



**CHRIST**  
COLLEGE OF ENGINEERING  
IRINJALAKUDA

**Affiliated to KTU | Approved by AICTE | Managed by CMI Fathers**



# HR POLICY 2022

[www.cce.edu.in](http://www.cce.edu.in)

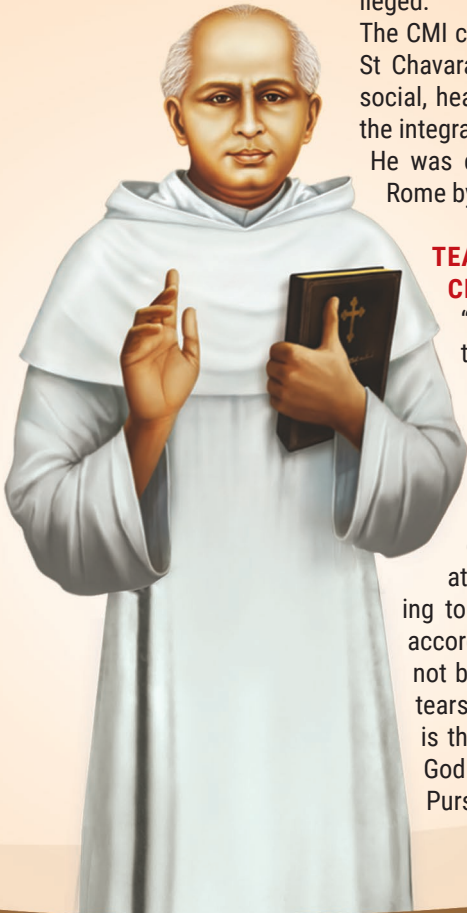
## OUR INSPIRATION

### ST. KURIAKOSE ELIAS CHAVARA 1805-1871

An educationalist and a social reformer of nineteenth century. St. Chavara founded the Carmelites of Mary Immaculate (CMI) congregation in 1831 to serve the marginalised and underprivileged.

The CMI congregation, inspired by the vision of St Chavara, renders its service in educational, social, health care and other sectors aiming at the integral development of society.

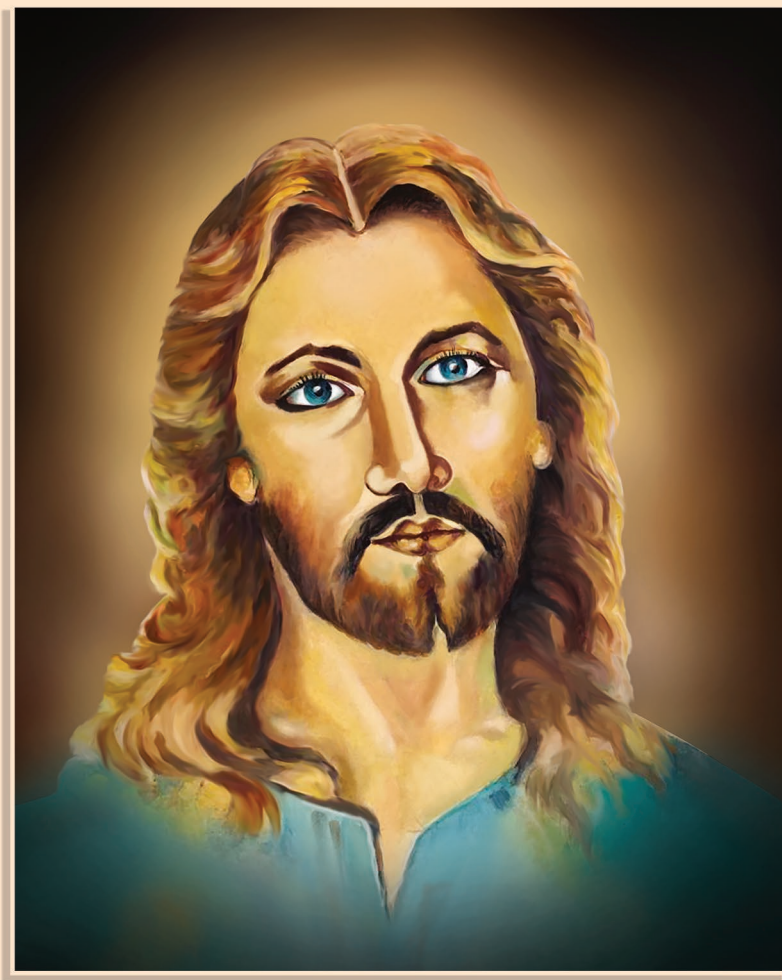
He was canonised on 23 November 2014 in Rome by Pope Francis



### TEACHINGS OF ST. KURIAKOSE ELIAS CHAVARA

“Children, you are God’s investment in the hands of your parents. Trust your mother, God will hear your mother’s request like the baby’s.. Laziness fosters evil habits. Good friends will make you good. Regular reading of good books and meditating on them will illumine the mind. Your attire and sanctity ought to be according to your age. Your profession must be according to your knowledge and age. Do not be the cause for your parents to shed tears on account of you, The humble man is the greatest among men. You belong to God and you should be given back to God. Pursue the path of truth and justice.”

**CHRIST College of Engineering (CCE)** was born out of the educational vision of St Kuriakose Elias Chavara and managed by CMI fathers...



"I am the light of the world. Whoever follows me will not walk in darkness, but will have the light of life."

*John 8:12*



**CHRIST**  
COLLEGE OF ENGINEERING

## HR POLICY

The contents of the Human Resource (HR) Policy of Christ College of Engineering, Irinjalakuda, Thrissur, are parts of the regulations of the institution and hence shall be applicable and binding on all members of teaching, non-teaching, technical and supporting staff of the institution in the manner stated therein. Any later edition of this HR Policy has to be made on the original kept in the College office and signed by the Executive Director. This HR Policy will be amended from time to time by the management. Any further edition to this should have the month and year in which the changes are made in the HR Policy.

This HR Policy is the property of Christ College of Engineering and should be returned along with the other documents/materials in the event of resignation or termination of employment.



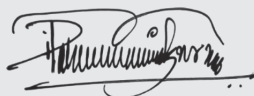
# LETTER OF PROMULGATION

Christ College of Engineering is committed to its Vision “To be a premier technical institution that nurtures professionally competent and socially responsible engineers through quality education, training and research”.

The institution’s success depends to a great extent on the faculty/staff members who have contributed to creating a work culture founded on the values of integrity and commitment.

To set the institution to continue on the growth path in line with the framed objectives, the institution is following a set of rules and regulations to govern the selection and service conditions of the Faculty/Staff from the college’s inception. The Faculty / Staff service rules and HR policy was last updated in July 2020

We are glad to promulgate the HR Policy 2022, which we hope will serve as a collection of information and guidance and will be a helpful manual for our faculty and staff in discharging their duties.



**Fr. John Paliakara**  
Executive Director  
Christ College of Engineering



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## VISION

To be a premier technical institution that nurtures professionally competent and socially responsible engineers through quality education, training and research.

## MISSION

- Implement state-of-the-art teaching-learning practices with qualified faculty and supportive infrastructure to impart knowledge in modern technologies.
- Create a quality education system that encourages faculty and students to involve in meaningful research for the benefit of society.
- Inculcate leadership qualities, ethical values and foster professionalism with the spirit of innovation and lifelong learning.





(Established in 2015 under Christ Educational & Charitable Trust, Irinjalakuda)

## QUALITY POLICY

Christ College of Engineering is committed to achieve excellence in the higher education by providing a conducive platform for both students and faculty by creating an educational system based on quality education and ethical values. The college is also committed to continually improve its teaching learning practices and implement a holistic development of student community to meet the needs of the industry and society.

## CORE VALUES

- Faith in God
- Moral uprightness
- Integrity and Teamwork
- Empathy and Compassion
- Innovation and Professionalism

## MOTTO

**FREEDOM WITH RESPONSIBILITY**



# 1 INTRODUCTION

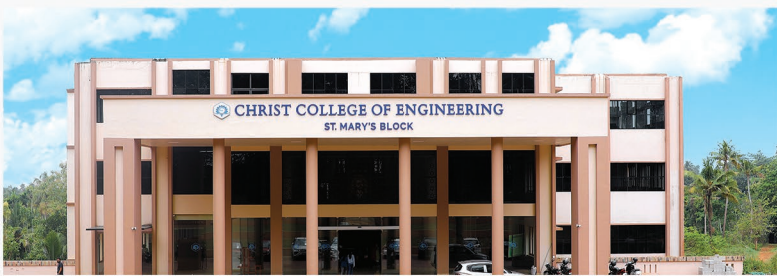
## **The Management**

The Carmelites of Mary Immaculate (CMI), the first indigenous religious congregation for men in India, was canonically established in 1855. Drawing inspiration from the founder, St. Kuriakose Elias Chavara, a great visionary, reformer and religious leader of the 19th century, the CMIs played a significant role in the education sphere in Kerala in the late 19th century. The educational journey, which thus started in the 19th century, gradually grew and now the congregation has a vast network of 448 institutions - including over 200 schools, 14 university affiliated colleges, 3 engineering colleges, 12 technical institutes, 1 university, 1 medical college, 3 B.Ed. colleges, 5 special schools, 18 non formal educational institutions and 17 cultural centres spread all over India and beyond.

## **The Institution**

Christ College of Engineering (CCE) is a service-oriented educational organisation and a knowledge hub of higher education in Irinjalakuda. The organisation is operated and managed by CMI Congregation of Devamatha Province, Thrissur, aiming to develop the state's higher educational and socio-economic sectors. The institution was registered under Christ Educational and Charitable Trust, Irinjalakuda, in 2015. The organisation's goal is the holistic growth and development of a higher education platform and making it available to all social groups by incorporating resources and empowerment. From its inception, the organisation has endeavoured to accomplish its goal through collective efforts, proper infrastructure and skill development. CCE functions per the State and Central Government Educational Policies and abides by the laws of the nation in force. The institution co-operates with government, public and private organisations and projects that share its objectives and practices. The organisation works with a democratic structure and is committed to maintaining transparency and accountability in the execution of its objectives and plans.

Christ College of Engineering, Irinjalakuda, is committed to reforming the higher education domain to global standards through good administration and quality technical education policies. AICTE approves



this college, vide Order No. South-West/2015/1-2478389201 dated 30.04.2015 and affiliated to APJ Abdul Kalam Technological University vide Order No. KTU/A/602/2015 dated 15.05.2015.

At its inception, CCE offered five undergraduate programmes (B.Tech) in Engineering. Civil Engineering (CE), Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), Electrical & Electronics Engineering (EEE), and Mechanical Engineering (ME): with an intake of 60 in all the branches. CCE is affiliated with A P J ABDUL KALAM TECHNOLOGICAL UNIVERSITY (KTU).

**To effectively offer the B. Tech. programs,  
6 academic departments have been formed.**

## Departments

- Department of Basic Sciences & Humanities
- Department of Civil Engineering
- Department of Computer Science & Engineering
- Department of Electronics & Communication Engineering
- Department of Electrical & Electronics Engineering
- Department of Mechanical Engineering

**Other than the academic departments, the following departments are also functioning for the smooth running of the institution.**

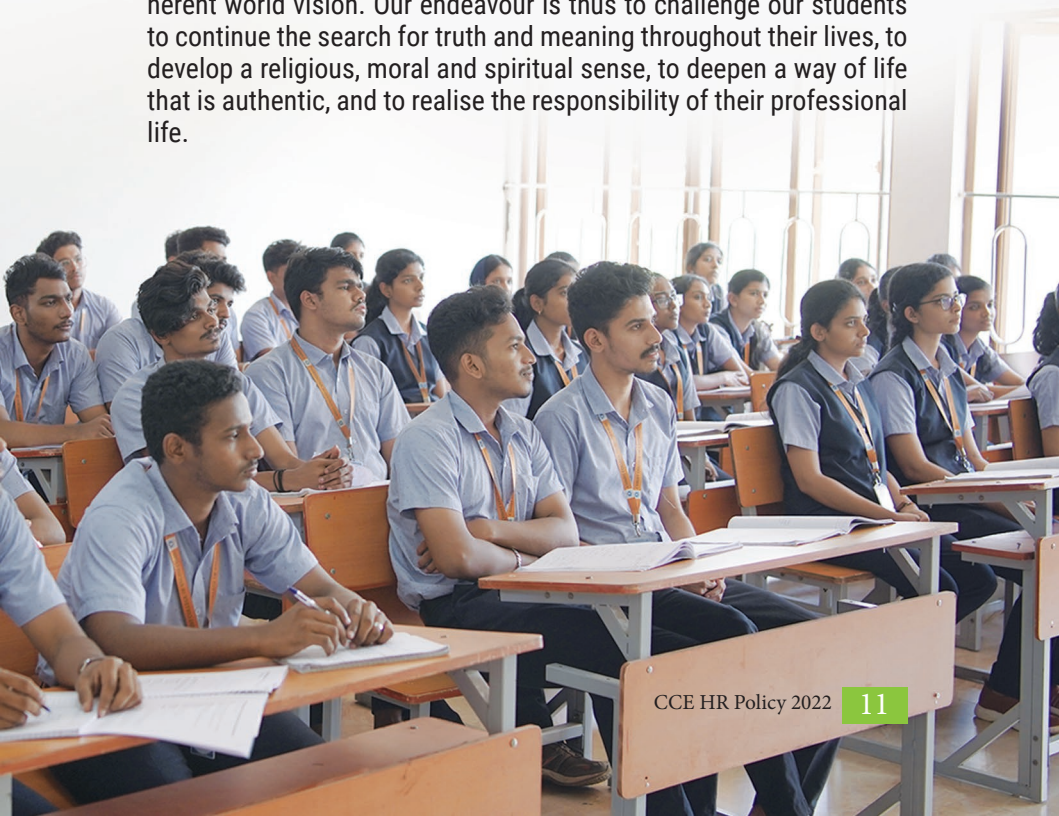
- Administrative Office
- Library
- Placement cell

## IN LINE WITH THE VISION & MISSION

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- We focus on engendering a high level of social, professional and humanitarian commitment in our students and towards building up a society of ethical work and enterprise. Our thrust is to mould the minds of our students to respond imaginatively and ingeniously to the challenges posed by globalisation, evolving technology, and changing economic trends; and in time to influence the intellectual, social and spiritual spheres of the 21st century.
- We seek to create an academic community united in its spirit of inquiry, love of knowledge, passion for truth, confidence in reason, and social responsibility. We also strive to promote our students' ethical, civic and humanistic dimensions, thereby inspiring them to use their competence in an individual discipline within the framework of a coherent world vision. Our endeavour is thus to challenge our students to continue the search for truth and meaning throughout their lives, to develop a religious, moral and spiritual sense, to deepen a way of life that is authentic, and to realise the responsibility of their professional life.



## FACULTY AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between their precepts and practice. The national ideas of education which have already been set forth and which they should seek to inculcate among students must be their ideals. The profession further requires that teachers be calm, patient and communicative by temperament and amiable in disposition.

Faculty should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Follow the Outcome Based Education (OBE) method of teaching and learning process.
- Follow the IEEE code of Ethics.
- Seek to make professional growth continuous through study and research.
- Perform their duties in teaching, tutorials, practicals, seminar and project work consistently and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and university, such as: assisting in appraising applications for admission, advising and counselling students, as well as assisting in the conduct of university and internal examinations, including supervision, invigilation and evaluation.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and (or) professional organisations to change any such rule detrimental to the professional interest.
- Participate in the extension, co-curricular and extra-curricular activities, including community service.
- Express sincere opinion while participating in gathering such

as professional meetings, seminars and conferences towards contributing knowledge.

- Maintain active membership in professional organisations and strive to improve education and profession through them.
- Treat other professional members in the same manner as they wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Refrain from undertaking any other employment and commitment, including private tuition and coaching classes, which will likely interfere with their professional responsibilities.
- Cooperate in formulating the institution's policies by accepting various offices and discharging responsibilities which such offices will demand.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Should adhere to the conditions of the appointment.
- Refrain from availing themselves of leave except on unavoidable grounds and as far

as possible with prior intimation after making alternate arrangements, considering their particular responsibility for completing the academic schedule.

- Recognise that education is a public service and strive to keep the public informed of the educational programs being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and participate in such activities as would be conducive to the progress of society and the country as a whole.
- Perform the duties of citizenship. Participate in community activities and shoulder responsibilities of public offices.
- Refrain from participating in, subscribing to, or assisting in any activities that tend to promote hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.



## Faculty

- Preparation of course plan with detailed break up of topics for the courses to be handled in the succeeding semester, as per the guidelines.
- Formulate the COs for every course and the CO - PO mapping matrix and get them approved by appropriate committees.
- Collect Interim Course feedback form for COs from students after every Series test.
- Do the gap analysis and take measures to bridge the gap wherever needed.
- Collect End Semester Course Evaluation Form and faculty evaluation form from students at the end of every semester.
- Collect the feedback forms from the Alumni during their visit for Alumni interactions / Alumni meetings.
- Submit the monthly syllabus coverage report to the HOD/ Principal as and when required.
- Convene the course and class committee meetings as directed by the university and maintain the minutes in the prescribed format.
- Effectively utilise the teaching hours for the benefit of the students, duly adapting the teaching methodology as may be specified for the particular course, including holistic education classes.
- Make use of ICT teaching tools, to improve the effectiveness of teaching-learning process wherever needed.
- Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any other faculty members of the same class (or) engaging class on Saturday.
- The Series tests and assignments questions should indicate the COs and Blooms Levels.
- Conduct the series tests as per the regulations and guidelines of the university .
- Evaluate the answer sheets of Series tests and end semester examinations and prepare result analysis report in the prescribed format in time.
- Calculate the CO attainments as per prescribed rubrics for all Series Tests and assignments as well as the Direct and

Indirect PO attainment from that particular course. The PO attainments are to be sent to the NBA Coordinator of the Program after the completion of every course.

- As part of mentoring, the students in a class may be divided into above-average and average categories. The above-average category students may be given challenging assignments and projects from the first semester onwards, and remedial classes may be arranged for others.
- Participate in academic discussions initiated by the HOD/ Coordinator.
- Suggest areas of modification, improvement or changes required in the curriculum/ syllabus in the department meetings.
- Suggest relevant study materials/journals/books for student reading and/or procurement by the college library.
- Carry out any other responsibility specified by HOD/ Coordinator/KTU/Principal.

## **ADDITIONAL JOB DESCRIPTION FOR FACULTY ADVISOR**

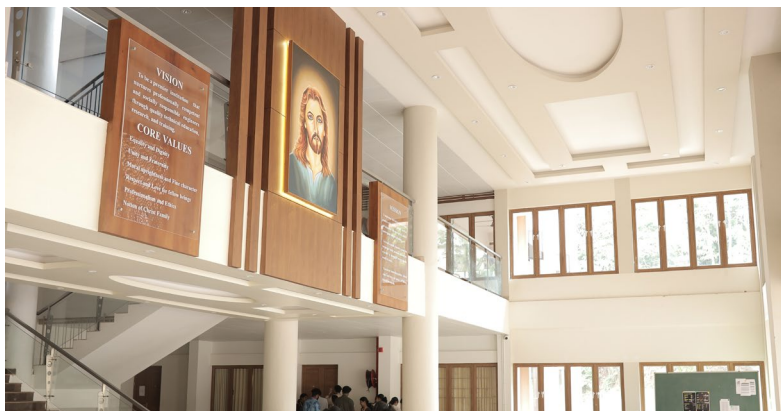
The faculty advisor should be a friend, guide and respectable teacher to the students. Regular interaction with the students and parents should be maintained to identify student problems and suggest solutions.

### **The faculty advisor should:**

- Constantly monitor the student's attendance, attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities.
- Maintain and update Student Records regularly from the First year onwards.
- Collect and analyse the Mentoring feedback forms from the students after every semester.
- Identify the non/under-performing students and ensure their improvement by suitable measures, including mentoring, arranging remedial classes, and discussing with parents.
- Collect the Graduate Exit Survey from students at the end of the Programme.
- Collect the feedback from Parents and Employers.
- Interact with other class faculty members for feedback on student

performance and ensure appropriate corrective action.

- Verify the daily absentees' report for necessary follow-up on habitual latecomers and absentees.
- Regularly monitor and update the students' Mentoring Card by entering the end semester exam marks, credits, achievements, punishments etc and intimate the parents.
- Advisors should arrange for the study group activities.
- They may accompany the students in the study tour, and arrange industry visits of the students.
- They should assist in selecting the class representative, study group leaders, and representatives for arts, sports, magazine, technical association, industry institute interaction and placement cell.
- Encourage and help students for doing Internships and online courses.
- Keep account of activity points semester wise in KTU activity book.
- Assessing the character and conduct of the students regularly and record in the Mentoring Card Students Record in each semester.



## **JOB DESCRIPTION FOR HOD**

- Responsible for efficient functioning of the Department with reference to its Vision/Mission/Programme Educational Objectives – manage the department in a professional manner.
- Develop and schedule the activities of the department for the academic year – preparation of departmental calendar and time table.
- Ensure judicious class/job allocation to the faculty members.

- Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- Formulate class committees for the various semesters at the beginning of each semester.
- Formulate the Departmental Advisory Board (DAB) at the beginning of each Academic year and convene one meeting per semester.
- Maintain updated records of the end semester results of students and keep the arrear track records.
- Ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.
- Ensure a harmonious working environment to nurture a healthy academic community and assist in resolving differences.
- Review and recommend all relevant records of concerned faculty members including the Annual Performance Index (API).
- Initiate opportunities and avenues for regular faculty knowledge-sharing sessions, at least after every Faculty Development Program (FDP) attended by the faculty. Ensure that each faculty member takes turns presenting a recent article from a leading international journal to his/her colleagues in the department at least once a month.
- Encourage regular academic discussions for subject exposure among the relevant faculty members in and outside the department to facilitate knowledge sharing and updating.
- Identify and arrange special lectures for different subjects in consultation with the concerned faculty.
- Inspect concerned department classes at least once in a semester.
- Make alternate arrangements to engage all the classes in case of short notice of leave by faculty members.
- Maintain overall student discipline in the department as per college handbook and guidelines, with due co-ordination with the faculty advisors, with regard to attendance, uniform, attitude, conduct, assignment completion, etc.
- Resolve academic and non-academic students' difficulties in due consultation with the faculty advisors and refer essential cases to the Counselor, with a discrete note of reference.
- Take all efforts from the department side to enhance the employability and placement readiness of the students in the department.

- Convene regular faculty meetings to assess and review the progress of planned activities.
- Convene class committee meetings at the beginning of each semester. After every Series Test, get the students' feedback on gaps in CO attainment and analyse the Series Test results.
- Conduct pre-examination and post-examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures, etc to improve the student performance/results.
- Comply with the reporting requirements and submissions specified by college and university.
- Finalise the workload/allotment and timetable for the next semester immediately upon completion of the current semester.
- Develop proposals for improved teaching methods, new academic programs of practical significance, industrial training and internship etc.
- Explore the avenues for enhancing the placement readiness by converting the department into a value centre.
- Submit the Annual Performance Index, Self – Appraisal feedback by each Faculty and Performance Appraisal of Faculty by HoD every year to Executive Director.
- Convene meetings as per the regulations.
- Submit department budget proposals every year on time, and ensure that the fund is utilised effectively.
- Encourage the faculty to publish patents, books and papers in reputed journals.
- Maintain all documents per the university guidelines and make them available during internal and external academic auditing.
- Make sure that the physical stock verification of all items in the laboratories and the department is done annually.
- The various initiatives by staff members are reported properly to management.



## **JOB DESCRIPTION FOR FACULTY LAB IN-CHARGE**

- Maintain and update stock register.
- List out the requirements for purchase of equipment.
- Initiate Purchase procedure.
- Quality checking and stock entry of new equipment.
- Proper Lab maintenance.
- Maintain Displays and Boards as per curriculum.
- Maintenance of systems, if any, even when they are not used.



## **INTERNAL EXAMINATION CELL**

The Principal constitutes the convener and other members in consultation with the Executive Director.

- Conduct of Series Tests and Documentation of attendance.
- Preparation of the time table of Series Tests, setting, scrutiny and printing of question papers and collection of answer sheets.
- Allotment of classrooms & invigilation duty.
- Informing the date and time of Series Tests well in advance to the students and parents through mail or SMS.
- Reporting absentees in Series Tests to parents, faculty advisors and HoDs.

## **UNIVERSITY EXAMINATION CELL**

The Principal appoints a convener and other members in consultation with the Executive Director.

- Conduct University Exams
- Documentation & Handling over of University Question Papers & Answer sheets
- Classrooms & Invigilation duty allotments
- Attending examination duty by faculty as per work allotment assigned by the Controller of Examinations/Principal is mandatory.
- Request for any adjustments in the allotted schedule should be made well in advance.
- As a matter of policy no leave shall be approved during examination days except for unavoidable exigencies.
- Any leave approval during the examination period, must be cleared by the Controller of Examinations /Principal.
- The faculty members appointed as examiners for Lab practical exams should conduct the exam as per schedule and forward the marks to university on time after discussion with HOD and Principal.
- The faculty members appointed by the university as examiners for valuation should complete their duties as per the University schedule.

## **GRIEVANCE REDRESSAL MACHINERY**

The Principal appoints a convener and other members in consultation with the Executive Director.

- Grievances, if any, may be presented to the Grievance redressal convener / HoDs / Principal / Executive Director.
- There should be sincere efforts from the part of the members to find solutions for the problems.
- All matters requiring the intervention of the higher authorities should be presented in person and in writing.
- The Committee objectively and with due respect to the Institutional goals, looks into the grievances and takes appropriate action to find remedy for the problem.

## OTHER RULES & REGULATIONS

- All Faculty members should follow the code of professional ethics for Engineering College Teachers.
- All Faculty members should follow the dress code and wear ID card. Mobile phones shall be used only in the faculty cabins.
- All the Faculty members should be punctual and prompt to the class, engage the class full time and should take the attendance of the students and keep the records up to date.
- Tutorial and practical classes should be engaged effectively.
- Individual attention should be given to each student in the class.
- The COs of all the courses for the semester should be discussed in the first class of every semester.
- The teaching and learning plan should be given to the students at the beginning of the semester, and the University question papers of previous years should be discussed in the class.
- Power point slides shall be used for taking classes wherever possible, together with chalk and board.
- All submissions are to be made in time as per the directions of the HOD/ Head of the Institution. Series Tests, assignments, seminars, project works, Lab / Practical etc. should be evaluated and marks to be entered within one week.
- Delay in submission may be considered as dereliction of duty.
- All the Faculty members should take interest in technical activities such as publishing papers in reputed journals, books and manuals, organising seminars and workshops, undertake projects and research works.
- Active participation in all the college programs, such as helping the office and support for the implementation of policies of the management.
- Every member of the faculty shall devote the whole time to the duties in the college and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned/involved in any trade business or canvassing/consultancy work, private tuition or the like of remuneration kind or of an honorary nature without the specific written permission of the Executive Director.
- Notwithstanding anything contained above, whenever the college



undertakes any consultation work for any private firm or institution, such members of the faculty, as required, will be assigned by the Head of the Institution to participate in such projects subject to the conditions laid down from time to time.

- The faculty must endeavor every effort to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every faculty member is expected to extend their beneficial influence in building up the students' personalities and should associate themselves actively with such extra-curricular activities assigned to them from time to time.
- No faculty member shall apply during their service in the college, for an appointment outside or send an application for study or training, except with the prior permission of the management and such applications should be routed through the HoD / Principal.
- For the development and progress of the department / College, all members of the faculty should work as a team and they should also maintain a cordial relationship with interdepartmental activities.
- In any meeting, decorum should be maintained and even to express differences of opinion, diplomatic words should be chosen so that nobody is hurt. They should report in time for the meeting and get permission from the chair to leave early.
- Faculty members should take prior permission from the HoD/ Principal / Executive Director to contact any outside Agency or to contact/ make representations to higher officials of University/ State Government/ AICTE/ members of the managing committee, for any matter related to the college/ hostel.
- All faculty members shall also be governed by the general rules/ norms practiced by the college.

## 4

# MANPOWER PLANNING

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

## WORKLOAD

As per AICTE norms, the faculty's workload is 40 hours per week.

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





- A relaxation of two hours in the work load may be given to HODs/ Faculty who are actively involved in administration.
- The norms of work load stipulated in the revised AICTE/UGC scheme will be strictly enforced to all the staff members in Christ College of Engineering
- The minimum teaching hours for different cadre shall be as follows:  
Principal : 6 hrs / week  
Professor : 14 hrs / week  
Associate Professor : 14 hrs / week  
Assistant Professor : 16 hrs / week
- All faculty members should guide the student's projects. All must find time to guide, listen to the presentations and evaluate their student projects. This will not be considered as additional work load.
- The total working hours of 40 hours/ week includes teaching, research, laboratory work, drawing and practical classes, assignment valuation, preparation for class work, library reading, examination invigilation, paper valuation, accompanying students for study tour, advisor duties, students counseling, meeting parents, guidance of extra-curricular activities of students, helping administration, placement related activities, remedial classes, GATE coaching , duties as committee conveners/members and other similar activities in the campus.
- The work plan of teachers shall ensure, in the most productive manner, the utilisation of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the department/ Institution.
- Teachers should be present in the institution during the regular working hours unless engaged in official work outside.
- All Faculty members should submit the syllabus coverage report to the HOD on the last working day of every month.

## **ATTENDANCE**

All staff members have to punch their attendance and sign in the attendance register in the Forenoon before 09.00 am and in the afternoon after 04.30 pm.

- As per AICTE norms, faculty – student ratio is 1:20 for undergraduate programmes. The faculty-student ratio is computed at the institutional level. The ratio is calculated based on the total number of faculty

members and students in an academic year (2 semesters). The faculty members on maternity leave and those deputed for PhD coursework are to be considered while calculating faculty-student ratio.

- For Laboratory classes and Tutorials the batch strength shall be 30 and two faculty each to be allotted.
- No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, suppose two or more faculty members in a department are proceeding on maternity leave, medical leave, long leave with loss of pay, etc. around the same time. In that case, provisional faculty shall be appointed for that period based on need.
- Additional workload caused by a vacancy likely to exist only for a few months must be shared among faculty members of the concerned departments.

## **FACULTY REQUIREMENT**

The HODs shall prepare the department faculty workload as per the above guidelines for the academic year (both odd and even semesters) at least one month in advance. Relevant details of the department faculty work load shall be presented and it will be scrutinised by the Principal and after necessary modifications, get it approved by the Executive Director, who initiates the recruitment process. Services from senior Faculty from Industry can be availed as per the requirement of the department.





## RECRUITMENT PROCEDURE

### NOTIFICATION, SELECTION and RECRUITMENT

- The faculty vacancy positions will be notified in the leading newspapers as the management decides. The advertisement shall specify the minimum qualifications and other requirements for the post(s) as per the norms prescribed by AICTE or other competent authorities. Apart from this, notification will be given on the institution web site inviting applications in the prescribed format.
- Faculty members already serving Christ College of Engineering and meeting the notified requirements can apply for the direct recruitment to higher posts only if specifically called for in the advertisement.
- The last date for submission of applications against advertisements will be as decided by the management.
- The screening and short listing of candidates for interview shall be done by a committee constituted by the Executive Director. A written test/interview shall be conducted for screening and shortlisting if required.
- As M.Tech is the basic qualification for teaching as per AICTE norms, any teaching /industry/research experience prior to obtaining M.Tech will not be considered as relevant experience for teaching post of Assistant Professor for external candidates for direct recruitment. However, such teaching experience in Christ would be considered for internal candidates during direct recruitment.
- Teaching experience - Faculty member who teaches full time in AICTE/UGC recognised institution in one full academic year would be considered as having one year of teaching experience.
- Industry experience – Candidates with relevant experience in their area of specialisation from reputed firm's equivalent to Asst. Prof. Cadre and not below 2 years of experience will also be considered.
- Research experience – The period of work of full time doctoral work

will be counted for increment purpose at the level of an Asst. Professor, whereas it will not be considered for service and increment at the level of an Associate Professor at the time of direct recruitment.

- Study leave – The period of study leave of a faculty who has gone on FIP/QIP or on loss of pay will not be considered for salary increment and service benefits.
- Interview shall be conducted as and when required.
- The Interview Board shall consist of the Executive Director, Joint Directors, Principal, HoD/one senior Professor/Associate professor with PhD of the concerned discipline (subject expert) and one external subject expert from reputed academic institutions.
- Selection of candidates shall be based on merit and suitability as decided by Faculty/Staff selection board and a rank list of suitable candidates shall be prepared based on merit and forwarded to Executive Director for background verification.
- The rank list of selected candidates shall usually be maintained for six months or more, depending on the need. Suppose the number of candidates on the rank list exceeds the number of vacancies. In that case, the remaining candidates on the rank list shall be maintained for future consideration until the following advertisement for the same position.
- All direct appointments and faculty who are promoted will be on probation for a period of two years.
- On completing two years, based on AICTE norms and as per API obtained, their probation will be declared and will be considered regular faculty. The API requirement for probation declaration is 45%.
- Offer letters shall be dispatched to the selected candidates by e-mail for acceptance.
- If the candidate accepts the offer, the appointment letter signed by the Executive Director shall be issued.
- If any meritorious candidate applies for any post, even without a notification by the college, the management will be free to consider his candidature for suitable post.
- The rank list recommended and approved by the Executive Director, will be presented for ratification by the BoG members in the next BoG meeting.

## QUALIFICATION FOR APPOINTMENT OF FACULTY

Designation	Salary Scale	Qualification / Eligibility
Assistant Professor	Rs.15600- 39100 AGP Rs. 6000	<p><b>(a) Engineering discipline :</b> B. E. / B. Tech. and M. E. / M. Tech. in relevant branches with first class or equivalent in any of the degrees.</p> <p><b>(b)In Science, Library, Humanities &amp; Physical Education :</b> A Master's degree with 55% marks (or an equivalent grade on a point-scale wherever the grading system is followed) in a concerned/ relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, the CSIR, or a similar test accredited by the UGC or have been awarded a Ph. D. Degree in accordance with the UGC.</p>
Assistant Professor	Rs. 15600- 39100 AGP Rs. 7000	a) On completing 5 years service in CCE or total 7 years teaching experience in AICTE approved engineering colleges, after acquiring M.Tech and attended 3 short term courses of min. 5 days duration after serving in the scale with AGP Rs. 6000.
Assistant Professor	Rs.15600- 39100 AGP Rs. 8000	a) On completing 5 year's service at CCE and attending minimum of 3 short term courses of 5 days duration after serving in the scale with AGP Rs. 7000.
Associate Professor	Rs. 37400-67000 AGP Rs. 9000	<p>a) In Engineering : ME/M.Tech, Ph.D in the relevant branch of engineering with minimum 5 years teaching experience.</p> <p>b) In Science, Library, Humanities and Physical Education : UG &amp; PG Degree in the relevant discipline with NET or Ph.D and 15 years teaching experience in CCE after NET/ Ph.D.</p>



Professor	Rs. 37400-67000 AGP Rs. 10000	a)In Engineering : ME/M.Tech, Ph.D in the relevant branch of engineering with 10 years teaching experience. b)In Science, Library, Humanities and Physical Education : UG & PG Degree in the relevant discipline with Ph.D and 15 years teaching experience after obtaining Ph.D.
Retired Professors/ gAssociate Professors with more than 15 years teaching experience	Rs. 75,000 consolidated (for 5 days in a week) Rs. 50,000 consolidated (for 5 days in a week)	a) In Engineering : With Ph.D in the relevant branch of engineering and more than 15 years of teaching experience. Without Ph.D in the relevant branch of engineering and more than 15 years teaching/ Industry experience.
	Rs. 60,000 consolidated (for 5 days in a week) Rs. 35,000 consolidated (for 5 days in a week)	<b>b)In Science, Library, Humanities :</b> With Ph.D, and more than 15 years teaching experience Without Ph.D, and more than 15 years teaching experience

- The teaching experience should be after acquiring the basic academic qualification for the respective post.
- The minimum academic qualification for all posts shall be as per AICTE norms.
- Two online FDP programs conducted by AICTE/UGC/TEQIP/NPTEL / other institutions of national importance etc., each of one week duration shall be considered as one program of two weeks duration as desired for CAS / Promotions as per AICTE.
- All degrees, i.e. Bachelors', Masters', and Doctoral shall be from a University recognised by the UGC/AICTE. Candidates shall present equivalent certificate from Association of Indian Universities (AIU) / AICTE / UGC for any degree which UGC/AICTE does not recognise.
- 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 shall be arrived as per the following table:

Grade point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

- Assistant Professors shall be eligible for the AGP of Rs. 6000/- after completion of 5 years service as Assistant Professor.
- Assistant Professors who have completed 5 years of service at the AGP of Rs. 7000/- shall be eligible, subject to acquiring a continuous API of above 75%, to move up to the AGP of Rs. 8000/-.
- While in service for more than 5 Years if an Asst. Professor obtains Ph.D, he/she is eligible for promotion to Associate Professor, if he/she has API above 85%.
- An Associate Professor completing 5 years with Ph.D in the grade of 37400 – 67000 and carrying out sponsored research projects shall be eligible for designating as Professor and will be eligible for AGP 10,000.
- Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing Ph.D degree, awarded in the relevant discipline by university following the process of registration, course work and external evaluation as prescribed by UGC.
- Faculty who complete their Ph.D degree while in service shall be entitled to three non-compounded increments awarded in the relevant discipline by university following the process of registration, course work and external evaluation as prescribed by UGC.



- Authority** : The Appointing Authority shall be the Executive Director of the Institution.
- Salary Scale** : The Faculty will be eligible for the AICTE/UGC salary scale and service increments, only from the date of submitting the copy of the original/provisional certificate of the highest degree as mentioned in the qualification. Until that date he/she shall be eligible only for a consolidated amount as the management decides from time to time.  
Appointment of retired persons shall be on contract basis with consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
- Induction** : Induction program shall be conducted for all the new recruits preferably on the joining date. Sessions shall be conducted on Institute vision and mission, customs & practices, OBE, University rules and regulations and training on campus automation.
- DA and other allowances** : The DA and other allowances such as TA, HRA, Interim Relief and Special Allowances, and Staff Welfare Fund will be decided by the management from time to time and will be as per the rules and regulations and payment conditions decided by the management.
- Probation period** : All faculty members on their first appointment will be on probation for a continuous period of 2 (two) years from the date of joining. Faculty members on promotion will be on probation for a period of one year from the

date of promotion. The probation period of faculty who do not completely fulfill the qualifications prescribed by AICTE from time to time may be extended for one more year and they shall be replaced with qualified hands. Any kind of leave other than casual leave will not be considered for probation.

**Promotion** : The faculty members shall be considered for promotion as and when they acquire the qualification and experience required for different cadre satisfying all the requirement as per AICTE 2019 regulations and their Annual Performance Index (API) is satisfactory and subject to the availability of an open vacancy in the department as per the AICTE/UGC cadre ratio. Special cases, if any, will be considered by the management for promotion according to the merit of the case from time to time to supernumerary posts/ personalised promotion.

**Increments** : The faculty members shall be eligible for service increments at the rate fixed by the management with effect from 1st July of every year. An increment in the pay scale for teaching staff is approved annually based on the API (70%). Increment is neither automatic nor mandatory. Increments will not be considered if the faculty member is not acquiring the qualification prescribed by AICTE/UGC.

**Seniority** : Will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre provided he/she was qualified to be so appointed at the time of his/her appointment.

**Other benefits** :

**Gratuity** : All faculty/staff members with more than 5 years of service at Christ College of Engineering are eligible for Gratuity per Kerala Govt. Gratuity Act. Gratuity is not applicable for employees on temporary appointments and consolidated pay.

**Group Insurance** : Group insurance scheme is taken for all faculty/ staff/students of Christ College of Engineering

## 6

## SHORT TERM TRAINING PROGRAMS AND SEMINARS

- Faculty members are encouraged to attend short term training programs, technical seminars, workshops, conferences, etc. without affecting the regular classes in the college.
- Normally faculty members will be deputed to attend Training/ Seminars in their area of specialisation, only two per year, during the period of Semester break from a reputed institution
- The participation certificate and course report should be submitted to the College Office immediately after the course for sanctioning the duty leave. The course notes, text books if any, received at the course should be handed over to the Department Library.
- They are not eligible for any TA/ DA or registration fee for attending such programs.
- Duty leave shall be given during the course period and travel on submission of the Course report.
- Faculty members are encouraged to undergo industrial training during semester break periods for which duty leave shall be given. (Max 6 days per year).
- The faculty attending short term courses/FDP/Workshop/ Industrial training etc. should arrange a sharing session with the Co – Faculty in the department.
- Faculty members are also encouraged to present papers in international/national/ and state level conferences, publish papers in SCI/Scopus indexed journal and engage in outreach activities such as delivering lectures in other institutions on special topics, for which duty leave may be given without affecting the normal functioning of the college. Attendance certificate and report of the program should be submitted for duty leave. They are not eligible for registration fee or TA/DA for such activities.



- **Faculty attending reputed International Conference outside the country and presenting paper shall be paid as follows:**
  - a) 50% of the Conference registration fee subject to a maximum of Rs. 25,000 (Rupees Twenty five thousand)
  - b) Faculty have to apply through college authorities to funding agencies like UGC/AICTE/DST etc. at least 6 months earlier to the conference and in case the faculty is receiving travel/ registration grant from any agency, the amount of grant given from the college should be refunded after meeting the actual travel and registration expenses.
  - c) The above incentives are limited to any one faculty in a financial year according to seniority and rotation.
  - d) A faculty member who has availed this facility will be further eligible only after 5 years.
  - e) Faculty attending National / International conferences should present this paper in the immediate faculty meeting.
- **Presenting paper in reputed National conferences:** Management will reward Rs 1,000 (Rupees One thousand) for presenting paper in National conference, if the paper is published in conference proceedings with ISBN. The incentive is subject to a maximum of Rs 3,000 (Rupees Three thousand) in a financial year.
- **Incentives for Research Publication:** Faculty members are eligible for incentives of Rs.3000 per year for every research publication in SCI Indexed journals. If more than one person authors the paper, the amount will be shared by all the authors who are associated with CCE. The papers published should include the institution's name "Christ College of Engineering.
- **Consultancy projects:** Faculty members will be eligible for suitable incentive/share for

taking up consultancy works from Industry, Research Organizations, Pvt. Firms etc. (10-25 % as decided by the management)

- **Incentives for Performance of Faculty** : TA/DA to Faculty members on official duty: Faculty members deputed from the college on official duty for attending meetings representing the college, accompanying students for competitions etc.,

is eligible for registration fee and TA/DA as follows:

**Registration fee** : Actual on producing the receipt

**TA** : Actual bus/ Sleeper class train fare

**DA** : 250 per day (inside the state)

The Executive Director has to sanction compulsory leave against official work done on holidays.

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## POLICY FOR LEAVE, HOLIDAYS & WORKING HOURS

- Working time: The compulsory working time for the faculty/staff in the college on all working days shall be 9.00 am to 04.30 pm. All faculty/staff members must punch in before 9.00 am and punch out after 4.30 pm. (Late and early punching will be treated as one day's leave, per the management's discretion.)

### WORKING DAYS AND HOLIDAYS

- We follow the Government of Kerala Calendar. The working days and holidays will be as marked in the Government calendar.
- Other than the marked holidays in the Government calendar, the faculty/staff is eligible for all holidays declared by the Government for professional colleges and the management declared holidays.
- The days-on which regional Trade Unions/ employees strike, bus strike etc., will not be a holiday for the staff.
- On the days on which state/ nationwide strike/ hartal are declared by different organisations/ political parties and the public and private transportation is likely to be disrupted, the faculty/staff shall avail work from home facility.



- Holidays declared by the District Collector, Education department etc., for schools and colleges will not be holiday for the staff unless it is specifically mentioned as “including professional colleges.”
- In Special Circumstances, the management reserves the right to convert a holiday into a working day.

## LEAVE

- All faculty/staff members are eligible for 12 days of casual leave in a financial year (April to March), which may be availed proportionately in each month. (In the first year, the employees earn one day Casual leave after completing one month service.) Any un-availed eligible casual leave during the year cannot be carried over to next year. Casual leave cannot be combined with any other kind of leave.
- Prior permission from the Executive Director should be obtained through HoD for availing Casual leave.
- Due to unexpected reason, where prior permission could not be availed, it should be informed to HoD over phone/mail and leave application should be submitted on the very next working day
- Alternate arrangements for the class work and all other assigned works on the day of leave, should be made and the application for the leave should be submitted to the Executive Director/Principal with recommendation of the HoD. The consent of the faculty /staff member, who agrees to take up the duties during the days of leave, should be obtained in writing on the leave application.
- The approving authority for all leave shall be Executive Director.
- Salary for the days of absence without approval and any leave availed in excess than the permitted will be deducted from the salary.
- Salary deduction for one day will be calculated by taking 30 days per month.
- Non-Teaching Staff on probation are eligible for one casual leave per month. If casual leave is not availed in a month, it can be carried to the next month in the same academic year. Those who have completed probation period successfully are eligible for 12 days casual leave per academic year.

## VACATION

- All the regular faculty members, who have successfully completed their probation period, are eligible for 20 days vacation for every completed year of service as on 31st March after probation.
- Administration staff do not have vacation but they can avail 13 days of earned leave.
- Faculty members on probation and on temporary appointment are not eligible for Vacation.
- The period of Vacation recommended for the faculty every year will be notified in the month of March, and the faculty can avail the vacation as per the recommendation of Principal. The vacation is to be availed during the Semester break time without affecting normal working of the college.
- Vacation cannot be combined with other leave and vacation not availed in the recommended period will be lapsed and it cannot be carried forward without permission of Executive Director.
- The period of vacation will be counted continuously from the date of entering the vacation. Compensatory leave may be granted for attending duty during the vacation. Compensatory leave shall be availed only on days on which there is no regular class work.
- No Compensatory leave shall be granted for normal extra work done in Christ, as it is part of one's duty.
- Compensatory leave will not be granted for external duty for which extra remuneration is paid.
- The casual leave and vacation should be availed in the same financial year itself, and it cannot be carried over to the next year, without the special permission from the Exe. Director.
- All the intervening declared holidays and Sundays will also be included for the purpose of calculation of vacation.
- The Exe. Director has the right to deny the compensatory leave and vacation, if necessary.
- Leave in excess of the prescribed limit shall be deemed to be leave on "Loss of Pay".
- Continuous "Loss of Pay" for 15 days without prior permission will lead to termination of service.

## **DUTY LEAVE (DL)**

Duty leave of maximum 15 days, with full pay, in a financial year is granted for all the faculty who have completed probation, for the following:

- Attending Conferences/ Seminars/ Workshops
- Delivering invited talks
- Interaction with the Industry
- To attend meetings of the university
- To perform any other duty for the college as recommended by Executive Director / Principal
- Faculty members are to go on rotation basis to attend valuation camp/ university examination from each department so as to limit the duty leave to a maximum of 15 days in a financial year, and without affecting regular classes in the department.
- To perform any other duty for CCE as approved by the Exe. Director.

## **LOSS OF PAY LEAVE (LOP)**

- Leave cannot be claimed as a matter of right and when the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved on the authority empowered to grant leave [WP(C) 35775/2015 dt 18/02/2016].
- Generally long leave on loss of pay is discouraged.
- Faculty who need long leave are recommended to get relieved and apply fresh for reappointment
- The Principal may recommend a request for Loss of Pay leave based on genuine and unavoidable faculty needs and may be sanctioned at the discretion of the Exe. Director after considering all aspects of the institution's requirements regarding its academic activities.
- Loss of Pay leave without written approval will be considered unauthorised, and disciplinary action will be taken accordingly.
- Loss of Pay leave will not be counted for any kind of Service benefits including annual increments.

## **COMPENSATORY LEAVE**

- The Faculty members can avail of compensatory leave against duty performed on a holiday for which no extra remuneration is paid.

- The Executive Director has the right to deny the compensatory leave, if necessary.
- Compensatory leave will not be granted for any external duty for which extra remuneration is paid.
- No compensatory leave shall be granted for normal extra work done in CCE, as it is part of one's duty.
- In cases of special classes and exams on a holiday, half day compensatory leave can be availed against a minimum of 3 hrs duty, and one day off against a minimum of 5 hrs duty.
- Compensatory leave shall normally be taken in the same semester of extra duty on days without class work.

## **MATERNITY BENEFIT & LEAVE**

- All regular female faculty, who have completed probation, are eligible for maternity benefit. Maternity benefit is applicable to female faculty only for their first and second delivery. Maternity leave shall be limited to 3 months. Maternity benefit (Basic pay + AGP) will be paid monthly.
- The period of maternity leave will be considered as service for increments and not for vacation. They are eligible for pay as per the norms of management.
- Maternity leave cannot be combined with any kind of other leave.
- Non-Teaching: As per ESI act 1948 norms, a female staff member can avail maternity leave.

## **STUDY LEAVE**

The management normally encourages the staff in acquiring higher qualification, for which study leave shall be availed as follows:

For Full time Ph.D:

- Faculty members who have completed probation and having minimum 3 years service at the time of application can apply for study leave on Loss of Pay for 3 years to do full time Ph.D. Loss of pay will not be counted for increments and service benefits. Study leave shall be counted for service if the admission is through QIP/FIP scheme of AICTE/UGC.
- Faculty deputed for higher studies have to execute a bond to the

effect that they will serve Christ College of Engineering for a minimum period of 5 (five) years after completion of PhD.

### **Part-time Ph.D:**

- Faculty members are permitted to register for pursuing part time Ph.D for a period of 4 years extendable by one more year, if needed.
- They can avail one semester Study leave with pay (Basic pay + AGP + All Allowances) for completing course work in the institution in which she/he has registered for part time PhD during the period of course work.
- Faculty will have to bear all the expenses to be incurred for pursuing the full time / part time Ph.D program.
- They should not work in any other Institution during the period of the course.
- Faculty members after completing their Ph.D have to submit a copy of their thesis to the Library.



- The age of superannuation for the teaching, technical and non-teaching staff is as per the Kerala Government norms.
- If the management desires, in case of shortage of expertise, a faculty/ staff member beyond the superannuation age, can be re-appointed on contract basis for a period of one year which is renewable at the discretion of the management.
- Termination of service (Probationer): The Management has all the right to terminate the service of the faculty/staff, or extend the period of probation or revert the faculty/staff into temporary appointment with consolidated pay, if the required eligibility requirements are not fulfilled on time, or the performance of the faculty/staff during the period of probation is not satisfactory.
- Termination of Service (Confirmed faculty): The Management has the right to terminate the services of faculty/ staff member at any time during their service if his/her performance/conduct is not satisfactory, or he/she does not acquire the required qualification, by giving 3 months' notice.
- The management shall have the right to place any staff under suspension pending enquiry on charges of misconduct, willful neglect of duty, insubordination, physical or mental unfitness, involving in criminal offense, indulging in moral turpitude etc.



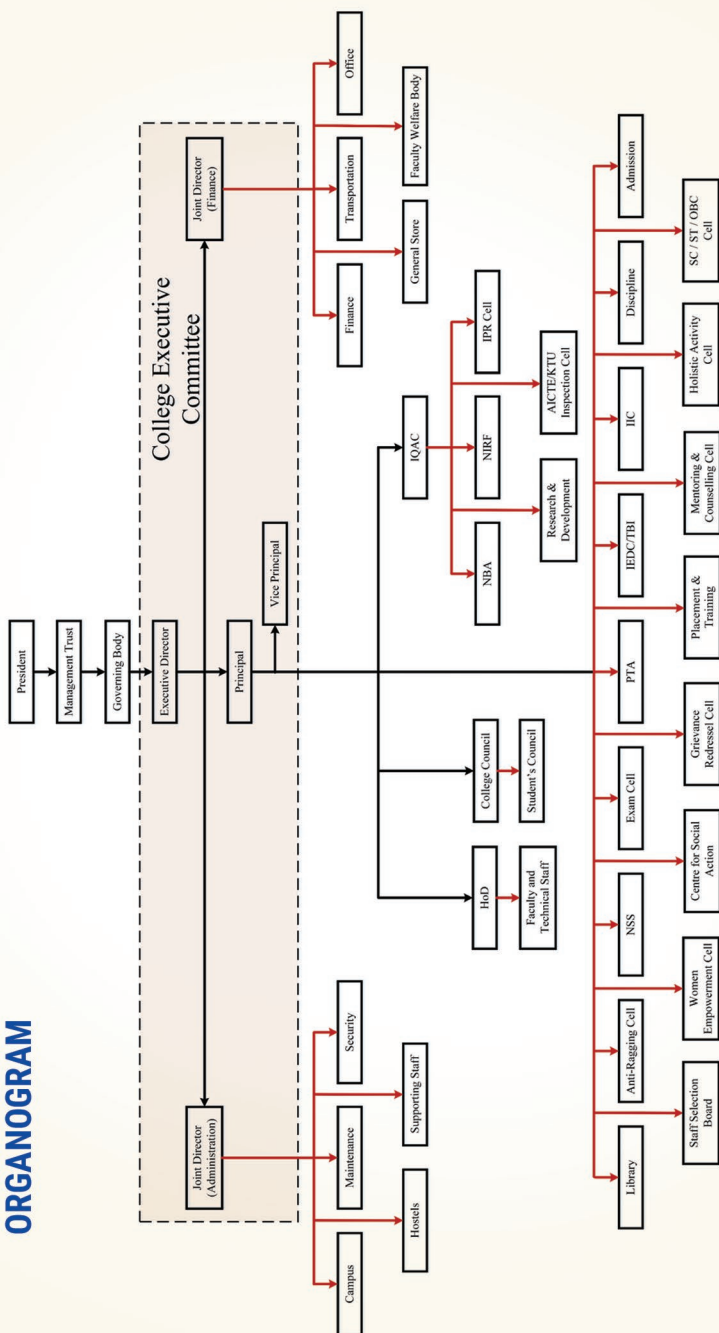
## 10 RESIGNATION/RELIEVING



- The faculty who would like to resign and get relieved from service should give minimum 3 (three) months advance notice to the institution, or remit 3 months' salary as notice pay. Non-teaching staff, should give one-month advance notice to the institution or remit one month salary as notice pay.
- During the notice period, the management has the right to terminate the service of the faculty /staff member at any time on accepting the resignation. Faculty/Staff members shall be relieved preferably on completion of the semester. The management reserves the right not to accept the resignation while the semester is in progress.
- Faculty / Staff members who wish to be relieved of their duties must get the No Dues Report from HoD and other departments and ensure that all the assigned responsibilities are handed over satisfactorily.
- They should also fill up and return the exit interview form to the Office.



# ORGANOGRAM





# CHRIST

COLLEGE OF ENGINEERING

Affiliated to KTU | Approved by AICTE |  
Managed by CMI Fathers

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