

T.K.M. COLLEGE OF ENGINEERING, KOLLAM – 5

RULES, REGULATIONS & POLICIES

I. Faculty

a) Appointments

- i) When a vacancy arises, the Principal will report it to the Chairman Governing Body.
- ii) After seeking approval from the Chairman, orders will be obtained from the Government to notify the post in two dailies each English and Malayalam, as per norms. **Annexure . 1**
- iii) The Staff Selection Committee, constituted as per Kerala University statute, will interview the candidates applied for the post and the rank-list will be prepared on merit basis as per the Chapter II of Kerala University First Statute, 1979. **Annexure - I**
- iv) Appointments will be made from the rank-list after conducting interviews from the list, and is to be further approved by the University and the Government.

II. CAREER ADVANCEMENT SCHEME (CAS)

(G.O.(P) 389/10/H.Edn. dt. 07.12.2010

The faculty members are eligible for hike of AGP in both the existing scales. Scale of Pay

1) ` 15,600 – 39,100 with AGP ` 6000

2) ` 37,400 – 67,000

a) **Scale of Pay ` 15600-39100.** The Career Advancement Scheme is implemented as per G.O.(P) No.389/2010/H.Edn. dt. 7.12.2010 **(Annexure - II)** and G.O.(P) No. 1940/2012/H.Edn. dt. 18.9.2012, **(Annexure - III)** for the above scale in Asst. Professor with AGP 7000, and 8000 subject to the conditions laid in the Government Orders.

b) **Scale of Pay ` 37,400- 67000.** The Career Advancement Scheme (CAS) to Assistant Professor with AGP ` 8000 to Associate Professor with AGP ` 9000 and Professor with AGP ` 10,000 as per conditions laid in the G.O.(P)/No. 389/H.Edn. dt. 7.12.2010 **(Annexure - II)** and GO (P)/1940/2012/H.Edn. dt. 18.09.2012 **(Annexure - III).**

III. PROCEDURE FOR GETTING SALARY

FACULTY

1. A proposal including the filled in Service Book with all original certificates along with rank list will be forwarded to the APJ Abdul Kalam Technological University for approval.
2. After seeking approval from the University, a proposal will be forwarded to the Director of Technical Education for approval from the Government.

TECHNICAL STAFF

A proposal including filled in Service Book with all original certificates along with rank list will be forwarded to the Director of Technical Education for approval from the Government.

ADMINISTRATIVE STAFF

A proposal including filled in Service Book with all original certificates along with rank list will be forwarded to the Director of Technical Education for approval from the Government.

PROBATION

The probation of a staff will be one year of continuous service within two years. Rule 46 of University Statute **(Annexure - IV)**.

INCREMENT

Faculty : All faculty members who have successfully completed their period of probation are eligible for annual increment at the rate of 3% of Basic Pay and AGP put together. The increment will be affected 1st July every year. **(Annexure - II)**

Technical & Administrative Staff: All Technical & Administrative Staff who have successfully completed their period of probation are eligible for annual increment to the next stage of the existing scale of pay and shall be drawn in on the first day of the month in which they fall due. G.O.(P) No.7/Fin/2016 dt. 20.1.2016. **(Annexure - V)**

PROMOTIONS:

Faculty:

A teacher in the post of Assistant Professor will be promoted to Cadre Associate Professor when a vacancy arises and a Cadre Associate Professor will be promoted to Cadre Professor when a vacancy arises. G.O.(P) No.389/2010/H.Edn. dt. 7.12.2010 **(Annexure - II)**

Technical

- a) Promotion from the post of Tradesman to Trade Instructor Gr. II, from Trade Instructor Gr. II to Trade Instructor Gr. I, from Trade Instructor Gr. I to Tr. Instructor Sr. Gr.
- b) Instructor Gr. II to Instructor Gr. I., Instructor Gr. I. to Workshop Superintendent. G.O.(P) No.503/2012/H.Edn. dt. 12.10.2012.

Annexure .VI

Administrative Staff

Promotion among the administrative staff is from Clerk to Sr. Clerk, Sr. Clerk to Head Accountant/Head Clerk, Head Accountant/Head Clerk to Junior Superintendent, Junior Superintendent to Senior Superintendent, Senior Superintendent to Accounts Officer, and Accounts Officer to Administrative Assistant, according to the availability of vacancies, seniority and qualification.

HIGHER GRADE

All technical staff and administrative staff are eligible for Higher Grade on completion of 8, 15 and 22 years of their continuous service as per conditions laid in G.O.(P) No.7/Fin/2016 dt. 20.1.2016. **(Annexure -V)**

Monthly salary Disbursement :

When the bill countersigned by the Director of Technical Education is submitted to the Treasury, monthly salary bill prepared through SPARK will be submitted before the Director of Technical Education for counter signature and submitted to the District Treasury, Kollam. The District Treasury will directly credit the salary to the incumbent's bank account.

Income Tax Deduction:

Based on the anticipated salary of the incumbent income tax will be deducted from the monthly salary proportionally. Quarterly returns will be filed in time and Form No. 16 will be issued to all incumbents based on their annual income.

LEAVE

All leaves have been sanctioned to all incumbents as per Rules 61-134 Chapter IX of Part I & II KSR. **(Annexure - VII)**

IV. DIFFERENT TYPES OF LEAVE ELIGIBLE FOR THE INCUMBENTS

1. Casual Leave :

(Annexure -)

- a) Faculty members - 15 per year
- b) Technical Staff - 15 per year
- c) Administrative Staff - 20 per year

Half Pay Leave

- a) Faculty members - 20 per year
- b) Technical Staff - 20 per year
- c) Administrative Staff - 20 per year

Note : Half Pay Leave can be commuted for all incumbents who have completed three years of continuous service.

4. Earned Leave :

Faculty and Technical Staff :

Earned leave will be arrived to the credit of faculty and technical staff if they perform duty during vacation, subject to the approval of the DTE.

Administrative Staff :

Administrative staff are eligible for an Earned Leave when they complete 11 days of continuous service including holidays.

5. Maternity Leave :

180 days for all women staff. G.O.(P) No. 129/09/Fin dt. 01.04.2009
(Annexure - VIII)

6. Paternity Leave :

Eligible for all male staff for a period of 15 days continuously, subject to the condition that he should produce a medical certificate that his spouse has delivered a baby. He has to avail this leave within 3 months of the delivery date of his spouse. G.O.(P) No. 342/2011/Fin dt.11.08.2011. **(Annexure - IX)**

7. Leave Without Allowance :

a) On medical certificate :

An incumbent is eligible for an indefinite period of leave on production of Medical certificate from a registered Medical Practitioner. If the leave extends beyond 120 days, a Government sanction is required for the sanction of the leave. The leave will not affect the service of the incumbent.

b) Without Medical Certificate :

An incumbent can avail leave as per Appendix XII A of Part I & II KSR and LWA will affect the total service. . **(Annexure - X)**

8. Compensation Leave :

Section III of Appendix VII Part I & II of KSR. Compensation Leave will be eligible at the rate of 1 day for each holiday, who attends office on public authorized holidays under the order of the Head of office/institution. Such leave should be availed within three months of the date of occurrence and a maximum of 15 days in a calendar year.

(Annexure - XI)

9. Special Casual Leave : Section II Appendix VII Part I & II KSR

When the Officer himself catches the infectious diseases in his residence.

(Annexure - XI)

10. Special Leave for organ transplantation :

As per G.O.(P)/7/2016 Fin. Dt. 20.1.2016, special leave for 90 days will be allowed for incumbents for kidney and other major organ transplantation. **(Annexure - V)**

11. Special Leave for Chemotherapy and radiation treatment.

Special casual leave can be availed upto a period of 6 months as per and G.O.(P)/211/2014/ Fin. Dt. 06.06.2014. **(Annexure - XII)**

V. QUALITY IMPROVEMENT PROGRAMME

Faculties under Engineering department and Architecture are eligible for deputation to pursue higher studies for Ph.D. programme for a period of 3 years under Quality Improvement Programme. He/she has to execute a bond with the Government. G.O. MS.No.83/83/H.Edn. dt. 02.05.1983.

(Annexure - XIII)

VI. SHORT TERM COURSES AND TRAINING PROGRAMME

All staff will be on deputation for short term courses and training programme is a part of the policy.

VII. ATTENDING CONFERENCES

Faculty members will be deputed for attending International and National conferences under the financial aid of the Government. Circular No. 18326/Ar14 (1)/2011/P&ARD. Dt. 29.10.2012. **(Annexure - XIV)**

VIII. WELFARE SCHEMES

a) Provident Fund : (KPEPPF)

Provident Fund is mandatory for all employees as per Chapter V, Kerala University First Statute, 1976. **(Annexure - XV)**

b) Group Insurance Scheme - Chapter III Kerala University First Statute, 1979. (G.O. (P) 655/84/Fin dt. 13.11.1984 and G.O. (P) 112/2016/Fin dt. 01.08.2016. **(Annexure - XVI)**

c) State Life Insurance Scheme. : : G.O. (P) No.25/2004/Fin dt. 12/01/2004., G.O. (P) No.104/2012/Fin dt. 09/02/2012. and G.O. (P) No.493/2014/Fin dt. 12/11/2014. **(Annexure - XVII)**

State Life Insurance Scheme is mandatory for all employees.

d) Group Personal Accident Insurance Scheme : G.O. (P) No.221/07/Fin dt.29/05/2007., G.O. (P) No.388/07/Fin dt.25/08/2007 and G.O. (P) No.144/16/Fin dt.30/09/2016. **(Annexure - XVIII)**

Group Personal Accident Insurance Scheme is mandatory for all employees.

PENSION:

A) STATUTORY PENSION BENEFITS:

Part III KSR. G.O. (P) No. 9/2016/Fin dt. 20.01.2016. **(Annexure - XIX)**

- i) Pension
- ii) Death-cum-Retirement Gratuity
- iii) Commutation of Pension
- iv) Family Pension

B) CONTRIBUTORY PENSION

The scheme came into force for all employees who joined on or after 01.04.2013. G.O.(P) No.20/2013/Fin. Dt.07.01.2013. **(Annexure - XX).**

C) MEDICAL REIMBURSEMENT FACILITY

All staff are eligible for medical reimbursement.

PROCEDURES FOR DISCIPLINARY PROCEEDINGS AGAINST STAFF

Chapter VII of Part I KSR and Chapter IV of Kerala University First Statute, 1979. **(Annexure - XXI).**

STUDENTS

I. ADMISSION:

a. Merit Quota

Out of the total sanctioned strength, 85% of students are allotted by the Controller of Entrance Examinations, Government of Kerala from the Rank list prepared for admission to Engineering Colleges. As per Direct Payment agreement remaining 15% seats are allotted to Management as Management quota. Details can be downloaded from KEAM Website www.cee-kerala.gov.in

Notification will be published for Kerala Entrance Examination for Engineering and Medical courses by the Controller of Entrance Examination. After conducting the entrance examination, the Controller of Entrance Examination will publish rank-list of eligible candidates. Accordingly they will permit for registration of option for different programmes and Colleges. An allotment list will be published by the CEE after considering all the above aspects.

b. Management Quota

As per direct Payment Agreement with Government, Management can admit 15% students to the total seats of all programmes. The Management admits students to the 15 % quota from the Rank list prepared by the Controller of Entrance Examinations for Engineering Examinations.

c. P.I.O/ Gulf quota/ Foreign National

15 % supernumerary seats over and above the sanctioned strength are sanctioned by A I C T E as per their regulation No.F-37-3/Legal/2004 dt. 21.01.2004 **(Annexure - XXII)** . Students under these category are admitting through Govt. Approved agencies like Ed.CIL etc.

d. TUITION FEE WAIVER SCHEME

AICTE as per their letter No. 1-MS/AICTE/2011 dt. 28.07.2011 **(Annexure - XXIII)** directed up to 5% seats over and above the sanctioned strength under Tuition Fee Waiver Scheme. These seats are be supernumerary in nature. The students admitted under this scheme shall not pay their tuition fee for their entire course. The allotment to the seats are done by the Controller of Entrance Examination. Details available in the website www.cee-kerala.gov.in.

e. GOVERNMENT OF INDIA NOMINEE (GOI)

The allocation under GOI will be made from Government of India through the Director of Technical Education and such seats will be within the sanctioned strength and come under the 85% of Government seats. The details available in Annexure-II (2) (a), of KEAM Prospectus 2016. **(Annexure - XXIV)**

b) PROCEDURES FOR ADMISSION:

1. The Controller of Entrance Examinations allots students from the Rank list prepared for Engineering admissions. The allotted students are admitting the College after verification of their original documents such as Mark list, T C etc and also collecting the prescribed fees.

TUITION FEE COLLECTION

The tuition fee, admission fee and special fee will be collected from the students as per directions in existing Govt. orders according to their category. SC/ST/OEC candidates are exempted from paying tuition fee, admission fee and special fee. All fees can be paid by the students to the College Cash Counter from 10:00 AM to 1:00 PM and from 2:00 PM to 3:00 PM on all working days.

All students shall obey the code of conduct published by the College which is available in College Website.

c) PROCEDURE FOR HOSTEL ADMISSION

Students seeking admission to hostel shall submit application to the Warden and they get admission as per hostel rules. **Annexure XXV.**

d) PROMOTION OF STUDENTS

Students will be promoted to higher semesters as per the regulations of APJ Abdul Kalam Technological University and University of Kerala. The details regarding regulations please visit the websites as follows:

www.keralauniversity.ac.in

<https://ktu.edu.in/>

e) STUDENTS ATTENDANCE

All students need the required attendance in each semester for attending the semester examination. The details of required attendance can be downloaded from the website of both University of Kerala and APJ Abdul Kalam Technological University.

www.keralauniversity.ac.in

<https://ktu.edu.in/>

The College has an effective system of monitoring students' attendance which is under the direct supervision of Internal Quality Assessment Cell (IQAC). The College will send intimations to the parents about the attendance of their wards monthly. The parents have the necessary facility to monitor the attendance of their ward by visiting the college website www.tkmce.ac.in.

To monitor the attendance of a student:

Use the link EAZY Campus on the College website. Login to EAZY Campus submitting by the Admission Number of the student as User ID and Password : *Admission No.Prnt*

f) SEMESTER REPEATING OF STUDENTS

The student who does not have sufficient attendance in a particular semester will not be permitted to attend the semester examinations. Such candidates can repeat the same semester subject to with approval from the university. The intimation regarding submission of requests for repeating semesters will be published by the University on their website time to time. www.keralauniversity.ac.in. and <https://ktu.edu.in/>

g) UNIVERSITY EXAMINATIONS

This College is affiliated to APJ Abdul Kalam Technological University and University of Kerala. The semester examinations have been conducted by the University at this centre. Students can apply for the examinations by paying the required amount through cash counter of TKM College of Engineering as per notification uploaded by the University time to time. Hall tickets for the examinations are issued through the administrative office by downloading the same from the university website.

h) ISSUE OF TRANSFER CERTIFICATES.

Students will be issued Transfer Certificates upon their requests either in pursuing their course or on completion of the course of study. If a student obtain TC during this course, he cannot continue his studies. The request shall come through either HOD or Senior Adviser or both will be entertained by the Principal.

i) COURSE AND CONDUCT CERTIFICATE

Students will be issued their Course and Conduct Certificate at any stage of their studies upon their request for different purposes. The request shall be recommended by the Senior Advisor or Head of the Department on which student concerned. The request shall be coming through either HOD or Senior Adviser or both will be entertained by the Principal.

j) MIGRATION CERTIFICATE

The Migration Certificate will be issued from the University affiliated to the College.

k) SCHOLARSHIPS

Different types of scholarships are provided by State and Central Government, other agencies and companies. The students studying this institution can select according to their eligibility conditions of their income, merit and community. The College is promoting students to apply scholarships and helps the students apply them.

l) DISCIPLINARY PROCEEDINGS

1. RAGGING:

Ragging is an offence and posters/boards showing the consequences of ragging are placed in different corners of the campus. There is an anti-ragging cell, vigilantly monitoring the campus against ragging. The reported

cases will be brought before the Police as per the existing norms. In the proved ragging cases the students will be removed from the rolls.

2. MALPRACTICE IN EXAMINATIONS

Malpractice is an offence and in proved cases, disciplinary proceedings will be issued by the Principal for internal examinations and University will issue proceedings as per their norms.

3. MANHANDLING AMONG STUDENTS

Reported cases of manhandling among students will be punished as reported by the enquiring committee constituted for the particular cases.

RIGHT TO INFORMATION ACT, 2005

The College comes under the RTI Act, 2005 and any Indian Citizen can seek information from this College. The following are the concerned officials for handling applications under Information Act, 2005. **(Annexure - XXVI)**

1. State Public Information Officer :

Dr. Dili A.S.
Professor, Department of Architecture
Mob. : 9447303875
Email ID : diliastkm@gmail.com

2. Asst. State Public Information Officer:

Sri. A.K. Najeem
Administrative Assistant
Mob. : 9895139320
Email ID : najeemlebba@gmail.com

3. Appellate Authority :

Dr. S. Ayoob,
Principal
Mob. : 9847072024
Email ID : principal@tkmce.ac.in
Tkmceoffice : 0474-2712024
Fax : 0474-2712023

PRINCIPAL