



CARMEL COLLEGE
OF ENGINEERING & TECHNOLOGY

PUNNAPRA P.O., ALAPPUZHA - 4

HUMAN RESOURCES & ADMINISTRATION POLICY MANUAL

PREFACE

The *Carmel College of Engineering & Technology (CCET)* owned and managed by of *St. Joseph's Carmel Educational & Charitable Trust, CMI, Punnapra, Alappuzha*, is dedicated to fostering academic excellence, moral integrity, and social commitment. The institution's HR & Administration Policy Manual has been developed as a comprehensive framework to guide the functioning, responsibilities, and welfare of all employees, both teaching and non-teaching.

It serves as both a legal and ethical guidebook for the staff community, providing clarity and direction in day-to-day operations and long-term institutional development. The policies shall be subjected to periodic review to meet evolving educational standards and organizational needs. CCET firmly believes that the welfare and progress of its employees are integral to achieving the institution's vision "*To mould distinctive engineers with integrity and social commitment.*"

This policy document will guide the Management, Administration, and Faculty in building a culture of professionalism, accountability, and excellence.

CERTIFICATE

This document titled: "Human Resources & Administration Policy Manual" (2025 Edition), is an updated version of the 'Service Rules 2023', framed by St. Joseph's Carmel Educational and Charitable Trust of CMI. This document has been reviewed, approved, and adopted by the Governing Body of Carmel College of Engineering & Technology (CCET) with effect from the academic year 2025-2026.

This manual supersedes all previously issued service rules, circulars, and notifications inconsistent with its contents. All employees of the institution are required to adhere strictly to the guidelines set forth herein.

Fr Thomas Choolaparampil CMI, Chairman:


Chairman
Carmel College of Engineering & Technology
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Prof. (Dr.) Josephkutty Jacob, Principal:


Principal

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Seal of the Institution

TABLE OF CONTENTS

Sections	Page Number
Section 1: Introduction	2
Section 2: Employment Framework & Service Conditions	3
Section 3: Recruitment, Appointment, Probation & Termination	4
Section 4: Leave, Attendance Monitoring & Working Hours	8
Section 5: Administrative Duties & Non-Teaching Roles	13
Section 6: Faculty Performance Appraisal and Development System (FPADS)	17
Section 7: Promotions & Career Development Policy	21
Section 8: Grievance Redressal, Discipline & Conduct	26
Section 9: Implementation, Monitoring & Amendments	29

ANNEXURES

- I. CAS Application Format
- II. Joining Letter Format
- III. No-Dues Certificate Format
- IV. Notice of Resignation Format
- V. Application Form for Claiming Research and Publication Incentives Format
- VI. Faculty Appraisal Format
- VII. Evaluation Performa for Technical Staff Format

SECTION 1: INTRODUCTION

1.1 Preamble

Carmel College of Engineering & Technology (CCET) is an institution founded under the visionary leadership of the St. Joseph's Carmel Educational & Charitable Trust of CMI, with the mission of imparting quality technical education rooted in values. The College aims to combine academic excellence with integrity and social commitment, reflecting the CMI educational philosophy that consider *“education as the integral formation of the human person for the fulfilment of his/her individual and social responsibilities.”*

1.2 Institute Vision

“To mould distinctive engineers with integrity and social commitment”

1.3 Institute Mission

1. Extend harmonious curricular and co-curricular exposure to the students.
2. Equip the students to accomplish career goals upholding moral values.
3. Encourage the students to contribute for the sustainable development of the society.

1.4 Institute Motto

“Enlightened for Excellence”

1.5 Objectives of the Manual

This manual aims to:

1. Define service conditions and institutional policies governing staff employment.
2. Ensure fair and transparent management practices.
3. Establish clear procedures for recruitment, appraisal, promotion, and conduct.
4. Safeguard employee rights while maintaining discipline and accountability.
5. Create an ethical framework consistent with the mission of the College and AICTE guidelines.

1.6 Applicability

These rules apply to all teaching and non-teaching staff employed under CCET on a regular, contractual, or probationary basis. Temporary or outsourced personnel shall be governed by their individual terms of appointment unless otherwise specified by the Management.

SECTION 2: EMPLOYMENT FRAMEWORK & SERVICE CONDITIONS

2.1 Authority & Control

1. The St. Joseph's Carmel Educational & Charitable Trust of CMI, Punnapra, Alappuzha, represented by the **Chairman** is the ultimate authority for all appointments, policies, and service matters of CCET.
2. The **Governing Body** is the highest approving authority overseeing administration, financial management, and academic development.
3. The **Director**, nominated by the Management, is the administrative head of the institution responsible for general administration, monitoring the implementation of policies and quality improvement, and administrative compliance procedures.
4. The **Principal** is the overall academic head of the institution responsible for implementing the policies, ensuring day-to-day academic functioning, and academic & disciplinary compliance procedures.
5. The **Bursar**, nominated by the Management, supervises the financial management, infrastructure development, non-teaching staff, and office management.

2.2 Classification of Employees

CCET employees are classified as follows:

1. **Teaching Staff:** All teaching faculty.
2. **Non-Teaching Staff**
 - a) **Technical Staff:** Librarians, lab instructors, and technicians.
 - b) **Administrative Staff:** Officers, finance personnel, front office staff, store managers and clerical assistants.
 - c) **Support Staff:** Maintenance personnel, housekeeping staff, canteen staff, and security personnel.

2.3 Employment Categories

1. **Regular Employees:** Those appointed against sanctioned posts and confirmed after successful completion of probation.
2. **Probationary Employees:** Those provisionally appointed with a view to confirmation upon satisfactory service.
3. **Contractual / Ad-hoc Employees:** Engaged for specific duration or purpose under mutually agreed terms.
4. **Trainees / Apprentices:** Engaged for skill acquisition and practical training.

2.4 Commencement of Service

An employee's service is deemed to commence from the date of reporting to duty as per appointment order.

2.5 Employment Records

1. Every employee shall maintain an updated personal record with the Administrative Office and the Department Office.
2. Records include appointment order, joining report, copy of educational certificates, copy of Aadhar & PAN, bank details, and emergency contacts.
3. All information shall be treated as confidential and accessed only for official purposes.

SECTION 3: RECRUITMENT, APPOINTMENT, PROBATION & TERMINATION

3.1 Manpower Planning

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department. The HODs shall prepare the department faculty workload as per the AICTE guidelines for the coming academic year (both odd and even semesters) before one month of odd /even semester. Relevant details used to arrive at the department faculty workload shall be attached and explained. The Principal will scrutinize the department faculty workload and after necessary modifications, if required, will be submitted to the Director to get it approved by the Chairman. A copy of the consolidated faculty requirement, shall be returned to the Director for recruitment procedure.

3.2 Recruitment Procedure

1. Recruitment shall be merit-based, transparent, and in compliance with AICTE and University norms.
2. Interviews shall be conducted any time preferably in the month of June/July every year based on need.
3. Recruitment shall be notified through official circulars, media, college website and recognized employment platforms.
4. The Selection Committee constituted by the management from time to time shall oversee the selection process. The Interview Board shall consist of the Chairman-Carmel Institutions, Director, Principal, Subject Experts nominated by the Principal, Head of the Department, and other Management nominees.
5. Selection is based on qualifications, teaching aptitude, research record, experience, and institutional fit.
6. The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
7. The Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.
8. If any meritorious candidate applies for any post, even without a notification by the college, the management is free to consider his candidature for a suitable post.

3.3 Experience

- **Teaching Experience:** A faculty member who teaches full-time in AICTE/UGC recognized institution in one full academic year would be considered as having one year of teaching experience. Part-time/guest/ ad-hoc/contract teaching experience will not be considered for teaching experience.
- **Industry Experience:** Candidates with relevant experience in their area of specialization from reputed firms will be considered in the ratio of 2:1, i.e., 2 years of industry experience will be treated as 1 year of teaching experience.
- **Research Experience:** The period of work of full-time doctoral work will be counted for increment purposes at the level of an Assistant Professor whereas it will not be considered for service and increment at the level of an Associate Professor at the time of direct recruitment.
- **Research Experience (FIP/QIP):** The period of study leave of a faculty who has gone on FIP/QIP can be treated as service paid in our institution if the faculty rejoins the institution and completes three years of service after completing PhD. Period of study leave would be considered for salary increment purposes after the completion of PhD. This shall not be considered as experience which is necessary for acquiring the qualifications for direct recruitment.

3.4 Qualification & Eligibility

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For Engineering disciplines: B.E/B.Tech and M.E/M.Tech or equivalent in relevant branch with first class or equivalent either in B.E /B.Tech or M.E /M.Tech. For Sciences & Humanities: M.Sc/ M.A with first class or equivalent Desirable: NET	Nil
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Engineering and Basic Science: 1. Ph.D. with minimum 5 years of Teaching/Research experience out of which 2 years of teaching experience must be post PhD 2. At least 2 WoS/SCOPUS publications (or) At least 1 WoS/SCOPUS publication and 1 utility/design patent
Professor	Same as that of Associate professor. Post PhD publications are highly desirable.	Engineering and Basic Science: 1. Ph.D. with at least 10 years of teaching/research experience out of which 5 years of teaching experience must be at the level of Associate Professor 2. At least 5 WoS/SCOPUS publications at the level of Associate professor (or) At least 3 WoS/SCOPUS publication and 2 utility/design patents at the level of Associate Professor.

Note:

- Paid journals will not be considered for eligibility.
- The experience mentioned should be after acquiring the basic academic qualification for the respective post.
- The minimum academic qualifications for all posts shall be as per the AICTE norms
- All degrees i.e., Bachelors', Masters' and Doctoral shall be from a university recognized by UGC. Candidates shall present equivalence certificate from Association of Indian Universities (AIU)/AICTE/UGC for any degree which is not recognized by UGC.
- If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent percentage.

3.5 Appointment and Joining Procedures

1. Offer letters signed by the Chairman shall be issued to selected candidates for acceptance.
2. If the offer is acceptable, the new recruits shall submit original and copies of educational certificates, ID proofs (Aadhaar & PAN), photographs, bank details, and any other required documentation before joining. Original certificates will be returned after verification.
3. Once the document verification process is over, the appointment order signed by the Chairman shall be issued to the selected candidate.
4. The offer letter and the appointment letters shall clearly state designation, pay scale, probation period, and other terms.
5. If the appointment order is received, the new recruits shall submit the joining letter to the office (Format: **Annexure II**), mentioning the joining date as notified in the appointment order.
6. A one-month gross salary deposit shall be maintained as a refundable security, adjusted upon confirmation or resignation.

3.6 Probation

1. The probationary period for new employees shall be one year for regular appointments and for promotions.
2. The newly appointed faculty members need to undergo a staff induction programme conducted by the IQAC and get certified.
3. Performance during probation shall be evaluated through appraisals, class inspections, and feedback.
4. The performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
5. The probation period may be extended if the performance is unsatisfactory.
6. On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized and shall be communicated in writing after successful completion of probation.

3.7 Appointment of Retired Personnel

Appointment of retired persons shall be on a contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.

3.8 Resignation & Termination

1. Staff members shall not leave the institution in the middle of an academic year.
2. Either party may terminate employment by giving:
 - Three months' notice (for regular employees) (Format: **Annexure IV**), or Payment of equivalent salary in lieu of notice.
 - One month' notice (for probationary staff) (Format: **Annexure IV**), or Payment of equivalent salary in lieu of notice.

Staff members shall submit the notice letter to the Director through the Head of the Department and the Principal. Failing to adhere to this condition shall attract legal proceedings against the concerned staff and official relieving procedures shall not be initiated.

3. In case of resignation or termination, staff members are required to submit all relevant academic documents, course files, and duty files handled. These are essential for audit and accreditation purposes and must be submitted to the respective Head of the Department/concerned authority.

4. After the verification of all files by the IQAC and the HoD/Section Head, a duly signed no-dues certificate (Format: **Annexure III**) must be submitted to the Director through the Principal for approval before the official departure.
5. The resignation letter along with the no-dues certificate may be forwarded to the Director through the Head of the Department and the Principal. The management reserves the right not to accept the resignation while the academic year is in progress, if it would affect the academic activity of students and the faculty retention requirements necessitated by AICTE and other national accreditation boards.
6. The Management also reserves the right to terminate employment for misconduct, inefficiency, or abolition of post. CCET Management has the right to terminate the service of a staff member if his/her performance/conduct/health is not satisfactory.
7. An employee absent without authorization for more than 10 consecutive working days shall be deemed to have abandoned service.
8. In cases of serious misconduct, serving of notice is not mandatory before disciplinary action.

3.9 Retirement & Extension of Service

1. Teaching staff shall retire upon attaining **60 years**, and non-teaching staff at **58 years**.
2. The Management may extend service for a limited period based on merit, health, and institutional needs.
3. Retired faculty may be re-employed on contract for teaching, mentoring, or research assignments.

SECTION 4: LEAVE, ATTENDANCE MONITORING & WORKING HOURS

4.1 Objective

The leave and attendance policies at CCET are intended to ensure fair and efficient management of employee time, balancing institutional needs with personal welfare. Leave is a privilege, not a right, and must be availed with due authorization from competent authorities. All leaves are granted on a pro-rata basis.

4.2 Applicability

These rules apply to all regular, probationary, and contractual employees of CCET, unless otherwise specified in their appointment letters.

4.3 General Rules

- All teaching and technical staff shall be entitled to holidays on the 2nd and 3rd Saturdays of every month and all Sundays, unless otherwise notified by the competent authority. All administrative staff and support staff shall be entitled to holidays on the 3rd Saturday of every month and all Sundays, unless otherwise notified by the institution.
- All the teaching staff and technical staff need to submit the leave application for a particular day to the Principal through the Head of the Department via the LMS software before 8.30 A.M. of that day, mentioning the alternative class arrangements made in consultation with the HOD.
- All the administrative staff and support staff shall submit the leave application for a particular day to the Bursar on the previous day.
- Leave shall be availed only with the prior approval of the concerned authority except in unavoidable circumstances like sickness, unforeseen need or emergencies.
- In the cases where prior permission could not be taken due to unforeseen circumstances, the same shall be intimated to the concerned authority over phone and the leave application shall be submitted at the earliest on resuming duty.
- If the online leave application fails, application forms duly recommended by the concerned Dept. Head shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
- Any eligible leave that is not availed during a calendar year cannot be carried over to the subsequent year.
- Processing and administration of leave shall be as per the procedure laid down by the management.
- The days of absence without written approval and/or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.
- The salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
- Any absence not supported with an approved leave application and/or not recommended by the concerned authority will be treated as unauthorized leave and salary deduction will be effected for such days.
- For those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.

4.4 Categories of Leave

The following types of leave are available to employees:

1. Casual Leave (CL)

- Total casual leave granted to teaching faculty and technical staff shall not exceed 15 days in a calendar year. Administrative and support staff may avail 20 casual

leaves in a calendar year if no LOP leave was availed the previous year. If LOP leave was availed in the previous year, the casual leaves will be limited to 15 for the particular administrative or support staff for the particular calendar year.

- To avail casual leave, the teaching faculty and technical staff have to arrange their days of work in consultation with the HOD. The administrative and support staff have to make alternate arrangements for their days' work in consultation with the Bursar to avail casual leave.
- Casual leave must be pre-informed as far as possible and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.
- No more than 7 days may be taken as casual leave at a stretch and casual leave cannot be combined with any other kind of leave.
- For administrative and support staff members, the casual leaves not taken will be converted to equivalent amounts and will be paid with January salary.

2. Vacation Leave (VL)

- 30 days' vacation is granted to teaching faculty and technical staff in an academic year. This may vary in any exigencies to comply with the academic activities from time to time.
- For faculty members joining during a calendar year, vacation leave shall be calculated proportionately for that year.
- Vacation leave has to be availed during the months of May/June as decided/directed by the Principal.
- Vacation leave that is not availed during the months of May/June of that year shall lapse, unless specifically approved by the Principal for availing later in that year.
- Vacation leave cannot be combined with other leave.

3. Duty Leave (DL)

Duty leave of a maximum of 15 days, with full pay, in a calendar year is granted for all the staff for the following:

- To attend Conferences/Seminars/workshops.
- To deliver invited talks.
- To interact with Industry.
- To attend university meetings.
- To attend valuation camp/university examination duties. (Faculty members from each department shall attend valuation camp/university examination duties on a rotational basis from each department so as to limit the duty leave to a maximum of 15 days in a calendar year.)
- To perform any other duty for CCET as approved by the Principal/Director.

4. Study Leave (SL)

- A faculty member with 3 years of service at CCET at the time of application is eligible to apply for study leave, in loss of pay, to pursue his/her research for a maximum of 3 years if the progress is satisfactory.
- Study leave shall be counted for service if the faculty member avails the same through QIP /FIP Scheme of AICTE / UGC and if the faculty member rejoins the institution and continue to serve the institution for 3 more years after completing PhD.
- The number of faculty members availing this leave as mentioned above from a department shall not exceed 10% of the sanctioned strength of the department.

5. Maternity Leave (MTL)

All regular female teaching staff are eligible for maternity benefits subject to the following conditions:

- She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.
- Maternity benefits are applicable to female employees only for their first and second delivery.
- Maternity benefit shall be limited to a maximum of 90 (ninety) days.
- Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth)/miscarriage.
- Maternity benefits (equal to half salary for 90 days) shall be paid one month after the employee rejoins duty after her delivery/miscarriage.
- Maternity benefits shall not be applicable for abortion.
- Application for maternity benefits shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
- Leave taken for maternity purposes cannot be combined with study leave/duty leave/ block leave etc.

6. Loss of Pay Leave (LOP)

- Requests for LOP leave may be considered by the Principal/Director based on the genuine and unavoidable needs of faculty and may be sanctioned at their discretion after considering all aspects of the institution's requirements in respect of its academic activities.
- LOP leave without proper approval will be considered as unauthorized leave and disciplinary action will be taken accordingly.
- LOP leave beyond six months at a time will not be counted towards the service of the concerned faculty for yearly annual increments and gratuity.

7. Compensatory Leave (CPL)

- Staff members who are explicitly asked by competent authority to work on holidays shall be eligible for compensatory leave.
- Compensatory leave will not be granted for any external duty for which extra remuneration is paid.
- No compensatory leave shall be granted for doing the pending responsibilities, as it is part of one's duty.
- In cases of special classes on a holiday, half day compensatory leave can be availed of against a minimum of 3 hours duty, and one day compensatory leave against a minimum of 5 hours duty.
- Prior sanction from the concerned authority and approval from the Principal/Director is necessary for availing compensatory leave.
- Compensatory leave must be availed within 30 days of the work performed, subject to sanction by the HOD and approval from Principal/Director.

8. Other Leave / Holidays

- All public holidays, second and third Saturdays of every month and Sundays are holidays for all teaching faculty and technical staff.
- All public holidays, second Saturdays of every month, and Sundays are holidays for all administrative staff and supporting staff.

- Holidays declared by the Government (with the clause ‘for all educational institutions including professional colleges’) will be holidays for all teaching faculty. However, essential services may be demanded of the non-teaching staff as required by the concerned authority.
- Restricted holidays and district holidays will be holidays for all the staff members. Compensatory working days shall be arranged by the Principal on any Saturday except 2nd Saturday for such holidays.
- In special circumstances, the management reserves the right to convert a holiday into a working day.

4.5 Marking of Attendance and Punctuality

1. All staff members are required to be present at their designated workplace during working hours.
2. Attendance shall be recorded daily by signing the registers and using biometric system installed in the office.
3. Faculty members and technical staff are required to punch-in by 8:30 A.M. each working day. Punch-in after 8:45 A.M. will be marked as a half-day leave. Punch-ins between 8:30 A.M. and 8:45 A.M. will be recorded as late arrivals. Faculty are allowed a maximum of two late arrivals per month. Each set of three punch-ins after 8:30 A.M., beyond the permitted two instances in a month, will be considered as half-day leave. If CL is not available, it will be treated as LOP.
4. Additionally, faculty members and technical staff are permitted to punch out early up to twice in a month, provided the punch-out time is not earlier than 3:00 P.M. Each punch-out before 4:00 P.M., beyond the permitted two instances in a month, will be considered as half-day leave.
5. Administrative staff and supporting staff are required to punch in by 8:15 A.M. each working day. Punch-in after 8:30 A.M. will be marked as a half-day leave. Punch-ins between 8:15 A.M. and 8:30 A.M. will be recorded as late arrivals. Administrative staff and supporting staff are allowed a maximum of two late arrivals per month. Each set of three punch-ins after 8:15 A.M., beyond the permitted two instances in a month, will be considered as half-day leave. If CL is not available, it will be treated as LOP.
6. In cases of ‘Forgot to punch’, the staff members shall submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next working day and his decision shall be final. Such instances shall not be repeated unless there were official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

4.6 Workload Norms

1. The workload for the faculty as per AICTE norm is 40 hours per week in which direct teaching-learning contact hours is as follows:
 - Assistant Professor – 16 hours
 - Associate Professor/Professor – 14 hours

However, a relaxation of two hours in the workload may be given to Professors/HODs who are actively involved in administration and extension activities.
2. The teaching learning process includes direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar-project/ Mini-project and other cocurricular activities as per the direction of the Principal.
3. The laboratory works are divided among the two faculty members for 30 students in a batch and the workload is taken as 0.5 times table hour for individual faculty.
4. No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members

from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on a contract basis for that period, based on need.

5. Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

4.7 Workload for other Administrative Duties/Research Projects

Sl.No.	Activity	Workload per week (In Hours)
1	IQAC Coordinator	1
2	Coordinator for Accreditations	1
3	Class Advisors	1
4	Academic Coordinator	1
5	Funded projects	1
6	Placement and Training (additional duty)	1

4.8 Leave Sanctioning Authorities

1. **Principal:** Sanctioning and approving authority for all the HODs. Approving authority for all faculty members and technical staff.
2. **Head of Department (HOD):** Sanctioning authority for all the faculty and technical staff in the respective department.
3. **Director:** Sanctioning and approving authority for the Principal. Approving authority for all administrative and support staff. Competent authority for approving all extraordinary leave or LOP beyond 15 days.
4. **Bursar:** Sanctioning authority for all the administrative staff and the support staff.

4.9 Record Maintenance

1. Along with the biometric attendance monitoring, a Leave Register shall be maintained in the administrative office for all staff members.
2. Monthly attendance statements shall be verified and approved by the concerned authorities and forwarded to the administrative office for payroll processing.

SECTION 5: ADMINISTRATIVE DUTIES & NON-TEACHING ROLES

5.1 Objective

This chapter defines the duties, responsibilities, and reporting hierarchy of administrative and non-teaching personnel at CCET. The purpose is to ensure accountability, smooth institutional functioning, and efficient coordination between academic and administrative divisions.

5.2 Roles and Responsibilities

5.2.1 Principal

1. Acts as the academic head of the institution.
2. Plans and executes all the academic, co-curricular, and extra-curricular activities of the College and acts in consultation with the management through the Director.
3. Responsible for maintaining discipline, ensuring quality education, and representing the institution before regulatory authorities.
4. Implements Governing Body policies, AICTE directives, University regulations, and management decisions.
5. Responsible for planning and executing quality improvement initiatives and accreditation activities.
6. Prepares the annual academic calendar in line with the university academic calendar and faculty appraisal reports.
7. Chairs meetings of the Academic Council, Staff Council, and Internal Quality Assurance Cell (IQAC).
8. Monitors faculty recruitments and induction initiatives.
9. Monitors syllabus coverage and effectiveness of teaching-learning process.
10. Manages grievance redressal systems.

5.2.2 Director

1. Acts as the immediate delegate of the Management and general administrative head of the institution.
2. Monitors the implementation of the policies.
3. Acts in consultation with the Principal, IQAC, Accreditation Cell and Heads of the Departments and coordinates initiatives for quality improvement.
4. Monitors accreditation initiatives.
5. Monitors official correspondence and public relations.
6. Coordinates between departments for resource allocation, maintenance, and service requests.
7. Ensures statutory compliance with government, university, and AICTE requirements.
8. Coordinates activities related to publicity and advertising.

5.2.3 Bursar/Administrative Officer

1. Monitors day-to-day administrative operations.
2. Plans and manages all financial transactions related to the College in consultation with the Director.
3. Prepares financial reports for management review with the help of the accounts officer.
4. Prepares annual institutional budget with the help of the accounts officer and in consultation with the Director.
5. Supervises office documentation, record-keeping, and updating of stock registers.
6. Manages canteen, store, transportation, and other student facilities.
7. Verifies the maintenance register and coordinates the maintenance and housekeeping activities.
8. Supervises the infrastructure development activities.

5.2.4 Supervisor

1. Coordinates the working of support staff and administrative staff.

2. Oversees the campus management and coordinates campus development activities and housekeeping activities.
3. Supervises gardening and green campus initiatives.
4. Coordinates the security personnel

5.2.5 Senior Clerk

1. Oversees activities in the administrative office, ensuring efficiency in documentation, filing, and communication.
2. Coordinates all the designing and printing activities of the college including ID cards, brochures, booklets, magazines and other office registers.
3. Assists in hostel management.
4. Ensures timely processing of salaries, increments, and benefits in coordination with the Accounts Section.
5. Coordinates transportation facility.

5.2.6 Accounts Officer / Accountant

1. Maintains all financial accounts of the College and Trust transactions related to CCET.
2. Prepares monthly financial statements for every month and send it to the Bursar and the Director on or before the 10th day of the next month for internal auditing.
3. Prepares the annual financial statements, budgets, and audit reports.
4. Manages fee collection, salary disbursement, and vendor payments.
5. Ensures statutory compliance regarding PF, ESI, income tax, and other deductions.
6. Reports financial irregularities immediately to the Management through the Director.

5.2.7 Administrative Assistant

1. Provides assistance in Learning Management System (LMS) data entry and overall data management.
2. Responsible for maintaining attendance registers and processing leave calculations.
3. Responsible for maintaining acquittance register and admission register.
4. Provides support in maintaining and updating accreditation files in administrative office.

5.2.8 Librarian and Library Staff

1. Responsible for cataloguing, classification, and issue/return of books and journals.
2. Maintain library discipline and ensures effective use of resources.
3. Prepare annual library reports, budget estimates, and stock verification.
4. Ensure digital access and e-resource management through software.
5. Guide students and faculty in using reference materials effectively.

5.2.9 System Administrator / IT Support

1. Maintain all IT infrastructure, including servers, computers, and internet systems.
2. Ensure the functioning of biometric attendance system.
3. Conduct regular data backups and maintains cybersecurity standards.
4. Provide technical assistance for smart classrooms and administrative automation.
5. Periodic maintenance and updating of computers and software.
6. Maintain CCTV surveillance system.

5.2.10 Laboratory Instructors and Technical Staff

1. Prepare and maintain laboratory equipment and consumables.
2. Assist faculty in conducting practical sessions, experiments, and demonstrations.
3. Maintain student log registers.
4. Maintain stock registers for tools, instruments, and consumables.
5. Ensure laboratory safety and compliance with departmental guidelines.
6. Report malfunction or damage of equipment to the HOD for necessary repairs.

5.2.11 Attenders

1. Deliver internal correspondence, maintain cleanliness, and support office activities.

2. Ensure upkeep of the office rooms.
3. Assist in organizing college events and official meetings.
4. Maintain confidentiality of institutional records and communications.

5.2.12 Maintenance Staff

1. Respond promptly to the maintenance requests reported in the Maintenance Register.
2. Perform routine maintenance of buildings, classrooms, laboratories, offices, and common areas.
3. Identify repair needs (electrical, plumbing, carpentry, masonry, etc.) and reports them promptly to the Administrative Officer.
4. Manage basic electrical repairs (lights, fans, switches, wiring checks).
5. Maintain plumbing systems including taps, pipelines, washrooms, and water storage units.
6. Ensure proper functioning of institutional equipment such as projectors, fans, AC units, lifts, etc.
7. Assist in periodic servicing and replacement of faulty components.
8. Respond promptly to urgent repair needs, breakdowns, water leaks, and power failures.
9. Maintain logs of maintenance activities performed.
10. Report completed tasks and pending issues to the supervisor/administration.

5.2.13 Housekeeping Staff

1. Discharge the cleaning duties strictly following the schedule and the instructions given by the Supervisor.
2. Report the maintenance issues to the Supervisor in time and record the same in the Maintenance Register.

5.2.14 Security Personnel

1. Manage gate entry and parking arrangements.
2. Ensure effective implementation and monitoring of the institution's gate entry and exit regulations.
3. Oversee crowd management.
4. Ensure safety for both the staff and the students in the campus.

5.3 Reporting Hierarchy

Position	Reports To	Functional Oversight
Principal	Director	Academic Administration
Director	Chairman	General Administration
Bursar/ Administrative Officer	Director	Institutional Administration
Supervisor	Bursar	Campus Management
Senior Clerk	Bursar	Office Management
Accounts Officer	Bursar	Financial Management
Administrative Assistant	Director	Data Management
Librarian/Library Staff	Principal	Library Management
System Administrators/IT Support	Director	IT Infrastructure Management
Lab Instructors/ Technicians	HOD	Practical Sessions & Lab Maintenance
Office Assistants	Bursar	Clerical and Support Functions
Attendees	Bursar	Assisting Office administration
Maintenance Staff	Supervisor	Campus Maintenance
Housekeeping Staff	Supervisor	Campus Cleaning
Security Personnel	Supervisor	Safety Management

5.4 Performance Standards

1. All administrative and support staff shall maintain integrity, punctuality, and confidentiality.
2. They shall uphold courteous conduct toward faculty, parents, students, and visitors.
3. Regular training shall be conducted for administrative efficiency and digital literacy.
4. Failure to perform duties diligently shall invite disciplinary measures as per Section 8 of this document.

5.5 Code of Conduct for Non-Teaching Staff

1. No employee shall engage in other private employment or outside work without written permission.
2. Employees shall not misuse institutional property or engage in political or religious propaganda on campus.
3. Confidential records and student data shall not be disclosed to unauthorized persons.
4. Staff shall observe proper dress code and maintain personal decorum while on duty.
5. Smoking, alcohol consumption, or any form of misconduct within the campus is strictly prohibited.

SECTION 6: FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

Faculty performance appraisal is a structured process designed to evaluate the contributions and effectiveness of faculty members. The primary objective is to assess their performance in key areas such as teaching, research, and service while providing constructive feedback to support their professional growth and improvement. Staff members may submit the self-appraisal report (Faculty performance appraisal format: **Annexure VI**, Technical Staff: **Annexure VII**) to the HOD as and when informed.

6.1 Objectives

Performance Assessment: Evaluate faculty members' overall effectiveness in teaching, research, and institutional contributions.

Professional Development: Identify strengths and areas for improvement to support continuous growth and career advancement.

Recognition and Reward: Acknowledge and incentivize exceptional performance through promotions, salary increases, and other rewards.

6.2 Criteria

Sl. No.	Criteria	Max. Score
1	Teaching Process	20
2	Students' Feedback	10
3	Research and Development	20
4	Result	10
5	Departmental Activities	10
6	Institute Activities	10
7	Annual Confidential Report (ACR)	10
8	Contribution to Society	10
Total		100

6.3 Process

- Principal initiates Faculty Appraisal Process.
- HOD distributes Faculty Appraisal form to all Faculty.
- Faculty members complete the appraisal form, documenting their performance and achievements in teaching, research, and service for the academic year. The Head of the Department (HOD) reviews and verifies the submitted information against departmental records and supporting documents provided by the faculty.
- HOD submit appraisal report to Principal
- Based on the faculty score (In a scale of 1 to 10), the Principal takes the necessary action
- Score > 8 : Appreciation and Recommendation for Award / Reward
- Score > 5 & < 8 : Discuss with Faculty regarding remedial action
- Score < 5 : Discuss with Faculty and if required recommend management action

6.4 Outcomes

Faculty appraisal ensures

- **Professional Development:** Recognize their strengths and areas for improvement.
- **Quality Assurance:** Ensure that teaching and research standards are met.
- **Accountability:** Understand their accountability for their roles and responsibilities.

- **Promotion and Tenure:** Become eligible for promotions or tenure awards.

6.5 Guidelines for Faculty Appraisal System

1. Teaching Process [20 Points]

The Teaching Process is calculated based on (*No. of Hours Taught/ No. of Hours assigned as per the Syllabus*) * 100

If % $\geq$ 100,	20 Points,
if % $\geq$ 90 to 99.99,	18 Points
if % $\geq$ 80 to 89.99,	16 Points
if % $\geq$ 70 to 79.99,	14 Points

2. Student feedback on Faculty [10 Points]

The percentage of Student feedback is scaled to 10 (Converted to nearest integer). If the faculty teaches more than one subject, the average of the feedback score is considered.

3. Research and Development [Max 20 Points]

- Research Papers in Peer-Reviewed or AICTE listed Journals 03 Points (per paper)
- Conference Proceedings 02 Points (per paper)
- Publications
 - Web of Science 07 Points (per paper)
 - Scopus 05 Points (each)
- FDP except NPTEL FDP (Max 10 Points)
 - Faculty as Participants in Faculty Development/Training/STTP
 - 2-5 Days 03 Points
 - More than 5 days 05 Points
- Consultancy
 - Amount > 10 Lakh 10 Points
 - Amount $\geq$ 6 Lakh and $\leq$ 10 Lakh 08 Points
 - Amount $\geq$ 2 Lakh and $\leq$ 6 Lakh 06 Points
 - Amount $\geq$ 1 Lakh and $\leq$ 2 Lakh 04 Points
 - Amount $\geq$ 50000 and $\leq$ 1 Lakh 02 Points
 - Amount up to 50000 01 Point
- NPTEL
 - 4-Week Course 03 Points
 - 8 /12-Week Course 10 Points
 - Elite/Gold or FDP Certificate 02 Points (additional)
- Patents
 - Utility Patent 05 Points (each)
 - Design patent 03 Points (each)
- Funded Projects / Sponsored Project
 - Amount $\geq$ 6 Lakh 10 Points
 - Amount $\geq$ 2 Lakh and $\leq$ 6 Lakh 08 Points
 - Amount $\geq$ 1 Lakh and $\leq$ 2 Lakh 06 Points
 - Amount $\geq$ 50000 and $\leq$ 1 Lakh 04 Points
 - Amount up to 50000 02 Points
- Awards/Fellowship
 - International 10 Points
 - National 05 Points

- Invited lectures / Resource Person
 - International 10 Points
 - National 05 Points

4. Semester Exam Results [10 Points]

If the faculty teaches more than one subject, the average of the score is considered.

If Pass % $\geq$ 95 to 100	10 Points
if Pass % $\geq$ 90 to 94.99	09 Points
if Pass % $\geq$ 80 to 89.99	08 points
if Pass % $\geq$ 70 to 79.99	07 Points
if Pass % $\geq$ 60 to 69.99	06 Points
if Pass % $\geq$ 50 to 59.99	05 Points
if Pass % $\geq$ 40 to 49.99	04 Points
% less than 39.99	03 Points

5. Department Activities [Max 10 Points]

Department activity includes:

Department QAC, Placement Coordinator, Admission Coordinator, Timetable in-charge, Department Association In-charge, Department Magazine Editor, Coordinator of Conference, Workshop, Class Advisor, Industrial Visit, Department library in-charge, Professional Body Chapter Activities, MOU Initiatives and Execution and any other relevant activities by HOD (with Justification).

Credit Points 05 Points (per activity)

6. Institute Activities [Max 10 Points]

Institute activity includes;

Dean, HOD, Academic Coordinator, Grievance Redressal Committee Chairperson, IQAC Coordinator, Institute Industry Interaction Coordinator, Placement Coordinator, IEDC Cell Coordinator, Career Guidance Coordinator, Institute Innovation Cell Coordinator, Admission Cell Coordinator, Alumni Cell Coordinator, Parent Teacher Association Coordinator, Women Empowerment Cell Coordinator, NPTEL Coordinator, NSS Coordinator, Discipline Committee Coordinator, Research Coordinator, Exam Cell Coordinator, Sports Coordinator, Cultural Coordinator, Library Coordinator, Hostel warden, Transport Coordinator, Coordinator for Accreditations, Campus Maintenance any other activity at institute administrative level.

Credit Points 05 Points (per activity)

7. Institute Level ACR [10 Points]

The Annual Confidential Report (ACR) will be evaluated by Principal / Director based on the performance of the faculty.

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	6	5

8. Contribution to Society [Max 10 Points]

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/official communication from Head of the Institute.

Contribution to Society includes;

- Mentor: Sharing your knowledge and expertise with community
- Innovation: Developing new products / services with positive impact on society (Invention)
- Communal Service: Neighborhood clean-up events, social programs
- Public Safety: First responder (Accident), firefighter, disaster relief worker

- Social Services: Counseling, advocacy, support refugees, or victims of abuse
- Art and Culture: Creating and promoting art, music, literature, and cultural
- Healthcare: Blood / Organ donation, provide medical care, save lives.

(Note: Include any other activity relevant to Contribution to Society)

Credit Points

05 Points (per activity)

SECTION 7: PROMOTIONS & CAREER DEVELOPMENT POLICY

7.1 Objective

The promotion and career development policies at CCET are designed to ensure professional growth, academic excellence, and equitable career progression among teaching and non-teaching staff. These policies adhere to AICTE, UGC, and University regulations while upholding institutional integrity and merit.

7.2 Principles of Promotion

1. Promotions shall be based on **merit-cum-seniority** and institutional requirements.
2. All promotions are subject to compliance with the prescribed cadre ratios.
3. Candidates must fulfill the required **minimum qualifications, experience, and performance benchmarks** as per AICTE norms.
4. Recommendations shall be made through the **Promotion and Selection Committee**, with final approval by the Management.

7.3 Promotion Categories for Teaching Staff

(a) Assistant Professor (Stage I) to Higher Grades 1. Assistant Professor (Senior Scale) 2. Assistant Professor (Selection Grade)
(b) Assistant Professor to Associate Professor
(c) Associate Professor to Professor
(d) Promotion to Administrative Positions 1. Senior faculty may be promoted to higher administrative positions based on merit and management discretion. 2. Appointments to these positions require proven competence, ethical leadership, and institutional loyalty.

7.4 Promotion Criteria for Non-Teaching Staff

1. Promotions shall be based on experience, merit, and performance appraisals.
2. Employees must complete a **minimum of 3 years** in the current designation to be eligible for promotion.
3. Performance record, punctuality, and skill development shall be key considerations.
4. Preference will be given to those who have attended professional development programs.

7.5 Career Advancement Scheme (CAS)

CCET follows AICTE-prescribed **Career Advancement Scheme (CAS)** for teaching staff:

1. Faculty members are eligible for CAS promotion upon completion of the prescribed number of years and performance score. They can apply for promotions under CAS using the application format (**Annexure I**)
2. CAS promotion proposals shall be verified by the IQAC and submitted to the Management through the Principal.
3. All supporting documents—API score sheets, publications, and appraisal forms—must be attached for verification.
4. Promotion under CAS depends on individual eligibility and performance.

7.6 Performance-Based Promotion Matrix

Promotional Cadre	Minimum Experience	Qualification	Research/Publications	API Score (In the scale of 1 to 10)
Assistant Professor (Senior Scale)	5 Years	M.Tech/M.E.	-	Above 7
Assistant Professor (Selection Grade)	10 Years	M.Tech/M.E.	-	Above 7
Associate Professor	5 Years in which 2 years must be post-PhD/holds a PhD and 8 years of experience in CCET	Ph.D.	At least 2 WoS/SCOPUS publications Or At least 1 WoS/SCOPUS publication and 1 utility/design patent	Above 8
Professor	10 years out of which 5 years must be post-PhD	Ph.D.	At least 5 WoS/SCOPUS Publications Or At least 2 WoS/SCOPUS publications and 3 utility/design patents at the level of Associate Professor.	Above 8

Note: Paid journals will not be considered for cadre promotions.

7.7 Promotion Process

- The **Promotion Committee** shall consist of:
 - Principal (Chairperson)
 - Management Nominees
 - Senior Professor (Subject Expert)
 - Head of Department
 - Coordinator for Accreditations
 - External Academic Expert (if required)
- The committee shall review the application, verify documents, and interview the candidate if necessary.
- Recommendations shall be recorded in writing and forwarded to the Management for final approval.

7.8 Post-Promotion Evaluation

- Each promoted staff member shall undergo a **one-year performance review** to assess effectiveness in the new role.

2. Unsatisfactory performance during this period may result in withdrawal or revision of the promotion.
3. Records of the post-promotion review shall be maintained by the Administrative Office.

7.9 Recognition for Excellence

1. Faculty securing **funded research projects, awards, or recognition from national bodies** shall receive special commendations.
2. Non-teaching staff introducing innovative practices or achieving excellence in operations shall be recognized annually.
3. These recognitions may include certificates, financial awards, or preference in future promotions.

7.10 Professional Development & Higher Studies

CCET encourages faculty and staff to pursue **higher education, research, and skill enhancement**. To evolve into a premier technological and research institution, CCET facilitate and motivate research interest among the faculty through research promotion schemes.

1. CCET Research facilitation package for Full-time scholars

Full-time scholars who are pursuing PhD under QIP/FIP/ any other program will be given study leave for a maximum period of 5 years. They have to rejoin the institution and work for a minimum period of 4 years to claim the service-related benefits.

2. CCET Research facilitation package for Part time scholars

Part-time scholars will be given leave for one semester to do their course work for those who have completed 2 years of service at CCET.

Part-time scholars who have completed 5 years of continuous service at CCET and who are in the completion stage of their Ph D program are eligible to apply for the facilitation package as given below:

- Maximum of one year of loss of pay leave from the date of sanction of the leave.

OR

Lightly loaded tenure with full salary in CCET for a maximum period of one semester which includes continuous leave (eligible leave) up to 30 days for the last one month of the semester.

- Eligible for flexible vacation leave to attend the examinations or project presentations.
- The management has got the full freedom to accept or deny such requests in any circumstances which may badly affect the academic activities of the Institution. The Head of the Department shall report such cases and the Director and Chairman shall take the final decision based on the recommendations of the Principal.

3. CCET Incentives for Research & Publications

All regular faculty members who have completed probation in CCET are eligible to apply for incentives under this scheme. Faculties have to submit a request in the specified format (**Annexure V**) along with a copy of the published conference paper/research paper/patent certificate as documentary evidence through the HOD to the Coordinator for Accreditations which must be later forwarded to the Principal and the Director for sanctioning the amount. It is mandatory for the concerned faculty member to mention CCET as their institutional affiliation in all publications/patents in order to be eligible for incentive benefits. The rewards/benefit should be properly acknowledged by the authors. Publication incentive can be claimed only by one person per article. If co-authors are there, 50% of the incentive will be given to the first author and the remaining 50% will be divided between others.

Conference Presentations:

- An incentive of 50% of the conference registration fee of a conference subject to a maximum of ₹1000/- in an academic year shall be claimed for presenting a conference paper.
- Only those conferences organized in collaboration with professional societies of recognized repute shall be considered. The decision of the HOD and the Coordinator for Accreditations shall be final in this matter.
- Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of the department in a semester.
- Number of faculty members participating in a conference at a time shall not exceed 15% of the sanctioned strength of the department.

Research Publications/Patents

- Research Publications and Patents of the regular staff of CCET are considered for financial assistance. Financial support is not applicable, if research allowance for the project is claimed under any other category.
- Publication incentive can be claimed only by one person per article/patent.
- The financial incentive is provided only to the corresponding author (or the first author, if the corresponding author's name is not mentioned).
- The maximum incentive that can be claimed for Design Patents is ₹750/- and for Utility Patent is ₹3000/-
- The annual ceiling for incentives that may be claimed for research publications/patents by one person is ₹3,000/-.

Additionally, the journals must satisfy following conditions:

Journal Indexing	Impact Factor (Clarivate Analytics)	Type of Article	Support*
SCI/SCIE	5 and above	Full paper	₹3000/-
SCI/SCIE	Between 3 and 5	Full paper	₹2500/-
SCI/SCIE	Between 2 and 3	Full paper	₹1500/-
SCI/SCIE	Between 1 and 2	Full paper	₹1000/-
ESCI	-	Full paper	₹750/-
SCOPUS	-	Full paper	₹500/-

Research Projects

An honorarium of Rs. 5000/- per month subject to a maximum of Rs.60,000/- per annum will be granted to the faculty member who is the Principal Investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE, etc. if the fund exceeds Rs.10 lakhs for an academic year. Additional facilities in terms of space/ infrastructure also can be provided at the discretion of management.

Consultancy Projects

A suitable incentive not exceeding 25 % of the total consultancy amount will be granted to the person who takes the consultancy project from an industry/research organization based on the recommendation of the Head of the Department.

7.11 Increments & Other Benefits

- A staff member shall be eligible for an annual increment on completion of one full year (365 days) of service, subject to fulfilling the prescribed performance score criteria

- Increment on the Scale of Pay for teaching staff is approved annually based on the appraisal results of both odd and even semesters. The increment is neither automatic nor mandatory. The standard annual increment is a 3% increase over the existing basic pay (which includes the pay in the pay band and the academic grade pay, where applicable).
- No increment may be awarded for any staff member if the overall performance score is less than 6 (In the scale of 1 to 10).
- Dearness Allowance fixation for staff will be considered by the Management subject to the financial capacity of the Management.
- Seniority shall be determined from the date of commencement of continuous service in a particular cadre, provided the employee was duly qualified for the post at the time of appointment.
- A faculty member in the Assistant Professor cadre who obtains a doctoral degree, while serving the college shall be considered for increment from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

7.12 Gratuity

- All staff members who have more than 5 years of continuous service at CCET are eligible for Gratuity as per Gratuity Act. Gratuity is calculated and given based on the Gratuity Act, 1972 regulations.
- The application for Gratuity (In the format prescribed by the Gratuity Act) need to be submitted to the office and the office will shall complete the procedures in due time as mentioned in the regulations.
- Gratuity is not applicable for employees on consolidated pay.

SECTION 8: GRIEVANCE REDRESSAL, DISCIPLINE & CONDUCT

8.1 Objective

This chapter establishes a fair and structured system for handling grievances, ensuring discipline, and maintaining ethical conduct among all employees of CCET. It aims to create a harmonious work environment, prevent conflicts, and protect the rights and dignity of staff and students.

8.2 Code of Conduct for Employees

1. Every employee shall maintain the highest standards of integrity, honesty, and professionalism in the discharge of their duties.
2. Employees shall treat students, colleagues, and superiors with dignity, respect, and fairness.
3. No employee shall engage in acts of discrimination, harassment, or misconduct within or outside the campus.
4. Employees must protect institutional property, maintain confidentiality, and avoid misuse of resources.
5. The use of alcohol, tobacco, or any intoxicant on campus is strictly prohibited.
6. All employees shall adhere to the institutional dress code.
7. All employees shall comply with lawful orders and directions issued by competent authorities.

8.3 Professional Ethics for Teaching Staff

1. Teachers shall demonstrate commitment to the intellectual, moral, and spiritual growth of students.
2. They shall refrain from favoritism, discrimination, or exploitation of students.
3. Teachers must respect intellectual property and acknowledge the sources of all academic content.
4. Faculty members shall maintain punctuality, proper record-keeping, and class decorum.
5. Teachers shall contribute to institutional development by participating in committees, research, and extension services.
6. Faculty must not divulge confidential academic or administrative information without authorization.

8.4 Discipline Policy

1. Discipline is essential to ensure effective functioning and academic excellence.
2. Employees shall be accountable for punctuality, attendance, work ethics, and compliance with institutional regulations.
3. Acts of misconduct include, but are not limited to:
 - Negligence of duty or insubordination.
 - Unauthorized absence or abandonment of service.
 - Misuse of institutional property or funds.
 - Harassment, intimidation, or abusive language.
 - Any form of inappropriate behaviour directed towards a student or fellow employee.
 - Participation in unlawful strikes or disruptions.
 - Tampering with official documents or records.
 - Breach of confidentiality or data security.
4. In all cases of serious misconduct, the College reserves the right to initiate disciplinary action without prior notice.

8.5 Disciplinary Procedure

1. **Preliminary Inquiry:** Upon receiving a complaint, the Principal/the head of the concerned grievance committee shall review the facts and decide whether a formal inquiry is warranted.

2. If necessary, a written charge sheet detailing the allegations shall be served to the concerned employee, allowing a reasonable time (7 working days) to respond.
3. **Enquiry Committee:** The Principal may appoint an Enquiry Committee to conduct a formal investigation.
4. **Hearing:** The employee shall be given full opportunity to present evidence, witnesses, and explanations in defense.
5. **Findings and Report:** The Enquiry Committee shall submit a written report of findings to the Principal that may be forwarded to the Management through the Director.
6. **Decision:** Based on the report, the Management may decide the appropriate penalty.
7. **Right to Appeal:** The employee may appeal the decision within **30 days** to the Management through the Director, whose decision shall be final.

8.6 Penalties

Penalties are classified as **Minor** and **Major**, depending on the gravity of misconduct.

8.6.1 Minor Penalties

1. Warning or written reprimand.
2. Censure or withholding of increments.
3. Suspension up to 15 days pending inquiry.
4. Recovery from salary for financial losses caused to the institution.

8.6.2 Major Penalties

1. Reduction in rank or grade.
2. Termination or dismissal from service.
3. Permanent debarment from re-employment within CCET or associated institutions.
4. Legal action, where applicable, for misconduct involving criminal or civil liabilities.

8.7 Grievance Redressal Mechanism for the Staff

8.7.1 Scope

The grievance mechanism addresses complaints related to working conditions, discrimination, harassment, unfair treatment, promotions, salary, and benefits.

8.7.2 Grievance Redressal Committee (GRC)

1. The College shall constitute a **Grievance Redressal Committee for Staff (GRC)** comprising:
 - Principal (Chairperson)
 - One Senior Faculty Member (Convener)
 - Director (Member)
2. The GRC shall meet at least **once every semester** or as and when grievances arise.

8.7.3 Grievance Handling Procedure

1. Employees shall first submit grievances in writing to their immediate superior (HOD or Section Head).
2. If unresolved within **10 working days**, the grievance may be submitted to the GRC.
3. The GRC shall examine the complaint, conduct an inquiry if necessary, and submit a recommendation to the Principal.
4. The Principal shall issue the final decision within **15 working days** of receiving the recommendation.
5. If the grievance involves the Principal, the matter shall be referred directly to the Management through the **Director**. The decision of the management will be the final one.

8.8 Prevention of Sexual Harassment (POSH) Committee

1. In accordance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, CCET shall maintain an **Internal Complaints Committee (ICC)**.

2. The ICC shall investigate complaints of harassment, ensuring confidentiality and fairness.
3. Any proven act of harassment shall attract disciplinary measures, including termination.
4. Awareness and sensitization programs shall be conducted regularly.

8.9 Conduct During Disciplinary Proceedings

1. Employees under inquiry shall be entitled to a fair and impartial process.
2. They may present witnesses and supporting documents in their defense.
3. Retaliation against complainants or witnesses is strictly prohibited.
4. All proceedings and findings shall be treated as confidential.

8.10 Restoration and Rehabilitation

1. If an employee is proved innocent after inquiry, all withheld benefits (salary, increments, etc.) shall be restored.
2. The individual's reputation and dignity shall be reinstated without prejudice.
3. Counseling and mediation support shall be offered where necessary to restore workplace harmony.

SECTION 9: IMPLEMENTATION, MONITORING & AMENDMENTS

9.1 Objective

This chapter establishes the framework for implementing, monitoring, reviewing, and amending the policies and service rules outlined in this manual. It ensures consistency, accountability, and compliance with the statutory requirements of AICTE, UGC, and affiliating university regulations.

9.2 Implementation Authority

1. The **Principal** shall be the chief authority for implementing all service and administrative policies at CCET.
2. He shall coordinate with Heads of Departments and Section Heads to ensure proper execution of procedures and maintenance of records.
3. The **Governing Body** shall serve as the final approving and appellate authority for all major policy decisions.
4. The **Management Committee** shall periodically review the effectiveness of policies and recommend updates as needed.

9.3 Policy Review Schedule

1. Human Resources & Administration Policy Manual shall be reviewed once every three years, or earlier if mandated by regulatory or institutional needs.
2. The review committee shall consist of:
 - Principal (Chairperson)
 - Director (Member Secretary)
 - Bursar
 - IQAC Coordinator
 - Accreditation Coordinator
 - Academic Coordinator
 - Heads of the Departments
3. The committee shall assess feedback, statutory changes, and institutional requirements before recommending modifications.
4. Revised editions shall supersede previous versions upon approval by the Governing Body.

9.4 Record Retention and Accessibility

1. All policy documents, circulars, and amendments shall be archived digitally and physically for a minimum period of **10 years**.
2. The latest version of the manual shall be made available in the **College Office, Department Office, and Official Website**.
3. Employees shall be informed of major revisions through circulars and official notifications.
4. Each department shall maintain a copy of this manual for reference during internal operations.

9.5 Amendments to the Manual

1. The Management reserves the right to amend, modify, or repeal any provision of this manual at its discretion which need to be approved by the Governing Body finally.
2. Any amendment shall be initiated by the Policy Committee, reviewed by the reviewed by the Management, and approved by the Governing Body.
3. Amendments shall take effect from the date specified in the approval resolution.
4. All changes shall be recorded in an amendment Register maintained by the Bursar.

9.6 Enforcement and Compliance

1. Every employee shall be bound by the service rules and policies stated in this manual.
2. Non-compliance shall be treated as a disciplinary matter under Section 8.

3. Heads of Departments and Section Heads are responsible for disseminating and enforcing these rules within their respective divisions.
4. The Principal shall report serious deviations to the Management for appropriate action.

9.7 Interpretation of Rules

1. In case of ambiguity or conflict in interpretation of any clause, the decision of the Management shall be final and binding.
2. The Principal may issue clarifications or circulars to interpret specific rules, subject to subsequent ratification by the Management.
3. Any situation not expressly covered in this manual shall be governed by applicable AICTE, UGC, or Government of Kerala norms.

9.8 Effective Date and Continuity

1. The updated rules shall come into force with effect from the academic year 2025-2026 and shall remain valid until amended otherwise or replaced.
2. All previous versions of the service rules, circulars, or orders inconsistent with this manual are hereby repealed.
3. The continuity of service, benefits, and entitlements of existing employees shall remain unaffected.

9.9 Acknowledgement of Receipt

All staff members are required to sign a formal acknowledgement of receipt and compliance declaration (in the joining letter) confirming that they have read, understood, and agreed to abide by the provisions of this manual.

ANNEXURE I
CAS APPLICATION FORMAT

(For Career Advancement Scheme Promotion as per AICTE /Institutional Guidelines)

Date: _____

1. Personal Details

Name of the Applicant: _____

Department: _____

Current Designation: _____

Date of Appointment: _____

2. Academic Qualifications

Highest Qualification: _____

Year Awarded: _____

University/Institution: _____

3. Service Details

Total Years of Service Completed: _____

Years in Current Position: _____

Post Applied for: _____

Previous Promotions (if any): _____

4. Documents Attached

☐ Copies of Certificates

☐ API Score Sheet

☐ Publications List

☐ Orientation/Refresher FDP Certificates

☐ Any other Documents _____

5. Academic Performance Index (API) (Average of Last 3 Years)

Sl. No.	Activity	API Score
1	Teaching Process	
2	Students' Feedback	
3	Research and Development	
4	Result	
5	Departmental Activities	
6	Institution Activities	
7	ACR	
8	Contribution to Society	
	Total	

Name & Signature of the Applicant: _____

Received by:

HOD: Signature & Date: _____

Received and forwarded for further proceedings by:

Principal: Signature & Date: _____

Note: *The application shall be forwarded to the Principal through the HOD*

ANNEXURE II
JOINING LETTER FORMAT

Date: _____

To,
The Principal

Subject: Joining for Duty

Sir/Madam,

I hereby report for duty as.....(Designation)
in
the.....

Department on (Date). I accept the terms and conditions of my appointment as stated in the Appointment Order. I hereby declare that I have read and fully understood the Service Rules of the institution, and I agree to abide by all existing policies and any amendments that may be made from time to time. I shall submit the Induction Programme Certificate from the IQAC after completing the induction training sessions.

Documents Submitted:

- ☐ Academic Certificates for Verification
- ☐ Copy of Aadhaar
- ☐ PAN CARD
- ☐ Other Documents _____

Name & Signature of the Candidate:

Approved by:

Principal: Signature & Date:

Director: Signature & Date:

Note: *The letter shall be forwarded to the Director through the Principal*

ANNEXURE III
NO-DUES CERTIFICATE FORMAT

Employee Name: _____

Designation: _____

Department: _____

Date of Notice: _____

Date of Relieving: _____

This is to certify that the above employee has obtained clearance from all departments and has no pending dues.

Department	Clearance Status	Signature
HOD/Section Head	Cleared / Not Cleared	
IQAC Coordinator	Cleared / Not Cleared	
Accreditation Coordinator	Cleared / Not Cleared	
Library	Cleared / Not Cleared	
Office	Cleared / Not Cleared	
Accounts Section	Cleared / Not Cleared	
Store/Canteen	Cleared / Not Cleared	
LMS Coordinator	Cleared / Not Cleared	

Name & Signature of the Employee: _____

Date: _____

Approved by:

Principal: Signature & Date: _____

Director: Signature & Date: _____

Note: *The certificate shall be forwarded to the Director through the Principal*

ANNEXURE IV
NOTICE OF RESIGNATION FORMAT

Date: _____

To,
The Principal

Subject: Letter of Notice for Resignation

Sir/Madam,

I,
.....(Name)
of(Department),
hereby notify my decision to resign from CCET and formally submit this **Notice of Resignation**
with effect from(Notice Date). I shall complete all the required
resignation procedures during the notice period, as specified in the Service Rules of the institution
and in the appointment-order issued to me.

I request you to kindly accept my notice of resignation and relieve me from duties with effect
from..... (Last working day). I shall complete all pending work
entrusted to me and hand over files, documents, and responsibilities to the concerned person.

Signature of Employee: _____

Accepted By:

Principal: Signature & Date:

Director: Signature & Date:

Note: *The letter shall be forwarded to the Director through the HOD and the Principal.*

ANNEXURE V

APPLICATION FORM FOR CLAIMING RESEARCH AND PUBLICATION INCENTIVES FORMAT

Note: Furnish only the relevant items in section 3

1. Applicant Details

Name of Faculty: _____

Department: _____

Designation: _____

Date of Appointment: _____

Status: ☐ Regular Faculty ☐ Completed Probation (Mandatory)

2. Type of Incentive Claimed

(Please select the appropriate category)

☐ Conference Presentation

☐ Research Publication

☐ Patent (Design / Utility)

☐ Research Project (Funded)

☐ Consultancy Project

3. Details of Claim (Attach Supporting Documents)

A. For Conference Presentation (*Attach a copy of registration receipt*)

- Title of Paper: _____
- Conference Name: _____
- Organizing Society (must be reputed): _____
- Venue & Date: _____
- Registration Fee Paid: ₹ _____
- 50% Eligible Amount (Max ₹1000): ₹ _____

B. For Research Publication (*Attach published paper & journal details*)

- Title of Paper: _____
- Journal Name: _____
- Indexing: ☐ SCI/SCIE ☐ ESCI ☐ SCOPUS
- Impact Factor (Clarivate): _____

- Type: ☐ Full Paper (mandatory)
- Author Position: ☐ First Author ☐ Corresponding Author ☐ Co-author
- Eligible Amount Based on Table: ₹ _____
- Co-author Split Calculation:
 - 50% to First/Corresponding author = ₹ _____
 - Remaining shared among co-authors = ₹ _____

C. For Patents (*Attach copy of patent certificate*)

- Title of Patent: _____
- Patent Type: ☐ Design (₹750 max) ☐ Utility (₹3000 max)
- Application No.: _____
- Date of Filing / Grant: _____
- Eligible Incentive Amount: ₹ _____

D. For Funded Research Projects (*Attach sanction order*)

- Project Title: _____
- Funding Agency: _____
- Total Grant Received: ₹ _____
- Academic Year Fund (must exceed ₹10 lakhs): ₹ _____
- Honorarium Amount (₹5000 per month; max ₹60,000/year):
₹ _____

E. For Consultancy Projects (*Attach approval & completion certificate*)

- Project Title: _____
- Industry/Organization Name: _____
- Total Consultancy Amount: ₹ _____
- Recommended by HOD: ☐ Yes ☐ No
- Incentive Amount (Max 25%): ₹ _____

4. Declaration by Faculty Member

I hereby declare that:

1. I have read and understood the CCET Incentive Policy.

2. I have mentioned CCET as my institutional affiliation in the publication/patent (mandatory).
3. The attached documents are genuine and authentic.
4. I understand that incentives are subject to eligibility, approval, and institutional norms.

Signature of Applicant: _____

Name: _____

Date: _____

5. Forwarding by HOD

I have verified the documents and recommend the application for processing.

Comments of HOD:

Signature: _____

Date: _____

6. Verification by Coordinator for Accreditations

I hereby verify the eligibility as per institutional policy.

Remarks:

Coordinator Name & Signature: _____

Date: _____

7. Approval by Principal

☐ Approved ☐ Not Approved

Eligible Amount Sanctioned: ₹ _____

Signature: _____

Date: _____

8. Final Approval by Director

☐ Approved ☐ Not Approved

Signature: _____

Date: _____

ANNEXURE VI

FACULTY APPRAISAL FORMAT

Academic Year

Note: You may add additional rows if needed.

Name		Date of Joining	
Present Designation		Department	
Specialization		Teaching Experience	
Industry Experience		Total Experience	

A. Teaching Process: Max - 20 Points				
S.No.	Semester	Course Code / Name	No. of Hours Taught (A)	No. of Hours assigned as per the syllabus (B)
1				
2				
		Total		
Percentage = (A / B) * 100				
Points				

B. Student feedback on Faculty: Max - 10 Points				
S.No.	Semester	Course Code / Name	Percentage	Feedback score on the scale of 10
1				
2				
Points (Average)				

C. Research and Development: Max - 20 Points		
S.No.	Faculty Research and development Activities	Points
1	Research Papers	
2	Conference Proceedings	
3	Publications	
4	FDP	
5	Consultancy	
6	NPTEL	
7	Patents	
8	Awards/Fellowship	
9	Invited lectures / Resource Person	
Total		

D. Semester Exam Results: Max - 10 Points				
S.No.	Semester	Course Code/ Name	Pass %	Points on the scale of 10
1				
2				
		Total		
Points Earned (Average)				

E. Departmental Activities: Max - 10 Points		
S.No.	Activity	Credit Points
1		
2		
Total		

F. Institute Activities: Max – 10 Points		
S.No.	Activity	Credit Points
1		
2		
Total		

G. ACR maintained at Institute Level: Max – 10 Points							
Extraordinary		Excellent		Very Good	Good	Satisfactory	Poor
10		9		8	7	6	5
S.No.	Year	Activity			Criteria		Credit Point
1							
2							
		Total					
Points Earned (Average)							

H. Contribution to Society: Max – 10 Points			
S. No.	Semester	Activity / Criteria	Credit Point
1			
2			

				Total	
Summary of Report [Max 100]					
S No	Activity	Self-Assessment Points	Verified Points	Verified by	
1	Teaching Process			HOD	
2	Students' Feedback			HOD	
3	Research and Development			HOD	
4	Result			HOD	
5	Departmental Activities			HOD	
6	Institution Activities			HOD & Principal	
7	ACR			HOD & Principal	
8	Contribution to Society			HOD & Principal	
	Total			HOD	

Declaration by Faculty:

I,....., hereby declare that the information provided in this self-appraisal form is true, accurate, and complete to the best of my knowledge and belief. I understand that this self-appraisal is a reflection of my performance, contributions, and achievements during the specified appraisal period. I accept the feedback and constructive criticism and I am responsible for implementing the recommended remedial action.

Signature of the Faculty

Observations, Recommendation and Suggestions of Head of the Department

Observations:

Recommendations/Remedial Measures Suggested:

Recommendations / Approval of Principal

ANNEXURE VII
EVALUATION PERFORMA FOR THE TECHNICAL STAFF FORMAT
Academic Year.....

Name of the Employee				
Department				
Designation				
Date of Joining				
Experience in CCET				
Common duties assigned				
			No.	Total Score
Number of short-term courses/training programmes completed during the service period in CCET (Attach copies of certificates verified by HOD) (3 Points per course/certificate.) (Max. 12 Points)				
Number of Consultancy projects completed (Attach details verified by HOD) (2 Points per project.) (Max. 8 Points)				
Date & Signature of the Staff:				
Evaluation by the HOD (Max. 15 Points) (Confidential)	Efficiency and Knowledge in handling the labs (5)	Cleanliness and regular maintenance of the labs (5)	Maintaining the registers in the Labs (5)	Total Score (15)
Evaluation by the Principal/Director (Max. 15 Points) (Confidential)	Contributions at Institution Level (5)	Additional Duties Performed (5)	Attendance & Discipline (5)	Total Score (15)
HOD: Signature & Date:			Grand Total	
Principal: Signature & Date		Director: Signature & Date		