

ILAHIA COLLEGE OF ENGINEERING AND TECHNOLOGY

MUVATTUPUZHA

SERVICE MANUAL

ILAHIA COLLEGE OF ENGINEERING AND TECHNOLOGY, MUVATTUPUZHA.

SERVICE MANUAL

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CHAPTER 1

DEFINITIONS

These rules will be known as "Ilahia College of Engineering and Technology Service rules".

These rules will be deemed to have come into force with immediate effect. The rules are applicable to all permanent employees and employees on probation of the College.

1.1 **MANAGEMENT** means the Managing Committee of the Ilahia College of Engineering and Technology, Muvattupuzha elected by Ilahia Trust.

1.2 **EXECUTIVE COMMITTEE** consist of 10 members of Ilahia Trust.

1.3 **SUB COMMITTEE** means the management committee appointed by General Body.

1.4 **GOVERNING BODY** means persons nominated by the Management.

1.5 **OFFICE BEARERS OF THE COLLEGE** consists of Chairman, Manager and Treasurer.

1.6 **CHAIRMAN** means the Chairman of the Ilahia College of Engineering and Technology, Muvattupuzha nominated by Ilahia Trust represents Management.

1.7 **MANAGER** is the person selected from the Ilahia Trust represents Management.

1.8 **COLLEGE** means the Ilahia College of Engineering and Technology, Muvattupuzha.

1.9 **UNIVERSITY** means APJ Abdul Kalam Technological University, the affiliating University.

1.10 **PRINCIPAL** means the Head of the Institution appointed by the Management to discharge the duties and responsibilities as defined.

1.11 **EMPLOYEE** means a regular employee paid from the fund of the College.

1.12 **CONTRACT EMPLOYEE** means an employee appointed on contract basis by the Management of the College and who is only entitled to benefits as per the terms of agreement and will be paid from the fund of the College.

1.13 **VACATION** means the period of holidays authorized to be availed by the teaching staff.

1.14 **VACATION STAFF** means the teaching, laboratory and workshop staff.

1.15 **ADMINISTRATIVE STAFF** means all the staff other than vacation staff and part-time employees.

1.16 **CALENDAR YEAR** means a period from 1st January to 31st December.

1.17 **ACADEMIC YEAR** means a period from 1st August to 31st July or as prescribed by the University.

CHAPTER 2

APPOINTMENT

2.1 Recruitment Committee Members

All appointments will be made based on the interview by a Selection Committee constituted by the Management

Sl. No.	Members	Sl. No.	Members
1	Chairman of ICET	6	HoD
2	Manager of ICET	7	Subject Expert
3	Principal	8	Chairman, Interview Board of Ilahia Trust
4	Director	9	Members of Interview Board, Ilahia Trust
5	Vice Principal		

2.2 Recruitment Process

- A. Need based assessment of man power is prepared at the department level by HoDs and which are scrutinized and finalized by the Principal and Director.
- B. The consolidated man power requirement is then sent to Chairman/Manager for approval of Management.
- C. Applications for various posts are invited through advertisement in newspapers/ website/online media/Leading Job Portals etc. by the HR manager.
- D. Applications are shortlisted by Principal/ Director.
- E. Selected candidates are intimated about the date and time of interview through phone and email.
- F. Written test / demo class and personal interview are conducted by Selection Committee.
- G. Based on the performance in the interview various comments are made by the interview panel.
- H. Recruitment Committee prepares the rank list based on overall merit.
- I. The list of selected candidates is forwarded to Chairman/Manager for approval.
- J. Selected candidate will be served an offer letter.
- K. After receiving the Acceptance letter from the candidate the appointment order will be served.
- L. Candidates selected for employment shall furnish the Joining Report in the prescribed format.
She/he shall also furnish the proof of Date of Birth/Age by any one of the following:-
 - a) Birth Certificate issued by the authorities of Local Bodies.
 - b) School Leaving Certificate/ Matriculation Certificate.
 - c) Any other document acceptable to the Management.

- M. Appointments in all cases will be on probation for a continuous period of one year initially. On satisfactory completion of the probation period, the Management may, based on the recommendation of the Selection Committee, appoint him/her to the regular services. The probationary period can be extended or the service can be terminated in case, the performance of the employee is not found satisfactory.
- N. The Management is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Manager/Chairman.
- O. The qualifications, age, experience etc. shall be as per norms of AICTE / affiliated University in respect of teaching staff and as per the norms prescribed by Management in respect of administrative staff.
- P. All employees shall be classified as:-
- a) Permanent
 - b) Probationer
 - c) Temporary
 - d) Trainee
 - e) Contract employee
 - f) Casual employee
- Q. A permanent employee means an employee who has been appointed on satisfactory completion of the period of probation or the extended period of probation and has been confirmed in writing by the Management.
- R. The candidates selected for appointment shall also submit the Original Experience Certificate and Relieving letter from previous employer, if employed earlier at the time of joining the duty.
- S. It shall be incumbent upon every employee to furnish correct and complete Bio-data to the appointing authority in the required format. He / She shall promptly notify in writing any changes in the particulars of his/her Bio-data including the residential address, failing which any notice or information given in the available address will be treated as properly communicated. If any information given in Bio-data at the time of appointment or subsequently will be found incorrect in future, shall render the appointment void ab initio.

- T. During employment, the management may at any time require an employee to be examined by a Medical Officer approved by the Management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees or students, the Management may terminate the services forthwith.
- U. The age of retirement of all employees of the college shall be 65 Years. However, employees can be re-employed at the discretion of the Management on mutually agreed terms and conditions.

2.3 Pay.

- A. Scale of Pay for Faculty Members — As approved by the Management on AICTE norms and for other staff — As approved by the Management.
- B. Dearness Allowances: As approved by the Management from time to time.
- C. EPF--- The employees coming under the provisions of Employees' Provident Fund Act will be covered.
- D. ESI -- The employees coming under the provisions of Employees' State Insurance Act will be covered.
- E. The regular increments shall be sanctioned by the Principal / Management on the basis of performance of the employees.

CHAPTER 3

CODE OF CONDUCT FOR EMPLOYEES

- A. Every employee shall abide by the rules, regulations and any other instructions that may be framed by the Management from time to time which is in force to regulate the work conduct and behaviour of the employees and is liable for all consequences in the event of any breach of rules by any employee.
- B. Every employee shall maintain integrity and dignity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his /her dealings with the Management, Principal, other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the best interest of the College.
- C. An employee shall carry out duties and responsibilities assigned to him / her from time to time and to observe the scheduled working hours during which he/she must be present at the place of his / her work. No employee shall be absent from duty without prior permission.

- D. No employee shall make any statement, publish or write through any media, which has an adverse effect / criticism of any policy or action of this College or is deemed detrimental to these interests of the College.
- E. No employee shall not engage directly or indirectly in any trade or any private tuition of undertake employment outside his / her official assignment whether for any monetary gain or riot.
- F. An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the College.
- G. An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the College with details. If found guilty, he/she will be terminated from the service.
- H. No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rules will amount to misconduct and attract deterrent punishment.
- I. An employee shall not misuse the amenities provided for him / her by the College to discharge his/her official duties.
- J. An employee shall not accept any gifts, present, gratis, payments or other favors from parents, students, suppliers, contractors, dealers, or anyone who could directly influence/damage/harm the business interests/goodwill or reputation of the College.
- K. An employee shall not disclose/divulge or use any confidential information gained in the course of his/her employment in the College for personal gains, profit or advantage for himself/herself of any other unauthorized person.
- L. An employee shall not propagate / indulge in communal or sectarian activity, discriminate against person on the grounds of caste, creed, language, religion etc. or Indulge in or encourage any form of malpractice.

CHAPTER 4

GENERAL SERVICE CONDITIONS

- A. All the employees of the college shall abide by the general rules of conduct as specified by the college.

- B. All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- C. An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal.
- D. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his / her case. The Principal is empowered to suspend any employee in the interest of the college and report his action to the Management and the University as the case may be.
- E. The services of an employee are liable to be terminated immediately on grounds of negligence of duties, gross indiscipline and fraud etc.
- F. Also the services of an employee are liable to be terminated on grounds of prolonged illness, disability to discharge his / her official duties satisfactorily etc. giving 1 month' notice or 1 month' salary in lieu thereof for regular employee.
- G. An employee shall have to give one month notice in case he / she desire to be relieved on resignation or alternatively he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Principal or the date of relieve, whichever is earlier. The duties of an employee shall pertain to his / her work as per the terms and conditions of appointment and such other duties as may be assigned to him/her from time to time by the management.
- H. The teaching / lab / workshop employees shall not ordinarily resign from their posts during the course of an academic year.
- I. Resignation once submitted by an employee and accepted by the management cannot be Withdraw.
- J. Statutory deductions such as Income Tax, Profession Tax etc. will be made while disbursing the salary.

- K. The 50 % of the registration fee will be paid by the management when the faculty undergoes for FDP / Workshops / Seminars in a year. Only one FDP will be sponsored for faculty in a year.
- L. Every employee shall be given in identity card/ badge, appropriate to his/her classification, and He/she shall wear it while on duty. The said identity card / badge shall carry the photograph and signature of the employee concerned. The identity card / badge shall be issued to the employees duly signed by the competent authority. If the employee loses the identity card / badge, issued to him/her the Principal shall provide him/her with another card / badge on payment of a requisite fee. When an employee ceases- to be in employment, he/she shall surrender his/her identity card / badge to the Principal before his dues are settled.
- M. Working Days:
- i) For Academic Staff: Monday to Friday
 - ii) For Office and Library: Monday to Saturday with second Saturday holiday.
- N. The lunch breaks for the Teaching / Lab / Workshop Staffs are from 12.50 pm — 1.50 pm and for the administrative staffs are from 12.20 pm — 1 pm. On Fridays, the lunch break for the Teaching / Lab /Workshop / Administrative staff is from 12.30 pm — 2.00 pm.
- O. All Administrative staffs are liable to be transferred from one department to another department at the discretion of the management.

3.1 Attendance

- A. Processing and administration of attendance and leave shall be as per procedures laid by the Management from time to time.
- B. All staff should report for duty at 9.00 am sharp and punch out at 4.30 pm.
- C. Late attendance or absence from the place of work without permission will entail disciplinary action. Absence without prior sanction or absence without valid reason shall not be sanctioned as leave on LWA but will be treated as un- authorized absence and such days will not be considered as service.

CHAPTER 5 PROMOTION

- A. Faculty members satisfying the requirements of AICTE regarding qualification and experience may be considered for promotion to a higher grade, provided there is a vacancy available. Those who satisfy the requirements for promotion to higher post may file application, requesting for promotion. They will appear before a Selection Committee for performance appraisal and suitable decision will be taken on such applications. Selection

Committee will meet once in a semester. The promotion will be based on the recommendation of the Committee. A scheme of annual performance review of all regular faculty members who have completed two or more years of service in the College by Committee constituted for the purpose with a view to appreciate and reward good performance is introduced.

- B. Promotions will be regulated as per promotional policy. However no promotion can be claimed as a matter of right. The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualification required for the higher post, and existence of vacancies.
- C. An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

CHAPTER 6

DISCIPLINARY ACTION

- A. All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- B. As a part of the disciplinary action, the following punishments for good and sufficient reasons may imposed upon the employees of the institution after establishing the facts about committing an offence and dereliction / negligence of duties:
 - i) Censure
 - ii) Withholding increments / promotion
 - iii) Recovery from salary, whole or part of any financial loss caused for the college due to negligence of duty or breach of orders / rules.
 - iv) Compulsory leave without allowance
 - v) Suspension
 - vi) Removal from service
 - vii) Dismissal from service

- C. The enquiry committee will be formed, if the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action.
- D. An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.

CHAPTER 7

LEAVE RULES

7.1 General Rules

For the purpose of leave, Year shall mean the calendar year commencing 1st January and ending 31st December. Application for casual leave should be submitted in prescribed form on ERP. The following general rules shall govern the grant of leave to the employees:

- A. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service so demand.
- B. Except in an emergency, leave must be applied through proper channel in the prescribed format on ERP at least 1 day in advance.
- C. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- D. Proper alternate arrangements in one's absence must be specified in the leave applications by the teaching faculty agreeing to take up the relevant schedule.
- E. Depending upon exigencies of service, the competent authority, may
 - i. Refuse, postpone, revoke or reduce leave of any description.
 - ii. Recall any member of staff from leave before it is wholly availed.
 - iii. Permit an employee, if he so requests, to rejoin duty before expiry of the leave period.
- F. Casual leave sanctioned to the employee by the Principal based on the recommendations of Heads concerned of the department/ Sections.
- G. Prior sanction should be obtained and application should be submitted in advance to avail any kind of leave.
- H. General practice of submitting leave application after availing leave is not permissible.
- I. During emergency if staff members avail one day leave, Principal/HoD/Section head concerned should be intimated through phone / SMS and leave application should be submitted on the next day itself when the staffs joins their duty.

- J. All applications should be approved and forwarded by the HoDs concerned with seal.
- K. Separate forms are available for different type of leaves (CL/DL/Comp. Leave etc.) Staff members should therefore submit the appropriate application form.
- L. Staff members should ensure the eligibility of leave from the HR Department before submitting their leave application.
- M. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, except C.L with prior approval.
- N. Any employee shall not take up any service or accept any employment, while on leave, if any violates the said instructions, the service of such employee will be terminated.
- O. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with HoD /Principal.
- P. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
- Q. Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
- R. Salary for the days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be deducted from the salary.
- S. Any absence, not supported with an approved leave application form on ERP will be treated as unauthorized leave and salary deduction will be effected for such days. Moreover, such matters will be viewed seriously by the authorities and suitable action will be initiated against such employees.

7.2 Eligibility

Eligibility for leave is determined with reference to the eligibility on the date of which an employee proceeds on leave.

7.3 Directions of the sanctioning authority

Leave cannot be claimed as a matter of right. When exigencies of service so warrants, discretion to sanction, refuse or revoke leave of any description are vested with the authority empowered to grant the same.

7.4 Recall from leave

An employee may be recalled on duty before the expiry of leave in case of any emergency of service.

CHAPTER 8

CLASSIFICATION OF LEAVE

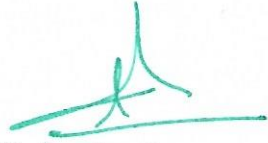
Types of leave	Eligibility and other conditions	Sanctioning authority
Casual Leave	<ul style="list-style-type: none">• Teaching staff, Lab / Workshop staff- 15 days per year.• Non-vacation staff, Librarian and Library staff - 20 days per year.• Alternative arrangements will have to be made before availing leave.• The maximum number of casual leave that can be availed during a month is 2. Meanwhile, the maximum casual leave that can be availed from January to June is limited to 8 days in the case of teaching staff/lab staff/workshop staff 10 days in the case of non-vacation staff, and that from July to December is also limited to 7 to teaching staff and 10 days in the case of non-vacation staff. No advance casual leave of the succeeding month will be sanctioned under any circumstance. The casual leave together with holidays should not exceed 10 days.• Casual leave will be granted proportionately in a calendar year.• Staff may be allowed casual leave for half day at their request.• Casual leave cannot be combined with any other leave.• Staff members, for availing Half-day leave in afternoon has to punch at 12.50 pm and during forenoon at 1.00 pm.• Un-availed CL automatically lapse at the end of calendar year.	Principal
Medical Leave	<ul style="list-style-type: none">• All employees are eligible for 5 days medical leave in a calendar year, provided they have completed the period of probation in the College. The application for medical leave should be accompanied by a Medical Certificate from a Registered Medical Practitioner. Medical leave can be granted to an employee during medical treatment / hospitalization of spouse, children, parents and siblings. The medical leave together with holidays should not exceed 10 days.• Medical leave cannot be combined with any other leave.• Un-availed Medical leaves automatically lapse the end of calendar year.	Principal

Duty Leave	<ul style="list-style-type: none"> • Duty leave is permissible to staff who have to perform duty outside the Campus as and when assigned, subject to the recommendation and approval of authorities concerned. • Prior permission should be taken from the Principal before proceeding to do duty outside. • Applications for Duty Leave should be supported by original Duty Certificates. • Submission of Duty Leave without Duty Certificate is not permissible. 	Principal
PhD Duty Leave	<ul style="list-style-type: none"> • An employee doing part time PhD are eligible for 12 days duty leave in a calendar year, provided they complete probation years of service in the College. • Employees should submit the Duty Leave form along with the duty certificate duly signed by the competent authority (Guide) from where they are doing PhD. 	Principal
Vacation Leave	<ul style="list-style-type: none"> • Teaching staff - those who have completed 1 year service in the College are eligible for 28 days Summer Vacation (May / June). • The Head of the Institution, depending on the academic schedule, semester, examination etc. will determine the period of vacation. • Vacation leave can be availed continuously or in slots. • Those teaching staff who has availed long LWA will be allowed only the vacation leave proportionally. • Vacation leave cannot be combined with any other leave. 	Principal
Earned Leave	<ul style="list-style-type: none"> • Non-vacation staff -- those who have completed one year service and successfully completed probation period in the College, are eligible for earned leave. During the first year of service, the employee is eligible for 1 day EL for 22 working days. For Subsequent years, the employee is eligible for 1 day EL for 11 working days. • The period of leave, other than Casual Leave and Medical Leave availed during a year, will not be counted for Earned leave. • Un-availed EL automatically lapse at the end of calendar year. 	Principal

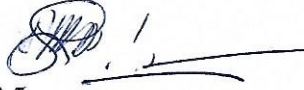


<p>Compensatory off</p>	<ul style="list-style-type: none"> • In the event of any additional duty being discharged by a staff other than working days as per the requirement of the authorities, he / she is eligible for Compensatory off subject to the recommendation and approval of authorities concerned. • Compensatory off can be availed by a staff member against duty performed on a holiday. • Compensatory off will not be granted for any external duty for which extra remuneration is paid. • Compensatory off shall normally be taken in the same month or succeeding month of extra duty. • Employees engaging special duty assigned by Principal with prior concurrence and a minimum of six hours to be worked are eligible for compensatory off. 	<p>Principal</p>
<p>Leave Without Allowance</p>	<ul style="list-style-type: none"> • Request for LWA (leave without allowance) may be considered by the Manager based on the genuine and unavoidable circumstances of employees and may be sanctioned at the discretion of the Manager after considering all aspects of the Institution's requirements in respect of academic activities based on the recommendation of Principal. • LWA is granted to an employee when no other leave is admissible or when the employee specifically applies in writing to the Manager for such leave. • LWA beyond three months at a time will not be counted towards service of the faculty concerned for yearly annual increments. 	<p>Manager/ Principal</p>
<p>Maternity Leave</p>	<ul style="list-style-type: none"> • Maternity leave will be granted to permanent employees who have completed three years service for a period of 180 days from the date of its commencement. Out of 180 days, 60 days with full pay and 120 days half pay leave or loss of pay. For those, who have not completed three years service, other eligible leaves can be availed. • Maternity leave can be combined with any other leave other than casual leave. • Maternity leave can be sanctioned to employees only for the first and second delivery during the entire period of service. • Maternity benefit shall be paid after three months from the date of rejoining. • Maternity benefits shall not be applicable for abortion. • Application for maternity leave shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter. • Maternity Leave can be sanctioned by Manager with the recommendation of Principal. 	<p>Manager</p>

The Management reserves the right to revise, modify or alter any or all of these rules and regulations from time to time without prior notice. In the event that any changes are made, the revised rules and regulations shall be posted on the college website immediately.



Principal



Manager



Chairman