



Staff and Faculty Recruitment Policy

Universal Engineering College

June 2014





1. Objective

The objective of this policy is to establish a standardized and transparent process for recruiting qualified and competent teaching and nonteaching staff at Universal Engineering College (UEC). The policy ensures that all selected candidates meet the college's academic standards and regulatory requirements.

2. Eligibility Criteria for Teaching Staff

Educational Qualifications:

- Candidates must hold a First Class in either BE/B.Tech or ME/M.Tech in the relevant field from a recognized university.

Experience:

- Preference will be given to candidates with prior teaching, industry, or research experience.
- For higher positions (Associate Professor, Professor), candidates must meet the AICTE and APJ Abdul Kalam Technological University (KTU) norms, including the required experience and qualifications.

Additional Requirements:

- Candidates with a Ph.D. or relevant certifications will be preferred.
- Research publications, participation in professional bodies, or any notable contributions to the field will be an added advantage.

3. Eligibility Criteria for NonTeaching Staff

Educational Qualifications:

Nonteaching staff must possess the relevant academic or technical qualifications required for the position.



**Experience:**

Prior work experience in administrative or technical roles is preferred, depending on the nature of the vacancy.

4. Recruitment Process

4.1 Vacancy Announcement

- All vacant positions will be publicly advertised through the college's official channels (website, job portals) and relevant media outlets.
- Each advertisement will include details about the role, required qualifications, and application procedure.

4.2 Application Screening

- The HR Department, in coordination with the Recruitment Committee, will screen applications based on the eligibility criteria.
- Applications that do not meet the requirement of First Class in either BE/B.Tech or ME/M.Tech will be disqualified from the recruitment process.

4.3 Selection Process

Shortlisting: Candidates who meet the required qualifications and criteria will be shortlisted.

Interview: Shortlisted candidates will be called for an interview conducted by a panel comprising the Principal, Head of the Department (HOD), senior faculty members, and a representative from the Management.

Evaluation Criteria:

Teaching staff will be evaluated based on their domain knowledge, teaching skills, communication abilities, research potential, and alignment with the college's values.

Nonteaching staff will be assessed based on their technical/administrative skills, problem solving capabilities, and job specific requirements.





4.4 Demonstration Class/Technical Test (for Teaching Staff)

Shortlisted candidates for teaching positions may be asked to deliver a demonstration class to assess their teaching style, subject knowledge, and interaction with students.

4.5 Final Selection

- The final selection will be based on the candidate's performance in the interview and any additional assessments, such as teaching demonstrations or technical tests.
- A Merit List will be prepared, and the selected candidates will receive an offer letter with details of their employment terms.

5. Approval and Appointment

The Principal and the Management will review the recommendations of the interview panel, and upon final approval, an appointment letter will be issued to the selected candidate.

6. Probation Period

- All new staff will be subject to a probation period of one year, which shall be extended or shortened, during which their performance will be closely monitored.
- After the successful completion of the probation period, the staff member will be confirmed in their position.

7. Equal Opportunity Employment

Universal Engineering College is committed to equal opportunity employment and ensures that no discrimination occurs in the recruitment process based on gender, caste, religion, or other personal attributes.

8. Record Keeping

All records of the recruitment process, including applications, screening results, interview feedback, and appointment details, will be maintained by the HR Department for future reference.





Date: 20/05/2024

Policy for Conducting Enquiries Regarding Staff and Faculty Discrepancies

1. Purpose

The purpose of this policy is to establish a clear and fair process for conducting enquiries into discrepancies involving staff and faculty at the college. This process ensures transparency, accountability, and timely resolution of issues.

2. Scope

This policy applies to all staff and faculty members of the college. It covers all discrepancies reported by any member of the college community, including findings by the Management, Administration, Audit Team, Principal, Head of Department (HOD).

3. Reporting Discrepancies

- Discrepancies should be reported in writing or via email.
- Reports must be submitted to the HR/Administration Department.
- The Principal and Chairman must be copied on all discrepancy reports.

4. Initiation of Enquiry

- Upon receiving a report, the Administration Department will initiate the enquiry process.
- The Administration Department will recommend the formation of an Enquiry Committee.

5. Composition of the Enquiry Committee

The Enquiry Committee will consist of:

- The Principal
- The Vice Principal
- The Dean
- Additional members as deemed necessary according to the nature of the issue.

6. Enquiry Process

- The Enquiry Committee will conduct a thorough investigation into the reported discrepancy.
- The Committee will gather all relevant information and evidence pertaining to the case.



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7. Reporting and Review

- The Enquiry Committee must submit a detailed report of their findings to the Administration Department within 7 days of the initiation of the enquiry.
- The Administration Department will review and verify the report.

8. Planning and Monitoring Committee

- The findings will be discussed in the Planning and Monitoring Committee.
- The alleged staff/faculty member will be called to provide an explanation based on the Committee's findings.

9. Decision and Action

- Based on the explanation and the enquiry report, the Planning and Monitoring Committee will decide on the appropriate action.
- The decision will be approved by the Planning and Monitoring Committee.
- The Administration Department will execute the approved actions.

10. Documentation and Confidentiality

- All records of the enquiry process, including reports and communications, will be maintained by the Administration Department.
- Confidentiality will be maintained throughout the process to protect the privacy of all parties involved.

11. Review and Amendments

- This policy will be reviewed annually by the Planning and Monitoring Committee.
- Amendments to the policy will be made as necessary to ensure its effectiveness and relevance.

28/09/24



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Formation and Operation of Committees and Cells



FORMATION AND OPERATION OF COMMITTEES AND CELLS IN THE COLLEGE

Introduction

This policy aims to standardize the formation, operation, and reporting of various committees and cells within the college to ensure efficient management, equitable distribution of responsibilities, and consistent documentation.

Formation of Committees and Cells

1. Notification and Reporting:

- All newly formed or reconstituted committees and cells must be reported to the Human Resources (HR) or Administration Department immediately after their formation.

2. Selection and Composition:

- Committees and cells should be formed with a balanced representation from relevant departments and stakeholders.
- The entire membership of each committee should undergo a complete change over a period of two years. To facilitate smooth transitions, arrangements should be made annually to rotate half of the members.

Meetings and Documentation

1. Meeting Schedule:

- Committees and cells are required to hold meetings at the commencement of each semester.
- Additional meetings may be scheduled as needed during the semester to address ongoing issues or projects.

2. Minutes of Meetings (MoM):

- Minutes of every meeting must be meticulously prepared and filed.
- The MoM should be submitted to the Principal for approval within one week of the meeting.
- After approval, the MoM should be archived by the HR or Administration Department for future reference and accountability.

3. Documentation Responsibility:

- The documentation of MoMs and related reports is the responsibility of the respective committees and cells.
- Files must be complete and ready to present at any time upon demand.
- Original files must be kept in the Principal's chamber, with a copy maintained by the respective cell head.



Monitoring and Evaluation

1. Operations Monitoring:

- The operations of all committees and cells must be monitored regularly to ensure compliance with the established guidelines and objectives.

2. Annual Evaluation Report:

- An evaluation report of all committees and cells must be prepared and submitted by the department heads or the Principal annually.
- The evaluation report should assess the performance, effectiveness, and impact of each committee or cell, providing recommendations for improvements where necessary.

Objectives of the Policy

1. Equitable Distribution of Work:

- The rotation of committee members ensures that work and responsibilities are evenly distributed among staff and faculty, preventing burnout and fostering a collaborative environment.

2. Skill Development and Leadership:

- Rotating membership provides opportunities for a larger number of staff and faculty to develop leadership skills and gain experience in various administrative and operational roles.

3. Enhanced Transparency and Accountability:

- Regular reporting and meticulous documentation of meetings ensure transparency in decision-making processes and accountability of committee actions and outcomes.

4. Consistency and Continuity:

- Scheduled meetings and proper documentation ensure consistency in the operation of committees, while the planned transition of members supports continuity in projects and initiatives.

5. Fostering Cooperation Among Staff:

- This policy aims to enhance cooperation among staff by involving them in joint activities, fostering a sense of unity, and reducing the formation of isolated groups.

Implementation and Compliance

- It is the responsibility of the heads of departments and committee chairs to ensure compliance with this policy.
- The HR or Administration Department will oversee the implementation and adherence to this policy, providing guidance and support as needed.

By adopting this policy, the college aims to create a structured and efficient framework for the formation and operation of its various committees and cells, fostering a dynamic, inclusive, and cooperative campus environment.



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Academic Policy and Guidelines

1. Working Days

- All Saturdays, except the second Saturday, will be working days.

2. Class Timing

- Classes will be held from 9:00 AM to 4:30 PM.

3. Faculty Workload

- Each faculty member must handle 2 theory subjects and 2 lab sessions.

4. Lab Instruction

- Faculty members are responsible for explaining the experiments, procedures, and calculations during lab sessions.

5. Lab Class Schedule

- Lab classes must be completed ^(if possible) within two months from the date of commencement. The remaining time will be allocated for theory subjects.

6. Subject Allocation

- Core papers must be handled by senior and expert faculty members.
- Non-core subjects like Sustainable Engineering will be handled by junior faculty members.
- Exemptions can be granted by the Principal based on the recommendation of the Heads of Departments (HODs).

7. Submission of Class Notes

- Faculty members must submit class notes for 50% of the subject content to their respective HODs before the commencement of classes. The remaining notes should be submitted within one month.
- HODs must verify the notes to ensure they are genuine and meet the requirements.
- The quality audit team will conduct further verification.

8. Teaching Methodology

- Faculty members should incorporate experiential learning into their teaching methods.

9. Professional Attire

- All faculty members must wear professional dress.

10. Classroom Discipline

- Faculty members are responsible for maintaining discipline in their classrooms.
- Students are not permitted to sleep during class. In cases of medical reasons, students may use the common room or medical room.



11. Student Dress Code

- All students must wear the college uniform along with their ID cards.
- Shoes are compulsory in labs.
- Boys should tuck in their shirts and maintain properly groomed hair.
- Students violating the dress code will not be allowed to attend class.
- HODs and tutors are responsible for enforcing the dress code.
- Regular checks will be conducted by the quality audit team, and memos will be issued to responsible parties for any violations.


12. Monitoring and Reporting

- HODs and tutors must check the semester diary daily and submit it to the Principal weekly.

13. Attendance Policy

- Absenteeism will be treated seriously.
- The list of absentees must be updated in the parents' WhatsApp group daily.
- If a student is absent for more than one day in a week, the mentor must contact the parents to ascertain the reason and report it to the HOD.




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