmental activities.
- All faculty should attend the monthly paper presentation and present paper on recent / relevant topics.
- In any meeting, decorum should be maintained and even to express difference of opinion, diplomatic words should be chosen so that nobody is hurt. They should report in time for the meeting and take permission from the chair for leaving early.
- Faculty members should take prior permission from the HoD/ Principal / Executive Director to contact any outside Agency or to contact/ make representations to higher officials of University/ State Government/AICTE/ members of the managing committee, for any matter related to the college/ hostel.
- All members of the faculty shall also be governed by the general rules/ norms practiced by the College.

#### **4. MANPOWER PLANNING**

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

#### 4.1 WORK LOAD

The work load for the faculty as per AICTE norms in 40 hrs per week.

Hrs/Wk (Min)	Professor	Associate Professor	Assistant Professor
Teaching	14	14	16
Preparation for teaching	10	10	10
Research	8	6	6
Evaluation	2	2	2
Administrative work	4	4	2
Co/Extra Curricular Activities	1	2	2
Extension activities	1	2	2
<b>TOTAL</b>	<b>40</b>	<b>40</b>	<b>40</b>

- A relaxation of two hours in the work load may be given to HODs /Dean, who are actively involved in administration.
- The norms of work load stipulated in the revised AICTE/UGC scheme will be strictly enforced to all the staff members in Sahridaya.
- The minimum teaching hours for different cadre shall be as follows:
 

Director / Principal	:	6 hrs / week
Professor	:	14 hrs / week
Associate Professor	:	14 hrs / week
Assistant Professor	:	16 hrs / week
- Academic projects are not to be counted in the work load of faculty for M.Tech programmes. For B.Tech, final project and mini project 3 hrs shall be considered for one faculty who will be the project coordinator.

- All faculty members should guide the student's projects. All have to find time to guide, listen to the presentations and evaluate their student projects. This will not be considered as additional work load.
- Two hours shall be counted as work load for one faculty who is the coordinator of seminar. It is the duty of HOD to depute minimum of two other faculty members to attend and evaluate the seminar presentations.
- The total working hours of 40 hours/ week includes teaching, research, laboratory work, drawing and practical classes, assignment valuation, preparation for class work, library reading, examination invigilation, paper valuation, accompanying students for study tour, advisor duties, students counseling, meeting parents, guidance of extracurricular activities of students, helping administration, placement related activities, T4S, GATE coaching , duties as committee conveners/members and other similar activities in the campus.
- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the department/ Institution.
- Teachers should be present in the Institution during the regular working hours unless engaged in official work outside.
- **Daily work report:** In order to maintain record of work done, all the staff members have to submit online, a detailed hourly work report in Linways to the HOD in the prescribed format. HoD's must verify the daily work report on the same day. Non-submission of daily work report will be considered as absent for duty on that day.
- All staff members should submit the syllabus coverage report to the HOD on the last working day of every month.

#### 4.2 ATTENDANCE

All staff members have to punch their attendance and sign in the attendance register in the Forenoon before 08.30 am and in the afternoon after 03.30 pm.

- As per AICTE norms faculty – student ratio is 1:20 for undergraduate programmes. The faculty - student ratio is computed at the institutional level. The ratio is calculated based on the total number of faculty members and total

number of students in an academic year (2 semesters). The faculty members who are on maternity leave and those who have been deputed for Ph.D course work are to be taken into account while calculating faculty student ratio.

- For Laboratory classes and Tutorials the batch strength shall be 30 and two faculty each to be allotted.
- 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 in a department proceeding on maternity leave, medical leave, long leave with loss of pay etc. around the same time, provisional faculty shall be appointed for that period, based on need.
- Additional work load 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.

#### **4.3 FACULTY REQUIREMENT**

The HODs shall prepare the department faculty workload as per the above guidelines for the academic year (both odd and even semesters) at least one month in advance. Relevant details of the department faculty work load shall be presented and it will be scrutinized by Director and after necessary modifications, get it approved by the Executive Director. The department HoD's should forward the approved faculty requirement to HR Dept to initiate the recruitment process.

Services from senior faculty from Industry can be availed as per the requirement of the department.

#### **4.4 RECRUITMENT PROCEDURE**

##### **4.4.1 NOTIFICATION, SELECTION and RECRUITMENT**

- \* The faculty vacancy positions will be notified in the leading news papers as decided by the Management. The advertisement shall specify the minimum qualifications and other requirements for the post(s) as per the norms prescribed by AICTE or other competent authority. Apart from this, notification will be given on the institution web site inviting applications in the prescribed format.
- \* Faculty members already serving Sahrdaya College of Engineering and Technology and meeting the notified requirements can apply for the direct recruitment to higher posts only if specifically called for in the advertisement.

- \* The last date for submission of applications against advertisements will be as decided by the Management.
- \* The screening and short listing of candidates for interview shall be done by the Director. If required, based on the norms decided by the Executive Committee, written test / interview shall be conducted for screening and shortlisting.
- \* 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 for direct recruitment. However, such teaching experience in Sahrdaya would be considered for internal candidates 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.
- \* Industry experience – Candidates with relevant experience in their area of specialization from reputed firm's equivalent to Asst. Prof. Cadre and not below 2 years of experience will also be considered.
- \* Research experience – The period of work of full time doctoral work will be counted for increment purpose at the level of an Asst. 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 or on loss of pay will not be considered for salary increment and service benefits.
- \* Interview shall be conducted as and when required.
- \* The Interview Board shall consist of the Director, Joint Director, Principal, HoD/one senior Professor/Associate professor with PhD of the concerned discipline (subject expert) and one external subject expert from reputed academic institutions.
- \* Selection of candidates shall be on merit and suitability as decided by Faculty/Staff selection board and a rank list of suitable candidates shall be

prepared based on merit and forwarded to Executive Director for background verification.

- \* 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.
- \* All direct appointments and faculty who are promoted will be on probation for a period of two years.
- \* On successful completion of two years, based on AICTE norms and as per API obtained, their probation will be declared and will be considered as regular faculty. The API requirement for probation declaration is 45% .
- \* Offer letters shall be dispatched to the selected candidates by e-mail for acceptance.
- \* If the candidate accepts the offer, the appointment letter signed by the Executive Director shall be issued.
- \* If any meritorious candidate applies for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.
- \* The rank list recommended and approved by the Executive Committee, will be presented for ratification by the BOG members in the next BOG meeting.

#### 4.4.2 QUALIFICATION FOR APPOINTMENT OF FACULTY

Designation	Salary Scale	Qualification / Eligibility
Assistant Professor	Rs.15600- 39100 AGP Rs. 6000	a) Engineering discipline : B. E. / B. Tech. and M. E. / M. Tech. in relevant branch with first class or equivalent in any one of the degrees.  (b) In Science, Library, Humanities & Physical Education :



		<p>A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC or have been awarded a Ph. D. Degree in accordance with the UGC.</p>
Assistant Professor	Rs. 15600- 39100 AGP Rs. 7000	On completing 5 years service in Sahrdaya or total 7 years teaching experience in AICTE approved engineering colleges, after acquiring M.Tech and attended 3 short term courses of min. 5 days duration after serving in the scale with AGP Rs. 6000.
Assistant Professor	Rs.15600- 39100 AGP Rs. 8000	On completing 5 year's service at Sahrdaya and attending minimum of 3 short term courses of 5 days duration after serving in the scale with AGP Rs. 7000.
Associate Professor	Rs. 37400-67000 AGP Rs. 9000	<p>(a) In Engineering - ME/M.Tech, Ph.D in the relevant branch of engineering with minimum 5 years teaching experience.</p> <p>(b) In Science, Library, Humanities and Physical Education – UG &amp; PG Degree in the relevant discipline with NET or Ph.D and 15 years teaching experience in Sahrdaya after NET/ Ph.D.</p>

Professor	Rs. 37400-67000 AGP Rs. 10000	(a) In Engineering - ME/M.Tech, Ph.D in the relevant branch of engineering with 10 years teaching experience.  (b) In Science, Library, Humanities and Physical Education – UG & PG Degree in the relevant discipline with Ph.D and 15 years teaching experience after obtaining Ph.D.
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Retired Professors/ Associate Professors with more than 15 years teaching experience	Rs. 75,000 consolidated (for 5 days in a week)	In Engineering - With Ph.D in the relevant branch of engineering and more than 15 years teaching experience.
	Rs. 50,000 consolidated (for 5 days in a week)	In Engineering - Without Ph.D in the relevant branch of engineering and more than 15 years teaching/Industry experience.
	Rs.60,000 consolidated (for 5 days in a week)	In Science, Library, Humanities with Ph.D, and more than 15 years teaching experience
	Rs.35,000 consolidated (for 5 days in a week)	In Science, Library, Humanities without Ph.D, and more than 15 years teaching experience

- The teaching experience should be after acquiring the basic academic qualification for the respective post.
- The minimum academic qualification to all posts shall be as per AICTE norms .

- Two online FDP programs conducted by AICTE/UGC/TEQIP/NPTEL / other institutions of national importance etc. , each of one week duration shall be considered as one program of two weeks duration as desired for the purpose of CAS / Promotions as per AICTE.
- All degrees, i.e. Bachelors', Masters', and Doctoral shall be from a University recognized by the UGC/AICTE. Candidates shall present equivalent certificate from Association of Indian Universities (AIU) /AICTE / UGC for any degree which is not recognized by UGC/AICTE.
- If a class/ division are 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 shall be arrived as per the following table:

Grade point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

- Assistant Professors shall be eligible for the AGP of Rs. 7000/- after completion of 5 years service as Assistant Professor and having a continuous API of above 75
- Assistant Professors who have completed 5 years of service at the AGP of Rs. 7000/- shall be eligible, subject to acquiring a continuous API of above 75, to move up to the AGP of Rs. 8000/-.
- While in service for more than 5 Years if an Asst. Professor obtains Ph.D, he/she is eligible for promotion to Associate Professor, if he/she has API above 85.
- An Associate Professor completing 5 years with Ph.D in the grade of 37400 – 67000 and carrying out sponsored research projects shall be eligible for designating as Professor and will be eligible for AGP 10,000.

- Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing Ph.D degree, awarded in the relevant discipline by University following the process of registration, course work and external evaluation as prescribed by UGC.
- Faculty who complete their Ph.D degree while in service shall be entitled to three non-compounded increments awarded in the relevant discipline by University following the process of registration, course work and external evaluation as prescribed by UGC.

## **5. APPOINTMENTS, INDUCTION, PROBATION AND REGULARIZATION**

### **5.1 GENERAL POLICY**

- **AUTHORITY** - The Appointing Authority shall be the Executive Director of the Institution.

**5.2 Salary Scale:** The faculty will be eligible for the AICTE/UGC salary scale and service increments, only from the date of submission of the original/provisional certificate of the highest degree as mentioned in the qualification. Till that date he/she shall be eligible only for a consolidated amount as decided by the Management from time to time.

Appointment of retired persons shall be on contract basis with consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.

**5.3 Original certificates:** All the faculty members have to submit their original UG , PG and Ph.D certificates to the Office at the time of joining the College for verification.

**5.4 Induction :** Induction program shall be conducted for all the new recruits preferably on the joining date. Sessions shall be conducted on Institute vision and mission, customs & practices, OBE, University rules and regulations and training on campus automation.

**5.5 DA, other allowances, SCWF:** The DA, other allowances and Staff Contributory Welfare Fund(SCWF)/ Staff Saving Scheme (SSS) will be decided by the Management from time to time and will be as per the rules and regulations and payment conditions decided by the Management.

**5.6 Probation period:** All faculty members on their first appointment will be on probation for a continuous period of 2 (two) years from the date of joining. Faculty members on promotion will be on probation for a continuous period of two years from the date of promotion. The probation period of faculty who do not completely fulfill the qualifications prescribed by AICTE from time to time may be extended for one more year and they shall be replaced with qualified hands. Any kind of leave other than casual leave will not be considered for probation.

**5.7 Promotion:** The faculty members shall be considered for promotion as and when they acquire the qualification and experience required for different cader satisfying all the requirement as per AICTE 2019 regulations and their Annual Performance Index (API) is satisfactory and subject to the availability of an open vacancy in the department as per the AICTE/UGC cader ratio.

Special cases, if any, will be considered by the Management for promotion according to the merit of the case from time to time to supernumerary posts/personalized promotion.

The faculty members are not eligible for any increment in salary during the period of probation. After declaration of successful probation, the eligible increment during the period of probation is considered and basic pay is fixed accordingly.

**5.8 Increments:** On completion of probation, the faculty members shall be eligible for service increments at the rate of 3% of basic pay per year as on 1<sup>st</sup> July. Increment in the scale of pay for teaching staff is approved annually based on the API (70%). Increment is neither automatic nor mandatory. Increments will not be considered if the faculty member is not acquiring the qualification prescribed by AICTE/UGC.

**5.9 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.

**5.10 Other benefits:**

- **Staff Contributory Welfare Fund (SCWF):** SCWF is discontinued with effect from July 2017 and Staff Savings Scheme is introduced. The accumulations of SCWF are maintained separately and as per bank interest rate, it is credited to the accumulation every year. This will be refunded once the faculty leaves the

institution after deduction of outstanding dues, excess payments made if any etc. This contribution will be deposited in the Bank as a separate account.

- **Staff Saving Scheme(SSS)** : From July 2017 onwards, 8% of Basic (Basic + AGP) is recovered and credited separately in this account and refunded with as per bank interest rates of Nationalized Bank when the staff leaves the services of the institution after deduction of outstanding dues, excess payments made, if any etc.
- Recovery of advance, loan, excess payment of salary etc. or dues if any to be collected from any staff will be made from SCWF / SSS account of the faculty.

**5.11 Gratuity:** All faculty / staff members who have more than 5 years of service at Sahrdaya College of Engineering and Technology are eligible for Gratuity as per Kerala Govt. Gratuity Act. Gratuity is not applicable for employees on temporary appointment and on consolidated pay.

## **6. SHORT TERM TRAINING PROGRAMS AND SEMINARS**

- Faculty members are encouraged to attend short term training programs, technical seminars, workshops, conferences, etc. without affecting the regular classes in the college.
- Normally faculty members will be deputed for attending Training/ seminars in their area of specialization, only two per year, during the period of Semester break from a reputed institution
- The participation certificate and course report should be submitted to the TPO immediately after the course for sanctioning the duty leave. The course notes, text books if any, received at the course should be handed over to the Department Library.
- They are not eligible for any TA/DA or registration fee for attending such programs.
- Duty leave shall be given during the course period and travel on submission of the Course report.
- Faculty members are encouraged to undergo industrial training during semester break periods for which duty leave shall be given. (Max 6 days per year).

- The faculty attending short term courses/FDP/Workshop/Industrial training etc. should arrange a sharing session with the Co – Faculty in the department.
- Faculty members are also encouraged to present papers in international/national/ and state level conferences, publish papers in SCI/Scopus indexed journal and engage in outreach activities such as delivering lectures in other institutions on special topics, for which duty leave may be given without affecting the normal functioning of the college. Attendance certificate and report of the program should be submitted for duty leave. They are not eligible for registration fee or TA/DA for such activities.

## 7. SAHRDAYA INCENTIVES

Faculty attending reputed International Conference outside the country and presenting paper shall be paid as follows:

- a) 50% of the Conference registration fee subject to a maximum of Rs. 25,000 (Rupees Twenty five thousand)
  - b) 50% of the actual flight ticket fare limited to maximum of Rs. 50,000/-.
  - c) Faculty have to apply through college authorities to funding agencies like UGC/AICTE/DST etc. at least 6 months earlier to the conference and in case the faculty is receiving travel/registration grant from any agency, the amount of grant given from the college should be refunded after meeting the actual travel and registration expenses.
  - d) The above incentives are limited to any one faculty in a financial year according to seniority and rotation.
  - e) A faculty member who has availed this facility will be further eligible only after 5 years.
  - f) Faculty attending National / International conferences should present this paper in the immediate faculty meeting.
- **Presenting paper in reputed National conferences:** Management will reward Rs 1,000 (Rupees One thousand) for presenting paper in National conference, if the paper is published in conference proceedings with ISBN. The incentive is subject to a maximum of Rs 3,000 (Rupees Three thousand) in a financial year.

- **Incentives for Research projects:** An honorarium of Rs.10,000 will be granted by management to faculty who is the principal investigator for a research project funded by State or National Agencies like UGC, AICTE, CSIR, DET, DBT, ISRO, DAE ,IEI etc. on completion of the project . Value of the Project should be Rs 10,00,000 (Ten Lakh) or more and project should be completed on time.
- **Incentives for Research publication:** Faculty members are eligible for incentives of Rs.3000 per year for every research publications in SCI Indexed journals. If the paper is authored by more than one person, the amount will be shared by all the authors who are associated with SCET. The papers published should include the name of the institution “Sahrdaya College of Engineering & Technology”.
- **Consultancy projects:** Faculty members will be eligible for suitable incentive/share for taking up consultancy works from Industry, Research Organizations, Pvt. Firms etc.
- **Incentives for Performance of Faculty : TA/DA to staff on official duty:** Staff members deputed from the College on official duty for attending meetings representing the College, accompanying students for competitions etc., is eligible for registration fee and TA/DA as follows:

Registration fee	:	Actual on producing the receipt
TA	:	Actual bus/ Sleeper class train fare
DA	:	250 per day (inside the State)

## 8. POLICY FOR LEAVE, HOLIDAYS & WORKING HOURS

- **Working time:** The compulsory working time for the faculty / staff in the College on all working days shall be 8.30 am to 03.30 pm. All staff members have to punch-in before 8.30 am and punch-out after 3.30 pm.
- Maximum one hour late coming/early leaving is permitted with the permission from Executive Director, and six hours of late/early punching will be treated as one day C/L.

### 8.1 WORKING DAYS AND HOLIDAYS

- We follow the Government of Kerala Calendar. The working days and holidays will be as marked in the Government calendar.



- Other than the marked holidays in the Government calendar, the staff is eligible for all holidays declared by the Government for professional colleges and the Management declared holidays.
- The days-on which regional Trade Unions/ employees strike, bus strike etc., will not be a holiday for the staff.
- On the days on which state/ nationwide strike/ harthal are declared by different organizations/ political parties and the public and private transportation is likely to be disrupted, the faculty/staff shall avail work from home facility and on those days daily work report is to be submitted.
- Holidays declared by the District Collector, Education department etc., for schools and colleges will not be holiday for the staff unless it is specifically mentioned as “including professional colleges.”
- Other eligible holidays are as follows:

Easter ( 5 days)	Holy week starting from Wednesday to Sunday
Christmas (3 days)	24 <sup>th</sup> , 25 <sup>th</sup> and 26 <sup>th</sup> December
Onam ( 4 days)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Onam

- In Special Circumstances, the Management reserves the right to convert a holiday into a working day.

## 8.2 LEAVE

- All staff members are eligible for 12 days of casual leave in a financial year (April to March), which may be availed proportionately in each month. (In the first year, the employees earn one day Casual leave after completing one month service.) Any un-availed eligible casual leave during the year cannot be carried over to next year. Casual leave cannot be combined with any other kind of leave.
- Prior permission from the Executive Director should be obtained through HOD for availing Casual leave.

- Due to unexpected reason, where prior permission could not be availed, it should be informed to HOD over phone/mail and leave application should be submitted on the very next working day
- Alternate arrangements for the class work and all other assigned works on the day of leave, should be made and the application for the leave should be submitted to the Joint Director/Principal with recommendation of the HOD. The consent of the faculty /staff member, who agrees to take up the duties during the days of leave, should be obtained in writing on the leave application.
- The approving authority for all leave shall be Executive Director.
- Salary for the days of absence without approval and any leave availed in excess than the permitted will be deducted from the salary.
- Salary deduction for one day will be calculated by taking 30 days per month.
- Non-Teaching Staff on probation are eligible for one casual leave per month. If casual leave is not availed in a month, it can be carried to the next month in the same academic year. Those who have completed probation period successfully are eligible for 12 days casual leave per academic year.

### **8.3 VACATION**

- All the regular faculty members, who have successfully completed their probation period, are eligible for one month vacation for every completed year of service as on 31<sup>st</sup> March after probation.
- Administration staff doesn't have vacation but they can avail 13 days of earned leave which can be carried over for 4 years.
- Faculty members on probation and on temporary appointment are not eligible for Vacation.
- The period of Vacation recommended for the faculty every year will be notified in the month of March, and the faculty can avail the vacation as per the recommendation of Principal. The vacation is to be availed during the Semester break time without affecting normal working of the college.

- Vacation cannot be combined with other leave and vacation not availed in the recommended period will be lapsed and it cannot be carried forward without permission of Executive Director.
- The period of vacation will be counted continuously from the date of entering the vacation. Compensatory leave may be granted for attending duty during the vacation and it has to be availed within the vacation period. Compensatory leave shall be availed only on days on which there is no regular class work .
- No Compensatory leave shall be granted for normal extra work done in Sahrdaya, as it is part of one's duty.
- Compensatory leave will not be granted for external duty for which extra remuneration is paid.
- The casual leave and vacation should be availed in the same financial year itself, and it cannot be carried over to the next year, without the special permission from the Exe. Director.
- All the intervening declared holidays and Sundays will also be included for the purpose of calculation of vacation.
- The Exe. Director has the right to deny the compensatory leave and vacation, if necessary.
- Leave in excess of the prescribed limit shall be deemed to be leave on "Loss of Pay".
- Continuous "Loss of Pay" for 15 days without prior permission will lead to termination of service.

#### **8.4 DUTY LEAVE (DL)**

Duty leave of maximum 15 days, with full pay, in a financial year is granted for all the faculty who have completed probation, for the following:

- Attending Conferences/ Seminars/ Workshops
- Delivering invited talks
- Interaction with the Industry
- To attend meetings of the University

- To perform any other duty for the college as recommended by Joint Director /Principal
- Faculty members are to go on rotation basis to attend valuation camp/ university examination from each department so as to limit the duty leave to a maximum of 15 days in a financial year, and without affecting regular classes in the department.
- To perform any other duty for SCET as approved by the Exe. Director.

### **8.5 LOSS OF PAY LEAVE (LOP)**

- Leave cannot be claimed as a matter of right and when the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved on the authority empowered to grant leave [WP(C) 35775/2015 dt 18/02/2016].
- Generally long leave on loss of pay is discouraged.
- Faculty who need long leave are recommended to get relieved and apply fresh for reappointment
- Request for Loss of Pay leave may be recommended by the Joint Director based on genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Exe. Director after considering all aspects of the Institution's requirements in respect of its academic activities.
- Loss of Pay leave without written approval will be considered as unauthorized leave and disciplinary action will be taken accordingly.
- Loss of Pay leave will not be counted for any kind of Service benefits including annual increments.

### **8.6 COMPENSATORY LEAVE**

- Compensatory leave can be availed by the Faculty members against duty performed on a holiday for which no extra remuneration is paid.
- The Executive Director has the right to deny the compensatory leave, if necessary.

- Compensatory leave will not be granted for any external duty for which extra remuneration is paid.
- No compensatory leave shall be granted for normal extra work done in SCET, as it is part of one's duty.
- In cases of special classes and exams on a holiday, half day compensatory leave can be availed against a minimum of 3 hrs duty, and one day off against a minimum of 5 hrs duty.
- Compensatory leave shall normally be taken in the same semester of extra duty, on days on which there is no class work.

### **8.7 MATERNITY BENEFIT & LEAVE**

- All regular female faculty, who have completed probation, are eligible for maternity benefit. Maternity benefit is applicable to female faculty only for their first and second delivery. Maternity leave shall be limited to 120 days. Maternity benefit shall be paid after the employee re-joins duty as per the norms of management.
- The period of maternity leave will be considered as service for increments and not for vacation. They are eligible for pay as per the norms of management.
- Maternity leave cannot be combined with any kind of other leave.
- Non-Teaching: As per ESI act 1948 norms, a female staff member can avail maternity leave.

### **8.8 STUDY LEAVE**

The Management normally encourages the staff in acquiring higher qualification, for which study leave shall be availed as follows:

#### **For Full time Ph.D:**

- Faculty members who have completed probation and having minimum 3 years service at the time of application can apply for study leave on Loss of Pay for 3 years to do full time Ph.D. Loss of pay will not be counted for increments and service benefits. Study leave shall be counted for service if the admission is through QIP/FIP scheme of AICTE/UGC.

- Faculty deputed for higher studies have to execute a bond to the effect that they will serve Sahrdaya for a minimum period of 5 (five) years after completion of PhD.

#### **Part-time Ph.D:**

- Staff members are permitted to register for pursuing part time Ph.D for a period of 4 years extendable by one more year, if needed.
- They can avail one semester Study leave on loss of pay for completing course work in the institution in which she/he has registered for part time PhD during the period of course work.
- Faculty will have to bear all the expenses to be incurred for pursuing the full time / part time Ph.D program.
- They should not work in any other Institution during the period of the course.
- Faculty members after completing their Ph.D have to submit a copy of their thesis to the Library.

#### **9. EXIT POLICY**

- The age of superannuation for the teaching, technical and non-teaching staff is as per the Kerala Government norms.
- If the management desires, in case of shortage of expertise, a faculty/staff member beyond the superannuation age, can be re-appointed on contract basis for a period of one year which is renewable at the discretion of the management.
- Termination of service (Probationer) :The Management has all the right to terminate the service of the faculty/staff, or extend the period of probation or revert the faculty/staff into temporary appointment with consolidated pay, if the required eligibility requirements are not fulfilled on time, or the performance of the faculty/staff during the period of probation is not satisfactory.
- Termination of Service (Confirmed faculty): The Management has the right to terminate the services of faculty/ staff member at any time during their service if his/her performance/conduct is not satisfactory, or he/she does not acquire the required qualification, by giving 3 months notice or 3 months pay in lieu of notice.

- The Management shall have the right to place any staff under suspension pending enquiry on charges of misconduct, willful neglect of duty, insubordination, physical or mental unfitness, involving in criminal offense, indulging in moral turpitude etc.

#### **10. RESIGNATION/RELIEVING**

- The faculty who would like to resign and get relieved from service should give minimum 3 (three) months advance notice to the Institution, or remit 3 months salary as notice pay. For non-teaching staff, one month advance notice to the institution or remit one month salary as notice pay.
- During the notice period, the Management has the right to terminate the service of the faculty /staff member at any time on accepting the resignation. Faculty /Staff members shall be relieved preferably on completion of the semester. The Management reserves the right not to accept the resignation while the semester is in progress.
- Faculty / Staff members who wish to get relieved of their duties are required to get the No Dues Report from HoD and from other departments and ensure that all the assigned responsibilities are handed over satisfactorily.
- They should also fill up and return the exit interview form to the TPO.

### **SAHRDAYA ANTHEM**

SAHRDAYA SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
ENFOLD THY OFFSPRINGS,  
LEAD US O BEACON!  
UNTO THE LAND OF TRUE LIGHT  
SHOWERS OF GRACE,  
BLOSSOMS OF PEACE,  
FLOW FROM THY BOSOM OF LOVE.  
MOULD US AS LEADERS  
IN DAYS TO DAWN  
To GUIDE THE WANDERING FLOCK!  
VALIANT YOUTH,  
DARING TO WIN,  
UPLIFTING DOWNTRODDEN LOT.  
FILL US IN THE SKILLS  
WISDOM AND VALUES  
To GUIDE THE WANDERING FLOCK!  
SAHRDAYA! SOAR HIGH, SOAR HIGH!  
ALMA MATER! LIFT UP THY BANNER,  
UNTO THE REALM OF STARS,  
UNTO THE HEAVEN OF BLISS,  
UNTO THE LAND OF TRUE LIGHT





EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

Ph. 0480-2726630, 2759275, Fax: 0480-2726634, info@sahrdaya.ac.in, infosahrdaya@gmail.com;www.sahrdaya.ac.in

## Faculty / Staff Service Rules

and

### Human Resource (HR) Manual Amendments (May- 2023)

#### 4.4 RECRUITMENT PROCEDURE

##### 4.4.1 Notification, Selection and Recruitment

Employment of Relatives: No two members of a household shall be given employment at Sahrdaya College of Engineering & Technology. Any exception in this regard shall be at the final discretion of the management.

#### 4.2 ATTENDANCE

##### 4.2.1 General Rules

- All Staff members are required to sign the attendance register before 08:45 a.m. and after 04.20 p.m. on a daily basis.
- All Staff members are required to attendance punch-in before 08:45 a.m. and corresponding punch-out after 04.20 p.m. from Mondays to Saturdays, unless otherwise specified
- In respect of those staff joining the college during the financial year, leave availability for that financial year will be calculated on a proportionate basis from the date of joining.
- Leave requests/applications have to be submitted for all kinds of leave. Leave application has to be submitted to the Joint Director after getting the sanction from the Executive Director through HOD.
- Leave shall be availed only with the prior approval of the Executive Director 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.
- In case of Medical Leave exceeding two days, a medical certificate from the attending doctor shall be attached with the leave application form.



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Ph. 0480-2726630 (10 Lines), 2759275; Fax: 0480-2726634; info@sahrdaya.ac.in, info.sahrdaya@gmail.com; www.sahrdaya.ac.in/

OUR VISION: "To train the youth to be the leaders of tomorrow with apt skills, deep rooted sense of social responsibility, strong ethical values and with a global outlook to face the challenges of changing world."  
OUR MISSION: "With a high calibre faculty and an excellent infrastructure, we promote academic excellence, absolute discipline and sound practical exposure"

- Before proceeding on leave, faculty members are required to re-arrange their work schedule for the period of leave in consultation with the HOD.
- All leave application forms duly recommended by the Joint Director shall be forwarded to the office for necessary documentation.
- The Approving Authority for all leave shall be the Executive Director.
- Any casual not taken leave during a calendar year will lapse and will not be carried over to the subsequent year.
- Processing and administration of leave shall be as per procedure laid down by the Management
- Salary for the days of absence without written approval and / or days of approved leave in excess of eligible and available leave will be deducted from the salary.
- Any absence not supported with an approved leave application form will be treated as unauthorized leave and salary deduction will be effected for such days.

## Biometric:

- All staff members are required to attendance punch-in before 08:45 a.m. and corresponding punch-out after 04.20 p.m. from Mondays to Saturdays, unless otherwise specified.
- In respect of those staff joining the college during the financial year, leave availability for that financial year will be calculated on a proportionate basis from the date of joining.
- In case of the staff stating "Forgot to Punch", it will be considered as leave. If there is casual leave remaining for a staff member, then this can be considered as casual leave.

**Late coming:** Maximum half an hour late coming is permitted for the staff for punching and signing attendance register on any working day. Availing the permitted late coming 6 times, will be counted as half day casual leave. Accordingly, staff have to punch their attendance, sign the attendance register latest by 9.15 am on any working day. Punching/Signing after 9.15 am will be considered as half a day leave.

**Early going:** Maximum half an hour early going is permitted for the staff for punching attendance and signing the register, when they wish to leave the campus early. Availing the permitted early going 6 times, will be recorded as half day casual leave. Accordingly, staff wishing to leave the campus early have to punch their attendance, sign the attendance register latest by 3.50 pm on all working days. Punching/Signing before 3.50 pm will be considered as half a day leave.



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OUR VISION: "To train the youth to be the leaders of tomorrow with apt skills, deep rooted sense of social responsibility, strong ethical values and with a global outlook to face the challenges of changing world."

OUR MISSION: "With a high calibre faculty and an excellent infrastructure, we promote academic excellence, absolute discipline and sound practical exposure"

## 8.2 LEAVE

Casual Leave should be forwarded through the HoD and approved by the Executive Director.

### 8.2.1: Casual Leave (CL):

- All staff members are eligible for 12 days of casual leave in a financial year (April to March), which may be availed proportionately in each month. (In the first year, the employees earn one-day casual leave after completing one-month service.) Any un-availed eligible casual leave during the year cannot be carried over to next year. Casual leave cannot be combined with any other kind of leave.
- Prior permission from the Executive Director should be obtained through HOD for availing Casual leave.
- Due to unexpected reasons, where prior permission could not be availed, it should be informed to HOD over phone/mail and leave application should be submitted on the very next working day.
- Alternate arrangements for the class work and all other assigned works on the day of leave, should be made and the application for the leave should be submitted to the Joint Director/Principal with recommendation of the HOD. The consent of the faculty /staff member, who agrees to take up the duties during the days of leave, should be obtained in writing on the leave application.
- The approving authority for all leave shall be Executive Director.
- Biometric records and attendance registry will be considered for the salary calculation.
- Salary for the days of absence without approval and any leave availed in excess than the permitted will be deducted from the salary.
- Salary deduction for one day will be calculated by taking 30 days per month.
- Teaching & Non-Teaching Staff on probation are eligible for one casual leave per month. If casual leave is not availed in a month, it can be carried to the next month in the same academic year. Those who have completed the probation period successfully are eligible for 12 days' casual leave per academic year.



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COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India, Pin - 680 684

Ph. 0480-2726630 (10 Lines), 2759275; Fax: 0480-2726634; info@sahrdaya.ac.in, info.sahrdaya@gmail.com; www.sahrdaya.ac.in/

OUR VISION: "To train the youth to be the leaders of tomorrow with apt skills, deep rooted sense of social responsibility, strong ethical values and with a global outlook to face the challenges of changing world."

OUR MISSION: "With a high calibre faculty and an excellent infrastructure, we promote academic excellence, absolute discipline and sound practical exposure"

## 8.2.2 : Duty Leave (DL):

Duty leave of maximum 15 days, with full pay, in a financial year is granted for all the faculty who have completed probation, for the following:

- Attending FDPs/ STTPs – 5 Days during the Semester breaks

Remaining 10 days of duty leave can be availed for the mentioned below:

- Attending Conferences/ Seminars/ Workshops during the Semester breaks
- Delivering invited talks
- Interaction with the Industry
- To attend meetings of the University
- To perform any other duties for the college as approved by Executive Director
- To perform any other duty for SCET as approved by the Executive Director.
- Faculty going as Resource Person if getting honorarium will not be eligible for duty leave.
- Prior recommendation to be obtained from the Joint Director before the approval from Exe. Director.
- Faculty members are to go on rotation basis to attend the above events from each department so as to limit the duty leave to a maximum of 10 days (excluding 5 days of attending FDPs/ STTPs etc.) in a financial year, and without affecting regular classes in the department.
- TR04 (Staff Training / External Programs Request Form) and TR05(Request Form to be the Resource Person / External Expert) should be submitted along with Duty Leave application for getting the duty leave sanctioned from the Executive Director. In case not submitted along with the leave form, it will be considered as Casual Leave. The procedure for the duty leave will be completed only after the submission of necessary supportive documents as mentioned in the TR04 and TR05 forms.
- Duty leave not availed during the Financial year shall lapse
- Faculty on Notice period will not be encouraged for any Duty Leave other than university matters.



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## 8.2.3 : Special Leave (SL):

Other than duty leave, Special leave of maximum 10 days, with full pay, in a financial year is granted for all the faculty who have completed probation, for the following:

Accompanying students for Tour / Accompanying students for Industrial Visits / To act as External Examiner for University Lab Exams / To act as University observer / Auditor

- Prior recommendation to be obtained from the Joint Director for special leave before the approval from the Executive Director.
- Faculty on Notice period will not be encouraged for any special leave other than university matters.
- Special leave not availed during the financial year shall lapse.
- Special Leave can't be combined with other leave
- If more duties are assigned from the above, it shall be compensated with the duty leave.
- Faculty members are to go on rotation basis to attend valuation camp / university examination, accompany students for the Tour / Industrial visit from each department so as to not affect the regular classes in the department.
- TR04 form should be submitted along with a Special Leave application for getting the special leave sanctioned from the Executive Director. In case not submitted along with the leave form, it will be considered as Casual Leave. The procedure for the special leave will be completed only after the submission of necessary supportive documents as mentioned in the TR04.

**Note :** Administrators, IEDC Coordinator, IEEE Coordinator, Physical Education Director , NSS Coordinator and Placement Officer may avail the Duty Leave of 10 days prior to availing the Special leave. The special leave of 10 days may be used for attending meetings/other duties approved by the Executive Director. If 20 days (duty leave and special leave) is over, the members of the respective committee may be assigned to attend the duties.

## 9. EXIT POLICY

- Date of retirement of teaching & non-teaching staff of SCET shall be the last date of the financial year in which they complete 56 years of age. • If the management desires, incase of shortage of expertise, a





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staff member beyond the superannuation age, can be re-appointed on an annual basis in consolidated pay at the discretion of the management. Consolidated Pay may be considered as per 4.4.2.

- Termination of service (Probationer): The Management has all the right to terminate the service of the faculty/staff, or extend the period of probation or revert the faculty/staff into temporary appointment with consolidated pay, if the required eligibility requirements are not fulfilled on time, or the performance of the faculty/staff during the period of probation is not satisfactory.
- Termination of Service (Confirmed faculty): The Management has the right to terminate the services of faculty/ staff member at any time during their service if his/her performance/conduct is not satisfactory, or he/she does not acquire the required qualification, by giving 3 months' notice or 3 months' pay in lieu of notice.
- The Management shall have the right to place any staff under suspension pending enquiry on charges of misconduct, willful neglect of duty, insubordination, physical or mental unfitnes, involving in criminal offense, indulging in moral turpitude etc.

Mar Pauly Kannukadan

Chairman, IDET

Fr. Dr. Anto Chungath

Executive Director, SCET