

N.S.S. COLLEGE OF ENGINEERING, PALAKKAD 8

RULES, REGULATIONS & POLICIES

I. FACULTY AND STAFF

(1) APPOINTMENTS

- (a) When a vacancy arises, the Principal will report it to the Chairman Governing Body.
- (b) After seeking approval from the Chairman, orders will be obtained from the Government to notify the post in two dailies each English and Malayalam, as per the norms.
- (c) The Staff Selection Committee, constituted as per APJ Abdul Kalam Technological University first statute (Chapter-8, Part II, Clause-3), will interview the candidates applied for the post and the rank list will be prepared on merit basis.
- (d) Appointments will be made from the rank list after conducting interviews from the list, and is to be further approved by the University and the Government.

(2) PROCEDURE FOR GETTING SALARY

- **FACULTY**

1. A proposal including the filled in service Book with all original certificates along with rank list will be forwarded to the APJ Abdul Kalam Technological University for approval.
2. After seeking approval from the University, a proposal will be forwarded to the Director of Technical Education for the approval from the Government.

- **TECHNICAL STAFF**

A proposal including filled in Service Book with all original certificates along with rank list will be forwarded to the Director of Technical Education for the approval from the Government.

- **ADMINISTRATIVE STAFF**

A proposal including filled in Service Book with all original certificates along with rank list will be forwarded to the Director of Technical Education for the approval from the Government.

(3) **PROBATION**

The probation of a staff will be two years of continuous service.

(4) **INCREMENT**

• **FACULTY**

All faculty members who have successfully completed their period of probation are eligible for annual increment at the rate of 3% of Basic pay. The increment can be granted on 1st January or 1st July every year (The increment in respect of an employee appointed or promoted/placed during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted/placed during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July).

• **TECHNICAL AND ADMINISTRATIVE STAFF**

All technical and administrative staff who have successfully completed their period of probation are eligible for annual increment to the next stage of existing scale of pay and shall be drawn in on the first day of the month in which they fall due.

(5) **PROMOTIONS**

• **FACULTY**

A teacher in the post of Assistant Professor will be promoted to Cadre Associate Professor when a vacancy arises and a Cadre Associate Professor will be promoted to Cadre Professor when a vacancy arises.

• **TECHNICAL**

- a. Promotion from the post of tradesman to trade instructor Gr II, from Trade Instructor Gr II to Trade Instructor GR I, from Trade Instructor Gr I to Trade Instructor Sr,Gr
- b. Instructor Gr II to Instructor Gr I, Instructor Gr I to Workshop superintendent. (G.O.(P) No. 503/2012/H.Edn dt.12/10/2012.)

• **ADMINISTRATIVE STAFF**

Promotion among the administrative staff is from clerk to Sr. Clerk, Sr. Clerk to Chief Accountant/Head Clerk, Chief Accountant to Junior Superintendent, Junior Superintendent to Senior Superintendent, Senior Superintendent to Administrative Assistant, according to the availability of vacancies, seniority and qualification.

(6) **HIGHER GRADE**

All technical staff and administrative staff are eligible for Higher grade on completion of 8, 15 and 22 years of their continuous service as per the conditions laid in G.O.(P) No.7/Fin/2016 dt.20.1.2016.

(7) **MONTHLY SALARY DISBURSEMENT**

Monthly salary bill prepared through SPARK countersigned by the Joint Director of Technical Education is submitted to the District Treasury, Palakkad. The District treasury officer will directly credit the salary to the incumbent's bank account.

(8) INCOME TAX DEDUCTION

Based on the anticipated salary of the incumbent income tax will be deducted from the monthly salary proportionally. Quarterly returns will be filed in time and Form No. 16 will be issued to all incumbents based on their annual income as directed by Central Board of Direct Taxes, Circular No. 4/2022 dated 15-03-2022.

(9) LEAVES

All leaves have been sanctioned to all incumbents as per Rule 61-134 Chapter IX of Part I and II KSR.

DIFFERENT TYPES OF LEAVES ELIGIBLE FOR INCUMBENTS

i. CASUAL LEAVE

- a) Faculty members - 15 per year
- b) Technical Staff - 15 per year
- c) Administrative Staff - 20 per year

ii. HALF PAY LEAVE

- a) Faculty members - 20 per year
- b) Technical Staff - 20 per year
- c) Administrative Staff - 20 per year

Note: Half pay Leave can be commuted for all incumbents who have completed three years of continuous service.

iii. EARNED LEAVE

Faculty and Technical staff: Earned leave will be arrived to the credit of faculty and technical staff if they perform duty during vacation, subject to the approval of the DTE.

Administrative Staff: Administrative staff members are eligible for an Earned Leave when they complete 11 days of continuous service including holidays.

iv. MATERNITY LEAVE

180 days for all women staff as per the G.O.(P) No. 129/09/fin dt.01.04.2009.E.

v. PATERNITY LEAVE

Eligible for all male staff for a period of 15 days continuously, subject to the condition that he should produce a medical certificate that his spouse has delivered a baby. He has to avail leave within three months of the delivery date of his spouse as per the G.O.(P) No.342/2011/Fin dt.11.08.2011.

vi. **LEAVE WITHOUT ALLOWANCE**

On medical certificate: An incumbent is eligible for an indefinite period of Leave on production of a medical certificate from a registered Medical practitioner. If the leave extends beyond 120 days, a Government sanction is required for the sanction of the leave. The leave will not affect the service of the incumbent

Without medical certificate: An incumbent can avail leave as per Appendix XII A of Part I & II KSR and LWA will not affect the total service.

vii. **COMPENSATION LEAVE**

Section III of Appendix VII Part I & II KSR. Compensation Leave will be eligible at the rate of 1 day for each holiday, who attends office on public authorized holidays under the order of the Head of the Institution. Such leave should be availed within three months of the date of occurrence and a maximum of 15 days in a calendar year.

viii. **SPECIAL CASUAL LEAVE**

Section III of Appendix VII Part I & II KSR. When the officer himself catches the infectious diseases in his residence.

ix. **SPECIAL LEAVE FOR ORGAN TRANSPLANTION**

As per G.O.(P) No.7/2016/Fin. Dt.20.1.2016, special leave for 90days will be allowed for incumbents for kidney or other major organ transplantation.

x. **SPECIAL LEAVE FOR CHEMOTHERAPY AND RADIATION TREATMENT.**

Special casual leave can be availed up to a period of 6 months as per the G.O.(P)/211/2014/ Fin. Dt.06.06.2014.

(10) **QUALITY IMPROVEMENT PROGRAMME**

Faculties under engineering department and architecture are eligible for deputation to pursue higher studies for PhD program for a period of 3 years under Quality improvement program. He/she has to execute a bond with the Government as stipulated by the G.O. MS.No.83/83/H.Edn. dt.02.05.1983

(11) **SHORT TERM COURSE AND TRAINING PROGRAM**

All staff will be on deputation for short term courses and training program is a part of the policy.

(12) **ATTENDING CONFERENCES**

Faculty members will be deputed for attending International and National Conferences under the financial aid of the Government. Conditions and procedure is detailed in the Circular No. 18326/Ar14 (1)/2011/P&ARD. Dt.29.10.2012.

(13) WELFARE SCHEMES

- a) **PROVIDENT FUND :(KPEPPF):** Provident fund is mandatory for all employees as per The General Provident fund (Kerala) rules No. 39645/CR/62/Fin. Dated, Trivandrum, 26th December 1963(come into force on the 1st April, 1964.
- b) **GROUP INSURANCE SCHEME:**
Group insurance scheme is mandatory for all employees.
G.O.(P) 655/84/Fin dt,13.11.1984
G.O.(P) 112/2016/Fin dt.01.08.2016.
- c) **STATE LIFE INSURANCE:** State life insurance scheme is mandatory for all employees. Procedure and conditions are detailed in the following
G.O.(P)25/2004/ Fin dt.12.01.2004,
G.O.(P) 104/2012/Fin dt.09.02.2012.
G.O.(P) 493/2014/Fin dt.12.11.2014 .
- d) **GROUP PERSONAL ACCIDENT INSURANCE SCHEME:**
Government of Kerala has instituted a group personal accident insurance scheme for all its employees as per the directions given in the following
G.O.(P) 221/07/Fin dt.29.05.2007.
G.O.(P) 388/07/Fin dt.25.08.2007 .
G.O.(P) 144/16/Fin dt.30.09.2016.
Group personal accident insurance scheme is mandatory for all employees.

(14) PENSION

i. STATUATORY PENSION BENEFITS:

Part III KSR. G.O. 9/2016/Fin dt.20.01.2016

- Pension
- Death cum retirement gratuity
- Commutation of pension 4
- Family pension

ii. CONTRIBUTORY PENSION

The scheme came into force for all employees who joined on or after 01.04.2013 G.O.(P) 20/2013/Fin dt.07.01.2013.

iii. MEDICAL REIMBURSEMENT FACILITY

All the staff is eligible for medical reimbursement.

(15) PROCEDURES FOR DISCIPLINARY PROCEEDINGS

AGAINST STAFF

Chapter VII of Part KSR and chapter IV of Calicut University First Statute, 1979.

II STUDENTS

(1) ADMISSION

a) GOVERNMENT QUOTA

Out of the total sanctioned strength, 85% of the students are allotted by the controller of Entrance Examinations, Government of Kerala from the Rank list prepared for the admission to engineering colleges. As per Direct Payment agreement remaining 15% of seats are allotted to Management quota. Details can be downloaded from KEAM Website www.cee-kerala.gov.in

Notification will be published for Kerala Entrance Examination for engineering and medical courses by the controller of entrance examination. After conducting the entrance examination, the controller of entrance examination will publish the rank list of eligible candidates. Accordingly they will permit for registration of option for different programmes and colleges. An allotment list will be published by the CEE after considering all the above aspects.

b) MANAGEMENT QUOTA

As per direct payment agreement with the government, management can admit 15% students to total seats of all programs.

The management admits students to the 15% quota from the rank list prepared by the controller of entrance examinations for engineering examinations.

c) TUTION FEE WAIVER SCHEME

AICTE as per their No, 1-MS/AICTE/2011 dt.28.07.2011 directed up to 5% seats over and above the sanctioned strength under Tuition Fee Waiver Scheme. These seats are be supernumerary in nature. The students admitted under this scheme shall not pay their tuition fee for the entire course. The allotment to the seats are done by the controller of entrance examination. Details available in the website www.cee-kerala.gov.in.

d) GOVERNMENT OF INDIA NOMINEE (GOI)

The allocation under GOI will be made from Government of India through the Director of Technical Education and such seats will be within

the sanctioned strength and come under the 85% of Government seats. The details available in (a) of KEAM Prospectus 2022.

e) **PROCEDURES FOR ADMISSION**

The controller of entrance examinations allots students from the Rank list prepared for Engineering admissions. The allotted students are admitting the college after verification of their original documents such as mark list, T C etc and also collecting the prescribed fees.

1. TUITION FEE COLLECTION

The tuition fee, admission fee and special fee and special fee will be collected from the students as per directions in existing Government orders according to their category. SC/ST/OEC candidates are exempted from paying tuition fee, admission fee and special fee. All fees can be paid through Digipay (introduced by DTE Kerala) by the students to the college cash counter from 10:00 AM to 1:00PM and from 2:00 PM to 3:00 PM on working days.

2. PROCEDURE FOR HOSTEL ADMISSION

Students seeking admission to hostel shall submit application to the Warden and they get admission as per hostel rules.

3. PROMOTION OF STUDENTS

Students will be promoted to higher semesters as per the regulations of APJ Abdul Kalam Technological University of Kerala. The details regarding regulations please visit the websites as follows.

<https://ktu.edu.in/>

4. STUDENTS ATTENDANCE

All students need the required attendance in each semester for attending the semester examination. The details required attending the semester examination. The details required attendance can be downloaded from the website of both University of Calicut and APJ Abdul Kalam Technological University.

<https://ktu.edu.in/>

The college has an effective system of monitoring student's attendance which is under the direct supervision of Internal Quality Assessment Cell (IQAC). The college will send intimations to the parents about the attendance of their wards monthly. The parents have the necessary facility to monitor the attendance of their ward by visiting the app etlab.

To monitor the attendance of a student

Use the app ETLAB. Login to ETLAB submitting by admission number of the student as user id and password.

5. SEMESTER REPEATING OF STUDENTS

The student who does not have sufficient attendance in a particular semester will not be permitted to attend the semester examinations. Such candidates can repeat the same semester subject to with approval from the university. The intimation

regarding submission of requests for repeating semesters will be published by the University on their website time to time.

<https://ktu.edu.in/>

6. UNIVERSITY EXAMINATIONS

This college is affiliated to APJ Abdul Kalam Technological University. The semester examinations have been conducted by the university at this center. Students can apply for the examinations by paying the required amount through cash counter of NSS College of Engineering as per notification uploaded by the university time to time. Hall tickets for the examinations are issued through the administrative office by downloading the same from the University website.

7. ISSUE OF TRANSFER CERTIFICATE

Students will be issued Transfer certificate upon request either in pursuing their course or in completion of the course of study. If a student obtain TC during this course, he cannot continue his studies. The request shall come through either HOD or Senior Advisor or both will be entertained by the Principal.

8. COURSE AND CONDUCT CERTIFICATE

Students shall be issued their course and conduct certificate at any stage of their studies upon their request for different purposes. The request shall be recommended by the Senior Advisor or HOD on which student concerned. The request shall be coming through either HOD or Senior Advisor or both will be entertained by the Principal.

9. MIGRATION CERTIFICATE

The migration certificate will be issued from the university affiliated to the college.

10. SCHOLARSHIPS

Different types of scholarships are provided by the state and central government, other agencies and companies. The students studying this institution can select according to their eligibility conditions of their income, merit and community. The college is promoting students to apply scholarships and helps the students apply them.

11. DISCIPLINARY PROCEEDINGS

a) RAGGING

Ragging is an offence and posters/boards showing the consequences of ragging are placed in different corners of the campus. There is an anti-ragging cell, vigilantly monitoring the campus against ragging. The reported cases will be brought before the police as per existing norms. In the proved ragging cases the students will be removed from the rolls.

b) MALPRACTICE IN EXAMINATIONS

Malpractice is an offence and I proved cases, disciplinary proceedings will be issued by the principal for internal examinations and university will issue proceedings as per their norms.

c) MANHANDLING AMONG STUDENTS

Reported cases of manhandling among students will be punished as reported by the enquiring committee constituted for particular cases.

d) CAMPUS POLITICS

As per the directive of the Honourable High Court of Kerala, the NSS management has banned student's politics in the campus and the campus includes hostels also.

II. RIGHT TO INFORMATION ACT, 2005

The college comes under the RTI Act, 2005 and any Indian citizen can seek information from this college. Administrative assistant is officiating as the public information officer and Principal is the appellate authority.

PRINCIPAL

**N.S.S. COLLEGE OF ENGINEERING
PALAKKAD 8**



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