MALABAR DENTAL COLLEGE & RESEARCH CENTRE
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MALABAR DENTAL COLLEGE AND RESEARCH CENTRE

HUMAN RESOURCE POLICY

2020

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1. THE MANAGEMENT

1.1 Malabar Educational & Charitable Trust (MECT)

The Trust was formed with the objective of foraying into Education field to pioneer the effort of empowering the students of humble background. The Trust felt that the students from the rural society, are often denied a fair share in the economic and career growth that a student from the urban society generally enjoys.

1.2 Malabar Dental College & Research Centre

Malabar Dental College and Research Centre is situated in Manoor, a serene location, 4 KM away from Kuttipuram Railway Station and hustle & bustle of the city. Malabar Dental College and Research Centre was established in the year 2007, offering courses in Bachelor of Dental Surgery (BDS) and Masters in Dental Surgery (MDS). As an institution we are constantly evolving in order to live up to the expectations set forth by MECT. We are training our students in accordance with their career ambition, be it pursuing higher studies or getting employed on completion of graduation or be it becoming an entrepreneur. As a strategy, we continue to identify new skill set that may be required for our students to win in this competitive world and impart such skills right from their first year of study at our college. Our ultimate goal is to become a benchmark institution in Kerala and establish a reputation for excellence in education beyond the borders of the state and the country.

1.3 Malabar Dental College & Research Centre: Employee Policy & Procedures Manual

This Employee Policy & Procedures Manual has been developed to facilitate, implement and define MDC & RC policies on Employee Management.

The Manual provides guidelines that have to be followed in the administration of these policies, and assists all Teaching and Non- Teaching Faculties in defining who is responsible for each human resource management decision and the correct procedure which has to be followed.

The policies specified within are consistent with those of best practice management principles and have the full support and commitment of the management of MDC & RC

HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by emailing to **hr@macity.edu.in**

These policies and procedures apply to all areas of operations within the Institution.

2. RECRUITMENT POLICY

2.1 Objective

To do Manpower Gap analysis and to identify and recruit appropriately qualified and efficient teaching and non-teaching faculty members.

2.2 Operating Authorities

- Management – Chairman, Vice Chairmen, CEO, Principal and Director
- Human Resource Manager - HRM
- Respective Department Head (HOD)

2.3 Operating Procedure

2.3.1 Manpower Requirement Analysis and Report Submission Procedures for Teaching & Non-Teaching

2.3.1.1 The HOD's should evaluate and estimate the Manpower Gap and Requirement for both Teaching and Non-Teaching, 3 months prior to the start of each semester (February or September). In this report they shall answer the following questions:

2.3.1.1.1 Why is there a requirement for increase in manpower? (Here you need to explain what is the need for increase in man power by evaluating the gap between demand and supply of manpower. HOD's can also estimate the supply and forecast the demand of manpower required to meet the departments future strategy.)

2.3.1.1.2 Is it possible to meet the requirement by increasing the efficiency of current manpower?

2.3.1.1.3   Is it possible to meet the requirement by internal recruitment? (i.e. by promoting / transferring of any staff from any other department and thereby avoiding external recruitment and reducing the overhead cost)

2.3.1.1.4   Do you have any supporting documents to compare the nearby institutions or the market standards? (Comparison within 30KM radius distance)

2.3.1.1.5   How is the Department going to benefit by this recruitment? (i.e. Students / Institutions benefit)

After answering the above questions they shall prepare a report which is to be submitted though proper channel to HRM for Non-Teaching and via Principal to HRM for Teaching.

2.3.1.2   Principal (Teaching) evaluates the Report and forward to HRM along with his suggestions.

2.3.1.3   HRM (Teaching & Non-Teaching) evaluates the Report and forward to Dean/Director/Management for Approval.

2.3.1.4   On Approval of the Requirement the Request is forwarded back to HRM for Recruitment.
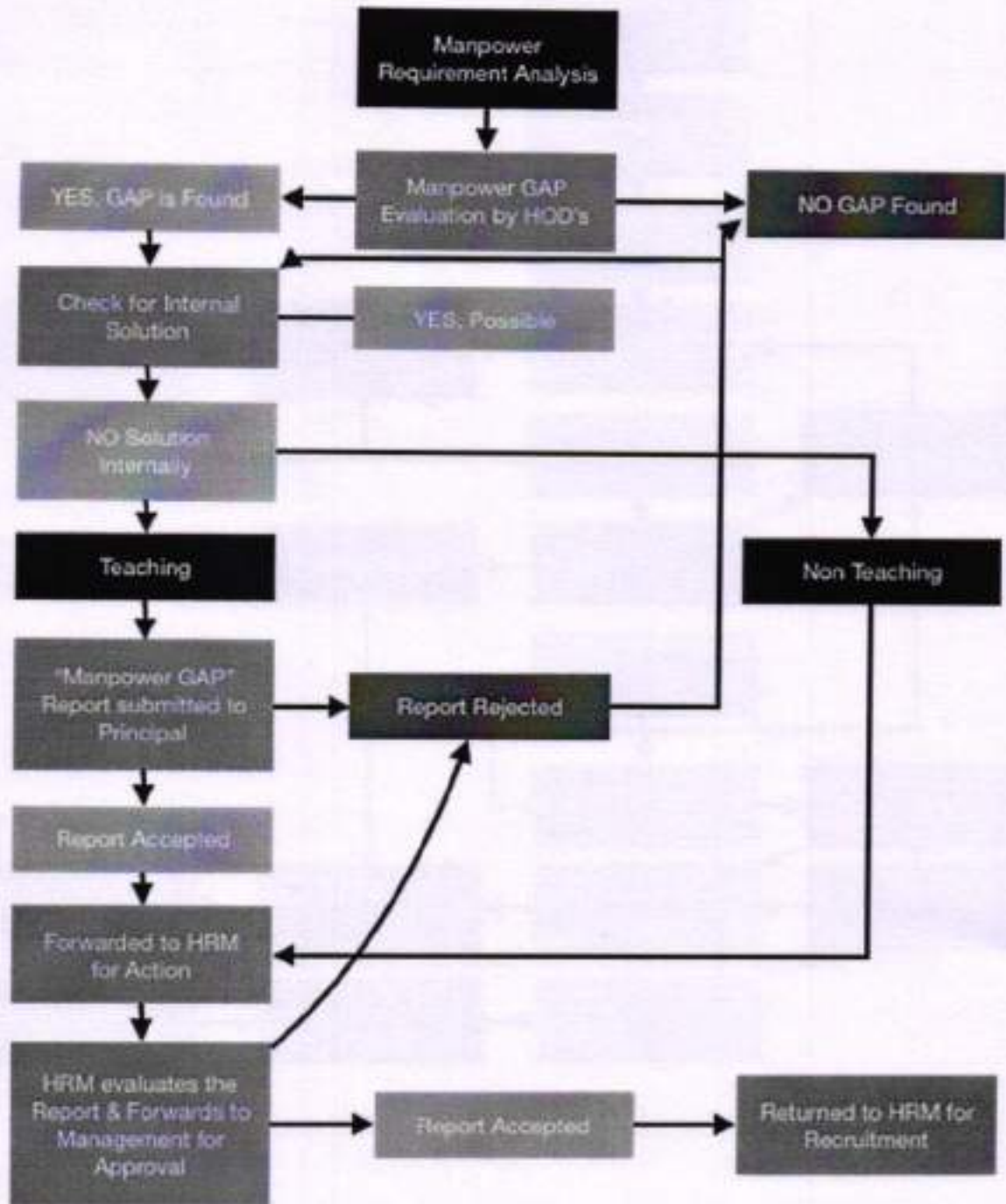
2.3.2   Manpower Recruitment Procedures for Teaching & Non-Teaching

2.3.2.1   HRM gets the Approved Recruitment Request from Management

2.3.2.2   HRM discuss and finalize the Job Description for Vacancy with HOD and Management

2.3.2.3   Formal announcement is made by HRM in any of the means of advertisement that would communicate to the prospective candidates about the vacancies. (Via; Database, Word of Mouth, Walk-in Interviews, internal suggestions, Newspaper Ad, Online Ad, etc. depending on the urgency and availability of the vacancy)

2.3.2.4   HRM screens the Applicants Profile and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.

2.3.2.5   Shortlisted candidates are called for an Interview by HRM

2.3.2.6   The candidates are to fill in the Application form of the institution and then subjected to a personal interview with HRM along with the Interview Panel.

2.3.2.7 Selected Candidates are asked to take a Demo (for applicable vacancies only)

2.3.2.8 According to the Feedback from the Demo taken and the Interview Panel, the candidate is selected for Final Round of Interview with the Management.

2.3.2.9 The Management reviews the performance of the candidate in the previous rounds of interview and checks for the stability, attitude and cultural adequacy of the individual with the organizational culture.

2.3.2.10 The other terms of employment including monitory and non-monitory benefits are discussed with the candidate and Date of Joining is scheduled.

2.3.2.11 On mutual acceptance of the Terms an Offer Letter is Issued by HRM signed by the Management.

2.3.2.12 Candidate shall join as per the Terms agreed, and on Joining date candidate will receive the Joining Kit from the HRM.

Offer Letter shall be attached along with this, and it shall contain JD and Institutional expectations from the Candidate

Manpower <u>Requirement</u> Analysis Flow Chart Diagram (2.3.1)

Manpower Recruitment Procedure Flow Chart Diagram (2.3.2)
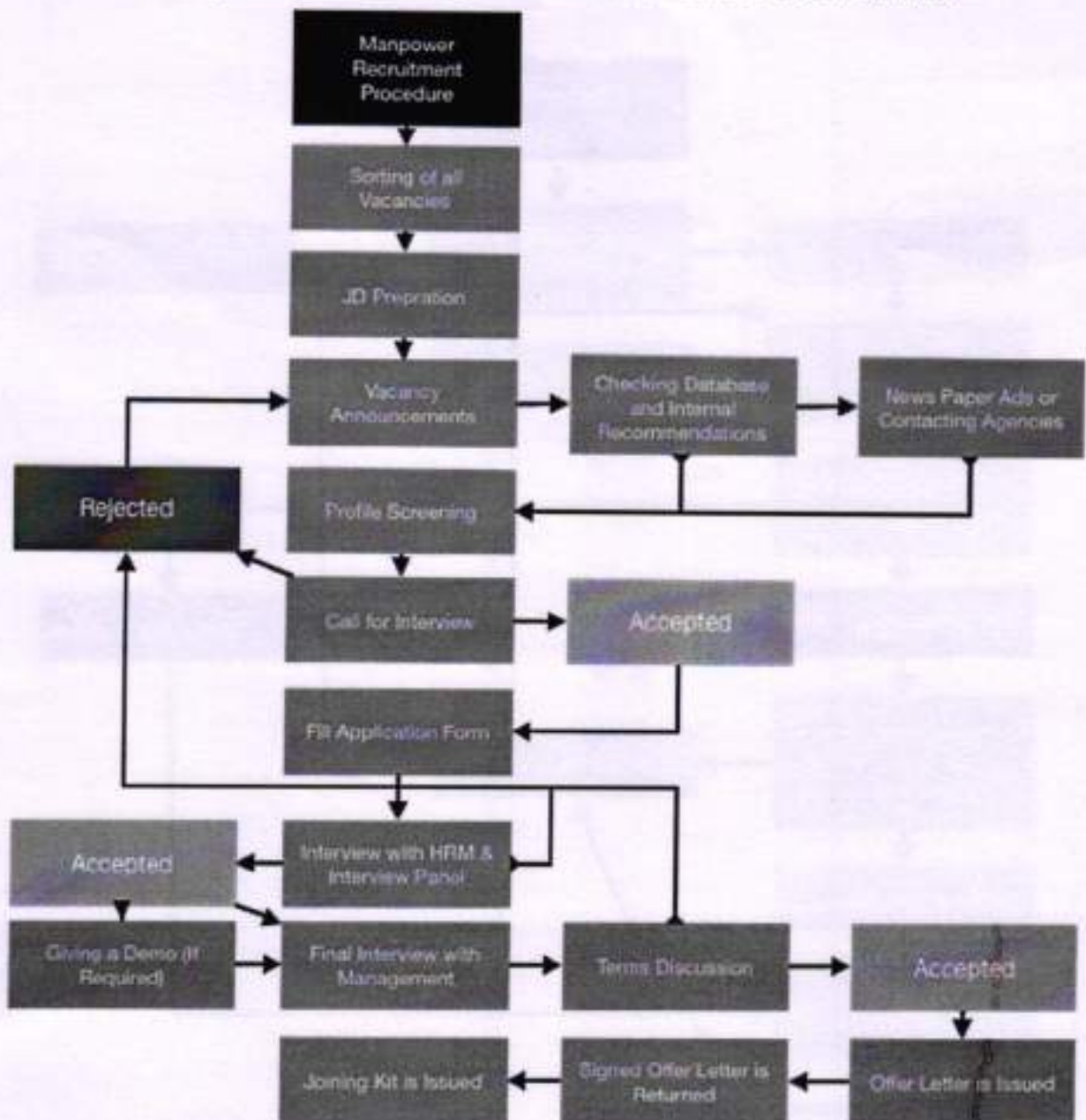
3. JOINING FORMALITIES

3.1 Objective

To ensure smooth and hustle free joining process of the Candidates who have been offered a job with the institution.

3.2 Operating Authorities

- The Management – The Principal and The Director
- Human Resource Manager - HRM
- Administrative Officer – AO
- Respective Department Head (HOD)
- System Admin

3.3 Operating Procedure

The new joiners are welcomed with a joining kit which contains:

Joining KIT
1. Welcome Letter
2. Contents of the Joining Kit
3. List of Documents to be submitted
4. Employee Application Form
5. Federal Bank Application Form
6. ID card Application Form
7. Details for website form
8. HR Handbook
9. Staff Mail ID
10. Certificate Acknowledgement form
11. Central Library Membership Form

THE DESCRIPTION OF THE DOCUMENTS MENTIONED IN THE JOINING KIT

1. **Welcome Letter**

   This will the formal welcome letter from the Institution given to the candidate.

2. **Contents of the Joining Kit**

   This document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.

3. **List of Documents to be submitted**

   A checklist for new employee so that he/she does not miss to submit relevant documents for personnel file. These documents are Address proof, ID Proof, Age proof, education proof, relieving and experience certificate from last company, photograph and acceptance of appointment letter.

4. **Employee Application Form**

   This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in Linways ERP software. This from is signed by employee hence becomes authentic document for further references.

5. **Corporation Bank Application Form**

   This form is used to open an account in Federal Bank where the monitory emoluments of the employee can be credited.

6. **ID card Application Form**

   This is the format which should be filled by employee attaching one of his/her photographs and same form can be send to ID Card Printing Department to print ID Card of employee.

7. **Details for website Form**

   This document is used to get the information that is essential to add the employee's data in the website of the institution.

8. HR Handbook

The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures set and followed by the institution. Softcopy of HR manual will be sent to the individual.

9. Staff Mail ID

Official mail id created for individual staff in order to have effective paperless official communication.

10. Certificate acknowledgement form

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.

11. Central Library Membership Form

This form is used to register the employee in the database of the Central Library.

Few Clarifications?

It is possible to collect few of these documents online so as to avoid paper works. If so...

Firstly we need to create an company (9) Staff mail ID, for the person after creation of Staff Mail ID, he or she should receive (1) Welcome Letter with (2) Contents of the Joining Kit as Email Body to his Staff Mail ID. (3) Checklist, will be send along with the mail as an attachment which is to be brought on the joining date or shall be scanned and send as a separate attachment. Documents like (4) Employee Application Form, (5) Bank Application Form (6) ID Card Application Form (7) Details for Website Form (8) HR Manual (11) Central Library Application Form, etc. will be received as an attachment which is to filled and reverted back.

(10) And acknowledgement email will be received from HR after the verification of Email and submission of all documents. This might be after the Joining Date.

Along with this we can collect other forms for any additional Allowances Provided such as: Accommodation, Food, Company Phone, Company Transport, etc. After the joining date.

4. INDUCTION POLICY

4.1 Objective

To ensure smooth and hustle free induction process of the Candidates who have been offered a job with the institution

4.2 Operating Authorities

- The Management – The Principal
- Administrative Officer – AO
- Respective Department Head (HOD)
- Human Resource Manager

4.3 Operating Procedure

4.3.1 Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the HR Officer. The induction will include the following:

4.3.1.1 Completion of joining formalities

4.3.1.2 Introduction about the Education Industry

4.3.1.3 Orientation of the Institution

4.3.1.4 Overview and orientation of Teaching Methodologies / Processes

4.3.1.5 Orientation in the specific areas of work. e.g. ERP, NAAC, IQAC, etc.

4.3.1.6 Training for 3 days for fresher on Teaching Methods and Specific topics (Non-teaching will also go through a Training for first week.)

5. CONTRACT OF EMPLOYMENT

5.1 Objective

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

5.2 Operating Authorities

- The Management – The Chairman, The Director and The Principal
- Human Resource Manager

5.3 Operating Procedure

Given below are the terms and conditions of employment provided for employees. All queries at variance with this policy are to be addressed to the institutes HRM.

5.3.1 Classification of Employees based on the Nature of the Job

5.3.1.1 Teaching Staff

The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff. Teaching staff are further classified into Professor, Reader, Senior Lecturers, Lecturers and Tutors.

5.3.1.2 Non-Teaching Staff

The employees who are not directly involved in the teaching/training the students are categorized as Non-Teaching Staff. The Non-Teaching Staff can take any one of the following roles:

(i)   Lab In charge/Assistants

(ii)   Administrative Executives

(iii)   House Keeping Executives

(iv)   Drivers / Securities

(v)   Amenity Centre In charges and Mess Executives, etc.

5.3.2 Proof of Age:

Every employee at the time of employment is required to declare his/her age in the application blank form. Employee for this purpose shall provide any of the following documents for proof of age:

- Birth certificate

- 10th standard mark sheet or transfer certificate
- Certificate issued by the registrar of births or any other local authority.

5.3.3 Proof of Address:

All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee.

When an employee is shifting or relocating his residence, he shall provide the new address in writing, one (1) week prior to his shifting or relocating.

Employee(s) for this purpose shall provide any of the following documents for proof of address:

- Driving license
- Ration card
- Voters ID card
- Aadhar Card
- Certificate issued by the registrar or any other local authority.
- Copy of the House Lease Agreement

Any employees current residence is 60KM away from the Institution shall compulsorily have an accommodation within or nearby campus. No employees are allowed to stay 60KM away from the campus.

5.3.4 Hours of Work

5.3.4.1 The institution works six days a week on an 8 hours shift (7 hours shift for Teaching) for a lunch for 60 minutes.

5.3.4.2 The weekly off will be on all Sundays

All staff has to compulsorily sign in the movement register before leaving the department. Even if it's for a Toilet Break / Coffee Break / Lab Works / Lecture Works, etc.

5.3.5 Shift Timing

Currently the institution operates only in general shift. The shift starts at 9.00 AM and ends at 4.00 PM for Academic / Teaching Staffs. For Non-academic staffs it's starts from 9.00 AM and ends at 5.00 PM

5.3.6 Attendance

5.3.6.1 Every employee shall "PUNCH IN" and "PUNCH OUT" his/her attendance at the time of entering and leaving the work. The employee should also manually register attendance in the respective department register. All employees should try to register the inward punch on or before 09:00 AM and the logout punch on or after 04:00, before leaving Campus, for office staff on or after 05:00pm or as per 5.3.4

5.3.6.2 A period of fifteen (15) minutes late arrival after shift start (i.e. maximum up to 9:15 AM) is provided for employees who are unable to come in time due to unavoidable circumstances. The entry after the prescribed time would be considered as late coming. Maximum four (4) times can be allowed, Fifth (5) time if the person is late than 9:00 AM half day pay shall will be deducted.

5.3.6.3 A period of more than fifteen (15) minutes late coming to fifty nine (59) minutes (i.e. 9:15 AM to 9:59) can be considered maximum up to one time per month as Late Coming.

5.3.6.4 Any employee who after PUNCH IN is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.

5.3.7 Period of Payroll Process:

The wage period is calculated from 25th of previous month to 25th of current month.

5.3.8 Dress Code:

5.3.8.1 Men:

- The employees should wear formal shirt. It is recommended that color of the shirt is

mild and basic.

- Dress should be clean and not crumpled.
- Hair should be clean, neatly cut. It should be always well combed.
- Face should be clean with or without beard.
- Shoes and Socks should be color co-ordinated with the clothes and well polished and clean.
- Wrist watch and other accessories should be formal and with appropriate size.
- Always use a deodorant which is mild.

5.3.8.2 Women:

- Saree or Churidar is the dress code for the female faculties and staffs.
- Hair should be well kept and neatly combed.
- Grooming and Make up should be light, subtle and properly applied.
- Should wear low heeled shoes or sandals in good condition.
- It is recommended that the faculties wear light jewellery like a thin gold chain, a thin gold bangle and small earrings only.
- Always use a deodorant which is mild.

6. Code of Conduct:

The successful functioning and reputation of MDC&RC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.

6.1 Phone Calls:

The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by the HOD. All calls made shall be for official purposes only.

6.2 Email:

Email has legal status as a document and is accepted as evidence in the court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.

- Email shall be used as the primary source of communication.

- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.

- Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

6.3 Internet:

The internet is a facility provided for official purpose. The following activities, using MDC & RC internet access are not permitted:

6.3.1 Attending to personal activities of a business nature.

6.3.2 Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.

6.3.3 Downloading or printing material as described above.

6.3.4 Repeated or prolonged use that is irrelevant to the employee's work

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

6.4 Outside Employment:

Employee may not hold any type of outside employment during working hours. Employee may not receive any income or material gain from individuals outside MDC & RC for material produced or services rendered while performing their jobs during their working at MDC & RC.

6.5   Grievance:

MDC & RC supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. Grievances will be dealt with discreetly and promptly with an objective manner.

Grievances can be addressed to grievancemdc@macity.edu.in or it can be directly reported to the HRM / Principal / Management without any prior appointment.

6.6 Misconduct:

Compliance with this policy of ethics and conduct is the responsibility of every employee & associated members.

- A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given the opportunity to respond.
- If the unacceptable behaviour continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will be given the opportunity to respond.
- A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue, and also signed by the employee as being received and understood.
- Employees who have been disciplined three times are subject to dismissal.
- Details of disciplinary actions should be recorded on the employee's personnel file and removed after one year if further disciplinary action is not required.
- Based on seriousness of the issue, management has complete right to take action in the first time itself.

6.7 Conduct with the Students:

6.7.1 The MDC&RC staff members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.

6.7.2 Unnecessary contact through phone, email or any other means is to be strictly avoided. 7

6.7.3 Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

6.8 Overtime:

MDC & RC will not support any overtime policy. Employees and associated members are requested to complete their assignment in given period of time. Compensation Off can be availed if the employee works on any State or Central Holiday.

6.9 Visitors in the Work Place:

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in work place. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

All visitors should enter the institution at the reception area. Authorized visitors will receive directions or be escorted to their destination.

6.10 Work Place Violence Prevention:

MDC & RC is committed to preventing work place violence and to maintain safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

6.10.1 All employees, associated members, and students should be treated with courtesy and respect at all times.

6.10.2 Conduct that threatens intimidates or coerces another employee/student or a

member of public at any time, including off duty periods, will not be tolerated.

6.10.3 All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting authority or any other member of management.

6.10.4 We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

6.11   Others:

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under influence of alcohol or illegal drugs.
- Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicles or equipment or within the premises of the institution or with or within the institution provided accommodation.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials.
- Excessive absenteeism or any absence without notice.
- Unauthorized disclosure of business "secrets" or other confidential information.
- Violation of personal policies.
- Unsatisfactory performance or conduct.

7. Women Safety Guidelines

Our work place is mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

To Whom?
This Guidelines applicable to all women at MDC.

What is sexual harassment at work place?
1. Physical contact or advances.
2. A demand or request for sexual favours.
3. Making sexually coloured remarks.
4. Showing Pornography.
5. Any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.

What to do in case of complaints?
The MDC has an Internal Complaint Committee (ICC)
1. Chairperson (Women working at senior level)
2. 2 Members (A Lawyer & a women who has knowledge in women protection laws)
3. Member (From Women cell)

Who can Complaint?
1. Complainant's relative
2. Complainant's friend
3. Co workers
4. Office of the NCW or SCW
5. Any person who has knowledge of the incident with the written consent of the complaint.

Contents of complaint
1. Description of Incident

2. Date
3. Timings
4. Respondent's Name

Complaint Process

1. Receipt of the complaint
2. Planning Carefully
3. Hearing
4. Finding & Recommendation
5. Report

8. PROBATION POLICY

8.1 Objective

To ensure smooth and hustle free Training and Development process of the Candidates who have been offered a job with the institution.

8.2 Operating Authorities

- The Management – The Principal
- Respective Department Head (HOD)
- Human Resource Manager

8.3 Operating Procedure

8.3.1 The performance of the probationers will be periodically evaluated by the respective Head of the Department (HOD).

8.3.2 The method of evaluation is by analysis of the 360 degree feedback mechanism. Analysis of the feedback from:

8.3.2.1 Students

8.3.2.2 Colleagues

8.3.2.3 Senior Faculty Members

8.3.2.4 Reporting Authority (HOD)

8.3.2.5 Members of the Management

8.3.2.6 And results of KUHS Examinations will be used to decide on the performance of the Probationer.

8.3.3 The management may terminate the period of probation at the end of the prescribed period; or may extend the period of probation, further up to a maximum of six (6) months, if in the opinion of the management the work or the conduct of any employee, during the period of probation is not satisfactory.

8.3.4 On successful completion of the probation period the probationer is employed on a permanent basis.

9. EMPLOYEE COMPENSATION AND BENEFIT POLICY

9.1 Objective

To provide the employees with the appropriate compensation and benefit package.

9.2 Operating Authorities

- The Management – The Principal
- Human Resource Manager

9.3 Operating Procedure

Given below is the compensation and benefits provided for employees. All queries at variance with this policy are to be addressed to the HR Manager.

9.3.1 All the Teaching and Non-Teaching staffs are paid based on the MDC & RC Payment Policy dated 1.10.2019 and the employees for this purpose are classified into:

- Professor
- Reader
- Senior Lecturer
- Lecturer

9.3.2 **Provident Fund** All employees will be covered as per the Employees Provident Funds and Miscellaneous Provision Act of 1952.

Eligibility : Employee should complete two years of service in MDC & RC

9.3.3 MDC & RC will grant holiday to all employees on the State Government and Central Government holidays. (As per KUHS holiday calendar)

9.3.4 **Casual Leave**

9.3.4.1 **Teaching & Non-Teaching Staffs (CL's)**

9.3.4.1.1 Only 9 CL per year, If CL is not availed in a month it can be carried forward to the next month

9.3.4.1.2 Eligible after completing 15 DAYS of JOINING service in MDC & RC

9.3.4.1.3 Eligible for one CL per month (9 Days per Year)

9.3.4.1.4   Not more than 3 CL in a month,

9.3.4.1.5   Only OD can be Prefixing/Suffixing with CL

9.3.5 Medical Leave

9.3.5.1 Teaching & Non-Teaching Staffs (ML's)

9.3.5.1.1   Eligible for 3 ML per annum

9.3.5.1.2   Prefixing/Suffixing holiday permitted, provided the member joins duty at the end of ML

9.3.5.1.3   ML can be accumulated up to a maximum of two months in entire service

9.3.5.1.4   Medical Leaves sanctioned by HoD and approved by Principal(Teaching), Director(Non-Teaching)

9.3.6 Maternity Leave for Female Staff

9.3.6.1 Teaching & Non-Teaching Staffs (Female)

9.3.6.1.1   Eligible for 06 months.

9.3.6.1.2   Maternity Leave would be treated as LOP; Max 6 months

9.3.7 Vacation Leave

9.3.7.1 Teaching Staffs (VL's)

9.3.7.1.1   0.5 Year to 1 Year in MDC & RC = 12 days

9.3.7.1.2   1 Year to 2 Years in MDC & RC = 16 days

9.3.7.1.3   2 Years to 3 Years in MDC & RC = 18 days

9.3.7.1.4   3 Years to 4 Years in MDC & RC = 20 days

9.3.7.1.5   Reader = 20 Days

9.3.7.1.6   Professor = 93 Days

9.3.7.1.7   VL Availability:

9.3.7.1.7.1   Those employees who have been recruited after 2019 October onwards will receive vacation holidays announced by Principal.

9.3.7.1.7.2   Others can avail as pre-planned duty charts based on submission of visiting days schedule to HR Department.

9.3.7.2 Non - Teaching Staffs (VL's)

Not available

9.3.8 On-Duty

9.3.8.1   Eligible for all staff members

9.3.8.2 Can be availed for the purpose of External Exam Duty (KUHS / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose send from the college with advance permission from Management (Chairman or VC)

9.3.8.3 For admin staffs On-Duty available for duty outside college instructed by the management.

Total number of OD's and approved programs in old policy

9.3.9 Sabbatical Leave

9.3.9.1 Eligible after completing 3 year service in MDC & RC

9.3.9.2 Eligible for 6 months to 2 years in their entire service

9.3.9.3 Sabbatical leave is only approved by principal, leave will be provided without salary.

9.3.9.4 The faculty members should report to duty upon expiry of granted period Else it will be treated as separating service.

9.3.10 Other Rules

9.3.10.1 Leaves cannot be accumulated and carried forward to the next year except medical leave

9.3.10.2 Employees can avail Monthly 2 Permissions extending up to 2 Hours maximum in between work time.

9.3.10.3 Vacation leave will not be sanctioned if the staff member resigns or is relieved by the management.

9.3.10.4 If the staff member avails LOP, the prefixing and suffixing holidays will also be treated as LOP.

9.3.10.5 Medical leave can be sanctioned only for critical / serious illness of the faculty members who are admitted in the hospital.

9.3.10.6 CL and Holidays in between those days should not exceed more than 7 days

9.3.10.7 One week of leave will be sanctioned for the faculties who are getting married and will be adjusted in Vacation leave if he/she has more than one year service

in MDC.

9.3.10.8 Leave for one week will be sanctioned for higher studies and will be adjusted in Vacation leave if he/she has more than one year service in MDC &RC.

9.3.10.9 The employee can avail minimum of 3 day VL excluding suffixing/prefixing holidays

9.3.10.10 VL can be availed at the Maximum of 2 slots per semester

9.3.10.11 All leaves except medical leave shall be recommended and approved by HOD. Before 10.30 am information should be given to HOD or HRD, if prior permission has not been taken.

9.3.10.12 In calculating leave 2 half days will be treated as one full day leave.

9.3.10.13 The employee should submit the leave form prior to the day of absence

9.3.10.14 In case of any emergency, the employee can submit the prescribed leave application form within 1working day after the day of absence.

9.3.11 Loss of Pay

Approval of leave without pay is at the discretion of management.

9.3.12 Incentive Policy

9.3.12.1 The Faculty Members who intend to participate in Paper Presentation and Seminars organized by other institutions can avail Registration fees (if applicable) and On Duty at maximum of Rs.10,000 / Department / Year.On duty : One / year / Person

9.3.12.2 The participation of a Faculty Member in Paper Presentation and Seminars organized by other institutions will get additional credit points during Performance Evaluation and Appraisal.

9.3.12.3 HODs who intend to participate in Paper Presentation and Seminars organized by other institutions can avail Registration fees (if applicable) and, On Duty : Two / year / Person, Maximum Funding Rs. 7000/ Per Year

9.3.12.4 Parameters for DA is defined in the self-appraisal form.

9.3.13 Incentive Parameters

Max DA for the Year

Sl. No.	Parameter	Expected Achievement	DA Weightage	Max DA % Awarded	Elaboration of Parameter
1	Academic Results	Class pass percentage in each subject (as explained in the Elaboration)	50%	2.50	For every tough subjects wherein 90% pass percent score of 1 would be granted and for achievement b 89.9% a score of 0.5 would be awarded. For other subjects achieving 93% and above would mark and for achieving a pass percentage of 89-92. awarded 0.5 mark
2	Wards' Success Ratio	Minimum 75% of wards assigned to a tutor should clear all the papers of the academic year	10%	0.50	For achievement of 85% and above the mark awarded, achievement between 75-85% the mark awarded is achievement less than 75%, marks awarded
3	Journal Publication	Minimum of one journal publication per year	5%	0.25	Should publish at least one publication in a Journal. Author with

					SCOPUS/ISSN no.
4	Innovative Student Project IPL coordinatio n	Guide one batch of students and associate with one of the Industry Powered Laboratory	5%	0.25	Should give complete guidance and motivation for one batch of students to do an innovative project an associated with one of the Industry powered Lab
5	Faculty Developme nt Programm e	Should have undergone minimum of 1 day of Teaching Learning process, 1 weeks of Industrial Training and 1 day of research related program	10%	0.50	1) Teaching - Learning Process - 1 day 2) Industrial Training - 1 week 3) Research oriented training - 1 day
6	Student Feedback	For Achieving 90% - 0.5% of DA 80%- 90% - 0.25% of DA	10%	0.50	Should achieve 90% and above for every individual both odd and even semesters.
7	Compliance to Responsibil ities (Annexure 1)	Should score minimum of 80%	5%	0.25	Should achieve a score of 80% against the responsibility defined
8	Contributio n of Academic Excellence	Should have covered 80% of units under the courses handled with additional	5%	0.25	Should achieve 80% coverage of units

		teaching /learning /evaluation initiative to encourage self/collaborative learning			
			100%	5.00	

1. The Faculty Members who intend to participate in Paper Presentation and Seminars organized by other institutions can avail Registration fees (if applicable) and On Duty.
2. The participation of a Faculty Member in Paper Presentation and Seminars organized by other institutions will get additional credit points during Performance Evaluation and Appraisal.
3. HODs who intend to participate in Paper Presentation and Seminars organized by other institutions can avail TA, DA, Registration fees (if applicable) and On Duty. (Repeat 7.3.11)

10. ORGANIZATIONAL STRUCTURE

10.1 Objective

To help everyone involved in the institution to clarify and understand everyone else's role and scope.

10.2 Operating Authorities

- The Management – The Principal
- Human Resource Executive

10.3 Operating Procedure

Given below is the Organizational Structure of MDC & RC:

Organizational structure was to be modified as per MDC and dental college requirement. This can be done by myself if you can send me picture of the structure drawn on a paper.

11. KEY RESULT AREA

11.1 Objective

To set measurable goals and objectives and to clarify the roles, responsibilities, duties and activities of an individual.

11.2 Operating Authorities

1. The Management – The Principal
2. Head of the Department (HOD)
3. Human Resource Executive

11.3 Operating Procedure

Given below is the set of roles and responsibilities of various designations in the organization.

11.3.1 PRINCIPAL

11.3.1.1 Providing direction for programs through institution's Vision and Mission

11.3.1.2 Review of attainment of program outcomes by departments

11.3.1.3 Provision of input to Governing Council Meeting and

11.3.1.4 Implementation of improvement initiatives suggested by Governing Council

11.3.1.5 Approval of Annual Academic Calendar at Institution Level

11.3.1.6 Approval of program budget on an annual basis and approval of expenses

11.3.1.7 Review of Department activities through HOD meetings

11.3.1.8 Skip Level meetings with department faculty, where required

11.3.1.9 Approval of annual performance appraisal outcome

11.3.1.10 Collection of informal feedback from students for improvement of processes

11.3.1.11 Review of complaints and suggestions and monitoring corrective action implementation

11.3.1.12 Providing direction for establishing strategic relationship with Industry

11.3.1.13 Review and approval of co-curricular activities of the institution

11.3.1.14 Identifying and implementation of staff welfare measures

11.3.1.15 Single Point of Contact for KUHS and DCI

11.3.1.16 Review and approval of proposal of projects to various funding agencies .

11.3.1.17 Approval of human resources requirements for the institution

11.3.1.18 Identifying, Planning and Monitoring of Academic Performance Improvement initiatives

11.3.1.19 Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives

11.3.2 DEAN –RESEARCH AND INNOVATIONS

11.3.2.1 Responsible for research and innovation activities

11.3.2.2 Review and approval of patent applications

11.3.2.3 Review and approval of students/faculty project proposals for funding

11.3.2.4 Review of final year students' projects

11.3.2.5 Organizing idea contests

11.3.2.6 Counselling faculty for pursuing PhD Programs

11.3.2.7 Establishing and managing University Approved Research Centres

11.3.2.8 Coordinating with funding agencies for research programs

11.3.2.9 Overall in-charge for EDC cell, NAAC and Research extension activities

11.3.2.10 Conducting skill development and outreach programs funded by external agencies

11.3.3 HOD

11.3.3.1 Chair the Academic Advisory Council Meetings

11.3.3.2 Approval and Publication of Program Vision, Mission and PEOs

11.3.3.3 Approval of Curricular Gaps identified and relevant Value-Added Courses

11.3.3.4 Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes

11.3.3.5 Identification and monitoring of Program Outcome Improvement Initiatives

11.3.3.6 Approval and Publication of Department Level Academic Calendar and Time Table

11.3.3.7 Approval of Course Plan

11.3.3.8 Planning, Allocation and Utilization of Human Resources

11.3.3.9 Planning, Procurement and Utilization of Dpt. Level Infrastructure/ Labs/ Equipment

11.3.3.10 Identification of Class Advisors and Tutors and allocation of students to tutors

11.3.3.11 Chairing Department Review Meetings and Class Committee Meetings

11.3.3.12 Identification and provision of co-curricular programs

11.3.3.13 Approval of student and staff leave and OD requests

11.3.3.14 Identification and monitoring of staff competency enhancement initiatives

11.3.3.15 Review and monitoring of support initiatives for Slow Learners

11.3.3.16 Review and monitoring of support initiatives for Advanced Learners

11.3.3.17 New faculty induction and evaluation

11.3.3.18 Annual Performance Appraisal for Department Staff Members

11.3.3.19 Approval of Reference Books for courses

11.3.3.20 Preparation of Department Budget and approval of expenses

11.3.3.21 Nurture Industry Relationship, Research & Entrepreneurial spirit among students

11.3.3.22 Ensuring discipline among students and initiating disciplinary action where required

11.3.3.23 Chairing Program Core Committee Meeting

11.3.4 FACULTY

11.3.4.1 Prepare lesson plan and get it approved by HOD well before commencement of classes.

11.3.4.2 Prepare lecture notes, power point presentations, video lectures etc. for subject allotted to them

11.3.4.3 Maintain course file along with the current copy of the syllabus for theory subjects

11.3.4.4 Identify and deliver minimum 1 topic as "Practical application of this subject" coverage

11.3.4.5 Ensure completion of portion as per the time table

11.3.4.6 Prepare question papers for the internal tests and model examinations within stipulated time

11.3.4.7 Conduct of tests on planned days and evaluation of answer sheets on the same day

11.3.4.8 Plan for extra classes if required to complete the portions before internal tests

11.3.4.9 Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes

11.3.4.10 Ensure that all prescribed experiments are covered within the planned date

11.3.4.11 Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage

11.3.4.12 Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory

11.3.4.13 Make alternate arrangements for taking classes against leave or permission

11.3.4.14 Discharge assigned duties as external examiner

11.3.4.15 Ensure recording of attendance in the Bio-metric system on time

11.3.4.16 Adhere to the dress code specified by the institution

11.3.4.17 Maintain students discipline in the class room/campus

11.3.4.18 Enter lesson plan in the ERP Software – before commencement of classes

11.3.4.19 Upload in the ERP, lecture notes, power point presentations, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance

11.3.5 OVERALL ACADEMIC COORDINATOR

11.3.5.1 Plan and publish the approved institutional level academic calendar

11.3.5.2 Make changes to the published academic calendar when required and circulate

11.3.5.3 Monitor the academic activities closely and provide periodic update to the Principal

11.3.5.4 Coordinate academic audits in consultation with academic audits team

11.3.5.5 Verification of Lesson Plan to check compliance to Academic Calendar

11.3.5.6 Publish Schedule for Course Plan Preparation

11.3.5.7 Publish Schedule for Value Added Courses Preparation

11.3.5.8 Publish Stock Verification Schedule for the institution

11.3.5.9 Coordinate ISO/NAAC related activities

11.3.5.10 Prepare and publish circular for various events and activities

11.3.6 TIME TABLE COORDINATOR (OVERALL):

11.3.6.1 Maintaining the list of department time table coordinators.

11.3.6.2 Overall responsibility for the preparation of the time tables before commencement of

11.3.6.3 every semester

11.3.6.4 Organizing and chairing the meeting among department time table coordinators

11.3.6.5 Finalization of the class time table and faculty time table at the meeting among

11.3.6.6 departmental coordinators.

11.3.7 DEPARTMENT TIME TABLE COORDINATOR:

11.3.7.1 Identification of faculty for handling different subjects in consultation with the HODs and Academic coordinator

11.3.7.2 Identification of faculty for handling interdepartmental subjects from the respective HODs

11.3.7.3 Consolidation of the number of hours to be allotted to different considering the syllabus requirements as well as through department meeting

11.3.7.4 Revising the class time table and faculty time table against addition and deletion of faculty as well as changes in the work load of any faculty

11.3.7.5 Deciding the time table to be followed for Saturdays with the HODs and release of the circular not later than the previous Friday.

11.3.8 CLASS ADVISOR

11.3.8.1 Collection of students' options on the electives being offered

11.3.8.2 Deciding the electives to be offered based on the students options in consultation with HODs.

11.3.8.3 Overall responsibility of the class allotted

11.3.8.4 Maintenance tutor wise list of students with the approval of HOD

11.3.8.5 Update the students' attendance in Master attendance

11.3.8.6 Result analysis of all the tests and examinations.

11.3.8.7 Maintaining course related documents including a copy of the syllabus with the approval of HODs

11.3.8.8 Arranging for collection of students' feedback.

11.3.8.9 Data analysis against students' performance in the examination/ tests as well as

students' feedback.

11.3.8.10 Update the students' attendance in the class log book

11.3.8.11 Handing over hall tickets to students through the respective tutors against no due certificate.

11.3.9 TUTORS

11.3.9.1 Maintenance of list of students under them

11.3.9.2 Monitoring students attendance, performance in tests and behavior / discipline and counsel them against attendance shortage, failure in examination / tests as well as undisciplined behavior

11.3.9.3 Maintaining students' record and update the same against students' performance in examinations and curricular and extracurricular activities

11.3.9.4 Calling parents of students having attendance shortage, failure in examination as well as undisciplined behavior

11.3.9.5 Authorizing students' leave forms as well as on duty leave (and forward to office through class advisor/HODs)

11.3.9.6 Update the details of counseling in counseling register

11.3.9.7 Preparation of students' marks and cumulative attendance % after every internal tests and forwarded to college office for further communication to parents

11.3.9.8 Maintaining students details on industrial visits and ensure that each student attends at least one industrial visit before he/ she enters 8th semester

11.3.9.9 Review of students' grievance if required in consultation with the Class advisor, HODs or Principal

11.3.9.10 Organizing class committee meetings and preparing minutes of the meeting.

11.3.10 LABORATORY I/CS

11.3.10.1 Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue

11.3.10.2 Maintaining identification of items in the laboratory

11.3.10.3 Identification of purchase requirements of consumables for the laboratory and raising purchase requisition

11.3.10.4 Collection of quotations and preparation of comparative statements.

11.3.10.5 Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements

11.3.10.6 Preparation of purchase orders and forwarding the same through college office after approval.

11.3.10.7 Verification of items received from the suppliers

11.3.10.8 Maintaining the equipment's in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

11.3.11 PROJECT COORDINATOR

11.3.11.1 To coordinate with the HODs in planning Projects

11.3.11.2 Finalization of the project topics and guides

11.3.11.3 Preparation of list of projects

11.3.11.4 Planning for project presentations

11.3.12 PROJECT GUIDES

11.3.12.1 Monitor the progress of the projects

11.3.12.2 Finalization of project plan

11.3.12.3 Monitor the students' attendance in projects

11.3.12.4 Review the feedback received during the presentations and incorporates improvements through the students

11.3.12.5 Verification of project reports

11.3.12.6 Awarding internal marks for students and supporting external examiner

11.3.13 DEPARTMENT LIBRARY I/C

11.3.13.1 Maintaining stock of books in the department library

11.3.13.2 Issue and receipt of books to and from the faculty/ department staff.

11.3.14 DEPARTMENT FURNITURE COORDINATOR

11.3.14.1 Maintain the stock of the furniture's in the department

11.3.14.2 Maintaining identification of furniture

11.3.14.3 Inspection of the furniture and arrange for repair

11.3.14.4 Take out the furniture beyond repair after approval from management.

11.3.15 OVERALL FURNITURE COORDINATOR

11.3.15.1 Maintaining identification of furniture in departments

11.3.15.2 Maintaining stock of furniture in departments

11.3.15.3 Periodic inspection and arranging for repair (or taken out from stock)

11.3.16 LABORATORY ASSISTANTS

11.3.16.1 The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.

11.3.16.2 All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.

11.3.16.3 Keep the experiments ready before the laboratory classes.

11.3.16.4 Issue of equipments and consumables for the students for practical classes and to receive back and maintain records of issue and receipt.

11.3.16.5 Report to the faculty/ laboratory in charges against any loss or damage of the equipments and consumables while carrying out experiments by the students (or otherwise).

11.3.16.6 Update the stock record as well as maintenance records.

11.3.16.7 Absentees follow-up with concerned tutor

11.3.16.8 Making sure to open the laboratories before 9.00 a.m. on all working days and to ensure to close the same after 4.00 p.m.

11.3.16.9 To check and ensure on all working days electrical items are switched off and the windows are closed before they leave the lab in the evening session

11.3.16.10 To monitor and to ensure that all the laboratories are kept clean

11.3.16.11 Walk around the labs and see who needs help. Ask that person if they need assistance, and provide them with support to the best of your capabilities

11.3.16.12 Any other assignments as given by HOD/Principal/Director

11.3.17 HEAD CAREER GUIDANCE CELL

11.3.17.1 Initiating relationship with corporate regarding industry relations and interaction

11.3.17.2 Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training

11.3.17.3 Arrange and coordinate industrial visits for students

11.3.17.4 Interact with technical heads of corporate and procure industrial projects for students of various engineering disciplines

11.3.17.5 Provide career guidance counseling sessions for students pursuing higher studies

11.3.17.6 Assessment and segregation of students as per their area of interest, communication, soft skills and core area competency

11.3.17.7 Initiate and co-ordinate with industry leads to set up industry powered laboratories in the institution

11.3.17.8 Exploring different avenues of employment and knowledge development opportunities for students across various sectors in both upcoming and niche areas

11.3.17.9 Training students in the area of communication and soft skills

11.3.17.10 Maintain database of all corporate contacts (both individual and company)

11.3.17.11 Identify areas of training required for students in specific areas of communication and soft skills provided by vendors.

11.3.18 ADMINISTRATIVE OFFICER

11.3.18.1 DCI – Approval and Renewal activities

11.3.18.2 KUHS – Affiliation related activities

11.3.18.3 DHS – Admission related activities

11.3.18.4 In-Charge for Admission Related Activities – New, Lateral – Transfer, Re-admission

11.3.18.5 Issuance of Certificates to students for Education Loan

11.3.18.6 Scholarship Related Activities – For various communities - Scrutiny and Processing

11.3.18.7 Course Completion Related Activities – Handing over of TC, CC, Original Certificates

11.3.18.8 Students/Staff Group Insurance Scheme - Payment of Premium, Tracking of Policies and Claims

11.3.18.9 Fee Collection – DD, Cheque Payment and Cash Deposits

11.3.18.10 HR Function covering: Resume Gathering, Scrutiny, Scheduling Interviews, Issue of Appointment Letter, Joining Formalities, New Faculty Induction

11.3.18.11 Students Admission, Staff Attendance, Leave, Payroll Processing through ERP System

11.3.18.12 Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention

11.3.18.13 Liaison with Governmental Departments regarding Building Approval and Payment of Taxes

11.3.18.14 Maintaining repository of Rules and Regulations of AICTE, Anna University and DOTE

11.3.18.15 Maintenance of Training Records of Staff Members

11.3.18.16 MIS reports for governmental departments viz., Ministry of HRD, AICTE and Anna University, Employment Exchange

11.3.18.17 Single of Point of Contact for Medical Emergency for students and staff members

11.3.18.18 Official Communication with various agencies

11.3.19 OFFICE STAFF

11.3.19.1 Collection of fee and issue of receipt

11.3.19.2 Maintaining records related to admission, examination and fee collection

11.3.19.3 Day to day administration responsibilities assigned by the management, Principal and/or Office superintendent

11.3.20 CHIEF SUPERINTENDENT

11.3.20.1 Single Point of Contact for all correspondence with the University related to university Examinations

11.3.20.2 Overall responsibility for the smooth conduct of both internal and university examinations

11.3.20.3 Coordinating with University Representative and University Squad for the university examinations

11.3.20.4 Responsible for facilitating revaluation and challenge processes where solicited by students

11.3.20.5 Receipt and handing over of degree certificates to students, as received from University

11.3.20.6 Coordinating with University Zonal Office for the smooth conduct of Practical Examinations

11.3.20.7 Updating the departments with communication received from University on examinations

11.3.20.8 Ensuring periodic update of internal test marks and attendance of students in the University Web Portal

11.3.20.9 Ensuring update of students' and faculty profile in the university portal

11.3.20.10 Analysis of university examination results and providing the Principal with detailed insight

11.3.21 EXAMINATION CELL COORDINATOR

11.3.21.1 Maintaining the current list of Examination cell members and KUHS coordinator with the approval of Principal

11.3.21.2 Finalization of University practical examination time table through a meeting among department time table coordinators

11.3.22 DEPARTMENT EXAMINATION COORDINATOR

11.3.22.1 Coordinate between the examination cell and department for the conduct the tests/examinations

11.3.22.2 Deciding the practical examination schedule with the slot provided by the university in consultation with the internal examiners identified

11.3.23 KUHS COORDINATOR

11.3.23.1 Making arrangements for the university technical representatives to download the question papers for the university examination in the presence of chief

superintendent, University representative .

11.3.23.2 Forwarding the internal assessment marks to university before the last date announced by the university

11.3.23.3 Downloading the university examination time table

11.3.23.4 Taking printouts of the hall ticket and handing over to class advisors

11.3.23.5 Mapping the internal examiners details in the KUHS in order to facilitate the internal examiners to enter the attendance and marks of practical examination (with the external examiners)

11.3.23.6 Sorting out the university examination printouts hall wise and handing over to the invigilators

11.3.23.7 Arranging question papers (for the university examination) from nearby colleges if printouts cannot be taken I with due intimation to University representative as well as chief superintendent)

11.3.24   EXAMINATION CELL

11.3.24.1 Maintaining the academic schedule from the University

11.3.24.2 Release of the schedule of class tests along with the invigilators name

11.3.24.3 Deciding the hall allocation for class tests at the beginning of the semester and display the details

11.3.24.4 Collection of the question papers from the subject handling faculty for the internal and class tests

11.3.24.5 Arranging copies of the question papers for the class tests, internal tests and university examination

11.3.24.6 Handing over the answer sheets of internal / class tests to the subject handling faculty

11.3.24.7 Planning the dates of internal tests based on academic calendar and guidelines from the university

11.3.24.8 Release of time table for internal tests

11.3.24.9 Release of circular on internal tests with the approval of Principal

11.3.24.10   Maintaining the current university examination pattern for individual subjects

11.3.24.11   Deciding the hall allocation, seating arrangement and invigilation duty for the

internal tests/ model & university examinations and display the same prior to the tests.

11.3.24.12 Arranging answer sheets with college seal for the model examinations

11.3.24.13 Collection of internal assessment marks from the concerned faculty

11.3.24.14 Display of circular on payment of examination fee with the approval of Principal

11.3.24.15 Forwarding the panel of internal examiners and list of faculty members who have completed 3 years of teaching experience to the University within the date announced by the University

11.3.24.16 Display of the university examination time table in the notice board

11.3.24.17 Deciding the internal examiners for the practical examination (University examination) in consultation with the Principal

11.3.24.18 Forwarding the practical examination schedule to the university and receiving the approved copy of the time table from the university

11.3.24.19 Identification of alternate internal examiners if it is not convenient for the identified examiner to attend the duty in consultation with the Principal or chief superintendent

11.3.24.20 Allocation of students roll numbers for the individual day of the practical examination

11.3.24.21 Informing University to allot an alternate external examiner in case it is not convenient to attend the practical examination

11.3.24.22 Collection of the printouts of the practical examination marks from the internal & external examiners

11.3.24.23 Selection of internal and external invigilators for the university (theory) examinations

11.3.24.24 Preparing invigilation duty for the university theory examination

11.3.24.25 Communication of university examination invigilation duty to the internal invigilators

11.3.24.26 Maintaining the attendance of invigilators in the university examinations

11.3.24.27 Issue of attendance certificates for the external examiners with the authorization of chief superintendent

11.3.24.28 Maintaining the stock of stationary received from the University

11.3.25   INVIGILATORS

11.3.25.1 Collection of the question papers/ test note or answer sheets from the examination cell and distribution of the same to the students

11.3.25.2 Maintaining discipline in the examination hall

11.3.25.3 Taking students attendance during the internal tests and examination and handing over to the examination cell

11.3.25.4 Handing over the students attendance during internal tests/ model examination to class advisors

11.3.25.5 Collection of answer sheets and handing over to the examination cell

11.3.25.6 Authorization of extra sheets used by the students for the university examination when needed

11.3.25.7 Not allowing late comers for the examination/ tests

11.3.25.8 Report any mal practices during the examination (to chief superintendent in case of university examination)

11.3.25.9 Collecting the answer sheets from students against any malpractices and allow the students to complete the examination in a fresh answer sheets

11.3.25.10   Signing the evidence collected during any malpractices

11.3.26   INTERNAL EXAMINERS

11.3.26.1 Ensuring smooth conduct of practical examinations along with the external examiner

11.3.26.2 Feeding the practical examination marks along with the External examiner

11.3.26.3 Arranging printouts of the practical examination marks and handing over to the examination cell

11.3.26.4 Deciding the question papers for the university practical examination in consultation with the external examination

11.3.27   LIBRARIAN

11.3.27.1 Overall Library Administration

11.3.27.2 Arrangement of books following Deway Decimal Classification

11.3.27.3 Maintenance of Library Management System

11.3.27.4 Planning for and procurement of books and Periodicals

11.3.27.5 Collect the requirement of student text books from faculty members, procure and issue the same

11.3.27.6 Coordinate Photography and Videography and maintain photos and videos of various events

11.3.27.7 Maintenance of soft/hard copies of project reports of students

11.3.27.8 Issue of College ID cards to students

11.3.27.9 Maintenance of Books and Periodicals

11.3.27.10 Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection)

11.3.27.11 Displaying on the college notice board, news items of importance and news items that come in dailies about the college

11.3.27.12 Periodic update the "SECE in Press" section of the college website with relevant content

11.3.27.13 Increasing Library Utilization

11.3.27.14 Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals

11.3.27.15 Maintenance of Photocopying Machines and Providing Copier Services

11.3.27.16 Act as Single Point of Contact for initiatives like NAAC, NBA etc.

11.3.27.17 Carry out stock verification once a year and report status

11.3.27.18 Monitor the timely receipt of periodicals and follow up against delayed or non-payment of Subscriptions

11.3.27.19 Review of feedback received from students and members and initiating corrective action

11.3.28 ALUMNI COORDINATOR

Managing and monitoring of alumni database, website, social network, documentation and chapter meetings Administering alumni survey and degree exit survey, collating response and generating Action Taken Report to address suggestions/feedback Monitoring the status

of Action Items and ensuring them to closure Organizing alumni meeting yearly once at the college campus Organizing alumni office bearers meeting at least once in a year at college campus Organizing chapter alumni meeting at Cochin and Calicut Preparing minutes for meeting of alumni related meetings and track actions to closure Communication of various accomplishments and events to alumni through mail Sending college newsletter to alumni on regular basis Preparing and sending alumni newsletters and proceedings to stakeholders Organizing alumni sports day with the help of Physical Education Department

11.3.29   PHYSICAL DIRECTOR

11.3.29.1 Maintaining stock of sports good

11.3.29.2 Planning & organizing selection trials

11.3.29.3 Selection of house team/ college team

11.3.29.4 Providing TA/DA to students for participating external competitions

11.3.29.5 Conducting practice trials before representing college in external events

11.3.29.6 Arranging for purchase of sports goods

11.3.29.7 Review of student's feedback on physical education and its activities

11.3.29.8 Analysis of data related to physical education process and plan for improvements in consultation with the Principal

11.3.29.9 Maintaining stock of common furniture in class rooms and other common areas

11.3.29.10   Arranging for periodic inspection and repair of furniture in class rooms and common area

11.3.30   PLACEMENT DIRECTOR

Identification of eligible/interested students for campus placement. Maintaining student database and sharing the same based on eligibility to companies. Dividing the eligible students into sub groups based on their skill as Service, IT Product and Engineering Core company potential students. Organizing Aptitude, Verbal, Soft skill and Technical training for eligible students in association with department. Reviewing students' performance on pre-placement training and plan for improvement through re-training. Organizing parents meeting in association with department during 5th semester to explain the placement process and corporate expectations. Maintain and update database of potential recruiters

and follow up with them on periodic basis Interacting with prospective employers to determine corporate requirement, plan and provide company specific training. Interacting with the Past Recruiters for date of joining for selected students and recruitment. Organizing on-campus and off-campus interviews of the eligible students for providing suitable jobs. Coordinating all the activities related to Placement process such as Pre-placement talk, Online Tests, GD and Interviews. Collecting and analyzing employer feedback form. Sharing the employer feedback with department for enhancing the employability skills.

11.3.31   SYSTEM ADMINISTRATOR

Assessing system requirements and submitting proposal to management for procurement Vendor coordination for procurement, installation and maintenance of systems Maintenance of various firewalls including CYBEROAM firewall, Linux Firewall Monitoring the firewall load for better performance Vendor Coordination of Internet Services for the institution Monitoring internet bandwidth and making changes to systems accordingly Configuration and Maintenance of CISCO 3850 and 2960 Manageable Switches Installation, Configuration, Trouble Shooting and Maintenance of Windows 2008 and 2012 Servers including DHCP and DNS Servers Installation, Configuration and Maintenance of Net Core email server Implementation and Maintenance of TELNET and SAMBA Servers using Linux Installation, Configuration and Maintenance of WIRELESS ROUTERS AND ACCESS POINTS. Maintenance of SEQRITE Endpoint Security Anti-virus Server. Custom configuration and Designing of Network for New Laboratories Installation and Configuration of IIS Server for implementing NPTEL Installation, Configuration and Maintenance of FTP servers. Installation, Configuration and Maintenance of ORACLE 11G database server Installation, Configuration and Connecting SQL 2008 Server with Visual studio. CCTV Camera Monitoring, Downloading and Back-up Of Videos

Backup and Restoration of Data on various servers Allocation of tasks to Lab Technicians for installation and maintenance of LCD Projectors Maintenance of BILL SMART Self Billing Machines installed at food court Backup support for CADEPLOY, SYSNAUTIX, CLOUD KINETICS AND BCT offices, which function out of Sri Eshwar IT Centre Disposal of unused IT assets by following procedure for e-waste disposal

11.3.32   TRANSPORT OFFICER

11.3.32.1 Collection of students' data at the end of every year for college bus usage

11.3.32.2 Planning for the no. of buses based on the data of students collected

11.3.32.3 Assignment of routes to students based on their requirement and route optimization

11.3.32.4 Issue of bus passes to the students

11.3.32.5 Identifying new routes and providing bus facility based on students' requirement

11.3.32.6 Verifying the bus passes for proper usage

11.3.32.7 Attendance, Leave and Payroll processing of drivers

11.3.32.8 Sanctioning of annual increment for drivers

11.3.32.9 Preventive and Break Down Maintenance of buses

11.3.32.10 Renewal of Insurance and Registration of buses

11.3.32.11 Insurance claims initiating and follow up on compensation

11.3.32.12 Redressal of grievances about bus services

11.3.32.13 Ensuring that the drivers follow safety regulations

11.3.32.14 Ensuring that the drivers comply with discipline and dress code

11.3.32.15 Providing bus facilities for industry visits and beyond college hours

11.3.32.16 Computation of bus fare on annual basis considering the factors like fuel price, insurance charges, drivers' salary and cost of maintenance

11.3.33   CP ALAVI HAJI CHARITABLE TRUSTCOORDINATOR:

11.3.33.1 Collection of amount from willing students/staff and accounting for the same

11.3.33.2 Ensuring that the collected money is spent accordingly for identified activities viz., Tree Plantation, Support to the needy for education and medical treatment and support to orphanages and old age homes

11.3.33.3 Identifying the activities to be carried out and arriving at a schedule for the same

11.3.33.4 Publish the list of activities and the schedule to the departments to enable students/faculty to take part

11.3.33.5 Allocation of funds for individual events/visits

11.3.33.6 Providing consolidated report to the management once in a semester on activities

carried out and fund utilization

11.3.34   WARDEN

11.3.34.1 Maintaining list of admitted students

11.3.34.2 Allocation of rooms to students

11.3.34.3 Ensuring dress code among hostellers when they go to classes

11.3.34.4 Providing medical assistance to hostellers, whenever required

11.3.34.5 Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms

11.3.34.6 Ensuring timely provision of food to the students

11.3.34.7 Collecting feedback from students on overall hostel facilities including food, hygiene etc.

11.3.34.8 Communication to parents on status of studies, health and outdoor visits of hostellers

11.3.34.9 Monitoring hostellers' leave and permission

11.3.34.10   Alert the management on any disciplinary issues observed

11.3.34.11   Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.

11.3.34.12   Ensuring hygiene and cleanliness in the hostel premises

11.3.34.13   Counseling the students if any indiscipline is observed

11.3.34.14   Regular monitoring of hostellers' activities including study hours

11.3.34.15   Managing security guards stationed in different places of the campus

11.3.34.16   Vendor coordination for Natural's Salon located inside the campus

11.3.34.17   Ensuring hoisting and de-hoisting of the National Flag in the campus

11.3.34.18   Ensuring attendance of hostellers for coaching classes conducted after college working hours

11.3.35   MESS MANAGER

11.3.35.1 Manage the employees of the Mess, their attendance, leave and payroll processing

11.3.35.2 Plan for procurement of materials for the Mess, including grocery, vegetables, milk, gas, firewood, snacks and fruits

11.3.35.3 Provide indent of the materials required for the Mess to Purchase Team and follow up on Procurement

11.3.35.4 Vendor coordination for service of kitchen and mess equipment

11.3.35.5 Check and receive the ordered materials for quantity and any visible damages

11.3.35.6 Update the inventory system with receipt and issue of materials

11.3.35.7 Dining Hall Management during events and visits of guests from industry and academia

11.3.35.8 Maintenance of stock of the items required for the Mess operations

11.3.35.9 Disposal of old and unused stock of materials in the Mess

11.3.35.10 Ensuring cleanliness and hygiene in the kitchen and dining hall areas

11.3.35.11 Random verification of physical stock against the stock available in the inventory system

11.3.36   TECHNICAL CLUB COORDINATOR

11.3.36.1 Planning technical club activities including seminars, workshops and symposiums for the semester in discussion with departments

11.3.36.2 Where required, plan for the financial budget for the technical club activities, in line with the departments

11.3.36.3 Publishing the schedule for the technical club activities

11.3.36.4 Ensuring that the scheduled activities are carried out

11.3.36.5 Submitting the consolidated report along with photographs to management on a weekly basis

11.3.36.6 Ensuring that the departments publish IEEE Newsletter in coordination with the professional bodies they have collaboration with

11.3.37   GENERAL CLUB COORDINATOR

11.3.37.1 Planning general club activities including seminars and contests for the semester in discussion with various club coordinators

11.3.37.2 Where required, plan for the financial budget for the general club activities, in line with the activities planned by the clubs

11.3.37.3 Publishing the consolidated schedule for the club activities

11.3.37.4 Conducting monthly reviews to ensure that the scheduled activities are carried out

11.3.37.5 Submitting the consolidated report along with photographs and supporting documents to management on monthly basis

11.3.38   REDRESSAL CELL COORDINATOR

11.3.38.1 Collecting the grievances and ensuring resolution through stakeholders

11.3.38.2 Convene Grievance Redressal Cell meeting once in a semester and review the status of grievances received.

11.3.38.3 Prepare Action Taken Report for grievances received and monitor the status of the same

11.3.38.4 Provide management with summary report of grievances received and resolution provided

12. PERFORMANCE MANAGEMENT SYSTEM

12.1 Objective

To constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of the faculty members and to identify when an employee has demonstrated readiness for greater responsibility.

12.2 Operating Authorities

- The Management – Chairman,VC ,CEO & Principal
- Head of the Department (HOD)
- Human Resource Executive

12.3 Operating Procedure

12.3.1 Those employees who have completed one year of employment with the institution will be eligible for the annual performance appraisal programme.

12.3.2 In the month of July of every year, official information is sent though the circular highlighting the objectives and process of the Performance Appraisal Programme.

12.3.3 The employees are requested to fill in the Performance Appraisal Form and submit

the same to the reporting authority. The Performance Appraisal Form rates the employee in the skills such as job proficiency, interpersonal relationships, communication skills and attitude.

12.3.4 The appraisal forms are then evaluated and each of the fields in the formed is weighted against a predetermined score card and the final score is calculated for each employee.

12.3.5 Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the HoD, The Principal and The Director.

12.3.6 The following points are discussed during the Appraisal Meeting:

12.3.6.1 Reviewing, discussing, and confirming understanding of the essential functions listed on the job description, annual goals and standards of work performance.

12.3.6.2 Recognizing strengths and achievements

12.3.6.3 Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished.

12.3.6.4 Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities. Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self- development goals, as well as how the Management or the department will help.

12.3.7 The Employer decides on the monitory increment based on the scores of the Individual's performance.

13. EMPLOYEE GROWTH AND DEVELOPMENT POLICY

13.1 Objective
To improve the employees knowledge, skills and attitude and to facilitate their overall individual development

13.2 Operating Authorities
- The Management – Chairman, VC, CEO &The Principal

- Human Resource Executive

13.3 Operating Procedure

13.3.1 Faculty Development Training Programmes : Based on the needs of the industry and the performance of the Faculty Members, Training needs are identified. Based on Training needs and the list of Training Programmes that have to be organized is made

13.3.2 Transfer: In the interest of the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another.

13.3.3 Higher Studies:

13.3.3.1 The Management approves OD for the faculties who are to appear for Examinations.

13.3.3.2 The faculties are motivated to pursue Higher Education.

13.3.3.3 Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D

13.3.4 The Internal Promotional Structure is as follows:

Promotion Policy

MDC&RC has established a detailed process for career progression for its staff members. The career progression for a faculty who joins as Senior Lecturer is Reader and then Professor. The staff members are promoted considering both their educational qualification and experience. The norms given below, as fixed by DCI/KUH University are followed.

Dental Stream:

Senior Lecturer to Reader – Total 4 years of experience

Reader to Second Professor – Total experience of 9 years after completion of Under Graduate Degree (BDS and MDS or equivalent in the appropriate branch of Dentistry.)

Second Professor to Professor – MDS along with a total of 10 years of experience.

Medical Stream:

TO ADD

The above stated norms are minimum qualification considered for career progression. Apart from the above, the staff members also go through a performance appraisal process on an yearly basis. The staff members do a self- evaluation of their performance and make a presentation to a panel of members comprising of the VC, CEO, Principal, the concerned HOD and Dean Research & Innovation. An interview is conducted as part of this presentation and based on the outcome the decision for promotion is taken. Compensation & Benefits are revised upon promotion, based on the norms prescribed by Management and other authorities.

14. RESIGNATION POLICY

14.1 Objective

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirement for a smooth separation.

14.2 Operating Authorities

- The Management – Chairman, VC, CEO, The Principal
- Head of the Department (HOD)
- Human Resource Executive

14.3 Operating Procedure

Given below are the procedures to be followed by all employees while getting relieved from the institution. And all queries at variance with this policy are to be addressed to the Management.

14.3.1 Any permanent employee desirous of leaving the service shall provide three months notice (Academic Faculty) or three month's wages in lieu of notice to the Management in writing and administration staffs has to serve one month notice or one month wages in lieu of notice to the management in writing.

14.3.2 The employee shall formally inform the Management in writing either in the month

of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of February (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.

14.3.3 The HR is to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.

14.3.4 After completion of three months / one month of notice period, the employee by producing the Certificates Receipt and Acknowledgment form can get the certificates from the Human Resources Department.

14.3.5 All the leaves that the employee applies during the notice period should be approved by the HoD and the HR Department with the prior consent of the Management

14.3.6 All payments due to the employee or the management will be settled in full before the discharge.

15. EMPLOYEE TERMINATION

15.1 Objective

To provide appropriate regulations when an employee is to be terminated

15.2 Operating Authorities

- The Management – The Chairman, VC, CEO, The Principal
- Head of the Department (HOD)
- Human Resource Executive

15.3 Operating Procedure

Given below are the procedures to be followed by all employees if he/she is terminated from the institution. And all queries at variance with this policy are to be addressed to the Management.

15.3.1 In the case of Cessation of Service, an employee should inform the reasons for

suspension/cessation of service

15.3.2 The reason for terminating the employee shall be filed properly.

15.3.3 All payments will be settled in full before the notice period expires if there is no dues from all other departments.

POWER TO MODIFY THE RULES:-

These rules are subject to modifications or amendments as may be made from time to time by the Management.