

UNIVERSAL ENGINEERING COLLEGE

VALLIVATTOM, THRISSUR, KERALA.

Human Resources POLICY

Vision

Provide excellent engineering education, imparting skill development and innovation ecosystem to create engineers that cater to the needs of the society with strong ethical values.

Mission

- Qualified faculty and intact infrastructure, bestow creative and innovative engineering education
- Equip the students with competent and cutting edge technologies.
- Mould the students to meet the changing challenges with global outlook
- Inculcate moral and ethical values among students so as to serve the needs of the society

Quality Policy

Universal Engineering College is committed to achieving academic excellence by imparting quality education and skill development and organising various technical and non-technical programs, thereby enhancing the students' intrinsic abilities, capabilities, thinking abilities, and technical skills. We always strive to comply with the requirements, adapt to the changing challenges and update the faculty on the latest technologies, thereby continually improving the quality standards of the institution.

Quality Objectives

- To offer students a robust academic and research environment in which they can thrive successfully.
- To provide cutting-edge technical infrastructure and to inspire students to prosper.
- To equip the students with both the technical and managerial competencies and assure their overall development.
- To provide high-quality, cost-effective engineering programmes that address the requirements of industry and other employment sectors.
- To increase faculty competency to a great extent and encourage them to use all modern and innovative teaching-learning methods.
- To instill moral and ethical values among the students and faculty.
- To collaborate for the collective benefit with industry, other institutions, and organisations.
- To promote sustainable research & development framework for economic growth.
- Continuing education programmes should be used to promote technical information within the region.
- To ensure that the Quality Management System is improved on a regular basis.

BOARD OF TRUSTEES

S. N	Name	Position
1	Shamsudeen V K	Chairman & Managing Trustee
2	P B Abdul Jabbar	Chief Patron
3	Salim P K	Vice Chairman
4	C K Mukundan	Vice Chairman
5	Jayaraj B Pillai	Secretary
6	V K Abdul Gafoor	Treasurer
7	V K Abdul Salam	Joint Secretary
8	Jabir K Mohammed	Executive Director
9	P B Anvar	Executive Member
10	P B Zainudeen	Executive Member

BOARD OF GOVERNORS (BoG)

S. N	Name	Designation	Position
1	Mr. V K Shamsudeen	Chairman & Managing Trustee	Chairman
2	Dr. Jose K Jacob	Principal	Secretary
3	Representative from AICTE	Yet to be nominated by AICTE	Member
4	Representative from APJAKTU	Yet to be nominated by KTU	Member
5	Representative from Govt. of Kerala	Yet to be nominated by Govt.	Member
6	Mr. Salim P K	Vice Chairman	Member
7	Mr. C K Mukundan	Vice Chairman	Member
8	Mr. V K Abdul Gafoor	Treasurer	Member
9	Mr. P B Abdul Jabbar	Chief Patron	Member
10	Mr. Jabir K Mohamed	Executive Director	Member
11	Dr. Sreeraj R	IQAC Director	Member
12	Dr. K K Narayanan	HOD, AS&H	Member
13	Dr. Harikrishnan S	Gen. Manager, Cochin Shipyard	Member

Human Resource Planning

- 1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following AICTE/KTU guidelines
- 1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- 1.1.4 The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- 1.1.5 The minimum classroom contact hours during the week for each category shall be maintained as follows :
- | | |
|----------------------|----|
| Professors | 12 |
| Associate Professors | 14 |
| Assistant Professor | 16 |
- 1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

1.2 RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
- Advertisement in the newspapers.
 - Resumes stored in HR from e-mails and database file.
 - Employee referral.
- 1.2.3 The committee deems it fit, may also conduct Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
- Personal interviews

- Aptitude tests, including class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal.
- 1.2.7 ME/M Tech in relevant branch with First Class or equivalent either in BE/B. Tech or ME/M. Tech Graduate is eligible for appointment as Assistant Professor.
- 1.2.8 ME/M. Tech graduate in relevant branch with First Class with 7 years of experience in teaching as Assistant Professor is desirable for appointment as Associate Professor.
- 1.2.9 ME/M. Tech graduate in relevant branch with First Class or equivalent and PhD or equivalent, in appropriate discipline with Minimum of 10 years teaching / research / industrial experience is eligible for the appointment as Professor.

1.3.0. **ORIENTATION**

- 1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.3.2 The Principal introduces him to the Head of the Department and to the office.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.

1.4.0 **EMPLOYMENT**

- 1.4.1 No person shall be deemed to be in permanent employment of the college unless and until he/she has received a letter of appointment duly signed by chief administrative officer. For every appointment the candidate shall furnish a written application giving full details about his or her nationality, age, qualification, marital status, address etc. together with a recent photograph and attested copies of Certificates, Testimonials and two reference. For those who are previously employed, the last pay Certificate and character Certificate from the previous Principal/employer are necessary.

- 1.4.2 Every employee other than casual, part time, ad hoc shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the Institution
- 1.4.3 Unless in a particular case it is otherwise distinctly provided the employees time is entirely at the disposal of the Institution and he /she shall responsible to render all possible assistance to the college authorities and students.
- 1.4.4 Generally before a person is considered for a permanent employment, unless otherwise specified in the appointment order, he/she is required to be on probation for a period of at least one year. The probationary period may be extended at the discretion of the competent authority.
- 1.4.5 During the period of probation or extended period of probation services of a probationer may be terminated at any time without notice or compensation in lieu of notice, without assigning any reason. No appeal shall lie against such termination.
- 1.4.6 If during the period of probation the employees' performance of the duties assigned to him has been found to be satisfactory, he may be confirmed by a written order. If not satisfactory, the period of probation may be extended at the discretion of the competent authority. If at the end of such an extended period, the probationers work is still found to be unsatisfactory, his/her services shall be dispersed with or without assigning any reason whatsoever.
- 1.4.7 No employee is entitled to be confirmed or to be treated as a permanent employee only by reason of his having completed the probationary period until the confirmation order is issued in writing by the competent authority. If no orders are passed, the probationers services will be deemed to have been unsatisfactory and the probationer stands discharged from services
- 1.4.8 A permanent employee promoted to a higher post shall be on probation for a period of one year and is liable at any time during this probationary period to be reverted to original post at the discretion of the management.
- 1.4.9 No employee can claim promotion as right only on the basis of eligibility to hold the promotional post, or by way of mere seniority or of having been temporarily placed in charge of the post. When a higher post falls vacant and the competent Authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be determined on the basis of past performance

- merit, quality of service, loyalty, conduct, efficiency, ability and health, nature of the job, seniority and individual's suitability for the job.
- 1.4.10 If persons of required qualifications are not available, a temporary appointment may be made to carry on the work of the Institution till such time when either a qualified hand is obtained or as the management so wishes. If an untrained person is appointed, he will be required to complete his training within a period of two years. This rule may be relaxed by management, in view of satisfactory work, on the recommendation of the head of institution.
- 1.4.11 In case of a teacher appointed for a specified duration or for a particular assessment the termination of service will be at the sole discretion of the principal. No notice or reason is required.
- 1.4.12 Every employee though may be appointed is liable to be transferred to any one of the affiliated and related institutions existing at the time of appointment signing the contract or which May come into existence at the time of transfer according to the need.
- 1.4.13 The management may at any time in the event of a natural calamity, a fire, catastrophe, epidemic, civil commotion, strike or any other causes beyond its control, close down sections or classes of the college wholly or partially for a specific period without notice. In such event the Management may terminate the services of an employee even after he is confirmed. In such cases the employee shall be paid all his legitimate dues such as PF, gratuity etc. In the event of retrenchment for reasons beyond the control and contemplation of the Management due to the abolition of a subject, class, section, department, the services of employee/ Teacher can be retrenched after giving such an employee three months' notice or three months' salary as compensation in lieu of notice.
- 1.4.14 An employee may discontinue his services in the college even after his confirmation by giving three months' notice or by paying an amount equal to three months' salary in lieu of notice provided there are no dues outstanding against the employee.
- 1.4.15 The employee is required to intimate in writing a change in his name marital status and address.
- 1.4.16 Every employee shall be required to produce the following certificate on appointment:
- a) Conduct certificate
 - b) Original certificates of educational qualifications

Non fulfillments of any of the Condition shall render the appointment as null and void
No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the Institution/principal.

1.5.0 AGE

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute. The date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

1.6.0 CONFIDENTIAL RECORD OF THE EMPLOYEE

1.6.1 (a) A service record including leave account etc. shall be kept in the form prescribed for every person in a regular appointment under the Management.

1.7.0 PERFORMANCE APPRAISAL:

1.7.1 The formal written evaluation program of the UNIVERSAL ENGINEERING COLLEGE established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period. The review helps to answer several basic questions that are of concern to all of us as employees: "How am I doing? Where do I go from here?" and 'How will my supervisor support me in getting there?'

1.7.2 For the employee evaluation: Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor. Assures mutual understanding of responsibilities and work assignments. Serves as a source of assistance and guidance in improving and preparing for advancement.

1.7.3 For the supervisor evaluation: Helps to identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job. Assures that the employee is fully aware of assigned duties and responsibilities.

1.7.4 Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institution. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.

1.7.5 It is mandatory to review the performance of each employee of the Institution.

1. Performance evaluation for staff will be conducted monthly and will be summarized at the end of each semester
2. For contract and trainee monthly review will be conducted and will summarized at the end of the contract.

1.8.0 360 DEGREE APPRAISAL

360 degree feedback is the most comprehensive appraisal where the feedback about the employees' performance comes from all the sources that come in contact with the employee on his job.

This helps the employee to:

Offer a more comprehensive view towards the performance.

Improve credibility of performance appraisal.

Such colleague's feedback will help strengthen self-development.

Increases responsibilities of employees to their customers.

The mix of ideas can give a more accurate assessment.

Opinions gathered from lots of staff are sure to be more persuasive.

Not only the superior should make assessments on its staff performance but other colleagues should do, too.

People who undervalue themselves are often motivated by feedback from others.

If more staff takes part in the process of performance appraisal, the organizational culture of the company will become more honest.

2.0 CLASSIFICATION OF EMPLOYEE

Employees can be classified as:

- 1) Permanent
- 2) Probationer
- 3) On Contract
- 4) Temporary
- 5) Casual
- 6) Part Time
- 7) Ad hoc/GUEST

- 2.1.1 **Permanent Employee:** Means one who has been appointed in a substantive capacity, (distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.
- 2.1.2 **Probationer:** Means one who is on probation.
- 2.1.3 **Contractual Employee:** Means an employee who has been employed for a specific period for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.
- 2.1.4 **Temporary Employee:** Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.
- 2.1.5 **Casual Employee:** Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.
- 2.1.6 **Part-Time Employee:** Means one who has been employed on any job/post on part-time basis
- 2.1.7 **Ad hoc/GUEST:** Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

2.0 POSITIONS AND PAY SCALES

- 2.2.1 College will have the following positions of hierarchy in the teaching departments
- A. Principal
 - B. Professors
 - C. Associate Professors
 - D. Assistant Professors
- 2.2.2 Addition, each department shall have support staff like lab instructors, and Lab Assistants

2.2.3 The College Office will have the following positions of hierarchy in the administrative department

Administrative Officer

Accountant, Clerical Assistant

Office Assistants

2.2.4 The Scales of pay for various teaching positions will be as follows

a. Principal and Special Positions

Pay as per AICTE norms, commensurate with the qualifications and experience

Pay band	AGP	Min Basic	Increment % basic
Principal			
Professor			
Assoc. Professor			
Asst. Professor			

2.2.5 Scale of Pay for non teaching positions shall be as follows

Pay band	AGP	Min Basic	Increment % basic
Administrative officer			
Office superintendent			
Accountant			
Asst Accountant			
Purchaser			
Lab Instructor			
Lab Assistant			
Office Assistant			
System Administrator			
Librarian			
Asst. Librarian			
Peon			
Driver			
Maintenance			
Electrician			

2.3.1 Probation

Appointments are made on temporary basis. An incumbent appointed to a post will be on probation for a period of one year. If the performance is found satisfactory, appointment will regularized only after successful completion of the period of probation. Leave days without salary with or without medical ground will not be counted for increment. In such case increment will be granted after exhausting the period spend on leave on probation Period.

2.4.0 **DEARNESS ALLOWANCE**

Management can also decide other allowances for Professor, Principal and Special posts. In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category

2.5.0 **INCREMENTS**

Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of August.

Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

2.6.0 **EPF & ESIC SCHEME**

All employees who are coming under the purview of the Employees' Provident Fund (employees who are drawing salary 15,000/- and below per month) shall be enrolled as members as such, on the date of their joining the College

ESIC facility is provided to all employees having gross salary less than or equal to 21,000/- per month

3.0. LEAVES

3.0.1 Annual Leave

All the staff of college will be eligible for annual leave on the following basis:

3.0.2 Casual Leave(CL)

1. All categories of college staff are eligible for 12 days casual leave except office staff in a calendar year. Admin staffs are eligible for 15 days casual leave.
2. CL in excess of 6 days (teaching & lab staff) by the end of June shall be treated as Loss of Pay and same will be applicable in case of Admin staffs who are exceeding 8 days by the end of June.
3. CL shall not be combined with any other leave.
4. CL will not be permitted for more than 3 days a stretch.
5. CL proportionate to the service alone shall be granted (one per month) during the probation or contract period.
6. Staff members who have given notice for leaving the Institution are not eligible for any type of leave during the notice period.
7. Intervening holidays will not be counted in the case of Casual leave.
8. Staff members will not be eligible for any sort of leave other than CL during probation or Contract period.
9. Only LOP is eligible in the joining month. Then afterwards one CL for each completed month may be avail for the first six month in the case of Teaching & Lab staff. After six months the balance CL for the year are eligible as per the rules prevailing. Admin staffs are eligible for one CL for each month and not exceed 8 days by the end of June.
10. Casual leave shall not be granted in the following special circumstances
 - a. Prolonged lockdown
 - b. Weekend lockdowns
 - c. Work from home
 - d. Alternative working days

During work from home, duties shall be adjusted between the staff in case of leave/absence which is limited to 3days per month, exceeding the limit will regard as LOP for the entire leave days.

3.0.3 Leave on Loss of Pay (LOP)

1. During the probation /contract those who are availing LOP, their early increment extended for the lost days.
2. Leave on LOP will not be applicable for staff who have not completed 6 months of service in the college.
3. The regular employees should avoid taking LOP leaves as far as possible. If for the reasons beyond ones control, an employee has to avail in excess of other eligible leaves, LOP will be granted at the discretion of management. LOP so granted will be for a minimum period of 3 days at a stretch. Intervening holidays if any will also be treated as leave. CL shall not be allowed to combined with LOP.
4. Rejoining after long leaves shall be considered as re appointment if he/she has availed a long leave of more than one month (30 days) except maternity leave.
5. In case of Medical leave, appointment should be depends upon the decision of management.

3.0.4 Maternity Leave (ML)

6. Female staffs having 2 years of continuous service including probation period in the college shall be eligible for 90 days of maternity leave with 50% of total salary. In case of those who have completed one year of continuous service is eligible for ML on LOP for 3 months.
7. Maternity leave salary shall be disbursed only after rejoining duty.
8. ML shall be granted twice only during the entire period of the service in the college.

3.0.5 Vacation Leave

9. Faculty & their supporting staff members are eligible for vacation leave of one month during the academic year, preferably during the month of May or as directed by the college if any staff members are denied vacation for taking up duties assigned by the college, they can avail the vacation leave in the same academic year in one or maximum two stretches.

3.0.6 Compensatory Leave.

10. If an employee is required to work on holidays with authorization from the supervising authority, he/she shall be entitled for compensatory leave equal to the number of holidays worked.
11. If an employee worked overtime on working days with prior authorization from the supervising authority is eligible for compensatory leave.

12. If an employee had worked extra and late punched after normal working time he/she is eligible for getting exemption for late coming or early going other day with authorization from his/her supervising authority
13. Compensatory Leave should be availed within 3 months.
14. Compensatory leave will not be granted for any external duty for which extra remuneration is paid.
15. For availing compensatory leave staffs are required to submit authorization from the supervising authority in prior to the HR.

3.0.7 **Duty Leave (DL)**

16. All employees shall be eligible for DL in the event of his/her being deputed by college for any specific duty outside the campus. Approval of Principal / CAO should be obtained before availing the DL.

3.0.8 **Medical Leave**

17. Employees those who have completed one year of continuous service is eligible for leave on medical ground for 10 days per year on producing valid Medical Certificate from a registered medical practitioner.

4.0 **PROMOTION POLICY**

18. All promotions shall be considered on the basis of merit- cum - seniority basis.
19. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and experts.
20. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
21. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications.
22. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
23. All decisions on promotions shall be taken up from the month of August every year.

5.0 RETIREMENT

5.1. Retirement from Service

1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 56 years
2. The management may grant extension at its discretion, provided the employee is fit for such an extension has no mental or physical incapacity which disqualifies him from such an extension, the extended period will not be treated as continuation of service
3. After attaining superannuation if an employee is granted extension, he /she will get the pay plus other allowance admissible thereon as prescribed by the management. The extension in the service will be sanctioned every academic year at the discretion of management.

5.2. Retirement benefits (EPF)

1. All employees who are coming under the purview of the Employees' Provident Fund (employees who are drawing salary 15,000/- and below per month) shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
2. The College shall contribute 12% of the pay towards the Employer's contribution to the EPF Scheme.
3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme.
4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
6. The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
7. The College shall also pay to the employee the following benefits at the time of his/retirement

- a) **Service Gratuity**, if any, payable under Payment of Gratuity legislation. Employees who completed 5 years' service will be eligible for the service gratuity at the rate of $\frac{1}{2}$ month's salary for every completed year those who quit service before completing five years are not eligible for gratuity. The last drawn total emoluments will be taken into accounts for payment of service gratuity
- b) Arrears of Salary, if any, payable

5.3 Reliving from duty

1. Staff members leaving to the Institution should give notice or pay compensation in lieu as provided in the appointment letter and agreement signed by them.
2. Staff members who have completed the period of service as provided in the agreement have to give at last one month notice for leaving the institution.
3. Faculty members desiring to leave the college are directed to do so either before the commencement of semester or at the end. Generally faculty members will not be permitted to leave the college when the class works in session.

6.0 DISCIPLINE AND GRIEVANCE PROCEDURE

6.1 Code of Conduct

Every employee shall be governed by the following code of conduct, which is not exhaustive:

- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.

- 4) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- 5) Employees shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
- 6) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
- 7) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable
Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 9) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than **5 minutes** shall be liable to be marked ABSENT for whole day, at the sole discretion of the principal.
- 11) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 12) No employee shall, without proper sanction and making proper payment avail himself for private or personal purpose or to take out any material which is the property or has been paid by institution
- 13) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 15) An employee shall not communicate directly or indirectly an official document or information to any other person.

- 16) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- 17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- 18) No employee shall make a collection of money in any manner on the premises of the institution.
- 19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 20) No employee shall deface, disfigure or damage or write on the walls of the institution.
- 21) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
- 22) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- 24) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations
- 25) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- 27) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the institution.
- 28) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the Institution /college to an unauthorized person at any time.
- 29) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.

- 30) No employee shall indulge in activity which may embarrass the cause of the institution.
- 31) No employee shall lend money to a person on interest.
- 32) No employee shall enter into or contract, a marriage with a person having a living spouse.
- 33) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 34) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.

Every employee shall observe the following code of conduct besides the above

- a) Be proud of the dignity of his profession
- b) Be in college premises according to the timings laid down by the Principal and signed the attendance register/Biometric registration at the time of arrival or the time fixed for such a purpose by the Principal. All the staffs have to do biometric punching and sign in the attendance register in the forenoon before 9.05 am
- c) Conform in the absence of a teacher to the replacement time table as drawn up by the Principal or his nominee.
- d) Be strictly impartial to all the students, sympathetic and helpful particularly to slow learners.
- e) Cultivate freedom of thought and expression and strive to develop a scientific temper in himself and in his pupils.
- f) Organize and promote all college activities which foster a feeling of Universal brotherhood among pupils.
- g) Take his stand against the unhealthy customs and practices in modern society and strive his best to instill in to the miens of his pupils principals of cooperation, justice and social service
- h) Instill, by precept and example into the minds of students entrusted to his care, love for the mother land, respect for all and for rule of law and order
- i) Be regular and punctual in respect of duty be it academic or otherwise in all matters pertaining to the collage, this may be assigned to him by the Head of the institution or his nominee
- j) Comply with college working hours by setting an example in punctuality
- k) Along with the leave application the teacher has to assign the work of each of his /her

teaching classes so that the students are kept sufficiently occupied

- l) To take up higher studies, training or appear for any examination to improve his performance or to take private tuitions, a written permission of the principal is to be obtained. no employee shall entertain or talk to visitors at his place of duty without the permission of the principal

6.2.1 ATTENDANCE UNAUTHORIZED ABSENCE FROM WORK

- a) Every employee shall report at the assigned place of work and at the notified time for the commencement of his duty. He shall record each day the time of reporting at and departing from the place of work in the manner specified by the management. An employee failing to report or record as above is liable to be marked absent. an employee who is found absent from his place of work during the working hours without permission of the principal shall be treated as absent
- b) Late coming and early going during working hours is not encouraged, If an employee reports late for duty either at the commencement of his working hours or after recess three times during a calendar month he will forfeit one days casual leave or one day salary in lieu of leave, if he has no leave to his credit. In case of late coming/early going which is less than one hour shall be exempted by the HR/Principal if the reasons are genuine, which is limited to two times in a month.
- c) An employee, who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the premises of the institution forth with unless asked to stay back by the authority
- d) Late coming and early going during working hours is not encouraged, In case of late coming/early going which is less than one hour shall be exempted by the HR/Principal if the reasons are genuine, which is limited to two times in a month.

6.3.1 MEDICAL FITNESS

- a) The Management may whenever necessary require an employee to be examined for medical fitness by a doctor approved by the Institution and the employee shall be bound to comply with the same.

6.4.1 WORKING HOURS

- a) The work times are subject to change and the specific schedule for reporting for work will be detailed specifically by the Principal. Besides an employee may be required to work beyond his working hours if exigencies of academic or

Institutional work, so demands and such instructions are to be complied with.

- b) All employees shall be required to attend emergencies or other urgent duties connected with academics and Institutional work outside their regular hours of work including Sunday and holidays if required.
- c) It is expressly understood that the teaching staff may be asked to take up classes whenever necessary, to accompany students on picnic during holidays and to travel on study tours with the class during holidays without extra remuneration.

6.5.1 CARE OF INSTITUTIONAL PROPERTY

Every employee shall take sufficient care of the property, furniture etc of the college and shall take all reasonable precautions. A negligent employee shall be liable to disciplinary as may be deemed fit by the Management. Besides the management may recover the value of such breakage, damage or loss from the employee.

6.6.1 PERSONAL PROPERTY

The management shall not in any way, be responsible for loss of damage to the personal property brought to the college by the employees.

6.7.1 NOWORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall be applied.

6.8.1 COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL

(i) A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, transfer, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.

(ii) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

6.9.1 THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE WOULD BE ASFOLLOWS:

(i) That the employee shall first take up his grievance in writing to his HOD and he will try to resolve the grievance within three days. If not, he will forward such grievances to the Principal forthwith. Then the principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 3 days.

(ii) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit his grievance to the Managing Trustee who would try to settle it as early as possible.

(iii) The Managing committee/nominee would take a decision in the matter and the same will be conveyed to the employee

6.10.1 SERVICE OF NOTICE

(i) A matter required to be notified under these rules and any notice by the management to the employee in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.

(ii) A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the institution/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action.

(iii) In the case of an employee who is absent or on leave, any intended notice or letter of Communication shall be sent to him by registered post-with acknowledgement-due to the last recorded address of the employee shall be deemed to have been served on him. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.

(iv) A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English or in Malayalam.

6.11.0 Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to

the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.
4. Obtaining leave or attempting to obtain leave on false pretenses.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.
8. Failure to report a disease an employee which may endanger others.
9. Using institutional facilities unauthorized for personal gain.
10. Sleeping while on duty.
11. Neglect of duties assigned to the employees.
12. Entering a section or department except for purposes of assigned duties.
13. Late coming or absence of a habitual nature. Habitual nature of late coming and absence are not allowed and shall subject in issuance of warning letter.
14. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
15. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the school without the written permission of the principal.
16. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
17. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
18. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
19. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
20. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.

21. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
22. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
23. Refusal to accept or obey an order of transfer from one job to another or from one department of other of the institution.
24. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
25. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities.
26. Unauthorized use of the name, address, telephone or any other description of the institution.
27. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
28. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
29. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
30. Gambling within the premises of institution.
31. Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behavior in the premises of institution or inside the premises, where such behavior is connected with employment.
32. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
33. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/ goods within the premises for a purpose or reason without prior permission of principal.
34. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, Abusing, threatening to assault other employee/s, other riotous or disorderly behavior.

35. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the institution or has a bearing on the smooth and efficient working of the institution.
36. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
37. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.
38. Unauthorized removal from or affixing of notice on the notice-board or any other place in the institution or its premises.
39. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
40. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the principal.
41. Preaching of or inciting disaffection or violence in relation to matters and people concerning the institution.
42. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the institution/college premises.
43. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
44. Delay in the performance of work or go slow in work or instigating thereof.
45. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
46. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.
47. Willful damage to work-in-progress or to the property of the institution
48. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
49. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.

50. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
51. Habitual breach of a standing order, service rules or any other regulations in force in the institution.
52. Commission of any act subversive of discipline or good behavior.
53. Taking private tuitions without the permission of the head of the institution or running coaching classes.
54. Harassing women employees or doing any act that affect dignity and privacy of women employee.
55. Misbehaving with students/parents/guardian
56. Dereliction of duty
57. Willfully and deliberately not taking classes as per the schedule of routine
58. Poor performance for teaching students in the classes
59. Instigating the students against the College Authority
60. Not wearing uniform allotted by the College
61. Not wearing Identity card during working hours
62. Refuse to comply any reasonable instructions of the College Authority/superiors
63. Illegal confinement of management staff

6.12.0 Penalties for Minor Misdemeanor

1. Censure
2. Warning
3. Withholding an increment or promotion to the next higher grade.
4. Based on the gravity of the incident appropriate action will be taken by the Management

6.13.0 Penalties for Major Misdemeanor

1. Suspension without pay and allowance.
2. Reduction to a lower post or grade or to a lower pay scale.
3. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the institution.
4. Dismissal from service, which debar the employee from future employment in any capacity in the institution.

6.14.0 SUSPENSION

The Principal may place an employee under suspension pending further action in the following cases wherein:-

- a) Disciplinary proceedings against him/her are contemplated or pending.
- b) A case against him/her in respect of a criminal offence is under investigation or Trial.
- c) He/she charged with cruelty to a student or an employee of college.
- d) He/she charged with misbehavior towards a parent, guardian, student, or an employee of the college.
- e) He/she charged with a breach of code of major misconduct

6.15.0 SUBSISTENCE ALLOWANCE

An employee under suspension pending enquiry shall be entitled to draw subsistence allowance as per the payment subsistence allowance act.

6.16.0 PROCEDURE FOR DISCIPLINARY ACTION

- a) No order of punishment shall be issued without the employees having been given an opportunity for explanation.
- b) If the employee concerned chooses not to reply or furnishes an explanation which according to then disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- c) The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed *ex parte* in his absence.
- d) The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institution. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- e) The employee shall be permitted to produce his/her oral /documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges

and also to produce witnesses, if any, in his defense. The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the E.O. The Disciplinary Authority may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer

- f) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges leveled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.
- g) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent employees submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his findings, and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.
- h) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.
- i) If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.

6.17.0 DISCHARGE ON MEDICAL GROUNDS

- a) The management may ask an employee at any time to appear before a doctor so approved by the institution for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.

- b) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

6.18.0 CESSATION/TERMINATION OF EMPLOYMENT

- a) Management may terminate the services of a permanent employee on reasonable grounds in the interest of the institution by giving three-month notice or one month salary in lieu of such a notice.
- b) A permanent employee, desirous of leaving the institution, shall give three working months' notice or three month pay in lieu of notice to the principal before leaving. During the notice period, the Management has the right to terminate the service of the faculty/staff member at any time on accepting the resignation.
- c) Notwithstanding anything contained in this rule no notice shall be necessary for the termination of service of a probationer.
- d) Notwithstanding what stated above, the management reserves its right refuse or to accept resignation of an employee when disciplinary proceedings are pending against him or for breach of contract or for any such reason.

ANNEXURES

APPOINTMENT ORDER

Ref: UEC/Academics/AC/001/20..

Date:

Name
Address

Dear Name,

Welcome to Universal Engineering College!!

With reference to your application and subsequent Interview with us we are pleased to offer you the post of..... inDepartment of Universal Engineering College with effective from.....

We are excited about the potential you and your experience could bring to our organization. The terms & conditions of the employment and salary details have been explained below.

AsinDepartment you will be entitled to a monthly consolidated remuneration of Rs..... /- (RupeesOnly). This includes your Basic Salary and other allowances.

On acceptance of the offer please return a fully signed copy of the appointment order to the college office.

With Warm Regards

Chairman
Universal Engineering College

RELIEVING ORDER

Ref: UEC/B /.../20..

Date:

To

Name

Designation

Dear Name,

Subject: Relieving Order

This is to acknowledge the receipt of your resignation letter dated,

While accepting the same, we thank you very much for the close association you had with us during the tenure from to as (Designation) –indepartment.

You have been relieved from your service with effect from the closing working hours of

Yours Sincerely,

Principal

cc: O/C, Accounts, File

EXPERIENCE CERTIFICATE

Ref: UEC/B2/0../20...

Date:

TO WHOM IT MAY CONCERN

This is to certify that (Name) has worked in our institution as (Designation)in Department fromto..... We found him/her honest and well-behaved during his/her working period with us.

We wish him/her all the best in his future endeavors.

Principal
(Universal Engineering College, Vallivattom)