



MARIAN

ENGINEERING COLLEGE

STAFF POLICY MANUAL

The contents of this Hand Book for Staff are part of the regulations of the institution and hence shall be applicable and binding on all members of teaching, technical and non-teaching staff of the institution in the manner stated therein. This Manual is the property of Marian Engineering College, Kazhakkuttom Thiruvananthapuram. In case of doubts regarding the interpretation of the contents of this Hand Book, the decision of the Manager will be final and binding. This document is not for general distribution and shall not be given to anyone outside the Marian Family. The content of this document shall not be disclosed to any unauthorized person outside the Marian Family. Copying or unauthorized distribution of this document, in any form or means including electronic, mechanical, photocopying or otherwise is prohibited and is illegal. This Manual should be returned along with the other documents / materials in the event of resignation or termination of one's employment.

Staff Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfil the goals and objectives of the organization. The management of the team of people who are called upon to assist in the implementation of the programmes and projects demands a comprehensive Human Resource Management. Manual covering policies and procedures that will provide a healthy atmosphere for work. The following are the rules and procedures approved by the Governing Body of the College and are to be followed by all employees of the Marian Engineering College, Kazhakkuttom. Any amendment to or suspension of any of the rules and procedures contained in this document can be made by the Manager after informing the Staff.

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About the Institution

Marian Engineering College, Kazhakkuttom, Thiruvananthapuram established in August 2001, is a private Self Financing Professional College managed by the Trivandrum Social Service Society under the Latin Catholic Archdiocese of Trivandrum. The College is affiliated to the APJ Abdul Kalam Technological University, Thiruvananthapuram and approved by the All India Council for Technical education, New Delhi. The rich experience gained by the Diocese in running educational institutions of superior quality over a century is the driving force behind this venture.

Vision

To be an institution offering quality technical education and promoting research with strong ethical values for public good.

Mission

To mould the young men and women into technologically up to date, socially conscious and morally sound individuals by providing an inspiring environment of learning for the welfare of the society.

Departments

- Department of Mechanical Engineering
- Department of Civil Engineering
- Department of Computer Science and Engineering
- Department of Electronics and Communication Engineering
- Department of Electrical and Electronics Engineering
- Department of Basic Sciences and Humanities

Staff Recruitment Policy.

Notification: Vacancies arising from time to time shall, as required, be notified in the leading newspapers as decided by the Management. Apart from this, it will be notified in the website of the College. **Qualification for the post will be as per AICTE/KTU norms.** Other terms and conditions also will be specified. Staff members who are in service of the Marian Engineering College and meeting the notified requirements can also apply for direct recruitment if they are eligible.

Selection:

The Selection Board shall consists of the Manager, Director, Principal, a member of Governing Body, Bursar, and a subject expert from outside. Selection of candidates shall be from a rank list prepared on the basis of merit and suitability as decided by the selection committee.

If any meritorious candidate applies for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.

Administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview.

Technical staff shall be recruited based on the assessment of their skills .

Offer Letter

Offer letters signed by the Manager shall be issued to the selected candidates and copy of the same should be returned with dated signature by the candidate as a sign of acceptance.

Joining Duty

The selected candidate after accepting the offer letter shall join duty on the specified date itself. Inconvenience if any shall be reported to the Manager sufficiently early. On joining, the candidate should submit, a joining report with dated signature to the Head of the Department, Principal, Bursar, Director and Manager. All certificates in original (SSLC, Higher Secondary, UG, PG and Ph. D) have to be submitted to the Establishment Section prior to or at the time of reporting for duty, besides, the copies of experience certificate, relieving letter, salary certificate, PAN, aadhar and 2 passport size photographs are to be submitted.

For withdrawal of certificates for any purpose i.e. higher studies etc., a proof copy has to be enclosed along with the request letter. An undertaking letter should be submitted stating that she / he will return the certificates within the stipulated time or else salary will be withheld up for the concerned month till the submission of certificates.

In case of resignation or voluntary retirement from the service of Marian Engineering College prior notice is essential for considering the refund of staff security deposit.

In case of those resigning to take up appointment in Government service without observing the above class the request for refund of staff security deposit will be considered on merits and production of proof of appointment.

Transfer

The Management has the authority for redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. Any employee may be transferred depending on the needs and priorities of the organization. Transfers may be effected from one department to another department, within an office or from one post to another.

Service Rules and Regulation

1. All new staff will initially be on probation for a period of 12 months.
2. Confirmation/ Termination will be based on the performance evaluation at the end of the probation period.
3. In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the performance of staff member. If however, after this period, the performance of the staff member is still not found satisfactory, his/her employment will stand terminated. A notice given to the employee shall outline reason for non-confirmation, and/or extension of probation period.
4. Notwithstanding the above, the Management reserves the right to terminate an employee at any time with due discretion.
5. If a person, having been appointed temporarily to a post is subsequently appointed on a regular; he / she shall commence probation from the date of regular appointment.
6. The service of any candidate appointed on temporary / ad-hoc basis, can be terminated without any notice and without giving any reason.

7. The faculty information sheet duly signed is to be submitted along with joining report

Service Benefits.

1. A staff member will become eligible for annual increment only on completion of one year of continuous service and after satisfactory completion of probation.
2. Increment for each year is approved based on the Faculty Appraisal.
3. Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance is not satisfactory.
4. However, employees availing Loss of Pay Leave for more than 30 days in a year will not be considered for increment during that year.
5. Performance of Technical staff will be evaluated by the Head of Department.

Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Establishment Section. The appraisal will be done by the immediate Head of the Department and the Head of the Institution and will be reviewed at the next levels of supervision. Declaration of successful completion of probation and further increment will be on the basis of the report of this evaluation.

Promotion

If any promotion vacancy arises, faculty with required qualification and experience as notified by AICTE will be considered. Promotion will be based on their performance evaluation.

Management has the right to appoint faculty from outside in any position

Retirement age

Retirement age for regular staff will be 56 years.(Same as Kerala Government Norms) Management has the right to terminate the service of a staff member by giving notice of three months if his/her performance is not satisfactory.

Appointment on contract basis

Management can appoint any Faculty/ Technical Staff from other organisations on contract basis. Contract period will be one year. It can be extended further based on his/her satisfactory performance. The age of superannuation is as per AICTE norms.

Relieving / Termination

- Notice period in case of relinquishing or termination of service is one month period during probation and three months after probation period by either side.
- Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester after completing all assigned work.
- The Management reserves the right to waive – off / reduce the notice period if the staff is relieving to take up appointment in Govt., only on condition that he/she has produced the relevant documents to prove his/her appointment.
- Service of faculty is liable to be terminated without notice, if two successive feedbacks from students are found unsatisfactory.
- As per KTU regulations, faculty is not permitted to leave before the semester end and before completing all assigned work.
- Staff who wish to leave are required to get No Dues certificate signed by HOD and other authorities mentioned therein, before issuing relieving order
- The employee shall not be granted any leave except casual leave during the notice period.

Transport Facility

- The College buses are running on "No profit – No loss" basis. For the smooth running of buses, the employees shall follow the instructions:-
- Those who wish to use the bus facility shall submit a request to the effect at the time of joining duty and at the beginning of every academic year.
- The bus charge, applicable will be deducted from the salary of employees.
- All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus and to avoid inconvenience to self and others.
- All members of staff should board the bus at designated boarding points only.
- Everyone has to travel in the allotted buses only, otherwise penalty may be invited.

Attendance

1. All members of staff of the Marian Engineering College except those permitted by the Management shall mark their arrival and departure time in the Biometric Based Attendance Monitoring System.
2. In addition to registering the attendance digitally as above, staff are required to sign in the attendance registers in the respective departments before 8.30 AM in the morning and after 4.15 PM in the evening.
3. Considering the College timings from 08:30 AM to 04:30 PM with lunch break, time for marking attendance in the system has been fixed as 8.25 AM in the morning and 4.15 PM in the evening.
4. If an employee is required to go for an official duty outside the College directly from home or proceed in the late afternoon from where he/she is not likely to return to College, prior written permission shall be obtained from the Principal and submitted to the Office before 25th of every month.
5. Late / Early permission up to one hour can be permitted by the HOD and it should be entered in the Register.
6. In any circumstance the number of late coming/early going shall not exceed 3 times a month.
7. Arrival after 9.30 AM or departure from office before 3.30 PM will be reckoned as half day Casual Leave subject to rules regarding leave.

Leaving Campus for Official Purpose

Faculty and Technical staff going outside for official purpose shall obtain prior permission from the Principal/Director with the recommendations/permission of the concerned Head of the Department.

College vehicle can be used only with prior permission from Management.

LEAVE RULES:

General Conditions:

- Leave shall not be claimed as a matter of right. Granting of leave shall be the prerogative of the Management.

- Leave application is to be submitted online and a hardcopy is to be submitted in advance to HOD after arranging all duties. Advance approval must be obtained prior to availing the leave.
- Due to unforeseen circumstances, if prior permission cannot be obtained, HOD should be informed over phone and duties should be adjusted.
- HODs have to submit their leave to Principal in advance.
- Any unavailed leave cannot be carried over to the subsequent Calendar Year.
- Salary will be deducted if excess leave is availed and it will be calculated by dividing the total monthly salary by 30.
- Unauthorized absence for more than 5 days will result in termination of service. Such cases shall be reported to the Principal and manager by HoDs.

Casual Leave

- Casual Leave shall be sanctioned only on pro-rata basis.
- A single period of absence on Casual leave combined with holidays, declared holidays and Sundays (prefix, suffix and intervening) shall not exceed fifteen days. Casual leave cannot be combined with any other kind of leave.
- During probation period, staff are eligible for only 20 days casual leave and they are not eligible for any other leave.
- From second year onwards teaching staff and lab staff are eligible for 15 days casual leave in a calendar year.
- The staff on Maternity Leave /Study Leave will be eligible for CL only after completing 15 days of service from the date of joining.
- Authority to sanction Casual Leave in the case of teaching and technical staff is the HoD. Application for Casual Leave for more than three consecutive days shall be submitted to the Principal with the recommendations of the HoD
- Application for Casual Leave for more than three consecutive days shall be submitted to the Principal with recommendations of the HOD.
- Casual Leave for more than 5 consecutive days should be converted into any other kind of leave.

VACATION LEAVE

- Faculty will become eligible for Vacation Leave only after successful completion of probation.
- Vacation Leave will be granted on pro-rata basis for the period of duty after completion of probation.
- The contract staff who have completed 2 years of contract service can also avail vacation leave from the third year of service.
- Vacation leave can be availed only during vacation period, without affecting the normal duties, as declared by the Principal in consultation with the Management.
- Request for preponement/postponement of Vacation leave will not be considered for any reason.
- For the purpose of calculating number of days of vacation leave, all intervening holidays and Sundays will be included.
- Application for vacation leave shall be submitted to the Manager through proper channel.
- While on vacation, if the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority. However, the staff who attends the duty for the whole day (marking his attendance) during the vacation or any staff member who is not permitted to avail vacation leave in the interest of the College by the orders of the Principal/management, compensation leave shall be considered within the vacation period. Such a consideration would rest solely at the discretion of the Principal / Management.
- Casual Leave cannot be clubbed with Vacation Leave. Any unavailed portion of vacation leave cannot be carried over to the next academic year.

Special Leave

- Six days special casual leave can be granted to an employee for getting married (only once).
- This can be clubbed with the Casual Leave in his/her credit, If the employee completes one year service.

Compensatory Leave

- Compensatory casual leave may be granted to the employees in lieu of working on second Saturdays or Govt. holidays for a minimum period of 6 hours and can be availed within 90 days, without affecting the work.
- Compensatory leave is not permitted for attending examination duty of external agencies where honorarium is paid.

Maternity Leave

- A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal/Designated Authority.
- Maternity leave is applicable only for the first and second delivery.
- Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
- Staff are advised to avail leave from the beginning of a semester.
- Resumption of duties after expiry of the leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner

Duty Leave/On Duty (OD)

- Duty Leave will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, IV etc. as approved by the Principal/Director. When the members of staff go for examination related work, OD will be regulated as per the norms of KTU. D/L will be granted on production of Duty Certificate from the concerned authority.
- Duty Certificate should be promptly submitted to the Principal/Manager through the HOD.
- Granting OD to a faculty should not affect the regular classes in any way. The Head of the Dept. should ensure that the classes of the faculty who is on OD are properly substituted.

Leave on Loss of Pay (LoP)

- Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 10 days at a stretch, Management has the right to either call for explanation/or to terminate the services.
- Before availing leave, an alternate arrangement must be made.
- If employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are Leave on Loss of Pay, then all intervening declared holidays and Sundays will also be treated as Leave on Loss of Pay.
- Maximum 6 months LoP will be permitted for study purpose which is to be taken from the beginning of a semester.
- Maximum period of Lop for study purpose (for taking Ph.D) under QIP will be 3 years.
- For any other purpose maximum LoP permitted is one year.No extension is permitted.
- Before proceeding on leave, all assigned duties should be completed and got certified by HOD.
- Before availing leave, leave sanction order should be obtained from the Manager.
- Faculty will be permitted to join only at the beginning of the semester.
- After LoP, staff will be permitted to join depending on the vacancy/workload except for QIP candidates.

Working Days and Holidays.

- Normal working day for all employees of Marian Engineering College is from Monday to Saturday. Sundays, Second Saturdays, Public Holidays and Holidays declared by Government are holidays for our College.

Exit Policy

General Rules

- The age of superannuation for the teaching, technical and non teaching staff is as per Kerala Government norm.

- In case of shortage of experienced faculty, the management can reappoint the faculty on contract basis for a period of one year which is renewable at the discretion of management.
- Management has the right to terminate the service of a staff member by giving notice of 3 months/ 3 months pay in lieu of notice if his/her performance /conduct is not satisfactory.

Resignation

- Staff members have to give advance notice of 3 months/3 months pay in lieu of notice for resignation.
- Staff members will not be permitted to leave while the semester is in progress. Management reserves the right to reject the application. In case of a Govt. appointment, Management has the right to relax the rules.
- Staff who wish to leave are required to get No Dues certificate signed by HOD and other authorities mentioned therein, before issuing relieving order
- The employee shall not be granted any leave except casual leave during the notice period.

Research Promotion Scheme

Marian Engg. College promote research among faculty and students. Faculty are encouraged to

1. Attend workshops/ Conferences
2. Present papers in National/ International Conferences
3. Publish papers in leading journals.
4. Obtain patents
5. Publish Books

Full time Scholars

Full time scholars will be given QIP study leave up to a period of three years.

Part time Research Scholars

Maximum one year loss of pay leave (which can be taken either as a single lot or as two slots of six months duration). Duty leave for one day per month during one semester at the final stage of report submission can also be availed.

Research Incentives

1. To attend Conference

A request has to be given to the Principal duly recommended by the HoD. Principal will forward it to the Manager and Manager will take the final decision. Management will bear 50% of the Registration fee subjected to a maximum of Rs. 3000/-

2. To publish paper in Journal

Marian Engineering College grant incentives for publishing research papers in reputed Journals.

Type of Journal	Quality	Incentive
Indexed Journal	Impact Factor greater than zero and less than 0.5	2000
	Impact Factor greater than 0.5 and 1	3000
	Impact Factor greater than 1	5000

Note:

1. A faculty member is eligible for incentive to attend/present Conference for maximum of two times in a year.

2. Name of Marian should be properly reflected in the publication.

3. If there are more than one Author for a publication, only 50% of the incentive will be given.

3. Research Projects

An Honorarium of Rs. 10000/- per year will be given to faculty if the Project amount is greater than 2.5 lakhs.

Additional facilities like space, Infrastructure also will be provided based on the request.

3. Consultancy Projects.

Faculty are encouraged to take up consultancy projects from outside agencies. Consultancy amount will be distributed as per CCE norms.

GRIEVANCES REDRESSAL CELL:

- The college has a Grievances Redressal cell to redress the grievances of Staff and Students.
- The Principal shall announce the constitution of the Committee and the names of the members at the beginning of every academic year.

- Any teaching and nonteaching staff having a grievance shall make a representation to the Committee.
- The grievances shall be looked into immediately by the Committee and will report it to the Management.
- All matters requiring the intervention of higher Authorities should be presented in person to the Management.
- A Suggestions/ complaint box kept in the Office Room can also be used for making complaints/ grievances by staff.
- AS per the suggestion of Grievance redressal committee, Management will take appropriate action .

CODE OF CONDUCT AND WORK ETHICS

General

All staff are expected to

- Observe absolute punctuality and ontime service in everything relating to College. The reporting time, class time, office time, leaving time and time of starting any function shall be correctly observed.
- The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly.
- The staff shall dress properly befitting to the standard and culture of the College. The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. Crowding around office tables and gossiping is highly objectionable.
- The staff shall communicate in English on the campus.

Special instructions to Teaching Staff

- Faculty has to come to the college at least 15 minutes before the commencement of classes and leave the college not earlier than 15 minutes after the end of the last hour.
- Follow the rules and regulations of the Institution as prevalent from time to time.

- Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Take every attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

IN DEPARTMENT

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Director/ Manager in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, he/she should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.
- Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Teacher must update the student's personal file regularly and put up for inspection by HOD/Principal/Director as the case may be.
- He/she should give counseling to the students if needed.
- The faculty should bring the students misbehavior in the class/campus to the knowledge of the Mentor/HOD/ Principal.

- Faculty should carry out the administrative works of the department given by the HOD concerned.

IN CLASS ROOM TEACHING

- Once a subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- The Faculty Member should get the lesson plan and course plan - approved by HOD and Principal.
- The Course Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the INSIGHT software.
- The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
- The Faculty Member should interact with the Staff Advisor or counselor and inform him / her about the habitual absentees, academically backward students, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass in his / her subjects and work accordingly.

- The Faculty member should regularly visit library and read the latest journals / magazines in his / her speciality and keep oneself abreast of latest advancements.
- The Faculty Member should make himself/ herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

In Laboratory

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify / enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.
- Give the students crystal clear instructions.
- Attest the readings of the experiment and let the students know the percentage of error he/she commits for every experiment.
- Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.

Special Instruction to Advisors

- Advisors have to strictly monitor the progress of the assigned students.
- Minimum two mentoring is to be conducted in each semester and all details to be entered in the mentoring book and to be submitted to Principal through HOD. If required student should be guided for counselling.
- It is the responsibility of the Advisor to inform all details such as Attendance, Marks, and University Results etc. to parents.

- Advisor has to verify the attendance, marks etc entered by the faculty in the University portal. If any error occur, concerned Faculty and advisor will be responsible.
- Advisors have to accompany the students for their IV/ Tour .Only in emergency cases, advisor will be permitted to substitute other faculty. As far as possible substitute should be from the same Department. Only one Advisor will be permitted to make alternate arrangements.

DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP IN-CHARGE AND LAB ASSISTANT

Laboratory and workshop Objective:

- To help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom
- To maintain the Dead Stock Register and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- To plan for the procurement of equipment for the coming semester well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To identify those responsible for any breakage / loss etc. and recover costs.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Bursar for necessary action.
- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute

- 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 through faculty in charge of lab.
- Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Director /Manager from time to time.

General instruction to software laboratories

- Only teacher, students and permitted person shall be allowed inside the laboratory. Technical staff shall be available in their respective labs throughout the working time.
- The laboratory shall be kept open from 8:30 a.m. to 4:30 p.m. or later when necessary on working days.
- The staff in charge of laboratory shall assign computers for use for teachers and others and shall issue necessary instructions for use. Nobody shall be permitted to enter the lab and use a computer of his/ her choice.
- External CD, thumb drive or other devices shall be verified and checked for virus and other infections.

In order to prevent theft/damage, the Lab In-charge shall take the following action:

- Lab In-charge / Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to two times the cost of the item plus the contingency charge as fine shall be levied

from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Procedure for Reporting of Malpractice

- When a case of malpractice is detected at an examination center by any Invigilator/ Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice.
- The Invigilator/ Teacher/Squad member should detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.
- If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.
- If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator

Stationery handling

In order to avoid possibility of wastage and ensuring continuous supply of stationery, everyone shall adhere to the following guidelines.

- The every issue of stationery should be based on requisition. The departments can prepare an indent whenever there is a need of stationery. The departmental heads should sign the indent.
- The staff before preparing the indent should verify whether the same stationery is available anywhere in the Department.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD to the Store well in advance (at least 10 days before the proposed date.) While

preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.

- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the store by the HOD concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department)
- Using letter head or any other official stationery by employees on their own and seeking/ asking signatures on the same from authorized person is wrong and illegal

Regulation regarding salary disbursement.

- Salary will be disbursed on the last working day of every month by credit to the bank accounts of the staff members.
- They are expected to have account with any branch of State Bank of India, Catholic Syrian Bank, South Indian Bank or Federal Bank and the account number along with the attested copies of their PAN & aadhar should be furnished to the finance section in the college office immediately on joining the service of the college.
- Income Tax, whenever applicable will be deducted from the monthly salary. Staff members whose annual gross salary is estimated to be above the exemption limit should submit their Permanent Account Number to the Finance section in the College Office. At the commencement of every year.(April) the staff members should estimate their tax liability and intimate their plan for availing the benefits under the income tax law.(in the format being supplied by the finance section). The proof for having made the investments as per the plan must be submitted before the end of December every year.

Conditions of Staff Security Deposit

- All staff members except those on contract are required to deposit staff security with the college.
- The amount of staff security deposit will be 60% of the basic pay subjected to a maximum of rupees 15000.
- Amount of staff security deposit will be recovered in installments from the salary (maximum upto 15 installments) which will commence from the third month of joining duty.
- In case of resignation or voluntary retirement from the service of Marian Engineering College, prior notice is essential for considering the refund of staff security deposit.
- In case of those resigning to take up appointment in Government service without observing the above clause the request for refund of staff security deposit will be considered on merits and production of proof of appointment.

Use of social media, email and the internet

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- Staff should be aware that emails and any use of the internet and social media (whether or not accessed for work purposes) may be monitored and, if breaches of the policy are found, action may be taken under the Disciplinary Procedure of the College.
 - Misuse of social media and other websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Institution.
 - Staff shall not post or forward a link to any abusive, discriminatory, harassing, derogatory, defamatory or inappropriate content. This includes potentially offensive or derogatory remarks about any other individual
 - A member of staff who feels that they have been harassed or bullied, or are offended by material posted by a colleague onto a social media should inform the Internal Complaint Committee/Principal/Management.
 - They can also post complaints, if any, in the suggestion/complaint box kept in the Office Hall.
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