

## Contents

### Chapter- 1

1.1	Vision of the Institution	1
1.2	Mission of the Institution	2
1.3	Genesis	3
1.4	Board of Directors	5
1.5	TIST Over view	6

### Chapter- 2

#### Service Rules

2.1	General	13
2.2	Appointing Authority	14
2.2.1	Recruitment of Academic Staff	14
2.2.2	Non-academic Staff	15
2.3	Promotion Policies	16
2.4	Performance Appraisal	16
2.4.1	Teaching	16
2.4.2	Non-Teaching (Technical)	16
2.5	Termination of Service/Resignation	17

## Contents

2.6	Retirement	18
2.7	Conduct and Discipline	18

## Chapter 3

	Leave	19
3.1	Introduction	
	1. Vacation Staff (Academic Staff)	
	2. Non-Vacation Staff ( Non-Academic Staff)	
	3. Field Staff	
	4. Contract Staff	
3.2	Nomenclature of Leave	19
A.	Eligibility for Leave	20
	I. Casual Leave	20
	Category &Eligibility	21
	II. Sick Leave	22

## Contents

III.	Earned Leave	23
IV.	Compensatory Leave	24
V.	Maternity Leave	26
VI.	Vacation leave	27
VII.	Leave without Pay	29
VIII.	Duty Leave	29
B.	Holidays	31
C.	Special case of Eligibility of Leave	31
i.	Security Staff	31
ii.	Wardens	32
iii.	Cooks	32
D.	Early Going and Late Coming	32
E.	Attendance on Closing and Re-Opening Days	33
F.	Change over to New Rules	33

## Contents

### Chapter 4

Code of Conduct	34
4.1. General Instructions to Faculty Members	38

### Chapter 5

Faculty Performance Appraisal and Development System (FPADS)	41
5.1. Initiatives	
a. Performance Evaluation Report for Faculty (self appraisal)	41
b. Peer Evaluation	42
c. Feedback from Students	44
5.2. Impact of Analysis	45

### Chapter 6

Awards and Recognition

## Contents

6.1.	Best Teacher Award	47
6.2.	Best PPT Award	48
6.3.	Promotions	49
6.4.	Motivational Initiatives for Staff	49

## Chapter 7

Exit Policy	51
7.1 Exit Interview Format	51

## Appendix

### Sample forms

1. Performance Evaluation Report for Faculty	53
2. Faculty Performance Appraisal Format	54
3. Student Feedback Form	56
4. Peer Evaluation Form	58

## Contents

# **Chapter1**

## **1.1 Vision of the Institution**

To become a globally recognized institution that develops professionals with integrity who excel in their chosen domain making a positive impact in industry, research, business and society.

## Contents

### **1.2 Mission of the Institution**

- To provide the ambience necessary to achieve professional and technological excellence at the global level.
- To undertake collaborative research that fosters new ideas for sustainable development.
- To instill in our graduates ethical values and empathy for the needs of society.

## Contents

### **1.3Genesis**

#### **Organization History**

Toc H is an international organization head-quartered in U.K. It came into being in 1915 on the war front of Belgium during the World War I to serve the wounded and afflicted soldiers.

Toc H International was founded by Rev. Tubby Clayton, an army chaplain, in a tall white house in Poperinge, Belgium. Talbot House, as the house was called - or Toc H in signaller's code - provided a haven of rest and refuge for wounded and sick soldiers.

With the restoration of peace in 1918, Toc H became a worldwide movement offering solace and succor, and providing a forum for community activity. From that time, through the Second World War, to this day, Toc H

## Contents

has continued to exercise a beneficent influence, building better communities, calming hostilities and effecting reconciliation. And it has become a worldwide family with members and staff drawn from different countries, cultures and linguistic groups, and diverse ethnic backgrounds.

The Cochin Branch of Toc H which has drawn inspiration from Toc H International was started in the early seventies. Realizing the need of quality education in Kochi, Toc H started the Toc H Public School in the year 1978. Toc H Institute of Science & Technology (TIST) is a silver jubilee project of the Toc H Public School Society and is the synonym for excellence in education, crowned with a reputation that has been painstakingly achieved over 25 years of successful existence.

TIST is an inevitable extension of the Toc H ethos that keeps abreast of the emerging technologies and imparts technical education with global perspectives. TIST was started in the year 2002 and it is situated in a lush green

## Contents

rural background, just 30 km away from Cochin city. The Institute is approved by All India Council for Technical Education (AICTE), New Delhi and the Government of Kerala and affiliated to Cochin University of Science & Technology (CUSAT) and APJ Abdul Kalam Technological University. TIST has well-defined 4 reasons for its existence: value based education to serve the weaker sections of society, spark innovation among the young, nurture job creators rather than job seekers and make learning an enjoyable process. Rated as “Excellent” for the last two consecutive years among the self-financing colleges in Kerala (NITCCA Survey).

### **1.4 BOARD OF DIRECTORS**

1. Prof.(Dr.) P. J. Joseph : President
2. Dr. K. Varghese : Founder  
Director  
& Manager

## Contents

3. Mr. K A Simon : Secretary
4. Mr. M.X.Paul Vincent : Treasurer
5. Er.C.S. Varghese : Director
6. Mr.N.J. Simon : Director
7. Mr. K. K. Mathew : Director
8. Mr. M. Mammen : Director
9. Dr. Alex Mathew : Director
  
10. Er. (Chev.) Pathrose  
Pankappilly : Director
  
11. Mr. G.G. Mathew : Director
  
12. Mr. MadhuCherian : Director
  
13. Mr. Kurian Thomas : Director

## **1.5TIST Overview**

## Contents

We, at TIST proactively anticipate the needs of the educational environment and incorporate many novelties in the curriculum, within the University prescribed parameters. Interdisciplinary collaborations are encouraged in projects and the laboratories are equipped with ultra-modern amenities, to cater to the emerging needs of industries. Social commitment is met by offering scholarships to the deserving, economically backward students. Creative content is given priority while adopting pedagogy models like 'Bloom's Taxonomy and Creative Learning Process.

TIST conducts B. Tech programs in seven branches namely Electronics and Communication Engineering, Computer Science Engineering, Information Technology, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and Safety & Fire Engineering.

TIST provides one M. Tech program each or more for all the engineering branches, in addition to an MBA program.

## Contents

An entirely new research wing has been established under the banner of J.C. Bose Center for Research and Advanced Studies for research and development activities. The centre is now working on projects funded by agencies like DRDO, DAE-BRNS, DST etc. and other in-house projects. The major areas of thrust include, Nano Technology, Bio Fuel, Water Analysis, Laser Instrumentation etc.

The quality of our learning environment got recognized when the college was accredited by NAAC – the only college to get this honour under CUSAT. Our academic performance is also excellent, when compared to Government Colleges which have the advantage of subsidized education. The college was rated as “Excellent” by the NIT Calicut Alumni Association (NITCAA) during their ranking process. It was also bestowed with the title of “College with Maximum Variety of Programmes” by ISTE Kerala Chapter Nov.2015 and awarded the Kerala State Energy Conservation Award and Commendation Certificates in 2009 and 2011 respectively.

## Contents

The scholastic attractions at TIST include National Programme on Technology Enhanced Learning (NPTEL) designed by IITs to elevate the teaching standards, TIST is associated with IIT Mumbai and serves as a remote centre for learning for its e-outreach programme and the IUCEE live webinars are regularly conducted on relevant innovative topics. The TIST IEDC (Industrial Entrepreneurship Development Cell) generates the highest number of young entrepreneurs, representing the College, in the Startup village, contributing positively to the goodwill of the TIST student community.

A separate department of Applied Psychology and Counseling, a unique initiative has been established to take care of the overall socio-psychological well-being of the students. The department of Physical Education provides facilities for maintaining physical fitness and well-being of students to help them go through the challenges of the professional courses. Facilities provided include a multi-purpose play ground on the campus to conduct out-door games such as soccer,

## Contents

basketball, volleyball, tennis, cricket, track & field events and In-door games like table tennis, badminton, chess and carom. Intramural and extramural activities are planned to ensure regular participation of the students in games and sports throughout the year including Inter-Collegiate tournaments of CUSAT & KTU.

The TIST library supports the education mission of the college by discerning and fulfilling the information needs of its diverse user community. It was rated as “Excellent” by the NAAC peer team that inspected the library facilities and services. It follows an open access system. Books are arranged in Dewey Decimal Classification System. Library Management System (LMS) software is used in the computerization of the library. Online Public Access Catalogue (OPAC) helps the students to easily access the books and other materials in the library within seconds. Web based Online Public Access Catalogue (WEB OPAC) system is also incorporated. Bar-coded Identity card is issued to all users.

## Contents

Professional Associations help to produce and give rise to top quality and efficient professionals, entrepreneurs and technicians employable by the industry and other firms. They help to guide and train students so as to facilitate better learning skills, professional attitude and personality. TIST opens broad avenues to students, to get acquainted with the current pace of technological advancements through elegant Professional Associations like IEEE, CSI, ISTE, IEDC, Yi, NSS etc. The IEDC (Industrial Entrepreneurship Development Cell) of TIST that generates the highest number of young entrepreneurs, representing the College, in the Startup village, contributing positively to the goodwill of the TIST student community. The Young Indians (Yi) group of TIST is a student led initiative for organizing and conducting social welfare activities like social awareness camps, cleaning drives, street plays and industrial visits. The students also undertake various other social outreach programs under the banner of NSS, ENCON, Bhoomitrasena and KARMA. As part of this initiative, the Civil Engineering department also provides technical

## Contents

expertise to masons and technical partners for PMAY scheme of Mulanthuruthy block panchayath.

The college has several MOUs with various organizations to facilitate learning and industry interaction. A few prominent MOUs are as under.

- MoU with Oracle Academy
- Local Academy of CISCO
- Infosys Ltd.
- Information and Communication  
Technology Academy of Kerala (ICTAK)
- KITCO for skill training
- University of KELANIYA , Sri Lanka
- Agilent Technologies, Intel Technologies
- Enviocare India Pvt.Ltd.,Madurai,  
TamilNadu
- Fire and Security Association of India  
Technolodge,Kakkoor
- VSB Technical University of Ostrav of  
Czech Republic
- Oracle Academy

## Contents

- CITS
- BRCORPS, Singapore
- HolmarkOpto-Mechatronics P. Ltd.
- Centre for Development of Advanced Computing, Vellayambalam,TVM
- Tata Consultancy Services Ltd (TCS).
- CADD Centre Training Services Pvt.Ltd.
- DAIKINAir-conditioning India Pvt. Ltd
- Keltron
- Digital Shark

The college is now looking forward to synergize the activities of all disciplines in order to motivate the students to cross the barriers perceived by many, which is to seek jobs just under the umbrella of their specialized branches. A sense of entrepreneurship is also instilled in the students by a separate wing fostering creativity and Innovation. At the moment, TIST serves as an incubation center for productive engineers, researchers and job creators than mere job seekers in the advancing fields of science, technology and engineering.

# Contents

## **Chapter2**

## Contents

### **SERVICE RULES**

#### **2.1 General**

These rules shall apply to all categories of employees (Academic, Non Academic, Field and Contract).

#### **Definition:**

(a) 'College' means Toc H Institute of Science and Technology (TIST), Arakkunnam, Kerala

(b) 'Trust' means Toc H Public School Society

(c) 'Academic' means Faculty & Technical staff (Lab Instructors, Lab assistants, system administrators etc.)

(d) 'Non Academic' means Permanent/regular categories of Office staff, Library staff, Maintenance Staff, Drivers, Hostel staff and Sub staff (Security, Mazdoor, Conservancy Assistants)

(e) 'Field Staff' means workers engaged by TIST for different works on regular/contract basis.

(f) 'Contract Staff' means employees/faculty engaged by TIST on contract basis.

#### **2.2 Appointing Authority**

## Contents

All appointments of the faculty and Staff Members (regular/contract) of the College shall be made by the Principal, subject to the approval of the Management/Trust.

### **2.2.1 Recruitment of Academic Staff**

The chief element that contributes to the excellence of the Institute is its academic staff, and hence utmost care is taken to acquire and retain the best.

Recruitment of faculty with distinguished academic background takes place throughout the year as per the requirement to ensure smooth functioning of the organization. Two months before the commencement of every semester, the department heads submit their requirements to the Principal. Periodic advertisements are released through newspaper for recruitment of personnel. The applications will be scrutinized by the respective head of the departments (HODs) and will be submitted to the Dean (Academics).

The short listed candidates will be called for an interview and will be interviewed by a competent

## Contents

selection committee which includes distinguished members of the management, the Principal, Deans, concerned HODs and an External expert. The selection is strictly on the basis of merit and performance in the interview. The recruitment committee for academic staff comprises of the following members.

<b>Recruitment Committee</b>						
President	Founder Director & Manager	Secretary	Director	Principal	Dean Academics	HoD, Concerned Department

### **2.2.2 Non- Academic Staff**

The Administrative Manager submits the requirement for non-academic personnel to the Principal keeping in view the future requirements and efficient functioning of the organization. Advertisements are given in newspapers and applications are called for. The applications will be scrutinized by the Administrative Manager and will be submitted to the Principal. Short listed candidates will be called for an interview with a competent selection committee which comprises of distinguished members of the management, the Principal and the administrative

## Contents

manager. The right candidate is selected based on merit and performance in the interview.. The recruitment committee for non- academic staff comprises of the following members.

<b>Recruitment Committee</b>				
Founder Director & Manager	Secretary	Director	Principal	Administrative Manager

All academic staff are paid salary based on the AICTE pay scale, while the non-academic staff are paid proportionate salary on the basis of salary revision by the state Government.

### **2.3 Promotion Policies**

Promotions are based on qualification, experience, performance and other effective qualities like attitude, motivation, initiative, innovation and ethics. Contributions to teaching, research and service are all highly valued. The ability to work as a team to promote harmony among the stake holders of the institution will be appreciated. Ability to adopt and implement

## Contents

pedagogy models like revised Blooms taxonomy, complex learning process, etc., will be appreciated. Interviews are conducted for promoting faculty members to higher posts.

### **2.4 Performance Appraisal**

#### **2.4.1 Teaching**

Periodic evaluation of faculty performance is done by the Principal, the respective department heads, students, peers and by the faculty himself/herself. In accordance with AICTE norms, performance, qualification and experience are the main criteria that contributes to the performance index on which the academic personnel are evaluated for awarding promotion.

#### **2.4.2 Non-Teaching (Technical)**

Promotion of non-teaching staff is based on the performance appraisal by the Principal and HOD with

## Contents

the main criteria of evaluation being experience and qualification.

### **2.5 Termination of Service/Resignation**

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

## Contents

### **2.6 Retirement**

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

### **2.7 Conduct and Discipline**

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, suspension, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

# Contents

## **Chapter3**

### **Leave**

#### **3.1. INTRODUCTION**

## Contents

For the purpose of leave, the employees of Toc H Institute of Science and Technology have been classified into four categories:

1. **Vacation Staff (Academic Staff):** This includes Faculty on regular basis and technical staff (Lab Instructors, Lab assistants, system administrators etc.)
2. **Non-Vacation Staff (Non-Academic Staff):** This includes Permanent/ regular categories of Office staff, Library staff, Hostel staff and Security staff/ sub staff.
2. **Field Staff:** This includes workers engaged by TIST for different works on regular/ contract basis.
3. **Contract Staff:** This includes employees/ faculty engaged by TIST on contract basis.

### 3.2 Nomenclature of Leave

Leave has been classified into the following types -

1. Casual Leave
2. Sick Leave
3. Earned Leave
4. Compensatory leave

## Contents

5. Maternity leave
6. Vacation Leave
7. Leave without Pay
8. Duty Leave

### **A. Eligibility for Leave**

#### **I. Casual Leave**

This leave is to meet occasional needs of employees including those required under unforeseen circumstances. However this cannot be claimed as a matter of right.

Eligibility of Casual Leave for various categories of employees in an year is as given in the table 3.2a.

<b>Category</b>	<b>Eligibility</b>
Vacation Staff	12 days
Non-vacation staff	18 days
Full-time contract staff	18 days*
*An advantage extended to Fulltime Contract staff as they are not eligible for vacation leave.	

## Contents

The following rules are to be observed while availing Casual Leave:

1. Sundays and other holidays may be prefixed and/or suffixed to Casual Leave. Also, if a holiday comes in between the casual leave period, that can be excluded from leave. However, the total number of absence including holidays should not exceed 12 days.

2. Casual leave should not be clubbed with any other type of leave, except Compensatory Off and Duty Leave

3. Casual leave shall be applied and got sanctioned before it is availed. However, if prior information is not possible owing to reasons like sickness, emergency, etc., approval from the sanctioning authority may be taken over phone or through messenger.

## Contents

4. In the case of academic staff applying for casual leave, alternative arrangements should be made to engage his/her class work with his/her colleague.

5. Unauthorized casual leave will be treated as Leave without Pay.

6. The eligibility of casual leaves will be as per calendar year and will be calculated proportional to the period available from the date of joining to the end of the year.

7. Un-availed casual leave of a particular year cannot be carried forward to the next year.

## II. Sick Leave

This leave is to help those employees who may fall sick during the service.

1. All confirmed full-time employees are eligible for sick leave of 15 days in a calendar year on the basis of a medical certificate issued by a qualified registered Medical Practitioner. This can be availed as 30 days of half-pay leave.

## Contents

2.Sick leave of more than two days of duration at a stretch need be supported by medical certificate.

3.Un-availed portion of sick leave can be carried forward to the subsequent year subject to the condition that the maximum accumulated leave at any point of time shall not exceed 25days on full pay or 50days half-pay.

4.Normally, sick leave cannot be clubbed with any other type of leave. However, in case of prolonged hospitalization, sick leave can be clubbed with other leaves except casual leave, as a special case with permission from the sanctioning authority; that is Principal.

5.An employee, who remains absent after the expiry of the sick leave granted, is not entitled for leave salary unless the leave is further extended by the sanctioning authority.

6.Contract staff on full time basis, is also eligible for sick leave after the expiry of one year of continuous service in the College. However, they shall not be eligible to carry over the sick leave to subsequent year.

### III. **Earned Leave**

## Contents

Earned leave is applicable only in case of non-vacation employees. Vacation staff is not entitled to Earned leave.

Earned Leave is the type of leave earned by a non-vacation employee based on his/her length of service.

Confirmed employees in the non-vacation category shall be entitled for earned leave for a period of 30 days for every 12 months of completed service, computed on a pro-rata monthly basis and credited to his/her leave account.

Leave periods spent by an employee on sick leave, maternity leave and Loss of Pay leave, will not be counted for computing the eligibility of earned leave as above.

1. Earned leave can be accumulated in one's account up to a maximum of 300 days only. Additional periods lapse automatically.
2. Earned leave can be availed by an employee only up to a maximum of four times during a calendar year.
3. The earned leave accrued in the account of a confirmed non-vacation employee can be encashed every year, up to a maximum of 30 days, subject to the

## Contents

condition that there is at least a balance of 10 days in his/her account after encashment.

4. Full time academic and Non-academic staff on contract/ consolidated payment are not eligible for earned leave or vacation leave.

5. The facility of encashment of balance earned leave in the credit of a non-vacation employee will be available to the employees who retire from the service of the college on superannuation.

6. Earned leave accumulated in the credit of a non-vacation employee, can be taken into account for deciding the mandatory notice period required for his/her relief from the College service.

### **IV. Compensatory Leave**

Compensatory leave is the one granted to an employee to compensate for the duty discharged by him/her on Sundays and holidays as required and demanded by the organization owing to exigencies or emergency situations.

## Contents

1. Eligibility for compensatory leave is in the ratio of one day of leave against every day of duty performed on Sundays or Holidays.
2. The compensatory leave shall be availed within a period of 6 months from the corresponding duty period without adversely affecting the functioning of the College and it shall not be carried forward beyond that period. No compensatory leave shall be availed for more than six days in an academic year and not more than two days at a stretch. Compensatory leave against vacation leave also should be restricted to a maximum of six days in an academic year and not more than two at a stretch.
3. Faculty on contract/consolidated payment who work for less than five days a week are not eligible for any category of leave.
4. Full time academic and Non-academic staff on contract/ consolidated payment are exempted from duties on Saturdays. However, if they do a full day work on Saturday, they will be eligible for the usual 1:1 Compensatory Leave. Technical staff and non-academic on contract/consolidated pay are not exempted from work on Saturdays.

## Contents

### **V. Maternity Leave**

This is the leave sanctioned to women employees for maternity purposes.

1. All women employees except those on contract/daily wages, with one year experience are eligible for Maternity Leave for a period of 3 months with 50% of basic pay.
2. Maternity leave for a further period up to 3 months on Loss of Pay will be given to all confirmed employees (as extension of their normal maternity leave) who have put in 3 or more years of service in the College, including the period spent on probation. The date of increment of pay will be delayed in the corresponding period in the case of those who avail this facility.

### **VI. Vacation Leave**

The following will be the eligibility criterion for Vacation Leave, for Faculty, as approved and communicated by the Management.

## Contents

Eligibility Criterion*	Vacation Leave (Number of days)
$X^* > 7$ years	35 days
$5 < X < 7$	30 days
$4 < X < 5$	25 days
$3 < X < 4$	20 days
$2 < X < 3$	17 days
$1 < X < 2$	14 days
6 months $< X < 1$ year	7 days

\* X - No. of Years of service in this institution as on 1st June

1. Faculty having more than 3 years experience in this college can avail 1/3rd of vacation leave during November & remaining during April, May or June. HOD's should ensure that classes (first years in

## Contents

particular) and other department work are completed before faculty avails leave.

2. The eligible leave should be taken at a stretch with no break in between.

3. The leave period should include all Saturdays and Sundays in between the starting and ending dates of the vacation leave.

4. Only one Saturday and Sunday can be either prefixed or suffixed in the entire vacation leave period so as to include the proportionate number of Saturdays and Sundays in this leave period.

5. Those who intend to leave the college at the end of the semester are not eligible for vacation leave.

6. Sanctioning of the vacation leave is subject to exigencies and decision made by the Principal will be final.

7. No compensatory-off is allowed against vacation leave.

8. Faculty on contract basis (consolidated payment) is not eligible for vacation leave, however they may avail leave without pay during vacation as is the practice in

## Contents

other self-financing colleges. Their casual leave is raised to 18.

9a. Technical staff (System administrators, Lab Assistants, and Lab Technicians; those who were getting 12 days of earned leave and who are part of academic work) are to be considered vacation staff and hence not eligible for earned leave.

They are entitled to vacation leave as under:

Less than 1 year	Nil
1 year to 5 years	15 days
5 years to 10 years	20 days
More than 10 years	30 days

b. Technical staff involved in Construction, Electrical and Plumbing work; those who are getting 30 days of earned leave and such as those who are not part of academic work are not eligible for vacation leave.

10. Head of the Institution is treated as a non-vacation staff and hence not eligible for vacation leave.

### **VII. Leave without Pay**

## Contents

1. When an employee is not eligible for any other type of leave, competent authority can sanction leave without pay

to an employee for a reasonable period if he/she is genuinely unable to turn up for duty. But this type of leave is not a matter of right for the employee.

2. If an employee is on leave without pay for more than three months, his/her date of normal pay increment will slip into next period.

### **VIII. Duty Leave**

This is the leave granted to an employee to take up some duty other than his/her normal duty. Examples of this are duties performed by Faculty members for answer-script valuation in the University, as External Examiners in other Colleges, attending conferences and workshops for quality improvement, accompanying students on Industrial Visits etc.

1. Granting of duty leave is the prerogative of the Head of the Institution depending on the nature of the work and the benefit it can offer to the Institution. However

## Contents

the following ceiling for different types of duty leave is proposed in the case of every person.

a) Valuation work in the University and External Examinations: This should be left to the discretion of the Principal as limiting duty leave to 10 days is impractical in view of the University requirements. This need may be only for the next two/three years till KTU takes over all exams.

b) Attending Seminars & Workshops: 3 days per semester (maximum)

c) Paper presentation in Conferences: in India: 5 days every year (maximum) (Papers must show the affiliation with the College).

d) Paper presentation in Conferences outside India: 7 days once in every two years(Max)(Papers must show the affiliation of the Author with the College)

e) Accompanying students on Industrial Visits: 8 days per year (maximum)

f) Any other type as decided by the Principal

2. Persons intending to proceed on duty leave for more than three days should take prior permission from competent authority and the concerned HODs are to

## Contents

make suitable alternative arrangement for his/her regular class work if the DL exceeds 3 days.

### **B.Holidays**

All employees are eligible for all holidays notified in the Institute Calendar. However if the Principal asks an employee to report for duty on a holiday for any official purpose, he/she is bound to report for duty.

### **C.Special Cases of Eligibility of Leave**

In the case of certain categories of employees like Security staff, Hostel Wardens, Cooks etc, the eligibility of leave is different from what is described above owing to the special nature of their work. Such cases are as follows:

#### **i) Security Staff**

Sundays and all normal holidays are regular working days for Security staff, except the following –  
New Year Day, Republic Day, Good Friday, May Day, Independence Day, First and Second Onam Days, Gandhi Jayanthi, Mahanavami, Christmas Eve & Christmas Day. Security Staff required to work on these days are accorded compensatory leave on 1:1 basis.

## Contents

Permanent Security staff will be eligible for 18 days of casual leave and 15 days of Sick Leave during a Calendar Year in addition to two days of off on a monthly basis. However, all Security staff that are not permanent will be eligible only for two days of off on a monthly basis.

### ii) **Wardens**

Considering the fact that Wardens are on 24 hours duty, all Permanent Wardens are eligible for 24 days of casual leave and also 15 days of Sick Leave during every Calendar Year. However Wardens on contract and probation will be eligible only for two days of casual leave and two days of off on a monthly basis.

### iii) **Cooks**

All confirmed Cooks are eligible for 18 days of casual leave and also 15 days of Sick leave during every Calendar Year in addition to two days of OFF on a monthly basis. Those Cooks who are on contract or Probation will be eligible only for two days of casual leave and two days of Off on a monthly basis.

## **D.Early Going and Late Coming**

## Contents

Early going and late coming are not normally expected in the case of all employees. However, in special circumstances, early going and late coming can be permitted upto 1 hour, by Competent authority. However three early going or three late coming or combination thereof on a monthly basis by an employee, will be treated as half day Casual Leave.

### **E.Attendance on Closing and Re-Opening Days**

All vacation staff are required to be present on last working day before vacation or on the re-opening day after vacation. Relaxation of this rule can be made only by the Principal/Competent authority, after considering the merits of the case. Unauthorized absence will amount to misconduct and breakage of service.

### **F.Change Over to New rules**

The new rules are effective from the academic year 2016- 17.

## Contents

### Chapter 4

#### Code of Conduct

1. All the faculty members are required to be in the College during Working hours from **8.45 am to 4.20pm** (excluding Lunch Break), on weekdays and from **8.45 a.m. to 3.p.m.** on Saturdays. Second Saturday is a holiday. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff rooms etc.) at least 5 minutes before their reporting time.
2. A bio-metric system is used to record faculty punching in-time and out-times. In addition to this, they should sign in the attendance register kept in respective departments/blocks twice everyday between **8.40 a.m. to 8.50 a.m** in the forenoon and after **4.20 p.m.** in the afternoon (on Saturdays, immediately after the classes are over.).

## Contents

3. All faculty members are advised to wear decent clothes .Although no formal dress code is stipulated, ladies should preferably wear sari and Men neat and elegant dress. Clothes like sleeveless tops, leggings, T-shirts, jeans, caps etc. are not permitted. Earrings, pony tails/long hair bangles etc. are not permitted for gents.
4. Staff members shall compulsorily wear college ID while in the college premises. They shall also ensure that the students wear their IDs.
5. Faculty should be very punctual in conducting classes regularly and on time. Skipping a class or late entry or early exit from a classroom will promote indiscipline among students and hence should be avoided.
6. Before availing a Casual leave, a faculty member should make alternative arrangements for engaging his / her class during leave period. The leave letter with specified reasons should be submitted to the Principal before availing the leave (not after returning from leave). Also the details of alternate arrangements made for

## Contents

engaging classes should be described overleaf of CL form. In exceptional cases, oral approval either from Dean and Vice Principal concerned may be obtained. Beyond three days, approval may be obtained from the Principal and necessary leave should be submitted immediately after joining the duties.

7. The faculty members who are found guilty of intentional violation of the above mentioned leave procedures; will attract disciplinary action as decided by the management.
8. No faculty is permitted to avail leave when they are assigned essential duties such as special classes, IA tests, model exam and university exam invigilation/valuation etc.
9. The faculty is required to come well prepared for engaging a class. It is advisable to dictate a brief note to students on a subject in addition to lecturing.
10. The faculty is required to encourage/entertain the students to ask questions or doubts if any on the topic under discussion in the classroom and

## Contents

should try to clarify and address a student's questions / doubts.

11. It is mandatory for the entire faculty to take attendance of students in every class, marking specifically as Present or absent in the Column provided. Leaving a blank column or a dot should not be practiced as this may lead to irregularities. The attendance register should be brought to the Principal for verification every month end.
  
12. The faculty is required to conduct minimum two IA tests in each subject for evaluation of Internal Assessment of Marks. Questions set for the test should cover the portions completed until then and should be in accordance with the questions asked in University Examinations.
  
13. The IA test papers should be valued and marks displayed on notice board within one week of the completion of the test. The valued answer scripts should be open to verification by students if requested.

## Contents

14. The faculty should ensure that the students come to Lab / workshop / classes only in prescribed dress. It is mandatory for students to come in uniform and teachers should see that it is complied with.
15. The faculty in-charge of laboratory classes, Workshop practice and drawing classes should strictly instruct the students to maintain the lab records, workshop diary or drawing sheets upto date and no student should be allowed for practical classes without submitting the previous week's assignment. This is very important because the internal assessment marks in these subjects will be based on such records only.
16. The faculty is required to identify those students who are below average in a subject, and special coaching classes should be taken to such needy students on every Saturday on the college in view of improving their performance.
17. Engaging private tuition by teaching faculty is strictly prohibited.

## Contents

18. In addition to teaching, faculty members are also required to take up additional responsibilities such as Student Counseling, Stock verification, University Exam Invigilation, hostel Warden and similar duties as entrusted by the Principal.
19. The Performance of faculty will be monitored by the Principal personally.
20. All the faculty members are expected to conduct themselves in a manner that is most benefiting to their profession and should thrive towards maintaining the highest standards and traditions of Toc H Institutions
21. Staff members shall compulsorily submit their investment details to the accounts Section by 30<sup>th</sup> December each year in the prescribed form to enable them to deduct the tax at the source, failing which Income Tax shall be deducted as per rules

### **4.1 General Instructions to Faculty Members**

Considering the fact that many faculty members are new to teaching in Engineering college, and others have very

## Contents

little experience, the following instructions have been formulated, which may help a faculty in organizing and performing the task successfully :

1. A pleasing personality is the first good impression of a faculty. Always try to come to the college neatly dressed and with a good positive outlook.
2. Your first encounter with students in class room is very crucial. Try to be strict and do not give any chance for students to indulge in discussion, mischief or casual talks. Controlling students in a classroom and maintaining silence and order is the first indication of a successful faculty.
3. Always maintain a reasonable distance between yourself and a student. Be helpful and kind to them but never allow them to take too much lenience.
4. Never develop the habit of going late to classroom or leaving early before time. Likewise, never encourage late entry of students

## Contents

to your class. Time is for everyone to adhere and keep-up.

5. Obtain a copy of syllabus and take a good look into the various topics to be covered under your subject of specialization.
6. It is always advisable to prepare a good lecture notes on topics of study before the commencement of classes, by referring to at least three standard text books, out of which one should be a foreign author book.
7. Never engage a class without proper preparation. A good and fluent lecture and convincing answers and clarification to students' questions and doubts will enhance the respect of a faculty among students.
8. Organize your lecture hour effectively. Give explanation, solve examples, dictate notes and ask a few questions to students. This makes your presentation more interesting to students.
9. Good spoken English is an added feature of a popular faculty. Try to improve your vocabulary and English language.

## Contents

10. Teaching is a noble profession. Every faculty should strive his/her best to impart knowledge to the students. The more we share the more we gain.

## Chapter 5

### **Faculty Performance Appraisal and Development System (FPADS)**

#### **5.1 Initiatives**

Faculty Performance Appraisal System developed in the institution comprises of

##### **a. Performance Evaluation Report for Faculty (Self-Appraisal)**

The performance evaluation report is to be filled by individual faculty. Each point in the evaluation form is rated according to a scale from 1 to 10. A value of 10 would indicate **Outstanding**, 5 indicates **Satisfactory** and a value of 1 indicates **Poor** performance. The Head of the Department will evaluate the filled performance reports from the faculty, include remarks and forward it

## Contents

to the Principal. The performance evaluation report for faculty covers the areas mentioned below.

- Lesson Plan Preparation
- Format for Classroom Teaching
- Subject Notes
- Result Analysis
- Remedial Classes
- Pass percentage in University Exam
- Practicing Bloom's Taxonomy
- Question Paper Setting
- Innovative Teaching Methods
- Syllabus Coverage
- Self Confidence
- Communication
- Creative contribution to academics and non-academics activities.
- Willingness to shoulder responsibilities

### **b. Peer Evaluation**

The Department organizes a peer evaluation of faculty by other faculty members of the concerned department

## Contents

once in an academic year. A peer evaluation form is given to each faculty to evaluate their colleagues. Each criterion is rated with values from 1 to 10. The marks obtained are consolidated and the same is also intimated to the concerned faculty through Head of the Department.

The form comprises of following criteria:

- Subject Knowledge
- Language articulation- clear and understandable
- Self-confidence of the faculty
- Appropriate Dressing
- Constructive interaction with staff
- Initiative and willingness to introduce and accept new Ideas
- Initiative to improve performance of academically low performers
- Willingness to Counsel students and give emotional support

## Contents

- Willingness to shoulder responsible other than academic activities
- Rapport with other faculty and ability to work in team
- Dependability, ability to complete assigned work on time
- Preparation and usage of creative analogy for difficult concepts
- Demonstrates a co-operative and supportive attitude
- Displays leadership abilities
- Willingness to help
- Punctuality
- Encourages discussions on latest developments/ Innovations in the subject area.
- Participation in Seminars, preparation of papers & adopting creative methods of teaching
- Participation in Research Activity
- Involvement in extracurricular activity
- Contribution towards overall development of the department

## Contents

### c. Feedback from Students

Online feedbacks for all courses are collected from students of respective semesters twice in a semester. Each item on the evaluation is rated according to a scale from 1 to 10. A value of 10 would indicate **Outstanding**, 5 indicates **Satisfactory** and a value of 1 indicates **Not satisfactory**.

Points No	Students feedback Points
1	Audibility & Clarity of Lectures
2	Ability to communicate effectively
3	Ability to explain finer points
4	Encourages questions & attempts to answer them
5	Motivates students to learn the subjects
6	Self-confidence of the faculty
7	Faculty student relationship
8	Fairness in evaluation of test & assignments
9	Usage of objective board
10	Observing class timing
11	Curriculum Coverage
12	Students feedback on infrastructural facilities

## Contents

Performance rating of the faculty based on the above is analyzed by the HOD and the same is intimated to the higher authorities of the institution. The matter is also discussed with the concerned faculty individually. Suggestions to be considered for improvement in teaching process are also provided. Feedback from students will help the faculty to take necessary steps to improve the methods of delivering lectures.

### **5.2 Impact of Analysis**

Faculty members become more productive on identifying what is expected from them when feedback about their performance is analyzed. The success of the appraisal process is essentially associated with establishing a constructive dialogue between the appraisers and appraisee. This FPADS is a valuable system for both the institute and faculty as it improves communication between them.

FPADS adopted in our institution truly

- Provides a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.

## Contents

- Provides quality education for students by continually monitoring instructional performance.
- Provides a basis for promotions relevant to professional growth.
- Improves the overall teaching effectiveness.

## **Chapter 6**

### **Awards and Recognition**

#### **6.1 Best Teacher Award**

## Contents

<b>Criterion No</b>	<b>Criterion Name</b>	<b>Marks</b>
Criterion I	Pass Percentage	40
Criterion II	Teaching Effectiveness as indicated by Feedback from students	20
Criterion III	M Tech /MBA/ B Tech Project Guidance	10
Criterion IV	Research Publications	10
Criterion V	Short term Courses / Conferences Attended	10
Criterion VI	Short term Courses / Conferences Organized	5
Criterion VII	Improvement of Qualification	5
Criterion VIII	Efforts towards student counseling and co- curricular / extra-curricular activities of students	5
Criterion IX	Peer Evaluation	20
Criterion	Assessment by superiors	30

## Contents

X		
<b>Total Marks</b>		<b>150</b>

Table 6.1

The Head of the Department will evaluate each faculty based on ten criteria mentioned in the table given table 6.1. The faculty with highest score will be recommended to the decision committee constituting higher authorities of the institution. As per the 10<sup>th</sup> criterion the Principal and the Dean may indicate their assessment based on the relevant qualities of the teacher. The Institution gives Best Teacher awards for such faculty identified from each department taking into account, their overall excellence in the current academic year.

### **6.2 Best PPT Award**

Best PPT award is given by the institute to encourage ICT enabled teaching. Each faculty is advised to forward one PPT used as learning material for their course delivery. The Head of the Department selects one among them and the faculty concerned has to

## Contents

present the PPT before the decision committee constituting higher authorities of the institution.

### **6.3 Promotions**

The department encourages the faculty to seek/obtain promotion based on qualification, experience, performance and other effective qualities like attitude, motivation, initiatives, innovation and ethics. Contribution to teaching, research and service are all highly valued. The ability to work as a team to promote harmony among the stake holders of the department will be appreciated. Faculty members are encouraged to take up research work. Contributions improving academic achievements will be specifically encouraged. Ability to adopt and implement pedagogy models like Blooms taxonomy, Revised Blooms taxonomy will be appreciated. Interviews are conducted for promoting the faculty from contract to probation, probation to permanent and Assistant Professor to the higher ranks. Performance, qualification and experience are generally the basic criteria for promotion.

### **6.4 Motivational Initiatives for Staff**

## Contents

The college undertakes several endeavors to motivate & energize its Staff by way of the following initiatives

### 6.4.1 Quality Improvement Program (QIP)

The best performing faculty members are being sponsored by the institution as a part of quality improvement program to premier institutions in the country for advanced skill and knowledge programs.

6.4.2 Faculty are provided fifty percent sponsorship for participation in national and international conferences and seminars, subject to approval by the management.

### 6.4.3 Internal faculty training and skill enhancement program

The faculty members of the institution are given in-house advanced training as a part of their teaching and communication skill improvement. Some areas of training provided by the institution are:

- a) Introduction of innovative teaching methods
- b) Improve institutional design and delivery systems
- c) Student evaluation techniques
- d) Time management

## Contents

### 6.4.4 Project works undertaken with faculty assistance and involvement

The institution sponsors project work taken up by the faculty members so that their innovative talents and technical exposure can be enhanced.

## Contents

### **Chapter 7**

#### **Exit Policy**

Staff who have completed 5 Years of confirmed service are eligible to receive gratuity .An exit interview is conducted by the principal and a report is submitted to the management.

7.1 The Format for the exit interview is as follows:

**Toc H INSTITUTE OF SCIENCE &  
TECHNOLOGY,**

**Arakkunnam, Dist.Ernakulam – 682 313**

**EXIT INTERVIEW FORMAT**

1. Name of the Employee :
2. Designation :
3. Department :
4. Salary Last Drawn :
5. Date of joining :
6. Date of leaving :
7. Reason for leaving :

## Contents

8. Are you satisfied with the working :  
environment of the institution?
9. Your frank opinion about the HOD? :
10. Your observation about the students? :
11. Your remarks about the management? :
12. Attitude of the colleagues? :
13. How do you rate the Institution :
14. Are you interested in retaining? :  
If interested would you expect any increase  
in the present emoluments?

Remarks by Principal

Place:

Date:

Signature



## Contents

11	Self Confidence											
12	Communication											
13	Creative Contribution Academic & Non-academic Activities											
14	Willingness to Shoulder Responsibility											
	Points											

\*10 for Outstanding & 1 for Poor.

Grand

total.

**Signature of HoD**

## **2. Faculty Performance Appraisal Format / Best Faculty Award Form**

# Contents

## Toe H Institute of Science & Technology, Arakkunnam

### Format for 'BEST TEACHER' Evaluation - 2017

Name of the Teacher:	Department :
Designation :	Date of Joining :
<b><u>CRITERION I :</u> Pass Percentage :</b>	<b>(40 Points)</b>
Subject taught during <b>odd semester:</b>	Semester:
Branch:	No. of Students:
Pass Percentage in University Exam :	
Subject taught during <b>Even semester:</b>	Semester:
Branch:	No. of Students:
Pass Percentage in University Exam :	
<b><u>CRITERION II :</u> Teaching Effectiveness as indicated by Feedback from students</b>	<b>(20 points)</b>
(The HOD is requested to indicate the objectively assessed percentage of teaching effectiveness in the classroom context from periodic student feed back ) Percentage Teaching Effectiveness:	
<b><u>CRITERION III :</u> M Tech/MBA/ B Tech Project Guidance</b>	<b>(10 Points)</b>
Details:	
<b><u>CRITERION IV :</u> Research Publications</b>	<b>(10 Points)</b>
<b><u>CRITERION V :</u> Short term Courses / Conferences Attended :</b>	<b>(5 Points)</b>

# Contents

## Page2

**CRITERION VI** : Short term Courses / Conferences Organized : (5 Points)

**CRITERION VII** : Improvement of Qualification (5 Points)

**CRITERION VIII** : Efforts towards student counseling and co-curricular / extra curricular activities of students (5 Points)

Details:

**CRITERION IX** : Peer Evaluation (20 Points)

The head of the Department may organize peer evaluation by other members of the concerned department in confidence and indicate the percentage obtained in peer evaluation.

Percentage:

**CRITERION X** : Assessment by superiors (30 Points)

The Principal, the Dean and the HOD may indicate their assessment based on the relevant qualities of the teacher.

Points awarded by **Principal** out of 10 points :

Points awarded by **Dean** out of 10 points :

Points awarded by **HOD** out of 10 points :

Total - 150 Points

## Contents

### 3. Students Feedback Form:

#### TOC H INSTITUTE OF SCIENCE AND TECHNOLOGY, ARAKKUNNAM.

#### STUDENT'S FEEDBACK QUESTIONNAIRE

Please rate your teachers who taught you during this semester. This should help your teacher to take necessary steps to improve his/her method of delivering lectures.

Your response should be based on a scale from 1 to 10. A value of 10 would indicate OUTSTANDING and 1 for NOT SATISFACTORY. A value of 5 indicates SATISFACTORY.

Semester: I/II/III/IV/V/VI/VII/VIII ( Circle the semester)

Branch/Batch:				Calendar Year:			
Sl. No		Faculty 1 sub code	Faculty 2 sub code	Faculty 3 sub code	Faculty 4 sub code	Faculty 5 sub code	Faculty 6 sub code
1	Audibility & Clarity of Lecture						
2	Ability to communicate effectively						
3	Ability to explain finer points						
4	Encourages questions & attempts to answer them						
5	Motivates students to learn the subjects						
6	Self confidence of the faculty						

## Contents

7	Faculty-student relationship						
8	Fairness in evaluation of tests & Assignments						
9	Usage of objective board						
10	Observing class timings						
<b>TOTAL</b>							
<b>Faculty Name</b>		<b>Name of Subject with Code</b>					
Faculty 1:							
Faculty 2:							
Faculty 3:							
Faculty 4:							
Faculty 5:							
Faculty 6:							

# Contents

## 4 Peer Evaluation Form:

### Toc H INTITUTE OF SCIENCE AND TECHNOLOGY, ARAKKUNNAM Peer Evaluation Form

Name of Faculty:

Department:

Subject taught with code:

Date of Assessment:

Rating Scale: The evaluation scale is from 1 to 5  
1. Indicates Unsatisfactory 2. Indicates Satisfactory  
3. Indicates Average 4. Indicates Good 5. Indicate Excellent  
(Please put a tick mark the value on the scale for each category)

	1	2	3	4	5
1 Subject Knowledge	<input type="radio"/>				
2 Language articulation-clear and understandable	<input type="radio"/>				
3 Self-Confidence of the faculty	<input type="radio"/>				
4 Appropriate Dressing	<input type="radio"/>				
5 Constructive interaction with staff	<input type="radio"/>				
6 Initiative and willingness to introduce and accept new ideas	<input type="radio"/>				
7 Initiative to improve performance of academically low performers	<input type="radio"/>				
8 Willingness to counsel students and give emotional support	<input type="radio"/>				
9 Willingness to shoulder responsibilities other than academic activities	<input type="radio"/>				
10 Rapport with other faculty and ability to work in team	<input type="radio"/>				
11 Dependability, ability to complete assigned work on time	<input type="radio"/>				
12 Preparation and usage of creative analogy for	<input type="radio"/>				

## Contents

	difficult concepts	
13	Demonstrate a cooperative and supportive attitude	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
14	Displays leadership abilities	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
15	Willingness to help	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
16	Punctuality	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
17	Encourage discussions on latest developments/innovations in the subject	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
18	Participation in seminars, preparation of papers & adopting creative methods of teaching	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
19	Participation in Research Activity	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
20	Involvement in extracurricular activity	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
21	Contribution towards overall development of the Dept.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>