

# St. Thomas College of Engineering & Technology

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Approved by A.I.C.T.E., Govt. of Kerala & Affiliated to APJ Abdul Kalam Technological University



## Human Resource Policies Hand Book

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Managed by St. Thomas Educational Society, Adoor

## **VISION**

To be an Institute of repute recognised for excellence in education, innovation and social contribution.

## **MISSION**

### **M1: INFRASTRUCTURAL RELEVANCE**

Develop, maintain and manage our campus for our stakeholders.

### **M2: LIFE LONG LEARNING**

Encourage our stakeholders to participate in lifelong learning through industry and academic interactions.

### **M3: SOCIAL CONNECT**

Organize socially relevant outreach programs for the benefit of humanity.

## **QUALITY POLICY**

We, at St. Thomas College of Engineering and Technology, as a dedicated team are committed to constantly, and consistently work for the Student's Continual Improvement in terms of Quality in Education, Updated Technical Knowledge, Personality Development and Career Advancement to meet the Challenges in the World.

## **PLANNING**

### **1. HUMAN RESOURCE PLANNING**

The Principal shall assess the staff requirements for the subsequent academic year before the commencement of academic year. The Principal will obtain the staff requirement lists from the heads of departments and consolidated report of the requirement of staff including administrative staff is forwarded to the management and Governing body.

The Principal will consider appointing a senior faculty member to be the Head of every discipline, besides the number of Professor, Associate Professors, Assistant Professors and required in accordance with the Faculty - student ratio prescribed by AICTE.

The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the subject expert (If required) in addition to the management representative and the Principal.

### **2. RECRUITMENT PROCESS**

The selection committee shall prepare a job description in accordance with the department/ section requirements for the candidate to be recruited.

The vacancy position to be filled, from the following sources:

- Advertisement in the Newspapers
- Website
- Direct applications

The committee shall short list the candidates in the following processes:

- Screening test (if required)
- Class room demonstrations
- Interview

The selection committee shall finalize the short listed candidates and submit their recommendation along with the personal data sheet (**Annexure 1**) of the candidates to the Principal and the Secretary for final approval. Principal will consolidated the data sheets and based on it a recommendation will be forwarded to the CEO (**Annexure 2**). An offer of appointment / memo shall be released by the CEO in the -**Annexure 3**- appended to this manual.

Eligibility for appointment: As per AICTE /University norms

### **3. STAFF ORIENTATION**

Every staff appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.

The Principal shall introduce him / her to the Head of the Department/ Section Head.

The HOD/ Section Head will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team. HOD will explain him/her the various codes of conduct observed in availing the facilities in the College.

## **4. JOINING FORMALITIES**

The Administrative Officer will also ensure that all the registration formalities, including submission of joining report (**Annexure 4**), certificates and other documents are in order and Appointment order will be issued accordingly.

### **4.1 Submission of Documents**

Individual should submit their academic credentials with the HR Department like SSC, Inter, UG, PG, Ph.D and any other certificates as per requirements on or before the date of joining.

In addition to the above following documents are also to be submitted:

- a) Copies of appointment order, relieving and salary certificate of previous employer.
- b) Copies of all experience certificates.
- c) 4 recent passport size photographs.
- e) PAN Card, Aadhar Card, Voter ID Card and passport

## **SALARY AND INCENTIVES**

### **1. POSITIONS AND PAYSCALES**

The College will have the following hierarchy of teaching positions:

Principal

HOD

Professor

Associate Professor and

Assistant Professor

In addition, each department shall have technical staff like Lab Assistants and Office Assistants.

The College Office will have the following positions of hierarchy in the administrative department.

Administrative Officer, Accountant, PA to Principal /

Secretary, Clerical Assistants, Office Assistants

## **2. FACULTY NORMS AND SALARY STRUCTURE**

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

Based on the above regulations following are the faculty norms,

**Assistant Professor** - BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.

A candidate processing the above requirements will be in the salary band of Rs 15600-39100 with an Academic Grade Pay (AGP) of Rs 6000 along with other allowances as decided time to time by the Management.

**Associate Professor** - Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.

A candidate processing the above requirements will be in the salary band of Rs 37400-67000 with an Academic Grade Pay (AGP) of Rs 9000 along with other allowances as decided time to time by the Management.

**Professor** - Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry.

A candidate processing the above requirements will be in the salary band of Rs 37400-67000 with an Academic Grade Pay (AGP) of Rs 9000 along with other allowances as decided time to time by the Management.

The pay band of technical and other staff will be based on qualification and experience. Management can also decide other allowances for Principal,

Professor and Special posts.

### **2.1. ANNUAL INCREMENTS**

Faculty members are eligible for the increment prescribed at the end of 12 months service in the institution provided they satisfy the conditions as mentioned in the Faculty Appraisal Form.

### **2.2. BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF**

- Employees Provident Fund
- Group Insurance
- Maternity Leave Benefits
- Transport
- Children Education - Fees Relaxation

### **3. INCENTIVES AND REWARDS**

Faculty members attaining 100% result in their subject will be awarded appreciation certificates.

Faculty members can be reimbursed up to 100 % of the actual expenditure incurred (which includes Registration fee and TA/DA) for presenting paper in Conferences and for attending Workshop, Seminar, FDP, etc., in other institutions.

Faculty members are motivated to do testing and consultancy works in their respective specialisation. 60 % of the revenue generated through testing



and consultancy will be given to the department and the faculty members.

Self Assessment Performance Based Appraisal system is used for the assessment of all the faculty members in every year which is executed for 200 points based on various key areas. Key areas for evaluation are general information, attending of faculty development programme, membership in professional bodies, academic performance, students pass percentage, research, social service etc. After the review of the performance appraisal, the faculty members are considered for promotion and incentives.

In order to motivate the faculty members “Best Department / Faculty Award” will be awarded based on the assessment of various parameters. Also special appreciation award will be given to the staff members who bagged the national level / state level / university level awards /prizes.

Technical staff members are provided with free skills programs. In addition, they can avail on-duties towards higher education.

#### **4. PROMOTION POLICY**

All promotions shall be considered on the basis of merit - cum - seniority basis. Staff is eligible for promotion only after completion of one year of service in the institution.

Promotion of faculty members to Associate Professor and Professor will be based on the norms/guidelines of the AICTE.

#### **5. RETIREMENT POLICY**

The age of retirement of faculty member shall be as per AICTE norms.

The age of retirement of other non - teaching staff shall be as per State Government Rules or as may be decided by the Management.

## **ATTENDANCE AND LEAVE POLICY**

### **1. ATTENDANCE SYSTEM**

All Employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance system as per given instructions. Employees should mark their attendance in Bio-Metric Attendance system every time going out of Institute for official or personal work and when back to Institute.

#### **1.1. Grace Time, Half day & late coming**

##### **1. a - Grace Time**

- In unavoidable situations, up to 5 minutes grace time is available for employees reaching late to their respective work place after their official in-time.

##### **1. b- Late Coming**

- Any employee coming after stipulated time shall be considered as late.
- Three (3) late marks shall attract deduction of a half day's leave.
- Employee must inform his / her reporting authority, if he / she is coming late.

### 1. c - Half day

Half day shall be defined as 4 hours of work **excluding** the lunch.

## 2. **LEAVE POLICY**

### **2.1 Casual Leave (CL)**

Faculty members, non-teaching staff including office staff are eligible to avail 15 days casual leave for every calendar year. The casual leave shall be split between semesters ( maximum 7.5 leaves can be taken during January 1st to June 30th and rest 7.5 leaves can be taken from July 1st to December 31st)

- Casual Leave is to meet the unforeseen / foreseen circumstances.
- Such leave can normally be availed only with the prior approval of the HOD and the Principal.
- The form should be submitted at least one day in advance to the HOD. In emergencies it should be submitted on the first day of duty after the leave. Office staff should forward the leave through AO
- In emergency cases whenever the faculty member is unable to get prior sanction of leave, he / she should inform to Head of the Department concerned over phone / email after altering the workload, about her /his absence on leave. In such case, leave application should be submitted for approval on the first day of duty after his/her leave.
- CL can be availed for a maximum of 3 days per month.
- Staff members are directed to punch before 8.40 am and after 4.40 pm till further notice. Late 'in punch' and early 'out

punch' is not allowed. Three late/early or missed punches will attract a half day leave.

- Management reserves the right to refuse CL on grounds of exigencies of work at any time
- Faculty members can avail 60 minutes permission either in morning or evening twice in a month.
- Casual Leave policy is applicable for teaching and non-teaching staff including office staff.
- Probationary staff can avail CL only on a proportionate basis.
- Guest staff is not eligible for any leave.

## **2.2 COMPENSATORY LEAVE (CPL)**

In general, prior approval of the Principal should be obtained by the HOD, before entrusting duties to staff on compensatory leave basis. However, to meet urgencies it can be allowed by HODs during unscheduled hours of work and will be granted on the recommendations of the HOD with specific reason in writing within three days from the date of carrying out of such work.

The compensatory leave can be availed only after getting sanction from the principal in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.

Compensatory leave will not be granted to any staff for taking special classes, attending university practical examinations, accreditation related works, inspection of AICTE / University/other bodies, emergency works and special working on Saturday etc.

### **2.3 DUTY LEAVE (DL)**

Teaching staff members shall be permitted to avail DUTY LEAVE for a maximum period of 12 days for University Examination duty purpose and 12 days for attending FDP / Workshop / Conference / Symposiums / Presentation / Seminars, etc., in an academic year. DUTY LEAVE shall be availed only with prior approval of the Head of the Institution (Principal).

Teaching staff who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

The staff members who are preceding DUTY LEAVE with the approval of Principal should produce the “Attendance /Duty Certificate” immediately on the date of joining duty after availing “DL”.

### **2.4 MEDICAL LEAVE (ML)**

Staff members can avail medical leave of up to 10 days after continuous service of 1 year in the Institution. Only half pay is eligible for medical leave and it cannot be accumulated or carry forward. Permission through telephone or through messenger is required for availing medical leave. After the medical leave staff members should submit medical fitness certificate on the day of rejoining from a registered medical practioner.

### **2.5 SPECIAL LEAVE (SL)**

**2.5.a. Leave for study purpose** will be granted on merits for permanent teaching staff as decided by the Management through the recommendations from the Principal. The teaching staff thus eligible will be granted leave without pay for duration of 2 years for post graduate studies and 3 years for Ph.D. Such leave will be granted on

an undertaking signed by the applicant to render further service to the institution of completion of the leave for 2 years and 3 years as the case may be.

**2.5.b. Maternity Leave** – (only for female teaching staff) is granted to permanent teaching staff for six **months** who have put in not less than 6 month's continuous service after completion of probation. The maternity leave benefits will be availed only for two times in the entire service.

## **2.6 VACATION LEAVE (VL)**

Staff members are permitted to avail summer / winter vacation on the following conditions.

- Staff members who have successfully completed one year of probation are eligible for vacation leave.
- This is to be availed under normal circumstances without affecting regular classes anytime between November & December ,ie, before starting the even semester and after the even semester classes & before June under normal circumstances.
- The vacation leave has to be availed without affecting to the duties if any assigned.
- Prior Sanction has to obtain before availing the vacation.
- Management reserves the right to call anyone back from vacation leave if any urgent situation arises
- Vacation leave period shall include one set of Saturdays, Sundays and holidays either proceeding or succeeding. In between Saturdays, Sundays, Holidays will be included in Vacation leave period.

**The eligible period of vacation for the staff is as follows.**

**TEACHING STAFF**

<b>STM Experience</b>	<b>Winter Vacation</b>	<b>Summer Vacation</b>
Above 1 year	10 Days	20 Days
Above 6 months and below 1year	Nil	10 days
Below 6months	Nil	Nil

**NON-TEACHING STAFF**

<b>STM Experience</b>	<b>Winter Vacation</b>	<b>Summer Vacation</b>
Above 1year	10 days	10 days
Above 6 months and below 1year	Nil	Nil
Below 6months	Nil	Nil

- Unused summer / winter vacation cannot be combined or carry forward. Also surrendering of vacation period for “claim of salary” cannot be allowed.
- If teaching faculties are supposed to complete University duties / AICTE duties / College Accreditation duties during vacation leave, no compensatory leave will be provided.

## **2.7 EARNED LEAVE (EL)**

**Non-vacation staffs are eligible for 20 days of earned leave for every calendar year.**

- Only non-vacation staffs are eligible for earned leave.
- 360 days of continuous service during a calendar year is required for applying for earned leave.
- EL is granted for 3 days or more at a time.
- EL should not be combined with other leave.
- EL can be accumulated up to a maximum of 15 days.
- 5 days prior application is required for availing EL.
- Management reserves the right to refuse EL on grounds of exigencies of work at any time.
- Staff associated with administration & library in the college are functioning on Saturdays (except second and fourth Saturdays) and on holidays for students except public holidays.

### **Abbreviations:**

CL – Casual Leave

EL – Earned Leave

CO – Compensatory Off

LWA – Leave without Allowance

SL – Sick Leave

DL – Duty Leave

## **3. LEAVE RULES**

1. The calendar year (1st January – 31st December) is taken into account.
2. Leave of any kind should not be treated as a matter of right.
3. Leave can be availed without affecting the normal duties and



alternate arrangement for work along with the consent of those who are engaging the duty will be clearly mentioned in the leave application

4. If teaching faculties were called for invigilation duties during vacation leave, no compensatory leave will be provided.
5. The management reserves the right to cancel the leave at any time and call back the staff on leave depending upon the urgency of work.
6. The Leave Rules and Regulation for staff are subject to change or amendments without further notice by the Management.

## **DISCIPLINE AND GRIEVANCE PROCEDURE**

### **1. CODE OF CONDUCT FOR TEACHERS.**

**Teachers shall be at the classroom in time without any exception.**

- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.

A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking corrective action fit within his/her power or reporting the matter to the HOD / Principal

- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the department and the college.

information added to earlier course content.

- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Adhering to lesson plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

**Teachers shall observe good personal conduct in terms of:**

- Faculty and staff members shall not receive gifts of any kind from the students or their parents for any favouritism.

**Teachers shall maintain a respectable work culture in terms of:**

- Preparation for the particular day's classes, with latest
- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering in to quarrels, fights or any act of disrespectful nature.

- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and thereputation of the Institution.

Faculty shall conform to the Ethical Standards of a teacher as described in Annexure 5.

## **2. DISCIPLINARY PROCEDURE**

Any teacher who is violating the code of conduct defined in Section 4 of this manual will be subjected to appropriate disciplinary action by the Principal / Secretary.

If a teacher commits an act of misconduct or mis demeanor by violating the code of conduct, anyone can report in writing to the Principal. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.

If the Principal is convinced with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation and report the same to the Management.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action in consultation with the Management.

## **3. GRIEVANCE REDRESSAL PROCEDURE**

The Principal shall constitute a Grievance Committee in according to the prevailing AICTE / University statutes to redress the grievance of the teaching and non-teaching staff.

The Grievance Committee shall be composed of members among the

ranks of HODs, senior faculty members and AO.

The Principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.

The grievance committees shall have a convener to monitor the proceedings and will meet once in two months.

Any teaching or non-teaching staff having a grievance, he or she makes a representation to the committee.

The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed time to time by the committee and by the Principal / Secretary.

The convener shall record and maintain the minutes of the meetings.

#### **4. DECORUM & CODE OF CONDUCT- GENERAL**

A professional appearance is important anytime that you come in the college premises. Employees should be well dressed appropriately for our college and for their position in particular.

Wearing identity card is compulsory in institute premises, in a manner that is visible. Employee must return their identity card at the time of completion of service in the institution.

Employee must inform the HR in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued. If the new address has not been informed to HR, then all the official communication will be at the last address of an employee as per the Institute records.

Employee must maintain professional relationship with Persons / employee of STM and its customers, vendors etc. during institute duty. Employee must communicate with all the colleagues with due respect.

## **CONSULTANCY/ RESEARCH &DEVELOPMENT/ TEACHING ASSIGNMENTS.**

### **5. 1 CONSULTANCY / R&D**

The College encourages its teachers to take consultancy and R&D assignments within Institution, with other Institutions or Industries, Government agencies appropriate to the teacher's competence.

The teacher shall undertake such assignments

- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the faculty himself / herself is approached by the outside agency for such support.

In either case, the teacher shall take up the assignment by obtaining the approval of the Principal / Secretary in writing.

The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

The teacher shall also associate with other members of the faculty in working on the assignments.

The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on 60:40 (60% to

the department and the faculty & 40% to the college) basis. Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal / Secretary.

The Project Co-coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies, if any.

## **1. IN-HOUSE R&D**

The college encourages its faculty members to undertake department / college wise R&D activities along with students and other faculty members.

Faculty members can submit their proposals through the Head of the Department. The Principal will examine the proposal and shall recommend for financial support based on the merit of the proposal.

## **2. SEMINARS / WORKSHOPS**

The college encourages its faculty to organize AICTE / ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.

The Management provides infrastructure facilities for funded programs.

## **5.2 TEACHING ASSIGNMENTS**

The College permits its teachers to take up teaching assignments with other educational Institutions.

A teacher, who has been approached for giving guest lectures in other educational Institutions, shall make a request to the Principal and based on the nature of the assignment he approves the same.

Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another Institution, whether for remuneration or on honorary basis.

## **PERFORMANCE REVIEW**

All Employee's performance shall be reviewed using Appraisal System. It is mandatory for each employee to exercise Appraisal Systems implemented by STM and contribute to the Growth of Institute.

### **1. Annual Appraisal System**

The rating of all semester appraisals shall determine the annual performance ratings of an employee (**Annexure 6**). The annual appraisal will also also coincide with increments as per the eligibility.

### **2. Termination**

Those staff whose performance fall below the satisfactory level there service shall be discontinued as per the performance review and as specified in Chapter 8.



## **EXIT FORMALITIES**

The following formalities need to complete for the smooth exit of employee from STM:

- Any employee desirous of leaving the service of the college shall send a letter of resignation to the appointing authority through his /her respective head of the department and the principal giving three months notice before leaving service or 3 months salary in lieu of the same.
- Staff will complete all handing over of responsibilities, information, documents, materials etc. in his/her possession under the supervision of the department head or person assigned by him/her. (Refer the format)
- On the last day of working of the staff, clearance should be obtained from the parent department as well as all the support or affiliated departments/ sections with which the staff may have any dues. Materials like identification card, visiting cards, letter heads or other such material should be returned to the HR department. HR will ensure completion of Exit formalities and to receive free and open feedback from the staff.

# St. Thomas College of Engineering & Technology

## **NO DUE CERTIFICATE FOR STAFF (Relieving)**

### **I. Personal Details:**

Name :	
Designation :	Department :
Date of Joining :	Date of Relieving :

### **II. Academic Documents :**

Sl. No.	Item	Received by & Initials
1.	Course Diary (including internal marks)	
2.	Course File	
3.	Department Library	

### **III. Documents related to :**

Sl. No.	Item	Received by & Initials
1.	Accreditation files/ assigned	
2.	Advisory register & Tutor file	
3.	Department Committee	
4.	College Committee	
5.	Laboratory Dues / Equipments/ Files	

**Name & Signature of Staff**

**Head of the Department/Section**

#### IV. General Administration

Sl. No.	Item	Verified by & Initials
a.	Central Library	
b.	Central Computing Facility	
c.	Accounts Section	
d.	Office	

**Administrative Officer**

-----*For Office use*-----

**Recommended for relieving**

**Approved by**

**Principal**

**CEO**

## **TERMINATION**

**The services of an employee are liable to be terminated in the following cases:**

- Major misconduct (as per definitions under the AICTE)
- Unsatisfactory performance ( as decided within the performance appraisal& in conjunction with the management)
- Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.
- Involvement in criminal offence(s). Violation of the terms and undertaking given at the time of joining /thereafter
- Non adherence to any points mentioned in STM HR manual

## Annexure 1

### Personal Data Form

#### St Thomas College of Engineering and Technology

Assistant Professor	Associate Professor	Professor	Others

**Date:**

Interview for the Post of

(Please ✓ Appropriate Box)

Department

:

:

Name (in Block Letters)

Father's Name

:

Mother's Name

:

Address

:

Age & Date of Birth

:

Marital Status

:

Children

:

Community &Caste :

Educational Qualifications (Starting from S.S.L.C):

<b>Cours e Nam e</b>	<b>Institution &amp;Universit y</b>	<b>Year of Pass</b>	<b>% of Mar ks</b>	<b>Clas s</b>	<b>Verifie d with</b>
					Original /Xerox
					Original /Xerox
					Original /Xerox
					Original /Xerox
					Original /Xerox

Experience in Years:

<b>Engineering College</b>		<b>Poly</b>	<b>Art s</b>	<b>Industr y</b>	<b>Othe r</b>	<b>Tota l</b>
<b>Affiliated</b>	<b>Autonomou s</b>					

Experience Certificate (verified with Original/Xerox) :

Last Pay Drawn : .....

Expected Minimum Salary:.....

Signature of the applicant

Selected /Not Selected :

**Salary Fixed** : Scale:.....

Basic:.....

DA%:.....

Total : .....

**FOR OFFICEUSE**

Certificate Verified By :

Interview Mark :

**PRINCIPAL**

**Secretary**



**Annexure 2**  
**Letter of Confirmation**

**To,**

**The CEO**

**St. Thomas College of Engineering and Technology**

**From,**

**The Principal**

**St. Thomas College of Engineering & Technology.**

**Date:**

**Respected Sir,**

**Sub: Request for approval for Appointment – Mr./Mrs.....Dept.**

This request letter is with reference to the interview we had with **Mr./Mrs.....**, regarding her application for the post of .....in Department of ..... As an outcome of the meeting we had offered her the post of ..... in Department of ..... The salary package offered was.....per month.

It is here by requested to issue approval for the above said appointment.

Thanking you,

Yours faithfully,

**Principal**

CC : Accounts and File

**Annexure 3**  
**Form of Appointment Letter**

Lr.No. \_\_\_\_\_

Date: \_\_\_\_\_

Proceedings of the CEO, St Thomas College of Engineering and Technology.

Sub: Establishment - Faculty recruitment for STM- Issue of orders -reg.

The Secretary, St. Thomas College of Engineering and technology is pleased to inform you that you have been selected to appoint as.....in the Department of.....of St. Thomas College of Engineering & Technology

You will be governed by the service rules and regulations of the College.  
You will be in probation for a period of one year from the date of joining.

You are requested to give your acceptance of the appointment in the duplicate copy of this order.

You shall report to the Principal of the College and join duty on-----

Your service in the college shall take effect from the date of your joining.

CEO

To

Mr.....

.....

**Annexure 4**

**Joining Report**

To,

**The Principal  
St. Thomas College of Engineering & Technology**

**Sub : Joining**

**Report Respected Sir,**

With reference to the appointment order issued by St. Thomas College of Engineering & Technology, appointing me as .....in the Department /Section of ....., I hereby report for duty with effect from the forenoon /afternoon of ..... /..... /.....

I thank you once again for providing me the opportunity to serve the institute. I will perform my duties sincerely, honestly and to the best of my abilities. Also I will abide all the rules and regulations of the college. It is requested that I may please be permitted to join for duty.

Thanking You,

**Place**

Yours faithfully,

**:Date :**

**(Name & Signature)**

**Enclosures:**

**Self attested copies of**

1. Tenth Certificate
2. B.Tech Degree Certificate and Mark list
3. M.Tech Degree Certificate and Mark list
4. Ph.D Degree Certificate

5. Pan Card
6. ID Proof

**Annexure 5**  
**ETHICAL STANDARDS FOR TEACHERS**

**A Teacher**

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - ✓ to respect parents, teachers, elders
  - ✓ to express the love of brotherhood to fellow students
  - ✓ to accept and extend due respect to every religion and social grouping
  - ✓ to love the Nation and commit their endeavor's to progress
- Shall have a sense of belonging to the Institution
- Shall assume total dedication to the teaching profession
- Shall always have an urge to excel in professional expertise
- Shall wear a respectable attire, befitting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help

- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- Shall confer with parents on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities

XXXXXXXXXXXXXXXXXX

**Annexure 6**

**St. Thomas College of Engineering & Technology**

**SELF-ASSESSMENT FOR  
PERFORMANCE BASED APPRAISAL  
FORM**

**(For Faculty Members)**

**Period: July 20xx – June 20xx**

**PART A: GENERAL INFORMATION**

1. Name:
2. Department:
3. Educational Qualification:
4. Date of joining in STM:
5. Teaching Experience:
6. Industrial Experience:
  - a) Name of the Industry:
  - b) Years of Experience:

Mobile No:

E-mail:

LinkedIn profile id:

7. Details of academic qualifications acquired during the period:

Institution	Subject	Degree

**8. Faculty Development Programme/ Orientation/Refresher course attended during the period Training Courses, Teaching-Learning Evaluation Programme etc.**

Sl. No.	Name of the course / Summer School / FDP / Programme	Duration	Organization and Place	Marks
Average Performance Index (API) marks				

9.

**10. Membership in Professional bodies (IE, ISTE, and IEEE etc.)**

Sl. No.	Name of the Professional body	Membership ID	Marks
API marks			

## **PART B: ACADEMIC PERFORMANCE INDICATOR**

**CATEGORY I: Teaching, Learning & Evaluation related Activities**

**(i) Lectures, Tutorials, Practical, Seminars, Contact hours (Give details)**

Sl. No.	Course/Paper/ Practical etc. (Code)	Mode of teaching*	No. of classes allotted/ week	Total No. of classes scheduled during the semester	No. classes taken as per documented record	Percentage of total syllabus covered	Marks




	Lectures, Tutorials, Practical, Seminars, Contact hours	API Marks	Total API Marks
(a)	Classes taken		
(b)	Teaching load in excess of AICTE norms		

\* Lecture (L), Tutorial (T), Practical (P), Seminar (S)

Max. marks in (a): 45, Max. Bonus marks in (b): 5

(ii) Student Evaluation

a) Series Tests (% Result)

Subject	Series Test 1	Series Test 2	Series Test 3	Marks
API marks				

b) Assignments

Subject	No. of Assignments / other modes for evaluation	Marks
API Marks		

	Student Evaluation	API Marks	Total
(a)	Series Tests (% Result)		
(b)	Assignments		

(iii) Academic guiding / mentoring activities during the year.

	Activities	No. of Hours	No of students	Marks

<b>(a)</b>	<b>Academic/Project guidance</b>			
<b>(b)</b>	<b>Student Mentoring</b>			
<b>API Marks</b>				

(iv) Students' pass percentage in subjects taught during the period. (Uty. Exam)

Indicate whether or not this was the first time you taught the course. Yes / No

Semester	Subject /Paper	Theory/ Practical	Pass Percentage	API Marks
Average pass percentage				

(v) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.

Sl. No.	Short Description	Marks
API Marks		

(Vi). Examinations Duties Assigned & Performance

Sl. No.	Type of Examination duties	Duties assigned	Extent to which carried out (%)	Marks
API Marks				

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities

Sl. No.	Type of Activity	Marks
Total:(Max Marks: 8)		
	Community work Activities	

<b>Total:(Max Marks: 2)</b>		
<b>Total Score: [(i) + (ii)] (Max: 10)</b>		

**CATEGORY III: Research, Publication & Academic Contribution related Activities****(i) Published Papers in Journals**

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed / Impact factor, if any	No. of co-authors	Whether you are main author / co-author	Marks
API Marks							

**(ii) Published Full Papers/Presented in Conference Proceedings**

Sl. No.	Title with Page nos.	Details of Conference Publications	ISSN/ ISBN No.	No. of co-authors	Whether you are main author/ co-author	Marks
API Marks						

**(iii) Book(s)/Article(s)/Chapter(s) published**

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are main author/ co-author	Marks
API Marks							

**Ongoing and Completed Research Projects/Consultancies**

<b>Sl. No.</b>	<b>Titl e</b>	<b>Agency</b>	<b>Period</b>	<b>Grant/ Amount Mobilized (Rs. in Lakhs)</b>	<b>Marks</b>
<b>API Marks</b>					

**(iii) Ph.D Guidance/ Pursuing**

Sl.No	Number of Scholars	On going	Completed	Status	Marks
API Marks					

**CATEGORY IV: Students Feedback :**

Sl. No.	Subject	% score obtained in the feedback	Total API Marks for the Assessment Period
Average			
Marks			



## **PART C: OTHER RELEVANT INFORMATION**

### **COMMITTEES & OTHER ACTIVITIES**

**(i) Committee Work**

**Committee Formed by**      **Position**  
 Please state your major activities and contribution to each committee. (Use additional  
                                  **D:Department**                      **M:Member**  
 sheets, if necessary):  
                                  **C:College**                      **C:Chairman/ Coordinator**

Name of Committee	Semester	Academic Year	Formed by	Position	Approx. No. of attend ed meetin gs	Marks
<b>(ii) Other Activities</b>						
Please list any other activities you have undertaken during the past two academic years.						
(not mentioned earlier)						
<b>API Marks</b>						

Dates	Activity	Marks
<b>API Marks</b>		

**(iii) Give details of any other credential, significant contributions, awards received etc. not mentioned earlier.**

Sl. No.	Details ( Mention Year, Value etc. where relevant)	Marks
API Marks		

Total API Marks for the Assessment Period (X)	
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**LIST OF ENCLOSURES:** (Please attach copy of certificates, papers etc., wherever necessary)

1. \_\_\_\_\_
- 2.
- 3.
- 4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled Performa.

Place:

Date:

Signature of the faculty

Remarks of HOD

Date :

Signature of HOD

## Summary of API Marks

**Name of the Faculty Member:**

SL.N o	PART A: GENERAL INFORMATION	API Marks for the Assessment Period
1	8. Faculty Development Programme / Orientation / Refresher course attended during the period	
2	9. Membership in Professional bodies (IE, ISTE, IEEE etc.)	
	<b><u>PART B: ACADEMIC PERFORMANCE INDICATOR</u></b>	
	<b>CATEGORY I: Teaching, Learning &amp; Evaluation related Activities</b>	
3	(i) Lectures, Tutorials, Practical, Seminars, Contact hours (a)+ (b)	
4	(ii) Student Evaluation(a)+ (b)	
5	(iii) Academic guiding / mentoring activities during the year. (a)+ (b)	
6	(iv) Students' pass percentage in subjects taught during the period.	
7	(v) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.	
8	(vi) Examination Duties Assigned & Performed	
9	<b>CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities</b>	
	<b>CATEGORY III: Research, Publication related Activities</b>	
10	(i) Published Papers in Journals	
11	(ii) Published Full Papers/Presented in Conference Proceedings	
12	(iii) Book(s)/Article(s)/Chapter(s) published	
13	(iv) Ongoing and Completed Research Projects/Consultancies	
14	(v) Ph.D Guidance	
15	<b>CATEGORY IV: Students Feedback</b>	
	<b>PART C: OTHER RELEVANT INFORMATION COMMITTEES &amp; OTHER ACTIVITIES</b>	
16	(i) Committee Work	
17	(ii) Other Activities	
18	(iii) Any other credential, significant contributions, awards received etc	
<b>Total API Marks for the Assessment Period (X)</b>		

$\text{API INDEX OF THE FACULTY} = (X/200) * 100$	
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Signature of the faculty

Signature of HOD

## **INSTRUCTIONS FOR FILLING UP OF ANNUAL PERFORMANCE BASED APPRAISAL FORM**

### **PART A: GENERAL INFORMATION**

#### **8.Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme**

Participation in short term training courses, curriculum development, professional development, examination reforms, institutional governance, membership/ participation in bodies/committees on education any other similar activity. (for each program : 2 Marks

**MaxMarks:  
10**

9.

#### **10.Membership in Professional bodies**

### **PART B: ACADEMIC PERFORMANCE INDICATOR**

#### **CATEGORY I: Teaching, Learning & Evaluation related Activities**

##### **(i) Lectures, Tutorials, Practical, Seminars, Contact**

(a) Lectures, Tutorials, Practicals, Seminars, Contact classes taken should be based on verifiable records.

If a teacher has taken 90% assigned classes, marks will be 40  
80% and less than 90% assigned classes, score will be 30  
70% and less than 80% assigned classes, score will be 20  
60% and less than 70% assigned classes, score will be 10

No score should be assigned if a teacher has taken less than 60% assigned classes.

**Max  
Mark  
s: 40**

(b) If teacher has taken classes exceeding AICTE/UGC norm, then one mark to be assigned for 2 extra hour classes

**Max Marks:  
5**

##### **(ii) Student Evaluation**

If Series Tests % Result is 90%-100% pass – 10  
80% -90% pass – 9  
70%-80% pass – 8  
60% - 70% pass– 7  
50% - 60%pass – 5  
40%-50% - 4  
30%-40% - 1

**Max  
Marks: 10**

**Each Assignment /other modes 1 Mark each**

**Max Marks:  
3**

**(ii) Academic / Project guidance for each group 4 Marks**

**Max Marks:  
10**

**Student Mentoring for each student 2 Marks**

**Max Marks:  
5**

##### **(iii) (Average Pass Percentage)**

95%-100% pass – 20 Marks, 85% -95% pass – 18 Marks, 75%-85% pass – 15

**Max  
Marks: 20**

Marks, 65% - 75% pass– 10Marks,50% - 65% pass– 5Marks, Below 50% pass – 0Mark	
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**(V) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.**

Updating of course content/Preparation of resource material/Laboratory Manual	<b>Max Marks:</b> 4
Developing and imparting Remedial courses/ Make up classes/ Summer & Winter School/ Soft skills/ Communication skills/ Personality development courses, etc.	<b>Max Marks:</b> 4
Conduction of computer assisted teaching/web based learning/e-library skills to students	<b>Max Marks:</b> 2

**(vi) Examination Duties Assigned & Performed**

Invigilation and any exam related duties: 100% compliance: 4Marks, less than 100% no Marks.	<b>Max Marks:</b> 4
Evaluation of answer script in time as specified by Examination Section: 100% compliance: 4Marks, less than 100% no Marks.	<b>Max Marks:</b> 4
Question paper setting in time as specified by Examination Section: 100% compliance: 2Marks less than 100% no Marks.	<b>Max Marks:</b> 2

**CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities**

Institutional co-curricular activities for students such as NSS, NCC, or any other similar activity <b>or</b> Institutional extracurricular activity for students such as sports, cultural fest, technical fest, picnic, educational tour, industry visit, publication of magazine/ newsletter in departmental as well as institutional level or any other similar activity.  <b>For each activity: 4 Marks each</b>	<b>Max Marks:</b> 8
Community work such as National integration, secularism, humanism, flood and drought relief, orphanage home and old age home relief, small family norms or any other similar activity.	<b>Max Marks:</b> 3

**CATEGORY III: Research, Publication & Academic Contribution related Activities**

For each published paper (original article/ Review paper/short communication etc.): 3 Marks	<b>Max Marks:</b> <b>10</b>
For each full paper publication in conference proceedings /presentation in conference: 2 Marks	<b>Max Marks:</b> <b>5</b>
For each Book(s)/Article(s)/Chapter(s) published: 3 Marks	<b>Max Marks:</b> <b>5</b>
For each Ongoing Projects/Consultancies: 3 Marks; For Completed Projects/Consultancies: 2 Marks	<b>Max Marks:</b> <b>5</b>
For each M.Phil Guidance / Ph.D Guidance: 3 Marks For pursuing Ph.D: 3 Marks	<b>Max Marks:</b> <b>5</b>

**Students Feedback****PART C: OTHER RELEVANT INFORMATION****III. COMMITTEES & OTHER ACTIVITIES**

(i) Committee Work Chairman / Coordinator: for each committee – 4 Marks. Member: for each committee – 1 Mark.	<b>Max Marks:</b> <b>8</b>
(ii) Other Activities Other activities undertaken during the past two academic years. (not mentioned earlier): for each significant activity: 2Marks	<b>Max Marks:</b> <b>5</b>
(iii) Other credential, significant contributions, awards received etc. (not mentioned earlier.)for each activity: 2Marks	<b>Max Marks:</b> <b>5</b>

<b>TOTAL MARKS</b>	<b>200</b>
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**Signature of the faculty****Signature of HOD**





# **St. Thomas College of Engineering & Technology**

**SIVAPURAM, MATTANUR, KANNUR DIST**

**✉ stthomaskannur@gmail.com | 🌐 stthomaskannur@gmail.com**

**Approved by A.I.C.T.E., Govt. of Kerala & Affiliated to APJ Abdul Kalam Technological University**