



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

HUMAN RESOURCE POLICY

HR POLICY FOR TEACHING STAFF

Preamble

The contents of this Human Resource Policy (HR Policy) are part of the regulations of the institution and hence shall be applicable and binding to all members of the institution in the manner stated therein. Any later edition to this policy has to be made on the originals kept in the institution office signed by the Principal and Manager of Kristu Jyoti College of Management and Technology, Changanassery. Any further edition of the policy should mention the year in which the changes are made. This policy document is the property of Kristu Jyoti College of Management and Technology and hence should be handled with care and due respect.

PROFILE OF THE INSTITUTION

A CMI (CARMELITES OF MARY IMMACULATE) SELF FINANCING COLLEGE

The Monastic Council of CMI Fathers of Chethipuzha laid down the foundation of Kristu Jyoti School linked to Sacred Heart monastery under the stewardship of Rev. Fr. James Kozhimattom CMI, in the year 1982. The newly constituted Kristu Jyoti English Medium School emerged as a force to reckon with by catering to the educational needs of the children of the locality by the grace of God in the same year itself. The year 1988 marked the establishment of Placid Vidya Vihar Senior Secondary School attached to CBSE streams of education. The year 2002 witnessed the commencement of Kristu Jyoti College of Management and Technology followed by Kristu Jyoti Kindergarten and play school. The Kristu Jyoti Vidya Niketan, an ICSE oriented school sprouted up in the academic year 2005-06. Today, the Kristu Jyoti Group has expanded its cultural outreach programme through the cultural center, Sargakshetra bringing succour and comfort to the needy people in the society.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

Kristu Jyoti College of Management and Technology, Chethipuzha, affiliated to the Mahatma Gandhi University and approved by the All India Council for Technical Education, New Delhi (AICTE) does have an array of courses lined up including post graduate programmes in Computer Application and Commerce disciplines. The College that came into existence in the year 2002 today does have courses such as MCA (Regular and Lateral), M Com (Finance) (Two Batches), BBA, BCA (two batches), B Com (Computer Application) (two batches), B Com (Finance and Taxation) (two batches), B. Sc. (Psychology) (two batches), B Sc. (Geology) and B A English Language and Literature.

The College was started in the year 2002 with MCA Course. The foundation stone of the Administrative Block was laid by His Grace Geevarghese Mor Themothios, Bishop of Thiruvalla Diocese; Inauguration of the academics of the College was done by His Grace Mar Joseph Powathil on 3rd December 2002.

Today, the strength of the college is about 1730 students and 82 teaching staff with well-maintained greenish infrastructure. Kristu Jyoti College of Management and Technology stands as a beacon of hope for thousands upon thousands of students for meeting their requirement for acquisition of innovative education.

VISION

Empowering students to meet needs of the society by focusing on academic, technological and professional excellence.

MISSION

To provide quality education through an effective teaching-learning process, skill development, and integrated personal progression.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

ACADEMIC & ADMINISTRATIVE WINGS

The College Council

The College Council consists of Head of the Departments and Assistant Professors in charge of the departments. The Principal is the Chairman of the Council. It is a body to advise the Principal in all internal affairs of the Institute. The council will meet, at least once in three months as per the requirements.

Internal Quality Assurance Cell

The Institute has an Internal Quality Assurance Cell (IQAC) for monitoring the quality and standard of its functioning. It assesses the performance of each unit and suggests corrective steps, wherever necessary. The Principal is the Chairman of the IQAC. The cell consists of 2-3 external experts (academicians, local administrators and/or others), Coordinator IQAC and 7 members from the teaching and administrative staff nominated by the Principal.

Requisites During the Period of Service

- **Appointing Authority:** A Committee comprising of the management shall be the appointing authority. Appointments shall be made by the Manager in agreement with the committee based on the academic requirements. All appointments of Teachers are either on a regular / contract / hourly basis.
- **Selection:** Appointments to all positions are on the basis of merit cum experience. The selection procedure includes advertisement (media and college website), initial screening of application and interview by a selection committee. The selection committee shall be constituted by the Management Committee and consisting of the Subject Expert, the Principal, Manager/Director of Kristu Jyoti Group or its representation, and the Head of the Department.
- The first phase of the selection process consists of a face to face interview which is to analyze the subject and general Knowledge of the Candidate



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

- In the second phase the candidates are asked to present their skills through a demo class where their classroom management skills are scrutinized.

The candidates are ranked according to their performance. Once selected, the candidate is informed of his/her appointment.

- **Probation:** Every appointment will be validated through an appointment statement and will state whether it is on a temporary basis or on a regular basis with a fixed salary. Those who are appointed on a regular basis shall be on probation for a period of one year. If the Management Committee decides that the teacher is not suitable, he/she shall be discharged based on a one-month notice after taking into consideration in advance the performance evaluation. Staff members joining the regular positions shall submit one set of self-attested copies of their qualification and experience certificates to the office which is then verified with the original certificates at the office at the time of joining. Original certificates need not be kept in the office. Every Teacher has to perform the duties assigned to him/her from the time of joining. At that time of joining the college a newly appointed teacher has to report to the Principal and respective Head of Department. All the staff members from the time of commencement of their duty have to follow the rules and regulations related to the institution's discipline, code of conduct as well as all other general duties for the betterment of the students. (Mentioned in details in the staff manual)
- **Roles and Responsibilities**

The following directions constitute the duties of Teachers: -

- (a) Perform his/her academic duties such as coming to class with enough preparation for conducting lecture classes, demonstrations, assessments facilitation and guidance etc.
- (b) Being impartial on the ground of academic assessment of students by awarding more or less marks than the correct ones or attempting to corner any student on any ground.
- (c) Carry out the decisions of appropriate administrative, academic bodies or functionaries of the institution appropriately.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

- **Vacation:** The Institute will function as a teaching Institute. Every teacher shall avail a holiday period of 3 weeks in the month of May to refresh and renew themselves to mantle the upcoming academic year in a gracious way.
- **General instructions regarding working hours:**

The College functions from 9.00 am to 4.00 pm. All the lecturers are expected to be present in the College 15 minutes before the commencement of the working hours. The forenoon attendance should be marked immediately on arrival.

Teachers shall be present at their station of duty throughout the working hours on all working days. Teachers of the Institution shall not leave their station of duty without giving a prior intimation to the Principal. They shall also furnish their leave or vacation address. The Management Committee may appoint part time teachers, Guest Lecturers, Visiting Professors/Lecturers for short periods and set their Pay Scale according to the current tendencies by the Management Committee.

- **Workload:** The workload of the teachers will be as prescribed by the UGC and University norms or /16 hours per week.
- **Maintenance of Records of Academic Work:** Academic Diary should be maintained by the teacher regarding the number of working hours engaged by him/her in Curricular/Non curricular activities. Such records shall be made available for inspection by the Principal.
- **Performance Appraisal:** The performance appraisal should include details such as teaching, research and extracurricular activities engaged by the teacher. A Self Appraisal form will be supplied to the teacher and it shall be completed and furnished to the Principal

Salary Increment

Annual salary increment is generally disbursed to all staff with effect from 1st of June of every year on completion of at least one year of continuous service. For Faculty members, the annual increment is calculated based on the faculty appraisal policy of the College.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)
(An ISO 9001-2015 Certified Educational Institution)

Superannuation

The age of superannuation of Principals/Faculty members/Non- Teaching Staff of institution shall be 65 years. An extension may be given to as per the requirements by the management.

Maternity Leave

Staff can avail six-month maternity leave without salary and it can be extended up to one year with prior request.

Group Accidental Insurance

Group Medical Insurance is available for the teaching faculty.

Gratuity

The staff members shall be entitled to gratuity admissible as per the rules of the Kristu Jyoti Group. Those who are terminated from the service based on disciplinary issues are not eligible for gratuity. Also retired staff members are not eligible for any gratuity. Gratuity shall be payable to a teaching member after he/she has rendered continuous service for not less than 5 years at KJCMT. The maximum eligible amount is ₹ 2,00,000.

Salary Payment

Salary is paid to every staff member on a monthly basis. All regular staffmembers receive their salary through their bank account by the end of the month. Bank Account Number and copy of the PAN and Aadhaar card shall be submitted to the Accounts Section of the College by every staff member on the date of joining. Salary slip shall be issued on request. If any discrepancies, noticed in the salary calculation it shall be brought to the attention of the Administrative Officer



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)
(An ISO 9001-2015 Certified Educational Institution)

for rectification. Deductions like Provident Fund, Professional Tax - as applicable twice in a financial year, and loan if applicable will also be deducted.

The College provides temporary loans without interest to employees on demand not exceeding Rs.20,000/- which is to be repaid in monthly instalments

LEAVE

- Leave cannot be claimed as a matter of right. The sanctioning authority will have the discretion to deny, curtail or revoke any nature of leave or to recall to duty any faculty member on leave according to the exigency of service in the college.
- Faculty members can avail casual leave for personal or any special reasons up to a maximum of 13 days in a calendar year. This leave cannot be taken without sufficient reasons nor can be accumulated. Not more than 3 days casual leave will be given at a time. The Principal will be the authority to grant casual leave.
- In unavoidable circumstances, if the applications for leave cannot be given in advance, a phone message regarding the leave should reach the Principal on the day of absence. Proper leave application will be submitted on the subsequent day.
- A faculty member on probation/temporary service will be eligible for only one day's casual leave for every two months of completed service. He / She will not be entitled to get any other leave during the probation period.
- A lecturer is eligible to avail all holidays notified in the college calendar. But if the Principal asks the lecturer to come to College on a holiday for any work connected with the College, the lecturer is bound to come notwithstanding the fact that it is a holiday. No extra remuneration shall be paid for it.
- An unauthorized absence on any day will be treated as a leave without allowance. The concerned lecturer is also liable to disciplinary action including termination of the service.
- Casual leave of 13 days in an academic year are entitled as per the Management discretion corresponding salary can be curtailed.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

Termination

Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.

Resignation

Staff members are expected to give advance notice of two month/ one month's pay in lieu of notice in case of resignation, so that alternatives can be arranged without disrupting the academic affairs. Staff members should desist from leaving the job while the semester is in progress. The Management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.

Discontinuation of Course

In case of cessation of any course, the faculty may look for anyother suitable opening with the aid of the recommendation letter issued to keep up the professional ethics.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)
(An ISO 9001-2015 Certified Educational Institution)

HR POLICY FOR NON-TEACHING STAFF

Service Conditions of Non-Teaching Staff

The Officers and employees shall consist of such categories, as determined by the Management Committee from time to time.

Appointing Authority

The appointing authority of all officers and employees shall be the Management Committee. The General Secretary/Manager will exercise that authority on behalf of the Management Committee.

Method of Appointment

Appointments to all Non-Teaching Staff positions are on merit cum experience basis. The selection procedure includes advertisement (media and college website), initial screening of application and interview by a selection committee consisting of Principal, the Manager and the Chief Operating Officer.

Qualification

The qualifications for each post shall be as prescribed by the Management Committee from time to time



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi
(An ISO 9001-2015 Certified Educational Institution)

Probation

Every person appointed to any of the categories shall from date on which he/she joins duty be on probation for a period of one year on duty. At the end of the prescribed period of probation or the extended period of probation as the case may be the Management Committee shall consider the probationer's suitability for the post for which he/she was selected. If the Committee decides the probationer is suitable for the post, it shall decide to issue an order declaring the probationer to have satisfactorily completed his/her probation and confirm the probation in the said post provided. However that it shall be open to the Committee to discharge or revert a probationer during the period of probation if the Management Committee is of the opinion that the probationer is not fit to hold the post to which he/she has been selected. Every employee of the Board shall at all times maintain absolute integrity and devotion to duty. The Principal may suspend any employee in case of misconduct or dereliction of duty or other charges pending enquiry.

Remuneration of Non-Teaching Staff

The salary and allowances of staff shall be as prescribed by the Management Committee from time to time. Previous work experience elsewhere, before joining the college, can be considered for fixation of pay

Superannuation

The age of superannuation of Non- Teaching Staff of the institution shall be 65 years. An extension may be given to as per requirements of the management.



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)
(An ISO 9001-2015 Certified Educational Institution)

Employee Provident Fund ESIC Scheme

All the Non-Teaching members whose total salary is less than INR 15,000/- per month are eligible for the Employees Provident Fund. Non-Teaching Staff members, who are drawing gross pay less than Rs 21000/- per month are eligible for medical benefits under ESIC scheme.

Salary Payment

Salary is paid to every staff member on a monthly basis. All regular staff members receive their salary through their bank account by the 5th day of the succeeding calendar month. Bank Account Number and copy of the PAN and Aadhaar card shall be submitted to the Accounts Section of the College by every staff member on the date of joining. Salary slip is also issued on request. Discrepancies, if any, noticed in the salary calculation shall be brought to the notice of the Administrative Officer for rectification. Deductions like Provident Fund, ESI & loan if applicable is also to be deducted.

Loans

The College provides temporary loans to employees on demand not exceeding Rs. 20,000/- which is to be repaid in monthly instalments

Leave

The authority competent to grant casual leave to all staff is the Principal. Casual leave for the Principal will be granted by the Manager of the Managing Committee. Leave other than casual leave will be granted by the Management Committee. No leave shall be sanctioned without ascertaining the eligibility of the applicant. Attendance is marked by all the staff regularly in the auto attendance machine before and after work. All the staff should also sign in the attendance register in the morning and evening kept at the entrance of the Institute next to the



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi university, Kottayam)
NAAC Accredited A Grade with CGPA of 3.17 (First Cycle)
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)
(An ISO 9001-2015 Certified Educational Institution)

auto attendance machine. Those who do not mark their attendance on entry and exit from the Institute are marked as Absent. Every staff member has to be punctual and report at the Institute before the commencement of their duty time. Casual Leave is accounted for on the basis of Academic Year 1st June -31st May.

Termination

Management has the right to terminate the service of Non-Teaching Staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.

Conduct and Discipline of the Employees

Every staff of the College shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him/her in the course of his/her official duties by any person or persons under whose jurisdiction, superintendence or control he/she may, for the time being, be placed.

Gratuity

The staff members shall be entitled to gratuity admissible as per the rules of the Kristu Jyoti Group. Those who are terminated from the service based on disciplinary issues are not eligible for gratuity. Also retired staff members are not eligible for any gratuity. Gratuity shall be payable to a Non-teaching member after he/she has rendered continuous service for not less than 5 years at KJCMT. The maximum eligible amount is ₹ 2,00,000.