



SREEPATHY INSTITUTE OF MANAGEMENT & TECHNOLOGY

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OPERATIONS MANNUAL VOL-I

OUR VISION:

**STRIVING FOR EXCELLENCE IN GENERATION AND DISSEMINATION OF
KNOWLEDGE**

OUR MISSION:

- **To mould engineers of tomorrow, who are capable of addressing the problems of the nation and the world, by imparting technical education at par with international standards**
- **To instil a desire in students for research, innovation, invention and entrepreneurship**
- **To strive for creative partnership between the industry and the institute**
- **To impart the values of environment awareness, professional ethics, societal commitment, life skills and a desire for lifelong learning**

Approved for Board of Directors

CHAIRMAN

SECRETARY

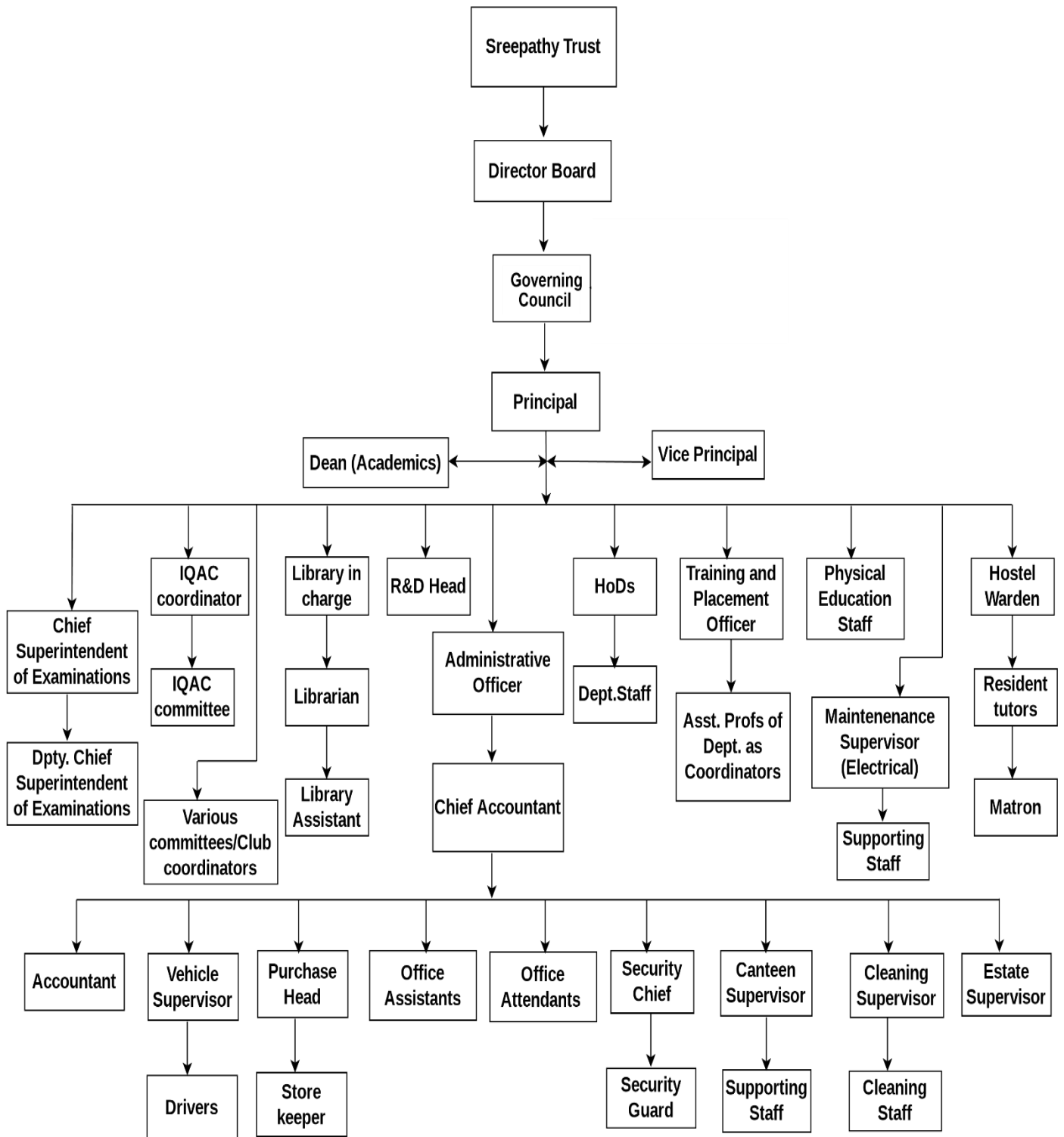
SIMAT RULES FOR TEACHING AND NON-TEACHING STAFF

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1. PREFACE

This policy manual has been determined to be the official document of the Board of Trustees and provides a common guide for employees of the College, students, and the general public.

The manual sets forth the authority by which the Board acts, as well as the administrative organization and procedural methods by which the official Board functions.

Policy established herein reflects either legal restrictions or obligations of the Board or general policies which have been approved by the Board in an effort to facilitate the operation of the Institution. Ultimately, of course, the policies set forth herein are designed to make possible the best program of instructional services for residents of the district.

It is to be understood that these policies do not supersede action of the Board as recorded in the minutes of the Board meetings. Furthermore, these policies are subject to amendment by the Board of Trustees of the College.

In compliance with the Board of Sreepathy Trust, “the Principal may manage the College with adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, and student services.”

This Administrative Policy and Procedural Manual have been developed to provide consistency throughout the institutional community in its internal and external practices. The information contained herein has been extensively researched and provides the foundation from which the institution shall operate.

All trust members and employees are mandated to read, understand and abide by the contents of this Manual, as well as all future additions/revisions as may be communicated through the Office of Chairman/Secretary.

The Director board of the Sreepathy trust has the SOLE authority to approve revisions of any policy, procedure, or guideline set forth within the Administrative Policy and Procedural Manual or to establish new Institutional-wide policies, procedures, or guidelines as the need may arise. Likewise, any inter-departmental procedures/guidelines specific to an individual department/area shall be written to align with this Manual in order for the College to maintain consistency and integrity in its operations. This Manual contains specific processes through which new/revised policies, procedures, and guidelines will be considered for approval.

No policy manual can be written to address the myriad of extraordinary circumstances that may arise in the day-to-day operations of the institution. Therefore, the Principal has the SOLE authority to make exceptions to the policies/procedures/guidelines set forth herein. However, it is understood that these exceptions will be rare indeed, and will be made only in those situations where an exception will be in the best interest of the Institution and the students that it serves. It is also mandatory for the Principal to inform the authorities on the decision taken and the circumstances in which the decision was taken.

2. THE PROMOTING BODY

The promoting body is a private charitable trust created and named as “SREEPATHY TRUST”. The Registered Office of the trust is at Thekke Madham Road Thrissur, Kerala. The TRUST was registered on the 4th day of January 2007 with document No: IV/5 of 2007 under the Indian Trusts Act 2 of 1882.

SREEPATHY TRUST is a group consisting of Technocrats, Engineers, philanthropists, Professionals, Businessmen, Industrialists, Agriculturists and Academicians, those in services, Retirees, and self-reliant individuals, having a common goal, that of providing a platform to promote quality higher education and research in professional disciplines like technical and engineering subjects, medical and paramedical, management studies, agriculture, bio technology and cultural studies in order that deserving candidates irrespective of caste, color and creed are given an opportunity to pursue their education

3. SREEPATHY INSTITUTE OF MANAGEMENT & TECHNOLOGY (SIMAT)

SREEPATHY INSTITUTE OF MANAGEMENT & TECHNOLOGY (SIMAT) is located on a beautiful lush green hillock at Vavanoor, Kootanad, near Pattambi, on the Palakkad-Guruvayoor High Way. This institute is approved by AICTE and affiliated to Calicut University and APJ Abdul Kalam Technological University (KTU). The first Academic year started in 2009 and the present sanctioned intake is as follows.

B. Tech Courses:

1	Civil Engineering (CE)	B. Tech	60 seats
2	Computer Science and Engineering (CSE)	B. Tech	60 seats
3	Electronics and Communication Engineering (ECE)	B. Tech	30 seats
4	Electrical and Electronics Engineering (EEE)	B. Tech	30 seats
5	Mechanical Engineering (ME)	B. Tech	60 seats

The admission, seat allocation and fee structure will be strictly as per the Kerala Government Rules and Regulations.

4. DEFINITIONS

- a. **Academic year** means July to June of every year usually.
- b. **Annual vacation** for vacation staff will be assigned suitably in the months of April/May/June.
- c. **Active Service** is the continuous service in SIMAT without break.
- d. **Employee** means a person under the full time employment of the institution in teaching and non-teaching category other than the temporary staff, contract staff and Guest Faculty.
- e. **Management** means Chairman, Secretary, and Directors of the Sreepathy Trust.

5. AUTHORITIES

a. Controlling Authority

The Chairman / Secretary / Director/ Principal shall be the controlling authority in respect of all Administrative/Academic and financial operations of the College. They may declare any senior person as a controlling authority for employees below them.

b. Appointing Authority

The Appointing Authority in respect of all employees of SIMAT is the Secretary of the Sreepathy Trust, subject to the concurrence from the Chairman of the Trust.

c. Leave Sanctioning Authority

The Leave Sanctioning Authority in respect of all employees of SIMAT, except that of the Principal, will be the Principal. However availing LWP of more than one month has to be sanctioned by the Secretary. The Principal may delegate the powers to HODs if required. However the leave, except Casual Leave, of Principal will be sanctioned by Secretary.

6. WORKING HOURS

SIMAT will observe 5 days per week throughout the year and daily working hours will be 8.50 AM to 4.05 PM inclusive of 40 minutes Lunch Break.

7. PUBLIC HOLIDAYS

The list of public holidays during the academic year will be decided by the management for each year and will be communicated during the month of May for adoption. Any midterm changes on holidays shall be communicated by the management in time.

8. APPOINTMENT:

Appointments are made on the basis of merit and experience after conducting interview by an Interview Board consisting of Principal, representatives of (a) HODs,, (b) Governing Council and (c) Office Bearers of the Sreepathy Trust selected for the purpose. However, the number of members in the Interview Board shall not exceed 5(Five) Fresh hands, experienced persons as well as retired persons shall be considered for appointments. The appointment of retired hands will be on a contract basis, period of which will be determined at the time of selection. The salary of such contract appointments will be consolidated. Qualification: Faculty as per AICTE regulations.

Others: As prevailing in institutions of similar standing and status.

Fresh hands and persons with experience shall be appointed to the various posts with Specific pay scale in force implemented by the management from time to time. Such appointments will be governed by the normal salary which will be decided by the management.

A panel of Guest Faculty will be created to fill the temporary vacancies arising on account of Maternity Leave or such other exigencies.

9. JOINING FOR DUTY

At the time of joining, all the original certificates with regard to the qualification, age and experience are to be submitted to the Principal for verification and records. These original certificates will be returned to the candidate after retaining photo copies.

10. Pay Rules

a) Scale of pay:

Faculty: Salary will be commensurate with qualifications & experience and will be at par with the other Self Financing Engg. Colleges of our state, in accordance with the Guidelines of AICTE in this regard.

PhD holders in subjects relevant to the courses taught here are eligible for 3 advance increments in the scale of Assistant Professor.

Other Staff: Salary will be commensurate with qualifications & experience and will be at par with the other Self Financing Engg. Colleges of our state, in accordance with the Guidelines of AICTE/ Government in this regard.

b) Dearness Allowance: As approved by the management from time to time.

c) Provident Fund:

The Employees coming under the provisions of Employee Provident Fund Act will be covered under the Employees Provident Fund. The management, subject to its discretion, may extend the Benefits of contributory Provident Fund also to those Employees not coming under the provisions of the Act.

e) ESI: As per the Guidelines of Government

11. Confidential Reports:

Confidential reports of all staff members such as Self Evaluation report, Result Analysis report, and updating of Personal Profile, shall be submitted by Heads of Departments to the Principal one month prior to the end of every Academic year. The performance of staff will be evaluated on the basis of such reports. Students' evaluation of teaching in the prescribed format will also be submitted to the Principal.

The Principal will scrutinize such reports and submit the specific recommendations to the Management before the end of every Academic Year.

12. Probation:

- a. The probation period for the new recruits at all levels will be one year from the date of joining unless otherwise specified in the appointment order. The probation is exempted for those having Ph.D or having teaching experience for 15 or more years. This is a period for the organization and the employee to assess each other and decide whether there is mutuality of interests. It is the settling phase where the employee can form an objective view of how well he/she can fit in and cope with the demands of the environment.

b. Confirmation

- i. On completion of the probation period, performance based appraisal for confirmation is conducted by the Principal/HODs. At the same time the employees need to submit their self-appraisal in prescribed format. These are used as the basis for issuing letter of confirmation by the management. This exercise is carried out to recognize the individual's contribution over and above what was expected of him/her at the time of recruitment.

- ii. On confirmation, the leave entitlement of the employee is regularized and notice period of ONE month is required to terminate a confirmed employee.
- iii. In case the probation is found to be unsatisfactory it can be extended further for a period of six months/one year at the discretion of the management. Appropriate feedback shall be given in case of extension so that the probationer gets a chance to improve the areas where he/she is found lacking. In case of no marked improvement, at the end of this period, the employee's probation period will be discontinued and it results in termination from the service.
- iv. The extension of the probation is at the sole discretion of the Principal/Management.

13. Increment:

It is a periodical rise given in the rate of pay on a scale of pay. For each completed year of service, an increment at the rate applicable to the scale of pay shall be granted, as per the decision taken by the Management from time to time.

Increment for the Probationers shall be granted only after completion of one year from the date of confirmation.

LWS (Leave without salary) with or without medical grounds will not count for increment.

14. Promotion:

a) Faculty:

Faculty satisfying the requirements of AICTE regarding qualification and experience are eligible for promotion to a higher grade, provided there are available vacancies.

Selection to the post of Associate Professors and Professors will be made through open selection process. Asst. professors serving in SIMAT who possess required AICTE prescribed qualifications and experience can apply for promotion when notified by the Management.

Seniority will not be the only criteria for selection to these posts. However, weightage will be given to the staff members of this institution for their experience.

The department committee (consisting of Principal and HOD) shall recommend the name of the faculty member found most suitable for promotion in terms of Qualification, Experience, Seniority, Student evaluation and HOD's appraisal, to the Management.

b) Technical Staff

1. **Lab/Work shop Instructors:** Instructors with Diploma qualifications are eligible for Promotion as senior grade Instructor strictly in accordance with their seniority and performance based on report from Head of Department & Principal. Seniority will be reckoned from the date of confirmation after declaration of successful completion of probation. No. of posts of Senior Grade Instructor in each department is fixed as 2 and promotions will be made accordingly.
2. **Trade Instructor:** Trade Instructor with ITI/ITC qualification is eligible for promotion as Senior Grade Trade Instructor based on seniority and performance based on report from Head of Department & Principal. No. of posts of Senior Grade Trade Instructors is fixed as 2 and promotions will be made accordingly.

C) Vacation and non vacation staff:

Teaching faculty and technical staff will be given one month vacation every year with full salary. They constitute the vacation staff. (HoDs, Teaching faculty, Physical Education, Technical Support staff, Lab Assistants, Workshop superintendent)

All the other staff of administration constitutes non vacation staff (Site Supervisors, Placement officers, PA to Principal, Library staff, Drivers, Administrative office staff, Estate Officer/Supervisor, Security, Attenders, Canteen staff and Housekeeping staff)

Staff members who are on probation and availing vacation will be paid vacation salary only after the successful completion of probation period. Incumbents under probation required to work during vacation period will be paid salary for the period worked in the routine manner. The duration of vacation in an year will be determined by the Principal depending on the academic schedule, semester/University examination etc.

15. Relieving from duty

1. Staff members who have completed the period of service as provided in the agreement, desiring to leave the institution, have to give one month notice or pay compensation in lieu of such Notice as provided in the appointment letter and agreement signed by them.
2. Faculty members and supporting Technical Staff, desiring to leave the college are directed to do so either before the commencement of the semester or at the end. Generally, Faculty members will not be permitted to leave the college in between an academic session.

16. Attendance

- a) All staff members have to sign in the Department staff attendance register before 8.35 AM on all working days.
- b) They have to remain in the college up to 3.55 PM and put a second signature after 3.50 PM.
- c) The employees are required to mark their attendance at the time of arrival and on leaving each day. If a Red/Green line is marked in the attendance column by HOD/AO/Principal, it means that day the employee is absent.
- d) In general an employee is not allowed to sign upon the Red/Green mark.
- e) The attendance of the entire staff will be ratified on a daily basis. Hence daily signature in the attendance register is mandatory.
- f) It is a legal requirement to maintain attendance record for all employees.
- g) An employee can avail two permissions for a period of **one hour** in a month in case of emergency. In the event of an employee availing permission for the third time within the month it will be treated as **half day** casual leave.
- h) Late coming up to a maximum of 10 minutes is allowed 2 times in a month and the employee may be allowed to sign in the attendance register recording the actual time of arrival. Late coming for the third time will entail **half day** casual deduction.
- i) Any employee with recurrent late attendance record may be subjected to disciplinary action.

17. Leave rules

17.1 General

- a. All confirmed employees are entitled to the below mentioned leave during their period of employment. It shall be clearly understood that leave is not a matter of right.
- b. Discretion of grant of leave is vested with the leave sanctioning authority - usually it will be HoD /Principal/Director.
- c. Unauthorized absence even for a single day will attract disciplinary action.
 - i. For the purpose of leave, the employees are categorized as vacation staff (HoDs, Teaching faculty, Physical Education, Technical Support staff, Lab Assistants, Workshop superintendent) and non- vacation staff. (Site Supervisors, Placement officers, PA to Principal, Library staff, Drivers, Administrative office staff, Estate Officer/Supervisor, Security, Attenders, Canteen staff and Housekeeping staffs).
 - ii. Leave of any kind should be applied for in advance and sanction obtained from the leave sanctioning authority before availing. Any unauthorized leave will be considered as break of service.

17.2 Different Kinds of Leave Admissible:

- a) Casual Leave
- b) Earned Leave
- c) Half pay Leave & Commuted Leave
- d) Leave without salary
- e) Maternity Leave
- f) Compensatory Leave
- g) Duty Leave
- h) Special Leave
- i) Study Leave.

a) Casual Leave (C/L)

1. Application for casual leave shall be made in the prescribed form and submitted to the Sanctioning Authority in advance. Administrative Officer and Heads of departments will sanction the Casual leave of all staff Members who are under their supervision/Control.
2. The Principal will sanction casual leave of all Heads of Departments. The General Secretary will sanction Casual leave of Principal.
3. Casual leave may be granted to Regular and Temporary staff to the extent of 12 days for Teachers and other Technical staff and 15 days for Non-Teaching and Administrative Staff.
4. For purposes of casual leave, the calendar year will be reckoned for one year period.
5. Casual leave proportionate to service alone will be granted on pro data basis.
6. Normally casual leave exceeding 3 days will not be granted at a time. Sundays and Holidays occurring within the period of leave will not be counted as casual leave.
7. Casual Leave cannot be combined with any other kind of leave.
8. It is permissible to avail half day's casual leave if the absence is half or less than half of a working day for all staff except for emergency staff in essential utilities like electric and water supply etc. that is Electrician and staff in charge of water supply.

9. Alternate arrangements of classes on the days of casual leave are to be made before proceeding on leave.

b) Earned Leave(E/L)

1. Non-Vacation staff are eligible for earned leave with full salary at the rate of 1 day for every 11 days of effective service, subject to a maximum of 21 days per year after their confirmation in the service. Employees on probation are eligible for earned leave at the rate of one for every 30 days of duty completed but this will be credited to their account only after their confirmation in the service.
2. Earned leave is not admissible to employees who are permitted to avail vacation. If, in any year, a vacation staff is required to work during vacation due to exigencies of work, Earned Leave will be admissible to him/her in respect of that year at the rate of half of the days spent on duty including intervening holidays.
3. Earned leave cannot be accumulated for more than 100 days at a time.
4. The maximum days of earned leave that can be availed at a time are limited to 30 days. For prolonged hospital treatment this period can be extended up to 60 days provided Medical Certificate from a competent Medical Officer has been submitted with request.
5. Application for Earned Leave shall be made in the prescribed form and submitted to the Principal through AO/HODs.
6. Earned Leave can be encashed for a minimum period of 15 days and up to a maximum period of 30 days provided He/She actually avails a minimum of 5 days Earned Leave at the time of encashment in addition to the encashed Earned Leave.?

c) Half Pay Leave (HPL) & Commuted Leave.

1. All Staff members who have successfully completed their period of Probation are eligible for Half Pay Leave @10 days for every completed year of service. This leave cannot be accumulated for more than 120 days at a time. Half pay leave can be availed for attending personal matters or on Medical ground. This Leave cannot be availed by employee during the Probation period. Maximum period of Half of Pay Leave that can be availed at a time is limited to 60 days. Half of Pay Leave can be availed as commuted leave with full pay, if desired, by adjusting double the number of Half Pay Leave days at credit. An employee on half pay leave is entitled

to half pay plus all allowances. A person on consolidated salary is eligible for half of the consolidated salary.

2. Application for the Half Pay Leave up to 30 days shall be submitted in the prescribed form to the Head of Institution. Above 30 days, sanction of the General Secretary is required.

d) Leave Without Salary(LWS)

1. Leave without Salary may be granted to staff members upon their request under special circumstances when no other leaves are admissible by rule. Employees on probation will not normally be allowed to avail Leave without Salary.
2. The probation period of the employee will be extended by the period of LWS availed if availed during Probation. Only under exceptional cases such leave will be entertained during Probation.
3. The total LWS should not exceed 360 days in the entire service period.
4. LWS may be granted up to a maximum period of 60 days on Medical and similar unavoidable reasons. However LWS may be granted up to a maximum period of 120 days at the time of availing Maternity Leave.
5. The period spent on LWS will not be reckoned for calculating Earned Leave.
6. LWS may be granted in continuation of Maternity Leave without a Medical Certificate. However the maximum period of maternity leave including LWS should not exceed 180 days.
7. Holidays coming within the LWS will be counted as leave period.
8. Application for leave without salary up to 30 days submitted in the prescribed form shall be sanctioned by the Principal and Application for LWS exceeding 30 submitted in the prescribed form to the management through the Principal shall be sanctioned by the Secretary.

e) Maternity Leave(Mat/L)

- a. A female employee who has satisfactorily completed Probation and appointed on a regular basis is eligible for maternity leave for a period of 180 days from the date of its commencement or 60 days from the date of confinement whichever is earlier. Of these 180 days, 60 days will be with full salary and the remaining 120 days will be without salary.

- b. Maternity Leave can be combined with any other leave other than C/L.
- c. Maternity Leave will be sanctioned only twice during entire period of service.
- d. Maternity Leave Application submitted in the prescribed format shall be sanctioned by the Principal. However, if the LWS is applied along with Maternity Leave Application for more than 30 days ,special approval shall be obtained from the Secretary

f) Compensatory Leave (Com/L)

If an employee is required to work on holidays or off days, he/she is entitled for Compensatory leave equal to the number of days worked during holidays/ off days. Under no circumstances the compensatory leave should exceed 12 days in a year. Application for the compensatory leave submitted in the prescribed format shall be sanctioned by the Principal. Compensatory Leave shall become due from the first working day after the holidays/off days during which the employee has worked, and shall be availed of by the employee within 90 days of its falling due.

g) Leave On Duty (D/L)

Leave on duty may be granted to employees when deputed to represent the college for participating in the following.

- University Examination duties, Relief Camp/ Relief work of major calamities, for attending election classes and for Training.
- Seminars, Cultural or sporting events of Zonal/State/ National/ International importance.
- Receiving awards of Zonal/State/National/International Level constituted by Govt. or entertained institutions.

Duty certificate should be produced by the concerned employee. Duty leave will be entertained only on production of duty certificate from the authority concerned.

Applications for duty leave submitted in the prescribed format shall be sanctioned by the Principal in advance.

h) Special Casual Leave.(S/C/L)

Special Casual Leave may be granted to staff members affected by epidemic diseases like Chicken pox. It will be sanctioned only on production of proper certificate from a competent authority like doctors of Govt. Hospitals. Such leave may be granted for a maximum period of 10 days by the Principal.

i) Study Leave (ST/L)

Teaching faculty members may be granted study leave to pursue P.G degree / PhD programs on a leave without salary basis for the period actually required to complete the course. Such leave will be granted to only those who have completed a minimum of 2 year of service. After the successful completion of the course, they can rejoin if vacancy exists with an undertaking to serve further for a period of at least one year. Total staff on study leave at any given time shall not exceed 20% of the total faculty strength of the department. The Application for STUDY LEAVE is to be submitted to the Secretary through the Principal and HOD and it will be sanctioned by the Secretary.

17.3 Conditions Of Leave

- a. No employee is permitted to take any kind of leave without prior sanction of the leave sanctioning authority.
- b. Disciplinary action will be taken against those employees who are on unauthorized absence.
- c. An employee proceeding on sanctioned leave shall hand over his /her charge including cash, documents and keys to the person who will work in his/ her place during the leave, as directed by the Head of the Institution or Trustee in charge of SIMAT.
- d. An employee on leave shall not take up any service or employment elsewhere.
- e. For leave on medical grounds an employee shall produce medical certificate from a competent medical officer. The sanctioning authority has the option, if so desired, to check the bonafide of the medical certificate before granting the leave. In case of any dispute the decision of the management shall be final and binding on the employee concerned.
- f. An employee who is on leave on medical grounds will be permitted to rejoin duty only on production of a certificate of fitness from the medical officer.
- g. Overstay of leave or unauthorized absence from duty after the expiry of sanctioned leave renders an employee liable to disciplinary action.
- h. An employee on leave may not resume duty before the expiry of the period of leave granted to him/ her , unless he/she is permitted to do so by the leave Sanctioning Authority.
- i. Vacation Leave can be taken in combination with or in continuation with any kind of leave, except Casual Leave, for which case this may be granted under exceptional circumstances only with prior permission of the Principal. The

leave so taken should not be extended beyond the vacation period. Vacation salary will be paid only after rejoining.

- j. Application for leave should be submitted to the Principal through AO/HODs who have to note their specific recommendations for the sanction or rejection. On receipt of Leave Application the Sanctioning Authority can sanction or reject the Leave.
- k. Once a decision is taken on any Leave Application, it should be communicated to the Staff by the Principal in writing, without fail.
- l. The details of all the Leave Application, its process and sanction/rejection are to be entered in the Employees file and Leave Register and this should be ensured by the AO.

17.4 Leave Salary

- 1. An employee availing the following kind of leave is entitled to leave salary amounting to full pay and allowances admissible had he/she been on duty.
 - a) Casual Leave
 - b) Earned Leave
 - c) Maternity Leave
 - d) Compensatory Leave
 - e) Duty Leave
- 2. An employee on Half Pay Leave is entitled to a leave salary amounting to half of the pay.
- 3. Vacation salary is admissible to a staff member only if he/she is present both on the closing and opening days in an academic year. This rule, however, is relaxed when he/she is allowed to combine vacation with any kind of leave except Casual Leave sanctioned under exceptional circumstances as stated under rule 08 in 3.j above.
- 4. Guest faculty or similar staffs employed on hourly contract or temporary basis are not eligible for vacation salary.
- 5. The sanctioning Authority reserves the right to reject any type of leave at its discretion.

18. BREAK OF SERVICE

An employee who left the college once and rejoined later will not be eligible for continuous service benefits. Those who avail leave on medical grounds with prior sanction by the College Authorities may be considered for continuous service benefits, provided that the leave does not exceed 6 months and application with valid medical certificate has been submitted to the Secretary through the

Principal to the Secretary. However in exceptional cases, the extension of the period of 6 months may be considered by the Management as a very special case

a. Relieving Of Staff

Relieving of staff is not entertained during a semester. Subject to this one month advance notice has to be given by the staff for relief. The management also may issue one month notice or one month salary in lieu of notice to terminate services of an employee whose performance is evaluated as unsatisfactory. Any staff member taking relief from the College should obtain non liability certificate from all departments before issuing relief certificate.

Faculty members and supporting Technical Staff, desiring to leave the college are directed to do so either before the commencement of the semester or at the end. Generally, Faculty members will not be permitted to leave the college in between an academic session. However, under unavoidable circumstances, resignation during the semester can be considered if three months salary is paid to the institution as penalty.

19. Code of Conduct

- i. Every employee shall abide by and comply with the regulations and rules framed here in by the management and as amended from time to time, and all orders and direction from the superior authorities.
- ii. The employee should adopt a positive approach and behaviour towards his/her superiors, fellow employees, subordinates and students and should create a conducive atmosphere for the smooth and proper functioning of the institute.
- iii. The employee has to avoid reprimanding juniors in the presence of their subordinates and students.
- iv. The employee should scrupulously avoid smoking, chewing betel leaves, pan masala, taking drugs, liquor and other prohibited items within the precincts of the institute.
- v. The employee should avoid using mobile phones in the campus during the working hours.
- vi. No employee while on duty in the campus should be seen in a drunken state.
- vii. The employee has to develop his/her general and professional knowledge of skills and remain updated in the specific fields of work.
- viii. Every employee shall by percept and example, inculcate respect for law and order among students.
- ix. Every employee shall by percept and example instill the love of motherland in the minds of pupils.
- x. Every employee shall organize, cooperate and promote all college activities which foster the feeling of universal brotherhood among pupils.
- xi. Every employee should try to preserve and promote the dignity and solidarity of the profession.
- xii. Every employee must be an advocate of freedom of thought and expression.

- xiii. An employee should aim to co-operate and secure the co-operation of the others in all activities, both curricular and extracurricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
- xiv. Every employee must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving students, irrespective of their social backgrounds.
- xv. Every employee must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities / talents.
- xvi. Every employee shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using and maintaining them.
- xvii. For employees neat and good taste in dress, care in personal cleanliness, interest in their work, and a willing, cooperative attitude toward associates, customers and visitors are recognized and appreciated as organizational assets.
- xviii. Maximum care should be taken to keep the premises as neat as possible.
- xix. Being pleasant and courteous to customers, visitors and your coworkers is an important part of your job.
- xx. Every employee shall endeavor to promote the interests of SIMAT and shall not act in any manner prejudicial there to.

20. .Discipline

- 01) Every employee shall conform to and abide by the rules and regulations and shall observe, comply with and obey all orders and directions which are issued from time to time by the management or any cadre under whose jurisdiction or control he/she is placed.
- 02) Every employee of SIMAT shall at all times maintain absolute integrity and devotion to duty.
- 03) The job description duties and responsibilities are as decided by the Principal/ HoD from time to time.
- 04) The work load assigned will be based on the requirements of the college and as per the norms prescribed by the Govt. Authorities
- 05) The faculty has to strictly adhere to the teaching methodology of the college and also as per procedures and systems of ISO / NAC/IQAC/AICTE.
- 06) Salary of the employees will be paid on or before 10th of the next month.
- 07) Only Sundays and declared holidays will be considered as holidays and will only be eligible for salary without actual work.
- 08) Confidential matters relating to the institution and the department shall not be divulged by any employee.
- 09) The members of faculty will ultimately be responsible for any damages in the section, class, lab, workshops caused by self, students and attenders. As such the teacher has to be vigilant/ alert to fix the responsibilities on such losses.
- 10) No employee whether permanent or temporary shall engage or participate in

any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State , friendly relation with foreign countries and public order/ decency/morality of any act which involves contempt of court , defamation or incitement .

- 11) No employee shall indulge in criticism of policies of the Government either directly or indirectly or participate in activities which will bring disrepute to the government.
- 12) No employee shall accept any job of a remunerative character from sources other than the management or give private tuition to students without the written permission from the competent authority.
- 13) No employee shall represent grievances, if any, except through proper channel, nor will any canvassing is done through any source, bring in outside or political influence or support in respect of any matter pertaining to his services under SIMAT.
- 14) No employee shall be a member of any political party and carry on activities either openly or in-camera in support of any such party.
- 15) No employee shall participate in any demonstration or resort to any form of strike in connection with his/her official duties or claims.
- 16) No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- 17) No employee shall, except with the prior sanction of the Management or of the prescribed authority, ask for or accept contributions or otherwise associate himself / herself with the raising of any funds or other collection in cash or in kind in pursuance of any object whatsoever.
- 18) It shall be the duty of an employee who has been arrested on criminal charge made or a proceeding taken against him/her in connection with the position as an employee or otherwise which is likely to embarrass him/her in the discharge of duties or which involves moral turpitude, to intimate within 24 hours, the fact of his arrest and the circumstances connected therewith, to the Principal/ management promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to do so will be regarded as suppression of material information and will render him/her liable to disciplinary action on this ground alone, apart from any action that may be taken against him/her on the conclusion of the case against him/her including termination of services without notice.
- 19) Any contravention of any law by an employee which involves moral turpitude shall be regarded as a serious offence for which action will be taken departmentally. Where such contravention is followed by a conviction in court of law the employee may be punished departmentally, on the basis of the conviction alone without following the procedure laid down for departmental enquiries.

- 20) Employees who have availed the leave benefits in the Annual, Christmas, Onam and summer holidays will be requested to refund the salary for the availed holidays in the event of their resigning without notice before the academic year thus causing damage to the institutions.
- 21) The Management reserves its right to implement and monitor electronic surveillance systems like CCTV camera, Access control etc. without any intimation.

21. Dress Code

SIMAT Philosophy on dress code is along creating awareness to respect each other and to provide atmosphere of uniformity in mind set. All SIMAT staff must follow the dress code proposed by the management from time to time, if any. For employee's neatness, impressive dressing and personal cleanliness are of utmost importance.

22. Disciplinary Policy

- i) The institute will not accept unsatisfactory performance or misconduct from any employee as it affects the institute's reputation. The policy defines the remedial action to be taken to manage an employee's unsatisfactory performance or deal with an employee's misconduct which could involve the use of disciplinary procedure.
- ii) Steps in the procedure will vary according to the nature of the employee's misconduct or unsatisfactory performance. However the general procedure will be as follows.
 - a. Employee will be informed, in writing, of the issue which has led to the disciplinary procedure being invoked and be provided with details of the alleged unsatisfactory performance or misconduct.
 - b. Where the offence or performance shortfall is of minor nature, an initial informal counseling meeting will typically take place.
 - c. The employee will have an opportunity to defend their case and provide explanations for their actions.
 - d. A meeting may be convened to establish and agree on the facts of the case in order to determine what, if any, disciplinary action is appropriate.
 - e. The details of the outcome of the disciplinary meeting will be confirmed in writing and the employee informed.
 - f. In case of serious offence the management reserves the right to suspend the employee from duty until the disciplinary proceedings are completed.
 - g. A disciplinary committee will be constituted in cases of serious offence and the committee will follow the procedures for imposing punishment.

- h. In all such cases the aggrieved parties will be given opportunities to present and defend the case following the principles of natural justice.
- i. Instances where three or more warnings are issued will be dealt with as a serious offence and dealt with accordingly.

Procedure for Conducting Investigation On Major Misconduct/ Misbehavior Of An Employee

When instances of misconduct or misbehavior on the part of an employee is noticed or brought to the notice of authorities of SIMAT the following lines of action may be taken so as to follow the principles of natural justice and to protect us from unwanted interferences of labour department.

1. First of all a preliminary enquiry into the alleged incident is to be ordered by Principal through HOD or any other designated employee. Written statement from concerned employee should be recorded. Statements from witnesses should also be recorded. Based on these statements the Principal has to decide whether a prima facie case exists and whether the involved employees should be put off or suspended from duty. If the offence is serious, the Principal may put him/her off (suspend) from duty and this may be communicated to him/her under acquittance. This action has to be completed within 3 days of the occurrence of the incident.
2. Based on the evidence adduced during the preliminary enquiry made with the accused and the witnesses, Principal has to get the charges framed against the employee. The charges should be specific and should not contain any findings and should only be imputations. The charges should also contain the clauses in HR Policy which are violated by such actions of misconduct or misbehaviour. The charge sheet should contain the list of witnesses and list of documents with which the charges are going to be proved. A copy of charge sheet should be delivered to the employee under acquittance. This action should be completed within a fortnight.
3. A single man enquiring authority who is much above the rank of the accused may then be appointed by the Principal to enquire into the allegations of misconduct leveled in the charge sheet. A Presenting Officer should also be appointed to present the case before the enquiring authority on behalf of the administration. Copy of the letters may be given to the accused employee with direction that he can engage an employee of the institution as "Defense counsel" to assist him during the enquiry.
4. The Inquiry Authority (I.A) may arrange the first sitting by informing the accused employee , Presenting Officer, defense counsel, if any, and during the sitting I.A may read out the charge sheet and ask the accused whether he is guilty or not. If he confesses the guilt it may be recorded. Signatures of I.A, PO, defense counsel and

accused employee should be obtained in the proceedings.

5. In case the accused pleads not guilty the enquiry should be held in the following manner.
 - Ask the accused employee to submit a list of defense witnesses, if any.
 - Call the prosecution witnesses one by one and record their statement relevant to the incident. The presenting officer should examine the witness first and the defense
 - Counsel may cross examine him. The statement should be signed by all as mentioned above
 - After the completion of examination of PWs, Defense witnesses may similarly be examined. The defense counsel may examine the witness first and PO may cross examine.
 - It should be remembered that the dated signature of all those who are present in the enquiry should be obtained on all the pages of the proceedings.
 - The sittings of the enquiry should be completed within one month after the first sitting.
1. After gathering evidences from both sides, IA may prepare an Inquiry report based on the findings during the enquiry within a week and submit it to the Principal. It should be specifically mentioned whether the charges leveled against the employee are proved or not and the remarks should be fully supported by evidences adduced during the enquiry.
2. The Principal may forward the enquiry report to the Chairman of Sreepathy Trust in a sealed cover with his specific recommendation.
3. The Secretary, who is the appointing authority, after discussing the issue in the Director Board, will take suitable action and issue final orders to the employee through the Principal.

23. Grievance Policy

Regarding any grievance concerning aspects of the services of any employees it is recommended to be discussed and resolved informally with his/her immediate superior. However if an employee feels the need to formally raise an issue in respect of his/her employment this can be done. HoD/ Principal may conduct grievance hearings in such cases and arrive at settlement. If a solution cannot be reached at this level, the matter should be referred to the Chairman of the Trust.

24. Exit Policy for Employee

- i. An employee may exit the institute in the following ways.
 - b. **Voluntary resignation:** An employee may resign from the institute at any time subject by rendering appropriate notice detailed in the policy hand book

and/or as per his appointment letter. An employee leaving the organization without required notice period shall bound to pay a compensation equivalent to the number of days short in the stipulated notice period. Employees who resign will not be eligible to claim any encashment balance annual leave in account of employee. However his/her relieving will be subjected to the University rules and regulations which stipulate that an employee resigning in the middle of a semester shall be relieved only at the end of the academic session to avoid any disturbance to the academic activity, continuity of the classes/labs that are being handled by the employee. Please note an employee leaving SIMAT without proper relieving, will get notified to KTU/Calicut University which may hamper his career prospects in other colleges affiliated to KTU/Calicut University.

- c. **Dismissal:** An employee may be dismissed by the institute as a result of the disciplinary proceedings. Employees who are dismissed will not be eligible for any monetary benefit from the institute.
- d. **Retirement:** On attaining the prescribed retirement age of 65 years for teaching faculties and 60 years for others or on medical grounds prior to this age an employee may retire from the institute. Employees are eligible to encash the balance annual leave in account of an employee as per rules and any retirement benefits declared by the institute from time to time.
- e. **Termination:** Management reserves the right to terminate an employee for any reason whatsoever which management deems to be fit for termination from service, by giving due notice period as per policy. But for an employee under probation or on violation of code of conduct or regulation of SIMAT, notice period is not mandatory for termination. Employees are eligible to encash the balance annual leave in account of an employee as per rules.

ii. Full and Final Settlement

An employee who has submitted his resignation and the same has been accepted by the management will be relieved only after the employee submits no dues certificate from all departments. His last month's salary will not be released at the normal salary date but will be released as part of full and final settlement which will be released within 60 days from the date of relief. Any deductions due from employee or any payment due to employee will be considered as part of the F&F settlement. The F&F settlement amount will be credited to the employee's salary account.

25. Data Protection Policy

The protection of confidential organizational information and secrets related to

the Institute are vital to the interest and success of SIMAT. Employees who improperly use or disclose confidential Institute information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Such confidential information include the following:

Compensation data, Financial Information, Admission Strategies, Pending projects and proposals, Personnel / payroll records, Conversation between any persons associated with the College, Security related information.

25.01 User Access privileges for ERP

Every user is given only user access privileges. The user cannot change the desktop background; install/uninstall software or any programs, change IP Address of the machine, etc. The user is not given any privilege to change the desktop background on his/her machine. The desktop background on every machine is SIMAT logo.

25.02 System and facilities usage

System which is provided by the institute needs to be handled carefully and should be used for official purpose. All activities performed on the system by the user is subject to audit and review by the organization

25.03. Ensure that on completion of requisite tasks it is properly logged out.

- Bring personal IT equipment in to the office with prior approval from the Principal/ HoD.
- Do not leave sensitive and confidential documents unattended.
- Do not dispose off the official storage devices like Pen drives/CD/DVD even if they are not readable but return the same to the authorized person.

25.04 Internet Usage

- Internet access has been provided to employees to support and enhance their official activities only. It is not meant for any personal use and/or leisure.
- Do not down load any software applications which may cause computer viruses and IP/copy right/License violations. If at all something has to be downloaded, which is freely available from **WError! Hyperlink reference not valid**.eb, same shall be informed to IT Dept. and IT Dept. in turn will assess the request and take further necessary action.
- Do not copy and use information from other sites as they may be protected by copy right laws.
- Please be aware that the firewall installed at SIMAT is capable of monitoring internet activities and if found misused by any employee, he/she will be warned once or twice. If the misuse continues even after warnings, service shall be terminated without any notice and discussions.

25.05 Email usage

All email communications are considered as written communication for legal purposes and hence employees should be sensitive to the content of the email.

The organization has the right to monitor the mails and serves the right to take disciplinary action if found misusing the facility.

Do not use official id for personal communication and vice versa. Also do not login with personal mail id since you are provided with an official mail id.

26. Library Rules & Regulations

Sreepathy Institute of Management & Technology is unique with regard to its library facilities. The Institute has established libraries in its campus, for the benefit of staff and students. The entry is strictly restricted to members of staff, students, and faculties. All faculty members are also required to follow the library regulations in force from time to time.

Library Rules and Regulations

The normal working Hours of the Library is Monday to Friday 9 a.m. to 4.30 p.m. The services provided by the SIMAT Library are as follows:

Circulation of Books (Issues & Returns/Renewal)

- ❖ Reference Services
- ❖ Bibliographic Services
- ❖ Indexing Services
- ❖ Current Awareness Service (CAS)
- ❖ Online Public Access Catalogue (OPAC)
- ❖ Reprographic Services (Photocopying)
- ❖ Digital Library

Collections

SIMAT Library holds over 13000 Books, over 80 Journals (Both National & International) and around 100 Non-Book Materials like CD ROMs.

Admission to Library

Students/Staff are allowed to library only on production of their authorized/valid Identity Cards.

RULES

- Registration should be done to become a library member prior to using the library resources. Only registered members are allowed to use the Library.
- No personal belongings allowed inside the library.

- Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- Enter your name and Sign in the register kept at the entrance counter before entering library.
- Members are requested to maintain absolute silence in and around the library. Reading halls are meant for individual study only.
- Members shall not engage in conversation (including subject discussions) in any part of the library so as to cause annoyance to other readers.
 - Using Cellular phones and audio instruments with or without speaker or headphone are strictly prohibited in the library premises. Up on infringement of the library rules members shall forfeit the Privileges of admission and membership of the library.
- Refreshment of any kind shall not be taken within the library premises.
- Photocopying of full - book is not permitted.
- Accessing unwanted and unnecessary information from the internet is strictly prohibited.
- Library resources are the nation's assets and belong to all. All users have the responsibility to protect the library resources against wanton and willful-damage, mutilation, theft and other malpractices.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card. Members should not lend their tickets to others. No member should borrow a book by presenting a ticket which does not belong to him.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Librarian may call back any book from any member at any time and the member shall return the same immediately.

Borrowing privileges

Type	No Of books	Period
Faculty	10	6 Months
Staff /Non-Teaching	4	1 Month
Students	3	14 Days

Circulation

Issue System

Books will be issued on presentation of the library card. Staff/Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

In order to ease out the Book issue a Queue system is to be followed at the circulation counter.

Renewal Policy

The following conditions are to be followed for the renewal of books.

- The book has to be produced in the library for renewal.
- More than one renewal will not be allowed.
- No Renewal of Books for Teaching/Non-Teaching Staff.

Overdue Charges

Books will be issued to the students for 14 days only. A slip is pasted on the first page and is stamped mentioning the due date. A fine will be charged @ Re.1 per day per book from the due date till the book is returned to library.

Loss of book

If the borrowed books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

Care of library borrower cards

Take special care to maintain the library borrower cards. Do not fold, alter the entries made on the cards. Members are responsible for the entire set of library borrower cards issued to them.

Loss of cards

Loss of borrower card should be reported to the librarian in writing. After checking the borrowing register they will be issued a fresh replacement card on a payment of Rs.100/- per card.

Validity of cards

Library borrower cards are valid for the Period of study. At the end of the last academic year borrower cards should be returned to the library.

No due Certificate

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

Care of Library Books

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue. The members caught tearing pages of books/ stealing books will be suspended forthwith from using the library facilities and the library will recommend for further disciplinary action against them.

Reference section

This section has Encyclopedia, dictionaries, text books, reference books etc. which are only available for reference. Users can make use of these resources.

Journal Section

In this section, journals, general magazines and newsletters are available. They are arranged alphabetically. The latest issues are displayed on display rack and previous issues are arranged in the drawer. Bound volumes of periodicals are arranged on racks alphabetically and are meant only for reference within the library. If required students/ staff can get them photocopied from the library.

Rules on use of digital Library Electronic Resources

- i) Use of internet (including the transmission or receiving of any material) in violation of the copyright law, including but is not limited to Infringement of copyrighted material, and transmitting or receiving threatening or obscene material, pornographic material or protected material is prohibited.
- ii) Use of internet for any commercial purpose is prohibited.
- iii) User should not interfere with or disrupt network users, services, or equipment. Disruptions include but are not limited: - Distribution of unsolicited advertising, - Propagation of computer worms or viruses, - Software piracy, - Violation of copyright law and infringement of copyrighted material - Using the network to attempt to make unauthorized access to any computer or computer system or restricted data files. Users may not falsely represent themselves as another person
- iv) Users are not permitted to add, delete or modify the installed hardware/software, or to change preference settings.
- v) The library will not be liable for copyright or any other violations of information laws committed by internet users and users are advised to consult on the same.
- vi) Library computers are strictly for research/project purposes and anyone found opening non-educational sites (e.g. pornographic sites) will lose his/her rights to use the digital library. Management will be initiating disciplinary actions if such incidents are reported by Library.

ANNEXURE ONE

27. DUTIES AND RESPONSIBILITIES/ JOB DESCRIPTIONS OF FNCTIONARIES

27.01 PRINCIPAL

The Principal, being the Head of the institution shall be solely responsible on all administrative, academic research and related activities of the college / institution in order to maintain and uphold the academic supremacy and competence.

He /She Shall formulate and present to the Secretary / Management Trust Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.

- a. He /She Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- b. He /She Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth functioning of both teaching and research activities.
- c. He /She Shall be responsible for the successful conduct of all the approved degree programs of the institute as per the norms stipulated by the Universities (Calicut & KTU), UGC and the AICTE and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and AICTE from time to time.
- d. He /She shall be responsible for building the state of the art infrastructure and for the maintenance and constant upgrading of the same to facilitate world class teaching, learning and research activities.
- e. He /She shall be responsible for monitoring the registration and the progress of students' admission to various degree programs of the institution.
- f. He /She shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- g. He /She shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- h. He /She shall constantly monitor and review the academic and research programs through adoption of all such monitoring and evaluation tools like surprise checks, spot inspections, calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs

faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of Sreepathy Institute of Technology.

- i. He /She shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- j. He /She shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- k. He /She shall perform such other duties as directed by the Management from time to time.

27.02 Head of Departments (HOD)

Responsibilities:

- i. The HOD / Head of the Department shall report to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- ii. Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- iii. Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- iv. Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- v. Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialization and to use their expertise and input in upgrading the teaching and research standards and in building up of world class infrastructure of all kinds.
- vi. Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- vii. Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- viii. Personally inspect and satisfy that the courses / subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- ix. Personally verify and satisfy that the contents provided in all reports

including daily, weekly and monthly reports to the Principal / Secretary are correct and true and are duly supported by proper evidence and record.

- x. Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure their quality, content and updating.
- xi. Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including student's feedback.
- xii. Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programs, internships, higher qualification and all such other HRD means.
- xiii. Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- xiv. Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- xv. Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- xvi. General supervision of the activities of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- xvii. Strive to promote / motivate the students for their participation in extra and co- curricular activities besides inter collegiate, district and state, and National level competitions.
- xviii. Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- xix. Endeavor to render special and well-conceived coaching classes to students for empowering them to face the campus interviews confidently.
- xx. Assist the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure department's participation in the process through academic up gradation.
- xxi. Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- xxii. Responsible for the care and maintenance of department's property.
- xxiii. Responsible for performing all such other duties & responsibilities as desired by the Principal / Director-Admin from time to time.

HOD- Job Description

1. Allocate the subjects to the faculty members well in advance before commencement of the semester.
 2. Collect lesson plans from teaching staff before the commencement of classes and ensure that the information provided is in accordance with the university guidelines.
 3. Ensure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class.
 4. Send staff attendance register after verifying to the principal's office by 9.10 A.M every day.
 5. Interact with students (Batch wise) once in a fortnight, identify the problems and find solutions in consultation with the principal.
 6. Verify the student attendance register kept in HOD room on a regular basis.
 7. Verify the attendance, assignment/internal marks entered by faculty members in Academic management System.
 8. Instruct the faculty members to set the question papers as per instructions from the Exam cell.
 9. Verify the evaluated answer booklets along with mark sheet filled by the faculty member concerned before posting in the notice board.
 10. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
 11. Convene departmental staff meeting once in a month on the day allotted and record the minutes of the meeting.
 12. Collect the student feedback about the faculty members, subject wise, and communicate the feed back to the faculty members concerned in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor their improvement from semester to semester.
1. Advise the class teachers to prepare Master registers meant for marking attendance and internal marks within one week after the commencement of classes for the semester.
 2. Communicate the attendance particulars and internal marks of students to the parents concerned from time to time with the help of class teachers.
 3. Conduct PTA meeting once in a semester with the help of class teachers.
 4. Prepare result analysis immediately after the declaration of University examination results and hand it over to principal.

5. Counsel the students who are absent for the Series test or irregular to the class.
6. Form student batches and allot the project /seminar guides as per guidelines given by the Principal.
7. Route all the correspondence through the office of the Principal.
8. Designate faculty member who will be the Head I/C during his/her absence and make sure that all files and records are available for Head in- charge. Give contact number to enable the authorities to consult them in emergency when he/she is away from college.
9. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
10. Arrange special classes if necessary for the benefit of below average students.
11. Ensure academic discipline in the department.
12. Monitor Research activities of Faculty members and give inputs whenever necessary.
13. Encourage faculty members to coordinate FDP, seminars, conferences, workshops, invite lectures to the department.
14. Follow the guidelines / instructions given by the Principal from time to time.
15. Make arrangements to lock all staff rooms/laboratories before leaving the premises.
16. Provide necessary inputs to the Principal for conducting Academic Council Meeting.
17. Engage in long-term planning for the future direction of the department.

27.03 Faculty-Job Description

A) General

1. Faculty should report to the college before 9:00 AM. They have to sign the attendance register before 9:00 AM. A half day leave will be marked for three consecutive late comings after 09:20 AM.
2. Faculty should have noble attire. The dress code should be formal in nature. Gents staff should wear formal trousers and shirt. Ladies staff should wear Saree /Churidar. Faculty should wear the overcoat and the Identity card during college hours.
3. Mobile phone is strictly banned in the class.
4. Faculty should not allow students to use vehicles/mobile phones inside the campus.
5. Faculty should not get involved in activities that affect the discipline of the college.
6. Faculty should respect each other and higher authorities. Give respect and take respect policy should be followed.
7. Faculty should take initiative to participate in international/national conferences so as to enhance the knowledge.

B) Academic

8. Faculty should strictly follow the academic calendar for planning the classes.
9. Faculty should maintain the Student's Attendance & Progress Record for the subject.
10. Faculty should maintain the course diary – consisting of Class Note, Course Plan, and subject coverage, Assignments/Tutorials, Question Bank, Series Test/Assignment Marks, Internal Marks, Lab Manual and Lab Schedule for each subject/Lab allotted.
11. Faculty should track the course plan with the actual syllabus completed and report to the HOD, on a monthly basis. Faculties are required to take corrective action, in case of a lag.
12. Faculty should take the attendance at the beginning of the class and submit the attendance slip and the absentee's statement after 2nd hour to the HOD. Faculty should record the attendance in LMS and also in the Students Attendance & Progress Record.
13. Faculty should maintain strict discipline in the class/lab.
14. In case of leave, faculty should inform HOD and make alternate arrangements for the classes/duties assigned. It's better to plan the leave in advance.
15. Faculty should give 2 assignments/tutorials as per the assignment schedule.
16. Faculty should evaluate the assignments within the specified period and enter the marks in LMS and also in the Students Attendance & Progress Record.
17. Faculty should prepare question papers and the evaluation scheme for the series/model tests as per the exam schedule.
18. Faculty should evaluate the answer sheets within the specified period and enter the marks in LMS and also in the Students Attendance & Progress Record.
19. Faculty should get the signature of students in the Assignment & Series Test Mark sheet.
20. Each faculty is assigned a group of students for Group tutorship. Faculty should keep track of the academic progress/career advancement of the students under his/her Group Tutorship. Faculty should maintain the Students Record promptly.
21. Lab in charge should set up and maintain the lab, as per the defined process – estimation, approval of estimation, inviting quotations, comparison of quotes and recommending the vendor, maintenance of machines/instruments.
22. Faculty in charge/Lab instructor should prepare and maintain the ERF promptly.
23. Faculty should prepare the internal marks at the end of the semester, as per the decided norms.
24. Faculty should submit the copy of the Lecture Notes and course diary at the end of the semester to the HOD.

C) Exam Duty

25. Invigilator/Reserve should inform the Exam coordinator in advance in case of leave during exams and make alternate arrangements.
26. In case of any malpractice found during the exam, faculty should
 - a. Confiscate the evidence from the concerned student
 - b. Collect the answer sheet from him/her
 - c. Issue a fresh answer sheet
 - d. Report to the Principal

27.04 University Practical Exam – Internal/External Invigilator-Job Description

27. Faculty should collect the appointment order from the Principal.
28. Faculty should prepare and publish the exam schedule.
29. Faculty should give the request to the Principal for examination main/additional answer sheets, graph sheets, thread, cover, hammer and nail for punching fair record and collect it.
30. Faculty should prepare the questions.
31. Faculty should prepare the marks distribution (Viva, Procedure, Principle, Fair record, Conducting experiments, Result etc.) and get it approved.
32. Faculty should collect the students' signature in the University attendance sheet and record the question number in the internal register.
33. Faculty should ensure that students of the current batch have submitted the rough and fair records.
34. Internal/External Examiners have to sign on the front page of fair record, before punching it.
35. Faculty should enter the corresponding marks in the students' answer sheets and keep the answer sheets safe for future reference.
36. Faculty should prepare the RAW & NORMALISED mark sheet (Normalisation should be done if average > 37.5) and send to the Chairman, Controller and the Principal. A copy of the mark sheet to be kept safe with the faculty for future reference.
37. Faculty should keep the following documents in the lab, in case of verification by the university exam squad-
 - a. Appointment order
 - b. Exam Schedule
 - c. Question Paper
 - d. Mark distribution
 - e. Rough & Fair Records of the current batch
 - f. Completed mark sheets with the Maximum, Minimum and the average marks

38. Faculty should send the remuneration form duly filled along with the appointment order to the Chairman.

27.05 University Exam Valuation-Job Description

39. Faculty should collect the appointment order from KTU/University of Calicut and request for duty leave to the Principal.
40. Classes/duties have to be arranged in the college before attending the valuation camp.
41. The answer sheets have to be evaluated as per the stipulated time and marks has to be entered and submitted to the Valuation Camp Chairman.
42. The duty certificate has to be collected from the valuation camp and to be submitted to the Principal.

27.06 Examination Coordinator – Job Description

The smooth conduct of University Examination by overseeing and monitoring the following duties -

1. Follow rules/regulation depending on whether KTU or Calicut University is conducting examination.
2. Keep stock of Answer Scripts – both Calicut & KTU
3. Download/ Publish Timetable
4. Download/ Publish Nominal Rolls for conducting Calicut university Theory/Lab exams
5. Printing of Hall ticket & Distribution
6. Seating Arrangement of Students to be published
7. Issue duplicate hall tickets if needed
8. Appointment of Invigilators for the exams
9. Arrange packets containing question papers, attendance sheet, bar coded facing sheets & blank answer booklets pertaining to the room allotted and other details to be handed over to the invigilators.
10. Monitor the duties of observers, invigilators and examiners
11. Contact the university and resolve any discrepancies/ issues as & when they arise
12. Follow rules/regulation on malpractice cases
13. Ensure different statements – Absentee, malpractice, list of answer scripts are correctly prepared
14. Receive answer booklets after examination and pack them according to regulation /admission /subject as desired by university.
15. Send the answer scripts to the university.

27.7 Administrative Office

The administrative wing will have the following sections.

1. Reception and Dispatch section
2. Academic Section
3. Human Resources Section
5. Student Amenities Center
6. Examination Cell
7. Transportation
8. P.A to the Principal.

27.7.1. Reception and Dispatch Section

1. Front office management – Attending telephone calls.
1. Receipt of the letters, making entry in the Inward Register with date seal on the letter, and forward to the addressee.
2. Operation of the EPABX and fax system and maintenance of call register.
3. Issue of ID cards to students and staff. Arrangements for opening of bank accounts for newly joined staff.
4. Arrangements for despatch of official letters from Depts. / College.
5. Checking of college mail and forwarding to concerned sections on a daily basis.
7. Custody of stationery required for office and departments and distribution thereof.

27.7.2. Academic Section

1. Admission - writing the details required in admission register, collecting the documents from students, issuing of the certificates temporarily to the students under receipt (2 copies) specifies the date of return, preparation of TC, Course and Conduct Certificate.
2. Issue of bonafide Certificates and fee receipts to students.
3. Collecting information regarding various Scholarships for students, informing concerned students - follow up – preparing for distribution - SC/ST Scholarship arrangements.
4. Preparing and submitting the details required for Harijan Welfare Department. Processing of requests of various concessions by the students.
5. Preparation / updating of class wise students lists.

27.7.3. Human Resources Section

1. Teaching Staff (Technical and Applied Science & Humanities.), Non-teaching staff (Technical and Non-Technical) and administrative staff:-Preparation of the appointment orders, joining reports, relieving orders, deputation orders of faculty for short term course, seminar etc. Maintenance of leave registers. Preparation of salary bills of all staff, Leave statements etc. Maintenance of attendance register and casual leave register.
2. Maintenance of Establishment Register, Increment registers etc.
3. Updating staff details in the web site of Director of Technical Education and other web sites related to staff matters periodically.
4. All arrangements for the conduct of staff selection/ interviews.
5. All communication and completion of statutory requirements of AICTE / University / DTE.
6. Keep safe custody of the copies of AICTE orders, University orders and Govt. Orders.
7. Daily monitoring of websites of University, AICTE, Director of Technical Education, and Web sites of scholarships etc.
8. Arrangement for payments to university/AICTE/DTE

27.7.4 Student Amenities Centre (SAC)

1. Arrangements for purchase/ sales of items in SAC
2. Maintenance of records related to sales/ purchase and cash flow.

27.7.5 Examination Section

1. Collection of the applications from students for University examinations, making arrangements for despatching to the University.
2. Receipt of the Answer books, Question Papers etc. from the University and assist the Principal in keeping them under safe custody.
3. Making arrangements for despatching the Answer Books and related Proforma to the University.
4. Issuing of Answer Books and other required stationary for the conduct of practical examinations.
5. All communications to University regarding internal assessment marks, APC, Practical schedules etc.

27.8.1 Placement and Training

Preamble- The Placement and Training bureau is organized under the Principal of the institution with a view to promoting placement activities and arranging the associated training programs for the students. The section is headed by the Officer (Placement, Training and Information Bureau) discharging the duties with assistance from a team of designated Assistant Professors of each department jointly identified as Placement Committee.

27.8.1. Duties and Responsibilities Placement Officer

- i. The Officer (Placement, Training and Information Bureau) shall be solely responsible to the Principal and the Management on all training, placement and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- ii. The O(PT&IB) shall assist the Principal in formulating policies and guidelines on all training, placement and connected activities with a view to achieving full placement to the eligible students of the institution.
- iii. The O(PT&IB) shall prepare an annual schedule in consultation with the Placement Committee / HoDs for imparting the placement oriented training to the students of every year commencing from second year. The training shall cover aptitude modules, soft skills like communication, creative thinking, interview skills, group discussion, mock interviews, etc. in a phased manner such that the students are capable of clearing the placement drives by various recruiters.
- iv. The training programs shall be organized through different experts in the field like the ICT Academy, FOCUS Academy, Vertical Eye, Konfidence etc. as needed. In house training expertise shall also be made use of so as to groom the students to meet the state of the art of skill set as required by the recruiters time to time.
- v. The Placement Bureau shall be responsible for drawing out / renew MoUs /agreements with institutions like ICT Academy, CII, related industries, etc. to establish a healthy Industry / Recruiters Institutional relationship. The O(PT&IB) shall maintain a close rapport with Placement Cells of other institutions, industries. Etc. as well besides the external agencies who are specialized in the placement training activities of academic institutions.
- vi. The Placement Bureau shall be responsible to organize placement drives in SIMAT and coordinating the drives sponsored by other intuitions as well time to time.
- vii. With a view to improving the skill set of students, the Placement Bureau shall

coordinate to conduct add on course like MEP, Quality Control Engineer, CAD and related soft ware packages, IT based courses of modern trend, Industrial Automation etc. for various departments with the students meeting the expenses involved.

- viii. The Placement Bureau shall arrange training/ seminar / talks on technical and Management subjects such that the students are better placed in addressing the industries needs on employment.
- ix. The Placement Bureau shall submit MIS like monthly reports, updates on placement / training etc. as required by the Principal / Management for suitable corrective decisions in the department. These reports shall be made available to the department heads also projecting corrective and preventive measures for better effectiveness of the system.
- x. The Placement Bureau shall promote / motivate students for their participation in placement oriented training activities, placement drives, add on courses to improve skill sets etc. in consultation with the Placement Committee and the HoDs. extra and co curricular activities besides inter collegiate, district and state, and National level competitions.
- xi. The Bureau shall assist the Principal in acquiring quality certification of the institution by National and Internal accredited agencies and to ensure departments participation in the process.
- xii. The Placement Bureau shall be responsible for performing all such other duties & responsibilities as desired by the Principal / Management from time to time for the best performance of the department / institution.

5. Transportation

1. Arrangement of duties of drivers of the college vehicles, looking after the maintenance of the vehicles.
2. Arrangement of schedules of vehicles.
3. Purchase of spare parts and maintenance of log book for vehicles.
4. All arrangements for statutory requirements for college vehicles.
5. Duty as driver in case of emergency related to college vehicles/principal.
6. Maintaining the list of students availing transport facilities, allotment of routes to students.
7. Issue of transport passes to students.

27.10. P.A to Principal

Duties as assigned by the principal.

27.11. Administrative Officer-Job Description

1. Controlling officer of Administrative staff
2. Assist Principal in Administrative matters
3. Sanction of leave of administrative staff as per rules
4. Verify the Leave registers with the leave applications
5. Direct communication between Principal, Administrative office & Management
6. Direct the incoming letters to respective sections
7. Lead Admission procedures and do all the necessary activities in connection with the Admission of students
8. Monitor all the works related to affiliation of college with various authorities, etc... and ensuring the compliance of all procedures and guidelines
9. Taking initiative to collect Fee from all the students
10. Guide Administrative staff in discharging their assigned duties effectively.
11. Send SMS to the parents of the absentee student's daily.

27.12 Chief Accounts Officer- JOB DESCRIPTION

The following Sections are coming under the preview of CFO:

- (i) Accounts Section
- (i) Purchase Section & Inventory Section
- (ii) Cashier

27.13. Chief Finance Officer – Job Description

1. Conduct physical verification of cash balance on the last working day of each month and submit the report to the Principal & Secretary
2. Checking of cash book, Salary bills, leave statements, SAC and other accounting records.
3. Arranging for settlement of invoices and issuing cheques after obtaining the signatures of the Authorised Signatories'
4. Safe custody of Bank cheque books and other security documents
5. Supervision of Accounting related matters and maintenance of records thereof.
6. Ensuring the Preparation of Daily Cash & Bank Balances statement and submission to Chairman & Secretary
7. Ensuring the preparation of Weekly Bank Reconciliation statement and submission to Secretary

8. Upkeep of the Counterfoils of cheque Books and Receipts from Banks
9. Preparation of Notes to Managements on any financial matters & the submission to Secretary
10. Laisoning with Bankers & Depositors and ensuring submission of all the documents// clarifications sought by them
11. Ensuring the deduction of TDS, Professional Tax, Service Tax in all eligible cases and remittance to the appropriate authorities in time
12. Preparation of Trial Balance, Profit & Loss accounts and Balance sheet as on the last day of Every month & submission of the same to Secretary
13. Preparation of all the Annual financial statements as on 31stMarch, and get the same audited from the Auditors appointed by the General Body
14. Ensuring the timely submission of Income Tax Returns to IT Authorities and follow up with them through the Auditors

27.14: Accounts Section:

1. Operation of Accounting related matters in TALLY SYSTEM and maintenance of records thereof.
2. Preparation of Daily Cash & Bank Balances statement and submission to Chairman & Secretary
3. Preparation of Weekly Bank Reconciliation statement and submission to Secretary
4. Deduction of TDS, Professional Tax, Service Tax in all eligible cases and remittance to the appropriate authorities in time
5. Preparation of Trial Balance, Profit & Loss accounts and Balance sheet as on the last day of every month & submission of the same to Secretary
6. Preparation of all the Annual financial statements as on 31stMarch, and get the same audited from the Auditors appointed by the General Body
7. Any other matters entrusted by CFO/Principal/Secretary

27.15: Purchase & Inventory Section:

1. All arrangements related to purchase of items in the college.
2. Arrangement for purchase of items required for hostel/ mess. Arrangement for hostel maintenance works and maintenance of cash register for hostel and transport.
3. Arrangement of items required for SAC as per the indent received.
4. Maintaining inventory register for all items in the college including furniture.

5. Periodical stock verification of inventory.
6. Keeping rank of inward / outward flow of items.

27.16: Cashier:

1. All cash/DD/ cheque payments and receipts.
2. Preparation of acquittance roll and arrangement for salary disbursal.
3. Maintenance of cash register for SAC and college account.
4. Issue of admission application form.

27.17: Maintaining of Students Attendance records

- The responsibility of close monitoring of attendance of an individual student will be with the Class teacher/ Class Advisor.
- A separate file is to be maintained for the purpose by the class teacher/advisor.
- The attendance file will be checked / verified by the HOD on a weekly basis.
- The same will be reviewed by the Principal on a monthly basis.
- Teachers will take the attendance during every hour by calling the students name individually before the start of the lecture.
- The attendance registers are to be always kept updated and no excuses will be entertained for post marking.
- The attendance percent of all students shall be displayed on notice board every month (First week) without fail.
- The attendance percent of individual student will also be communicated to parents every month (First week) without fail. The letter to parents shall clearly indicate the position of the attendance until the reporting month and will also indicate or forewarn their parents in the event of an anticipated shortage at the completing of academic year.
- No student shall absent himself/herself without leave letter even for a single day. When a student absents himself/herself without leave, oral/written warnings will be issued and the papers shall be filed without fail.
- In case of leave, the letter shall have to be promptly attested by Parents/Guardian/Warden.
- Letter of warning shall be issued to students absent for more than three days. Letters shall be sent to the parents also if a student is absent continuously for more than 3 days.
- In case of girl students, intimation to parents / Guardians will be sent even for one day absence without leave letter.
- In case of leave beyond 3 days, the genuineness and reason for absence need to be established with the class teacher / HOD with proper certificates.
- It is the responsibility of class advisor to offer proper counseling and guidance for the irregular students.
- If a student is absent continuously for **one month** without leave letter, action

will be initiated as per university norms. No claim for refund of fees or other money shall be entertained.

- In the event of a student failing to maintain the minimum attendance of 75% as per University norms despite all such initiatives by the Management, the Principal will disallow them from appearing to the University examinations after intimating the Director-Admin.
- All documents related to attendance are subject to audit at any point of time by the Management without any prior notice.

28: Guidelines on Conduct of Internal Examinations/Model Tests

1. Question papers will be set up in the same pattern / model as per the University prescribed format & norms.
2. The duration of tests also shall be the same as that of University examinations. Portion covered / syllabus for the test shall be released at least one week prior to test date.
3. Exam hall and seating have to be arranged strictly as per University norms and the same shall be displayed on the notice board.
4. If any faculty member on invigilation duty day is on leave, he / she shall make alternative arrangement with some other faculty. The same shall be communicated in writing to the Head of the Institution duly, mutually signed by both faculty members.
5. Strict supervision shall be ensured. Invigilation duty chart shall be prepared by respective Principals / Directors and the same shall be circulated to all faculty members at least three days prior to exams.
6. No student shall be allowed to leave the hall before the final bell.
7. Strict confidentiality of question papers shall be maintained.
8. A copy of the question paper shall be deposited with the HOD towards Question Bank after the examination and another copy filed in course file.
9. The papers shall be corrected strictly within a week and the corrected papers will be shown to the students with suggestions for improvement. Necessary remarks shall be made on papers / notebooks.
10. The answer sheets shall be kept under the custody of HOD for any re evaluation as decided by the Principal / Management.
11. The copy of all the communications made to the University and Management shall be filed by the Examination Committee in the concerned files duly signed by the Principal.
12. A separate Accounts file shall also be maintained by the Examination Committee with separate details of internal and external financial transactions.

13. The file shall be produced for verification by the Principal/ Management at any point of time without prior notice.
14. Examination Committee Coordinator shall be the person responsible for the maintenance of accounts and the files in the Examination Cell.

29: Travelling Allowance:

Traveling allowance is the allowance given to staff members to compensate the expenses incurred by him/her for the journey/ travel performed in the interest of the institution with the instruction of the competent authority. Actual expenses incurred will be reimbursed to the staff members who have performed the journey and incurred the expenditure provided journey particulars in the prescribed form along with the supporting/ documentary evidence in support of the claim is submitted duly recommended by the competent authority.

30. Inventory Management

30.1: Consumable Items: -

- Purchase Request/Indent to be filled by the requisition department giving justification and the same to be approved by AO/ Principal or person as authorized.
- The quantity and quality of items purchased to be verified with the purchase requisite and bill by the respective department in charge and to be duly authorized for processing the bill for payment.
- Items purchased to be entered in the respective STOCK REGISTER by the custodian to update the stock. On issuing an item the same to be entered in the stock register and the balance quantity to be updated.
- Petty cash to be used for purchases/work having value up to 2 K only with the approval of Principal/AO. Petty cash account register to be maintained and updated on a daily basis. Petty cash reimbursement claim as per format to be made every week to ensure college is having cash to meet immediate requirements.

30.2: Permanent Items: - Assets

- All permanent items value of below 10K to be purchased only by inviting competitive quotations from minimum three suppliers.
- All permanent items value of above 10K to be purchased only by inviting competitive quotations from minimum three suppliers.

- Secretary is authorized to approve purchase of items of value up to 10K
- The Secretary shall further verify and approve purchase value up to 50K and for value above 50K forward the same for approval of Director Board. After getting the approval, Purchase order/work order shall be prepared by the Admin Manager and make necessary entries in the **PURCHASE ORDER/WORK ORDER REGISTER**. (Sl. No, Date , PO/WO No. ,Item description, Vendor details, Total value, Advance, Authorised by, work/purchase status , Payment status, Remarks)
 - Purchase order/Work order duly signed by the Secretary or authorized person should be handed over to the supplier and a copy of the same to be obtained for proof of acceptance.
 - On delivery of the item/completion of work the respective department in charge should verify the items/work with the purchase order/work order and ensure that everything is as per the quote submitted by the supplier.
 - After quality inspection of the purchased items the same to be entered and updated in the **FIXED ASSET REGISTER by AO**. The bill/invoice to be signed by the person inspected and handed over to admin Manager/ accounts for payment process. There should be an inspection report in the invoice itself saying that it is as per quote, Work Order / Purchase order, Quantity, Quality, Working Properly by the custodian, HOD and Principal.
 - Chief Accounts Officer should ensure that applicable statutory payments is deducted and paid prior to making final payment. TDS, Service Tax, CST, GST, ST, etc., are in order
 - Any negotiation made and the if bill is altered in terms of quantity or amount, the same should be countersigned by an authorized person of supplier and a mail should be there to the supplier in this regard or a modified bill should be attached along with the copy of original giving justifications. Both the bills should be there because after some times, they may refer to the original one and we may have only the second one. So the copy of original one with remarks should be along with the new one.
 - In case of a work having value above Rs-25000/- proper agreement to be prepared and competitive quotations from minimum 3 contractors to be obtained.

- After obtaining the quotes and negotiation with the contractors comparative statement to be prepared and send for approval of Secretary through AO.
- On approval work order to be prepared and issued to the contractor and acknowledgement copy for the same to be obtained. After completion of work the bills to be obtained and verified with the Agreement for payment processing.
- All statutory payments related to the work to be deducted and paid prior to closing the work.

Records To Be Maintained:

- Purchase order/Work order Register
- Purchase order/Work order with supporting documents (Quotes, Comparative statement, Purchase request)

Administrative Sanction

- Administrative Sanction is to be obtained from the Secretary for any expense of more than Rs.5000 in the prescribed format. Rough estimate is to be submitted referring the amount along with the justification for the work or purchase or expense to Secretary.
- Once Administrative Sanction is obtained, start taking quotes & negotiate, and if there is considerable deviation from the Administrative Sanction obtained, fresh sanction for the increased amount has to be obtained. With all payment requests, this AS should be referred.
- All AS should be applied by Principal only. Before applying, Principal should verify and convince himself about the necessity, and everything related to that work or purchase. All responsible persons should verify, satisfy and recommend as far as their knowledge in the respective fields
- The Principal will sign only after the AO has verified and signed. Then the same may be sent to the Secretary for sanction/rejection. All AS requests should have a register and it should be maintained perfectly. Every sanction request, AO and Principal should sign.

31: Transport

- Our Institutions have bus service for picking and dropping students to and from the institution connecting to various points in and around the institution.
- The route with details has to be intimated to the student for selection of the boarding points. The bus route and bus point once allotted will be final as far as students are concerned
- Daily pass may be issued to teachers and students without which none can avail transport facility other than regular approved persons.

- Under special circumstances (shifting of residence of a student) the bus route/ bus point may be changed depending on the seats available and distance to be travelled additionally. It is completely under the discretion of the Principal in consultation with the Transport Coordinator.
- Transport application along with photograph to be submitted to the AO and ID card to be collected from the Office. Students are required to carry the identity card for boarding the bus.
 - **List of Bus Routes**
 - **Fare stages List**
 - **Students list with boarding point and bus route no.**
 - **Staff list with Boarding point and bus route no**
- The buses are numbered from 1 to 9. Each number specifies a particular route.
- Each bus has a seating capacity up to 42.
- Each bus is assigned one driver. There is no swapping of drivers.
- Each bus is accompanied by 2 Coordinators; 1 Coordinator from Faculties & 1 Coordinator from Students to monitor the students boarding and alighting and also for the safety of the students during travel.
- Faculty has to pay half the charges if paid yearly
- The route details are fixed for a period of one year and the route is reviewed annually during March
- Each bus is to have a **PASSENGER REGISTER** containing following details – Lists of students /Staff with boarding points and paste the same in bus Driver's details also should be in the register
- Each bus is equipped with the fire extinguisher of ABC type and first aid boxes. The drivers and attendants are trained on the operation of the fire extinguisher. The driver & Tr. coordinator should be trained on giving first aid. The contents of the first aid box are to be checked periodically and updated.
- Transport coordinator should ensure all drivers are wearing uniform & ID cards when they are on duty.
- Transport coordinator should ensure the drivers have undergone alcoholic test before and after every trip. A register should be maintained by Transp. Coordinator

- A list of approved call driver's list should be available. Try to enclose drivers from starting points since there may be a problem to reach in the morning.
- Driver's personal file should be maintained with License, ration card, Aadhaar card, ID card, Correct address, Telephone number of a neighbor, Wife/Brother staying with them and 2 reference persons
- Driver should report to the coordinator complaints and service requests well in advance which should also be recorded in a register showing the resolving date and non resolving cases reason. Each vehicle should have a separate register.

First aid box contents

1. Dettol
 2. Pain spray
 3. Cotton
 4. Band aid
 5. Scissor
 6. Ointment for applying in case of for minor cuts.
- Daily attendance is taken to mark the presence or absence of each student in the **STUDENT REGISTER** kept inside the Bus. Teacher in-charge of the vehicle should do this. Principal and AO as well as transport coordinator should check it periodically.
 - The student register is checked daily by the Transport Coordinator and signed.
 - Every vehicle is provided with a **VEHICLE LOG BOOK** for maintaining the trip starting and ending time, kilometer run, fueling & maintenance details on a daily basis. The driver of the respective vehicle should fill all the data and submit the same to Transport Coordinator for verification every day by 10 am.

31:1: Vehicle Maintenance:

- It is the responsibility of the driver to maintain the vehicle in roadworthy condition. The driver maintains the service record of the vehicle and when it is time for service the driver informs the same to the transport coordinator for necessary action.
- Service booking is done by the Transport Coordinator.
- It is obligatory for the driver to inform the Transport Coordinator 15 days prior to the expiry of the vehicle insurance. But the ultimate responsibility is with the Transport coordinator only.
- An undertaking duly signed by all drivers has to be obtained and filed in their personal file.
- Drivers with valid license and approved experience shall only be appointed.

31.2: Inspection:

- Driver of the Bus is to carry out road worthiness check of the vehicle well in advance of the trip as per daily inspection schedule to ensure that the vehicle is in good running condition.
- Transport Coordinator should periodically carryout route inspection of all vehicles to ensure proper service.

31.3: Transportation fee payment details:

- Fee payments are to be made year wise. Fee once paid will not be adjusted / refunded under any circumstances. (June – Sept, Oct- DEC, Jan- March)
- Students wishing to avail the Institution transport facility from mid of a term will have to pay bus charges for the entire term.
- Students who wish to discontinue the Institution transport is required to give one month's prior intimation. This is only applicable in case of Parents permanent shifting of house, shifting to hostel etc with solid proof
- Bus fee has a fine of 2.5 % per fortnight for the unpaid amount of delayed period.

31.4; Fueling:

- All vehicles are to be fueled (top up) only from the designated / approved fueling station by the Institution. Vehicles are fueled only by issuing **FUEL COUPONS** issued by AO /Transport Coordinator in the physical presence of transport coordinator.

31.5: Records to be maintained:

- Students ledger
- Vehicle log book with fuel details and daily driver details
- Passenger Register
- Monthly MIS
- Feedback and grievance register (Feedback should be taken from Students, staff and drivers every month and consolidated and given to the Principal. Principal should address all the issues. All complaints received regarding that route should be entered in that book and the resolving details also should be entered. Principal should sign every month in that register. Principal should report to the management regarding the feedback.

UNDERTAKING BY DRIVER

I..... at **SREEPATHY INSTITUTE FOF MANAGEMENT AND TECHNOLOGY, VAVANUR** hereby **undertake and agree** that, I shall meticulously follow the following points while discharging my duty as a driver of the vehicle in the Institution.

1. I shall not drive the vehicle after consuming alcohol or any intoxicants.
2. I shall not use mobile phones while driving.
3. I shall ensure the vehicles road worthiness before starting the vehicle by carrying out a thorough inspection as per the **Daily Inspection Report**
4. I shall not drive the vehicle above the permitted speed limit.
5. I shall follow all traffic rules and regulations.
6. I shall always ensure safety of passengers and public
7. I shall monitor the complaints of the vehicle and inform the Institution authority on time.
8. I shall not argue with parents and children on any matter. Such incidents shall be informed to the Transport Coordinator for necessary action.
9. I shall not fuel the vehicles while students are present in the bus.

10. I shall not scold, beat or touch the students.
11. I shall follow the rules and regulations set by the Institution and adhere to the pick-up and drop timing
12. I shall be completely responsible for the damages caused to the vehicle/property/personnel due to negligence from my part and shall abide by the decision taken by the management on such incidents.
13. I have undergone the statutory training class of RTO

32. Canteen

32.1: Purpose:

This document is intended to describe the operation and management of our SIMAT CANTEEN

32.2; Responsibility:

Canteen is under the charge of Canteen Committee & the Contractor to whom the Canteen is rented out

32.3: Procedure:

Canteen Committee nominated by the Institution will look after the operation of the Canteen in consultation with the Contractor. The Canteen serves breakfast, lunch, tea, evening snacks & dinner.

The CANTEEN will open on all working days:-
From 08.30 am to 9.00.am for breakfast
From 12.30 noon to 2 pm for lunch
From 4 pm to 4.30 pm for snacks.
Food is supplied to hostel whenever required

- Menu is prepared by the Canteen Committee in consultation with Contractor
- The provisions, grocery and other items to be purchased are decided by the Contractor based on the menu and a purchase request filled by the Contractor is given to Canteen Committee for necessary approval and purchase.
- The required items are locally purchased and the consumable stock register is updated and the bill/voucher is presented to the accounts department for payment.
- The Contractor and Canteen Committee should verify the quantity and quality of the items purchased.
- A suitable weighing machine to be used for checking the quantity. Items purchased are to be stored in proper containers in a very clean and orderly manner.
- Contractor is the custodian of mess store and is responsible for safe custody of items
- The Contractor and Canteen Committee should ensure that cooked food from mess/ items from store are not taken out side by other staff for their own use.
- Mess stores to be kept locked when not in use and the key to be kept always with the Contractor.

- Kitchen employees register should be kept
- Feedback and grievance register (Feedback should be taken from Students, staff and mess employees every month and consolidated and given to Principal. Principal should address all the issues. All complaints received regarding that the canteen should be entered in that book and the resolving details also should be entered. Principal should sign every month in that register.) Principal should report to the management regarding the feedback
- There should be a FOOD menu chart for every day of the week. If today's special is there it should be also mentioned.
- There should be a register for menu in which daily menu is noted and any deviation should be noted down. If any special items are served that too has to be noted down.
- Fixed asset register should be there in Canteen with Canteen Committee
- There should be register for hostel food movement in which time and quantity is noted down.
- Min. 7 days leave should be there for Canteen cut. Canteen cut is only applicable with the letter approved by HOD, Principal, AO, & Canteen Committee
- Panchayath license and food safety license should be taken for kitchen by mess coordinator

32.4: Canteen hygiene:

- The Canteen Committee is completely responsible for ensuring cleanliness of canteen staff, utensils, kitchen, counter, tables, verandah and the dining hall.
- After each mealtime the plates, cups, and utensils are washed manually using liquid soap and scrubber and the same is stored in the shelf after drying it properly.
- Canteen Committee member should be present in the dining hall to supervise smooth running during every meal time.
- Principal/nominated person should taste the food before every meal time and make necessary entry in the **Food Inspection Register** kept with the cook. Cleanliness of kitchen, store and dining hall to be checked during the food inspection.

- All staff involved in preparation of food should undergo regular medical check up to ensure that they are not suffering from any contagious diseases.
- Valid Certificate from FSSAI is to be displayed in the Canteen

32.5: Contractor has to ensure the following:

- Freezers to be defrosted periodically and kept clean always.
- Usage of artificial colors & flavors strictly prohibited.
- Cooked food to be kept in properly closed containers.
- Chefs and kitchen staff should wear uniform, gloves and head cap while working in the kitchen.
- Serving staff to wear head cap, gloves while serving food.
- Regular sweeping and swabbing of the MESS is carried out to ensure hygiene.
- Fire extinguishers kept should be in working condition and ensure the validity date.
- Suggestion and complaint register is kept for necessary entries by the students/staff.

32.6: List of Records to be maintained:

- Food Inspection Register.
- Suggestion/Complaint Register.
- Monthly Profit/Loss Records
- Asset Register (Fixed Items)
- Stock Register (Consumable Items)

FOOD INSPECTION REGISTERS:

Date	Time	Menu	Name/Signature of Person Inspected	Remarks

SUGGESTION & COMPLAINT REGISTER

S. No	Date	Name of Student/ Staff	Details of Suggestion/ Complaint	Action taken on the suggestion/complaint	Signature of MESS in charge

33: System Admin

33.1: Purpose

To explain the procedure for carrying out the activities related to System Administration.

33.2: Scope

This Process is applicable to the IT and related activities.

33.3: Objectives

To provide services related to System Administration within a minimum lead-time.

33.4: Responsibility

- Monitoring System Administration activity, Identifying resources for System Administration process
- Maintenance of hardware and software resources
- Information security management
- Update of Antivirus package
- Media control and management
- Tracking and checking of WIFI connection

33.5: Procedure Input

- Resource Request
- Problem Reporting
- Maintenance of Computing Resources
- Maintenance of Server and Network
- Provision of Computing Resources
- Access Control
- Problem Reporting and Rectification
- Back-Up and Restoration

33.6: Purchase of hardware required for the Institutions

- Submitting the estimation of Budget
- Website & Social Media updation
- Custodian of IT and related infrastructure

33.7: Hardware and Software Tracking

- The System Administrator shall maintain the list of hardware and software available in the institution.
- Networking diagram shall be maintained and changes shall be updated as applicable. The diagram shall identify each system/location on the network uniquely.
- Tracking of Supportive software and report generation
- Handling of UPS system
- Understand team work and team dynamics.

33.8: Maintenance of Computing Resources:

- The lead-times provision of various System Admin services shall be defined and maintained by the System Administrator. The Lead times shall be approved by the Administration Manager
- The computing resources shall be maintained at serviceable conditions by the following:
 - Interacting with the Suppliers during the Warrantee Period.
 - Interacting with the Service Providers during AMC Period.
 - Outsourcing the repair work, if not covered under AMC/Warrant.

33.9: Maintenance of Server and Network

- The accessibility of Servers shall be controlled by Password. The password shall be maintained in a sealed envelope. The names of authorized person to open the envelope shall be mentioned on the envelope.
- The envelop shall be handed over to the Principal & Director IT.
- The System Administrator shall change the Server Passwords once in three months.
- All the external network facilities available at the Institution shall be

maintained and the serviceability status shall be recorded in the maintenance register.

- All software's to be purchased and installed in the system will be routed through System Administrator only.

33.10: Provision of Computing Resources:

- The requirements for the provision/up gradation of Computing Resources to the working personnel shall be received from their respective Functional/Departmental Head through Resource Indent Form.
- On scrutinizing the Resource Indent Form, the Computing Resource shall be provided
- In case of hired and procured Computing Resources, the System Administrator shall coordinate the Installation activities.
- On Installation or up-gradation of the Computing Resources, the following documents shall be updated as applicable:
 - List of Hardware
 - List of Software
 - Networking Diagram

33.11: Access Control

- The User profiles and access permissions for the employees or change in the access permissions of the existing employees shall be created by the System Administration Department
- The System Administrator shall maintain the List of access Control

33.12: Problem Reporting and Rectification:

- The problems encountered in the system operations shall be intimated through the problem slip
- The problem report shall be analyzed by the System Administrator either through internal or external resources
- The details of the rectification action taken shall be recorded in the Problem Slip. The Service report shall be maintained in the corresponding Maintenance register
- Wherever necessary, annual maintenance contracts shall be taken from suitable vendors/suppliers.

33.13: Back-Up and Restoration:

- The instructions for back up and restoration shall be defined
- The backup requirements or change in the backup requirements shall be communicated to the System Administration Department through Backup Request.
- The Backup of all the applicable servers/folders available at the Institution shall be taken once in a Month. The same shall be recorded in the Back-up logbook.
- The backed-up storage media shall be labeled logically and stored at proper storage location.
- One copy of latest Monthly Back-ups shall be stored off-site as a safeguard against accidental damages

33.14 Timings (Biometric Punching System)

The institution is planning to introduce a Bio metric Attendance Monitoring System in due course of time. Presently the attendance is captured through registers of each department both in forenoon and afternoon sessions.

33.14.1: Purpose:

To have common understanding and to report to work on time
Applicable to all team members of Institution and Corporate office

33.14.2 Policy:

To adhere to said timing and to follow the discipline of the Institution.

33.14.3: Procedure:

- A grace time of 15mins will be allotted. In case a team member checks in late by 15 mins 3 times a month, it will be considered as 1/2 casual leave.
- Holiday for Institution, Academic Team & Admin team members shall be as per the list of approved holidays and academic calendar.
- Any team member leaving the Institution premises during office hours need to take prior approval from Principal and fill in an early leaving slip and submit to the HR Dept.
- Any team member unable to reach office on time due to unforeseen personal exigency must immediately inform Principal
- If a team member has gone for an official work, they should provide intimation to their HOD and AO so that it will be marked as ON DUTY

34: Accountability Policy

A senior person cannot pass the buck to his juniors for the failure of work or delay. He has to have his control systems for jobs he gets done through his juniors and also make them accountable. The senior is also responsible for failure of his juniors and should accept this responsibility.

35: Date of Effect of the Rules and Regulations

This policy will be effective from the date of publishing this document and this document will supersede all policies and guidelines issued prior to this with respect to the contents therein, unless specified clearly. The rules and regulations contained herein will have only prospective effect and no claim due to this can be preferred retrospectively.

36: Right to the Management

The management reserves the right to alter, modify or nullify the rules & regulations outlined above at its discretion if decided by the Board of directors of SIMAT.

REVISION SHEET

Any revision on this manual must be recorded in details and approved by the concerned authority

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