

**VIMAL JYOTHI INSTITUTE OF  
MANAGEMENT & RESEARCH  
CHEMPERI, KANNUR**



**Approved by AICTE and affiliated to Kannur University**

**VJIM NORMS 2020**

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**VIMAL JYOTHI INSTITUTE OF MANAGEMENT & RESEARCH**

**NORMS CONTENTS**

1. INTRODUCTION
2. JOB DESCRIPTION
3. GENERAL GUIDELINES/POLICIES
4. SERVICE RULES AND REGULATIONS

## **CHAPTER I INTRODUCTION**

Vimal Jyothi Institute of Management & Research, Chemperi is one of the educational projects of the Archdiocese of Thalassery and is managed by MESHAR Diocesan Educational Trust, Archbishop's House, Thalassery established in 2010. Mar George Njaralakatt, Archbishop of Thalassery is the Patron of the College and Mar (Dr) Joseph Pamplany is the Chairman.

VJIM is planning to bring some of the most inspirational and thought-provoking leaders in the world through our doors, to make students listen to, learn from and to be challenged by speakers from industry, government, finance, and media. This naturally will give our students the 'knowledge plus experience' edge making them the first choice of prestigious corporates.

### **VISION:**

To bloom into a center of excellence in management education and research that responds to the needs and demands of Corporate India with professional integrity, moral uprightness and sense of commitment.

### **MISSION:**

To provide the students with quality education that kindles creativity, encourages innovation, enhances originality and instills ethical practices to enable them compete successfully in the global business arena with commitment to the concerns of the marginalized guided and inspired by gospel values

### **CORE VALUES:**

Mutual understanding, brotherhood and cooperation among all. Love of discipline and hard work, concern for the marginalized, tolerance and moral uprightness and fear of God

### **THE FACULTY**

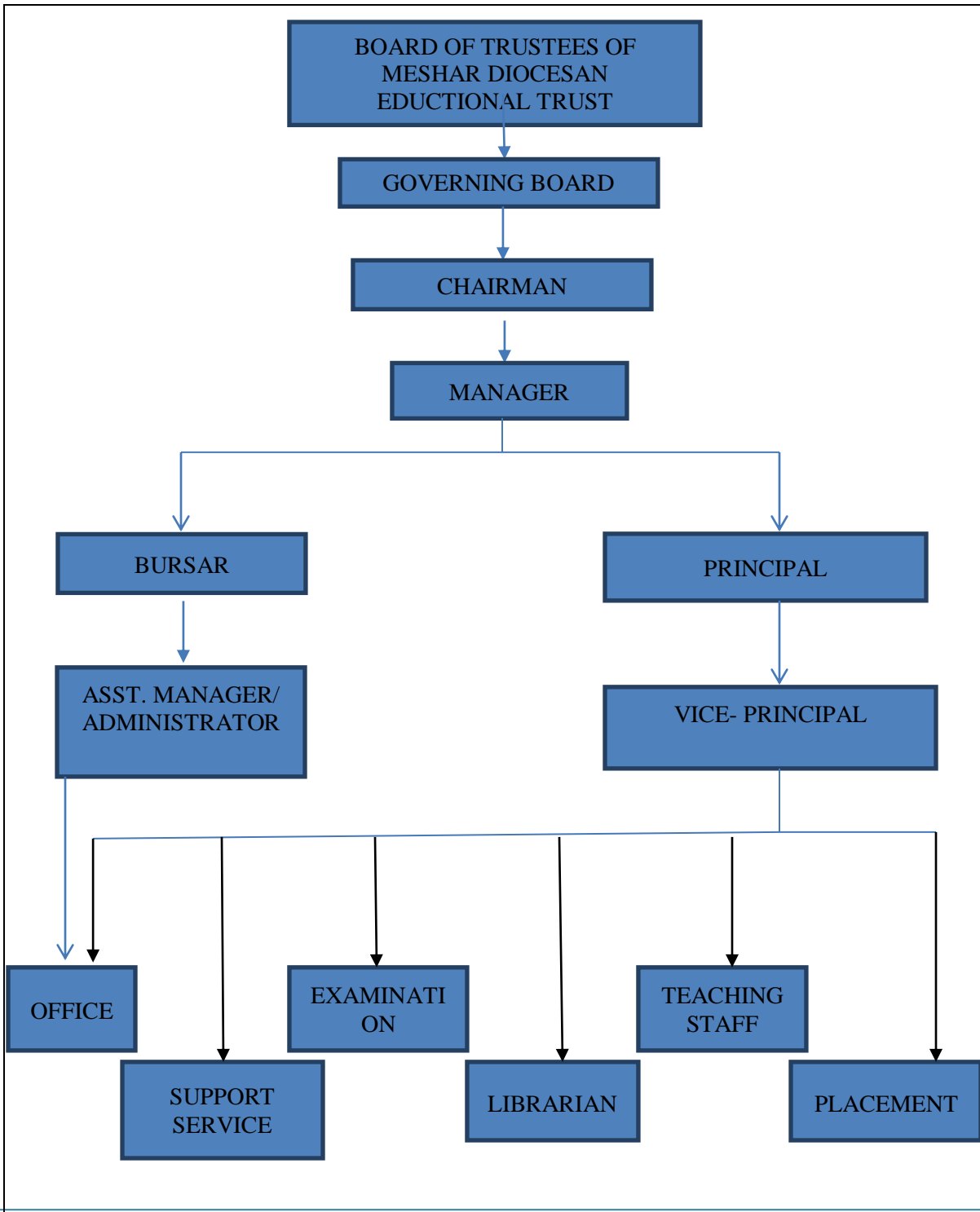
Under the guidance of Dr. Thomas Michael MBA, M Phil., Ph.D, the Principal of the College, the faculty and staff are committed to mold a new generation of management students through a unique pedagogy of learning and interaction.

### **ISO CERTIFICATION:**

This institution is having ISO Certification TUV CERT ISO 9001:2015 Certificate: 44 100 084055/01. The quality standards and update documentations are maintained.

## ACCREDITATION:

The institution is preparing itself to be equipped so as to present itself for accreditation. Hence all members of staff are expected to put in maximum effort to lift the Institution and they are working to the highest possible level of excellence.



## CHAPTER II JOB DESCRIPTION

**Objective:** To ensure mutual respect and freedom for everyone and be role models to student community.

### 2.1 REPORTING FOR DUTIES ON TIME

1. College working hours are, normally from 8.30 a.m. to 3:30 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8:30 a.m to 4.00 pm or any other timing as directed by Principal/Chairman /Administrator.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 8.30 a.m. to 3:30 p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by Principal/Chairman /Administrator.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from Principal/Chairman /Administrator and register his/her absence (i.e. OUT and IN timing Register kept at office).
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Principal on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms. Please refer appendix A for Mobile policy
10. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
11. Faculty and staff shall communicate to each other and with students only in English.
12. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor. Refer Vehicle policy appendix B.
13. Staff members may arrange meeting of any kind with permission/request to Principal/Management only.

### 2.2 THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

#### 2.2.1 General

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

- c) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

1.	Principal	4 hours / week
2.	Dean / Professor	8 hours / week
3.	Associate Professor	12 hours / week
4.	Assistant Professor / Lecturer	16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Institution.

- a) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- c) The Faculty Member must 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. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- d) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

## 2.2.2 IN COLLEGE

- a) The Faculty Member should always first talk to the Principal and keep the Principal in confidence about the member's professional and personal activities.
- b) The teaching load will be allotted by the Principal after taking into account the Faculty Member's interests and area of specialization
- c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the google sheet as soon as the classes hours are over.
- e) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab /

invigilation. In case of emergency, the Principal and batch coordinator must be informed with appropriate alternate arrangements suggested.

- f) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- g) The Batch coordinator must update the student's personal file regularly and put up for inspection by Principal as the case may be.
- h) To give counseling to the students if needed.
- i) To bring the students misbehavior in the class to the knowledge of the Principal.

### **2.2.3 IN CLASS ROOM TEACHING**

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by the Principal.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes/ hand outs/ PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), and copy of assignment, etc. The teaching faculty has to submit it to the Principal within three weeks of the last instruction day of the concerned semester.
- d) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- e) The Faculty Member should engage the full period and should not leave the class early.
- f) Attendance must be taken for each lecture//tutorial preferably at the beginning of each lecture/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the log book.
- g) The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- h) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- i) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- j) The Faculty Member should interact with the Batch coordinator and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

- k) The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- l) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- m) The Faculty Member should make himself/ herself available for doubt clearance.
- n) The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **2.2.4 Student – Faculty Rapport**

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the batch coordinator, Principal.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

## **2.3 DUTIES AND RESPONSIBILITIES OF CLASS TUTOR/ BATCH COORDINATOR:**

**Objective:** To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, management fest, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) Address students' queries.
- g) Meeting the parents of students, especially defaulters.
- h) To inform the principal about making alternative arrangement for lectures and practical's when a faculty is absent.
- i) To produce and update student handbook, brochure for placement/consultancy and updating of information on college website pertaining to the Class
- j) To lead an effective induction programme and value added course for student's in consultation with the principal.
- k) Implement the actions based on the minutes of class committee meetings.
- l) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- m) Arrange PTA meetings and all common functions of the college to represent the class.
- n) Make sure students they are regularly attending class and coming to the college in time in proper uniform.



- o) Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- p) To lead the development and maintenance of appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.
- q) To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with principal
- r) To encourage the students to participate in management fest/ competitions conducted outside the college.
- s) To maintain the desired academic standards in the assignments and tests administered in the class
- z) Arrange class committee meetings as per VJIM norms.

### **2.4 DUTIES AND RESPONSIBILITIES OF THE COMPUTER LAB ASSISTANT**

**2.4.1 Computer lab objective:** *To help students to do practices of what they learn in the classroom*

- a) To maintain the Log, Purchase and Maintenance Registers.
- b) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- c) To organize the laboratory practical and training programmes like SPSS training.
- d) To hold those responsible for any breakage / loss etc. and recover costs.
- e) To ensure the cleanliness of the lab and switch off all equipment after use.
- f) Lab technician shall be available for maintenance and care of resources/services of the institute
- g) Lab technician has to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the principal through faculty in charge of the particular lab session.

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

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the Principal 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.
- b) If the students are responsible for the loss/missing item, then an amount equal to the 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.

## CHAPTER III

### GENERAL GUIDELINES/POLICIES

#### **3.1. RULES AND REGULATIONS OF INTERNAL EXAMINATIONS**

The Examination Cell (Internal) of Vimal Jyothi Institute of Management & Research College headed by Coordinator of Examination who will be a faculty nominated by the Principal on the basis of potential of the person on rotation basis. **The Principal of the college shall be the Chief Coordinator, Examinations.**

An Office Assistants will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc)

##### **3.1.1 General guidelines**

- a) Follow only the typical question paper format with common instructions printed. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
  - i. Are unambiguous
  - ii. Are written in simple and meaningful words.
  - iii. Are asked for appropriate marks
  - iv. Cover the entire Modules prescribed for the Exam.
- b) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- c) The questions shall be serially numbered as 01, 02, 03, 04 05 & 06.
- d) The number of sub-questions, shall be restricted to three and numbered as a, b, and c
- e) There shall be one question of 13 marks is section A and four question in section B with four questions each with subset of three questions carrying 1 mark, 3 marks and 5 marks, The students have to attempt any three out of four. The question paper patter is as per the University exam Pattern.
- f) Format of the Question Paper for Printing a. Both sides of the papers shall be used for printing. b. Additional sheets may be used for printing if the contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.

##### **3.1.2 Appointment of Paper Setters and Examiners**

- a) Paper setting of internal exam shall be done normally by the concerned faculty who is teaching the course.

- b) The concerned faculty who is teaching the course shall follow all paper setting related guidelines from the Chief Coordinator.
- c) As per the academic schedule, the faculty member, teaching a course shall set the question papers for each of examinations in that semester.
- d) A scheme of marking, giving distribution of marks for different points in the question, shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking
- e) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- f) The exam cell take printout of question paper and kept in sealed packet .The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.

### 3.1.3 Conduct of Examination

- a) The examinations shall be conducted in accordance with the Academic Rules and Regulations for P.G. courses respectively and also as per the Examination Schemes for the various Programmes as per academic calendar of VJIM.
- b) The valued answer book for theory course shall be shown to students.
- c) There shall be three internal examinations during Ist and 2<sup>nd</sup> semester for every theory course and shall be conducted as per the schedule indicated in the academic calendar. If the organizational study and Project causes limitation of time, we conduct only two internal exams in that semester.
- d) Absence in an examination will mean zero marks scored.
- e) First and second internal Examination shall be of 40 marks each and the respective subject faculty can decide the portions for exam. The second or third internal examination shall be of 80 marks and it will cover complete syllabus as like University Exam Pattern. If due to we conduct only two internal exams in that semester due to the time limitation, then the second internal exam will be of 80 marks.
- f) Internal Examination (IE) shall be conducted centrally.
- g) Seating arrangement shall be made centrally by examination cell taking into considerations the total number of students appearing for the examination.
- h) The appointment of the required number of invigilators shall be done by examination cell centrally as per the examination schedule. These invigilators shall be from among the faculty or competent support staff recommended by the Chief Coordinator.
- i) Invigilators shall distribute the question papers at beginning of the examination. He/she shall check the identity cards of the students; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of

## Vimal Jyothi Institute of Management & Research

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the students. He shall then obtain the signature of the students on the attendance Performa and maintain the attendance record of the students of his/her block.

- j) Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehavior and copying to the examination coordinator for further necessary action.
- k) At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to the exam Cell. The concerned faculty shall collect the answer books within one day from the date of examination.

### 3.1.4. GUIDELINES/INSTRUCTIONS TO THE INVIGILATORS

- a) Appointment of invigilation's for the examinations shall be made before the commencement of Internal Exam.
- b) It is mandatory for the faculty members of VJIM to accept the appointment as Invigilator.
- c) Coordinator Examination shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- d) The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/She shall,

- a) Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
- b) Check whether the students have occupied their seats as per the seating arrangement.
- c) Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- d) Distribute the question papers to the students at the beginning of the examination,
- e) Check the identity cards of the students and sign on their answer books, if all details are correct,
- f) Take the attendance and mark AB for absent students and maintain the attendance record of his/her examination hall,
- g) Distribute the supplements, graph papers to the students as and when demanded by the students
- h) Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- i) Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the Principal for further necessary action,
- j) Give warning to the students to tie their supplements, 10 minutes before the end of examination,
- k) Collect the answer books from the students at the end of examination and arrange them

sequentially as per the examination seat numbers of students for each course separately,

- l) Hand over the answer books to Exam cell.

### **3.1.5 Procedure for Reporting of Malpractice**

- a) When a case of malpractice is detected at an examination center by any Invigilator he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and 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.
- b) 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.
- c) 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.

### **3.1.6 .Guidelines/Instructions for Examiners**

- a) It shall be mandatory for every faculty to assess the answer books of his/her course or answer books of other courses as instructed by The Principal, within stipulated time.
- b) All the assessment of a course shall be done by the concerned faculty.
- c) Collect bundle of answer books from office in-charge (assessment); count all the answer books in the bundle. If any difference in number of answer books is found, the examiner shall get it clarified immediately from office in-charge (assessment).
- d) All assessed answer books shall be preserved till the internal marks finalized / university exam results published by the concerned faculty.
- e) The Batch coordinator shall publish the internal mark of the semester in the last working day.

## **3.2 CONSULTANCY, R&D AND TEACHING ASSIGNMENTS**

- a) The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/administrator in writing.
- b) A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- c) Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis
- d) The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the

faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

- Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
- In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

### 3.3 TRANSPORTATION POLICY & RULES

1. The college provide limited bus transportation facility to students and staff who live more than 10 kms away from the college in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
3. All students who wish to avail the college bus facility should register their names with the account office on the date announced in the beginning each academic year.
4. Bus pass will be issued to the eligible students only on recommendation of 'Bus mangers' in the prescribed format and after paying the full bus fees.
5. Transport fee for full year will be charged even if a student leaves the transport facility in between the session.
6. Staffs who wish to avail the college bus facility should register themselves with the account office.
7. No person shall be allowed to travel in the bus without express permission of the college authorities concerned in writing. Bus mangers are authorized to disallow travel by any person without proper authority.
8. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus
9. Two staffs members from each bus are designated as 'Bus Managers'. They are responsible for overall discipline and conduct of students in the Bus
10. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities
11. In case of emergency, and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.
12. The Bus mangers have the authority to assign seats to students and other passengers.

13. Bus manger may report to the management if any trip is made without a minimum of 33%regular passengers.
14. Intimation regarding cancellation of a trip will be notified to the concerned 'Bus mangers' and passengers to the extent possible.
15. Staffs are requested to sit in the seats allotted to them and to take care of the students.
16. College bus charge will revised periodically based on the various operating expenses.
17. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers are very less.
18. During the university examinations transportation facility will be available irrespective of the strength of passengers.
19. Passengers will be picked up and let off at designated stops only.
20. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
21. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
22. Getting bus pass doesn't ensure the passengers any reserved seat.
23. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
24. Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
25. Music is not played in the bus until further information.
26. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
27. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,)

28. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
29. Students must board and leave the bus carefully and courteously without shoving and pushing.
30. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
31. Throwing articles within the bus or out of the windows at any time will not be condoned.
32. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
33. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
34. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
35. Students shall behave in such a manner as not to jeopardize the safe operation of the bus
36. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
37. Eating or drinking on the bus and littering are strictly prohibited.
38. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

### **2.5 MOBILE PHONE POLICY**

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

1. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.
  - a) Students are not permitted to use mobile phones within the campus.
  - b) Students who are staying in college hostels should not bring the mobile phones to the college.
  - c) Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.25 AM and can collect the same after 3.30 PM.
  - d) The mobile phones shall be kept in silent mode / off while depositing in the designated place.
  - e) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
  - f) Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of



their course.

- g) Staff members are allowed to use mobile phones in their respective cabins.

## 3.6 BIOMETRIC ATTENDANCE POLICY

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. The term staff used in these rules would include all the teaching non-teaching and other staff of VJIM.
3. All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
4. The office timings are from 8:30 AM to 3:30 PM with 50 minutes of lunch break from 01:30 PM to 02:20 PM and these are to be scrupulously observed.
5. The Academic timings are from 08:30 AM to 01:30 PM with 10 minutes of break after the second hour.
6. Arrival in the office after 8.30 AM or departure from office before 3:30 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
7. Any academic staff/ office staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 11.45 AM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 11:45 AM.
8. Attendance reports would be available on intranet on daily basis and concerned staff shall get their attendance regularized within two days from the date of absence.
9. The BBAMS shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
10. Further, a consolidated monthly statement in this regard would be sent from the office by every 21<sup>st</sup> of a month.

## 37 ACADEMIC AUDITING

**Objective** Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, organizational study, major projects and conduct of practical classes and their evaluation

There are two types of audit academic audit and ISO audit. The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan ,
2. Functioning of class/course committees
3. Schedule of class and Faculty Time Table
4. Attendance of students
5. Quantity & Quality of Assignments/ Internal Exam Questions
6. Subject/ practical coverage as per course plan
7. Evaluation of internal exams/ assignments with sample
8. Performance of students in Internal exams and Award of internal evaluation marks
9. Maintenance of Course File
10. Performance of students in the previous semester
11. Faculty evaluation by students.

### **3.7.1 INSTRUCTIONS TO INTERNAL QUALITY AUDITOR**

QSP procedures should be followed very strictly during the auditing process:

1. The internal Auditors shall study the quality system documents before going for the audits
2. Deviations/Non-Conformities deficiencies if any shall be identified and recorded in Non-Conformance Report with the respect to the specific requirement
3. The Auditee or his Representative shall write down the proposed corrective/preventive action and the proposed date of completion of the NCR found on the Non-Conformity report and return it to the Internal Auditor.

## CHAPTER 4 SERVICE RULES AND REGULATIONS

The rules that will be followed as follows:

### 4.1 RECRUITMENT

- 1) Recruitment is normally done as per the vacancies.
- 2) Number of vacancies both teaching and non-teaching is notified by Principal/ Designated Authority based on student strength / resignations or separations of staff members, to the management for approval / information.
- 3) Screening of applications received is done by the Principal.
- 4) Short listed candidates are informed through call letters /over telephones from the office
- 5) At times, Walk- in interviews is also conducted for immediate postings.
- 6) The minimum qualification as per AICTE Regulations as per table (05th March 2010)
- 7) All the teaching staff shall be paid AICTE scale of pay
- 8) In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy
- 9) Management can also decide other allowances for Professor, Principal and Special Posts
- 10) Interview Committee consists of Chairman, Administrator, bursar Principal/Designated Authority.
- 11) The interview is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- 12) Direct interview is conducted for senior posts.
- 13) On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed before the Chairman of VJIM, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

### 4.2 APPROVAL OF QUALIFICATION

1. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
2. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
3. At the time of joining all appointee submit original certificate, equivalence certificate as demanded by Kannur University with sufficient number of copies from S.S.L.C onwards. The original certificates returned only after the approval of qualification of the appointee by Kannur University.
4. Till the approval of the desired qualification by the university, the candidate is paid a consolidated amount as decided by the administrator. If the qualification is not approved by the university, the appointment is cancelled for such candidate.

5. In later stage, any malpractice in qualification noticed by any authorities the candidate/employee is terminated with immediate effect and a penalty imposed as decided by the management

### **4.3 Service Conditions for the Staff:**

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
2. There shall only three designations in the respect of teachers in VJIM namely Assistant Professor, Associate Professor and Professor.
3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
5. Any staff member, on appointment, except on contract, shall be on probation for a period one year.
6. A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months' salary must be given. But during the close of academic year, one month notice is sufficient for separation from service for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
7. A security amount equivalent to one month salary is deducted from staff during the service in convenient installment.
8. A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official position shall be recorded in this service file.

## 4.4 PROMOTION POLICIES

1. All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time
2. The Chairman shall appoint a committee for promotion, in which he shall be the Chairman, with administrator, principal and experts in the respective area
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, **subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.**
4. The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
5. Special preference to the faculty who is undergoing PhD and completing the course work and comprehensive viva voce for PhD and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of Associate professor with Minimum of 5 yrs experience in teaching/research/ industry or ( Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
6. Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in the relevant discipline or Minimum of 13 years' experience in teaching and/or Research and/or Industry with PhD shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.
7. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor
8. The following information is required in the CV for reappointment and promotion of candidates:
  - Educational background
  - Academic and other relevant employment history
  - Awards and appreciation if any
  - Research and/or creative works, publications journal , conference proceeding , text book publications etc
  - Teaching accomplishments: List classes taught with results , List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list Etc
9. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
10. All decisions on promotions shall be taken up from the month of April / October every year

## **4.5 RETIREMENT FROM SERVICE**

1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 56 years for teaching & non-teaching.
2. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## **4.6 SEPARATION OF SERVICES OF AN EMPLOYEE**

1. Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
3. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.
4. The Chairman shall have the power to separate the services of a member of the staff of the college, for any of the following reasons:
  - i. Serious misconduct and willful negligence of duty;
  - ii. Gross insubordination;
  - iii. Physical or mental unfitness; and
  - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
5. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months' notice.
6. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event or the employee has failed to do his duty or negligence of duties.

## **4.7 CODE OF CONDUCT**

1. For the development and progress of the college all members of the staff should work as a team and they should also maintain a cordial relationship with other staffs.
2. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

3. Staff members should get prior permission from Management / Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
4. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
5. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC.
6. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.
7. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
9. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
10. The following acts of commission/omission shall be treated as misconduct.
  - A. Failure to exercise efficient supervision on the subordinate staff.
  - B. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
  - C. Gross negligence in teaching or any other duty assigned.
  - D. Any act involving moral turpitude punishable under the provisions of the IPC.
  - E. Intemperate habits affecting the efficiency of the teaching work.
  - F. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer

#### **4.8 PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:**

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of
  - A. Appraisal by Students
  - B. Appraisal by Principal
  - C. Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc.



Results of the appraisal will find a place in the Personal file. Non- performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Project –Apply/sanction
3. Consultancy
4. Conduct/coordinate –Conference/seminar/FDP/Workshop/any similar event.

### **4.9 DISCIPLINARY PROCEDURE**

1. Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
2. If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
4. If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc
5. He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
  - Memo and Censure.
  - Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - Suspension from work without remuneration.
  - Dismissal or discharge from service.
8. Any staff member receiving more than two memo or warning will be given punishments .Where the punishment proposed is in this categories Principal/ chairman shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

### **4.10 GRIEVANCE PROCEDURE**

1. The Principal shall constitute a Grievance Committee at the time of occurrence of any grievance to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Principal, administrator and Chairman.



3. The Principal shall announce the Constitution of the Committee and the names of members at the prima facie.
4. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
5. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
6. The Member-Secretary shall record and maintain the minute's the meetings.

### **4.11 LEAVE**

#### **4.11.1 General**

1. Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. The faculty members shall make alternate arrangements/internal adjustments among the faculty members to keep the students engaged
3. Casual Leave, out station duty and Duty Leave application should be submitted in the office after receiving the approval of the Principal .All other leaves forward to chairman for sanctioning through proper channel.
4. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deduction.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
6. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the Principal.
7. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

## 4.11.2 Kinds of Leave:-

The staff members are entitled to enjoy the following leave benefits:

- a) Casual Leave (CL)
- b) Leave without Pay (LWP)
- c) Duty Leave (DL)
- d) Compensation Duty leave(CDL)
- e) Study Leave (ST)
- f) Vacation Leave (VL)
- g) Maternity Leave (ML)
- h) Medical Leave (MED)

## 4.11.3 CASUAL LEAVE (CL)

1. Every employee held on the roster of the college is entitled to One (1) day casual leave for each twenty four (24) days block of duty performed by him/her subject to a maximum of Fifteen (15) days of casual leave in one calendar year. For the office staff the maximum number of CL is twenty (20) days in a year.
2. A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
3. CL can be pre-fixed/suffixed with all types of holidays/leaves.
4. Total no. of days of C.L. to be availed at a spell should not exceed 6 days for regular employees.
5. CL up to total accumulated period may be granted under special circumstances.
6. For contract /probationary staffs CL can be available proportionate to accumulated CL up to the date of application.
7. CL will not be carried forward to next calendar year and will lapse at the end of the calendar year.

## 4.11.4 LEAVE WITHOUT PAY

1. No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization he may be granted, "Leave without Pay" at the discretion of the Chairman /Management subject to exigencies of service.
2. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
3. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Leave without pay" shall also be got sanctioned in advance as any other leave.
4. But If the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

5. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
6. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

#### **4.11.5 DUTY LEAVE (DL)**

1. An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
  - a. To deliver academic lecture
  - b. To work on behalf of the College or to attend workshops/ symposium of National/International level.
  - c. To read/present a research paper in a Conference/ Symposium of National/International level.
  - d. To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
  - e. To inspect academic institutions attached to a statutory body or a University recognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

1. There exists a written request from the competent authority.
2. The paper has been accepted for presentation and a communication to this effect received in writing/mail.

#### **4.11.6 OUT-STATION DUTY (OD):**

1. OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Kannur University, OD will not be granted.
2. Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of University Practical Examination, Theory Examination and paper Valuation, Viva voce,

Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.

3. The Principal has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4. Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
5. In all the cases, prior written permission has to be obtained from the Principal.
6. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

#### **4.11.7 COMPENSATION DUTY LEAVE**

It is the policy that staffs is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Chairman, Principal, administrator concerned of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

- a) Can also be combined with C.L.
- b) This leave must be availed within three months from the day of the duty carried out.
- c) C.D.L. can be availed as full day only

#### **4.11.8 STUDY LEAVE**

- I. VJIM appreciates and encourages faculty development by acquiring higher qualifications such as PhD. Study leave of up to 4 years will be granted to faculty who wish to pursue full time Phd.
- II. Faculty should have completed a minimum of 3 years of service at the college to avail the above facility.
- III. Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin the college and shall serve minimum period of one year or shall pay liquidated damages accordingly. Faculty while rejoining VJIM after the successful completion of PhD will be eligible for 3 increments.
- IV. To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
  1. Faculty shall give an undertaking to the effect that they will be continuing with VJIM after completion of their PhD for a minimum period one year.
  2. Faculty should have completed a minimum period of 3 years of service at VJIM before applying for PhD under part-time.

3. Permission to avail this facility will be given by the management based on the recommendation of the principal and considering the overall performance and seniority of the faculty.
4. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
5. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at VJIM
6. An employee will not be entitled to draw the salary during study leave

### **4.11.9 MATERNITY LEAVE**

1. Maternity leave to be granted to a permanent female employee for the period of six months/ 180 days.
2. All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

### **4.11.10 VACATION LEAVE FOR TEACHING & NON-TEACHING STAFF**

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 30 days, for a continuous service of 12 months in the institution. It is availed in the month of April/May/June.
2. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
3. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on later date, the can avail proportionate VL.
4. In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 5 days per month and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.
5. However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion

of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

6. Any unused part of VL cannot be carried over to the next academic year.
7. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
8. The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

### **4.11.11 VACATION LEAVE FOR NON-TEACHING STAFF**

- I. The office staff is not eligible for the vacation leave. The office staff is provided with one month additional basic salary and DA for working during the vacation (30 days) time.

### **4.11.12 MEDICAL LEAVE**

1. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
3. Medical leave application shall always be accompanied by a medical certificate
4. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
5. Medical leave is sanctioned with half salary benefits and can be commuted for full salary basis.
6. Medical leave will be granted only on completion of all other types of leave in the Calendar year.
7. Medical leave will be granted by the Chairman as per the recommendation of the Principal.

## **CAMPUS CODE OF CONDUCT**

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 8.30 a.m. to 3.30 p.m. All the students are expected to be seated in the class room/lab by 8.25 AM/second bell. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour and shall be added to the student records.
4. Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. Students can leave the campus during class hours only after getting a gate pass from the Principal or the tutor and after making entry in the Gate Register maintained by the Gate keeper.
9. All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room beyond normal working hours unless there is special permission/special class.
10. No students shall wander or gather in verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.

11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Batch Coordinator and concerned teachers. Application for medical leave shall be accompanied by valid Medical Certificates.
12. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes. Hawaii type rubber or plastic chappals are not permitted. In addition, lady students will wear salwar suits. Sleeveless and leg-ins are not permitted.
13. Students shall be in the prescribed uniform from 8.30 AM to 1.30 PM on every Wednesday and for all the formal functions as instructed by the Batch Coordinator.
14. All the students are expected to attend all college functions in college uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn.
17. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of VJIM academic values will be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair. Any dress code violation noticed within the campus could initiate further disciplinary actions.



18. As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
19. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. Access to academic buildings beyond the above timing and on holidays without written Permission from the Principal will be treated as a case of indiscipline.
23. All the students are advised to follow the VJIM Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
26. All the class rooms shall be kept neat and tidy, personal belongings shall not be stored in the class rooms.
27. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
29. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to Property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of Replacement/repair with fine.

30. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
31. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
32. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
33. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
34. During internal examinations of 2 Hr/ 3 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
35. Appearing in all the internal examinations is mandatory for all the students.
36. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
38. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
39. Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

41. Pay fees, mess bills etc. in advance or in time to avoid fines.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of VJIM, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.