

# **IES COLLEGE OF ENGINEERING**

**CHITTILAPPILLY, THRISSUR- 680 551**

**Approved by AICTE, New Delhi,**

**Affiliated to APJ Abdul Kalam Technological University.**

**A NAAC Accredited Institution**



# **SERVICE MANUAL**

## **PREFACE**

IES College of Engineering, the flagship institution of IES Education City is conceived and developed as a Hi-Tech technical training institution with state of the art facilities conforming to the specifications of AICTE, New Delhi and APJ Abdul Kalam Technological University. Situated in the midst of lush greenery, IESCE offers technology related education of exceptional quality to students by developing their total personality with due emphasis on ethical values and preparing them to meet the growing challenges of the industry and diverse societal needs.

This NAAC accredited institution with state of the art facilities has been in the forefront of providing quality professional education in Engineering & Technology since 2003. Right from inception, IESCE concentrated on providing quality education in a highly disciplined environment. Pursuing the goal of constant learning, the Institution prepares the students to score commendably in the academics. The working environment is such, students as well as faculty are inspired and supported to attain high standards of Education and skill sets and shine in their chosen path. Faculty, with their impressive Academic, Research and Industrial experience lead the students to achieve 'Excellence' and 'Competence'. This, in turn, enhances the core strength of students and enables them to realize all-round development.

The college is governed by Board of Directors with almost five decades of yeoman service in the field of education in the international arena whose aim is to provide total quality education among student community.



# **INDEX**

CHAPTER – 1 – TERMS

CHAPTER – 2 – CAREER PROSPECTS

CHAPTER – 3 - CODE OF CONDUCT FOR EMPLOYEES

CHAPTER – 4 – GENERAL SERVICE CONDITIONS

CHAPTER – 5 - PROMOTIONS

CHAPTER - 6 – DISCIPLINARY ACTIONS

CHAPTER – 7 – LEAVE RULES

## CHAPTER 1

### TERMS

These rules will be known as “**IES College of Engineering Chittilappilly Service rules**”.

These rules will be deemed to have come into force with effect from **01.01.2016**

The rules are applicable only to all permanent employees of the college.

- + **MANAGEMENT** means the Managing committee of the IES College of Engineering Chittilappilly.
- + **BOARD OF DIRECTORS** means persons nominated by management.
- + **OFFICE BEARERS** consists of President, Sr. Vice President, Vice President, General Secretary, Secretary and Treasurer.
- + **COLLEGE** means the IES College of Engineering Chittilappilly.
- + **UNIVERSITY** means APJ Abdul Kalam Technological University, the affiliating University.
- + **PRINCIPAL** means the head of the institution authorized by the Management to discharge the duties and responsibilities as defined.
- + **EMPLOYEE** means a regular employee paid from the fund of the college.
- + **VACATION** means the period of holidays authorized to be availed by the teaching staff.
- + **VACATION STAFF** means the teaching, laboratory and workshop staff.
- + **ADMINISTRATIVE STAFF** means all the staff other than vacation staff.
- + **CALENDAR YEAR** means a period from 1<sup>st</sup> January to 31<sup>st</sup> December.
- + **ACADEMIC YEAR** means a period from 1<sup>st</sup> August to 31<sup>st</sup> July or as prescribed by the University.

## CHAPTER 2

## **CAREER PROSPECTS**

### **A. RECRUITMENT :-**

Appointments will be made based on the interview by a selection board constituted by the Management as follows:-

- (a) President
- (b) General Secretary
- (c) Principal
- (d) Director
- (e) HOD
- (f) Subject Expert
- (g) HR

### **B. RECRUITMENT PROCESS :-**

- (a) HOD's prepare need based on assessment of man power at the department level which is scrutinized and finalized by the Principal.
  - (b) The requirement is sent to HR manager for approval of management.
  - (c) Applications are invited through advertisement in newspaper /website etc. by the HR manager.
  - (d) Applications are short listed by Principal / HODs.
  - (e) The qualifications, age, experience etc shall be as per AICTE norms.
  - (f) Selected candidates are intimated about the date and time of interview.
  - (g) Demo class and interviews are conducted by the selection board.
  - (h) List of selected candidates is forwarded to General Secretary for approval.
  - (i) Candidates selected for employment have to furnish the Age / address proof and original certificates for scrutiny.
  - (j) The appointment orders shall be issued by the General Secretary.
  - (k) Appointments will be on probation for a period of one year initially. On satisfactory completion of the probation period, based on the recommendation of the HOD/Principal, the management might appoint him/her to the regular services. The probationary period can be extended or the service can be terminated if the performance of the employee is not up to the mark.
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- (l) The candidate selected for appointment shall also submit the copy of valid ID proof (Adhaar card), pan card copy, bank account details for salary transfer and relieving letter from the previous employer, if employed earlier at the time of joining the duty.

- (m) Every employee should furnish correct and complete details to the appointing authority in the required format.
- (n) The age of retirement of all employees of the college shall be as per norms. However employees can be re-employed at the discretion of the Management on mutually agreed terms and conditions.

**C. PAY SCALE :-**

- (a) **Scale of Pay for faculty members** - as approved by the Management on AICTE norms and for other staff- as approved by the Management.
- (b) **ESI-** The employees coming under the provisions of Employees State Insurance Act will be covered.
- (c) **EPF-** The employees coming under the provisions of Employees Provident Fund Act will be covered.
- (d) **Service Gratuity** - Employees who complete 5 years service will be eligible for the benefit of service gratuity at the rate of half month's salary for every completed year. Those who quit service before completing 5 years of service are not eligible for service gratuity. The last drawn total emoluments will be taken into account for the payment of service gratuity. Persons appointed on contract basis with consolidated salary are not eligible for gratuity.
- (e) **Increments** - It is a periodical rise given in the rate of pay on a scale of pay. Increment at the rate applicable to the scale of pay shall be granted at regular intervals, on the satisfactory performance of the employees.
- (f) **Vacation staff** - The vacation staff (teaching faculty and technical staff) will be given one month vacation in every year with full salary. Staff members who are on probation do not have vacation.

## CHAPTER 3

### CODE OF CONDUCT FOR EMPLOYEES

- A.** Every Employee shall abide by the rules and regulations framed by the Management.
- B.** Every Employee shall maintain integrity and dignity of character, be devoted to his/ her duty, and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the best interest of the college.
- C.** An employee shall carry out duties and responsibilities assigned to him/her from time to time and observe the scheduled working hours during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission.
- D.** No employee shall take part in politics or be associated with any group or organizations, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity within the campus.
- E.** No employee shall make any statement, publish or write through any media which has an adverse effect/criticism of any policy or action of this college or is deemed detrimental to these interests of the college.
- F.** No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in strike etc. Violation of the rules will amount to misconduct and attract deterrent punishment.
- G.** An employee shall not misuse the amenities provided for him/her by the college to discharge his/her official duties.
- H.** An Employee shall not accept any gifts, presents, gratis, payments or other favors from parents, students, suppliers, contractors, dealers or anyone who could directly influence/damage/harm the business interests/ goodwill or reputation of the college
- I.** An employee shall not disclose/divulge or use any confidential information gained in the course of his/her employment in the college for personal gains profit or advantage for himself/herself or any other unauthorized person.
- J.** An employee shall not propagate/ indulge in communal or sectarian activity, discriminate against person on the ground of caste, creed, language, religion etc. or indulge in or encourage any form of malpractice.

## CHAPTER 4

### GENERAL SERVICE CONDITIONS

- A.** All the employees of the college shall abide by the general rules of conduct as specified by the college.
- B.** The college timing is from 9.00 am to 4.30 pm. All employees of the college are required to be present in the college throughout the working hours of the college on all working days. The lunch break will be 12.30 pm to 1.15 pm and on Fridays it will be 12.30 pm to 2.00 pm.
- C.** The duties of an employee shall pertain to his /her work as per the terms and conditions of appointment and such other duties as may be assigned to him/her from time to time by the Management.
- D.** The attire of staff should be modest, dignified, appropriate and professional. Male staff shall wear collared shirts with tailored pants. Female staff shall wear saree and a white overcoat while in classrooms.
- E.** An employee of the college shall devote his/her whole time to the service of the college and not engage directly or indirectly in any trade, business, private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering guest lectures or any other work undertaken with the prior permission of the Principal.
- F.** Every employee shall be given identity card appropriate to his / her classification and he/ she shall wear it while on duty. The said identity card shall carry the photograph and details of the employee. The identity card shall be issued to the employees duly signed by the competent authority. If the employee loses the identity card issued to him/her, alternate card will be provided, on payment of requisite fee. When an employee ceases to be in employment, he/she shall surrender his/her identity card to the HR.
- G.** Statutory deductions such as Income Tax, Professional Tax etc will be made while disbursing the salary.
- H.** An employee shall have to give one month notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay one month salary in lieu thereof. Any staff member taking relief from the college should obtain non liability certificate from all departments before Relieving Order is issued.
- I.** The teaching/Lab/Workshop employees shall not ordinarily resign from their posts during the course of an academic year.



- J.** Resignation once submitted by an employee and accepted by the Management cannot be withdrawn.
- K.** The services of an employee are liable to be terminated immediately on grounds of negligence of duties, gross indiscipline and fraud etc.
- L.** The services of an employee are liable to be terminated on grounds of prolonged illness, disability to discharge his/her official duties satisfactorily etc. giving one month notice or one month salary in lieu thereof for the employee.

### **ATTENDANCE**

- A.** Processing and administration of attendance and leave shall be as per procedures said by the Management.
- B.** All staff should report for duty before 9.00 am and punch out at 4.30 pm. However, 2 days late punching of attendance up to 10.00 am in a month or leaving at 3.30 pm will be allowed. After that the late punch will be treated as half CL.
- C.** Staff can sign in the Regular Attendance Register up to 9.00 am daily. The register will be withdrawn by the HR Assistant after 9 am and a common IN/OUT Attendance Register will be kept in Principal Office. All the staff who report after 9.00 am shall sign in the IN/OUT Attendance Register.
- D.** Similarly in the afternoons, the regular attendance register will be withdrawn from the desk by 4.40 pm. Staff who are leaving late due to work shall sign in the IN/OUT Attendance Register. This information of late attendance will be transferred to the regular attendance register next day by the HR Assistant.
- E.** Disciplinary actions will be taken for mishandling of punching or signing in attendance register. No staff shall overwrite in the Attendance Register and under any circumstance, crossing the signature or using whitener is not permitted. –(kindly refer to the Chapter 6 Disciplinary Actions)
- F.** Late attendance or absence from the place of work without permission will entail disciplinary action. Absence without prior sanction will be treated as un-authorized absence.

### **BREAK OF SERVICE**

- A. An employee who left the college once and rejoined later will not be eligible for continuous service benefits.
- B. Those who took leave on medical grounds with prior intimation to the College Authorities may be considered for continuous service benefits, provided that the leave does not exceed 6 months and application with valid medical certificate has been properly submitted.

**TRAVELLING ALLOWANCE**

- A. Traveling allowance is the allowance given to a staff member to compensate the expenses incurred by him/her for the journey/ travel performed in the interest of the institution as per the instructions of competent authority.
- B. Actual expenses incurred will be reimbursed to the staff members if journey particulars in the prescribed form along with evidence in support of the claim is submitted duly recommended by the competent authority.

## **PROMOTION**

- A.** Faculty members satisfying the requirements of AICTE regarding qualification and experience may be considered for promotion to a higher grade, provided there is a vacancy available. Those who satisfy the requirements for promotion to higher post may file application requesting for promotion. They will appear before the Selection Board for performance appraisal and suitable decision on such applications. Performance review of all regular faculty members who complete one or more years of service in the college is done annually.
- B.** The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualification required for the higher post.
- C.** An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

## **CHAPTER 6**

### **DISCIPLINARY ACTIONS**

- A.** All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- B.** Punching the attendance / signing the attendance register whichever process is followed should be done as soon as one report to duty. Late punching / late signing of the attendance will not be entertained within the institution and will be marked in red.
- C.** Punching / signing attendance where one has left for the day as half day or early leaving with permission OR signing by mistake / signing on wrong dates all these actions will be reported and disciplinary actions or demand of apology letters will be initiated.
- D.** As part of the disciplinary action, the following actions can be taken after establishing the facts.
  - (a) Censure
  - (b) Withholding increments/promotion
  - (c) Recovery from salary, whole or part of any financial loss caused for the college due to negligence of duty or breach of orders/rules.
  - (d) Suspension
  - (e) Removal from service
  - (f) Dismissal from service.

## **CHAPTER 7**

### **LEAVE RULES**

#### **General Rules**

Leave cannot be claimed as a matter of right in the exigencies of services; the competent authority may refuse or revoke any kind of leave at his/her discretion. Application for leave of any kind shall be made in the prescribed form and submitted to the sanctioning authority in advance.

**DIFFERENT KINDS OF LEAVE ADMISSIBLE:**

- (a) Casual Leave
- (b) Earned Leave
- (c) Leave without salary
- (d) Maternity Leave
- (e) Compensatory Leave
- (f) Duty Leave
- (g) Vacation Leave

**(a) Casual Leave (C/L)**

- Application for casual leave shall be made in the prescribed form and submitted to the Sanctioning Authority in advance.
- Administrator and Heads of Departments will sanction the Casual leave of all their subordinate staff. The Principal will sanction casual leave of all Heads of Departments.
- Casual leave may be granted to Regular and Temporary staff to the extent of 12 days.
- Casual leave proportionate to service alone will be granted. Normally casual leave exceeding 3 days will not be granted at a time.
- Sundays and Holidays occurring within the period of leave will not be counted as casual leave.
- Casual Leave cannot be combined with any other kind of leave.

**(b) Earned Leave**

- Non-Vacation staff are eligible for earned leave with full salary at the rate of 1 day for every 20 days of effective service after successful completion of probation period.
- Employees on probation are eligible for earned leave at the rate of one for every 30 days of duty completed but this will be credited to their account only on successful completion of probation.
- Earned Leave is not admissible to employees who are permitted to avail vacation. Earned leave cannot be accumulated for more than 100 days at a time.
- The maximum days of Earned leave that can be availed at a time is limited to 30 days.
- For prolonged hospital treatment this period can be extended up to 60 days provided Medical Certificate from the competent Medical Officer has been submitted with request.

**(c) Leave without Salary (LWS)**

- Leave without Salary may be granted to staff members on their request under special circumstances when no other leaves is admissible by rule.
- Employees on probation will not normally be allowed to avail Leave without Salary.
- The probation period of the employee will be extended by the period of LWS availed if any during Probation. Only in very exceptional cases such leave will be entertained during Probation.
- LWS may be granted up to a maximum period of 60 days on Medical and similar unavoidable reasons. The period spent on LWS will not be reckoned for calculating Earned Leave.

- LWS may be granted in continuation of Maternity Leave without a Medical Certificate. However the maximum period of maternity leave including LWS should not exceed 90 days.
- Holidays coming within the LWS will be counted as leave period.
- Application for leave without salary up to 30 days shall be submitted in the prescribed form to the Head of Institution.
- Application for LWS exceeding 30 days shall be submitted in the prescribed form to the management through the Head of Institution for sanction.

**(d) Maternity Leave (Mat/L)**

- The female employee who has satisfactorily completed Probation and appointed on a regular basis is eligible for maternity leave for a period of 90 days from the date of its commencement or 60 days from the date of confinement whichever is earlier.
- Of these 90 days, 60 days will be with full salary and the remaining 30 days will be without salary.
- As per AICTE teaching staff can avail to the maximum of 90 days of maternity leave.
- Only employees registered under the Employees State Insurance Act (ESI) can avail maternity leave to the maximum of 180 days.
- Maternity Leave can be combined with any other leave other than C/L.
- Maternity Leave will be sanctioned only twice during entire period of service.

**(e) Compensatory Leave (Comp/L)**

- If an employee is required to work on holidays or off days, he/she is entitled for Compensatory leave equal to the amount of days worked during holidays/off days.
- Under any circumstances the compensatory leave should not exceed 12 days in a year.
- Application for the compensatory leave shall be submitted to the Head of the Institution for sanction.
- Compensatory Leave shall become due from the first working day after the holidays/off days during which the employee has worked, and shall be availed of by the employee within 2 months of its falling due.

**(f) Duty Leave (D/L)**

Leave on duty may be granted to employees when deputed to represent the college for participating in the following.

- University Examination duties, Relief Camp/Relief work of major calamities, for attending election classes and for Training.
- Seminars, Cultural or sporting events of Zonal/State/National/International importance.
- Receiving awards of Zonal/State/National/International Level constituted by Govt. or reputed institutions.
- Duty certificate should be produced by the concerned employee. Duty leave will be entertained only on production of duty certificate from the authority concerned.

**(g) Vacation Leave (V/L)**

Teaching faculty/technical staff will have the privilege of vacation leave (V/L) as per the HR leave norms with the permission of HOD and Principal.

**LEAVE SALARY**

- A.** An employee availing the following kind of leave is entitled to leave salary amounting to full pay and allowances admissible had he/she been on duty.
- a) Casual Leave
  - b) Earned Leave
  - c) Maternity Leave
  - d) Compensatory Leave
  - e) Duty Leave
  - f) Vacation Leave
- B.** No leave salary is payable to an employee availing leave without salary.
- C.** Vacation salary is admissible to a staff member only if he/she is present both on the closing and opening days in an academic year. This rule, however, is relaxed when he/she is allowed to combine vacation with any kind of leave except Casual Leave sanctioned under exceptional circumstances as stated under rule 10 in 2.2 above.
- D.** Guest faculty or similar staffs employed on hourly contract or temporary basis are not eligible for vacation salary.
- E.** The Sanctioning Authority reserves the right to reject any type of leave at its discretion.

## **CONCLUSION**

### **RIGHT OF MANAGEMENT**

The Management reserves the right to alter, modify or nullify the service rules outlined above at its discretion if decided by the Board of directors of IES.