



KMCT
POLYTECHNIC COLLEGE, KUTTIPPURAM

RULES AND POLICIES

Vision of the institute

Be a premier technical institution of academic excellence by imparting value based professional education with social responsibility.

Mission of the institute

- M1: - To produce self-motivated, skilled professionals of academic excellence.**
- M2: - To provide value oriented quality technical education through innovative teaching learning process**
- M3: - To equip students to be Responsible Professionals for the betterment of society**

About KMCT polytechnic college

KMCT Polytechnic College, Kuttippuram was established in 2014 with a key determination to provide quality technical education for socially and economically backward classes at this area. The college is rising progressively as one of the top-notch Polytechnic Colleges in Kerala.

Approved by AICTE and affiliated to Directorate of Technical Education, Govt. of Kerala, KMCT Polytechnic College encourages and gives better technical education for students to excel in the highly volatile marketplace.



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HR Policies and Rules

Recruitment procedure Faculty Requirement

The HODs will prepare the department faculty work load as per Technical board syllabus guide lines, which will be initiated at least one month before the start of the classes for both new and old scheme. The Principal shall scrutinize the workload to confirm whether it satisfies the norms of the respective councils and give suggestions/modification as and when required. The faculty workload for each department will be prepared and filed.

Notification and Selection

The vacant positions in teaching are notified to the Managing trustee and further give approvals to recruit the faculty.

The vacant positions are notified in at least two leading newspapers and social media platforms as instructed by the management. The advertisement shall specify minimum qualifications and other standard requirements for the post(s) so as to meet the criteria prescribed by AICTE, DTE

The application received against the notification shall only be considered for filling up the vacant position. The applicants are given at least two weeks' time from the date of publication in the newspapers.

The screening and short listing of the applications shall be done by the HR department by taking help of the faculty member not below the rank of HOD in consultation with Principal and will be filed in prescribed form.

The shortlisted applications will be tabulated department wise in the prescribed form, with relevant details such as personal details of the candidates, marks or grades obtained by them, previous experience academic eminence, SSLC or equivalent examination onwards, their academic or other achievements over and above the minimum prescribed qualification and previous relevant experience.

The Candidates who complete the teaching process in AICTE recognized institution in one full academic year will be considered to have one year experience in teaching. Part time/guest/ad-hoc/contract teaching experience will be considered and will be placed in the junior level post.



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Candidates with relevant experience in the concerned area of specialization will be considered for higher post as prescribed by AICTE.

The candidate on regular post and went to peruse higher and the study leave given to complete the course will not be counted for teaching. Interview will be conducted in the month of March, but the time may vary as and when the situation arises.

Date of interview shall be decided by the HR Department in consultation with the Management & Principal. Notice of interview shall be intimated to the candidate in advance or in any case at least one week before the date of interview. The candidate is also intimated over phone/SMS. Interview shall be conducted by the Interview board constituted by the governing council Director Operation, Principal and HOD's of the concerned Department shall be the ex-officio members of the interview board. The interview board may appoint an external subject expert or others as it deems fit.

AICTE Norms

The faculty workload will be as per the AICTE norms.

Relaxations of two hours are given to HODs to perform their administrative role. The lab experiments will be counted as three teaching hour. The lab exams will be conducted with a batch comprising of students counting 20. The Academic Projects are calculated in the workload of faculty. This is considered as a regular laboratory work, i.e. 3 hrs will be treated as the workload for those faculty members. All faculty members will get a project guide ship. This will not be considered as additional work load. All faculty members have to find time to guide, evaluate the presentations and give suggestions to improve the work. The student -faculty ratio as per the AICTE norms is 25:1 the student- faculty ratio is computed at the institutional level and not at the departmental level. The ratio is calculated based on average number of students in an academic year. New faculty member will be appointed on contract basis if a regular faculty member proceeds on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need. Additional workload caused due to vacancy of faculty member for few months has to be shared among faculty members of the concerned departments.



Recruitment

Recruitment of candidates shall be strictly on merit basis as decided by the interview board and a rank list of candidates shall be prepared based on the assessment of the Interview board.

- The rank list of selected candidates shall normally be valid for six months but the period can be extended by management depending on the need and circumstances or as deemed fit.
- The interview board may recommend the pay fixation or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay and other benefits as per the Rules of KMCT Polytechnic College Kuttippuram.
- The selected candidate will be given Offer letter signed by the HR Manager shall be sent to the candidate for acceptance. Intimation of the offer shall also be conveyed to the candidate over phone or by SMS.
- If any meritorious candidate applies for any post even without notification by KMCT College, Kuttippuram, the management will be free to consider him/her for suitable post.

Appointment

Qualification for Appointment of Faculty

Qualification for appointment of faculty shall be followed as notified by AICTE/DTE/ Government of Kerala from time to time. The faculty with experience after acquiring the basic academic qualification for the post shall be considered relevant. Only degrees from a University recognized by the AICTE shall be treated as valid. If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted it will be converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt., January 22,2010.

Appointment, Probation and Regularization

The appointing authority shall be the Executive Trustee, KMCT Polytechnic College. The first appointment of regular faculty shall be on probation for a period of one year. At the time of first appointment the management has the right to direct the candidate to undergo induction course or any other similar programme as deemed fit. The time spent on such course or programme shall be treated as part of the probation. While in service, the management may direct a faculty member



for further training or for any refresher course conducted by academic staff college supported by DTE.

The performance of new faculty members on probation shall be reviewed at six months interval and the services of those not found suitable as assessed by the Management / Principal shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, maybe give an extension of probation for a suitable period not more than one year but no further extension of probation shall be given under any circumstances. On satisfactory completion of probation as decided by the management, the faculty appointment can be regularized. The Performance of regular faculty members shall be reviewed once in six months. Appointment of retired persons will normally be on contract basis and on a consolidated salary. Faculty member who are newly appointed shall submit a joining report to the Principal which is forwarded to Management after Principal verification.

Principles for deciding seniority

Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank based on the Self-Appraisal score secured by them. If a candidate has been given much more than the normal joining time, say for completing course of study or for similar reasons, his or her seniority will be decided on the basis of joining date.

Faculty members who are granted leave for higher studies will retain their original seniority as they join back after the completion of their course of studies.

Policy for Promotion or Increment:

- i. Incumbent with B. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the consolidated Pay of Rs. 15,100 with increment 850/year.
- ii. Incumbent with M. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as senior Lecturer and shall be placed in the consolidated Pay of Rs. 20,000 with increment 1150/year.



- iii. A Lecturer with completed service of 6 years, in the relevant branch / discipline shall be promoted as senior lecturer-Salary fixed by giving additional increment or consolidated salary fixed to 20000
- iv. HOD shall be placed in the consolidated Pay of Rs. 25,000. The post can be filled by either promotion from feeder category or Direct recruitment. (The promotion will consider both seniority and efficiency.)
- v. Incumbent with Diploma qualification in appropriate branch / discipline either entering the teaching profession newly or demonstrators already in service in Polytechnic Institutions shall be designated as Demonstrator and shall be placed in the consolidated Pay of Rs.13,500 with increment 750/year
- vi. Incumbent with ITI qualification in appropriate branch / discipline either entering the teaching profession newly or Trade instructor already in service in Polytechnic Institutions shall be designated as Trade instructor and shall be placed in the consolidated Pay of Rs.12000 with increment 650/year
- vii. Incumbent with Diploma/ITI qualification in appropriate branch / discipline either entering the teaching profession newly or Tradesman already in service in Polytechnic Institutions shall be designated as Tradesman and shall be placed in the consolidated Pay of Rs.11000 with increment 650/year
- viii. The eligibility conditions at the level of Lecturers, HOD and Principal will in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations.



Leave Policies and Rules:

Working days, Working hours and Leave Rules

Monday to Saturday will be working days for the institution as per the academic calendar published by DTE. Classes start at 9.10 am and close at 4.10 p.m. All staff members are required to punch-in before 9.10 am and punch out at 4.10 p.m. If total duration of late punch-in or early punch out exceeds 30 minutes in a month it will be treated as half-day casual leave and if it exceeds 2 hours it will be treated as full day's casual leave. However, the number of late punch-in and early punch-out will be limited to 3 occasions in a month for this purpose and beyond this each late punch-in and early punch-out shall be treated as half-day casual leave. If casual leave is not available, it will be treated as loss of pay leave. If staff forgot to punch in/out, it is not accepted as a reason for not punching. In such cases the faculty member should submit his/her explanation to the Principal at the earliest and in any case not later than the next day. The Principal shall forward the explanation with his comment to the HR Manager and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as leave. Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty .On all holidays, except Sundays, skeleton office staff will be on duty. Days of hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non-teaching. Absence on these days shall be treated as leave and application for leave should be submitted to the competent authority. The management reserves the right to convert any holiday into a working day in special circumstances.

Compensatory Off

The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority.

Casual Leave

All members of the staff who are eligible for vacation are eligible for 15 days' casual leave in a calendar year. Application for casual leave should be submitted to the H.O.D/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend the day's work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the H.O.D should be contacted over the phone at the earliest so that the H.O.D.



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should be able to make alternative arrangement for engaging the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave. Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to teaching as well as non-teaching staff. Any absence without proper sanction will be treated as unauthorized absence.

Duty Leave

Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the Faculty members for the following events: attending conferences/seminars/workshops, delivering invited talks; to interact with industry, to attend meetings of the Technical Board, for evaluation of University answer scripts, to conduct Practical Examination as external examiner as assigned by University and to perform any other task assigned/approved by the Principal. As far as possible faculty members from a dept. are to go on rotation to attend valuation Camps/University examinations so as to limit the duty leave to a maximum of 15. Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the Technical Board or the Principal.

Maternity Leave

All female staff members, who have completed the probation and have given regular posting on permanent basis, are eligible for maternity leave. Maternity leave will be sanctioned only for a period of 90 days. Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance. Information on child birth should be intimated to the sanctioning authority without any delay. No other leave except other eligible leave will be allowed to be combined with maternity leave. The eligible leave, if available to the credit of the mother, may be permitted, if any, at the discretion of the management, to be combined with maternity leave. Management may sanction loss of pay leave to be combined with maternity, on production of medical certificate, in case of serious sickness of mother or child. It will be restricted to a maximum period of 30 days. All combined leaves should not exceed 120 days. A new faculty will be appointed purely on temporary basis to fill up the vacancy due to maternity leave and for engaging classes.



Study Leave

A faculty member who has put in at least three years of regular service in KMCT Polytechnic College, Kuttippuram will be eligible for study leave. The management reserves the right to sanction leave for other courses of appropriate duration if the management is satisfied that such studies by a faculty member will be beneficial for institution. Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE. The number of persons on study leave at a time from a department shall be limited to one. If there are more applicants from a college, permission will be given to the senior faculty. The study leave cannot be extended in normal course. The faculty member on study leave should rejoin the institution on the expiry of study leave, unless the management permits him/her to extend the leave for want of other reasons. In such cases the individual will retain his/ her seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty by cutting short the extended leave.

Loss of Pay Leave

Leave on loss of pay may be granted by the Principal on approval by HR Manager in case of genuine need such as sickness; if the Principal is satisfied that the staff member will not be able to attend duties in spite of his/her best efforts and that he/she has exhausted all other eligible leave. In case of availing such a leave he/she has to produce a medical certificate in case of leave on account of sickness. Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months. Leave on loss of pay beyond three months in a calendar year, if sanctioned by the HR manager as a special case, will not count for increment and will be considered for seniority. Loss of pay for a day at a time may be granted by the Principal in other cases, if the HR Manager is satisfied that due to sudden unforeseen reason the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a month.

Disciplinary Proceedings

In case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of faculty/staff member, disciplinary action will be initiated by the management on receipt of complaint from Principal. Management has the right to terminate the service of a staff member by giving 3 months' notice or three months' pay in lieu of notice, if his/her performance/conduct is not satisfactory.



EXIT POLICY

Age of retirement for all staff is as per the Kerala Govt. norms. The management reserves the right to appoint a retired person on suitable terms if management feels that such appointment shall serve the interest of the institution. Retired teachers will not be given extension as per AICTE after the age of 65. The faculty with eminence services can be availed on a contract payment if the management desires so provided the affiliating technical board is satisfied. Management has the right to terminate the service of a staff member by giving notice of 3months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory. Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management. Leave not availed in a Calendar year will not be permitted to be carried over to the subsequent year.

Ethical Standards For Faculties

A Faculty shall live and lead by example in every sphere of conduct particularly to inculcate culture in students

- To respect parents, teachers and elders
- To express the love of brotherhood to fellow students
- To accept and extend due respect to every religion and social grouping
- To love our Nation and commit their endeavours to her progress.
- They 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.
- A Faculty shall wear 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
- A Faculty 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

- A Faculty 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 them 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
- A Faculty 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.

ACADEMIC POLICY

Academic prides itself in providing students with excellent instruction and outstanding opportunities for career development and enhancement. We are committed to maintaining an environment that is supportive of academic needs and conducive to creative development.

The Provost and the Office of Academic Affairs maintain academic standards and policies that promote the achievement of professional goals. We work in such a way to meet academic needs through a variety of academic programs and services.

Conduct of classes and assessments are in the manner set out by State Board of Technical Education, Kerala, which are modified to be concurrent with the Institute policy of providing Outcome Based Education.



FINANCIAL POLICY

The financial policy by the institution aims at the optimum use of resources for the achievement of various objectives of the institution. The financial policy of the institution intends to achieve the following objectives:

- Efficient and effective management of the financial resources.
- Transparency in all aspects of financial management and financial reporting.
- To comply with the legal requirements of various Acts.
- Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To deliver maximum benefits at minimal cost.

FINANCIAL SYSTEM

The institution maintains a system in which daily financial transactions are appropriately authorized, recorded and documented. The system is computerized using standard software.

Vouchers

The processing of payment includes a vouchering system. Vouchers include the following:

- Name and address of the institution
- Voucher number
- Date
- Payee name and address
- Project fund code
- Cash/Cheque number
- Description of expenditure



- Prepared by signature
- Authorization (approved by the concerned Director/Administrator/Executive Director)

Each transaction is entered into the financial system while bills and vouchers are filed separately.

Each voucher should be supported by proof of payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to project staff.

Method of Payment

- **Payment by Cheque**
All expenditure above Rs. 10, 000/- shall be paid by cheque except in the case of extraordinary situations where banking is difficult. Maximum utilization of cheques is recommended.
- **Payment by Cash**
Use of cash for payments is discouraged. Cash payment should be avoided for payments above Rs. 10,000. As per the Income tax Act payments above Rs. 20,000/- should be made by A/C payee cheque.
- **Cash in hand**
The administrator keeps in hand cash for day-to-day transactions. Cash in hand should not exceed the limit of Rs. 90.000/- (F.C) and Rs. 60.000/- (I.C)
- **Travel and other advance policy**
Advances are provided based on the requisition application submitted. Such requests should be applied to the Administrator. The advances should be accounted/cleared with the accountant on a weekly basis by the department directors.

CONSULTANCY POLICY

This policy is to establish a framework to support Consultancy activities at KMCT Polytechnic College, Kuttippuram.

This policy applies to Principal, HODs/Consultancy coordinator of KMCT Polytechnic College, Kuttippuram. Consultancy is professional work carried out on behalf of a third party utilising the knowledge and expertise of members and the equipment and facilities of the Institution.



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Once a request is received by the Head of Department; the consultant is informed and the work may commence. Consultancy Fees will include charges given to the consultant for their time and expertise and operational Expenses which are charged by the institute which includes other costs associated with the consultancy project which is charged by the institute. The cost of using college-owned equipment is also covered by these fees.

INFORMATION COMMUNICATION AND TECHNOLOGY POLICY (ICT POLICY)

This policy on IT infrastructure is to produce creative inputs which may facilitate its qualitative improvement. The IT Policy aims at offering guiding principles within which the institution may expand and upgrade IT infrastructure and facilities to meet the growing needs of college as a premier educational institution.

The main objective of ICT Policy is to promote and develop state of art IT infrastructure at KMCT college of polytechnic for the use of the Faculty and Students, provide a fair and transparent policy framework to help facilitate the process of growth and encourage the participation of all stakeholders, effective utilization of IT in automating the day-to-day activities college and in upgrading, expanding and developing the IT facilities of the college. The college aims at creating new infrastructure assets as well as in managing and efficiently utilizing existing assets and Human Resources. The College, therefore, proposes to provide and facilitate an increasing use of IT by all the stakeholders. The policy also visualizes sustainable use of IT within the campus and practices to promote effective utilization of acquired IT facilities.

The ICT policy seeks to achieve the following:

- Equip KMCT College of polytechnic with a global standard ICT facility.
- Make the faculty and especially the student community familiar with the latest developments of the above facilities and the use of the same.
- Make the teaching learning process more effective and empower the faculty through the use of the ICT.
- Greater transparency in the decision-making process with respect to matters connected with IT infrastructure development.



- Ensuring the spirit of participation of all stakeholders in utilizing the IT facilities within the campus.
- Savings in costs in the effective utilization of IT in the daily activities of the college.
- Cost effective in-house IT application development using our own human resources
- Create synergy in the process of decision making and implementation through carefully designed automation systems.

QUALITY POLICY

The institution should establish an Internal Quality Assurance Cell (IQAC) for quality sustenance measure. Since Continuous Quality Improvement (CQI) is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality improvement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution.

THE PRIMARY AIM OF IQAC

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Ensuring timely, efficient and progressive performance of academic, administrative tasks.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.

FUNCTIONS

Some of the functions expected of the IQAC are:



- Development and application of quality benchmarks/parameters for various academic activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities.
- Development of Quality Culture in the institution.