

## CHAPTER 4

### SERVICE RULES AND REGULATIONS

The rules that will be followed as follows:

#### **4.1 RECRUITMENT**

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

#### **4.2 APPROVAL OF QUALIFICATION**

1. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
2. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.

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3. At the time of joining all appointee submit original certificate, equivalence certificate as demanded by Kannur University/ APJ ABDUL KALAM Technological University with sufficient number of copies from S.S.L.C onwards. The original certificates returned only after the approval of qualification of the appointee by Kannur University.
4. Till the approval of the desired qualification by the university, the candidate is paid a consolidated amount as decided by the administrator. If the qualification is not approved by the university, the appointment is cancelled for such candidate.
5. In later stage, any malpractice in qualification noticed by any authorities the candidate/ employee is terminated with immediate effect and a penalty imposed as decided by the management

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

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

## 4.4 PROMOTION POLICIES

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

## **4.5 RETIREMENT FROM SERVICE**

1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 years for teaching and 58 years non-teaching.
2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
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.
4. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

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

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

## **4.7 CODE OF CONDUCT**

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

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

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

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JUNE.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal Systems consists of
  - A. Appraisal by Students
  - B. Appraisal by Head of Department
  - C. Appraisal by Peer group
  - D. Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good

performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments

1. Paper publication -Journal/conference,
2. Patent –Apply/sanction,
3. Project –Apply/sanction
4. Testing/consultancy
5. Conduct/coordinate –Conference/seminar/FDP/TEDx /Hackathon/Workshop/any similar event.

## **4.9 DISCIPLINARY PROCEDURE**

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

## **4.10 GRIEVANCE PROCEDURE**

1. The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
2. The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Director/Dean, administrator and Chairman.

3. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
4. The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
5. Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
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.
7. The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
8. The Member-Secretary shall record and maintain the minute's the meetings.

### 4.11 LEAVE

#### 4.11.1 General

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

## 4.11.2 Kinds of Leave:-

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

a)	Casual Leave	CL
b)	Leave without Pay	LWP
e)	Extra Ordinary Leave	EOL
f)	Duty Leave	DL
g)	Compensation Duty leave	CDL
h)	Study Leave	ST
i)	Vacation Leave	VL
j)	Maternity Leave	ML
k)	Medical Leave	MED

## 4.11.3 CASUAL LEAVE (CL)

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

## 4.11.4 LEAVE WITHOUT PAY

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



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

#### **4.11.5 EXTRA ORDINARY LEAVE**

As the name suggests, this leave is granted under extra-ordinary circumstances only. This may include the following:-

- a) Prolonged sickness of self or a family member
- b) Higher education
- c) Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300(three hundred) days at the time.

#### **4.11.6 DUTY LEAVE (DL)**

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

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

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

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

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

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

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

#### **4.11.8 COMPENSATION DUTY LEAVE**

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

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

#### **4.11.9 STUDY LEAVE**

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

3. The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
4. Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal and considering the overall performance and seniority of the faculty.
5. Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
6. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at VJEC
7. An employee will not be entitled to draw the salary during study leave

### **4.11.10 MATERNITY LEAVE**

1. Maternity leave may be granted to a permanent female employee with half pay up to a maximum of two children.
2. The leave pay granted only if she work for a period of not less than 300 days after rejoining. The leave salary shall be paid as
  - a) 50% of maternity leave pay shall be paid during the period of leave on monthly basis.
  - b. Remaining 50% shall be paid in 10 equal monthly installments after rejoining the duty.
3. All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.

### **4.11.11 VACATION LEAVE**

1. The total number of VL days for members of permanent staff (vacation staff) is limited to 45 (forty-five) days, for a continuous service of 12 months in the institution. These 45 days includes the declared vacation during Onam, Christmas /New Year and Easter /midsummer.
2. The remaining days can avail any time during the academic year in a single stretch. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same was deducted from their Vacation Leave
3. If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.
4. A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on later date, the can avail proportionate VL.
5. In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 5 days per month and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.
6. However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion

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

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

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

- I. The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
- II. Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, the compensation at the rate of 1:1, ie, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
- III. Such consideration rests solely at the discretion of the Principal/Designated Authority.
- IV. Other rules and conditions of availing VL are similar to that for Teaching Staff.

#### **4.11.13 MEDICAL LEAVE**

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

**CHART INTERVIEW**

Date:03.08.2023

Department:CSE

Designation:

<b>Form 1 ( Academics &amp; Experience )</b>								
<b>Sl. No</b>	<b>Name of the candidate</b>	<b>Academics/ %of marks Average of BTech &amp; M Tech % 20</b>	<b>Institution studied IIT-5 NIT-4 Govt.-3 5</b>	<b>GATE Qualified-2 Percentile score-3 5</b>	<b>Experience Teaching-1/year Industry- 0.5/year 10</b>	<b>Achievement sPublications- 3 Other-2 5</b>	<b>Any other quality relevant to the job 5</b>	<b>Total 50</b>
1								
2								
3								
4								
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7								
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9								
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VJ/RT/136/A

03.02.2023

## Interview Call Letter

Dear Sir / Madam,

**Ref: Your application for the post of Faculty in Chemistry**

You are requested to appear for an interview on 08<sup>th</sup> februaryr 2023, at 09.00 A M in the college office.

You are required to produce all documents in original and copy for verification and two PP size photographs, New Updated resume, Pan Card copy, Aadhar Card Copy at the time of interview.

No TA / DA will be paid for attending the interview.

Thanking You,

Yours faithfully,

Manager,  
Fr. James Chellamkottu,

Vimal Jyothi Engineering College, Chemperi

NB:-Thalassery to Iritty to Payyavoor to ChemperiEngg. College.

:-Kannur to Taliparamba to Sreekandapuram to Chemperi Engg. College

In case of any inconvenience or for clarifications feel free to contact Phone No:  
9447683082.



**SELECTION LIST**

The following candidates have appeared for the interview conducted on 18.07.2023 as per our call letter dated 12.07.2023 for the post of Faculty in **AIDS** and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadassery, Management Representative
4. Dr. Manoj V Thomas. Programme –Cordinator
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.





**SELECTION LIST**

The following candidates have appeared for the interview conducted on 20.12.2022 as per our call letter dated 15.12.2022 for the post of Faculty in EEE and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
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10.	

Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu, Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Libin Thomas, Management Representative
4. Prof. Laly James, HOD EEE
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



**SELECTION LIST**

The following candidates have appeared for the interview conducted on 06.01.2023 as per our call letter dated 03.01.2023 for the post of Faculty in ME and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu, Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadasseril, Management Representative
4. Cdr.(Rt.) Raju K K, HOD ME
5. Mr.Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



**SELECTION LIST**

The following candidates have appeared for the interview conducted on 24.07.2023 as per our call letter dated 20.07.2023 for the post of Lab Staff in **CE Lab** and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadasseril, Management Representative
4. Dr. Biju Mathew, HOD CE
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



## SELECTION LIST

The following candidates have appeared for the interview conducted on 10.01.2023 as per our call letter dated 06.01.2023 for the post of Faculty in **ADS** and ranked as under:

Rank No	Name of Candidate
1.	
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadasseril, Management Representative
4. Dr. Manoj V Thomas, Programme Cordinator ADS
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



**SELECTION LIST**

The following candidates have appeared for the interview conducted on 22.02.2023 as per our call letter dated 20.02.2023 for the post of Faculty in **Chemistry** and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadasseril, Management Representative
4. Prof.George K V, HOD ASH
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



**SELECTION LIST**

The following candidates have appeared for the interview conducted on 24.07.2023 as per our call letter dated 19.07.2023 for the post of Faculty in **CE** and ranked as under:

<b>Rank No</b>	<b>Name of Candidate</b>
1.	
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadasseril, Management Representative
4. Dr. Biju Mathew, HOD CE
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.



## SELECTION LIST

The following candidates have appeared for the interview conducted on 03.08.2023 as per our call letter dated 30.07.2023 for the post of Faculty in **CSE** and ranked as under:

Rank No	Name of Candidate
1.	
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Members of the Selection Committee with subject experts.

1. Rev. Fr. James Chellamkottu , Manager
2. Dr. Benny Joseph ,Principal
3. Fr. Sony Vadassery, Management Representative
4. Ms. Divya B , CSE HOD
5. Mr. Sebastian K J, PRO

Principal is authorized to take necessary action for the appointment.

Date:03.08.2023

Department: CSE

Designation:

<b>Form 2 ( Interview )</b>						
<b>Sl. No</b>	<b>Name of the candidate</b>	<b>Lecture Demo</b>	<b>Subject knowledge</b>	<b>Communication skill</b>	<b>Any other parameter relevant to the job</b>	<b>Total</b>
		Loudness,voicequality, enthusiasm,ability to explain difficult concepts, innovation etc. <b>15</b>	Knowledge of fundamentals and latest trends in the field <b>15</b>	Clarity,listening, understanding,non verbal cues <b>10</b>	( eg. Values, interpersonal skills,decision making, problem solving, attitude,adaptability,team orientation, motivation etc. ) <b>10</b>	<b>50</b>
1						
2						
3						
4						
5						
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7						
8						



Date: 03.08.2023

Department:CSE

Designation:

<b>Form 3 ( Consolidated score )</b>									
Sl. No	Name of the candidate	Form 1 Academics & experience / 50	Form 2 Member 1	Form 2 Member 2	Form 2 Member 3	Form 2 Member 4	Form 2 Member 5	Average of Form 2 /50	Total / 100
1									
2									
3									
4									
5									
6									
7									
8									

**VIMAL JYOTHI  
ENGINEERING COLLEGE**

WALTON ROAD, CHENNAI - 600025, KARNATAKA S.T. STATION  
Approved by AICTE & UGC. Affiliated to Anna University, Chennai.  
Approved by AICTE & UGC. Affiliated to Anna University, Chennai.



APPLICATION

No. 23258

**APPLICATION FOR APPOINTMENT**

1. Name of the Post Applied for .....

2. Name (BLOCK LETTERS):.....

3. Permanent Address: .....



Pass port size  
Photograph

..... PIN CODE : 

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Phone : Landline:..... Mob:..... E-mail address : .....

4. Address for Communication: .....

.....

..... PIN CODE: 

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Phone : Landline:..... Mob:..... E-mail address : .....

Adhar No. ....

PAN. NO. ....

5. Sex: 

M	F
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6. Marital Status : 

Single	Married
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7. Age & Date of Birth : 

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 age 

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8. Name and Address of Parent / Guardian : .....

.....

Phone : ..... PIN CODE : 

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9. Religion and Caste (if any): 

RCSC	RCLC	H	ML	OBC	OBH	SC	ST	
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(Any other, specify)

10. Languages known : 

MAL	ENG	HINDI	TAMIL	KANNADA	
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11. Computer Proficiency :

(Any other, specify)

12. Merits / Awards / Citations at professional level (if any):

.....