



Mar Ephraem

College of Engineering & Technology

Malankara Hills. Elavuvilai -629171.

SERVICE RULES AND BYELAWS

[Revised on July 2012]



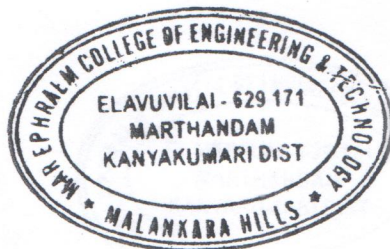
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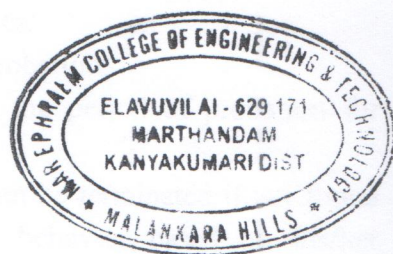


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1. Application

These Service Rules are applicable to all employees of Mar Ephraem College of Engineering and Technology irrespective of their date of employment. Employees of the College are also bound by rules, regulations and procedures as are in force at the time of their appointment and as may be modified from time to time thereafter.

2. Definitions

- a) 'College' or 'Institute' means Mar Ephraem College of Engineering and Technology.
- b) 'Governing Board' means the executive body of the diocesan education council constituted by the Bishop of the Marthandam Diocese for the general administration of the College.
- c) 'Employee' refers to any person employed to work in Mar Ephraem College of Engineering and Technology, Elavuvilai.
- d) 'Salary' except where otherwise defined, means basic pay plus all allowances.
- e) 'Competent authority' is the Correspondent of the College or any other person identified by the Chairman.
- f) 'Stake holders' means Students, Staff, Management of college, Parents, University, AICTE, DOTE, Industry, Society.
- g) 'Diocese' means Marthandam diocese of Malankara Catholic churches
- h) 'University' means affiliated university.
- i) 'Academic Council' means an academic body constituted by representatives of School, Department and section with Principal as Head of the Academic Council.
- j) 'Head of School or department' means Head of an academic school with different programs or head of department in administration, library etc.

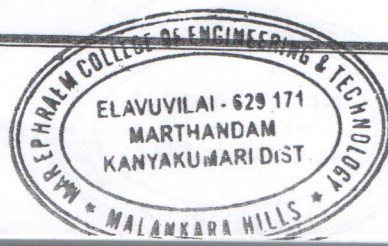
3. Classification of Employees

Employees shall be classified as:

- | | | |
|----------------|-----------------|--------------|
| a. Regular | b. Probationary | c. Temporary |
| d. On-contract | e. Casual | f. Part-time |

a) Regular:

- i. They are by the appointments for regular vacancies.
- ii. The first two years of service will be treated as probation.
- iii. The management has the discretion to extend the period of probation for another one year.
- iv. During the period of probation, the individual can be terminated if not found satisfactory in his /her work, discipline and behavior based on his/her performance appraisal.





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- v. On satisfactory completion of the probation his/her probation shall be regularized in accordance with the provisions of the service conditions and regulations of the College.
- vi. This order shall be issued by the Correspondent.

Being a Self-financed institution all appointments will be subjected to the following conditions. The management has discretionary powers to terminate any appointment because of

- i. Cessation of the post/program.
- ii. Lack of sufficient number of students for the particular course.
- iii. Change of curriculum/syllabus or any other unforeseen circumstances.

b) **'Probationary'** is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof and has not confirmed in writing by the competent authority in the post in which she/he has been provisionally selected. During the period of probation the nature of employment shall be only temporary.

c) **'Temporary'** employee is one who is appointed for a fixed or specified period of time: (i) in work which is essentially of a temporary nature, or (ii) to fill a temporary vacancy in a regular post, or (iii) to cope up with a temporary increase in work, or (iv) for any other reason. A temporary employee shall be entitled only to the benefits as specified in terms of employments.

d) **'On-contract'** employee is one who is employed on a contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be entitled only to the benefits as specified in writing in the terms of employment.

e) **'Part-time'** employee is one who is employed to do work for less than the normal period of work hours. He shall be entitled to benefits only as specified in writing in his letter of appointment.

f) **'Casual'** employee is one who is employed on a day-to-day basis for the work of an occasional or casual nature. A contract employee shall not be entitled to benefits provided to other classes of employees.

4. Recruitment

All the recruitments will be through open competition following AICTE/University norms and selection procedures of the management.

5. Employment

- a) Appointments shall be made only by written orders issued by the competent authorities of the institutions, based on the interview performance shall be deemed to be in the regular employment of the College.



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- b) Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the College and he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
- c) Generally, before a person is considered for regular employment, unless otherwise specified in the appointment order, s/he is required to be on probation for a period of two year from the date of selecting him/her as a probationer. The probationary period may be extended at the discretion of the Governing Board.
- d) During the period of probation or extended period of probation, the services of a probationer may be terminated at any time without notice or compensation in lieu of notice, and without assigning any reason. No appeal shall lie against such termination.
- e) If during the period of probation, the employee's performance of the duties assigned to him has been found to be satisfactory his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority. If, at the end of such extended period, the probationer's work is still found to be unsatisfactory, his/her services shall be dispensed with, without assigning any reason whatsoever.
- f) No employee is entitled to be treated as a regular employee by reason alone of his having completed the probationary period until the confirmation order is issued in writing by the competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharge from service.
- g) A regular employee appointed in a different post or promoted to a higher post shall be on probation for a period of one year thereafter and is liable at any time during this probationary period to be reverted to the original post at the discretion of the Competent Authority.
- h) Inter departmental transfers of employees may be made by Competent Authority in the interest of the Institution and employees are bound to comply with orders in this behalf.
- i) Being a self-financed institution all appointments will be subject to the following conditions. The management has discretionary power to terminate any appointment because of
 - a. Cessation of the post/ program
 - b. Lack of sufficient number of students for the particular course.
 - c. Change of curriculum /syllabus or any other unforeseen circumstances.



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6. Resume

It shall be incumbent on every employee furnish, in writing, his/her correct and complete resume in the prescribed form to the Competent Authority for the purpose of record, and also thereafter promptly to notify, in writing, any subsequent changes in the data furnished. Any suppression /distortion of materials facts are reason enough for termination. They shall update their professional skills, experience with a copy of proof thereafter.

7. Record of Age

The date of birth of employee, as furnished by him at the time of joining duty, should be supported by the School Leaving Certificate. The age of employee verified as above and accepted and recorded by the Governing Board/competent authority shall be conclusive proof of the age of the employee for all questions concerning his/her employment including retirement.

8. Change of Address

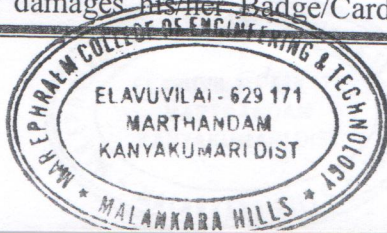
Whenever any change occurs in the residential address of an employee he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the appropriate sections of the administrative office of the College.

9. Leaving Local Residence

No employee shall, ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the correspondent /authorities the out-station address at which he may be contacted if necessary.

10. Identification of Employees

Every employee will be provided with an Identification Badge/Card and he shall show it on demand to any person authorized to inspect the same. The employee, while in the college, is required to display such a badge on his person. When the employee ceases to be in employment, s/he shall surrender his/her identification badge/card to the office before his accounts are settled. If an employee loses or damages his/her Badge/Card during his/her





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service, s/he shall pay a fee as may be prescribed from time to time to meet the cost of replacement.

11. Code of conduct and Discipline in General:

- a) Unless it is explicitly stated, the staff employed in the college shall be at the disposal of the College during all the working hours and s/he shall serve it in such capacity and at such places as s/he may from time to time be directed.
- b) Any member of the staff employed in this College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to him/her by any person or persons under whose jurisdiction, superintendence or council s/he may be placed from time to time.
- c) Employees shall report for duty in time on every working day, sign the attendance register and entry on biometric attendance systems.
- d) In case of sickness or other inevitable causes, employees shall forward proper medical certificate or communication explaining the extraordinary circumstances to the authorities of the institution.
- e) The members of the staff employed in this College shall furnish either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and other conditions which the management may prescribe or modify.
- f) All the members of the staff shall be constantly aware of the 'Quality Policy' of the institution and work with consistency for its realization.
- g) **Vision:** A world class Malankara institution of higher learning renowned for its excellence in Science and Technology and for its commitment to the holistic development of the individual and Society.
- h) **Mission:** To provide quality and Value Based Education for the industrial and socio-economic development of the nation with its diverse cultures through relevant programs in teaching and learning, research, extension and community involvement.
- i) **Goals:**
 - a. To provide value based engineering education that produces engineers who are innovative entrepreneurial, globally competitive and vested with high values and understanding of their professional social and ethical responsibilities.
 - b. To provide general, specific and soft skills to the engineers to advance the knowledge and competence of engineers for successful careers and life long learning.



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- c. To initiate research activities focused on need based areas in engineering and technology which enhances creative and innovative endeavors and promote social development.
- d. To motivate the engineers to participate in community activities that will serve as avenues for lab to land application of knowledge in engineering and technology.
- e. To establish linkages and MoUs with National, International Governments, Industries and other Institutions in the areas of engineering education, research and extension services

12. Code of Conduct and Discipline in particular

- i. All the members of the staff should possess outstanding qualities so as to mould students as excellent persons and the staff shall be a role model to them.
- ii. All the Catholic/other Christian denomination Members of the staff shall be practicing Christians leading exemplary lives and be involved in the activities of the parish they belong to. Further they shall actively participate in the faith formation program organized by the College.
- iii. All the Catholic members should show allegiance and loyalty to the diocese, abide by and work for its priorities and should never directly /indirectly associate or collaborate with any one or any group opposing the diocesan priorities.
- iv. All the members of the staff shall be neatly dressed, observing the dress code of the college besides wearing the identity card.
- v. They shall discharge their duties efficiently and diligently so that the student community may be given a high quality of training in keeping with the motto and quality policy of the College.
- vi. They shall not absent themselves from their duties except when very necessary and with prior permission.
- vii. Every staff member shall be found in his/her specified working place. Leaving the place is allowed only with prior permission and after recording the same in the movement register.
- viii. Every member shall not only conform in letter to the rules and regulations of the College as regards their job description but also observe the spirit of those prescriptions.
- ix. Every member should be performing all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- x. No member of the staff shall be engaged in gambling or betting either in the College premises or in any public place.



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- xi. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage on the College premises or in performing duties related with.
- xii. No members of the staff shall be for any reason found guilty of giving or taking bribe or illegal gratification from the students or their parents or guardians or from other employees or from other agencies.
- xiii. No one shall indulge in misbehavior or victimize or show partiality to any one of the students of the College.
- xiv. No member of the staff shall be involved either directly or indirectly in any criminal activities.
- xv. If they are involved in criminal proceedings the management shall be apprised of it.
- xvi. If any member is arrested on any charge s/he shall be considered to be under suspension from the date of arrest. When released on bail the member should convince the management of his/her bonafides to be reinstated. If acquitted s/he shall be reinstated in service.
- xvii. Any member convicted in a court of law on criminal charges shall have his/her services terminated.
- xviii. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.
- xix. No member of the staff shall be a member of any political party and neither shall s/he contest any political election nor shall s/he get involved in any political activity within the College campus. Elections for teacher constituencies are exempted.
- xx. No member shall engage directly or indirectly in any trade or business, running tutorial or coaching classes, technical driving schools or private consultancies or any work of remunerative nature.
- xxi. Any work of honorary nature like doing research, writing books or undertaking book of an academic nature, may be done without prejudice to the work in the College, provided the management is duly informed of it.
- xxii. No member of the staff may apply for employment elsewhere without the permission of the management.
- xxiii. No member of the staff shall engage himself/herself in mass signature campaign.
- xxiv. No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.
- xxv. No member of the staff shall engage himself/herself in any protest against the management like slow down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
- xxvi. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the College.



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- xxvii. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall s/he associate himself/herself with those who are engaged in similar destructive activities. S/he shall not ventilate any grievance through the press, leaflets, hand bills etc.
- xxviii. No member of the staff shall damage or attempt to cause damage to the property of the College and bring loss to it.
- xxix. No member of the staff shall disobey the orders of the management or superiors, neither have s/he refused to accept any communication from the management.
- xxx. No one shall knowingly make any false statements in any document pertaining to his/her employment in the College.
- xxxi. No representation of grievances is to be made to the management except through proper channel.
- xxxii. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV on a topic related to the College/management without prior sanction from the management.
- xxxiii. Using all personal phones inside campus is prohibited during working hours. For usage like seminar etc, one shall get phone in writing from principal for those periods. Possessing personal phones inside campus is subject to punishment as decided by the management. Exceptions for usage can be given to positions as decided by management.
- xxxiv. No one shall make use of any matter of confidential nature which s/he acquired as an employee in the College.
- xxxv. Every member of the staff shall hold the development and success of the College very dear to him/her and shall come forward with suggestions and proposals for its growth. S/he shall generously give his/her best so that the College will ever fulfill the mission the founders have envisaged for it.

13. Roles and Responsibilities

A. The Principal

1. The Principal is the one who is fully responsible for the academic performance of the College under the guidance, direction and control of the Correspondent."Academic" means the governmental And public requirements about education. This involves first of all the government rules like admission, syllabus, number of working days, examination and the results etc. This is the minimum. Along with this the standards the management sets as regards the academic objectives of the College. In these matters it is the full responsibility of the Principal to the plan and devise ways and means to achieve this target and is his domain. This includes the curricular, co-curricular and extra-curricular activities.
2. He will correspond with all academic bodies of the government in consultation with the Correspondent



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3. Before every academic year he will initiate a process in the College and set academic targets in the light of the academic objectives set by the management . Based on these, the programmes and activities for the academic year will be finalized. These will be a guide for all.
4. Any alteration / deviation from what is given in the handbook as regards College timings, working days and holidays should be made only the consent of the Correspondent.
5. He has to ensure that strict discipline and effectiveness is maintained as regards the class work, examinations, coaching for weak students, student etc. He brings the indiscipline among the staff to the notice of the Correspondent.
6. He will initiate steps to analyse the results of the internal tests and university examinations and will take appropriate measures to improve the results.
7. He will assist the Correspondent to conduct an effective staff assessment.
8. Student discipline is the responsibility. However, the Correspondent shall be kept informed of the major informed of all major acts of indiscipline. When steps are initiated to award major punishments the consent of the Correspondent should be got every stage.
9. In consultation with the Correspondent he has to ensure that adequate and qualified staff is appointed by the Competent Authority of the College and that they get sufficient in-service training. It is his responsibility to maintain a high morale among the staff through appropriate motivation programmes, incentives and disciplinary proceedings.
10. It is his responsibility to evolve job description for each category of staff and to establish rules and procedures for each category of staff and to establish rules and procedures for each department. He will initiate every new work culture of the College and the expectations of the management.
11. With the help of the HODs he will supervise the work efficiency of the staff both teaching and non teaching. In view of the this and to coordinates all the activities, a system of regular meetings with the HODs, other staff and with the faculty advisors of various associations will be held.
12. With the help of the HODs he will place the requirements of the departments and of the College before the Correspondent and ensure that adequate funds are allocated for this purpose and that supplies are made when required.
13. In the beginning of the year and in the beginning of the even semester he will finalise programmes for the curricular, co-curricular and extra-curricular activities and submit a budget for the same and get it approved by the Correspondent.
14. He is authorized to sanction Casual Leave and grant permissions
15. He has an over-all responsibility for the safety and upkeep of all the assets of the College.
16. He is responsible to organize and conduct the Parents-Teachers meeting and to get the feedback from the students.
17. He has to strictly observe all the rules of the government/university in all academic matters and cases of exemption should be brought to the notice of the Correspondent. If the Correspondent insists on any violation and the Principal is in disagreement it should be brought to the notice of the Governing Council and on special occasions to the notice of the Chairman.



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18. Whenever he finds that certain steps of the Director do not contribute to the welfare of the College he should bring it to his notice and if he is not satisfied with the steps taken he should refer the matter to the Correspondent.
19. He will have regular briefing sessions with the Correspondent so that he may be kept informed of all the developments and may give necessary guidance.

B. Director (Teaching & Learning and Faculty Development)

| | |
|---|----------------------|
| Job title: Director (Teaching & Learning and Faculty Development) | Report to: Principal |
|---|----------------------|

The director is expected to facilitate collaborative initiatives with academic and support units across campus that foster best practices in teaching and learning.

Teaching and Learning

1. To promote a campus culture that values and recognizes the importance of teaching excellence and student learning.
2. Facilitate new initiatives and encourage collaborations among the various curricular and co-curricular programs that support effective teaching and learning on campus through a variety of instructional modalities.
3. Collaborate with the H.O.S, Principal and Management to provide curriculum and classroom development in alignment with vision, mission and goals of the Mar Ephraem: assist faculty with implementing and assessing instructional methods and technologies that complement teaching needs and individual learning styles.
4. Provide leadership and planning for evolving the effective Content beyond Syllabus and Value Added Courses.
5. Promote multicultural teaching and the infusion of diversity into the curriculum/ classroom.
6. Develop and conduct Programs specific to learner-centered instruction for student success in traditional as well as online learning.
7. Create processes and awards that promote achievement in teaching, research/ scholarship, and services in conjunction with the management.
8. Actively engage, through presentations and publications, with National and International Higher education conferences and organizations to promote innovations in faculty development.
9. Create bridges with state, regional and comparator institutions to foster and share innovation in faculty development.
10. Schedule regular activities in the teaching- learning that support excellence in teaching and faculty development.
11. Facilitate systematic ongoing conversations among faculty groups about teaching and learning.



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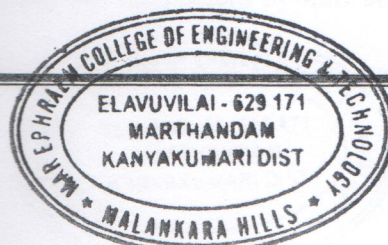
12. Disseminate information about current research and best practices in teaching and learning.
13. Assist faculty in the implementation of assessment activities for student learning outcomes.
14. Work with student learning division faculty and staff for the effective outcomes of teaching and learning processes.
15. Publish learning matters and maintain a collection of current instructional faculty development resource materials in cooperation with the college library.
16. Coordinate with Information and Communication Technologies to identify, develop and sustain enterprise level instructional methodologies.
17. Encourage innovative research and scholarly publication on teaching and learning.
18. Initiate activities to improve the learning culture in the hostel campus.
19. Plan, promote and encourage innovative and interdisciplinary mini and major project from different groups from different programs.
20. Encourage students to participate in the student's project competitions in National and International level.
21. Initiate and Coordinate activities to motivate and support students in competitive exams like GATE, IES etc.
22. Benchmark with reputed National and International Institutes to adopt innovative teaching learning process, tools and methods.
23. Promote outcome based learning to aid NBA Accreditation.
24. Represents academic affairs in the academic council.

Faculty Development

1. Design, conduct and evaluate faculty development programs including faculty learning communities, workshops and seminars that will create cross-campus partnerships and foster faculty communities around topics of common interest in learning goals, teaching and learning.
2. Assess and evaluate the effectiveness of faculty development programs to create stronger and more vibrant programs that align with the strategic priorities of Mar Ephraem.
3. Coordinate new faculty orientation at the start of each odd and even semester.
4. Offer programs and supports faculty professional development in teaching.
5. Train faculty and develop innovative mini and major project under the supervision.

Result

1. To enhance the overall pass percentage of each program and thereby increasing the pass percentage of Mar Ephraem.
2. To identify bright students and organizes supportive activities to secure university ranks.
3. Plan for remedial measures for slow learners and analyze the improvement.
4. Benchmark with top ranked colleges of Tamilnadu and adopt advanced methodologies for achievement of top ranks in the state.





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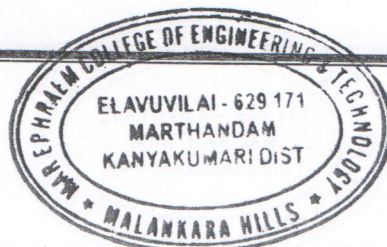
- Provide information to the management periodically as reports about activities, process and performances of Faculty and students on teaching and learning by quantitative and qualitative analysis.
- Maintain confidentiality about datas and records on performances of individuals among all members.
- Work together with IQAC team for the better development of the process and activities.

C. The Office Superintendent

| | |
|----------------------------------|----------------------|
| Job title: Office Superintendent | Report to: Principal |
|----------------------------------|----------------------|

The office is the basic infrastructure of the college, essential for its smooth and efficient functioning. It is the storehouse of information available in the files and records that could be easily accessed when needed. It is the office that implements the decisions taken by the authorities.

- i. It is the responsibility of the office superintendent in consultation with the principal to properly organize the office and allocate duties among the office staff in such a way that she can take full responsibility for the smooth and efficient functioning of the office.
- ii. It is his/her responsibility to ensure the smooth functioning of the systems and the correct adoption of the procedure in the office.
- iii. She takes instructions on academic matters from Principal, on financial matters/office administration from the Bursar.
- iv. She is to be up to date with all the rules and regulations of the Government, University, AICTE, DoTE, UGC, Consortium, Judges Committee and all other related agencies and has to give appropriate guidance when required.
- v. She shall possess contacts and well wish of all parents and other stake holders for the effective dealing of activities.
- vi. She is held responsible for correctness of payments, the dispatch of letters, the distribution of letters received, for putting up of files etc
- vii. It is his/her duty to schedule all the functions of the office and see that things are done accordingly.
- viii. She Consolidates, Plan and organizes the procurement for schools and office, semester indents, annual stock verification and disposal of unserviceable articles and stores items/records in consultation with the principal.
- ix. She must have full control over office, furniture, stores, records and assets.
- x. She shall issue/authorize gate pass for any out movement of staff and students during office hours.





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- vi. She shall be responsible for the discipline in the office, violations should be brought to the notice of the principal and Bursar in order that.
- vii. She shall coordinate duties with proper alternative arrangement in all sections when a staff is on leave.
- viii. She shall verify all records of subordinates periodically as specified and bring to the notice of higher authorities for any deviation.
- ix. She shall verify that all records from Mar Ephraem Informatica are signed and filed regularly in respective order as required.
- x. She shall plan for student's admission along with principal.
- xi. She shall respond to the complaints and suggestions of stake holders in consultation with the higher authorities.
- xii. She should have the vision of the institution in mind and shall well verse with all activities and administration in the campus so that shall be in a position to perform duties of superiors on their absence.
- xiii. She shall be a member of academic council.
- xiv. She carries out any other duty assigned to him/her by his/her higher authorities.

D. Head of the Schools

| Job title | Report to |
|---------------------|-----------|
| Head of the Schools | Principal |

Head of School (HOS) is one who facilitates team members to understand the policy and goals of Mar Ephraem in the process of realizing the PEO and NBA.

1. Program

1. Formulation of the program objectives for the programs of the school and it is to be displayed in the School.
2. Understand the Program Educational Outcome and all the courses of the program.
3. Plan, monitor and evaluate value added courses based on the faculty's report on content beyond syllabus.
4. It is recommended to plan at least one added course per semester for minimum 5 days from 3rd semester onwards.
5. For course allocation the HOS may follow the below procedure.
 - a) Inviting the faculties to submit the course preference in 1:2 ratio spread over the different semesters

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- b) If any Course is not preferred by any one of the faculty, identify a competent person for the particular course in the team and assign the course to him assuring his first choice for his second course
- c) If any course is preferred by more than one, HOS can consider one of the following:
 - i. Previous result of same course
 - ii. Seniority in the school
 - iii. Feedback of student
 - iv. Specification in post graduation.
- d) If the same course is preferred by one faculty continuously for more than 1 year the HOS has to analyze based on the student's feedback and the previous university result of the same Course.
- 6. The HOS is responsible for preparing the program plan (3rd to 8th semester) after the discussion of the team in view of PEO in the following areas:-
 - Employability skill semester wise
 - a) Intensive value added courses for min 5 days per semester at least one in each semester from 3rd semester onwards, HOS may choose any one proposal of value added course from the proposed list of courses by the faculty of particular semester.
 - b) Co-curricular and extra-curricular activities for each semester.
 - c) Community based activities.
 - d) National/ international seminar, symposium, workshop, events.
 - e) Mini & major projects and publications.
- 7. Design an effective semester plan by consolidating the course plan of each faculty, content beyond syllabus, other Co-curricular and extra-curricular activities, employability skills required for placement, five days before the start of every semester and submit it to the Principal.
- 8. The HOS is responsible for the successful execution, monitoring and evaluation of all events in the program of the school and submit the report to the principal periodically as per the Schedule
- 9. Guide students in innovative projects and in initiating research activities and applications.
- 10. The HOS has to initiate, to make linkage for joint publication and project proposal with other research scholars and with similar institutions in India and abroad.
- 11. The HOS with his team is responsible for getting quality students in their program by involving in the admission process of Mar Ephraem both in government quota and management quota.



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12. The H.O.S is responsible for keeping the records updated, organizing alumni associations which help the program, making it more visible, making better linkage with Institutions and this help in the future placement to the students.

II. Team and Facilitation Responsibilities:

1. Conduct the School/Program faculty meetings at least twice a month and keep a record of the minutes of meeting. It should be presented in subsequent academic council meeting, one agenda on monitoring report should be added and class committee chairmen report to be added.
2. Class committee meetings take place every semester, as per the university norms, at least twice in a semester.
3. Propose the consolidated requirements and budget for the next academic year. (Semester wise.)
4. Preparation, communication, implementation and updation of time table.
5. Review the course file of each faculty. In the light of PEO and make necessary development to enhance the quality of teaching and learning process.
6. The HOS has to communicate all the information from the Principal, the management, the decision of the academic meetings and the school staff meeting in writing and assure it with each ones signature.
7. Monitor the assigned duties and responsibilities of his team members for the effective participation.
 - a) For any grave/genuine reason, someone is not able to discharge his duties; the faculty should find alternative arrangement and inform the HOS in writing, in the prescribed format.
 - b) In any emergency case the HOS is responsible to make proper alternative arrangement.
8. Consolidate the content and create the module and conduct the bridge course.
 - i. To prepare a special time table for day one comprising all the courses for the semester to analyses the gap between the entry level and expected prerequisite knowledge.
 - ii. To conduct bridge course at least for 5 days in the bridging of each semester from third working day onwards.
 - iii. To prepare a special time table for day two comprising all courses to describe the course plan, course objective.
9. Facilitate the team member to initiate leadership as co-ordinators of different events as per the program plan.
10. Conduct performance appraisal for staff at the end of every semester and submit it to the principal.



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11. Ensure the remedial measures have been proposed by the faculty and monitor the effective implementation of the same.
12. Organize Parent Teacher Association meeting.
13. Make sure for the communication on attendance percentage and examinations marks and send them to the parents for
CAE & ME within 7 days after last exam.
UE results after 7 days of its publication.
14. Ensure routine periodical maintenance and Inspection of stocks and calibration of equipments at lab at the end of every semester.
15. Represent academic staff council and submitting the reports of responsibilities of the HOS.
16. Ensure the discipline of the School with respect to learning, behavior & skill development.
17. Encourage the faculty member to identify and guide the students in innovative projects with modern tools and current trends.
18. Propose appropriate staff development programs based on the analytical results of the programs/events to update the knowledge among the staff and to adopt new methodology in teaching learning process.
19. Prepare analytical report of each special events conducted in the School and submit to the Principal within one week of its completion.
20. Ensure that the individual students report is analyzed in each semester in relation to his /her academic program attendance, social behavior and value formation and communicated to the student's parent with the approval of the Principal.
21. Work with placement team to bring companies to the campus.

III. Skill development

The HOS has to develop the following skills.

Leadership Skill

Communication skill

Computer skill

Interpersonal skill

Co-ordination skill

Analysis skill

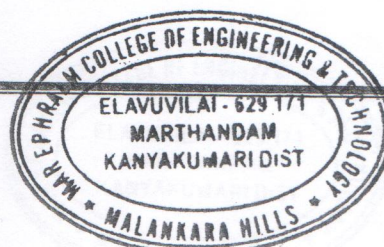
Class file preparation skill

Team work skill

Technical skills specific to the program

Planning, monitoring and evaluation skill

Coaching skill





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Research skill

Facilitator skill

IV. Skill Enhancement

- ❖ Ensure each faculty is developed in unique and different expertise required for the success of the program.
- ❖ To participate, present and publish in the National/ International Forums.
- ❖ Identify a unique and International area to support the program and become expertise by attending trainings.
- ❖ Motivate faculty to register for PhD in UGC recognized Universities within 5 years of appointment.
- ❖ Encourage faculty to refer resources like e journals, NPTEL & IEEE, other reputed standard Textbooks and International resources to empower the effective teaching.
- ❖ Initiate linkage in joint publication and project proposal with other research scholars with similar Institutions in India and abroad.
- ❖ Propose and participate in the extension programs conducted in the villages by the respective schools.
- ❖ Is solely responsible for the overall success of the program.
- ❖ Ensure the website of the school is updated promptly.
- ❖ Ensure the displays of the current events are on notice board.
- ❖ Encourage the faculty to promote self learning.
- ❖ Propose Innovative ideas and methods to the management for the development of the institution.
- ❖ Initiate to create and exhibit working modes in the school.
- ❖ Display the achievements of faculty and students.
- ❖ Create and encourage the students & staff to wish each other when they meet in the campus.
- ❖ Should encourage developing eco-friendly environment inside the campus.
- ❖ To work together with IQAC team for the better development of the school.
- ❖ Should initiate Inter disciplinary events.
- ❖ All the activities should be reported to the reporting authority the Principal.



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E. Faculty

| | |
|-----------|---------------------|
| Job title | Report to |
| Faculty | Head of the Schools |

Faculty is one who commits himself /herself to realize the vision, mission, goals of Mar Ephraem and efficiently participate in the process of achieving the Program Educational Objective (PEO) of their respective programs towards the holistic development of the student as an active member of the School.

Understanding the Policies and goals of Mar Ephraem in the process of realizing the program objectives The faculty should initiate, create and Innovate events in relation to each goal of Mar Ephraem.

I. Program

1. The faculty should work under the leadership of HOS to achieve National Bureau of Accreditation (NBA) for the respective program and continuously grow with quality education.
2. To contribute and participate towards the strategic planning of the School.

II Courses

1. Should understand the course objective with respect to program Educational objective, for the Course they handle in a program.
2. Identify atleast one industrial people with respect to the Course and send the Syllabus to those experts and get the feedback in relation to the gaps between the syllabus and Industrial expectations.
3. Prepare the content beyond syllabus, based on the Industrial expert's feed back.
4. Design an action plan for the semester including the course file and Co-curricular activities and submit to the HOS (10 days before the commencement of the semester)
5. Prepare the course file in an innovative way to achieve the PEO of the program and submit it to the HOS to get the approval of IQAC and authorization of Principal. (10 days before the commencement of each semester).
6. Plan of the tutorials, co-curricular activities, industrial visits, value added courses is to be submitted to the HOS along with course file.



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7. The faculty should accompany the students for IV, camp, and other events when an opportunity is given by HOS in the order of rotation.
8. For any grave and genuine reasons the faculty has to find a substitute for the particular event and compensate for the next event.
9. On the first working day of the semester the faculty should analyze the prerequisite knowledge level of the student to participate in the particular courses.
10. The faculty may plan and propose bridge course content, based on the analysis on the second working day after reopening.
11. Conduct the intensive bridging course for 5 days along with other course as per the direction given by the HOS from third working day onwards.
12. On the second working day the faculty has to introduce the course objectives, outcomes, course plan, and the application of the course contents.
13. The faculty should give priority to achieve good results and expected course outcomes by delivering the lessons with effective teaching methodologies.
14. a) First period attendance of the students should be entered either immediately after the end or before the start of third period.
b) Other class attendance should be entered on the same day itself.
15. Preparation of the question papers, exam invigilation, and valuation of papers for continuous assessment examinations and model examinations should be completed on the prescribed dates as directed by the principal. Exam marks should be entered in Mar Ephraem Informatica within 3 days after the commencement of examination.
16. Conduct tutorial classes effectively for analytical courses to ensure their problem solving skills.
17. The faculty has to identify the slow learners list from Info-college, prepare their remedial measures, and propose it to the HOS within 5 days after the commencement of examination.
18. Prepare a plan and submit a proposal to HOS to clear students with arrears within the consecutive two semesters and take necessary steps as per the plan.
19. Encourage the students for self learning by providing opportunity through mini project, assignment, class seminars, using the different resources like library, internet, journals etc.
20. Should have good rapport with the students and their parents.
21. Guide students in innovative research projects and initiating research activities and publications.
22. Any duties and responsibilities shared by the HOS and higher authorities should be accepted whole heartedly and render the support for the success of the program and events of the respective schools.



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23. Training and placement skill should be adopted in the teaching learning process.
24. Faculty being the part of formation of students is responsible to motivate the students as a role model in
 - a. Keeping the campus clean and eco-friendly.
 - b. Using water, electricity and other resources in a responsible way.
 - c. Providing student support services.
25. Responsible for budget preparation and submission for all the events for the coming semester.

III. Skill development

The faculty has to develop the following skills.

Communication skills

Computer skill

Inter personal skill

Co-ordination skill

Analytical skill

Course file preparation skill

Team work skill

Technical skills specific to the program

Planning, monitoring and evaluation skill

Counseling skill

Research skill

Facilitator skill

IV. Skill Enhancement

1. To participate, present and publish in the National/ International Forums.
2. Identify a unique and international area to support the program and become expertise by attending trainings.
3. The faculty has to register for PhD in UGC recognized universities within 5 years of appointment.
4. The faculty has to refer resources like e journals, NPTEL & IEEE , other reputed standard textbooks and international resources to empower the effective teaching.



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5. The faculty has to make linkage in joint publication and project proposal with other research scholars with similar Institutions in India and abroad.
6. Propose and participate in the extension programs conducted in the villages by the respective schools.
7. Create and encourage the students & staff to wish each other when they meet in the campus.
8. Should encourage to develop an eco friendly environment inside the campus.
9. To work together with IQAC team for the better development of the school.
10. Faculty should initiate Inter disciplinary events.

All the activities should be reported to the reporting authority Head of the school.

E. The Librarian

| | |
|-----------|-----------|
| Job title | Report to |
| Librarian | Principal |

1. The librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate number.
2. Every year she should consult all the HoS and prepare a list of books and journals and CDs which are necessary for handling courses of the following semesters. Based on the availability of funds s/he should procure as many of them as possible before beginning of the semester.
3. She shall be responsible for the safe custody, upkeep and maintenance of all books periodicals, dailies, furniture and fittings in the library and reading room.
4. She shall maintain proper accession register, stock register, issue register and other records necessary and keep them up-to-date.
5. She shall maintain a master library register which contains the price of each book as is available in the copy of the invoice received along with the goods received note with Access no, book no, title of the book, authors name, Vol & Edition, name of the publisher, price, date of purchase, remarks.
6. She shall maintain registers to record issue to students and staff.
7. She shall maintain catalogues of books showing the particulars such as author, title, volume, edition etc.
8. She shall maintain index cards/ bar codes and author card for all books.
9. She shall arrange books systematically and keep them in racks subject wise.
10. She shall keep in his/her custody a copy of price list of all books bought, distinct from books donated.



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11. She shall ensure that no book goes out of library without making an entry into the concerned register and getting and acknowledgement. While issuing the books the barcode should be read and entered in computer.
12. She shall monitor that the books are returned on schedule. When there is unreasonable delay the matter should be taken up with the concerned authorities.
13. She shall collect a fine as fixed by the management for belated return of books.
14. If any book is lost or damages twice the cost thereof shall be recovered for Indian books and thrice the price for foreign authors at current market price.
15. She shall collect important news items appearing in newspaper/ magazines and display them for the benefit of the staff and students.
16. It is His/her responsibility to keep the library open before and after college hours.
17. Maintaining discipline in the library is his/her responsibility. In this during library hours the staff deputed from the department shall assist him/her.
18. Shall document hard copies of all transactions on software duly signed at regular intervals
19. Annual budget requirements for improvement of library facilities and for addition to library books, periodicals, maintenance and binding of books with estimated cost shall be assessed properly and the same should sent to office through proper authorities before 31st march of every year.
20. Shall assist in public relations for publishing promotions on dailies and journals.

G. Office Clerk

| Job title | Report to |
|-----------|-----------------------|
| Clerk | Office superintendent |

I. General:

- a) S/he performs all functions of the office, each according to the job entrusted to him/her to the entire satisfaction of the management, staff and students.
- b) S/he shall responsible for the complete execution of the tasks entrusted to him/her, alerting the appropriate authorities on pending and urgent/ schedule matters and taking necessary instructions from them.
- c) It is his/ her duty to complete the job within stipulated time.
- d) S/he have to strictly maintain confidentiality on office matters among other staff and students.
- e) S/he shall directly involve in the process of maintaining, updating files and their safe custody related to their nature of work as given below.
- f) S/he Involves in the inspection and approval/ renewal processes to aid with documents.



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- g) S/ he collect information from other staff of the college for effective preparation of reports and updation of records.
- h) S/ he maintain files related to Stake Holders Confidentially, safely in locked position; the keys should be obtained from Office superintendent on written request.
- i) S/ he maintain a copy of updated academic calendar.
- j) S/ he shall maintain a copy of all letters from Correspondent, principal desk and on behalf of the college.

2.Students Admission

- a) The clerk is responsible to undertake students in the admission enrolment and approval process from authorities.
- b) He/she has to strictly stick on the guidelines issued by the management on student's admission policies then and there.
- c) S/ he shall verify application and certificates of students for admission and enroll students in accordance with government and college rules.
- d) S/ he Maintain and update file for student's fee structure.
- e) S/ he Provide information about student's admission and vacancy position program wise to the management daily during admission.
- f) S/ he Maintains records related to information to parishes, Advertisement about students admission.
- g) S/ he Maintains students undertaking form along with application duly signed by parent or guardian related to discipline and fees.
- h) S/ he Issues students identification number and university registration number when released by the same.
- i) S/ he Maintains students approval list for admission from Consortium, Judges Committee, DoTE and University.

3.Staff Recruitment

- a) S/ he shall maintain a copy of approved staff requirement analysis submitted by H.o.S/ H.o.D for recruitment and updates the same for every new recruitment attempt.
- b) S/ he shall maintain a copy of letters to parishes and newspapers regarding recruitment of positions in campus.
- c) S/ he shall maintain a copy of request letter to expert members inviting to our campus for related activities.
- d) Maintains copy of format for staff recruitment as per AICTE and University requirement and documents relevant to staff interview.



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4. AICTE, DOTE, Anna University, UGC, Ministry of Higher Education, Consortium, Judges Committee correspondence.

- a) S/ he shall plan, organize and schedule for any reply/details/correspondence when requested/intimated/scheduled by AICTE, DOTE, Anna University, UGC, Ministry of Higher Education, Consortium and Judges Committee in the planning register.
- b) S/ he shall alert appropriate authorities and collect details about the above, drafts and files letters of correspondence.
- c) S/he shall maintain all original documents like trust deed, building plan approval, gift deed, land use certificates etc and copy of the same related to approval and inspection.
- d) S/ he shall maintain and update NRI documents.
- e) S/ he shall draft and circulate information from above to students, staff and parents whenever required.

5. Staff Correspondence

- a) S/ he shall Create and update individual file for all staff with following details.
 - I Updated resume
 - II Copy of all certificates attested
 - III Certificate copy of trainings if any
 - IV Staff profile Anna University format.
 - V Staff willingness letter
 - VI Staff joining report
 - VII Copy of appointment order.
 - VIII Copy of confirmation of position after probation.
 - IX Signed copy of roles and responsibility.
- b) S/ he shall draft letters to staff's requirement regarding issue of salary certificate, Experience certificate, no objection certificate for higher studies etc when authorized by higher authorities.
- c) S/ he shall maintain a copy of staff resignation letters along with their dues clearance form.
- d) Draft, Organize and maintains original copy of circular to staff.

6. Students Correspondence

- a) S/ he shall maintain students filled in application forms during admission and draft course completion certificate, transfer certificate to students after clearance of dues.
- b) S/ he shall maintain student's hall ticket issue register.
- c) S/he shall draft temporary hall ticket when directed by the Principal.
- d) S/ he shall maintain documents for transfer of students.
- e) S/ he shall maintain documents related to discontinued students.



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- f) S/ he shall Draft, Organize and maintains original copy of circular to students.

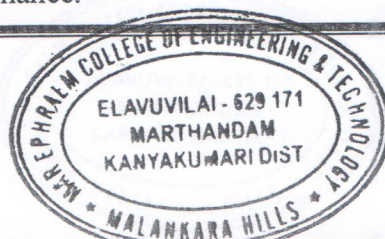
Public correspondence and Others

- a) S/ he shall responsible for drafting and maintaining files for correspondence with local bodies like Panchayath, Bank, Electricity Board, BSNL, etc as directed by higher authorities.
- b) S/ he shall maintain and updates details about court order, proceedings and G.O related to college.
- c) S/ he shall maintain Draft and Maintains office copy of correspondence regarding Police Station, Loan Documents, Collectrate, Agreement letters, Letters to Anti – Ragging Committee Cell, transport vehicles etc.

B. Accountant

| Job title | Report to |
|------------|-----------|
| Accountant | Bursar |

- a. The Accountant is solely responsible for any money transactions inside, on behalf of the college.
- b. She shall prepare financial budget with projected income and consolidated requirements from the principal.
- c. She shall responsible for setting-up of manual or computerized book-keeping systems, sales ledger, purchase ledger, cash book, petty cash book, debtors ledger, creditors ledger, fixed-asset register as required for auditing.
- d. She shall responsible for The preparation of financial statements — profit and loss account, balance sheet, cash flow statement and related notes.
- e. She shall direct cashier for payment of bills on availability of funds, if only forwarded with Bursar and correspondent authorization.
- f. Shall maintain original of all the bills for which the college paid or has to pay.
- g. Shall verify bank statement for reconciliation every month.
- h. Shall verify bank statement every week to note any payment in and out of account.
- i. Shall submit DD/ Cheques for collection and enter the same in the ledger.
- j. Shall clarify/respond to students fees queries.
- k. Shall maintain records on bank loans if any and remind the higher authorities about their payment.
- l. Shall responsible for record of all cash/ cheque/ instruments issued.
- m. Shall maintain P.F accounts of the staff.
- n. Shall monitor the fee due of students on their request for delay in payment authorized by higher authorities.
- o. Shall update and maintain all files related to finance.





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- She shall be responsible for the safe deposit of money to the bank every day in case of bank leave safe custody of the same in premises.
- She shall responsible for submitting periodic reports to higher authorities on time.
- She shall issue no dues to students every semester and staff on their resignation.
- She shall add regular increment for staff on salary upon successful completion on every year service.

II. Receptionist

| Job title | Report to |
|--------------|-----------------------|
| Receptionist | Office superintendent |

- Receive all visitors and guest with welcome and provides information about college.
- Should maintain a pleasant personality and greet all stakeholders entering the campus and direct them to correct destination..
- Receives all calls through phone at reception, answer, screen and directs calls and information to respective person.
- Monitors visitor's access, maintains Guest diary.
- Manage transfer of information internally by Intercom, circular, phone between staff, H.O.S, Principal, correspondent students & parents.
- Provides appointments to staff/students/visitors/with correspondent, Bursar and Principal.
- Ensure knowledge of staff movements in and out of campus.
- Maintains general security awareness inside campus.
- Control inventory relevant to reception area.
- Maintains the visitor's area clean and tidy.
- Ability to know how to deal with difficult situations and people.
- Maintaining record of all inward and out ward files from college.
- Issues leave forms Permission forms, OD forms to staff & Students
- Issues Application form for student admissions & faculty recruitment.
- Maintains attendance register and late register for staffs.
- Maintains complaint and suggestion register.
- S/ he shall be in update with the rules and regulation of the college roles of individuals, students fee structure and eligibility for students admission.
- Maintains and updates contact details of all stakeholders.
- Circulates the circulars to students and staff as released and submits the same to the clerk after acknowledged by all receivers.



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- l. Receives requests from students and staff regarding certificate issuable like bonafied, salary, experience etc authorized by corresponding authority and coordinates with the clerk for the issue of the same.
- u. Assists management officials (Correspondent, Bursar, Principal, and Office superintendent) in data entry and logistics.
- v. Generates pending student's attendance and mark entry of faculty at the end of every seventh period and perform actions as directed by the principal.
- w. Maintains and updates details about bus routes and fares.

J. Cashier

| Job title | Report to |
|-----------|-----------|
| Cashier | Bursar |

- i. Shall assist accountant for receipt and delivery of cash on behalf of college.
- ii. Issues receipt for on behalf of college for the money collected.
- iii. Enters the receipts and delivery of cash in ledger and software in use.
- iv. Assists students in enquiries for fees/ dues.
- v. Updates fees for students on journal at the start of every calendar/ academic year.
- vi. Assists accountant in file updating
- vii. Shall handover all cash received to the accountant daily
- viii. Shall maintain the acquaintance register and make sure that each employee signs the same within working 5 days of deposit of salary.
- ix. Respects all stake holders, communicates with patience and smiling face.
- x. Accountant shall be the immediate superior and the reporting authority is the Bursar.

K. Store & Maintenance manager:

| Job title | Report to |
|-------------------------------|-----------------------|
| Store and maintenance manager | Office superintendent |

- i. S/ he shall monitor plumbing, electrical, carpentry and other hardware works inside campus, their material purchase, monitoring usage and completion of the work. Also verifies the quality of work and forwards status report to the higher authorities.
- ii. S/ he shall maintain labor register for electrical, plumbing, carpentry, gardening, logistics etc and monitor the effective work of labors.



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- iii. S/ he shall check complaint register daily for any complaints/ suggestions and perform corrective measures for the same within 3 working days.
- iv. S/ he shall maintain Diesel Generator by tracking period of run, conducts periodic maintenance.
- v. S/ he shall assist office in correspondence with public organization like bank, Village office, etc for daily transactions like clearing and drafting financial instruments, depositing daily cash collection etc and periodic transactions like tax payment, approvals, renewals etc.
- vi. S/ he shall coordinates with Electricity Board, communication service providers like BSNL for new connections, maintenance, complaints etc.
- vii. S/ he shall collect requirements for all consumables and stationary purchase consolidates and plan for purchase.
- viii. S/ he shall Coordinates with panchyath and local bodies for its service like approvals, tax, water etc.
- ix. S/ he shall maintain a set of all original keys except office as decided by the competent authority.
- x. S/ he shall dispatch all correspondence letters outwards from college by post or courier and maintain record for the same.
- xi. Issues Mess token and settle accounts for the same.
- xii. S/ he shall handle scrap and sell the same as authorized and directed by higher authorities.
- xiii. Shall monitor the daily deployment, movement and effectiveness of the security resources inside the campus to protect the assets of the college.
- xiv. S/ he shall coordinate with the public and assist office to have good relation with the public.
- xv. S/ he shall do all works assigned by higher authorities as and then.

L. Vehicle Maintenance Supervisor.

| Job title | Report to |
|---------------------------------|-----------|
| Vehicle Maintenance Supervisor. | Bursar |

- i. Shall responsible for efficient running of all college vehicles.
- ii. Shall maintain all vehicles of the institution with utmost care considering the safety of the passengers and running cost of the vehicle.
- iii. Shall schedule and coordinate for regular maintenance / repair of the vehicles.
- iv. Shall inspect the interior and exterior of the vehicle daily for any damages or faulty function and maintains record for the same.

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- v. Enable drivers when newly inducted to handle vehicles and its features, monitor and evaluate their performance of the same.
- vi. Shall maintain and update all original documents of the vehicle in office under the custody of the Bursar and provide with updated copy in the vehicle.
- vii. Shall look on important dates for service, insurance, fitness, permits, taxes, expiry of driver license etc and perform appropriate actions for the same.
- viii. Shall arrange alternate vehicle on any major breakdown of vehicle to the spot within 30 minutes of receiving first information from driver.
- ix. Shall be solely responsible for the safety of the passenger and maintains vehicle with spares, tools etc.
- x. Shall prepare a vehicle maintenance planning sheet for every vehicle every year including all its functions and updates.
- xi. Shall maintain and monitor fuel consumption/ efficiency of each vehicle and records of fuel recharge.
- xii. Shall coordinate with police station, R.T.O, insurance and public during emergency like accident, theft etc.
- xiii. Shall arrange parking facility for all vehicles, halting outside campus and should ensure the safety of the same along with periodic night inspections.
- xiv. Shall maintain stock for all spares and purchase.
- xv. Responsible for maintaining vehicle clean and neat.
- xvi. Shall conduct periodic medical checkups and stress reliving techniques for drivers.
- xvii. Shall coordinate with workshops and rate their service and performance of work

M. Office assistant –I – Rastin

| Job title | Report to |
|--------------------|-----------------------|
| Office assistant-I | Office superintendent |

- i. S/he shall be responsible for handling of all scholarship documents of students.
- ii. S/he shall serve students by providing information, circular about scholarships, issuing and collecting filled in application forms with relevant documents, online entry, correspondence with collectorate or other organization, issuing cheque to students and maintaining the proof.
- iii. Verifying all scholarship for students and getting authorization from principal.
- iv. Taking measurements of students uniforms during admission and making purchase and issues of the same.
- v. Responsible for issue of bus pass to students.



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- vi. Responsible for getting approval and updating status on railway concession and issuing concession forms to students.
- vii. She shall perform all activities related to ESI for staff by entering the details, activating accounts, updates, corrects mistakes, make monthly payment, issue of ID cards and assists in claims.
- viii. Refills toners/ cartridge for printers/ photocopiers.
- ix. Responsible for updating address and dispatch of progress report, letters from college to parents and parishes.
- x. Responsible for getting sanitary certificate renewal every year.
- xi. Ordering and issuing records, printing office stationary, leave forms, register etc.

X. Office Assistant –II – Rani Alphnosa

| Job title | Report to |
|----------------------|-----------------------|
| Office assistant- II | Office superintendent |

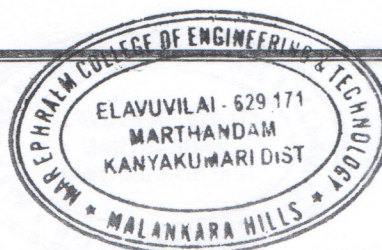
- i. S/ he shall assist Receptionist & Clerk during student's admission and enrollment.
- ii. S/ he shall assist his/her higher authorities in drafting documents.
- iii. S/ he shall take photocopies for official purpose and maintains record for the same, also maintains photocopier regularly.
- iv. S/ he shall maintain guest rooms/ conference room neat and clean and makes ready efficient for use when required.
- v. S/ he shall maintain overall cleanliness of the office.
- vi. S/ he shall do all works assigned by higher authorities as and then.

XI. Non teaching technical staff (Lab Assistants)

| Job title | Report to |
|---------------|--------------------|
| Lab assistant | Head of the School |

He/ She are responsible for the Laboratory assigned to him/her.

- i. Keeps the lab and equipments always in clean and perfect working condition.
- ii. Maintaining stock register and log book.
- iii. Assisting the lab in-charge during practical hours.
- iv. S/he displays and demonstrates the practical models.
- v. Lab requirements to be identified and communicated to the HOS through lab in charge.





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- vi. Keeps all the Correspondence in relation to the suppliers, products and warranty.
- vii. Make the Lab clean and arrange the Lab requirements for the next day before leaving the lab in the evening of every working day.
- viii. Weekly one day preferable the last working day of the week he/ she have to clean the floor with proper solution and the equipments to be cleaned.
- ix. Each semester, an internal audit for the equipments to be requested and conducted and the report to be submitted to the management through H.O.S.
- x. Any breakage or damage taken place and the same to be communicated to the H.O.S. and it should be notified in the register.
- xi. She is solely responsible for issuing and receiving the tools/ kits and the materials.
- xii. She maintains logbooks for each machine/ equipment with the particulars such as time run, maintenance carried out, breakdowns, replacements etc.
- xiii. She is responsible for students discipline inside the lab.
- xiv. Any lose in the lab will be compensated by the lab assistant except the breakage made by students which will be collected from the students if identified.
- xv. S/ he shall assist staff, H.O.S and higher officials during programs like seminar, conference, celebrations etc for the effective conduction of the same.
- xvi. Has to carry out any duty entrusted to them by higher authority..

B. Library Assistant

| Job title | Report to |
|-------------------|-----------|
| Library Assistant | Librarian |

- i. The library assistant will assist the librarian in the up-keep and functioning of the library so that the services of the library are maximized.
- ii. She will do all the work assigned by the librarian.
- iii. She is to carry out any duty entrusted to him/her by higher authorities.

C. Driver

| Job title | Report to |
|-----------|-----------------------|
| Driver | Transport coordinator |

- i. The drivers of the vehicles have to take full responsibility for whatever happens to the bus he is given charge of.



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- ii. He should be sufficiently ahead of time (30min) at the parking place to check the working condition of the vehicle.
- iii. Strict punctuality should be maintained. The bus should be started on time and should reach the destinations too on time.
- iv. In the night parking places, no student should be taken inside the campus neither allowed to board from inside the campus.
- v. The driver should not have any private dealings with any one inside the campus.
- vi. All decisions about admitting students into the bus, checking their passes, student discipline inside the bus etc. are the responsibility of the TC.
- vii. Similarly decisions about admitting, into the bus non-pass holding students of our college will be taken by the TC while the driver may slow down the vehicles when bonafide students stop the bus and should never admit any outsiders.
- viii. Should not admit any pass holders boarding other than specified boarding points and in evening no one should be allowed to board other than from college campus.
- ix. Whenever the driver parks the bus and leave, the windows should be closed and the doors locked.
- x. The driver shall not stop or park vehicle for his personal reasons.
- xi. Incase of any breakdown of vehicle he shall inform immediately to the maintenance supervisor and follow up instructions. In no case he shall repair vehicle with unauthorized mechanic/ workshop unless otherwise instructed by higher authority.
- xii. The driver should maintain a log register wherein the kilometer is to be recorded and jottings made of whatever is to be reported.
- xiii. As soon as the bus is parked in the College campus, the driver should first mark the Kilometer and then his attendance in the register and record the kilometer reading and other remarks in the log book.
- xiv. The buses should be cleaned and kept ready for the following trip.
- xv. If any mechanical and other defects are noticed in the bus it is the responsibility of the driver to draw the attention of the Transport Officer/maintenance supervisor of it and set them right. If the driver is not satisfied with the follow-up action of the Transport Officer or maintenance manager the matter must be taken to the higher authorities, the Bursar and the Correspondent in that order. For it is the driver who will be held responsible for whatever defect in the vehicle that has not been attended to.
- xvi. Compensation will be claimed from the driver for any damages on the vehicle on negligence of duty.
- xvii. Shall maintain vehicle with all spares and copy of all updated records.
- xviii. Shall always consider the safety of the passengers, in case of any physical problem like high B.P, stress, eye & ear problems he has to inform to higher authorities.
- xix. Shall not allow any student / staff to celebrate any function or make disturbance to public and other passengers, on happening of the same he should not argue or delay



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- the vehicle timing but should immediately report to the principal through transport Coordinator in writing.
- xx. Should never cross the speed limit and if found it is punishable.
 - xxi. Should have decent communication with staff, student and public. The good name of the institute shall be maintained among public. If any student or staff violates the same he has to bring the same to the notice of the higher authorities.
 - xxii. Check vehicle interior and exterior for any damages and malfunction.
 - xxiii. As soon as the daily maintenance of the vehicle is over, the driver should immediately report himself to the office and do any work entrusted to him by the Office Superintendent. They should be available in the places assigned to them and should leave those places even on duty only after getting permission from superintendent and recording their movements in the register.
 - xxiv. The driver can normally take any leave only making an alternative arrangement and reporting it to the Transport Coordinator. In cases of emergency like illness, either the Transport Coordinator or the Office Superintendent should have been contacted and assurance got from them that the driver would arrange substitutes.
 - xxv. It is the responsibility of the driver to draw the attention of the staff concerned to get tax renewed and diesel fillings and other things done.
 - xxvi. While on duty the driver should always be in uniform.

R. Transport Coordinator.

| Job title | Report to |
|-----------------------|-----------|
| Transport Coordinator | Principal |

- i. The transport coordinator will undertake all activities related to human resource management for its better function.
- ii. S/ he shall plan for new routes based on passenger strength and request.
- iii. S/he shall Prepare, display and updates rules and regulation for passengers and observes the same.
- iv. S/ he shall calculate the fee for every boarding point based on the running cost and distance and displays the same.
- v. Verifies the passengers discipline, fee payment, dues, identity periodically.
- vi. S/ he shall conduct inspection regularly atleast once in a week to verify the list of passengers in each bus.
- vii. Updates passenger list when a new passenger is added to a bus and displays the same.
- viii. Calculate the running time and fix arrival time for all boarding points and displays the same.



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- ix. Allots duty to drivers and coordinate the same.
- x. Forwards leave letters of drivers and conductors.

S. Placement Officer

| Job title | Report to |
|-------------------|-----------|
| Placement Officer | Principal |

- i. S/ he shall identify possible employment opportunities for students of all programs and establish relations with those establishments.
- ii. Shall identify the gap between student's knowledge, skills and industrial expectation, train the students to fulfill industrial requirements and evaluate their skills.
- iii. Shall prepare student's database for placement and update the same.
- iv. Shall conduct continuous training programs for students on current industrial needs and technology and evaluate the same.
- v. Shall plan for activities for training and placement for every academic year and submit a copy to the management.
- vi. Shall plan and organize for campus interviews at college, off campus interviews and ensure the effective participation of students on the same.
- vii. Shall train students on soft skills, technical skills and interpersonal skills from first semester onwards as per the plan of activities.
- viii. Shall maintain and update the employment records of placed students.
- ix. Shall submit yearly report to the correspondent and a copy to alumni association.

T. Physical Education Director

| Job title | Report to |
|-----------------------------|-----------|
| Physical Education Director | Principal |

- i. Physical education being an important aspect of the formation of students and their character building, the director of physical education shall devise ways and means by which the students will take interest in physical training, sports and games and the talented ones should be encouraged and motivated to become sportsmen/sportswomen of repute.
- ii. The physical education schedule/ program will be guided by the requirements of the university and the national sports organization, the



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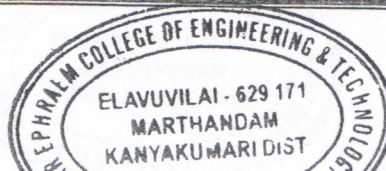
goals set by the management and the specific needs of the students of the college.

- iii. Guided by the above s/he shall prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view to incorporating physical exercises in their schedule.
- iv. Similarly s/he shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sports skills.
- v. Taking into account the facilities in the college s/he shall evolve a long term plan so that the college has all the essential infrastructural facilities for sports and games. Based on this plan s/he shall assist the management to allocate sufficient funds. S/he shall give his/her whole hearted assistance implementing the scheme.
- vi. At the beginning of every year s/he shall prepare a budget for that year and with due approval from the authority concerned to utilize the funds.
- vii. The students with sports talents should be identified at the earliest and formed into teams. Special coaching is to be given so that the college may attain excellence in the field of sports and games.
- viii. Without seriously affecting their academic career the sportsmen/sportswomen should be taken to as many competitions as possible.
- ix. S/he shall maintain attendance and program registers for physical education activities and shall maintain stock register of all items of sports and game and is responsible for their safe custody.
- x. S/ he shall organize and conduct the annual college sports meet.
- xi. Students discipline is a special responsibility given to him/her under the guidance and direction of the principal s/he shall supervise discipline on campus. S/he shall monitor late arrivals and early departures, students without uniform, misbehavior with co students of both genders, ragging, eve-teasing, debunking of classes, damaging college property, groupism and conflict among students etc.
- xii. S/ he shall be a member of disciplinary committee of the college.

U. System Administrator

| Job title | Report to |
|----------------------|-----------|
| System Administrator | Principal |

- i. Diagnose hardware and software problems, and replace defective components.
- ii. Perform data backups and disaster recovery operations.





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- iii. Train people in computer system use.
- iv. Keep all computer softwares updated and free from virus attack.
- v. Maintain an inventory of parts for emergency repairs.
- vi. Perform regular maintenance of all computer and accessories like printer, fax, photocopier etc.
- vii. Maintain server and accessories for its effective function.
- viii. Maintains stock registers for all computer and accessories.
- ix. Updates the current working status and location of every computer

V. Conductor

| Job title | Report to |
|-------------------------|-----------------------|
| Conductor/Bus in charge | Transport Coordinator |

- i. Shall check students/ staff boarding with the approved list of passengers daily.
- ii. Shall assist driver during parking, reverse, narrow roads.
- iii. Shall maintain discipline in the bus and bring into the notice of the higher authorities in case of any deviation.
- iv. Shall maintain passengers attendance log for each trip.

W. Bus in charge

| Job title | Report to |
|-------------------------|-----------------------|
| Conductor/Bus in charge | Transport Coordinator |

- i. Shall check students/ staff boarding with the approved list of passengers daily.
- ii. Shall assist driver during parking, reverse, narrow roads.
- iii. Shall maintain discipline in the bus and bring into the notice of the higher authorities in case of any deviation.
- iv. Shall maintain passengers attendance log for each trip.



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X. Attender-office-Prabha Harrision

| Job title | Report to |
|------------------|--------------------|
| Attenders-office | Office Superintend |

- Attenders are at the service of the Office where they are allotted.
- They should be present in the place of service well in advance and leave the place only after their superior leaves.
- S/ he shall receive guests, guide and treat them with pleasant hospitality.
- S/he shall assist examination control cell during examination process by providing refreshment to invigilators and water to candidates.
- S/ he shall assist Principal and Bursar in file movement and logistics.
- S/ he shall assist in morning prayers.
- S/ he shall assist others in file movement inside office, putting seal and covers, stamping etc.
- They shall keep their work place neat and clean.
- They are to carry out the instructions of the higher authorities.

Attender-office-Subin

| Job title | Report to |
|-----------------|-----------------------|
| Attender-office | Office Superintendent |

- He shall maintain Master Inward register, Master asset register, Stock ledger and update daily receipt and issue of materials on the same.
- He shall mark identification number for all assets in the campus and maintains a record of all assets with identification number.
- He shall verify all stock in campus and their working conditions once in every semester and report to management.
- He shall maintain history of periodic maintenance of common assets like U.P.S battery, fan, light, water purifiers etc and check regularly for its efficient working.
- Shall visit all blocks daily to ensure efficient usage of electricity and water, he has to switch off lights, fans & water tap etc when kept wasted.
- He shall verify the availability of labors working for college and monitor their work.
- He shall ensure the cleanliness on the campus by visiting regularly and with good rapport with cleaning staff
- They are to carry out the instructions of the higher authorities.



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Attenders – block

| Job title | Report to |
|-------------------|---|
| Attenders – block | Head of the School of respective block/ floor |

- Attenders are at the service of the Block where they are allotted.
- S/ he shall assist examination control cell during examination process by providing refreshment to invigilators and water to candidates.
- S/ he shall communicate information, circulars from office and schools.
- S/ he shall assist faculty of the block/floor in file movement.
- s/ he shall monitor the usage of light, fan and accessories for its effective use, if any fan/ light switched on S/he shall switch it off immediately.
- S/he shall support the schools in the block/floor to arrange furniture.
- S/he shall ring the bell at right time for every period.
- S/he shall inform the sweepers for any unclean areas of the block/ floor.
- S/he shall inform about any damages to college properties whenever he notice to the Principal through the Head of the School.
- S/he shall assist the parents and guests with politeness and patience for any visit to their block/ floor after verifying their visitors pass.
- S/he shall observe the behavior of the students in their block/ floor and report to the Head of the Schools.
- They are to carry out the instructions of the higher authorities.

Y. Sweepers

| Job title | Report to |
|-----------|-----------------------|
| Sweepers | Office superintendent |

- Those are in-charges of keeping the premises clean and are expected to arrive early enough and carry out the cleaning work in the place allotted to them well in advance.
- They are to observe the time schedule prescribed to them for their work.
- They shall keep their allotted area neat and clean and should immediately report to higher authorities of any breakage, leakage, damage.
- They shall submit indent request for any purchase to the stores manager.
- They are to carry out the instructions of the higher authorities.



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Z. Gardener

- i. Shall responsible for maintaining greenery in the campus.
- ii. Shall assist office in transiting logistics.
- iii. shall assist in maintenance of Bio Gas plant

AA. Network Administrator

Network administrator is responsible for all the network related activities inside the campus. He has to

- xi. Maintain and Administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
- xii. Maintaining existing software and hardware and upgrading any which has become obsolete.
- xiii. Provide network administration and support for all stake holders of Mar Ephraem.
- xiv. Install, configure, and support Mar Ephraem local Area Network (LAN), wide area network (WAN), Informatica and Internet system or a segment of a network system.
- xv. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability.
- xvi. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.
- xvii. Diagnose hardware and software problems, and replace defective components.
- xviii. Perform data backups and disaster recovery operations.
- xix. Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- xx. Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- xxi. Perform routine network startup and shutdown procedures, and maintain control records.
- xxii. Design, configure, and test computer hardware, networking software and operating system software.
- xxiii. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- xxiv. Confer with network users about how to solve existing system problems.
- xxv. Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
- xxvi. Train people in computer system use.
- xxvii. Gather data pertaining to user needs, and use the information to identify, predict, interpret, and evaluate system and network requirements.
- xxviii. Analyze equipment performance records in order to determine the need for repair or replacement.
- xxix. Maintain logs related to network functions, as well as maintenance and repair records and stock register.



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- xxx. Research new technology, and implement it or recommend its implementation.
- xxxi. Maintain an inventory of parts for emergency repairs.
- xxxii. Coordinate with vendors and with management in order to facilitate purchases.
- xxxiii. Support networked printers and photocopiers.
- xxxiv. Update knowledge of Windows Server 2008, Exchange 2010, TCP/IP, Firewalls and Routing and recent software available.
- xxxv. Protects organization's value by keeping information confidential.
- xxxvi. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- xxxvii. Budget and monitor for equipment and assembly costs.
- xxxviii. To maintain and coordinate on supporting services like UPS, AC, Intercom, CCTV etc
- xxxix. Coordinate with network assistants.



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14. Increment policy:

Regular increment for service years

All permanent staff members shall avail an increment of 3% on their gross pay as cumulative after successful completion of every one year of service.

15. LEAVE RULES

A. General

- i. The Correspondent or Principal is the leave sanctioning authority.
- ii. Applications for leave shall be made in the prescribed form.
- iii. Leave applications shall be submitted through proper channel.
- iv. All the leave applications should be submitted along with relevant entry and approval in Mar Ephraem Informatica.
- v. Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.
- vi. An employee on leave may not return to duty before the expiry of the period of leave granted to him unless s/he is permitted to do so by the authority, which granted him/her leave.
- vii. An employee on leave may not take any outside service or accept any employment during the leave period.

B. Punctuality in Attendance

- i. Staff members shall sign the attendance register and show their biometric traits in the biometric sensor on each working day before and after their duty time fixed by the Competent Authority.
- ii. Permissions may be granted for an hour a day twice in a month by the Principal as provided for by him.
- iii. Availing permission for a third time or coming late for a third time in a month be treated as half a casual leave.
- iv. Staff shall avail 3 minutes excuse for late coming for three times a month beyond that every late after allotted report time will be considered as permission.
- v. Regular Report time for duty for staff academic staff is 8.50 am to 4.45pm.



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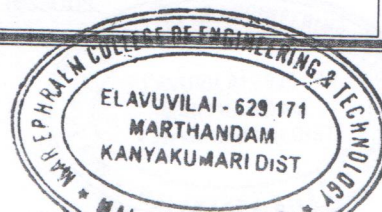
C. Casual Leave

- i. Casual leave can be granted for 12 days in year. Casual leaves will be effect from January to December of every year.
- ii. In the case of planned leave, application for leave shall be submitted one day prior to availing leave. On unavoidable circumstances, such as sudden illness or unforeseen urgency, the application shall be submitted before the duty time on the first day of the leave. Leave can be refused for belated submission of leave application. It is the responsibility of the incumbent to see that the leave application reaches the competent authority before the time specified.
- iii. It can be combined along with public holidays, but such period shall not exceed ten days.
- iv. An employee may be allowed casual leave for half a day too.
- v. A staff can take First Casual leave in January, Second on February and third on March and so on. He can avail a maximum of three C.L in a month if they are not availed in the previous months. If availed over norms it will be considered as Loss of Pay and will be deducted in that month salary.
- vi. In December the C.L will be added and if any balance C.L are available then the previous Loss of Pay if any will be paid back.
- vii. Loss of pay under any conditions are to be applied and availed only after the approval from the correspondent, if not disciplinary actions will be taken against the staff by the management.
- viii. Temporary staff and staff on Probation will be granted casual leave at the rate of one day a one month.

D. MEDICAL LEAVE

- i. Medical leave admissible to any staff who are in regular service, in respect of each of the completed block of 5 years of service is 30 days subject to a maximum of 180 days for more than 20 years of service. No medical leave can be claimed during probationary period.

| Period of service | Eligible Medical Leave |
|-------------------|------------------------|
| 0 to 5 Years | 30 days |
| 0 to 10 Years | 60 days |
| 0 to 15 Years | 90 days |
| 0 to 20 Years | 120 days |





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| | |
|--------------------|----------|
| More than 20 Years | 180 days |
|--------------------|----------|

- ii. Medical leave can be granted on medical grounds subject to the production of medical certificate from a registered medical practitioner.
- iii. Medical Leave shall be sanctioned on genuine medical reasons only. Medical leave will not be sanctioned for other reasons like examination, marriage, house construction, family function.
- iv. On expiry of the medical leave, the applicant should produce a fitness certificate on joining duty.
- v. The management may enquire about the health condition of the staff directly and Medical fitness certificate is liable for verification.
- vi. Medical leave if not found as genuine disciplinary actions will be taken as per Governing Boards decision.

E. Maternity Leave

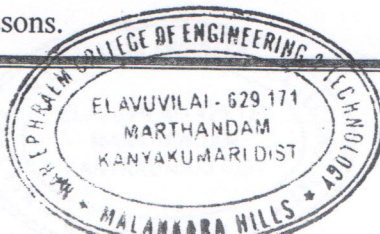
Married women members who are in regular service are eligible for 90 days of maternity leave as half paid. The members on temporary service can also be permitted but on loss of pay. This is valid for only two living children.

F. Professional Development Period

Members of Teaching and technical non-teaching staff are eligible for Professional Development days during the end of first semester and during the end of second semester as per the decision made by the management.

H. GENERAL RULE

- i. Other duty permissions are granted by the Principal. Requests for permissions to go out for other duty, during working hours shall be submitted through proper channel in the prescribed form in person before the period of other duty. (Previous day if it is from the first hour), permission for other duty approved by principal will be valid only after submission of Attendance/ duty certificate.
- ii. No general permissions will be granted to attend functions in the houses of the members of the staff. Casual leave for such functions will be granted only subject to the condition that the normal working of the institution is not affected.
- iii. Any office staff shall apply leave in prescribed form to the office superintendent and the same will be granted in consultation with the Bursar.
- iv. During free hours the teaching faculty are expected to sit either in their respective place or in the library to prepare their lessons.





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- v. Faculty can leave the class rooms only after the arrival of the next class hour faculty to keep the class room learning environment.
- vi. Staff can avail excuse for late coming in the morning to a maximum of 3 minutes for three times a month.
- vii. The teaching faculty are expected to arrive respective class room at least two minutes earlier to the commencement.
- viii. The office staffs may avail any eligible leave with alternative arrangements in consultation with Bursar. The Correspondent / Bursar can grant any eligible leave to office staff on extraordinary situation and it will be decided based on the graveness of the cause.
- ix. Teachers, having first hour class work shall be present in their respective classes, before the Morning Prayer.
- x. Cancellation or alteration of class work by members of the staff should be done only with the prior written permission of the Head of School.
- xi. Student attendance markings in the prescribed form & register available in each department should be made immediately after the completion of class work.
- xii. Promptness should be observed with regard to submitting corrected answer scripts of tests and entering test assignment marks in the department register and log book.
- xiii. Members of the staff are to extend their help in filling up the requisite column in the student files, drafting letters to parents, checking the examination application forms and nominal rolls of their school candidates etc.
- xiv. Members of the staff who are regular service, applying for part-time courses in the relevant field should get prior permission from the management. Permission will granted only if the following conditions are satisfied.
 - i. Smooth conduct of class work is ensured. The member is expected to continue his/her service in this institution at least for the next three years after acquiring the additional qualification.
 - ii. Otherwise s/he will have to pay three months salary before getting relieved.
 - iii. Staff members shall submit the attested photocopies of their certificates while joining duty.
- xv. No staff member shall apply any other job without the permission of the Correspondent while in service.
- xvi. When any member of the staff is absent without any kind of eligible leave, the period of such absent shall be treated as unauthorized absence deserving disciplinary action.
- xvii. Members of the staff shall sign the Movement Register when leaving the place of their duty.



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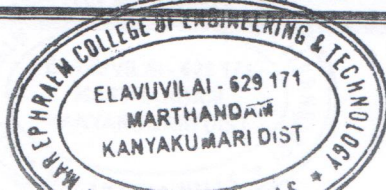
16. MISCONDUCTS:

The following are misconducts that are punishable.

- a) Absence without leave or overstaying beyond the period of sanctioned leave without valid reasons.
- b) Repeated unpunctual or irregular attendance.
- c) Neglect of work, negligence in performing duties.
- d) Breach of any rule of College or instructions by the authorities.
- e) Causing nuisance on the premises of the College.
- f) Attempting to collect or collecting money from the students of the College without due permission of the Competent Authority.
- g) Holding or attempting to hold or attending any meeting in the premises of the College without the prior permission of the Competent Authority.
- h) Attempting to form a union or an association without permission.
- i) Failing to proper consideration, courtesy or attention towards superiors.
- j) Resorting to victimization or partiality of any nature towards students.
- k) Resorting to any practice which is detrimental to the interests of the College.
- l) Discourteous behaviour towards members of the staff or towards visitors.
- m) Using unparliamentary words or behaving in a violent manner towards students.
- n) Wilful insubordination or disobedience whether alone or in association with others to the orders of a superior.
- o) Dishonesty, fraud, misappropriation or theft.
- p) Wilful damage or causing loss to the College.
- q) Making false allegations against superiors, colleagues or subordinates.
- r) Any violation of the code of conduct or dereliction of duties and responsibilities.

17. DISCIPLINARY ACTION PROCEDURE

- a. The management may place any employee under suspension for any alleged misconduct pending enquiry.
- b. Employees are liable for disciplinary action for any kind of misconduct, indiscipline, disobeys irregularity and dereliction of duty
- c. The employee shall be either supplied with copies of the relevant documents or permitted to peruse and take extracts of the same so as to enable the employees to submit explanation and defend in the enquiry.
- d. The employee shall be provided with the opportunity to examine or cross examine and of the witnesses and also allowed to produce witness.
- e. After the conduct of personal hearing or enquiry, the report of such personal hearing or enquiry shall be furnished to the employee together with a notice





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providing him with an opportunity to submit explanation within a reasonable time as may be specified as to why appropriate punishment should be imposed.

- f. After considering the explanation if submitted, or after the expiration of the time specified for the submission thereof, final orders shall be passed either dropping action with or without conditions or imposing appropriate punishments.
- g. Employees can be placed under suspension in contemplation or during pendency of discipline proceedings on grave charges attaching major punishment.

18. PROMOTION

No employee can claim appointment by promotion as a right only on the basis of eligibility to hold the promotional post or seniority or having been temporarily placed in-charge of the post. When a higher post falls vacant and the competent authority decides to fill the post that authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be at the discretion of the Governing Board and will be determined on the basis of need, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job, years of service and the individuals' suitability for the job.

19. RESIGNATION

- a. Any member of the staff indenting to tender resignation shall send prior notice three months before the date of resignation to the correspondent through proper channel.
- b. Those seeking immediate relief shall remit three months salary or an amount equivalent to the days s/he delayed in sending the resignation letter. The Governing Board may kind enough to relax the above condition under special considerations. This is not applicable in the case of an employee in suspension or under disciplinary action.
- c. For getting experience certificate and relieving orders and other documents one has to clear all the dues as in annexure IV.



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20. Annexure

Annexure I

Sample copy of Appointment Order

Ref. No. MECET/FA/2013:109

18.04.2013

From

Ms. T.J. Jemi Jeya,

24-84A, Salian Vilai,

Vettuvanni, Marthandam

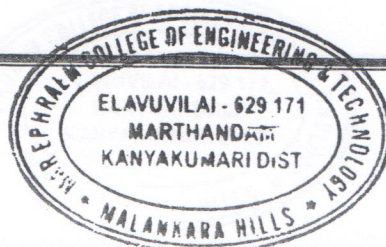
Kanyakumari District .

Sub: Appointment of Staff– reg.

Appointment Order

Dear Madam, Ms. T.J. Jemi Jeya,

We are happy to appoint you as **Asst. Professor** in the Department of **Civil Engineering** of Mar Ephraem College of Engineering and Technology on temporary basis.



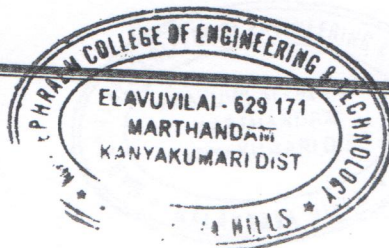


Mar Ephraem College of Engineering & Technology Malankara Hills, Elavuvilai – 629 171.

1. Your salary is fixed at Rs.18,100/- with all allowances (DA, HRA, PF contribution).
2. You will be on probation for a continuous period of two years with a period of three years. During the period of probation, your service will be terminated with three months notice or three months salary in lieu thereof. After successful completion of the probation your service will be confirmed and your salary will be revised.
3. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
4. Your end and aim should be the welfare of the students and the institution.
5. Being the academic person you will be responsible for all the academic activities of the College. The disciplines of the students are one of your prime responsibilities.
6. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
7. You should discuss all academic and administrative matters with the Principal/Secretary.
8. You are governed by the rules of the college and after confirmation retire at the age of sixty, subject to good conduct.

If you agree to the above conditions please sign this order and return a copy to the management.

You are requested to report for duty on the opening day of the coming academic year (2013-2014) as per Anna University announcement.





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Correspondent/Secretary

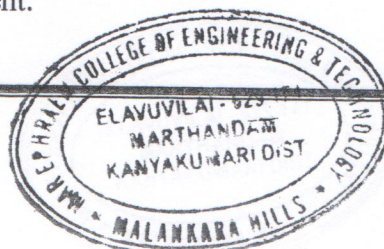
Copy to:

1. Individual.
2. Accounts.
3. Section.

Annexure II

STAFF RECRUITMENT PROCEDURE

- For teaching and non teaching staff recruitment the following procedures are followed. It is recommended to finish these procedures before last working day of the previous semester.
- For strengthening existing School/department and creating new positions the head of the school or department has to prepare a work load scheme with the available staff and the unalloted work load has to be summed up in units and eligibility criteria for new position should be prepared in the form of a report.
- The head of the school/department presents the report to the principal. The principal verifies the same in the academic council and consolidate all the schools workload and see the real requirements after possible adjustments. The head of school has to justify the report and gets approval from principal and get it forwarded to the correspondent for increasing human resource for department or school.
- For creating new positions the head presents the report at academic council and got it approved by the principal and gets majority of support in the academic council and gets the report forwarded to the correspondent.





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- The principal then discusses with the Correspondent and Head of the School/Department and fixes a date for interview and form a panel for interview and informs to Public Relations Officer for advertisement in newspaper and clerk for informing diocese churches, a copy of this letter has to be filed in the office.
- For non teaching positions only candidates from parishes of Marthandam diocese only is eligible for applying but the management can take decisions as time to time.
- The interview panel consists of the Bishop as chairman or his representatives, correspondent, principal, head of the school or department and an external subject expert relevant to the nature of position.
- Advertisements has to be sent to all parishes of Marthandam diocese atleast one Sunday before interview.
- The receptionist receives all curriculum vitas in person by email and by post and handover the same to the head of the school five working days before the date of interview.
- The Head of the school/department scrutinize the resumes based on eligibility, merit and prepares a list of candidates and handover the same to the receptionist three working days before the date of interview.
- The receptionist informs the date of interview and other details over phone or by email, candidates from parishes of Marthandam diocese can attend as walk in for positions.
- On the date of interview the candidate has to get the application for the position of staff from the reception and fills the same and attaches a photocopy of relevant documents.
- The head of school/department conducts a written test based on the questions prepared by external subject expert confidentially.
- The head valuates the answers and prepares a mark list on descending order of merit.
- For one position minimum three candidates can be interviewed (ie.1:3 ratio)
- The candidates have to appear for before interview panel, the written test marks will be considered only as eligibility for interview.
- Malankara catholic candidates will get X marks as bonus by producing proof of membership form their parish priest.
- Each panel member gives marks for candidate's performance and will be consolidated by head; a merit list will be prepared and displayed.
- The correspondent finalizes the candidate for the position based on the interview reports and forwards the same to the chairman.
- The chairman approves the process and the candidates will be inducted after verification of original certificates.



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- The Receptionist communicates to the selected candidate the date of joining on duty immediately or on the same day
- Newly joined staff may be given induction training before joining duty.

Annexure III
TA form
(to be prepared)

Annexure IV
No dues for staff
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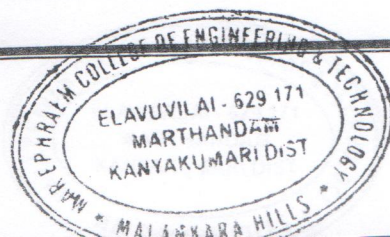
College of Engineering and Technology
(Catholic Diocese of Marthandam)
Malankara Hills, Elavuvilai

Staff No Dues Form

Mr/Ms _____, Non Teaching/Asst/Asso/Prof of School
of _____ has submitted application for resignation from services. With
effect from ____/____/____. The same has been approved by the competent authority. You are
requested to issue No Dues/ Dues Certificate for settlement of claims.

Office Superintendent

| S l n o | Authority | Issues | Sta tus | Rema rks | Sign & Name of Signin g Autho rity |
|------------------|-----------|--------|------------|-------------|--|
| | | | | | |



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| | | | | | |
|---|-----------------------|-----------------------------------|--|--|--|
| 1 | System Administrator | a. System Username & Passwords | | | |
| | | b. laptop/computer accessories | | | |
| 2 | Network Administrator | a. Network ID/Password | | | |
| | | b. MAC registry | | | |
| 3 | Library | a. Books | | | |
| | | b. Journals | | | |
| | | c. Digital Library ID & Password | | | |
| 4 | H.O.S | a. Attendance & Mark Entry in MIS | | | |
| | | b. Files Handover | | | |
| | | c. School Library | | | |
| | | d. email id & Passwords | | | |
| | | e. Reports of Events | | | |
| | | f. Course File | | | |
| | | g. PEO & PO mapping | | | |



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| | | | | | |
|----|---|--------------------------|--|--|--|
| | | h. lab Reports | | | |
| | | i. Valued Answer Scripts | | | |
| 5 | Section in Charge (Cells and Committees) | a.Accounts | | | |
| | | b.Files and reports | | | |
| 6 | Store | Rack/Cupboard and key | | | |
| 7 | MS | User Accounts | | | |
| 8 | Office Assistant | E.S.I | | | |
| 8 | Accounts | a. Advance Settlement | | | |
| | | b. Leave Deduction | | | |
| | | c.P.F | | | |
| 9 | Clerk | LD card | | | |
| 10 | Lab Supervisor QC | | | | |



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| | |
|------------------------------------|---------|
| Approved for relieving on __/__/__ | Bursar: |
|------------------------------------|---------|

| | |
|--|------------|
| Salary Settled & Relieved and Certificate of experience issued | Principal: |
|--|------------|

Received Certificate of Experience and all salary settled

Signature

