



SREEPATHY

INSTITUTE OF MANAGEMENT AND TECHNOLOGY



(Approved by AICTE, Affiliated to
APJ Abdul Kalam Technological University)

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TO WHOMSOEVER IT MAY CONCERN

Following are the excerpts from the H R Manual of Sreepathy Institute of Management and Technology which are displayed on website



Principal
Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679 533

Managed by: **SREEPATHY TRUST**

Admn Off: Thekke Swamiyar Madom, Thekke Madom Road, Thrissur 680 001
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8. APPOINTMENT:

Appointments are made on the basis of merit and experience after conducting interview by an Interview Board consisting of Principal, representatives of (a) HODs,, (b) Governing Council and (c) Office Bearers of the Sreepathy Trust selected for the purpose. However, the number of members in the Interview Board shall not exceed 5(Five) Fresh hands, experienced persons as well as retired persons shall be considered for appointments. The appointment of retired hands will be on a contract basis, period of which will be determined at the time of selection. The salary of such contract appointments will be consolidated. Qualification: Faculty as per AICTE regulations.

Others: As prevailing in institutions of similar standing and status.

Fresh hands and persons with experience shall be appointed to the various posts with Specific pay scale in force implemented by the management from time to time. Such appointments will be governed by the normal salary which will be decided by the management.

A panel of Guest Faculty will be created to fill the temporary vacancies arising on account of Maternity Leave or such other exigencies.

9. JOINING FOR DUTY

At the time of joining, all the original certificates with regard to the qualification, age and experience are to be submitted to the Principal for verification and records. These original certificates will be returned to the candidate after retaining photo copies.

10. Pay Rules

a) Scale of pay:

Faculty: Salary will be commensurate with qualifications & experience and will be at par with the other Self Financing Engg. Colleges of our state, in accordance with the Guidelines of AICTE in this regard.

PhD holders in subjects relevant to the courses taught here are eligible for 3 advance increments in the scale of Assistant Professor.

Other Staff: Salary will be commensurate with qualifications & experience and will be at par with the other Self Financing Engg. Colleges of our state, in accordance with the Guidelines of AICTE/ Government in this regard.

b) Dearness Allowance: As approved by the management from time to time.



c) Provident Fund:

The Employees coming under the provisions of Employee Provident Fund Act will be covered under the Employees Provident Fund. The management, subject to its discretion, may extend the Benefits of contributory Provident Fund also to those Employees not coming under the provisions of the Act.

e) ESI: As per the Guidelines of Government

11. Confidential Reports:

Confidential reports of all staff members such as Self Evaluation report, Result Analysis report, and updating of Personal Profile, shall be submitted by Heads of Departments to the Principal one month prior to the end of every Academic year. The performance of staff will be evaluated on the basis of such reports. Students' evaluation of teaching in the prescribed format will also be submitted to the Principal.

The Principal will scrutinize such reports and submit the specific recommendations to the Management before the end of every Academic Year.

12. Probation:

- a. The probation period for the new recruits at all levels will be one year from the date of joining unless otherwise specified in the appointment order. The probation is exempted for those having Ph.D or having teaching experience for 15 or more years. This is a period for the organization and the employee to assess each other and decide whether there is mutuality of interests. It is the settling phase where the employee can form an objective view of how well he/she can fit in and cope with the demands of the environment.

b. Confirmation

- i. On completion of the probation period, performance based appraisal for confirmation is conducted by the Principal/HODs. At the same time the employees need to submit their self-appraisal in prescribed format. These are used as the basis for issuing letter of confirmation by the management. This exercise is carried out to recognize the individual's contribution over and above what was expected of him/her at the time of recruitment.



- ii. On confirmation, the leave entitlement of the employee is regularized and notice period of ONE month is required to terminate a confirmed employee.
- iii. In case the probation is found to be unsatisfactory it can be extended further for a period of six months/one year at the discretion of the management. Appropriate feedback shall be given in case of extension so that the probationer gets a chance to improve the areas where he/she is found lacking. In case of no marked improvement, at the end of this period, the employee's probation period will be discontinued and it results in termination from the service.
- iv. The extension of the probation is at the sole discretion of the Principal/Management.

13. Increment:

It is a periodical rise given in the rate of pay on a scale of pay. For each completed year of service, an increment at the rate applicable to the scale of pay shall be granted, as per the decision taken by the Management from time to time.

Increment for the Probationers shall be granted only after completion of one year from the date of confirmation.

LWS (Leave without salary) with or with-out medical grounds will not count for increment.

14. Promotion:

a) Faculty:

Faculty satisfying the requirements of AICTE regarding qualification and experience are eligible for promotion to a higher grade, provided there are available vacancies.

Selection to the post of Associate Professors and Professors will be made through open selection process. Asst. professors serving in SIMAT who possess required AICTE prescribed qualifications and experience can apply for promotion when notified by the Management.

Seniority will not be the only criteria for selection to these posts. However, weightage will be given to the staff members of this institution for their experience.

The department committee (consisting of Principal and HOD) shall recommend the name of the faculty member found most suitable for promotion in terms of Qualification, Experience, Seniority, Student evaluation and HOD's appraisal, to the Management.



b) Technical Staff

1. **Lab/Work shop Instructors:** Instructors with Diploma qualifications are eligible for Promotion as senior grade Instructor strictly in accordance with their seniority and performance based on report from Head of Department & Principal. Seniority will be reckoned from the date of confirmation after declaration of successful completion of probation. No. of posts of Senior Grade Instructor in each department is fixed as 2 and promotions will be made accordingly.
2. **Trade Instructor:** Trade Instructor with ITI/ITC qualification is eligible for promotion as Senior Grade Trade Instructor based on seniority and performance based on report from Head of Department & Principal. No. of posts of Senior Grade Trade Instructors is fixed as 2 and promotions will be made accordingly.

C) Vacation and non vacation staff:

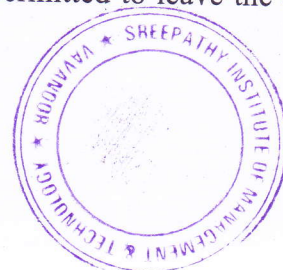
Teaching faculty and technical staff will be given one month vacation every year with full salary. They constitute the vacation staff. (HoDs, Teaching faculty, Physical Education, Technical Support staff, Lab Assistants, Workshop superintendent)

All the other staff of administration constitutes non vacation staff (Site Supervisors, Placement officers, PA to Principal, Library staff, Drivers, Administrative office staff, Estate Officer/Supervisor, Security, Attenders, Canteen staff and Housekeeping staff)

Staff members who are on probation and availing vacation will be paid vacation salary only after the successful completion of probation period. Incumbents under probation required to work during vacation period will be paid salary for the period worked in the routine manner. The duration of vacation in an year will be determined by the Principal depending on the academic schedule, semester/University examination etc.

15. Relieving from duty

1. Staff members who have completed the period of service as provided in the agreement, desiring to leave the institution, have to give one month notice or pay compensation in lieu of such Notice as provided in the appointment letter and agreement signed by them.
2. Faculty members and supporting Technical Staff, desiring to leave the college are directed to do so either before the commencement of the semester or at the end. Generally, Faculty members will not be permitted to leave the college in between an academic session.



16. Attendance

- a) All staff members have to sign in the Department staff attendance register before 8.35 AM on all working days.
- b) They have to remain in the college up to 3.55 PM and put a second signature after 3.50 PM.
- c) The employees are required to mark their attendance at the time of arrival and on leaving each day. If a Red/Green line is marked in the attendance column by HOD/AO/Principal, it means that day the employee is absent.
- d) In general an employee is not allowed to sign upon the Red/Green mark.
- e) The attendance of the entire staff will be ratified on a daily basis. Hence daily signature in the attendance register is mandatory.
- f) It is a legal requirement to maintain attendance record for all employees.
- g) An employee can avail two permissions for a period of **one hour** in a month in case of emergency. In the event of an employee availing permission for the third time with in the month it will be treated as **half day** casual leave.
- h) Late coming up to a maximum of 10 minutes is allowed 2 times in a month and the employee may be allowed to sign in the attendance register recording the actual time of arrival. Late coming for the third time will entail **half day** casual deduction.
- i) Any employee with recurrent late attendance record may be subjected to disciplinary action.

17. Leave rules

17.1 General

- a. All confirmed employees are entitled to the below mentioned leave during their period of employment. It shall be clearly understood that leave is not a matter of right.
- b. Discretion of grant of leave is vested with the leave sanctioning authority - usually it will be HoD /Principal/Director.
- c. Unauthorized absence even for a single day will attract disciplinary action.
 - i. For the purpose of leave, the employees are categorized as vacation staff (HoDs, Teaching faculty, Physical Education, Technical Support staff, Lab Assistants, Workshop superintendent) and non- vacation staff. (Site Supervisors, Placement officers, PA to Principal, Library staff, Drivers, Administrative office staff, Estate Officer/Supervisor, Security, Attenders, Canteen staff and Housekeeping staffs).
 - ii. Leave of any kind should be applied for in advance and sanction obtained from the leave sanctioning authority before availing. Any unauthorized leave will be considered as break of service.



17.2 Different Kinds of Leave Admissible:

- a) Casual Leave
- b) Earned Leave
- c) Half pay Leave & Commuted Leave
- d) Leave without salary
- e) Maternity Leave
- f) Compensatory Leave
- g) Duty Leave
- h) Special Leave
- i) Study Leave.

a) Casual Leave (C/L)

1. Application for casual leave shall be made in the prescribed form and submitted to the Sanctioning Authority in advance. Administrative Officer and Heads of departments will sanction the Casual leave of all staff Members who are under their supervision/Control.
2. The Principal will sanction casual leave of all Heads of Departments. The General Secretary will sanction Casual leave of Principal.
3. Casual leave may be granted to Regular and Temporary staff to the extent of 12 days for Teachers and other Technical staff and 15 days for Non-Teaching and Administrative Staff.
4. For purposes of casual leave, the calendar year will be reckoned for one year period.
5. Casual leave proportionate to service alone will be granted on pro data basis.
6. Normally casual leave exceeding 3 days will not be granted at a time. Sundays and Holidays occurring within the period of leave will not be counted as casual leave.
7. Casual Leave cannot be combined with any other kind of leave.
8. It is permissible to avail half day's casual leave if the absence is half or less than half of a working day for all staff except for emergency staff in essential utilities like electric and water supply etc. that is Electrician and staff in charge of water supply.



9. Alternate arrangements of classes on the days of casual leave are to be made before proceeding on leave.

b) Earned Leave(E/L)

1. Non-Vacation staff are eligible for earned leave with full salary at the rate of 1 day for every 11 days of effective service, subject to a maximum of 21 days per year after their confirmation in the service. Employees on probation are eligible for earned leave at the rate of one for every 30 days of duty completed but this will be credited to their account only after their confirmation in the service.
2. Earned leave is not admissible to employees who are permitted to avail vacation. If, in any year, a vacation staff is required to work during vacation due to exigencies of work, Earned Leave will be admissible to him/her in respect of that year at the rate of half of the days spent on duty including intervening holidays.
3. Earned leave cannot be accumulated for more than 100 days at a time.
4. The maximum days of earned leave that can be availed at a time are limited to 30 days. For prolonged hospital treatment this period can be extended up to 60 days provided Medical Certificate from a competent Medical Officer has been submitted with request.
5. Application for Earned Leave shall be made in the prescribed form and submitted to the Principal through AO/HODs.
6. Earned Leave can be encashed for a minimum period of 15 days and up to a maximum period of 30 days provided He/She actually avails a minimum of 5 days Earned Leave at the time of encashment in addition to the encashed Earned Leave.?

c) Half Pay Leave (HPL) & Commuted Leave.

1. All Staff members who have successfully completed their period of Probation are eligible for Half Pay Leave @10 days for every completed year of service. This leave cannot be accumulated for more than 120 days at a time. Half pay leave can be availed for attending personal matters or on Medical ground. This Leave cannot be availed by employee during the Probation period. Maximum period of Half of Pay Leave that can be availed at a time is limited to 60 days. Half of Pay Leave can be availed as commuted leave with full pay, if desired, by adjusting double the number of Half Pay Leave days at credit. An employee on half pay leave is entitled



to half pay plus all allowances. A person on consolidated salary is eligible for half of the consolidated salary.

2. Application for the Half Pay Leave up to 30 days shall be submitted in the prescribed form to the Head of Institution. Above 30 days, sanction of the General Secretary is required.

d) Leave Without Salary(LWS)

1. Leave without Salary may be granted to staff members upon their request under special circumstances when no other leaves are admissible by rule. Employees on probation will not normally be allowed to avail Leave without Salary.
2. The probation period of the employee will be extended by the period of LWS availed if availed during Probation. Only under exceptional cases such leave will be entertained during Probation.
3. The total LWS should not exceed 360 days in the entire service period.
4. LWS may be granted up to a maximum period of 60 days on Medical and similar unavoidable reasons. However LWS may be granted up to a maximum period of 120 days at the time of availing Maternity Leave.
5. The period spent on LWS will not be reckoned for calculating Earned Leave.
6. LWS may be granted in continuation of Maternity Leave without a Medical Certificate. However the maximum period of maternity leave including LWS should not exceed 180 days.
7. Holidays coming within the LWS will be counted as leave period.
8. Application for leave without salary up to 30 days submitted in the prescribed form shall be sanctioned by the Principal and Application for LWS exceeding 30 submitted in the prescribed form to the management through the Principal shall be sanctioned by the Secretary.

e) Maternity Leave(Mat/L)

- a. A female employee who has satisfactorily completed Probation and appointed on a regular basis is eligible for maternity leave for a period of 180 days from the date of its commencement or 60 days from the date of confinement whichever is earlier. Of these 180 days, 60 days will be with full salary and the remaining 120 days will be without salary.



- b. Maternity Leave can be combined with any other leave other than C/L.
- c. Maternity Leave will be sanctioned only twice during entire period of service.
- d. Maternity Leave Application submitted in the prescribed format shall be sanctioned by the Principal. However, if the LWS is applied along with Maternity Leave Application for more than 30 days ,special approval shall be obtained from the Secretary

f) Compensatory Leave (Com/L)

If an employee is required to work on holidays or off days, he/she is entitled for Compensatory leave equal to the number of days worked during holidays/ off days. Under no circumstances the compensatory leave should exceed 12 days in a year. Application for the compensatory leave submitted in the prescribed format shall be sanctioned by the Principal. Compensatory Leave shall become due from the first working day after the holidays/off days during which the employee has worked, and shall be availed of by the employee within 90 days of its falling due.

g) Leave On Duty (D/L)

Leave on duty may be granted to employees when deputed to represent the college for participating in the following.

- University Examination duties, Relief Camp/ Relief work of major calamities, for attending election classes and for Training.
- Seminars, Cultural or sporting events of Zonal/State/ National/ International importance.
- Receiving awards of Zonal/State/National/International Level constituted by Govt. or entertained institutions.

Duty certificate should be produced by the concerned employee. Duty leave will be entertained only on production of duty certificate from the authority concerned.

Applications for duty leave submitted in the prescribed format shall be sanctioned by the Principal in advance.

h) Special Casual Leave.(S/C/L)

Special Casual Leave may be granted to staff members affected by epidemic diseases like Chicken pox. It will be sanctioned only on production of proper certificate from a competent authority like doctors of Govt. Hospitals. Such leave may be granted for a maximum period of 10 days by the Principal.

