

6.3.1 Effective welfare measures for teaching and non-teaching staff

Welfare measures for teaching staff

SI No	Teaching staff
1	Staff Savings Scheme (SSS): Under this scheme, the staff will be contributing as decided by management from time to time (at present 8% of basic). This contribution will be deposited in the Bank as a separate account.
2	Maternity leave 120 days with salary
3	Gratuity: All staff members who have more than 5 years of service at Sahrdaya College of Engineering and Technology are eligible for Gratuity as per Kerala Govt. Gratuity Act.
4	Promotions
5	Short term training programs and Seminars
6	Sahrdaya Incentives
7	Staff attending International Conference outside the country and presenting papers
8	Incentives for Research projects
9	Incentives for Research Publications
10	Career growth
11	Study leave
12.	Insurance

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Welfare measures for non teaching staff

SI No	Non-Teaching staff
1	Employees Provident Fund (EPF)
2	Maternity leave 120 days
3	Employees State Insurance (ESI)
4	Promotions
5	As nonteaching staff cannot avail vacation leave, they are provided with two festival allowance during holidays.





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- The teaching experience should be after acquiring the basic academic qualification for the respective post.
- The minimum academic qualification to all posts shall be as per AICTE norms.
- All degrees, i.e. Bachelors', Masters', Doctoral shall be from a University recognized by the UGC/AICTE. Candidates shall present equivalent certificate from Association of Indian Universities (AIU) / AICTE / UGC for any degree which is not recognized by UGC/AICTE.
- If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a grade point system is adopted, the CGP shall be arrived as per the following table:

Grade point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

5. APPOINTMENTS, INDUCTION, PROBATION AND REGULARIZATION.

5.1 General Policy

- **Authority** - The Appointment Authority shall be the Manager of the Institution.

5.2 Salary Scale: The staff will be eligible for the AICTE/UGC salary scale and service increments, only from the date of submission of the original/provisional certificate of the highest degree as mentioned in the qualification. Till that date he/she shall be eligible only for a consolidated amount as decided by the Management from time to time. Provisional Certificate will have validity only for 6 months.

Appointment of retired persons shall be on contract basis with consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.

5.3. Original certificates: All the staff members have to submit their original UG and PG certificates to the Office at the time of joining the College and be returned on completion of probation/relinquishing employment.

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- 5.4 **DA, other allowances, SCWF:** The DA, other allowances and Staff Contributory Welfare Fund etc., will be decided by the Management from time to time and will be in accordance with the rules and regulations and payment conditions decided by the Management.



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- 5.5 **Probation period:** All staff members on their first appointment will be on probation for a continuous period of 2 (two) years from the date of joining. Staff members on promotion will be on probation for a continuous period of 1 (one) year from the date of promotion. The probation period of staff who do not completely fulfill the qualifications prescribed by AICTE from time to time may be extended until they acquire the required qualification; or they shall be replaced with qualified hands. Any kind of leave other than casual leave will not be considered for probation.

The probation will be declared satisfactorily only if he/she obtains a consistent Annual Performance Index (API) of above 75, during the period of probation.

The staff members are not eligible for any increment in salary during the period of probation. After declaration of successful probation, the basic pay will be fixed by the Management as per eligibility norms.

- 5.6 **Promotion:** The staff members shall be considered for promotion as and when they acquire the qualification and experience required for different cadre, attended sufficient number of short term courses and their Annual Performance Index (API) is consistently above 75 and subject to the availability of an open vacancy in the department as per the AICTE/UGC cadre ratio. Special cases, if any, will be considered by the Management for promotion according to the merit of the case from time to time to supernumerary posts/personalized promotion.

- 5.7 **Increments:** On completion of probation the staff members shall be eligible for service increments at the rate of 3% of basic pay per year as on 1st July. Increment in the scale of pay for teaching staff is approved annually based on the Annual Performance Index (API). Increment is neither automatic nor mandatory. No increment may be awarded if the Annual Performance Index (API) is below 60. Increment will be awarded as follows

API 75 and Above	: 3%
API 70 to 75	: 2%
API 60 to 70	: 1%
API Below 60	: Nil

Increments will not be considered if the staff member is not acquiring the qualification prescribed by AICTE/UGC

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- 5.8 **Seniority** will be determined with effect from date of entry of continuous service with the incumbent in a particular cadre provided he/she was qualified to be so appointed at the time of his/her appointment.



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5.9 Other benefits:

- **Staff Saving Scheme (SSS):** This scheme is introduced to encourage the habit of saving among the staff and also to promote staff retention.
- Under this scheme, the staff will be contributing as decided by management from time to time (at present 8% of basic).
- This contribution will be deposited in the Bank as a separate account.
- Contract staff/ staff on consolidated payment are not covered by this scheme. The accumulation will be refunded to the staff with Saving Bank interest of Nationalised bank at the time of leaving the institution.
- Recovery of advance, loan, excess payment of salary etc or dues if any to be collected from any staff will be made from SSS account of the staff.

- 5.10 **Gratuity:** All staff members who have more than 5 years of service at Sahrdaya College of Engineering and Technology are eligible for Gratuity as per Kerala Govt. Gratuity Act. Gratuity is not applicable for employees on contract appointment and on consolidated pay.

6. CAREER GROWTH PLAN FOR TEACHING STAFF:

- Assistant Professors shall be eligible for the AGP of Rs. 7000/- after completion of 5 years service as Assistant Professor and having a continuous API of above 75
- Assistant Professors who have completed 5 years of service at the AGP of Rs. 7000/- shall be eligible, subject to acquiring a continuous API of above 75, to move up to the AGP of Rs. 8000/-.
- On initial appointment as Assistant Professor, if a candidate (with no experience) holds Ph.D degree, he/she is eligible to have 5 advance increments.
- Staff members joining as Asst. Professors in Science, Library, Humanities, Physical Education, etc. with Ph.D in the related disciplines shall be eligible for Two advance increment.
- Staff members already in service for less than 5 years in the cadre of Asst. Professor in Engineering and Non-engineering departments shall be eligible for three increments and one increment respectively on acquiring Ph.D during their period of service as Asst. Professor. Staff members in applied Biological Sciences in BT department are not eligible for increment for acquiring Ph.D.

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- While in service for more than 5 Years if an Asst. Professor obtains Ph.D, he/she is eligible for promotion to Associate Professor, if he/she has API above 85.
- An Associate Professor completing 5 years with Ph.D in the grade of 37400 – 67000 and carrying out sponsored research projects shall be eligible for designating as Professor and will be eligible for AGP 10,000.

7 SHORT TERM TRAINING PROGRAMS AND SEMINARS:



- Staff members are encouraged to attend short term training programmes, technical seminars, workshops, conferences, etc. without affecting the regular classes in the college.
- Normally staff members will be deputed for attending Training/ seminars in their area of specialization, only two per year, during the period of Semester break.
- The participation certificate and course report should be submitted to the office immediately after the course for sanctioning the duty leave. The course notes, text books if any, received at the course be handed over to the Department Library.
- They are not eligible for any TA/DA or registration fee for attending such programs
- Duty leave shall be given during the course period and travel on submission of the course report.
- Staff members are encouraged to undergo industrial training during Semester break periods for which duty leave shall be given. (Max 6 days per year).
- The faculty attending short term courses/FDP/Workshop/Industrial training etc should arrange a sharing session with the Co - Faculty in the department.
- Staff members are also encouraged to present papers in international/national/ and state level seminars, and deliver lectures in other institutions on special topics, for which duty leave may be given without affecting the normal functioning of the college. Attendance certificate and report of the programme should be submitted for duty leave. They are not eligible for registration fee or TA/DA for such activities.

8 SAHRDAYA INCENTIVES:

- Staff attending International Conference outside the country and presenting paper shall be paid as follows:
 - a) 50% of the Conference registration fee subject to a maximum of Rs. 25,000 (Rupees Twenty five thousand)
 - b) Incentive of Rs. 10,000 (Rupees ten thousand) for presenting/publishing the paper in the conference proceedings.
 - c) 50% of the actual flight ticket fare limited to maximum of Rs 50,000/-.

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- d) The faculty presenting paper in any conference at US, will be eligible for 75% of the actual flight ticket fare limited to maximum of Rs 75,000/- provided they visit ton University and address the Students/Staff as a part of our MOU with ton University, Delaware, USA.

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- e) Faculty have to apply through college authorities to funding agencies like UGC/AICTE/DST etc. atleast 6 months earlier to the conference and incase the faculty is receiving travel/registration grant from any agency, the amount of grant given from the college should be refunded after meeting the actual travel and registration expenses.
- f) The above incentives are limited to any one faculty in a financial year according to seniority and rotation.
- **Presenting paper in National conferences:** Management will reward Rs 1,000 (Rupees One thousand) for presenting paper in National conference, if the paper is published in conference proceedings with ISBN. The incentive is subject to a maximum of Rs 3,000 (Rupees Three thousand) in a financial year.
 - **Incentives for research projects:** An honorarium of Rs 1,000 (Rupees One thousand) per month subject to maximum of Rs 10,000 (Rupees Ten thousand) per financial year will be granted by Management to faculty who is the principal investigator for a research project funded by State or National Agencies like UGC, AICTE, CSIR, DET, DBT, ISRO, DAE ,IEI etc. Value of the Project should be Rs 10,00,000 (Ten Lakh) or more and project should be completed in time.
 - **Incentives for Research publication:** Faculty members are eligible for incentives for research publications in reputed journals as follows:

For publication in Referred International Journal -	Rs. 1,000
For publication in Indexed journal, with impact Factor below 2	Rs. 2,000
Impact factor 2 to 3	Rs. 3,000
Impact factor above 3	Rs. 5,000

The papers published must be outside the mandatory publication for Ph.D or M.Tech work.

- **Consultancy projects:** Faculty members will be eligible for suitable incentive/share for taking up consultancy works from Industry, Research Organizations, etc.
- **Incentives for Performance of Faculty**
- Incentives to faculty members based on their Annual performance Index (API) shall be given at the following rates according to the guide lines given in Annexure - III

Annual Performance Index API (100 Point Scale)	Incentive
100	Rs. 5000/-



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90 to 99	Rs. 3000/-
80 to 89	Rs. 2000/-



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- Incentives for percentage pass in University Exams (Theory Subjects only) are given below:
100% Pass : Rs 2000/- Above 95% Pass : Rs 1000/-
- Incentive payment with certificate will be distributed during the college day celebration every year.
- The faculty who are on the rolls on the date of distribution of the incentive (annual college day) only will be eligible to receive the incentive.
- **TA/DA to staff on official duty:** Staff members deputed from the College on official duty for attending meetings representing the College, accompanying students for competitions etc., is eligible for registration fee and TA/DA as follows:

Registration fee	:	Actual on producing the receipt
TA	:	Actual bus/ Sleeper class train fare
DA	:	250 per day (inside the State)

9 POLICY FOR LEAVE/HOLIDAYS & WORKING HOURS:

- **Working time:** The compulsory working time for the staff in the College from Monday to Friday shall be 9 am to 5 pm and on Saturdays 9 am to 4 pm. All staff members have to punch-in before 8.45 am and punch-out after 4.45 pm
- Maximum one hour late coming/early leaving is permitted with the permission from Director, and six hours of late/early punching will be treated as one day C/L.
- In case of "forgot to punch/sign in the attendance register", the staff member is required to submit the hard copy of the request giving reasons, if any, and recommended by the HOD to the Director on the very next working day and the decision of the Director shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases shall be considered as leave.

9.1. Working days and Holidays

- We follow the Kerala Government Calendar. The working days and holidays will be as marked in the Government calendar.
- Other than the marked holidays in the Government calendar, the staff is eligible for all holidays declared by the Government for professional colleges and the Management declared holidays.
- The days-on which Trade Unions/ employees strike, bus strike, local harthal, etc will not be a holiday for the staff.

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- On the days on which state wide bundh/harthal are declared by different organizations/ political parties and the public and private transportation is likely to be disrupted, the staff shall avail work from home facility.
- Holidays declared by the District Collector, Education department, etc., for schools colleges will not be holiday for the staff unless it is specifically mentioned as such in professional colleges."



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- Other eligible holidays are as follows:

Easter (4 days)	Monte Wednesday, Monte Thursday, Good Friday and Holy Saturday
Christmas (3 days)	24 th , 25 th and 26 th December
Onam (4 days)	1 st , 2 nd , 3 rd and 4 th Onam

- In Special Circumstances, the Management reserves the right to convert a holiday into a working day.

9.2 Leave and Vacation:

- All staff members are eligible for 12 days of casual leave in a financial year (April to March), which may be availed proportionately in each month. (In the first year, the employees earn one day Casual leave after completing one month service.) Any un-availed eligible leave during the year cannot be carried over to next year. Casual leave cannot be combined with any other kind of leave.
- Prior permission from the Director/Principal should be obtained through HOD for availing Casual leave.
- Where Prior Permission could not be availed due to unexpected reason, it should be informed to HOD over phone/mail and leave application should be submitted on the resuming day.
- Alternate arrangements for the class work and all other assigned works on the day of leave should be made and the application for the leave should be submitted to the Director/Principal with recommendation of the HOD. The consent of the staff member, who agrees to take up the duties during the days of leave, should be obtained in writing on the leave application.
- The approving authority for all leave shall be Principal/Director.
- Salary for the days of absence without approval and any leave availed in excess than the permitted will be deducted from the salary.
- Salary deduction for one day will be calculated by taking 30 days per month.



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9.3 Vacation

- All the regular staff members, who have successfully completed their probation period are eligible for one month vacation for every completed year of service as on 31st March after probation.
- Staff members on probation and on contract appointment are not eligible for Vacation.
- The period of Vacation recommended for the faculty every year will be notified in the month of March, and the faculty can avail the vacation as per the recommendation of Principal. The vacation is to be availed during the Semester break time without affecting normal working of the college.
- Vacation can't be combined with other leave and vacation not availed in the recommended period will be lapsed and it can't be carried forward without permission of Director.
- The period of vacation will be counted continuously from the date of entering the vacation. Compensatory leave may be granted for attending duty during the vacation. Compensatory leave shall be availed only on days on which there is no regular class work.
- No Compensatory leave shall be granted for normal extra work done in Sahridaya, as it is part of one's duty.
- Compensatory leave will not be granted for external duty for which extra remuneration is paid.
- The casual leave and vacation should be availed in the same financial year itself, and it cannot be carried over to the next year, without the special permission from the Director.
- All the intervening declared holidays and Sundays will also be included for the purpose of calculation of vacation.
- The Head of the Institution has the right to deny the compensatory leave and vacation, if necessary.
- Leave in excess of the prescribed limit shall be deemed to be leave on "Loss of Pay".
- Continuous "Loss of Pay" for 15 days without prior permission will lead to termination of service.

9.4 Duty leave (DL)

Duty leave of maximum of 15 days, with full pay, in a calendar year is granted for all the staff who have completed probation for the following:



- Attending Conferences/ Seminars/ Workshops.
- Delivering invited talks.
- Interaction with the Industry
- To attend meetings of the University
- To perform any other duty for the college as recommended by Principal/Director.



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- Faculty members are to go on rotation basis to attend valuation camp/ university examination from each department so as to limit the duty leave to a maximum of 15 days in a calendar year, and without affecting regular classes in the department.
- To perform any other duty for SCET as approved by the Director.

9.5 Loss of pay leave (LOP)

- Leave can't be claimed as a matter of right and when the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved on the authority empowered to grant leave [WP(C) 35775/2015 dt 18/02/2016].
- Generally long leave on loss of pay is discouraged.
- Staff who need long leave are recommended to get relieved and apply fresh for reappointment.
- Request for Loss of Pay leave may be considered by the Director based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Director after considering all aspects of the Institution's requirements in respect of its academic activities.
- Loss of Pay leave without written approval will be considered as unauthorized leave and disciplinary action will be taken accordingly.
- Loss of Pay leave will not be counted for any kind of Service benefits including annual increments.

9.6 Compensatory off:

- Compensatory off can be availed by the staff members against duty performed on a holiday for which no extra remuneration is paid.
- The head of institution has the right to deny the compensatory off if necessary.
- Compensatory off will not be granted for any external duty for which extra remuneration is paid.
- No compensatory off shall be granted for normal extra work done in SCET, as it is part of one's duty.
- In cases of special classes and exams on a holiday, half day compensatory off can be availed against a minimum of 3 hrs duty, and one day off against a minimum of 5 hrs duty.
- Compensatory off shall normally be taken in the same Semester of extra duty, on days on which there is no class work.

9.7 Maternity Benefit & Leave



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- All regular female staff, who have completed probation, are eligible for maternity benefit. Maternity benefit is applicable to female staff only for their first and second delivery. Maternity leave shall be limited to 120 days. Maternity benefit shall be paid after the employee re-joins duty as per the norms of management.
- The period of maternity leave will be considered as service for increments and not for pension. They are eligible for pay as per the norms of management



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- Maternity leave can't be combined with any kind of other leave.

9.8 Study leave: The Management normally encourages the staff in acquiring higher qualification, for which study leave shall be availed as follows:

- **For Full time Ph.D:**

- Staff members completed probation and having minimum 3 years service at the time of application can apply for Study leave on Loss of Pay for 4 years to do full time Ph.D. Study leave shall be counted for service if the admission is through QIP/FIP scheme of AICTE/UGC.
- Staff deputed for higher studies has to execute a bond in stamp paper as followed in the case of faculty in Govt Engineering College under the Directorate of Technical Education, Kerala.

- **Part-time Ph.D:**

- Staff members are permitted to register for pursuing part time Ph.D for a period of 4 years extendable by one more year, if needed.
- They can avail 5 days Study leave per Semester (During Semester break time) with basic pay only during the period of course (4 Years).
- The staff member's availing this facility should give an undertaking in stamp paper, that he/she will serve Sahridaya for minimum 2 years on completing the part time Ph.D failing which they have to pay liquidated damages equal to 3 months last drawn gross salary.
- Staff will have to bear all the expenses to be incurred for pursuing the full time and part time Ph.D programme.
- They should not work in any other Institution during the period of the course.
- Staff members after completing their Ph.D have to submit a copy of their thesis to the Library.

10 EXIT POLICY:

- The age of superannuation for the teaching, technical and non-teaching staff is as per the Kerala Government norm.
- If the Management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be re-appointed on contract basis for a period



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