



BASELIOS MATHEWS II COLLEGE OF ENGINEERING
Lake View, Muthupilakadu, Sasthamcotta, Kollam, Kerala, India - 690 520

SERVICE RULES

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Vision

To become an icon of technical education that creates responsible professionals with social commitment.

Mission

To provide the best learning with individual attention to students by imparting ICT enabled pedagogy, critical thinking skills and problem-solving to inspire lifelong learning with strict adherence to the principles of academic integrity and transform them into technically competent Engineers.

INTRODUCTION

Baselios Mathews II College of Engineering (BMCE) is named after its founder, the late H H Moran Mar Baselios Marthoma Mathews II, the Sixth Catholicos of the East and the Malankara Metropolitan of Malankara Orthodox Church. He was also the first Chairman of the Institution. This renowned college is managed by Dr. C T Eapen Trust under Malankara Orthodox Syrian Church. The institution started functioning in 2002 with the monumental objective of promoting academic excellence and competence in students, especially in the fast-growing global domain of Engineering and Technology. Located in the picturesquely beautiful Muthupilakadu in Sasthamcotta in the Kollam district of Kerala, the college stands out for its magnificent buildings and ultra-modern Infrastructure; a fascinating blend of architectural excellence and functional values. Affiliated to the APJ Abdul Kalam Technological University, as per the Government of Kerala notification, this self-financed institute currently provides 6 AICTE-approved UG and PG Course in Computer Science Engineering.

THE GROWTH

Baselios Mathews II College of Engineering, was established in the year 2002, This renowned college is managed by Dr. C T Eapen Trust under Malankara Orthodox Syrian Church with the approval of All India Council for Technical Education (AICTE) and started offering four engineering courses, namely, B.Tech Computer Sciences & Engineering (CSE), B.Tech Electronics & Communication Engineering (ECE) , B.Tech Electrical & Electronics Engineering (EEE) & BTech Applied Electronics & Instrumentation Engineering (AEI) with 60 students in each course till 2017 admission and the admission intake for ECE and AEI got reduced to 30 students and retained 60 students intake for other branches(EEE, CSE, ME, CE) from 2018 admission.

Since then, the college has registered continuous growth in the academic activities by offering more and new Engineering and Technology courses with the development of required infrastructure facilities such as building, library, computers, laboratories with the relevant and latest Software's and peripherals, equipments and qualified, experienced and capable faculties etc.

Affiliated to the University of Kerala, till 2014. In accordance with Chapter VIII of the Ordinance to establish Kerala Technological University(KTU), Government of Kerala vide GO(Ms)No.93/2015/HEdn dated 11.03.2015 have made affiliation of all institution which imparts education in Engineering and Technology in the State of Kerala with KTU as mandatory from the academic year 2015-16 onwards. As such our Engineering College has to disaffiliate our self from Kerala University from the Academic Year 2015-16.

SERVICE AND CONDUCT RULES

1. GENERAL

- These rules shall be called “Baselios Mathews II College of Engineering, Sasthamcotta, Service and Conduct Rules” and came into force from the month of August 2002 and with the last revision on August 2019. These rules supersede all the rules put into force, previously.
- These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. DEFINITION

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- **College** means Baselios Mathews II College of Engineering, Sasthamcotta
- **Trust** means Dr. C T Eapen Trust, under Malankara Orthodox Syrian Church
- **Faculty Members** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- **Supporting Staff Members** mean a person appointed in a Non-Teaching post to which no other person holds a line.
- **APEC Committee** means the committee created by the Authority for performance appraisal of an employee.
- **Authority** means the Governing Body of the College and represented by the Administrative head such as Principal of the College having powers delegated to one by the Governing Body.
- **Employee** means any person appointed by the Authority/Trust as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer iii) Contractual (Adhoc) Employee.
- **Regular Employee** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society.
- **Probationer** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority / Society. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or

classified as regular unless the Authority / Society have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.

- **Contractual Employee** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
- **Faculty Member** means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

3. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meanings
BMCE	Baselios Mathews II College of Engineering
GB	Governing Board
MD	Managing Director
FO	Financial Officer
HOD	Head of the Department
IQAC	Internal Quality Assurance Cell.
APEC	Appraisal Performance Evaluation Committee

4. DESIGNATION OF EMPLOYEES AT INSTITUTE

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing post/ designations are done by the Management based on the needs and requirement of the Institution.

4.1 ACADEMIC

1.	The Chairman Governing Body
2.	The Director of the Institution
3.	The Principal of the Institution

4.	The Vice-Principal of the Institution
5.	The Dean Academics of the Institution
6.	The Dean Quality Assurance & Research(IQAC Coordinator) of the Institution
7.	The Dean Student Activities (Placement Officer) of the Institution
8.	The Dean Counseling and Guidance
9.	The Head of the Departments of the Institution
10.	The Professors & Associate Professors Of The Institution
11.	The Assistant Professors of the Institution
12.	The Internal Academic Audit Coordinator of the Institution

4.2 OFFICE AND GENERAL STAFF

1.	The Senior Administrative Assistant of the Institution :
2.	The Finance Officer of the Institution
3.	The Internal Auditor of the Institution
4.	The Accountant/Cashier of the Institution
5.	The Librarian of the Institution
6.	The Office Assistants of the Institution
7.	The Procurement Officer of the Institution
8.	Electrician, Plumber of the Institution
9.	Technical Staff of The Institution
10.	Other position as may be decided by the Governing Board.

5. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

5.1 WORKING HOURS

- 5.1.1 Duty hours in different departments and sections of the institution are to be followed notified from time to time
- 5.1.2 The duty hours notified may be changed as per the requirement of the institution from time to time and the faculties shall follow accordingly.
- 5.1.3 Full-time work schedule is around 8 hours a day, Monday through Saturday, with one hour for the lunch break. The college hours are from 9.00am to 4.30 pm with lunch break from 12.50 pm to 1.40 pm. Office hours are from 9 am to 5 pm with lunch break from 1.30 pm to 2 pm.

DAY	FORENOON	BREAK	AFTERNOON
Monday to Thursday	9 am-12.50pm	12.50-1.40pm	1.40-4.30pm
Friday	9 am-12.50pm	12.50-2.00pm	2.00-4.30pm

5.2 DUTIES OF FACULTIES

- 5.2.1 The primary role of each faculty is to prepare appropriate course plans and deliver lectures (theory classes) and conduct lab sessions as per the allotted timetable.
- 5.2.2 Support various activities/roles in department functioning like preparing Timetables, Calendars, Manuals etc.
- 5.2.3 Counseling and mentoring the students, maintaining Academic/Course files, plan and conduct tests, design assignments/projects for students, discharge examination duties, aid/assist in co-curricular and extracurricular activities as assigned by the Department.

5.3 PERSONAL APPEARANCE AND DEMEANOR:

- 5.3.1 It is largely through contact with the faculties that the students and others will form an impression of BMCE – Baseliros Mathews II College of Engineering. It is important that you dress appropriately and display courtesy, tact and patience in your dealings with students, parents, guests and other College personnel.
- 5.3.2 Whenever uniforms are suggested for the faculties, they should wear the uniform. In the absence of uniform, all the male faculties are required to dress in appropriate neat, clean, business attire like formal pants & shirt with formal shoes. Female faculties shall wear neat & clean formal wear, wearing of sari for female faculty is preferred. Nails should be periodically trimmed.
- 5.3.3 All the faculties should wear ID cards during the working hours.

5.4 MOBILE PHONES

The faculty members are not allowed to bring mobile phones inside the class rooms and laboratories. They are allowed to use the mobile phones only for official purpose.

5.5 PREPARATION OF COURSE PLAN AND LESSON SCHEDULE

The Faculty may re-arrange the units of the syllabus, if necessary, for better and effective understanding by the students, prepares a well contemplated Course plan clearly indicating the topics and portions to be covered class wise on specified dates in the prescribed format available in the Course File issued. Plan and conduct classes as per curriculum within the broad framework of College regulations and college academic calendar.

Course plan shows the topics of the portion covered in every class.

5.6 COURSE FILE

A Course file must be handed over to the IQAC through HOD by the end of the semester. The course file contents for the theory and laboratory courses are as follows:

Course File contents for Theory Subjects	
COURSE CODE/NAME :	
YEAR/SEM :	
FACULTY-IN-CHARGE :	
SL. No.	PARTICULARS
1.	Academic Calendar
3.	Time table
4.	Syllabus
5.	Course Outcome
6.	Course Plan
7.	Lecture Note
8.	Assignment Questions with CO
9.	Sample copies of Assignment(<i>three from each</i>)
10.	Tutorial Questions with CO, (if applicable)
11.	Tutorial Sample sheets(<i>three each</i>)
12.	Internal Test Question Paper with CO, Scheme
13.	Internal Test Sample Answer sheets(<i>three each</i>)
14.	ICT Proof
16.	Previous University Question Papers
17.	Question Bank
18.	Staff Evaluation Sheet, Remedial Action should be mentioned
19.	Details of Expert talk ,if Any
20.	Summer Course
21.	Sessional Mark
22.	Course End Survey
23.	CO Attainment
24.	CO PO Mapping

Course File contents for laboratory courses	
Course Code/Name:	
Year/Sem:	
Faculty-In-Charge:	
Sl.No.	Particulars
1	Academic Calendar
2	Time table
3	Syllabus
4	Course Outcomes
5	List of equipments (as per syllabus)
6	Additional equipments
7	List of experiments
8	Additional experiments
9	Lab manual
10	Viva-Voce question and answers
11	Pilot reading
12	Lab record
13	Internal Test Question Paper
14	Internal Test answer sheet
16	Log book (BMCE lab log book)
17	Login Register
18	Component Issue Register
19	Lab evaluation sheet
20	Course End Survey
21	CO-PO Mapping
22	CO-PO Mapping with Justification
23	CO Attainment

5.7 ICT ENABLED TEACHING AND LEARNING

- 5.7.1 Wherever necessary, lecture sessions should make use of Information and Communication Technology (ICT) enabled Teaching and Learning Platform such as Internet applications, CD-ROMs, video technology and various computer attachments and software programs. Topics can be prepared with PPT for clear visible and vivid expression of difficult parts of the lecture topics. The slides may be numbered unit wise for easy access and a hardcopy of this should be kept in the course file. Similarly, other teaching aids like models, charts and sketches are to be used and the list should be kept unit wise in the course file.
- 5.7.2 To augment more knowledge in the subject and for good career planning, experts from industry and academics are invited as per academic calendar to deliver special lecture programs both Contact Sessions and Online/Offline Sessions, in consultation with HOD and approval by the Principal. Prior approval from the management for expenditure involved is mandatory.

5.8 EVALUATION OF STUDENT PERFORMANCE THROUGH TESTS AND ASSIGNMENTS

The faculty member responsible for teaching a subject of study, measures and evaluates continuously students' academic performance in that subject through a series of Class Test named as Zeroth Hour Tests, Periodical Assignments and Internal tests before they appear for the University Examinations.

5.8.1 Zeroth Hour Test:

- 5.8.1.1 **Zeroth Hour tests** start after the first week from of reopening of the college for a semester. Questions are selected from the Question Bank prepared for each subject along with the Course Plan. Non-conformities are to be communicated to all in the prescribed format before each test.
- 5.8.1.2 Zeroth Hour tests are conducted in the first period on each day and the answer scripts should be valued before the end of working hours on the same day.
- 5.8.1.3 The mark statement is to be handed over to the Management Office and also entered in the Register provided for Zeroth Hour Test in the respective department.
- 5.8.1.4 A student who is absent or failed in the Zeroth hour test should appear for the substitute Zeroth Hour Test (for the missed Zeroth Hour Test) on the very next day after the conduct of Examination. Any student desirous of improving his/her performance can also attend this substitute Zeroth Hour Test.
- 5.8.2 **Internal Test (IT):** Each course in the program is evaluated periodically through internal test
- 5.8.2.1 Two Internal Test will be conducted in a Semester. Test I will be after completion of Modules I & II, and Test II after completion of Modules III & IV preceded by three assignments adhering to the lecture plan implemented and syllabus of the subject covered.

- 5.8.2.2 HoDs should send Internal Test Notification along with the test schedule to the Principal at least one week before the scheduled date of conduct of Internal tests.
- 5.8.2.3 The staff members concerned conduct internal practical examinations in laboratories/workshops as per the schedule prepared in advance and announced to the students.
- 5.8.2.4 Question papers prepared by the faculty for the Internal tests are properly mapped with the course outcomes and cover the module of the syllabus that has been dealt with in teaching as per lecture plans. The Course Outcomes are well defined in the Question Paper. Verification of the Prepared Question Paper is done by the HOD to ensure that questions are per syllabus and portion covered and time and marks allotted for each question, options given are proper. Scrutiny of Question Papers for quality and distribution of coverage of Syllabus and CO mapping is done by the Stream Coordinator. These question papers are further sent to the exam cell for printing.
- 5.8.2.5 Examination Cell conducts the Internal Test. Students write Internal Tests in Answer sheet provided from the Examination Cell of the College.
- 5.8.2.6 Faculty members value the answer scripts within the time stipulated by the HOD and return them to students. Students go through the valued answer scripts to understand their performance and also to take the necessary corrective and preventive actions for better performance in future tests/model examinations and University Examinations. A consolidated mark list for the Internal Test will be maintained by the class advisor in the advisory file. The Senior Advisor concerned maintains the relevant records of tests.
- 5.8.2.7 The concerned Senior Advisor tabulate and consolidate the marks scored by the students in internal tests and model examinations for the semester examinations and present the consolidated report of the students' performance to the Principal and Vice Principal through HOD.
- 5.8.2.8 The Senior Advisor concerned maintains the relevant records of tests, model examinations and University examinations and document them properly.
- 5.2.8.9 In the departmental meeting faculty members analyze the results of tests/examinations for evaluating their performance and also for future guidance.
- 5.2.8.10 The maximum marks for internal evaluation and end semester examination is fixed as 50 and 100 respectively. In case of students who are absent for a test on genuine grounds, the retest, as specified by the university will be conducted.

5.8.3 Semester End Coaching: Slow learners are given intensive coaching for at least one week. They are counseled for effective learning and good preparation. The course-wise/subject-wise list of slow learners is identified in the Department meeting.

5.8.4 Assignments: Assignment details may be written in the Course Diary or may be filed in the Course File.

- (i) Minimum 3 no. of assignments should be given.
- (ii) Different sets of questions may be given in an assignment (at least three) to a class.
- (iii) Assignments may be in the form of written - closed / open book, individual / group, home assignment, or in the form of oral presentation, quiz, seminar etc.

5.8.5 University examinations

At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified.

The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

The University announces the time table and conducts its Examinations in various subjects of studies at the end of the each semester. The Chief Superintendent (Principal) conducts these examinations on behalf of the University. The nominal roll and the Hall ticket of the registered candidates can be generated from the University Site on submission of the Internal Mark by the Principal. On the day of Examination, the Chief Superintendent receives the Question Papers from the KTU portal on providing an OTP in the presence of Observer and Deputy Chief Superintendent. For 30 students, one Invigilator will be allotted in the Exam Hall.

At the end of the examinations, the invigilators collect the answer scripts from the candidates and hand over them to the Chief Superintendent who, in turn, places them in University covers which includes Packet Code and Address Code of the Valuation Zone. The covers are then sealed by the Chief Superintendent to prevent tampering with them after checking dispatched to the University for Valuation. The code for Sending the Answer Script Cover is intimated to the college by the University. This Code is mentioned on the Answer Script Cover and handed over to the Postal Department for delivering at the respective valuation camp.

Time Schedule for University Examination			
Examination beginning at 9.30 a.m.	Examination beginning at 1.30 p.m.	Examination beginning at 2.00 p.m.	Action
8.30 a.m.	12.30 p.m.	1.00 p.m.	Seating arrangement will be published in the main building notice board
9.00 a.m	1.00pm	1.30pm	The Invigilator shall report to the Exam Cell
Examination beginning at 9.30 a.m.	Examination beginning at 1.30 p.m.	Examination beginning at 2.00 p.m.	Action
9.15 a.m. (first bell)	1.15 p.m. (first bell)	1.45 p.m. (first bell)	Invigilator shall enter the Examination hall and permit students to the Examination Hall (after producing ID card and Hall Ticket)

9.20 a.m.	1.20 p.m.	1.50 p.m.	Distribution of Answer Books (Additional Answer Books will NOT be provided)
9.25 a.m. (second bell)	1.25 p.m. (second bell)	1.55 p.m. (second bell)	Distribution of Question Papers
9.30 a.m.	1.30 p.m.	2.00 p.m.	Exam begins
9.45 a.m.	1.45 p.m.	2.15 p.m.	Students not permitted to enter the Examination Hall from this time on
10.30am	2.30pm	3.00pm	One hour bell
12.20 p.m. (warning bell)	4.20 p.m. (warning bell)	4.50 p.m. (warning bell)	Students not permitted to leave the Examination Hall from this time till the end of the examination
12.30 p.m. (long bell)	4.30 p.m. (long bell)	5.00 p.m. (long bell)	Exam ends

5.8.7 Arrears in University Examinations

Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

If a student has any 'FE' grade course(s), he/she can register for summer course in 'FE' grade course(s) subject to the eligibility conditions (Minimum 35% IA marks and 50% attendance), attend the summer course classes, make up attendance and/or internal assessment marks as per the rules of summer course. He/she can write the supplementary/make up examination and continue his/her studies if he/she earns the minimum credits required at the end of even semester for promotion. He/she can pass the failed ('F' grade) courses in the supplementary examinations. If he/she has not earned the minimum credits required, he/she has to break study for one academic year, earn credits without registering for the 'F' grade course(s). But he/she has to register for 'FE' grade course(s), if any, and attend the regular classes along with the junior batch of

students. The summer course will be offered only after second and fourth semesters and will not be offered in higher semesters.

5.8.8 Remedial Programmes [From S1 – S5]

- Department should conduct diagnostic tests to identify the training requirements of each student and advise them to attend a suitable program.
- Students who excel in the diagnostic tests can be assigned Micro Project under the guidance of a faculty member
- Students who are weak in a subject shall be given remedial courses/bridge courses
- No pass requirement for promotion to next semester.
- Those who successfully complete the Micro Project / Remedial course shall be given a pass grade by the concerned faculty member. An activity completion certificate to be issued to students. Based on this P/F grade shall be given.
- 3 hours to be allotted in the time table

5.8.9 Student Activities [From S1 – S8]:

- Beyond regular time table in first and second semesters
- Should earn a minimum of 100 activity points and 2 credits.
- 2 credits are mandatory for the award of the Degree. No pass requirement per semester.
- No per semester pass requirement. But students have to earn activity points on a semester basis based on the minimum duration required for an activity.
- On getting a minimum of 100 activity points the student passes the course and earns 2 credits
- Should actively engage in co-curricular and extracurricular activities.

5.9 Summer Courses

- Summer courses are conducted during the end of 2nd and 4th semesters only.
- A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. Summer courses are offered to those who could not earn minimum credits at the end of 2nd and 4th semesters. They have 2 options. Either to register again for the course when it is offered in the next academic year. Or register for the summer courses.
- 75% attendance is required in the summer courses.
- Students who have earned 45% internal assessment marks are only eligible to register for summer courses.
- Summer courses are to be conducted for a minimum of 20 hours duration for each course
- Colleges who are planning to offer the summer course should announce the details after the declaration of even semester results. Colleges shall decide based on the availability of faculty and the number of students opting for the course.
- Final examination for summer courses will be conducted by the University

6. SPECIFIC RESPONSIBILITIES

Chairman of the institution

- Responsible for planning and implementing various welfare measures for faculty, staff and

students.

- Responsible to develop methods of assistance for placement to students.
- Responsible for ensuring that vision / mission and PEOs are constantly complied, monitored and approved.
- Responsible for ensuring resources for effective implementation of the quality management system of the college.

The Director of the Institution

- Responsible for planning and development of the college and its activities.
- Authorized for sanctioning of funds for various procurement activities.
- Responsible for faculty and staff selection.
- Responsible for ensuring the continual improvement based on various feedback meetings.
- Responsible for exploring the possibilities of introducing new courses.
- Responsible for student admission as per the University norms.
- Coordinating all administrative processes related to the institution.
- Oversees the organizational aspects of the Institution.
- Administer the development and implementation of policies and procedures.
- Manage budgets, logistics and events or meetings
- Counsel students as required
- Communicate with all staffs, parents, regulatory bodies and the public.
- Implement actions that improve the Institution and the quality of education.
- Uphold the vision of the Institution.
- Resolving day to day activities.

The Principal of the Institution

- Functions as the Head of the Institution
- Responsible for overall development of the Institution.
- Ensure the attainment of vision of the Institution through strategic mission.
- Define quality policy and objectives.
- Define & delegate responsibilities of various positions in the organization.
- Final authority for all academic, admission, administrative, co-curricular and extracurricular, research, placement, innovation, resource mobilization, planning and development, recruitment.
- Channelizes the growth and benchmarking activities of accreditation and affiliation processes for the institute.
- Alumni interaction.

The Vice-Principal of the Institution

- To discharge the routine duty of the Principal in his absence.
- Prepare and execute academic calendar.
- Attesting the Course Note and Course diaries maintained by teaching staff and verifies the Portion Completion Status Prepared by the Departments.
- Coordinates the General Timetable of the college and the timetable preparation of all Departments of the College.

- Oversee the teaching-learning process.
- Carry out result analysis and submit corrective measures to the Principal.
- Planning and creating an environment in which academic process becomes systematic ensuring smooth conduct of classes, curricular, co-curricular and extra-curricular activities.
- Initiate better teaching learning methods.

The Dean Academics of the Institution

- Responsible for assisting the principal for all academic related activities.
- Responsible for Quality improvement of teaching and learning process.
- Setting appropriate standards and benchmarks in curriculum areas, and analyzing, preparing and presenting data to demonstrate achievements of cohorts in test and tasks, and learning's
- Being proactive in the support of colleagues in both academic and behavior- related matters
- Overseeing the preparation and implementation of work programs, study plans and other courses of study within the relevant subject areas.

The Dean Quality Assurance & Research (IQAC Coordinator) of the Institution:

- To motivate and mend the faculty & students in developing Research culture.
- To assist in writing project proposals for grant of funds.
- To monitor and guide the faculty to achieve their goals according to outcome based education.
- Ensure Quality enhancement and sustenance of the College with regard to academics and overall performance.
- Coordinate the documentation of the various programmes / activities leading to quality improvement.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.
- The dean acts as the IQAC Coordinator and oversees the various accreditation process

The Dean Student Activities (Placement Officer) of the Institution

- Coordinate and conduct student activities, monitoring the progress in academic portions, monitoring the placement activities.
- Assist in the creation and implementation of institution policies and guidelines, most often those that directly affect student needs.
- Responsible for planning, connecting, organizing, culminating all activities leading to placement needs of the graduating students.
- Ensures the smooth coordination with various stakeholders required for the process of placement.
- Initiates the process of feedback collection from the visiting companies/organizations for offering placement and shares with concerned Departments for better understanding and possible improvements in the subsequent sessions/years.
- Coordinates activities for pool-in placement drives.
- Facilitate career guidance to the students.
- Develops and nurtures contacts/connects with industries/companies/ organizations/alumni database in view of placement needs.

- To equip the student for seeking employability by providing training, mock interviews etc.

The Dean Counseling and Guidance

- Guide students and help them to discover and develop their educational, vocational, and psychological potentialities and thereby to achieve an optimal level of personal happiness and social usefulness.
- Managing the core counselling functions: academic, career, and personal counselling,
- Manage, evaluate and coordinate the service areas of the Counselling Cell and its activities.
- Oversee the counselling and advising of all students.
- Collaborate with other administrators and instructional faculty to develop and coordinate programs and services across the campus and curriculum to meet the needs of a diverse student population.

The Head of the Departments of the Institution

- Functional and administrative head of the concerned Department.
- Ensures the smooth running of the concerned Department by laying goals and milestones of the Department. Vision and Mission statements too are chalked out for streamlining all further actions.
- Responsible for conduct of DAB, PAC and stream committee meetings.
- Responsible for coordinating the accreditation process.
- Builds and leads the team of required numbers of faculty members, staff and students.
- Ensures planning, execution, troubleshooting of all academic activities, examination, research and publication, projects and developmental activities.
- Coordinates intra and inter institutional communicational roles.
- Plans and organizes events (conference, seminars, workshops, and training) and conducts industrial visits.

The Professors & Associate Professors Of The Institution

Subject to the Supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

- Professors and Associate Professors actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode.
- Professors and Associate Professors assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
- As far as management of the academic affairs of the Department concerned the Professors and Associate Professors take active participation in the Departmental Committee as advised by the HOD.
- As a part of academic affairs, the Professors and Associate Professors impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
- As a part of academic affairs, the Professors and Associate Professors implement Faculty development program, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
- Professors and Associate Professors provide Research Guidance including PhD. Program;

ensure Publication Work and also design and development of new programs as suitable for the students.

- Professors and Associate Professors are most suitable for Real world knowledge application, they provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Program and brand building of the department providing technical support etc.
- HOD has to give valuable guidance as a senior member of college committees duly nominated by the Principal.
- The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
- The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/Appraisal Committee formed for the said purpose by the Principal.
- The designation of Professor and Associate Professor can be given to a faculty who has a PhD in a relevant subject under the University.

The Assistant Professors of the Institution

Subject to the Supervision, direction and general control of the principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- Assistant Professors actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
- Assistant Professors take active role in the Departmental Committee as directed by the HOD.
- Assistant Professors take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- As a part of academic affairs the Assistant Professors participate in Faculty development program, departmental workshop, seminar for continuous quality improvement teaching learning process.
- Assistant professors actively involved in Research and Project, Publication work, and design/development of new programs as suitable for the students.
- Assistant Professors participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program (QIP) and brand building of the department providing technical support etc.
- Assistant Professors actively take part in extra-curricular, cultural and social service activities of the college as member of respective college committees and clubs.
- They devote significant time and energy for the total counseling of the students round the year.
- They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
- Any other responsibility given by the Principal or HOD.

The Internal Academic Audit Coordinator

- Coordinate the internal audit program with involved departments and functions.
- Develop audit recommendations, solutions, and/or findings. Resolving the findings with those departments under audit.
- Submit the Monthly Report to the University through the University Portal.
- Coordinates with external auditors. Follows up on findings external audits. Assesses effectiveness of measures implemented as a result of previous internal or external audits.
- To resolve, or assist audit staff in resolving, complex and unusual problems related to audits.
- Coordinates the Departments in the preparation of feedbacks of the findings by External Auditor and submit the report to the Principal for entering in the University Portal.
- Reviews audit reports prepared by External Auditor, assesses logic and conceptual soundness of audit findings and recommendations; ensures conclusions are based on adequate supporting.

Academic Audit Committee

- Appointed by the Principal will audit the department twice in academic year

The Senior Administrative Assistant of the Institution:

- Keep and maintain the records of attendance for the students and staff members regularly as per regulation.
- Maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Principal through the HOD.
- General administration within college and hostel, construction, accounts, library administration, security, transportation, games & cultural activities etc. are under the direct control of the Administrative Assistant.
- All admission shall be done, as per regulation, through the Administrative Assistant under the direct supervision of the Principal.

The Finance Officer of the Institution:

- Responsible for fee collections, reconciliation, monitoring of due fees in close coordination with the Administrative Office.
- Calling for budget details both for consumables and non-consumables from the Departments of the Institution.
- Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- Management of all payables by the Institution by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
- Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- Keeping the funds received as grant for sponsored and funded research projects in a

separate account and incurring expenditure only for the purpose it is granted.

- Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.

The Internal Auditor of the Institution:

- Coordinate the internal audit program within the college
- Develop audit recommendations, solutions, and/or findings. Examining, evaluating and monitoring the adequacy and effectiveness of the Audit Reports. Resolving the findings with those sections under audit.

The Accountant/Cashier of the Institution:

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the Principal regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

The Procurement Officer of the Institution:

- Preparing plans for the purchase of equipment, services, and supplies.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Evaluate suppliers, products, and services.
- Negotiate contracts, and ensuring that approved purchases are cost-efficient and of high quality.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Overseeing and supervising employees and all activities involved in purchasing.
- Following and enforcing the procurement policies and procedures of the Institution.

Preparing budgets, cost analyses, and reports

The Librarian of the Institution

Chief Librarian:

- Responsible for the resources of the Library and information Centre comprising assets in both hard and soft forms.
- Envisages the plans, initiates actions for addressing all possible needs of primary stakeholders

- students, teachers (via identifying and ordering books, reference material, journals, online resources, issue of resources and maintenance of records).

Library Assistant:

The Library Assistant is responsible to the Chief Librarian/Librarian. The job description is as follows:

- Issue and receiving of books, promoting the library resources to users.
- Restoring the books and periodicals.
- Maintenance of reference library, reading room and e-library facility.
- Answering reader's enquiries and assisting readers to use computer and conduct literature searches etc.
- To plan book acquisition program for the library and to select book for orders.
- To generally assist the Chief Librarian in planning of academic and professional work in the Library.
- To interact with the academic community of University in order to determine their requirements of reading materials and acquires the same for the library.
- Guide and assist students and teaching staff to make the best use of the library services and facilities within the College.
- Arrange library resources and materials in a way that promotes effective retrieval, including the systematic indexing, classification and cataloguing of all library resources and materials. Disseminate information relating to resources to students and teaching staff as appropriate.

Library Attendant:

- Checking at the entrance.
- Control at the property counter.
- Labelling/pasting, Binding of books.
- Maintaining and upkeep of library.
- Any other duties assigned from time to time.

The Office Assistants of the Institution Clerk

- Clerk should prepare the acquaintance report
- Clerk should maintain all college level/department level document files.

Peon

- Peon should report the college half an hour before the college time.

- Peon should maintain cleanliness of laboratories, class and staff rooms
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

Sweeper

- Sweeper is responsible to sweep, clean and mope the rooms, corridors, verandahs and compound.
- He/She will responsible to clean the lavatories, Urinals, Bath, Wash basins etc. daily and properly.
- He will also responsible to collect and dispose all waste in the campus.

Electrician, Plumber of the Institution

Electrician

- He shall be responsible to assist the departments electrical in the maintenance of electrical equipment and installation.
- Attend the complicated repairs of machinery and shall be responsible for quality of workmanship of work/job done.
- Any other related duties assigned by the Institution.

Plumber

- He shall be responsible for Assembly, fittings, installations, maintenance and repair of plumbing pipe fixtures fittings for water supply or sanitary, drainage systems.

Duties & Responsibilities of Technical Staff

Practical Classes

- a) **Science Laboratories:** The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for
- Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
 - Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
 - Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
 - While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
 - While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment

due to wrong operation or mishandling.

- After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
 - In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
 - Wherever objects/chemicals which are harmful, the technical staff should watch to avoid misuse by students in the interest of the safety of students.
 - Carrying out any other work assigned to them by the staff in charge and HOD.
- b) **Workshops:** The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for
- Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
 - Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
 - Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
 - Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
 - Coaching the students in fitting and welding activities, and in plumbing works.
 - Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory/practical class.
 - Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
 - Technical staff should communicate with the students in English during Lab Classes.
- c) **Testing and machine-oriented laboratories:** There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,
- Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
 - Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not

damaged.

- Issuing of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- Maintenance of the laboratory clean.

d) Electrical and Electronics laboratories

- To assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- To ensure the safety of the students during lab classes by carefully following the safety instructions.
- To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- To help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- Keeping the working tables in their respective labs always in working condition by proper maintenance.
- To help the students in the fabrication of working models, as a part of their project work.

e) Computer related laboratories

- Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- Maintenance of computers attached to the Institution office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- Maintenance of networking of the laboratory concerned.
- Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.

- Attending to the problem faced by students with respect to hardware and system software.
- Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- Reporting to the faculty member, if the technical staff notice any misuse of the system by students.

f) Cleanliness and Maintenance

- With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,
- Ensuring that the laboratory/workshop, in which the technical staff are posted to be kept clean and neat by using the sweepers posted for the purpose.
- All the equipment/machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institution posted for the purpose.
- All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- All the machineries and equipment are to be cleaned regularly by technical staff.

g) Record Keeping

- Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,
- Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- Keeping the store room/cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

h) Involvement in Developmental Activities

- Laboratory development
- The technical staff should contribute in the efforts of the faculty member in developing new experiments when needed.
- Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.
- Testing for outside agencies
- The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

i) Examination Related Activities

The duties and responsibilities during practical examination are as follows:

- Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.

- Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

j) Workload

- A full-time technical staff should perform a minimum of 8 hours of work per day for the College. The College has the right to fix the working hours and days depending upon the exigency.
- A technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned redeploys the technical staff depending on the need so that the workload is even out among the staff of the department.

k) Relationship with Faculty Members

As the technical staffs are expected to work closely with the teaching faculty of the Institution in day to day activities, the staff should

- respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- develop friendly and co-operative relationship with the faculty members.
- Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- not transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment

7 PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

- The Managing Body or Principal is the competent authority to appoint any faculty.
- All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body or Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, On the job performance, and administrative capabilities.
- The qualifications, age, experience etc., shall be as per AICTE/UGC norms, Kerala State Government/University norms in respect of Teaching Staff.
- At the time of joining, the faculties shall complete the following formalities.
 - i. Submission of attested copies of all Educational Certificates along with originals for verifications.
 - ii. Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
 - iii. Submission of Evidence of date of birth/proof of age.

- iv. Submission of Secondary School Leaving Certificate.
- v. Nomination for Provident Fund/Gratuity in prescribed form (if eligible).
- vi. Application for Identity Card along with three passport size photographs.
- vii. Application for opening Bank Account prescribed
- viii. Photocopy of Aadhar Card as proof of address

Salary Pay Cycle:

BMCE -BASELIOS MATHEWS II COLLEGE OF ENGINEERING's pay period is monthly. Salary for the month is paid during the first week of following month. All the faculties are expected to open an account in the designated bank to which salary will be deposited.

Probation:

- Every new faculty goes through an initial Probationary period of adjustment in order to learn about the College and about his or her job. During this time, the new faculty is provided with training and guidance.
- During this time, the faculty has an opportunity to find out if he or she is suited to his or her new position. Additionally, the initial employment period gives the employer a reasonable period of time to evaluate his or her performance.
- The initial probationary period is normally one year or as specified in the appointment order. However, the management may extend this probationary period for such a period as may be determined by the management.
- Generally during this time, the new faculty may be discharged at any time if the management concludes that he or she is not progressing or performing satisfactorily.

Confirmation:

At the end of the probationary period, the faculty and the Head of the Department may discuss his or her performance, at which time the Head of the Department will provide a performance review to the faculty. Provided the faculty's job performance is "satisfactory" at the end of the probationary period, his/her service at BMCE –Baselios Mathews II College of Engineering will be confirmed. Otherwise probationary period may be extended as decided by the authorities.

Sanction of Increments:

Management is the competent authority to recommend increments to the candidates selected based on their qualification, specialization, Research contributions, previous salary drawn and experience at the time of appointment.

8 PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

- Performance Review will be carried out for Regular Employees and Probationers.

- Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review is based on self-appraisal form attached in Annexure - I is conducted by the Principal once in a year.
- The Self-Appraisal Report (API score) is the Key Document for all Promotion, Salary adjustment and handling Performance related issues.
- Each self-appraisal form will be approved by the Principal / Managing Director/ Chairman.

9 PROCEDURE FOR PROMOTION OF STAFF MEMBERS

Promotion of Faculty positions are decided as per the following procedures:

- Availability of sanctioned vacant posts is to be decided by the Governing Body.
- Governing Body will constitute a Selection Committee comprised of Principal, Head of Respective Department and Subject Experts for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- The Self-Appraisal Report (API score) is the Key Document for all Promotion.
- The Principal will be informed about the decision taken on the annual performance review report of a candidate.
- On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.
- Based on the recommendation of the Governing Body the competent authority may issue the promotion order to the deserving candidates.

Promotion of Non-Teaching Employees are decided as per the following procedures:

- Availability of sanctioned vacant posts is to be decided by the Governing Body.
- Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.
- Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.
- Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.
- The Principal will be informed about the decision taken on the annual performance review report of a candidate.
- Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

10 LEAVE RULES:

- Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- A leave account shall be maintained for each faculty in an appropriate form.
- Casual leaves are sanctioned to the faculties by the Principal based on the recommendations of Heads of the department/sections concerned.

- 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.

Casual Leave (CL):

- Teaching staff and Lab faculty can avail 15 days Casual leave, Office Staffs are eligible to avail 20 days Casual Leave.
- Casual Leave cannot be carried forward to the next year. Casual Leave can be taken for half day also.
- No other leave can be taken for Half Days. Casual Leave cannot be combined with any other kind of leave.
- Late arrival / early departure by an hour either way for more than three (3) days in a month will lead to deduction of half day's casual leave.
- Employees who have got only half day's leave at credit when applying for half-day Casual leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave cannot be combined with any other Leave.

Compensatory leave or Special Leave:

- All employees may also be called for duty during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave.
- This is the leave which is granted to an employee as compensation for his working on any holidays.
- The compensatory leave cannot be carried over to next year.

Semester Vacation:

- During the period when semester is closed (vacation period) the faculty members are entitled for vacation for a period entitled by the head of the institution or Management.
- The timing of the vacation for each eligible employee will be decided by the Head of the Institute. Only the teaching faculty is eligible for vacation not the other employees.

Medical Leave:

All regular employees may be granted medical leave of 6 days during each completed year of service. Medical leave will be on half pay leave basis i.e. 6 days half pay leave is equivalent to 3 days full pay leave.

Maternity Leave:

Every woman who is entitled as a regular employee if the institution shall be entitled to, and her employer shall be liable to avail maternity benefit with half pay for the period of 6 Weeks which includes her actual absence immediately preceding and including the day of her delivery and for the period following that day.

Leave without Pay:

In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called "leave without pay" after receiving an application from the employee duly recommended by the Principal. It is not a right of an employee nor is it a common practice to grant leave without pay.

11 PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS:

Unsatisfactory Performance of an employee will be determined during the Self-Appraisal review and will be marked as "Unsatisfactory".

In case of Unsatisfactory Performance of a Regular employee, the Authorities will communicate to him with suggestive corrective measure. Such employee will be personally counseled by his higher authority and corrective action will be planned out. The higher authority is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Principal of the college is responsible to implement the release procedure.

12 EMPLOYEES CONDUCT AND DISCIPLINARY RULES

- Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
- Every faculty shall at all times maintain integrity of character, be devoted to his/her duty and be honest and impartial in his/her official dealings.
- A faculty shall, at all times be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always, act in the best interests of the college.
- A faculty shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work.
- No faculties shall be absent from duty without prior permission. Even during leave or vacation, no faculty shall leave headquarters except with the prior permission of proper authorities.
- Do not use abusive language. Further let the campus communication language be in English.
- No faculty can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not, in accordance with Section 28 of the RTE Act.
- Without written permission from the Principal, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.
- No faculty shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college, in accordance with Section 24, 499, 500, 501 of the Indian Penal Code, 1860.
- Faculty member/Teaching Staff has to obtain prior approval of the Principal in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
- All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases.
- In case of technical failure of the automated attendance recorder the concerned staff has to mark the attendance in the attendance register maintained in the office.
- Record the attendance as per procedure directed by the Principal. Late

arrival/departure by an hour either way for any three (3) days in a month is permitted beyond which half day casual leave will be deducted.

- Any member of the Faculty/staff shall have to take prior permission of the Principal for undertaking any such Assignments as a (i) part-time/visiting, (ii) Expert member,(iii) Consultant, (iv) members of committee, Governing bodies etc. during/beyond duty hours.
- Any employee of the Institution shall have to inform the Principal at the time of leaving the station.
- He/She has to give the address and contact number during the said period of leave.
- Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
- Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature must be treated as gross violation of service rule.
- No faculty shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- A faculty against whom an Insolvency Proceedings commenced in a Court of Law shall forth with report full facts thereof to the College.
- An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- No Faculty shall engage in falsification or misrepresentation of employment or other work records; falsifying reason for leave of absence or other data requested by the college; alteration of College records or other documents, as intended by Section. 191, 192, 197, 464, 468, 470, 471 of the Indian Penal code, 1860.
- Encourage discussion; avoid arguments, gossip, banter and loose talks.
- Do not seek favors or ex-gratia service from any stake holders of the college.
- Do not sign any letter on behalf of the college, unless authorized.
- Do not indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution, pursuant to Section 419, 420, 468 of the Indian Penal Code, 1860.
- No faculty shall consume intoxication, drinks and drugs of any form and be present in the campus, in accordance with Section 510 of the Indian Penal Code, 1860 and Section 27 of the NDPS Act, 1985.
- Smoking is strictly prohibited in the campus premises, pursuant to Section 4 of the COTPA, 2003.
- Cultivate harmony and team spirit within the departments and college.
- Do not engage in unlawful or illegal activity outside which damages the reputation or endangers the employees or students of BMCE– College of Engineering and Technology.
- A faculty who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority.
- No faculty shall engage in strike or incitements therein or similar activities such as absence from work or neglect duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment, pursuant to Sec 147,148 of the Indian Penal Code.
- No faculty shall discriminate against any student on the ground of religion, caste,

creed, language, gender, place, region or origin, social and cultural background of any of them, as intended by Section 153A of the Indian Penal Code 1860.

Confidential Information:

- All records of - BASELIOS MATHEWS II COLLEGE OF ENGINEERING relating to College or its business, its students or its employees are confidential and faculties must, therefore, treat all matters accordingly.
- No BMIICE College-related information, including documents, files, records, computer files or similar materials may be removed from the premises of the College without permission from the College authority. Additionally, the contents of the College's records or information otherwise obtained in regard to the College's business may not be disclosed to anyone, except where required for a business purpose. Faculties who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action pursuant to Section 43, 65, 72 of the Information Technology Act, 2000.

Property Issued To Faculties:

- All College property, as well as specific property issued to a faculty, including, but not limited to, keys, computers, research materials, library books, records and safety equipment, should be treated with the utmost care.
- Every provision should be made by the faculty to prevent college owned property from being damaged, stolen, or lost. College incurs all expenses associated with general maintenance, repair and manufacturer defects. In the case of lost or stolen property, College may assess the faculty for the cost of the item or a portion of the cost of the item if it is determined that the property was not properly maintained under normal circumstances. It should be at management's sole discretion to determine whether utmost care was taken to prevent College owned property from damage or loss, pursuant to Section 378, 379, 403, 405 of the Indian Penal Code, 1860.

Sexual Harassment Policy:

BMIICE- BASELIOS MATHEWS II COLLEGE OF ENGINEERING is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The College also believes that all employees of the college have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. Sexual harassment would mean and include unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, stalking, eve teasing, innuendos and taunts. Anyone who is found, after appropriate investigation, to have engaged in such offence will be subject to appropriate disciplinary action, up to and including expulsion and/or termination and a police complaint will be made under Sec: 354A, 354C, 354D, 294, 509 of the Indian Penal Code, 1860.

Grievance Procedure:

A faculty should first bring the problem informally and orally to the attention of

the Head of the Department, who will make every effort to reach a satisfactory solution. If the problem is not solved with the Head of the Department, the faculty may contact the Grievance redressal committee, in writing/online grievance portal, which will review the problem with the faculty. The committee will then discuss the situation with the faculty's Head of the Department and advise the faculty of the results of the discussion. If, to the dissatisfaction of the faculty, the matter is still unresolved, the faculty may write to the Head of the Institute.

Generally the Institution do not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution in consultation with the management will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.

General benefits

E.P.F: All the faculties of the college who completed three years services in this institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

Health Insurance: The faculties of college are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, employees whose monthly wages are Rs 21,000 or below are covered under the ESI Act.

Disciplinary Actions

- All employees are liable for disciplinary action for disobedience, misconduct and 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.
- As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
 - Censure
 - Withholding increments and promotions.
 - Recovery from his/her salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders/rules
 - Suspension
 - Removal from service
 - Dismissal from service
- If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the

enquiry committee shall consist of three members- HODs from among Senior Faculty members

ii.

13 **TERMINATION OF SERVICE/RESIGNATION:**

- The “Employer” reserves the right to dismiss the “faculty” from employment for the following causes:
- Neglect or inability to perform his/her duties stipulated in this agreement.
- Frequent uninformed leaves or uninformed leaves for more than two days continuously will be considered as neglect of duties, in such circumstance’s management is empowered to take disciplinary action including termination of employment.
- Any kind of Criminal behavior or misconduct or intimidation towards institution will not be tolerated, pursuant to Section 503 of the Indian Penal Code, 1860.
- Any public behavior that results in damage to the college.
- Attending college whilst under the influence of alcohol and/or illegal substances.
- Failure to fulfill one’s duties or damaging the business operation of the college due to reasons of the faculty’s interests in employment elsewhere.
- The “Employer” agrees to give the “faculty” the courtesy of one month in the event of dismissal. However, in the case of a faculty’s criminal behavior, misconduct, or with any discretion thereof, he/she will be dismissed from employment immediately, without warning or notice. Overall, the “Employer” reserves the right to dismiss an employee at any time.
- In the event the “faculty” resigns from employment, he/she can do so giving three months’ advance notice to the “Employer”.
- In case if any staff want to resign the job immediately without any valid reasons three months’ salary will be incurred.
- At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
- An employee needs to deposit the Identity Card issued to him/her. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation.

14 **MISCELLANEOUS**

Personal File: A personal file shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc.. will be recorded. All such official records in the personal file shall be attested by the Principal. Appreciation of work if any may also be recorded in the personal file.

15 **SERVICE BOOK**

Individual Service Book (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the College by the office of the Principal.



ANNEXURE – I
BASELIOS MATHEWS II COLLEGE OF ENGINEERING
Lake View, Muthupilakadu, Sasthamcotta, Kollam - 690 520

Affiliated to APJ Abdul Kalam Technological University & Approved by AICTE
 New Delhi NAAC Accredited with “B+” grade, Certified by ISO
 9001:2015, <http://www.bmce.ac.in>

Internal Quality Assurance Cell (IQAC)

SELF- APPRAISAL FORM FOR FACULTY

Name of the Department :
 Name of the Faculty :
 Present Designation :
 D.O.B & Age :
 Date of Joining :
 Mobile No. :
 Email ID :

PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS (100 Points)

Educational Qualifications (Max. of 50 points):

(Masters Degree: 20 Points, Ph.D. pursuing: 25 Points, Ph.D. completed: 50 points)

Degree	Branch/ Specialization	College	University	Year of completion	%	Score obtained	Score as per APEC*
UG							
PG							
Ph.D.							

*APEC: Academic Performance Evaluation Committee

Experience Details (Max. of 50 points) (Chronological Order only):

(10 points per year for BMCE experience, 5 points per year for outside experience)

Sl. No.	Position held	Institution/ Industry	Period		Exp. in Years	Score	Score obtained	Score as per APEC
			From	To				
1								
2								
3								
4								

PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (400 Points)

Teaching and Other Contribution to Academia (Max. 50 points)

(As per the opinion and recommendation of Head of the Department)

Item		Score (5/4/3)	Score obtained	Score as per APEC
i.	Availability to students during working hours			
ii.	Punctuality to classes			
iii.	Regularity in taking classes as per time table			
iv.	Maintenance of students attendance register and course files			
v.	Availability for examination work including invigilation/valuation			
vi.	Participation in curriculum/ Syllabus development			
vii.	Participation in college/departmental activities			
viii.	Preparation of course hand outs			
ix.	Content delivery and nature of communication			
x.	Involvement in extracurricular activities			

Additional Significant Expertise (50 Points)

(Necessary proofs for each category to be enclosed)

Item		Score obtained	Score as per APEC
i.	Remedial classes/Bridge courses and Technical Trainings (GATE etc.)		
ii.	Developing ICT contents / Developing subject videos for better understanding etc.		
iii.	Arranging Industrial/Field Visit		
iv.	Delivering Expert Talks		
v.	Prototypes Developed/New Experiments Designed for Lab/ Content Delivered beyond Syllabus		

Student Feedback on Teacher Performance (100 Points)

(% of Students Feedback \geq 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points, 70 to <80: 70

points, 60 to <70: 50 points and <60: No points)

Program/ Department	Semester	Course	Feedback	Average Feedback	Score obtained	Score as per APEC

Result Analysis (100 Points)

(% of Students Feedback \geq 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points, 70 to <80: 70

points, 60 to <70: 50 points and <60: No points)

Program/Dept	Semester	Course	Result	Average Result	Score obtained	Score as per APEC

Awards/Honors/Fellowships Received/Memberships in Professional Societies/Bodies etc. (50 points)

(The necessary proofs to be enclosed)

Item	Details	Score obtained	Score as per APEC
Awards/Honours/ Fellowships Received			
Memberships in Professional Societies/ Bodies			

Online Certification Courses (NPTEL etc.) (Max. 50 points)

(Necessary proofs to be enclosed)

(Toppers/Elite + Gold: 50 points, Elite: 40 points, Successfully completed: 30)

Course Title	Duration	Awarding Institution	Grade	Score obtained	Score as per APEC

PART-C: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

Research Guidance (Max. 50 points)

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points, M.Tech. project: 20 points, Ongoing Ph.D:25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

Category	Number	Score	Score obtained	Score as per APEC

Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount \geq 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points, 5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10Lakhs: 15 points, < 5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

Consultancy (Max. 50 points)

(Necessary proofs to be enclosed)

(Sanctioned amount \geq 5 Lakhs: 50 points, 4 to <5 Lakhs: 40 points, 3 to <4 Lakhs: 35 points, 2 to <3 Lakhs: 25 points, 1 to <2Lakhs: 15 points, < 0.5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

Category	Title of the Publication	Score	Score obtained	Score as per APEC

Patents Published/Awarded (Max: 50 points)

(Necessary proofs to be enclosed)

(Patent awarded: 50 points, Patent published: 25 points)

Title of the patent	File Number	Score	Score obtained	Score as per APEC

Books/Chapters Published (Max: 25 points)

(First page of the book/chapter to be enclosed) (Book: 25 points, Chapter: 15 points)

Title of the book/chapter	Authors	Publisher	Score	Score obtained	Score as per APEC

Member/Reviewer in Editorial Boards of Referred Journals (Max: 25 points)

(Reviewer for SCI journal: 10 points, Other journals/ member of various committees in conferences etc.: 5 points)

Name of the journal/conference	Publisher/Committee	Score	Score obtained	Score as per APEC

FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For **IITs/NITs/Universities**: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points, For other institutions, 60% of the score shall be considered including in-house programs, i.e. 1 day: 3 points, 2 to 5 days: 15 points, >5 days: 30 points)

Title of the programme	Duration	Organized by	Score	Score obtained	Score as per APEC

Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points, National conference: 10 points)

Title of the Paper	Name of the Conference and dates	Organized by	Invited/Oral/poster	Score	Score obtained	Score as per APEC

FDPs/Training Activities/ STTPs/Workshops Conducted as Convener/ Co-ordinator etc. (Max: 25 points)

(Necessary proofs to be enclosed)

(Govt. sponsored program: 25 points, Self-sustained program: 20 points)

Title of the programme	Duration	Acted as	Score	Score obtained	Score as per APEC

PART-D: ADMINISTRATIVE AND EXTRA CURRICULAR ACTIVITIES (100 Points)

Category of Administrative Work		Max. points	Mention the Administrative Work	Score obtained	Score as per APEC
D.1	Administrative Assignments (Dean, IQAC Co-ordinator, Exam Coordinator, HOD, etc...)	40			
D.2	Central Committee Member/ Co-ordinator/In-charge (NAAC, NBA, ISO, NPTEL, IEDC, Exam Cell, Alumni, Faculty Club, Bus In-charge, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, CGPU etc...)	35			
D.3	Departmental Committee Member/ Co-ordinator/In-charge (BOS, PAC, DAB, Academic Coordinator, Academic Audit, Mentor/Advisor, Research Group Co-ordinator, Lab In-charge, Project Coordinator, Industrial visits, NAAC, NBA, ISO, NPTEL, IEDC, Exam Cell, Alumni, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti-Ragging, Professional Bodies, Skill development, CGPU, etc...)	25			

Summary of Self-Appraisal Score

Name of the Faculty :

Department:

Designation :

Category		Max. Score	Score obtained	Score as per APE C
Part-A	Educational Qualifications and Experience Details			
	A.1	Educational Qualifications	50	
	A.2	Experience Details	50	
Total Score (Part-A)		100		
Part-B	Teaching, Learning and Evaluation Related Activities			
	B.1	Teaching and Other Contribution to Academia	50	
	B.2	Additional Significant Expertise	50	
	B.3	Student Feedback on Teacher Performance	100	
	B.4	Result Analysis	100	
	B.5	Awards/Honours/Fellowships Received/ Memberships in Professional Societies/Bodies etc.	50	
	B.6	Online Certification Courses (NPTEL etc.)	50	
Total Score (Part-B)		400		
Part-C	Research, Development and Extension Activities			
	C.1	Research Guidance	50	
	C.2	Ongoing Sponsored Research Projects	50	
	C.3	Consultancy	50	
	C.4	Research Publications	50	
	C.5	Patents Published/Awarded	50	
	C.6	Books/Chapters Published	25	
	C.7	Member/Reviewer in Editorial Boards of Referred Journals	25	
	C.8	FDPs/Training Activities/ STTPs/Workshops Attended	50	
	C.9	Papers Presented in Conference	25	
	C.10	FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Co-ordinator etc.	25	
Total Score (Part-C)		400		
Part-D	Administrative and Extra Curricular Activities			
	D.1	Administrative Assignments	40	
	D.2	Central Committee Member/Co-ordinator/ In-charge	35	
	D.3	Departmental Committee Member/ Co-ordinator/ In-charge	25	
Total Score (Part-D)		100		
Total Score (Part-A + Part-B + Part-C + Part-D)		1000		

Signature of Faculty

Signature of HoD

Signature's of APEC Members

Signature of Dean of Academics

Signature of Principal

1.

2.

3.