

**CANARA ENGINEERING COLLEGE**

BENJANAPADAVU, D. K. DISTRICT, KARNATAKA-574219

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# Human Resources Policy Handbook

*Updated on 01.09.2013*

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**Philosophy**

- Quality Education at Affordable Cost

**Vision**

- To be an Engineering Institute of highest repute and produce world - class engineers catering to the needs of mankind.

**Mission**

- Provide the right environment to develop quality education for all, irrespective of caste, creed or religion to produce future leaders.
  - Create opportunities for pursuit of knowledge and all round development.
  - Impart value education to students to build sense of integrity, honesty and ethics.
-

### 1.1 GOALS - SHORT TERM:

- 1) Achieving academic excellence by 100% Pass in all the semesters of all the programs at University Examination.
- 2) To generate national and international publications through active research promotion among staffs and students
- 3) Achieving 100% Placements for Students.
- 4) Quality Assurance and Endurance by incorporating accredited and certified courses to meet industry requirements

### 1.2 GOALS - LONG TERM:

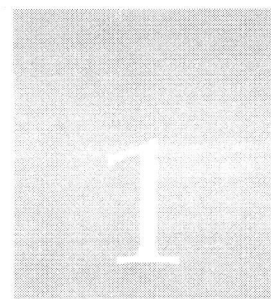
- 1) To foster academic and research collaboration with foreign institutions of repute and premier institutions of nation.
  - 2) To evolve into a Center for Innovation and Research in Engineering and Technology by undertaking internationally and nationally acknowledged research and development works.
  - 3) To evolve as an Autonomous Institution.
  - 4) To generate patents per year to demonstrate the quality of innovation nurtured by the institutions
  - 5) To generate entrepreneurs through the entrepreneurial promotion and industry interaction programs
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# QUALITY POLICY

CANARA ENGINEERING COLLEGE PERSISTENTLY PERSEVERES TO  
ESTABLISH A SYSTEM OF QUALITY ASSURANCE TO  
CONTINUOUSLY ADDRESS, MONITOR AND EVALUATE THE  
QUALITY OF EDUCATION OFFERED TO STUDENTS, THUS  
PROMOTING EFFECTIVE TEACHING-LEARNING PROCESSES FOR  
THE BENEFITS OF OUR STUDENTS AND MAKING OUR  
INSTITUTION A CENTRE OF EXCELLENCE FOR ENGINEERING AND  
TECHNOLOGICAL STUDIES WHILE PROMOTING RESEARCH AND  
INNOVATION AS INTEGRAL TO SYSTEM.

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## Human Resource Planning

1.1.1 The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

1.1.3 He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lecturers required in accordance with the teacher student ratio prescribed herein.

1.1.4 The teacher student ratio shall be 1:15 for core branches 1:18 for 1<sup>st</sup> year classes and for this purpose the Professor shall also be included in counting the number of teachers.

1.1.5 The minimum classroom contact hours during the week for each category shall be maintained as follows:

Principal	4(8 units)
Professors	8(16 units)
Associate Professors	12(24 units)
Assistant Professor / Lecturer	16(32 units)

1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

# RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - 1.2.2.1 ADVERTISEMENT IN THE NEWSPAPERS
  - 1.2.2.2 FILES MAINTAINED FOR STORING DIRECT APPLICATIONS
  - 1.2.2.3 EMPLOYEE REFERRAL
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
  - 1.2.4.1 PERSONAL INTERVIEWS
  - 1.2.4.2 APTITUDE TESTS, INCLUDING CLASS ROOM DEMONSTRATIONS
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Secretary of Canara High School Association CHSA) in the Form 1 appended to this manual.
- 1.2.7 BE/BTech and ME/MTech in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech Graduate is eligible for appointment as Assistant Professor in Engineering Departments. M.Sc, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 BE/BTech and ME/MTech graduate in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech and PhD or equivalent, in appropriate discipline with Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable for appointment as Associate Professor.
- 1.2.9 BE/BTech and ME/MTech graduate in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech and PhD or equivalent, in appropriate

discipline with Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry is eligible for appointment as Professor.

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

## ORIENTATION

- 1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- 1.3.2 The Principal introduces him to the Head of the Department and to the office.
- 1.3.3 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.5 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.

## POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Special positions
- c. Head of the department
- d. Professors
- e. Associate Professors
- f. Assistant Professors

2.1.2 In addition, each department shall have support staff like Foreman, lab instructors, and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Office superintendent
- c. Assistant Office Superintendent.
- d. Senior F.D.A, F.D.A, S.D.A/P.A to Principal
- e. Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as follows:

*Pay as per AICTE norms, commensurate with the qualifications and experience*

Cadre	Pay Band	AGP	Min Basic	(Increment 3% of Basic)
Asst. Professor	15600-39100	6000	21600	
Asst. Professor	18600-39100	7000	25600	+ 5 years of Service in AGP 6000
Asst. Professor	22320-39100	8000	30320	+ 5 years of Service In AGP 7000
Assoc. Professor	24670-39100	8000	32670	+ 3 years of Service In AGP 8000 /+ 10 years of teaching service & Reg for Ph.D (* additional allowance of Rs 5000)
Assoc. Professor	37400-67000	9000	46400	+ 5 years of Service In AGP 8000 /+ 10 years of teaching service after M.tech & Ph.D
Professor	37400-67000	10000	47400	+ 3years of Service In AGP 9000 or 10 years of Service with PhD

Additional Qualifications and Previous Experiences carry the following monetary benefits:

- a. Weightage of experience will be given at the time of recruitment as one increment/year for total number of years of service as faculty at engineering college after M.Tech.
- b. A Special allowance of Rs. 5000 is given for faculty in engineering streams who have 10 or more than 10 years of teaching experience (with 3 years experience in Asst Professor AGP 8000 Cadre) and have registered for PhD. The allowance is given for a period 5 years from the date of registration or completion of PhD which ever earlier.
- c. A Special allowance of Rs 2000 is given to faculty in engineering streams on completion of PhD course work. The allowance is given from the date of completion of course work for a period of 4 years or completion of PhD which ever earlier.
- d. A variable allowance of Rs. 5000 -10000 is given for faculty in engineering streams on completion of PhD with promotion to Assoc Professor /Professor Cadre.
- e. Research Allowance of Rs 5000 - 8000 is given to Faculty in the cadre of Assoc Professor /Professor based on the discretion of the authority.

2.1.5 Scale of Pay for non teaching positions shall be as follows:

1. **Asst.Phy Director:** 10000-250-10500-30012300-350- 14400-400-16800-450-18150
2. **Foreman/Supervisor:** 8825-225-9500-250-10500-300-12300-350-14400-400-16000
3. **Sr.Laboratory Instructor :** 7275-175-7800-200-8600-225-9500-250-10500- 300-12300-350-13350
4. **Lab Instructor :** 6250-125-6500-150-7100-175-7800- 200-8600-225-9500-250-10500
5. **Mechanic :** 5800-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500-250-10500
6. **Attender/Driver:** 5200-100-6000-125-6500-150-7100-175-7800-200-8200
7. **Peon:** 4800-100-6000-125-6500-150-7100-175-7275

2.1.5 Scale of Pay for Office positions shall be as follows:

1. **Administrative officer :** 11400-300-12300-350-14400-400-16800-450-19500-525-21600
2. **Office superintendent:** 10000-250-10500-300-12300-350- 14400-400-16800-450-18150
3. **Asst.Office superintendent :** 8825-225-9500-250-10500-300-12300-350-14400-400-16000
4. **FDA :** 7275-175-7800-200-8600-225-9500-250-10500- 300-12300-350-13350
5. **SDA :** 6250-125-6500-150-7100-175-7800- 200-8600-225-9500-250-10500
6. **Office Assistant :** 5800-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500-250-10500

2.1.7 Scale of Pay for Library positions shall be as follows:

1. **Jr. Library Assistant :** 4800-100-6000-125-6500-150-7100-175-7275
2. **Library Assistant :** 6250-125-6500-150-7100-175-7800- 200-8600-225-9500-250-10500
3. **Librarian \ Asst.Lib:** 8825-225-9500-250-10500-300-12300-350-14400-400-16000

Additional Qualifications and Previous Experiences carry the following monetary benefits:

- a. Weightage of experience will be given at the time of recruitment as one increment/year for total number of years of service as Staff at engineering college.
- b. In case of other relevant experience, only 50% of that will be considered.
- c. One saturation Increment will be given for every 5 years If the person has served on the same scale for more than 10 years.( while implementing the above said system , less than 6 month service will not be considered as of one year )
- d. In case of change of designation if scale is similar then one additional increment will be given.



## DEARNESS ALLOWANCE

- 2.2.1 In addition to the Basic Salary, a monthly dearness allowance (as per the most recent resolution passed by the management) shall be extended to Teaching & Non Teaching Faculties with the exception of those in consolidated pay category.
- 2.2.2 Management can also decide other allowances for Professor, Principal and Special posts.

## INCREMENTS

- 2.2.3 Staff Members are eligible to the yearly increments prescribed at the end of 12 months service as applicable in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of August.
- 2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## INCENTIVES AND REWARDS

Sl. No.	Particulars / Area of Performance	Details of events / Performance	Incentive Proposed
1.	Paper presentations/ Workshop / FDP/PDP participation for Teaching / Non Teaching(Maximum 2/year)	No Teaching staff	Reg. Fees upto 1500/year + TA + 50% of applicable DA
		Teaching staff AGP upto 7000	Reg. Fees upto 3000/year + TA + 50% of applicable DA
		Teaching staff AGP upto 8000	Reg. Fees upto 4000/year + TA + 50% of applicable DA
		Teaching staff AGP upto 10000	Reg. Fees upto 5000/year + TA + 50% of applicable DA
2.	Book Publications	International Publications	Rs. 15,000/-
		National Publications	Rs. 7,500/-
3.	Conference / Seminar / Workshop organized by the department with sponsorship or grant of above 2 lakhs from a single external funding agency like AICTE, ISTE, IEEE, ISRO, NAL, DRDO, BARC etc...	International Level	Rs. 25,000/- (for organizing Committee)
		National Level	Rs. 15,000/- (for organizing Committee)

## LEAVE

### 3.1 Annual Leave

3.1.1. The teaching staff of the college will be eligible for annual leave on the following basis:

- a. Casual leave: 15 days/year
- b. Earned Leave : 20 Days / year ( for non vacation staff)
- c. Half pay leave 10 days / year ( 20 half pay leave )

3.1.2. The annual vacation can be availed during the annual vacation period, unless under special circumstances the Principal grants it on the basis of the merit of the case.

3.1.3. The Annual leave can also be offset against leave due to sickness or maternity.

3.1.4. In addition, the Management gives 90 days paid maternity leave after confirmation of job for maximum of two deliveries.

### 3.2 Casual Leave

3.2.1. The regular staff will be eligible for 15 days of Casual leaves with pay every year.

### **3.3 SPECIAL CASUAL LEAVE/ STUDY LEAVE**

3.3.1. Special casual leave/ study leave not exceeding 30 days in a calendar year may be granted to teaching faculty to :

- a. Examination/ University connected duties
- b. Attend profession oriented conferences
- c. Pursue further studies.

3.3.2. The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

3.3.3. The teacher will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman/Correspondent on case to case basis.

3.3.4. Higher educational programs need to be completed in the stipulated time of two or three years.

### **3.4 On duty assignments**

3.4.1. The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars or training programs.

3.4.2. The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

Under such circumstances, the Principal/Chairman/Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

### **3.5 Earned leave /EL**

Non vacation staff is entitled to 20 days of earned leave for every completed year of service from the date of confirmation. Leave becomes due only at the end of 12 months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.

- a. Earned leave can be accumulated up to a maximum of 180 days.
- b. An employee wishing to avail earned leave must apply for the same for a minimum period of 3 days at a time. Application should be made to the appropriate authority through proper channel at least 15 days in advance in the prescribed form.
- c. Earned leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entertained.
- d. Encashment of EL (Basic+DA) in excess to 140 in their credit is permitted in multiples of 30 days.

### **3.5 Compensatory Leave**

Compensator off is given at the sole discretion of the principal. Compensatory off is given to employees in the following context:

- a. One day Compensator off is given if the employees have worked for more than 4 hours on any holidays / days when the office has been closed and has been officially declared as holiday.
- b. Half day Compensator off is given if the employees have worked for less than 4 hours on any holidays / days when the office has been closed and has been officially declared as holiday.
- c. If employees have worked minimum of two extra hrs hours, for three days after college hours he can be given half day compensation.

For the employees benefit the employee gets a compensatory off credited to his compensatory leave account. Hence he can use this leave in future whenever he wishes and will be a paid leave

## PROMOTION POLICY

- 4.1 All promotions shall be considered on the basis of merit- cum – seniority basis.
- 4.2 The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors.
- 4.3 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.
- 4.4 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications(details have been under 2.1.4
- 4.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 4.6 All decisions on promotions shall be taken up from the month of August every year.

## RETIREMENT

### 5.1. Retirement from Service

- 5.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 60 years for teaching and 58 years non-teaching.
- 5.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- 5.1.4. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### 5.2. Retirement benefits

- 5.2.1. All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College.
- 5.2.2. The College shall contribute 12% of the pay subject to the ceiling of Rs 1800 per person, towards the Employer's contribution to the EPF Scheme.

- 5.2.3. The College shall deduct 12% of the pay subject to the ceiling of Rs 1800 from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- 5.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6. The College shall endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 5.2.7. The College shall also pay to the employee the following benefits at the time of his/retirement:
- a. Gratuity, if any, payable under Payment of Gratuity legislation
  - b. Arrears of Salary, if any, payable.



## DISCIPLINE AND GRIEVANCE PROCEDURE

### 6.1 Code of Conduct for Teachers

- 6.1.1 Teachers shall be at the appointed classroom at the appointed time without any exception.
- 6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 6.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
- Taking correctional action if it is within his/her power, or
  - Reporting the matter to the Head of the Department.
- 6.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- 6.16 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.
- 6.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 6.18 Teachers shall maintain a respectable work conduct in terms of:
- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.

- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

6.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

## DISCIPLINARY PROCEDURE

- 6.2.1 Any teacher who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 6.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal.
- 6.2.3 The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 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.
- 6.2.5 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.
- 6.2.6 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.
- 6.2.7 The course of action for disciplining a teacher shall be under the following categories:
  - a. Memo and Censure.
  - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.

6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal 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.

6.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

### **6.3 GRIEVANCE PROCEDURE**

6.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

6.3.2 The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director/Dean and Chairman/Correspondent.

6.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

6.3.4 The grievance committee shall:

- have a member secretary, to monitor the proceedings
- meet as and when the situation arises

6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

6.3.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

6.3.8 The Member-Secretary shall record and maintain the minutes the meetings.

## CONSULTING, R&D AND TEACHING ASSIGNMENTS

### 7.1 Consulting, R&D

7.1.1 The College encourages its teachers to take consultancy and in-house R&D assignments. Any such good initiatives may be considered for a funding of up to Rs. 2 lakhs subject to management discretion.

7.1.2 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.

7.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

7.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

7.1.5 The teacher shall also associate other members of the faculty in working on the assignments.

7.1.6 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## **7.2 Part Time Teaching Assignments.**

The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:

- 7.2.1. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- 7.2.2. 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.

## SEMINARS/WORKSHOPS

### 8 Seminars/Workshops

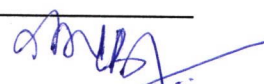
- 8.1 The College encourages its faculties to organize AICTE/ISTE/IEEE/VTU funded Seminars and Workshops for the benefits of fellow teachers and students.
- 8.2 The Management provides funds for 1 week FDP programs organized by the Department .

## INCENTIVES-STUDENTS

The Management is pleased to announce the following incentives and rewards for Students each year.

- 9.1 Topper of the branch, /cash prize
- 9.2 There will be a BEST-OUTGOING LEADER AWARD
- 9.3 There will be BEST STUDENT AWARD (Department-wise).
- 9.4 There will be BEST ALROUNDER AWARD for passed out students
- 9.5 To encourage meritorious students of CEC
  - Prizes will be awarded to student's semester / year wise for exceptionally good academic performance.
  - Sports prizes will be awarded for medal winning performances at National /State / University Level.
  - Cultural prizes will be awarded for intercollegiate competition winners.
- 9.6 There will be personality development, entrepreneur-ship, ethics, and communications skills, computing skills and placement specific programs for Students at subsidized rates.
- 9.7 There will be subsidized add-on skills programs as per Industries Requirements.

  
Correspondent

  
Secretary



**Annexure 1**

**Form 1**

*Form of appointment letter*

Date:

To

Dear Sir,

With reference to your application and interview with the selection committee on \_\_\_\_\_, we are pleased to inform you that you have been selected for the post of \_\_\_\_\_ in the Department of \_\_\_\_\_, in Canara Engineering College, Benjanapadavu, Bantwal Tq.

The Management expects your utmost devotion to your duties, which primarily consists of giving the best in you.

Your appointment is subject to the following conditions.

1. You will be paid a gross salary of Rs. \_\_\_\_\_ per month as below:

Pay Band	-
AGP	-
DA % (PB+AGP)	-
HRA % (PB+AGP)	-
	-----
Total	=====

2. You will be on probation for a period of Two Years. Your work will then be reviewed and if found satisfactory, your services will be confirmed, otherwise your probationary period will continue. During Probation period if your work and conduct are not found to be satisfactory, your services will be terminated without giving any notice.
3. You will maintain strict academic discipline.
4. You should be available in the campus based on necessity beyond working hours for taking responsibilities of Placement Activities.
5. You may not correspond directly with the management. All your \_\_\_\_\_ correspondence to the management will be routed through proper channel, but you may send advance copies thereof to the management.

6. You will participate in all curricular and co-curricular activities of the college.
7. You will treat the faculty members with due respect and assist them in whatever manner in so far as their academic activities are concerned for the betterment of the Institution.
8. You will abide by the rules & regulations of the College framed from time to time. You are required to give an undertaking of giving 3 (Three) months notice or 3 months salary in lieu of notice before leaving.
9. You will be entitled for 15 days casual leave per year. This leave may be accumulated, for the calendar year but cannot be carried forward for the next calendar year.
10. You have to submit the original certificates to the Principal at the time of joining. Resignation will be effective only from the end of the academic year. In case of resignation before academic year, Management has the right to retain the original certificates.
11. You are required to pay in advance a cheque for three months gross pay whenever you desire to take the original marks cards, for any reasons.
12. Apart from your regular duties, you should be prepared to do any other duties assigned by the Principal for the smooth working of the College.
13. You will join for duty on or before

If you agree to the above terms and conditions, please return the duplicate duly signed in token of your acceptance.

Yours faithfully,

**SECRETARY**

C.C. : The Principal, Canara Engineering College, Benjanapadavu.

I have received the original of the appointment order and I hereby accept the appointment on the terms and conditions specified in it.

Signature of the Candidate

**Annexure 2**

*Letter of Confirmation*

Ref:CEC/OF/        /

**CONFIRMATION ORDER**

In continuation to your appointment order dated                      , you are hereby confirmed in services as                      with effect from                      .

In addition to the terms and conditions of your appointment letter and the service rules of the college, you are hereby informed that 03 (three) months notice is required for resignation / termination from either side on confirmation. However, resignation & notice period will be effective only at the end of the academic year.

PRINCIPAL

To:    .Mr / Ms.

.....

Canara Engineering College  
Benjanapadavu 574 219

**Annexure 3**  
*Personal Data Form*

**PERSONAL DATA SHEET**

Name		Photograph	
Residential Address			
Telephone No.			
Permanent Address			
Telephone No email ID			
Date of Birth			
<b>Education</b>			
Qualification and Year of Passing	University	Rank and Marks obtained	
<b>Experience</b>			
Place worked	Position	From	To
<b>Family details</b>			
Name of the member		Relationship	

<b>References</b>	

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Place:

Date

Signature

**Annexure 4**

*Form of Show cause notice*

Date:

To

**SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

**Annexure 5**

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, ....

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal.

## Annexure 6

### ETHICAL STANDARDS FOR TEACHERS

#### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, teachers, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

#### A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

#### A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions



#### A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society

#### A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities