

**TKM INSTITUTE OF TECHNOLOGY,
KARUVELIL, KOLLAM**



STAFF POLICY MANUAL

The contents of this Hand Book for Staff are part of the regulations of the institution and hence shall be applicable and binding on all members of teaching, technical and non- teaching staff of the institution in the manner stated therein. This Manual is the property of TKM Institute of Technology, Karuvelil, Kollam. In case of doubts regarding the interpretation of the contents of this Hand Book, the decision of the Chairman, Governing Body will be final and binding.

Staff Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfill the goals and objectives of the organization. The management of the team of people who are called upon to assist in the implementation of the programmes and projects demands a comprehensive Human Resource Management. Manual covering policies and procedures that will provide a healthy atmosphere for work. The following are the rules and procedures to be followed by all employees of the Institute. Any amendment to or suspension of any of the rules and procedures contained in this document can be made by the Chairman after informing the staff.

About the Institution

TKM Institute of Technology was established in the year 2002 by the TKM College Trust. The institute has been recognized as one of the premier self-financing engineering colleges in Kerala. It was earlier affiliated to Cochin University of Science and Technology (CUSAT) which is subsequently affiliated to the APJ Abdul Kalam Technological University (KTU) since the establishment of KTU in 2015. TKMIT is approved by the All India Council of Technical Education. The institute offers undergraduate and postgraduate courses in various streams of engineering. The institution is keen in moulding its students into competent and confident professionals and in inculcating in them a passion to work wisely and effectively for their better future and for the society at large.

Vision

To evolve as a premier institution of academic excellence imparting value-based education and fostering research, innovation and entrepreneurial attitude that offers a transformative impact on society

Mission

- Provide students with quality engineering education to ensure competency in their professional career/higher education.
- Promote research, innovation and entrepreneurship among students.
- Equip students to take up real-life engineering problems with ethical, social and environmental perspective.
- Ensure an enduring relationship with stakeholders to enhance collective contributions to society.

Departments

- Department of Biomedical Engineering
- Department of Civil Engineering
- Department of Computer Science and Engineering
- Department of Electronics and Communication Engineering
- Department of Electrical and Electronics Engineering
- Department of Food technology
- Department of Mechanical Engineering
- Department of Mathematics
- Department of Sciences and Humanities

Staff Recruitment Policy

The management will be responsible for initiating actions such as advertising for the vacancy. It is mandatory to advertise the vacancies of regular and contract posts in the newspaper and institute website (www.tkmit.ac.in). For temporary posts and project-related staff, it will be published on the website. There should be a minimum of 10 days between the date of publication of the advertisement and the interview. Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions. The administration shall determine this with intimation to and approval from management. To have in place a competent staff selection process and practices of equal opportunities with due representation to all sections of people represented by the organization, and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific positions and competencies. For the interview, an appropriate panel will be constituted. The interview panel will comprise of the appointing authority, representatives from Trust, Principal and subject experts

Joining Duty

The selected candidate after accepting the offer letter shall join duty on the specified date itself. Inconvenience if any shall be reported to the Principal sufficiently early. On joining, the candidate should submit, a joining report with dated signature to Principal, certificates in original have to be submitted to the Establishment Section prior to or at the time of reporting for duty, besides, the copies of experience certificate, PAN, Aadhar Card and 2 passport size photographs are to be submitted.

For withdrawal of certificates for any purpose i.e. higher studies etc., a proof copy has to be enclosed along with the request letter. An undertaking letter should be submitted stating that she/he will return the certificates within the stipulated time.

Service Rules and Regulation

- All new staff will initially be on probation for a period of 24 months.
- Confirmation/Termination will be based on the performance evaluation at the end of the probation period.
- In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the performance of staff member. If however, after this period, the performance of the staff member is still not found satisfactory, his/her employment will stand terminated.
- A notice given to the employee shall outline reason for non-confirmation, and/or extension of probation period.
- Notwithstanding the above, during probation period the Management reserves the right to terminate an employee on one month notice or one month salary in lieu.
- After confirmation the appointment can be terminated with three months notice or three months salary in lieu
- If a person, having been appointed temporarily to a post is subsequently appointed on a regular: he / she shall commence probation from the date of regular appointment.
- The service of any candidate appointed on temporary / ad-hoc basis, can be terminated without any notice and without giving any reason.

Service Benefits.

- A staff member will become eligible for annual increment only on completion of one year of continuous service and after satisfactory completion of probation.
- Increment for each year is approved based on the Faculty Appraisal.
- However, employees availing Loss of Pay Leave for more than 30 days in a year will not be considered for increment during that year.
- Performance of Technical staff will be evaluated by the Head of Department.

Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Establishment Section. The appraisal will be done by the Head of the Department and the Head of the Institution and will be reviewed at the next levels of supervision. Declaration of successful completion of probation and further increment will be on the basis of the report of this evaluation.

Promotion

If any promotion vacancy arises, faculty with required qualification and experience as notified by AICTE will be considered. Promotion will be based on their performance evaluation. Management has the right to appoint faculty from outside in any position

Retirement age

Retirement age for regular staff will be as per same as Kerala Government Norms/AICTE norms. Management has the right to terminate the service of a staff member by giving notice of three months if his/her performance is not satisfactory.

Appointment on contract basis

Management can appoint any Faculty/ Technical Staff from other organizations on contract basis. Contract period will be one year. It can be extended further based on his/her satisfactory performance. The age of superannuation is as per AICTE norms.

Relieving / Termination

- Notice period in case of relinquishing or termination of service is one month period during probation and three months after probation period by either side.
- Letter of resignation should be submitted in advance fulfilling the notice period.
- The letter can be accepted without detrimental to the class work and relieved at the end of the semester after completing all assigned work.
- The Management reserves the right to waive – off / reduce the notice period if the staff is relieving to take up appointment in Government, only on condition that he/she has produced the relevant documents to prove his/her appointment.
- As per KTU regulations, faculty is not permitted to leave before the semester end and before completing all assigned work.

- Staff who wish to leave are required to get No Dues certificate signed by HOD and other authorities mentioned therein, before issuing reliving order.
- The employee shall not be granted any leave except casual leave during the notice period.

Transport Facility

- The College buses are running on “No profit – No loss” basis. For the smooth running of buses, the employees shall follow the instructions:-
- Those who wishes to use the bus facility shall submit a request to the effect at the time of joining duty and at the beginning of every academic year.
- The bus charge, applicable will be deducted from the salary of employees.
- All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus and to avoid inconvenience to self and others.
- All members of staff should board the bus at designated boarding points only.
- Everyone has to travel in the allotted buses only.

Attendance

- All members of staff of the institute shall mark their arrival and departure time in the Biometric Based Attendance Monitoring System.
- In addition to registering the attendance digitally as above, staff are required to sign in the attendance registers in the respective departments before 9.10 AM in the morning and after 4.10 PM in the evening.
- If an employee is required to go for an official duty outside the institute directly from home or proceed in the late afternoon from where he/she is not likely to return to institute, prior written permission shall be obtained from the Principal and submitted to the Office before 25th of every month.
- Late/Early permission up to one hour can be permitted by the HOD and it should be entered in the Register.
- In any circumstance the number of late coming/early going shall not exceed 3 times a month.
- Arrival after 9.10 AM or departure from office before 3.10 PM will be reckoned as half day Casual Leave subject to rules regarding leave.

Leaving Campus for Official Purpose

Faculty and Technical staff going outside for official purpose shall obtain prior permission from the Principal with the recommendations/permission of the concerned Head of the Department.

Leave Rules: General Conditions:

- Leave shall not be claimed as a matter of right. Granting of leave shall be the prerogative of the Principal..
- Leave application is to be submitted in advance to HOD after arranging all duties. Advance approval must be obtained prior to availing the leave.
- Due to unforeseen circumstances, if prior permission cannot be obtained, HOD should be informed over phone and duties should be adjusted.
- HODs have to submit their leave to Principal in advance.
- Any unavailed leave cannot be carried over to the subsequent Calendar Year.

- Salary will be deducted if excess leave is availed and it will be calculated by dividing the total monthly salary by 30.
- Unauthorized absence for more than 5 days will result in termination of service. Such cases shall be reported to the Principal by HoDs.

The institute provides different kinds of leave to its employees to meet with various eventualities. Availing of leave should be done with proper notice so that the work of the institute does not suffer. The following types of leaves are available for the employees:

Casual Leave

- Casual leave (CL) is granted at 15 days per annum for the staff eligible for vacation, and at 20 days per annum for other categories of staff. However, for temporary and probationary staff of each category, the casual leave eligible is only 1 day for every completed month of service.
- Maximum number of casual leaves a staff member can avail in a month is limited to 3.
- Casual leave is granted on the basis of the calendar year, i.e. from 1st January to 31st December of every year.
- The casual leave shall not be combined with any other type of leave. CL shall be got sanctioned before a staff avails or proceeds on leave.
- When a staff is unable to attend duty due to illness or other sufficient cause and obtain orders of the Competent Authority in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of authority that he/she was unable to attend duty due to the reasons beyond his/her control.

Duty Leave/On Duty (OD)

Duty Leave will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, etc. as approved by the Principal. When the members of staff go for examination related work, OD will be regulated as per the norms of KTU. D/L will be granted on production of duty certificate from the concerned authority

Vacation

In addition to the casual leave, the teaching staff and technical support staff are eligible for vacation as follows as decided by the college from time to time. Faculty members who have put in one year of service are eligible for one-month vacation (2 slots are mandatory) which shall ordinarily be given during the month of April/May/June.

However, the period of vacation may be reduced as per needs. The faculty who has service less than 8 months will not be given vacation. Technical staff is eligible for vacation similar to that of teaching faculty. Casual Leave cannot be clubbed with Vacation Leave. Any unavailed portion of vacation leave cannot be carried over to the next academic year.

Maternity Leave:

A female staff may be granted maternity leave (ML) for a period of six months. Application for Maternity leave should be supported by the certificate from a registered medical practitioner stating the date of confinement/the birth certificate of the baby.

Compensatory Leave:

Faculty, administrative and technical staffs are eligible for compensatory leave for the work performed in the field or at the place of duty on official holidays to complete the assigned work within the time frame. Prior approval is to be obtained in writing from the Principal for work on holidays and the same is to be noted in the prescribed register. Compensatory leave may be availed within a month of the work. One-day compensatory leave cannot be split into half days.

Study Leave:

Study leave (SL) shall ordinarily be granted only to the faculty who have completed at least 3 years of service. Request for SL will be considered on the merit of the individual case. Prior sanction is required to avail this leave.

Leave on Loss of Pay:

If an employee has no leave available to his /her credit, he/ she may request for leave on Loss of Pay (LOP) under exceptional circumstances. It must be clearly understood that during LOP, each calendar day shall be recorded as a day without pay. If the LOP exceeds 15 days in an appraised year, the increment will be postponed for one month and the earned leave will be reduced proportionately.

Working Days and Holidays.

Normal working day for Faculty and technical staff of the institute is from Monday to Friday or as per the direction from KTU. Normal working day for office staff including library staff of the institute is from Monday to Saturday. Second Saturdays, Public Holidays and Holidays declared by Government are holidays for the institute..

Research Promotion Scheme

The Institute promote research among faculty and students. Faculty members are encouraged to

1. Attend workshops/ Conferences
2. Present papers in National/ International Conferences
3. Publish papers in leading journals.
4. Obtain patents
5. Publish books

Research Scholars

Part time research scholars: Maximum six months loss of pay leave (which can be taken either as a single lot or as two slots of three months duration). Full time research scholars: Maximum three years loss of pay leave.

Research Incentives

Attend Conference

A request has to be given to the Principal duly recommended by the HoD. Principal will forward it to the management. The Institute will bear 50% of the registration fee subjected to a maximum of Rs. 3000/-. A faculty member is eligible for incentive to attend/present conference for maximum of once in a year.

Publish paper in Journal

The Institute grant incentives for publishing research papers in reputed SCI indexed journals. An incentive of Rs. 2000 will be given as incentive. Name of TKMIT should be properly reflected in the publication. If there are more than one Author from the institute the amount will be divided among the authors within the institute.

Research Projects

An one time incentive of Rs. 5000/- will be given to faculty if he/she obtains a project funding worth 4 lakhs or above from external funding agencies.

Consultancy Projects

Faculty are encouraged to take up consultancy projects from outside agencies. Consultancy amount will be distributed as per norms.

Grievances Redressal Cell

The college has a Grievances Redressal cell to redress the grievances of Staff and Students. The Principal shall constitute the committee as per the guidelines of AICTE/KTU. Any teaching and nonteaching staff having a grievance shall make a representation to the Committee.

The grievances shall be looked into immediately by the Committee and will report it to the Management. All matters requiring the intervention of higher Authorities should be presented in person to the Management. As per the suggestion of Grievance redressal committee, Management will take appropriate action .

Code of Conduct and Work ETHICS General

All staff are expected to

- Observe absolute punctuality and on time service in everything relating to College. The reporting time, class time, office time, leaving time and time of starting any function shall be correctly observed.
- The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly.
- The staff shall dress properly befitting to the standard and culture of the College. The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. .

Special instructions to Teaching Staff

- Faculty has to come to the college at least 10 minutes before the commencement of classes and leave the college not earlier than 10 minutes after the end of the last hour.
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Update their knowledge by attending seminars/workshops/conference, after obtain-ning necessary permission from the Principal/Management.
- Take every attempt to publish text books, research papers in reputed International / Indian Journals /Conferences.
- Strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

In Department

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization

- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.
- Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Teacher must update the student's personal file regularly and put up for inspection by HOD/Principal/Director as the case may be.
- He/she should give counseling to the students if needed.
- The faculty should bring the students misbehavior in the class/campus to the knowledge of the Mentor/HOD/ Principal.
- Faculty should carry out the administrative works of the department given by the HOD concerned.

In Class Room Teaching

- Once a subject is allotted, the faculty member should prepare the lecture and hour wise lesson plan.
- Faculty members should get the lesson plan and course plan - approved by DQAC/IQAC.
- The course diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- Faculty members should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- Faculty members should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the

LINWAYS software.

- Faculty members should encourage students asking doubts / questions.
- Faculty members should get the feedback from students and act / adjust the teaching appropriately.
- Faculty members should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
- Faculty members should interact with the staff advisor and inform him/ her about the habitual absentees, academically backward students, objectionable behavior etc.
- Faculty members should always aim for very good pass in his / her subjects and work accordingly.
- Faculty members should regularly visit library and read the latest journals/ magazines in his/her specialty and keep oneself abreast of latest advancements.
- Faculty members should make himself/ herself available for doubt clearance.
- Faculty members should motivate the students and bring out the creativity / originality in the students.

In Laboratory

- Faculty members going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify / enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.
- Give the students crystal clear instructions.
- Attest the readings of the experiment and let the students know the percentage of error he/she commits for every experiment.
- Faculty conducting practical/projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.

Special Instruction to Advisors

Advisors have to strictly monitor the progress of the assigned students.

- Minimum two advisory meetings are to be conducted in each semester. If required student should be guided for counseling.
- It is the responsibility of the advisor to inform all details such as attendance, marks, and University results etc. to parents.
- Advisor has to verify the attendance, marks etc entered by the faculty in the University portal. If any error occur, concerned Faculty and advisor will be responsible.
- Advisors have to accompany the students for their IV/ Tour. Only in emergency cases, advisor will be permitted to substitute other faculty. As far as possible substitute should be from the same department. Only one Advisor will be permitted to make alternate arrangements.

Duties and Responsibilities of the Laboratory/Workshop in Charge and Lab Assistants

- Help students analyze Evaluate & Create themselves through experiments, what they learn in the classroom
- Maintain the \ Stock Register and Consumable Registers.
- Find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- Plan for the procurement of equipment for the coming semester well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- Make sure that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- Organize the laboratory for oral and practical examinations.
- Identify those responsible for any breakage / loss etc. and recover costs.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- Laboratory assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Laboratory assistants and in charge shall be available for maintenance and care of resources/services of the institute.

- Laboratory assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- Laboratory assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab/HOD/Principal from time to time.

General instruction to software laboratories

- Only teacher, students and permitted person shall be allowed inside the laboratory. Technical staff shall be available in their respective labs throughout the working time.
- The laboratory shall be kept open from 8:50 a.m. to 4:20 p.m. or later when necessary on working days.
- The staff in charge of laboratory shall assign computers for use for teachers and others and shall issue necessary instructions for use. Nobody shall be permitted to enter the lab and use a computer of his/ her choice.
- External CD, thumb drive or other devices shall be verified and checked for virus and other infections.

In order to prevent theft/damage, the Lab In-charge shall take the following action:

Laboratory in-charge / Laboratory Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Stationery handling

In order to avoid possibility of wastage and ensuring continuous supply of stationery, everyone shall adhere to the following guidelines.

- The every issue of stationery should be based on requisition. The departments can prepare an indent whenever there is a need of stationery. The departmental heads should sign the indent.
- The staff before preparing the indent should verify whether the same stationery is available anywhere in the Department.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the store well in advance (at least 10 days before the proposed date. While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the store by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department)
- Using letter head or any other official stationery by employees on their own and seeking/ asking signatures on the same from authorized person is wrong and illegal.

Regulation Regarding Salary Disbursement.

- Salary will be disbursed on the first working day of every month by credit to the bank accounts of the staff members.
- Income Tax, whenever applicable will be deducted from the monthly salary. Staff members whose annual gross salary is estimated to be above the exemption limit should submit their Permanent Account Number to the Finance section in the College Office. At the commencement of every year, the staff members should estimate their tax liability and intimate their plan for availing the benefits under the income tax law(in the format being supplied by the finance section). The proof for having made the investments as per the plan must be submitted before the end of December every year.

Use of Social Media, Email and the Internet

- Staff should be aware that emails and any use of the internet and social media (whether or not accessed for work purposes) may be monitored and, if breaches of the policy are found, action may be taken under the Disciplinary Procedure of the College.

- Misuse of social media and other websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Institution.
- Staff shall not post or forward a link to any abusive, discriminatory, harassing, derogatory, defamatory or inappropriate content. This includes potentially offensive or derogatory remarks about any other individual
- A member of staff who feels that they have been harassed or bullied, or are offended by material posted by a colleague onto a social media should inform the Internal Complaint Committee/Principal/Management.
