

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



**HR MANUAL**

**January 2023**

The contents of Human Resource (HR) Manual of TKM Institute of Technology are part of the regulations of the Institution and hence shall be applicable and binding on all members of teaching, non-teaching, technical and supporting staff of the Institution in the manner stated therein. In case of doubts regarding the interpretations of the contents of this policy, the decision of the Governing Body will be the final and binding.

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## INTRODUCTION

T.K.M. Institute of Technology was established by the T.K.M. College Trust and is located on a verdant 25-acre campus known as Musaliar Hills at Karuvelil, Kollam. The campus is about 23 km from Kollam City and about 3 km from Cheerankavu junction on NH 208, the Kollam – Madurai National Highway. The T.K.M. Institute of Technology started functioning in the year 2002. The institute is approved by AICTE and is affiliated to APJ Abdul Kalam Technological University. The Institute offers B-Tech programmes in six disciplines namely Biomedical Engineering, Civil Engineering, Computer Science & Engineering, Electrical and Electronics Engineering, Food Technology, Mechanical Engineering and Computer Science & Engineering (AI).

The idyllic surroundings, away from the hum and bustle of the city, provide the right ambience for learning. The buildings have been designed on the concept that each department will have a separate two-storied building to house its own classrooms, staff rooms and laboratories - a concept much appreciated by many experts in education. The Institute has state-of-the-art facilities, modern well-equipped laboratories, computer centres with internet connectivity, a large, well-stocked and automated library, extensive playgrounds and student amenities, convenient hostels and transportation facilities from Kollam and Kottarakkara. Other facilities that are provided captive electricity generation to meet the needs of the entire campus and Edusat connectivity that give students the opportunity to participate in interactive programmes conducted by experts related to their field of specialization. Programmes directed towards soft skills and personality developments are a regular feature of the training schedule.

Separate buildings are however provided to house the first-year common classes, main computer centre, workshops, administrative offices, and the library. All buildings are built in traditional style using eco-friendly materials that merge with the verdant sloping terrain. The Institute has highly

competent faculty, state of the art facilities, well equipped and most modern laboratories, a well-stocked library and hostels with all modern facilities. It also has a well laid out and landscaped black topped internal road system, protected and perennial water supply system, captive generator to meet the power needs of the entire campus, and a convenient air-conditioned guesthouse. Convenient hostels are provided to accommodate both boys and girls.

At TKMIT the whole process of learning is viewed in its holistic form, directed to empowering each individual to become a responsible citizen in keeping with its Founder's foresight-to mould today's youth into tomorrow's future.

### **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.

## **TERMS AND DEFINITIONS**

In these rules, unless the context otherwise requires:

“Employee” means all persons under the full-time employment of the institution in teaching and non-teaching category other than the temporary and contract staff.

“College” means TKM Institute of Technology, Karuvelil, Kollam.

“Board” means the Governing Body of the College.

“Chairman” means the Chairman of the Governing Body, who is also the Manager of the College.

“Principal” means Principal of the College

“Disciplinary authority” means the Chairman & Principal or any other authorized authority of the establishment by general or special order may act as Disciplinary Authority and initiate disciplinary proceedings and impose any of the punishment specified hereunder on any Employee.

“Dean” means the Dean (Academics / Administration / Research/Student Affairs)

“Service” means the period during which an employee is employed by the Establishment and includes the period during which he is on duty as a probationer and/as a permanent employee as well as on persons on duty leave sanctioned.

“Academic Year” means July 1<sup>st</sup> to June 30<sup>th</sup>

“Misconduct” includes transgression or violation of any rule or instruction or order, negligence, offences involving moral turpitude and acts of omission or commission, which are prejudicial to the interests of the College.

“Disciplinary authority” means the Chairman & Managing Trustee or any other authorized authority of the establishment by general or special order may act as Disciplinary Authority and initiate disciplinary proceedings and impose any of the punishment specified hereunder on any Employee.

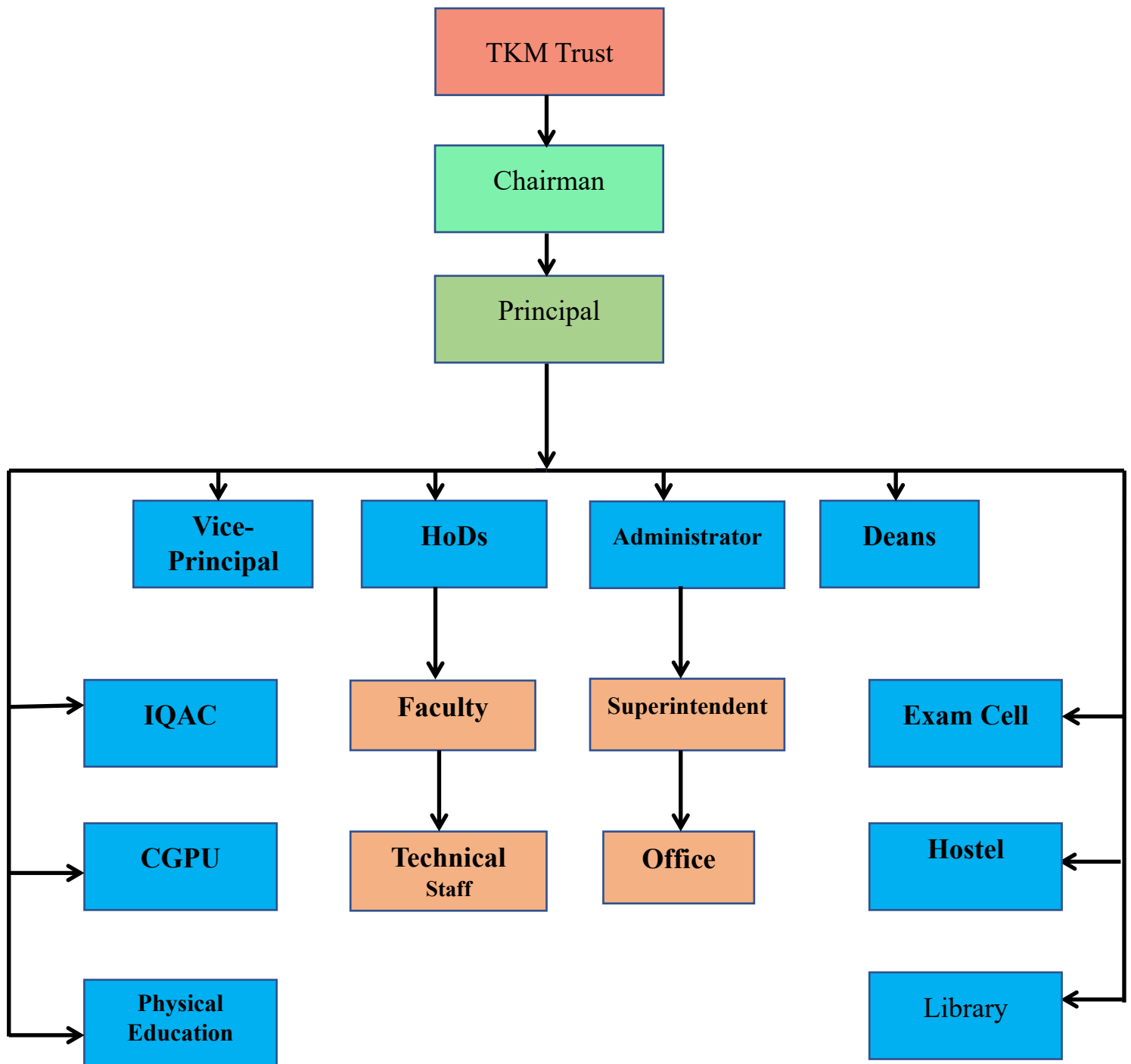
## **CONTROLLING AUTHORITY**

The TKM Trust and the Chairman shall be the controlling authority in respect of all administrative, academic and financial operations of the colleges.

## **ADMINISTRATIVE SETUP**

TKM Institute of Technology was established in 2002 and is managed by TKM Trust established at an auspicious function in the year 1958. The College was initially affiliated with Cochin University of Science and Technology, later affiliated to A P J Abdul Kalam Technological University, Kerala, with the motive of becoming a model institution for technical

education within the state and the country. The Administrator acts as the representative of the management. The principal is responsible and accountable to meet overall objective of the college. Statutory and non-statutory committees take charge of academic and administrative procedures.



## **MANPOWER PLANNING**

Manpower planning has to be carried out every year in the month of April/May. This has to be done by considering the faculty workloads in each department.

### **WORK LOAD**

The work load for the faculty as per AICTE norms in 40 hrs per week.

<b>Hrs/Wk</b>	<b>Principal</b>	<b>Deans</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Teaching	4	12	14	14	16
Preparation for teaching	1	8	10	10	10
Research	0	10	8	6	6
Evaluation	1	2	2	2	2
Administrative work	34	8	4	4	2
Co/Extra Curricular Activities	0	0	1	2	2
Extension activities	0	0	1	2	2
<b>TOTAL</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

- A relaxation of two hours in the work load may be given to HODs, who are actively involved in administration.
- For the above stipulations, two tutorial hours/ two laboratory hours will be counted as one teaching hour.



- Two hours shall be counted as work load for one faculty who is the coordinator of seminar.
- Academic projects are not to be counted in the work load of faculty for M.Tech programmes. For B.Tech, final project and mini project 3 hrs shall be considered for one faculty who will be the project coordinator.
- Daily work report: In order to maintain record of work done, all the staff members have to submit online, a detailed hourly work report in ET lab to the HoD in the prescribed format. HoD's must verify the daily work report on the same day. Non-submission of daily work report will be considered as absent for duty on that day.
- All staff members should submit the syllabus coverage report to the HoD on the last working day of every month.

## **APPOINTMENT, PROBATION AND TERMINATION**

### **AUTHORITY**

The Chairman is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Principal.

### **QUALIFICATIONS: ENGINEERING & TECHNOLOGY STREAM**

#### **Assistant Professor**

BE/BTech and ME/MTech in relevant branch with First Class or equivalent in any one of the degrees

#### **Associate Professor**

Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

### **Professor**

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

### **QUALIFICATIONS: SCIENCE AND HUMANITIES STREAM**

#### **Assistant Professor**

Good academic with at least 55% marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University with Ph.D/SLET/NET.

#### **Associate Professor**

Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD student is highly desirable. Minimum of 5 years experience in

Teaching and/or Research of which at least 2 years shall be post PhD is desirable.

### **Professor**

Qualifications as above that are for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years Teaching and/or Research experience of which at least 5 years should be at the level of Associate Professor (or) Minimum of 13 years" experience in Teaching and/ or Research. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in the Selection committee

### **RECRUITMENT PROCESS**

All posts at the Institute shall normally and, as far as possible, be filled by advertisement. The Chairman, Principal and the Heads of the departments are responsible for the recruitment of faculty members. Recruitment of candidates shall be on merit and suitability as decided by the interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board. The rank list of selected candidates shall normally be valid for one month but this period may be extended by the management depending on the need and circumstances or as deemed fit. The interview board may, if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations.

The pay or service conditions of a candidate is fixed considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay of the relevant scale and other benefits as per the rules of TKM Institute. If any meritorious candidate applies for any post even without notification, the management will be free to consider him/her for a suitable post

### **The Selection Committee for the recruitment of teaching faculty**

(i) The Chairman (ii) The Treasurer (iii) The Principal (iv) The Head of the Departments of the college, (v) A subject expert/industrial expert

### **PROBATION**

Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving one months' notice in writing. If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one months' notice in writing.

### **CONFIRMATION**

(i) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.

(ii) The employee shall be informed of his/her confirmation after the completion of probation period

### **YEARLY INCREMENTS**

Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed. In all cases, the

increment is sanctioned based on the report of the appraisal of the employee by Students, HODs and Principal. In all cases, 3 % of basic pay will be given as annual periodical increment.

### **SUPERANNUATION**

The age of superannuation of all faculty members and Principal shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and had average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service. Beyond the superannuation age limit, based on request if a staff member other than faculty wishes to contribute and serve, re-appointment on contract basis as per the discretion of the management, for a period of one year will be awarded.

A faculty, other than a faculty on probation, shall not leave or discontinue his/her service in the College without first giving notice in writing to the Principal of his/her intention to leave or discontinue his service. Those faculty or staff members who would like to relinquish their job after completion of probation, need to give a clear notice of 1 month / 1 month's pay in lieu of notice. The notice has to be given to the appointing authority, through HoD and Principal.

A regular faculty on study leave (LoP) has to rejoin and continue with his service after completing the PhD. Unless due notice is served or notice is waived, the faculty shall be liable to pay to the Management as compensation a sum equal to his/her salary for the period of notice required of him, which sum may be deducted from any money due to him. On receipt of the letter, the Chairman on the basis of the recommendation of the HoD and the Principal will issue an order through the Principal for effecting the same with effect from a stipulated date.

The staff member has to get the no objection certificate (NOC) from all the related departments, and hand over all official academic and administrative documents to the HoD/Principal on or before his/her last date of duty in TKMIT.

### **TERMINATION**

(i) TKMIT management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.

(ii) The management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice, if the her/his post becomes redundant due to reduction in intake or cancellation of program due to any reason by the approving / affiliating bodies.

(iii) The Management has the right to dismiss any faculty member or staff with immediate effect in case of gross misconduct which is against any individual, institution, society or nation. The action will be decided by the team of Director/Principal and Deans.

(iv) The Management has the authority to terminate the services of any member of the faculty or staff of the college, for any of the following reasons:

- Serious misconduct and willful negligence of duty
- Gross disobedience and unruliness
- Mental unfitness to perform the duties
- Participation in any criminal offence involving moral turpitude
- Absenting from duty without leave or overstaying leave, for a continuous period of 30 days without any intimation thereof in writing.

## SALARY DETAILS

<b>SALARY DETAILS FOR ASSISTANT PROFESSOR</b>					
<b>Sl. No</b>	<b>Designation</b>	<b>Years of Experience</b>	<b>Scale of Pay</b>	<b>AGP</b>	<b>DA</b>
1	Asst Professor	Fresh Appointment	Rs. 15600-39100 + AGP	Rs. 6000	40%
<b>CAREER ADVANCEMENT: SALARY DETAILS FOR ASSISTANT PROFESSOR (HIGHER GRADE)</b>					
2	Asst Professor (Senior Grade)	5 Years as Asst professor (Ordinary Grade)	Rs. 15600-39100 + AGP	Rs. 7000	
		For Ph.D Holders 4 Years as Asst Professor (Ordinary Grade)			
3	Asst professor (Sel Grade)	5 Years as Asst professor (Senior Grade)	Rs. 15600-39100 + AGP	Rs. 8000	
		For Ph.D Holders 3 Years as Asst Professor (Senior Grade)			
<b>PROMOTION/DIRECT RECRUITMENT: ELIGIBILITY AND SALARY DETAILS FOR ASSOCIATE PROFESSOR</b>					
4	Asso Professor (Grade I)	3 Years as Asst Professor (Sel Grade)	Rs. 37400-67000	NIL	

	Asso Professor (Grade II)	2 Years in Grade I	Rs. 37400- 67000 + AGP	Rs. 3600	
	Asso Professor (Grade III)	2 Years in Grade II	Rs. 37400- 67000 + AGP	Rs. 9000	
<b>PROMOTION/DIRECT RECRUITMENT: ELIGIBILITY AND SALARY DETAILS FOR PROFESSOR</b>					
5	Professor	5 Years as Associate Professor	Rs. 37400- 67000 + AGP	Rs. 10000	

### **APPOINTMENTS ON CONTRACT BASIS**

Experts/Professors retired from Research Institutions Industries /Educational Institutions will be appointed on contract basis. In any case, the number of such appointments shall not exceed 10% of the total number of faculty positions in the institution. They will be paid fixed emoluments based on their qualification and experience.

### **LEAVE RULES**

**Leave Application:** The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged. Mere submission of leave applications does not authorize an employee to avail the leave applied for. Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularised immediately on joining the duty in writing. Continued absence of



more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services.

### **KINDS OF LEAVE**

There exists for the following kinds of leave (a) Casual Leave (b) Medical Leave(c) Duty Leave / On Duty (d) Maternity Leave

**Casual Leave (CL):** Every employee held on the roster of the institute is entitled to one day casual leave for each month of duty performed by him/her subject to a maximum of 15 days of casual leave in one calendar year. CL will not be carried forward to next academic year and will lapse at the end of the ensuing academic year. The calendar year is calculated from 1st January to 31st December of every year. The Casual Leave shall not be combined with any other type of leave. As far as possible, CL shall be got sanctioned before a staff avails or proceeds on leave.

**Vacation Leave:** In addition to the casual leave, the teaching staff and technical support staff are eligible for vacation as decided by the College from time to time. Faculty members who have put in one year of service are eligible for a one-month vacation (2 slots are mandatory) which shall ordinarily be given during the months of May/June/July. However, the period of vacation may be reduced as per needs. The faculty who has served less than eight months will not be given vacation. Technical staff is eligible for vacation similar to that of teaching faculty. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period.

**Duty Leave /Outdoor Duty (OD) Leave:** Duty Leave /Outdoor Duty (OD) Leave: An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave. OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD. The Duty leave will normally be restricted to a maximum of 20 days during an academic year but may be extended subject to the approval

of competent authority. Duty leave may be granted for one or more of the following purposes: a) To deliver academic lecture in highly reputed / ranked organizations b) To attend meetings of the BOS, valuation, examination committees etc. of the affiliating University c) To present a research paper in a Conference /Symposium of National / International Level when duly authorised by the Principal d) Any other special case on merit as approved by the Principal on the basis of recommendation of the HoD.

**Maternity Leave:** The permanent women employees having more than one year service at the College are eligible for avail maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application. Maternity leave can be granted for a period of 180 days (up to a maximum of two children). Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).

**Compensatory Leave:** All employees are eligible to Compensatory Leave for work performed in the Institute, on official holidays to complete 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. A minimum of 5 hrs of overtime / holiday duty can be considered for one day compensatory off. Compensatory leave may be availed within three months of the work on holidays or overtime and cannot be accumulated. One day compensatory leave cannot be split into half days. Not more than one compensatory leave can be availed at a time. Compensatory leave cannot be claimed for work on holidays to complete work left undone due to the negligence of staff and as such notified by the HoD or the Principal to complete work in prescribed time.

**Leave without Pay (LoP):** No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, leave without pay at the discretion of the Principal subject to exigencies of service. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. Leave without pay shall also be got sanctioned in

advance as any other leave. If the LWA exceeds 15 days in an appraised year, the eligible leave will be reduced proportionately.

**Study Leave:** The faculty members who have completed at least three years of service become eligible for study leave for doing part time Ph.D. The faculty member may be granted On Duty leave with full pay for 15 days maximum in a year (for four years maximum i.e. 60 days) subject to the conditions that (a) the faculty member gives an undertaking to serve the College for three years after completion of Ph.D. and (b) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the period for research work to the satisfaction of the supervisor.

### **ATTENDANCE ENTRY**

Every employee held on the roster of the institute shall mark his/her attendance through punching machine and through the attendance register. The time of punching/signing the register is up to 9.15 AM for the FN session and after 4.10 PM for the AN session. The respective HoDs shall close the register at 9.30 AM and put a cross mark (in red ink only) in the register against absentees. It is the responsibility of the office staff to mark leave in the register. Those who are coming late/leaving early (permitted up to 10.15 AM in the FN session and after 3.10 PM in the AN session) should get recommendation from the HoD and sanction from the principal to sign the register. In such cases, the HoD shall put his/her initial in the register. Punching machine data of all staff members shall be verified by the Dean Administration every week who shall submit a consolidated report of late coming/early going details to the principal. At the end of the week, administrator or any other authorized person is to adjust late arrival/early going adequately to casual leave. Regulations for late attendance:

- Three days late/early attendance per month will result in one day casual leave
- If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

## **RESEARCH PROMOTION SCHEME**

Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind. It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques. The economic growth of any society is now increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. TKMIT is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students and has, therefore, introduced certain incentive schemes for Science and Engineering research.

### **CHARACTERIZATION FUND FOR RESEARCH**

The scheme is meant to foster a robust research environment, attract research grants and involve students in high-quality project work. This initiative helps to enhance research capability of our faculty and students. Through this scheme, an amount of Rs. 30000/ will be provided to the faculty members. Total allocation for each department will be capped at Rs. 100000/ per year. This amount can be used by the researchers for meeting the expense of consumables, contingency and characterization.

### **CONSULTANCY AND R&D**

The College encourages its teachers to take consultancy and in-house R & D assignments. The teacher shall undertake such assignments when the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself / herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Chairman/Head of the in writing.

A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same. Unless approved by the Head of Institution/ Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency, however, the charges shall be shared with the college on the following basis:

- Where it is a project or R & D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College)
- In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

### **INCENTIVES FOR PAPER PUBLICATIONS**

The incentives for publication of articles and papers in International Journals will be as given below:

- International Journals with Impact factor of 2 and above: Rs. 4000/-.
- International Journals with Impact factor below 2: Rs. 2000/-

Incentives for paper publication in National Journals will be as given below.

- National Journals of good repute: Rs. 1000/-
- Publishing full technical books, for the first time -Rs.5000/-
- Publication of articles in compiled/ edited books-Rs. 2000/-

All the articles, papers, case studies, etc published must be the original work of the faculty concerned with the affiliation of TKMIT. Joint authors will share the incentives

## **INCENTIVES FOR PAPER PRESENTATIONS**

Faculty members are encouraged to present papers of academic nature in International Conferences. The allocation of time and financial assistance from the College will be as follows.

- A faculty member is allowed to present a maximum of 3 papers per year in International Conferences with duty leave of maximum 7 days and a financial assistance on cost sharing basis in the ratio 2:1:1 by the college, department and the individual of actual registration fees and TA. The papers must be of good quality and original work of the faculty. If the same paper (with or without modifications) is published in the seminar proceedings or other publications no additional incentive will be available.
- The total number of such duty leave for attending International Conferences/other external duties including university examination work is limited to 30 days per year per faculty.

## **INCENTIVES FOR FDP**

Faculty members from each department with a minimum one-year service can attend FDPs in IITs or NIITs and such good institutes for a maximum of 15 days in an year. Cost of registration, TA and DA shall be shared by the college, department and the participant in the ratio 2:1:1

**Note:** All the above mentioned incentives will be applicable to confirmed regular faculty members only. Reimbursement of registration fees and payment of incentives etc. will be made on submission of relevant bills, duty certificates and copies of conference/FDP certificates, papers and publications.

## **ESI BENEFITS**

TKMIT is committed to comply with the Employee State Insurance (ESI) managed by the Employee State Insurance Corporation which is an autonomous body created by the law under the Ministry of Labour and

Employment, Government of India. All eligible employees are enrolled in the ESI Scheme as envisaged in ESI Act 1948. ESI offers free medical aid to employees through ESI hospitals or the hospitals recognized by the corporation. The salary of employees during the period of sick leave will also be paid by the Corporation.

### **PERSONNEL FILE**

A personnel file shall be opened for all employees. The personnel file shall contain the following:

- Application of the candidate
- Bio-data
- Certificates of birth, education and medical fitness
- Written comments of reference, if any
- Appointment letter / Contract letter
- Joining Report
- Personal details of employees like permanent/ current address, blood group
- Relieving letter or experience certificate from the previous employer or last employer
- Letters of annual salary revisions & copies of performance appraisal
- Disciplinary issues, if any
- Any other personal memos
- Resignation / Contract termination letter
- No Claim Certificate
- Any other information deemed appropriate by TKMIT.

## **GRIEVANCES REDRESSAL CELL**

The college has separate 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 shall be presented in person to the Management. As per the suggestion of Grievance Redressal Committee, the Management will take appropriate action.

### **MISCONDUCT**

Any violation of the Rules & Regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the management. Some of the possible deeds of misconduct are listed below which of course is not exhaustive:

- Dereliction, non-performance or negligence of duty
- Irregular attendance, absence without leaves or overstay after sanctioned leave, habitual late attendance.
- Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- Theft, fraud or dishonesty in connection with the Institution's work or property
- Willful damage to or loss of Institution's goods or property
- Engaging in any trade, profession, or business falling outside the scope of his duties except with prior permission of the management
- Giving or demanding or accepting bribe or illegal gratification to and from any constituent or stakeholders
- Riotous or disorderly behavior during working hours at the Institution
- Doing personal work or work of another organization during duty hours



- Acts of misconduct outside working hours that negatively affects day to day work of the Institute or its reputation
- Threatening, abusing, assaulting, or harassing any other employee or partner
- Refusal to accept any official communication in writing
- Misrepresentation of qualifications or information of any kind at the time of employment or thereafter
- All forms of harassment including sexual harassment
- Use of abusive/indecent language in office and indecent and unkind behavior to the beneficiaries and stakeholders of the organization, especially the poor, vulnerable and differently abled.
- Breach of any rule, regulation, direction or instruction for carrying on the business or administration and pursuing any course of study without proper sanction from the authorities.
- Making false / malicious complaints against any employee to higher authority
- Refusal to perform any emergency duty during or beyond the usual working hours or on holidays, ignoring orders from supervisor
- Any association with organizations or institutions that are involved in activities which are recognized as anti-national or terrorist
- Any other act, which constitutes an offence under any Government law or regulations
- Conviction by a Court of law for any offence involving moral turpitude
- Any act subversive of discipline or good behavior either on the premises of the Institution or elsewhere, including at residential premises if provided by the management
- Habitual breach of any law applicable to the Institution
- Any breach of provisions under the rules

## **HARASSMENT**

TKM Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity

and honor of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

### **SEXUAL HARASSMENT**

Sexual harassment in work place will be considered with all seriousness that it deserves and TKM Trust is committed to the Constitutional rights of women to honour and equity, provisions of the Indian Penal Code on the Trespass on the Modesty of Women, relevant Acts in force, and the directives of the Supreme Court regarding sexual harassment in workplace. Sexual harassment includes such annoying sexually determined behavior whether directly or by implication like

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Harassment through internet systems - email, chatting, forwarding obscene material, telephone messages/SMS and calls

All such acts will come under the purview of disciplinary action of the management in so far it affects the working environment or infringes the honor of the employee or disturbs the peace of mind of an employee.

It shall be the duty of the management to prevent or deter the acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required. If anyone is found guilty of the above act, the same will be taken into account and disciplinary action be initiated on the offender as per Rules. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.

## **DUTIES AND RESPONSIBILITIES**

### **PRINCIPAL**

- Developing, implementing and evaluating the programs within the institutions.
- Annual budget preparation.
- Asses teaching learning process.
- Encourage involvement of stakeholders
- Arrange parents' meeting, college programs etc.
- Motivate teachers to provide quality education and perform other duties.
- Communicate with faculty members to improve their performance and maintain morale.
- Support office administrators, assistants, counselors and additional staff to perform their duties effectively.
- Evaluate employee performance and give feedback.
- Dealing with student discipline issues.
- Conduct meetings with various bodies such as GoverningBody, Management Committee etc.
- Coordinate the activities of Internal Quality Assurance Cell.

### **VICE PRINCIPAL**

- Facilitate Principal for identifying core competencies of the institution.
- Developing strong industry support for collaborative learning.
- Monitor academic discipline among the students.
- Monitor faculty & students discipline & counseling
- Take progress from departments about industrial visit, in plant training of students.
- Encourage the faculty to attend the conferences / FDPs etc.
- Monitor and assist alumni association for scaling up alumni network,

organizing alumni meet.

- Any other responsibilities assigned by the Principal from time to time.

### **DEAN ACADEMICS**

- Leading, and coordinating college strategic planning
- Supervising, evaluating, and supporting departments in a manner that promotes excellence in instruction, scholarly and creative productivity.
- Deciding the number of sections, batches for each theory and lab courses.
- Preparation of time table
- Adherence of academic rules by all teaching faculty
- Regular and effective conduct of classes by teaching faculty
- Follow up of evaluation system in its true spirit and maintain liaison with Principal
- To participate and contribute in the committees for which they are ex-officio, nominated or elected members

### **DEAN ADMINISTRATION**

- Coordinating the development of and implementing the college's Vision and Goals Statement
- Receive and act upon the recommendations of college committees.
- Lend support, direction, and supervision to department heads, and program coordinators.
- Assist departments in accreditation processes, special studies, reports, and grant proposals.
- Maintain college files and records.
- Prepare a report of goals and objectives and an annual schedule for their accomplishments.
- Monitor class scheduling and room assignments.

## **DEAN RESEARCH**

- Dean R&D is a senior position in the college and reports to the Principal. He/she is expected to demonstrate capability to create ecosystem of Research in Institute.
- Planning of research activities, resource mobilization and management of R&D projects.
- Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- Identify R&D projects to be taken up with college funding.
- Prepare annual R &D plan of activities including externally funded projects and college funded projects.
- Ensure that the lab facilities and other installations and capital equipment are used optimally through R & D/ consultancy related activities
- Co-ordinate setting of yearly targets for research publications by the department faculty in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- Motivate the eligible faculty to guide PhD scholars.

## **DEAN STUDENT AFFAIRS**

- Formation of student council
- Students counseling other than mentoring
- Student discipline

- Grievances and action for the same
- Student health care
- Plans for proper conduct of extra curricular activities and ensures execution of the same by coordinating with students
- To promote and provide opportunities in college for development of extra-curricular activities.
- Ensure the effectiveness of these activities by facilitating activity coordinator.

### **HEAD OF DEPARTMENT**

- Organize the department meeting frequently for issues and decisions.
- Communicate academic council decisions to the department staff members and initiate to do the needful.
- Portion coverage and teaching plan verification, course file of the courses offered by the department through the Academic Management System (AMS).
- Monitoring PG and UG project evaluation and other department work and follow-up the same.
- Communicate information through email.
- Supervision of department discipline
- Monitoring timetable and workload planning
- Other works assigned by the Principal.

### **TRAINING AND PLACEMENT OFFICER**

- Liaison with industry.
- Identify the needs and provide soft skills training to students.
- Student academic counseling.
- Arrange campus interviews.
- Industrial training and placement of students.
- Propose annual budget of CGPU.

### **IQAC COORDINATOR**

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programs.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for getting responses from students, parents and other stakeholders on quality related institutional processes
- Dissemination of information on the various quality parameters of higher education.

### **HEAD INDUSTRY CONNECT**

- **Building and Maintaining Relationships:** They are responsible for establishing and nurturing relationships with industry partners, including corporations, businesses, government agencies, and other relevant organizations. This involves networking, attending industry events, and initiating collaborations.
- **Facilitating Collaborations:** The Head of Industry Connect often acts as a liaison between the institution and industry partners, facilitating collaboration opportunities such as research projects, internships, sponsored programs, and joint ventures.
- **Curriculum Development:** Collaborating with industry partners to ensure that academic programs offered by the institution are relevant and up-to-date with industry standards. They may provide insights into skill gaps and areas where curriculum enhancements are needed to meet industry needs.
- **Career Services Support:** Working closely with career services departments to provide students with opportunities for internships, co-op programs, and job placements within industry partners. They may also organize career fairs, networking events, and workshops to connect students with potential employers.

- Promoting Innovation and Entrepreneurship: Encouraging innovation and entrepreneurship among students, faculty, and researchers by fostering partnerships with industry stakeholders. This can include supporting startups, technology transfer initiatives, and commercialization efforts.
- Advocacy and Outreach: Representing the institution in industry forums, advisory boards, and committees to advocate for the institution's interests and foster collaboration opportunities. They may also engage in outreach activities to raise awareness about the institution's capabilities and expertise within the industry.

### **SENIOR FACULTY ADVISOR**

- Making institute mail ID groups class-wise, coordinator-wise, faculty wise and lab staff wise and year wise etc. wherever necessary for easy communication during the starting of every semester.
- Help students in planning and getting general advice in the academic program.
- Faculty Advisor are the good counsellors/ good mentor of the class.
- Keep records of academic activities of students registered for the particular semester.
- Prepare and submit consolidated series exam marks statements within ten days after completion of the series.
- Assist the chairperson of the class committee.
- Publish internal marks.
- Verify daily attendance entered by the faculties and regularity of students at least twice a week and report irregular students.
- Verify the submitted forms and undersigned the same, then submit to the HOD office
- Prepare the consolidated internal marks and hand over the same to the department exam cell with the signature of the HOD at least one week before the last working day of the semester.
- Maintain the discipline of a particular class
- Verification and forwarding of duty leave applications of



students

- Verification and forwarding letter submitted by the students to HOD/ Principal.
- Convening of class PTA meetings as per the instruction of HOD.

### **FACULTY MEMBER**

- 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.
- 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 obtaining 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.

### **LABORATORY/WORKSHOP IN CHARGE AND LAB ASSISTANTS**

- Maintain the Stock Register
- 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 practicals 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 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 notice board.

## **CONDUCT & DISCIPLINE**

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.

## **IN DEPARTMENT**

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 every day 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 counselling to the students if needed. The faculty should bring the students misbehaviour 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**

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

### **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.

### **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 stationary 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.

### **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 Principal/Management.