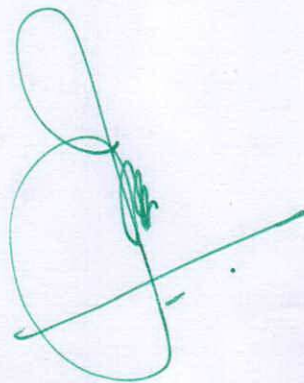


**UNIVERSAL ENGINEERING COLLEGE**

**VALLIVATTOM, THRISSUR, KERALA.**

# HR MANUAL



MAY 2021



UEEC





## Contents

Vision .....	3
Mission and Goals .....	3
Quality Policy .....	3
Organogram.....	4
1 HUMAN RESOURCE P L A N N I N G.....	6
Staff Requirement Assessment.....	6
Recruitment .....	6
Orientation .....	7
Employment.....	7
Age.....	8
Confidential Record of Employee.....	8
Performance Appraisal.....	8
 2. CLASSIFICATION OF EMPLOYEES.....	 10
Positions and Pay Scales .....	11
Dearness Allowance.....	12
Yearly Increments.....	12
 3 LEAVE.....	 12
Casual Leave .....	12
Leave on Loss of Pay (LOP).....	13
Maternity Leave .....	13
Vacation Leave.....	13
Compensatory Leave .....	14
On duty leave.....	14
Medical Leave .....	14
 4 PROMOTIONS .....	 14
Promotion Policy .....	14
 5 RETIREMENT .....	 15
Retirement from Service .....	15
 6 DISCIPLINE AND .....	 15
GRIEVANCES .....	15
Code of Conduct.....	15
Grievance Procedure.....	19
Disciplinary Procedure.....	19

### Annexures

Form of appointment letter.....	23
Form of Relieving Order .....	24
Form of Experience Certificate .....	25





## **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 organizing 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 programs 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 organizations.
- To promote sustainable research & development framework for economic growth.
- Continuing education programs should be used to promote technical information within the region.
- To ensure that the Quality Management System is improved on a regular basis.



UEEC





# UEEC



Here's the revised content formatted as an HR Manual:

## **1.Human Resource Planning and Employment Manual**

### **1.1 Staff Requirement Assessment**

- 1.1.1 The principal shall assess the staff requirement for the subsequent academic year every April.
- 1.1.2 Staff requirement lists will be obtained from the Heads of Departments (HoDs), and the final number of faculty and administrative staff will be determined based on AICTE/KTU guidelines.
- 1.1.3 A Professor shall be appointed as Head of each discipline, along with the required number of Associate Professors and Assistant Professors, as per the SFR
- 1.1.4 The SFR shall be maintained at 1:20 in UG and 1:15 in PG , including Professors in the count.
- 1.1.5 Classroom contact hours per week for each category will be as follows:
- Professors: 12 hours
  - Associate Professors: 14 hours
  - Assistant Professors: 16 hours
- 1.1.6 A selection committee for recruitment will be appointed for each discipline, consisting of the HoD, a senior staff member, and departmental advisors/experts.

### **1.2 Recruitment**

#### **1.2.1 Selection Process**

1.2.2 The selection committee shall prepare a job description and specification for each position.

1.2.4 Candidates will be sourced from:

- Newspaper advertisements
- Resumes stored in the HR database
- Employee referrals
- Job sites, etc.

1.2.5 The committee may conduct interviews for candidate augmentation.

1.2.6 Candidates will be shortlisted through:

- Personal interviews
- Aptitude tests (if required)
- Classroom demonstrations

1.2.7 The selection committee shall submit their recommendations and candidate data sheets to the Principal for review and approval. An appointment offer will be issued by the Principal.

1.2.8 Appointments for Assistant Professor, Associate Professor, and Professor positions will adhere to AICTE norms.





### **1.3 Orientation**

1.3.1 New faculty members will receive a brief introduction to the College from the Principal on their joining day.

1.3.2 The Principal will introduce the new faculty to the HoD and the administrative office.

1.3.3 The HoD will introduce the new members to the department, including teaching and non-teaching staff.

1.3.4 A campus tour will be conducted, explaining the code of conduct and usage of facilities.

1.3.5 The HoD will ensure completion of registration formalities with the assistance of the office team.

### **1.4. Employment Terms**

#### **1.4.1 Appointment Conditions**

- No individual shall be considered a permanent employee unless a duly signed letter of appointment is received. Candidates must submit a written application, a photograph, attested certificates, and two references.
- Employees will be engaged by a letter of appointment stating the nature of the appointment (e.g., probation, temporary, contract). A signed copy will be retained by the institution.
- Employees' time is fully at the institution's disposal, and they are responsible for assisting in all College activities as required.
- Unless otherwise specified, employees are on probation for at least one year. The probation period may be extended or shortened at the management's discretion.
- During the probation period, services may be terminated without notice or compensation, and no appeal shall lie against such termination.
- Employees who satisfactorily complete the probation period will be confirmed in writing. Unsatisfactory performance may lead to an extended probation period or termination.
- An employee is not considered permanent until a written confirmation order is issued.
- Employees promoted to a higher post are on probation for one year and may be reverted to their original position at management's discretion.
- Promotions will be based on merit, performance, conduct, efficiency, seniority, and job suitability, and not by right or seniority alone.

#### **1.4.2 Temporary and Contractual Appointments**

- Temporary appointments may be made if qualified candidates are unavailable.
- If a teacher is appointed for a specified duration or assignment, termination will be at the Principal's discretion without notice.





## 1.5 Employment Documentation

1.5.1 Employees must submit conduct certificates and original educational certificates upon appointment.

1.5.2 Any non-fulfillment of these conditions will render the appointment null and void. Employees must seek written permission from the principal before applying for employment elsewhere.

## 1.6 Age Requirements

1.6.1. No person under 18 years of age shall be eligible for recruitment.

1.6.2. The appointing authority shall prescribe the upper age limit for each post.

1.6.3. Upon first appointment, the employee must declare their date of birth based on the Christian calendar and provide proof (e.g., school/college leaving certificate or birth certificate issued by a municipality or corporation).

1.6.4. Once recorded, the declared date of birth cannot be altered.

## 1.7 Employee Confidential Records

1.7.1. (a) A service record, including leave accounts, shall be maintained for each regular employee as per the prescribed format.

## 1.8 Performance Appraisal

The following criteria form the basis of the performance evaluation:

### a) Academic Performance

Academic performance is a central factor in the appraisal process, assessed through the following metrics:

- **Domain Knowledge:** The faculty's depth of knowledge in their subject matter and their ability to effectively communicate complex concepts to students.
- **Student Control and Engagement:** The ability to manage and maintain a productive classroom environment, ensuring active student participation and discipline.
- **Quality of Teaching:** The effectiveness of teaching methods, clarity in lecture delivery, use of teaching aids, and alignment with course outcomes.
- **Project Support:** Mentoring and guiding students through project work, including capstone and research projects.
- **Punctuality and Regularity:** Adherence to class schedules, prompt attendance, and timely submission of academic work.





## b) Involvement in Cocurricular Activities

Cocurricular activities are essential for the holistic development of students and faculty participation in:

- **Mentoring:** Providing consistent and effective academic and personal guidance to students, maintaining open communication with parents.
- **AddOn Courses:** Designing and delivering value added courses to enhance student employability and skills.
- **Other Activities:** Involvement in college events, student clubs, and participation in workshops, seminars, or student focused activities.

## c) Contribution to Department and Institution

This section evaluates the faculty's engagement in broader institutional responsibilities, such as:

- **Departmental Contributions:** Participation in department meetings, curriculum development, and administrative duties.
- **Institutional Contributions:** Efforts in supporting collegewide initiatives like admissions, outreach, and institutional branding.

## d) Research and Development Activities

The faculty's contribution to the research landscape of the college is evaluated based on:

- **Research Publications:** Number and quality of research papers published in peer reviewed journals.
- **Conferences and Workshops:** Participation and presentations at national and international conferences.
- **Research Projects:** Engagement in funded research projects and collaboration with external agencies.

## e) Professional/Extension Activities

This section combines professional development and extension activities, assessed based on:

- **Professional Body Membership:** Active membership in professional organizations, associations, or societies.
- **Student Chapters:** Initiating and maintaining professional student chapters within the college.
- **Event Organization:** Leading or coordinating events, seminars, and workshops that enhance the academic and professional reputation of the institution.
- **Honors and Awards:** Recognition for achievements such as receiving awards, grants, or fellowships.





## Appraisal Procedure

The performance appraisal will follow these steps:

1. **Self-Appraisal:** Faculty members are required to submit a self-appraisal form, detailing their contributions and accomplishments for the year, by the first week of June.
2. **Supervisor Evaluation:** The respective HoD or supervisor will evaluate the self-appraisal, meet with the faculty member to discuss their performance, and provide feedback. This discussion must be completed by mid-June.
3. **Final Review:** The completed appraisal, along with supervisor comments, will be submitted to the Principal. Principal will produce the appraisal in P&M committee for further actions.
4. **Feedback and Documentation:** The faculty member will receive documented feedback, with clear action points for improvement or commendation. Any relevant decisions such as promotions, memos, or recognition will be communicated in writing.
5. **Appraisal Rating System**
  1. Each faculty member will be rated on a scale (e.g., Excellent, Very Good, Good, Satisfactory, Needs Improvement) across the key performance areas, contributing to an overall assessment of their performance.

## Submission and Timeline

Self-appraisal submission: First week of June or after publishing the re-evaluation results.

Supervisor evaluation: Mid-June.

Committee Review: End of June.

Final feedback: July.

## 2.0 Classification of Employees

Employees at the college are classified into the following categories:

- **Permanent Employee:** An individual appointed on a permanent post and confirmed in writing after successfully completing the probationary period.
- **Probationer:** An individual who is on probation.
- **Contractual Employee:** An employee hired for a specific period or task under a





contract, which terminates upon job completion or expiration of the contract.

- **Temporary Employee:** An individual appointed on a temporary post or in a temporary capacity for a permanent post.
- **Casual Employee:** An individual employed on a day-to-day basis for occasional tasks.
- **Part-Time Employee:** An individual employed on a part-time basis for a specific job or post.
- **Ad Hoc/Guest Employee:** An individual hired temporarily for a specific role, not falling under any of the above categories.

## 2.1 POSITIONS AND PAY SCALES

2.1.1 College will have the following positions of hierarchy in the teaching departments

- A. Principal
- B. Professors
- C. Associate Professors
- D. Assistant Professors

Addition, each department shall have support staff like lab instructors, and Lab Assistants

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

Administrative Officer  
Accountant,  
Clerical Assistant  
Office Assistants

2.1.3 The Scales of pay for various teaching positions as per the AICTE norms

## 2.2 Probation

2.2.1 Probation Policy:

- Appointments are initially made on a temporary basis.
- An individual appointed to a post will be on probation for a period of one year.
- The performance during this period will be evaluated, and if found satisfactory, the appointment will be regularized after successful completion of the probation.
- Leave days without salary, either on medical grounds or otherwise, will not be counted for increment.
- In such cases, increments will only be granted after the period of leave has been exhausted and the probation period is successfully completed.





### **2.3 Dearness Allowance (DA)**

- The management reserves the right to decide on additional allowances for Professors, Principals, and other special posts.
- A monthly Dearness Allowance (DA) will be provided to teaching faculty, with the exception of those in the consolidated pay category.

### **2.4 Increments**

- Staff members are eligible for increments after completing 12 months of service at the institution.
- Increments will take effect at the beginning of each academic year, i.e., in the month of August.
- Additional increments may be awarded to staff members based on their contributions and the results achieved in the University Examinations, at the discretion of the management.

#### **2.4.1 EPF & ESIC Scheme**

- Employees earning a monthly salary of ₹15,000 or less will be enrolled in the Employees' Provident Fund (EPF) scheme on the date of joining the college.
- Employees with a gross salary of ₹21,000 or less per month are eligible for the Employee State Insurance Corporation (ESIC) facility.

### **3.0 Leaves**

#### **3.0.1 Annual Leave**

- All college staff are eligible for annual leave, as per the rules and regulations laid down by the institution.

#### **3.0.2 Casual Leave (CL)**

1. All categories of college staff, except office staff, are eligible for 12 days of casual leave per calendar year. Administrative staff are eligible for 15 days of casual leave.
2. Teaching and lab staff will lose any casual leave (in excess of 6 days) by the end of June. Administrative staff who exceed 8 days by June will also be treated as having taken leave without pay (LOP).
3. CL cannot be combined with any other type of leave.





4. CL cannot be taken for more than 3 consecutive days.
5. CL is granted proportionate to service (one per month) during the probation or contract period.
6. Staff members who have given notice to leave the institution are ineligible for any type of leave during the notice period.
7. Intervening holidays are not counted during CL.
8. During probation or contract periods, staff are only eligible for CL and not for other types of leave.
9. In the joining month, only LOP is applicable, with one CL per completed month for the first six months for teaching and lab staff. Admin staff may not exceed 8 days by the end of June.
10. CL is not granted in the following circumstances:
  - Prolonged lockdown
  - Weekend lockdowns
  - Work from home
  - Alternative working days

During work from home, leave/absence must be limited to 3 days per month, after which LOP will apply.

### **3.0.3 Leave on Loss of Pay (LOP)**

1. During probation or contract, availing LOP will delay the employee's increment by the number of lost days.
2. LOP is not available to staff who have not completed 6 months of service.
3. Regular employees are encouraged to avoid taking LOP unless absolutely necessary. LOP can be granted at management's discretion, for a minimum period of 3 days at a time. Intervening holidays will be counted as leave, and CL cannot be combined with LOP.
4. Rejoining after long leave (over 30 days) will be treated as a reappointment, except in cases of maternity leave.
5. For medical leave, reappointment is subject to management's discretion.

### **3.0.4 Maternity Leave (ML)**

1. Female staff with 2 years of continuous service, including probation, are eligible for 90 days of maternity leave at 50% salary.
2. Staff with 1 year of continuous service are eligible for 3 months of ML on LOP.
3. Maternity leave salary is disbursed after rejoining duty.
4. ML can be granted only twice during the entire period of service.

### **3.0.5 Vacation Leave**

- Faculty and their supporting staff members are eligible for one month of vacation leave per academic year, usually in May or as directed by the college. If a staff





member is denied vacation for college duties, they can take vacation leave in the same academic year in one or two stretches.

### **3.0.6 Compensatory Leave**

1. Employees who work on holidays with authorization are eligible for compensatory leave equal to the number of holidays worked.
2. Employees working overtime on working days with prior authorization are eligible for compensatory leave.
3. Extra work after normal working hours allows for exemption from late coming or early going, with supervisory approval.
4. Compensatory leave must be availed within 3 months.
5. Compensatory leave is not granted for external duties with extra remuneration.
6. For availing compensatory leave, prior authorization from the supervising authority is required.

### **3.0.7 Duty Leave (DL)**

- All employees are eligible for DL when deputed by the college for specific duties outside campus, subject to prior approval from the Principal/CAO.

### **3.0.8 Medical Leave**

- Employees who have completed one year of continuous service are eligible for up to 10 days of medical leave per year upon providing a valid medical certificate and fitness certificate from a registered medical practitioner.

## **4.0 Promotion Policy**

1. All promotions are based on merit-cum-seniority.
2. A committee appointed by the Principal, including two Professors and experts, will handle promotions.
3. Promotion is granted based on the guidelines in this chapter and AICTE norms, provided no disciplinary action has been taken against the candidate.
4. Under normal circumstances, the senior-most staff member is considered for promotion if they have completed the required years of service and obtained AICTE qualifications.
5. Promoted staff will be fitted into the pay scale applicable to the higher category.
6. Promotion decisions are typically made in August each year.





## 5.0 Retirement

### 5.1 Retirement from Service

1. All teaching and non-teaching staff retire upon reaching 65 years of age.
2. The management may grant extensions at its discretion, provided the employee is fit for service and has no mental or physical incapacity.
3. If an extension is granted post-superannuation, the employee will receive pay and other allowances as prescribed. The extension is sanctioned annually, at the discretion of management.

### 5.2 Retirement Benefits (EPF)

1. Employees earning ₹15,000 or less per month are enrolled in the EPF scheme on joining.
2. The college contributes 12% of the employee's pay to the EPF scheme.
3. The college also deducts 12% of the employee's pay towards the EPF scheme contribution.
4. Both contributions are remitted to the EPF authorities.
5. Annual EPF statements will be provided to the employee.
6. Upon retirement, the college will work to obtain the accumulated EPF amount, including interest.
7. Retirement benefits include:
  - a. Service gratuity (for employees with 5 or more years of service, at the rate of ½ month's salary for each completed year).
  - b. Arrears of salary, if any.

### 5.3 Relieving from Duty

1. Staff members leaving the institution must give notice or pay compensation as per their appointment letter and agreement.
2. Those who have completed the agreed period of service must give at least one month's notice before leaving.
3. Faculty members are encouraged to leave the institution either before the start of a semester or at the end, as leaving mid-session is generally not permitted.

## 6.0 Discipline and Grievance Procedure

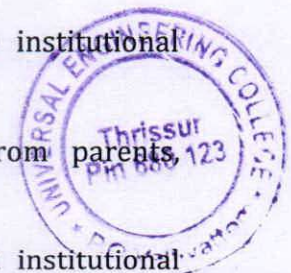
### 6.1 Code of Conduct

All employees are expected to adhere to the following code of conduct, which is comprehensive but not exhaustive:





1. 1.Courtesy: Maintain politeness and respect towards management, parents, colleagues, students, and visitors at all times.
2. Integrity and Devotion: Display absolute integrity, loyalty, and devotion to duty while abiding by institutional rules.
3. Work Discipline: Employees must conscientiously carry out tasks assigned by superiors and avoid actions that could promote indiscipline or undermine institutional authority.
4. Additional Duties: Employees must accept work assigned beyond their usual duties, supporting the institution's values.
5. Appearance and Cleanliness: Employees should maintain a tidy appearance and workspace, dressing professionally with full sleeves and ironed clothes.
6. Uniform and Identification: Those provided with uniforms or identity cards must wear them during duty hours. Non-compliance may result in disciplinary action or being marked absent.
7. Care for Property: Employees are responsible for maintaining institutional property, including tools, furniture, and equipment.
8. Reporting of Injuries: Any injury sustained during duty must be reported immediately. Employees should have necessary insurance for accidents.
9. Reporting Hazards: Promptly report accidents or hazards on institutional premises and take immediate action to minimize damage.
10. Attendance Punctuality: Employees must be present at the fixed time, with late arrivals over five minutes subject to being marked absent at the discretion of the principal.
11. Institutional Resources: Employees must not misuse institutional materials or facilities.
12. Unauthorized Use of Materials: Employees should not use institutional property for personal purposes without approval.
13. Acceptance of Gifts: Employees must not accept gifts from parents, contractors, or any party associated with the institution.
14. Tampering with Records: Employees must not tamper with institutional records or notices.





15. Confidentiality: Official documents or information must not be communicated to unauthorized persons.
16. Peaceful Environment: Employees should refrain from actions that disrupt the peace and harmony of the institution.
17. Behavior: Quarrels, fights, and disorderly conduct on institutional premises are prohibited.
18. Collection of Money: Employees may not collect money on the premises for any purpose.
19. Interference with Work: Employees must not interfere with or disturb the work of others.
20. Defacement of Property: Writing on or damaging institutional property is prohibited.
21. Food and Smoking: Eating, drinking, or smoking is only permitted in designated areas.
22. Alcohol and Drugs: Bringing alcohol or drugs to the premises or working under their influence is prohibited.
23. Possession of Weapons: Firearms or dangerous items are not allowed on the premises.
24. Other Employment: Engaging in other employment or private tutoring is not permitted.
25. Discrimination: Employees must not discriminate based on caste, creed, religion, or other social factors.
26. Malpractice: Participation in examination malpractice or negligence in correcting student work is prohibited.
27. Class Absence: Employees must not leave assigned duties without the principal's permission.
28. Disclosure of Secrets: Sharing confidential institutional information is forbidden.
29. Obeying Orders: Employees must comply with all orders and behavioral guidelines set by management.
30. Bringing Disrepute: Employees should not engage in activities that embarrass the institution.





31. Lending Money: Lending money with interest is prohibited.
32. Marriage Restrictions: Employees cannot marry someone who already has a living spouse.
33. External Influence: Employees should not use external influences to further their interests within the institution.
34. False Information: Providing false credentials or withholding relevant information is not allowed.

In addition to the above, employees are also expected to:

- Be proud of their profession and exhibit dignity in their conduct.
- Follow the institution's timing and mark attendance as required.
- Support and guide students, especially those needing extra assistance.
- Promote positive societal values, including universal brotherhood and justice.
- Take responsibility for organizing activities that foster a harmonious environment.
- Ensure punctuality in all duties.
- Obtain permission from the principal for leave, higher studies, or private tuitions.

## 6.2 Attendance and Unauthorized Absence

- Reporting to Work: Employees must report on time and record their attendance. Failure to do so may result in being marked absent.
- Late Attendance: Repeated late attendance may result in forfeiture of leave or salary deductions.
- Unauthorized Absence: Leaving the premises during working hours without permission will be treated as unauthorized absence.
- Exemptions for Late Attendance: Genuine reasons for being late, limited to two instances per month, may be exempted at the discretion of the HR or principal.





### **6.3.1 Medical Fitness**

Requirement: The institution may ask employees to undergo a medical fitness examination by an approved doctor, and compliance is mandatory.

### **6.4.1 Working Hours**

Work Hours: The institution may change work hours, and the Principal will provide details. Employees may also be required to work beyond regular hours if needed.

Emergencies and Urgent Duties: Employees may be required to work during emergencies, even outside regular hours, including Sundays and holidays.

Teaching Staff: Teachers may be asked to take classes, accompany students on holidays or study tours, and must comply without expecting extra pay.

### **6.5.1 Care of Institutional Property**

Responsibility: Employees must take care of college property, such as furniture. Negligence may lead to disciplinary action, and employees may need to cover the cost of any damage or loss.

### **6.6.1 Personal Property**

Liability: The institution is not responsible for any personal property brought to the college by employees if it is lost or damaged.

### **6.7.1 No Work No Pay**

-Absence Policy: In cases of unauthorized absence or failure to perform duties, employees will not receive payment for that period under the "no work, no pay" rule.

### **6.8.1 Complaints, Grievances & Procedure for Redressal**

Definition of Grievance: A grievance refers to a conflict between an employee or group of employees and the management over issues such as wages, transfers, promotions, leave, and working conditions. It excludes issues related to punishment or disciplinary actions.

Grievance Resolution: All grievances will be heard promptly and respectfully, with the aim of resolving them at their point of origin.

### **6.9.1 Formal Grievance Settlement Procedure**

Step 1: The employee submits their grievance in writing to the Head of Department (HoD), who will attempt to resolve the issue within three days. If unresolved, it is forwarded to the Principal.

-Step 2: The Principal will then address the grievance verbally, aiming to resolve it within three days.





Step 3: If the employee remains unsatisfied, they may take their grievance to the Managing Trustee. The Managing Trustee will attempt to resolve the issue as quickly as possible.

Final Ste: The Managing Committee or a designated nominee will make a final decision on the matter and communicate it to the employee.

### **6.10.1 Service of Notice**

Notification on Notice Boards: Any notices that need to be communicated to employees will be posted on the institutional notice board and will be considered officially communicated once displayed.

Personal Communication: Notices or letters intended for an employee may be delivered personally on college premises. Employees are expected to acknowledge and accept such notices.

Registered Post: For employees on leave or absent, notices may be sent via registered post to their last recorded address. A return of the letter or failure to acknowledge will still be considered as the notice being served.

Languages: Notices and communication will be in either English or Malayalam.

### **6.11.1 Misconduct, Penalties for Misconduct, and Disciplinary Proceedings**

Definition of Misconduct: Misconduct includes acts of omission or commission that violate institutional rules, codes of conduct, or accepted standards of behavior. The section outlines specific acts considered misconduct, which may lead to disciplinary action. Examples include:

1. Absence or late attendance without permission.
2. Laziness or inefficiency.
4. Improper behavior or abusive language towards others.
5. Unauthorized use of institutional property or resources.
6. Disobedience or refusal to accept orders from superiors.
7. Acts of violence, threats, or creating disturbances within the premises.
8. Participation in strikes, demonstrations, or picketing without permission.
9. Criminal offenses committed within or outside the institution, including theft, fraud, or moral turpitude.
10. Harassment of colleagues or students.
11. Poor teaching performance or failure to comply with academic schedules.
12. Not wearing the uniform or identity card during working hours.
13. Illegal confinement of management staff or willful sabotage.

-Penalties for Misconduct: Acts of misconduct will be subject to disciplinary action, which may include warnings, fines, suspension, or dismissal depending on the severity of the violation.

The policy outlined covers penalties for both minor and major misdemeanors,





suspension procedures, and processes related to disciplinary actions, medical discharge, and cessation or termination of employment.

**6.12.0 Penalties for Minor Misdemeanor:**

1. Censure- An official reprimand.
2. Warning - Formal notice to improve behavior or performance.
3. Withholding Increment/Promotion- Delay in salary increment or career progression.
4. Management's Discretion - Actions based on incident severity.

**6.13.0 Penalties for Major Misdemeanor:**

1. Suspension Without Pay - Employee is suspended without pay and allowances.
2. Demotion- Reduction to a lower post, grade, or pay scale.
3. Discharge/Removal - Employee can be removed but may still be considered for future employment.
4. Dismissal- Permanent removal from service, barring future employment.

**6.14.0 Suspension:**

The Principal can suspend an employee under the following conditions:

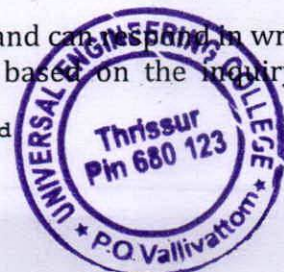
- Pending disciplinary proceedings
- Criminal case involvement
- Charges of cruelty
- Misbehavior with stakeholders
- Breaches of major misconduct

**6.15.0 Subsistence Allowance:**

Suspended employees pending inquiry are entitled to receive subsistence allowance according to the law.

**6.16.0 Procedure for Disciplinary Action:**

1. Opportunity to Respond - No punishment is issued without giving the employee a chance to explain.
2. Inquiry Setup- If unsatisfactory, an inquiry is conducted by an appointed officer.
3. Attendance at Inquiry- The employee must attend the inquiry, or the process proceeds in their absence.
4. Assistance - Employees can be assisted by a co-worker (no external/legal assistance allowed).
5. Presenting Evidence - Employees can present evidence and cross-examine witnesses.
6. Findings & Report- The inquiry officer submits findings to the disciplinary authority.
7. Employee Submission - Employee receives the report and can respond in writing.
8. Final Decision- The authority decides on penalties based on the inquiry and





response.

9. Cleared Charges- If cleared, the employee receives salary for the suspension period.

#### **6.17.0 Discharge on Medical Grounds:**

An employee may be discharged for medical reasons based on a doctor's opinion. Refusal to undergo medical examination may lead to discharge.

#### **6.18.0 Cessation/Termination of Employment:**

1. Management-initiated Termination - Can terminate with three months' notice or salary in lieu.
2. Employee Resignation\*\* - Requires three months' notice or pay in lieu.
3. Probation - No notice required for terminating a probationer.
4. Pending Disciplinary Proceedings - Resignation may be refused if disciplinary proceedings are ongoing.





a)

## 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..... in .....Department 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.

As .....in .....Department you will be entitled to a monthly consolidated remuneration of Rs..... /- (Rupees .....Only). 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) –in .....department.

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

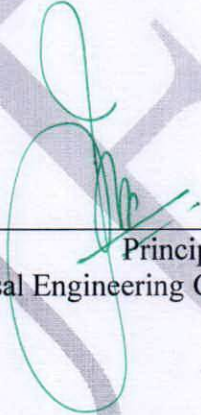
Ref: UEC/B2/0../20...

Date:

**TO WHOM IT MAY CONCERN**

This is to certify that ..... (Name) has worked in our institution as (Designation) ....in ..... Department from .....to.....

We found him/her honest and well-behaved during his/her working period with us.

  
\_\_\_\_\_  
Principal  
(Universal Engineering College, Vallivattom)

