

**MAR ATHANASIOUS COLLEGE OF ENGINEERING,
KOTHAMANGALAM – 686 666.**

RULES, REGULATIONS & POLICIES

I. FACULTY

a) Appointments

- i) After obtaining the Vacancy Verification Report from the Director of Technical Education, the Principal will report it to the Chairman of the Governing Body.
- ii) After seeking approval from the Chairman, orders will be obtained from the Government to notify the post in two dailies, each English and Malayalam (Two dailies), as per norms.
- iii) The Staff Selection Committee, constituted as per APJ Abdul Kalam Technological University statute, will interview the candidates applied for the post, and the rank-list will be prepared on a merit basis as per Chapter 8 of APJ Abdul Kalam Technological University First Statute, 2020.
- iv) 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.

b) Qualification

As per Clause 5.1 and 5.2 of F.No. 61-11 RIFD/7th CPC/2016-17 and G.O.(MS) No. 99/2021/H.Edn. dt. 16-02-2021.

II. CAREER ADVANCEMENT SCHEME (CAS) - G.O. (MS) 99/2021/H.Edn. dt. 16-02-2021.

Minimum Qualification Norms for Direct Recruitments/Promotions/Placement for Stage - II to Stage - VI

**a) Qualification for Assistant Professor (Senior Scale, Level - 11, Entry Pay ₹ 68900/-)
For Placement of Incumbents**

- a) Qualifications prescribed for the post of Assistant Professor
AND
- b) Should have completed the minimum training requirements.
AND
- c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals/UGC/AICTE approved list of journals	Average 360° feedback score (out of 10)
1	--	4	2	8 to 10
2	--	5	1	8 to 10
3	--	5	2	5 to <8

**b) Qualifications for Assistant Professor (Selection Grade, Level - 12, Entry Pay ₹ 79,800/-)
For Placement of Incumbents**

- a) Qualifications as prescribed for the post of Assistant Professor (Senior Scale)
AND
- b) Should have completed the minimum training requirements.
AND
- c) Should have satisfied any one of the below mentioned sets of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in SCI journals/UGC/AICTE approved list of journals	Average 360° feedback score (out of 10)
1	--	4	1	8 to 10
2	--	4	2	5 to <8

c) Qualifications for Associate Professor (Level - 13A1, Entry Pay ₹ 1,31,400/-)

i. For Promotion

- a) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b) At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

AND

- c) Minimum of 8 years of experience in teaching/research/industry, out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry/tourism industry.

ii. For Placement of the Incumbents

- a) Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b) Should have completed the minimum training requirements.

AND

- c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI journals/ UGC/AICTE approved list of journals	Average 360° feedback score (out of 10)
1	3	2	5 to <8
2	3	1	8 to 10

d) Qualifications for Professor (Level - 14, Entry Pay ₹ 1,44,200/-)

i) Promotion

- a) Ph.D. degree in a relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b) Minimum of 10 years of experience in teaching/research/industry, out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c) At least 6 research publications at the level of Associate Professor in SCI journals/UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor/Co-supervisor till the date of eligibility for promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals/UGC/ AICTE approved list of journals till the date of eligibility for promotion.

ii) For Placement of the Incumbents

- a) Ph.D. degree in a relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI journals/UGC/AICTE approved list of journals	Average 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to <8
3	--	16	3	4	8 to 10

Note: 360° feedback

1. The feedback obtained every year, till the date of eligibility of the next stage, shall be taken as an average of all the preceding years added together required for placements.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the years.
3. Calculation of 360° Feedback shall be done as per Annexure II.

e) Qualifications for Promotion of Principal/Director (Level - 14, Entry Pay ₹ 1,44,200/- with the special allowance of ₹ 6,750/- per month)

- a) Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b) At least two successful Ph.D. guided as a supervisor/Co-supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.
- c) Minimum 15 years of experience in teaching/research/industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

III. PROCEDURE FOR GETTING SALARY

Faculty

1. A proposal including the filled in Service Book with all original certificates, along with the 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 approval from the Government.

Technical staff

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

Administrative staff

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

PROBATION

The probation of a staff member will be one year of continuous service within two years. Chapter 8 of APJ Abdul Kalam Technological University Statute. (Annexure 1)

INCREMENT

Faculty: All faculty members who have successfully completed their period of probation are eligible for an annual increment at the rate of 3% of Basic Pay. The increment will be affected 1st day of January and the 1st day of July every year.

Technical & Administrative Staff: All Technical & Administrative Staff who have successfully completed their period of probation are eligible for an annual increment to the next stage of the existing scale of pay and shall be drawn in on the first day of the month in which they fall due. G.O. (P) No.27/2021/Fin. dt. 10-02-2021.

PROMOTIONS

Faculty

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels of promotion for the faculty members as per G.O.(MS) No. 99/2021/H.Edn. dt. 16-02-2021, selection procedure order of U.O. No. 421/2024/KTU dt. 07-02-2024, APJ Abdul Kalam Technological University (Annexure 2).

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 Tr. Instructor Sr. Gr.
- b) Instructor Gr. II to Instructor Gr. I, Instructor Gr. I. to Workshop Superintendent. Kerala Gazette Vol. XII No. 21 dated 23-05-2023. (Annexure 3)

Administrative Staff

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

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. 27/2021/Fin. Dt. 10-02-2021. (Annexure 4)

MONTHLY SALARY DISBURSEMENT

When the bill countersigned by the Director of Technical Education is submitted to the Treasury, the monthly salary bill prepared through SPARK will be submitted before the Director of Technical Education for countersignature and submitted to the Sub Treasury, Kothamangalam. The Sub Treasury will directly credit the salary to the incumbent's bank account.

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.

LEAVE

All leaves have been sanctioned to all incumbents as per Rules 61-134 Chapter IX of Part I & II KSR. (Annexure 5)

IV. DIFFERENT TYPES OF LEAVE ELIGIBLE FOR THE INCUMBENTS

1. Casual Leave

(a) Faculty - 15 per year, (b) Technical - 15 per year, (c) Administrative - 20 per year

2. Half Pay Leave

(a) Faculty - 20 per year, (b) Technical - 20 per year, (c) Administrative - 20 per year

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

4. 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 are eligible for an Earned Leave when they complete 11 days of duty, including holidays.

5. Maternity Leave

180 days for all women staff. G.O.(P) No. 129/09/Fin dt. 01.04.2009. (Annexure 6)

6. Paternity Leave

Eligible for all male staff for a period of 10 days continuously, subject to the condition that he should produce a medical certificate stating that his spouse has delivered a baby. He has to avail this leave within 3 months of the delivery date of his spouse. G.O.(P) No. 342/2011/Fin dt.11.08.2011.

7. Leave Without Allowance

a) **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.

b) **Without Medical Certificate** - An incumbent can avail leave as per Appendix XII A of Part I & II KSR, and LWA will affect the total service.

8. Compensation Leave

Section III of Appendix VII, Part I & II of 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 office/institution. Such leave should be availed within three months of the date of occurrence and a maximum of 15 days in a calendar year.

9. Special Casual Leave - Section II Appendix VII Part I & II KSR

When the Officer himself catches the infectious diseases in his residence.

10. Special Leave for Organ Transplantation:

As per G.O.(P) 7/2016 Fin. Dt. 20.1.2016, special leave for 90 days will be allowed for incumbents for kidney and other major organ transplantation.

11. Special Leave for Chemotherapy and Radiation Treatment.

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

V. QUALITY IMPROVEMENT PROGRAMME

Faculties under the Engineering department are eligible for deputation to pursue higher studies for Ph.D. programme for a period of 3 years under the Quality Improvement Programme. He/she has to execute a bond with the Government. G.O. MS.No.83/83/H.Edn. dt. 02.05.1983.

VI. SHORT-TERM COURSES AND TRAINING PROGRAMME

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

VII. ATTENDING CONFERENCES

Faculty members will be deputed to attend International and National conferences under the financial aid of the Government. Circular No. 18326/Ar14 (1)/2011/P&ARD. Dt. 29.10.2012.

VIII. WELFARE SCHEMES

a) **Provident Fund (KPEPPF)** – Provident Fund is mandatory for all employees as per Chapter V,

Kerala University First Statute, 1976, M.G. University First Statute 1992 and APJ Abdul Kalam Technological University Statutes 2020.

- b) Group Insurance Scheme** - Chapter III Kerala University First Statute, 1979. (G.O. (P) 655/84/Fin dt. 13.11.1984 and G.O. (P) 112/2016/Fin dt. 01.08.2016.
- c) State Life Insurance Scheme** - G.O.(P) No. 25/2004/Fin dt. 12/01/2004., G.O.(P) No. 104/2012/Fin dt. 09/02/2012. and G.O.(P) No. 493/2014/Fin. dt. 12/11/2014, The State Life Insurance Scheme is mandatory for all employees.
- d) Group Personal Accident Insurance Scheme** - G.O. (P) No.221/07/Fin dt. 29/05/2007, G.O.(P) No. 388/07/Fin dt. 25/08/2007 and G.O. (P) No. 144/16/Fin dt. 30/09/2016, Group Personal Accident Insurance Scheme is mandatory for all employees.

PENSION:

A) Statutory Pension Benefits:

Part III KSR. G.O. (P) No. 9/2016/Fin dt. 20.01.2016.

- i) Pension
- ii) Death-cum-Retirement Gratuity
- iii) Commutation of Pension
- iv) Family Pension

B) Contributory Pension

The scheme came into force for all employees who joined on or after 01.04.2013. G.O.(P) No.20/2013/Fin. Dt.07.01.2013.

C) Medical Reimbursement Facility

All staff are eligible for medical reimbursement.

PROCEDURES FOR DISCIPLINARY PROCEEDINGS AGAINST STAFF

Chapter VII of Part I KSR, and Chapter 8 of Part II Clause C of APJ Abdul Kalam Technological University Statute, 2020.

STUDENTS

I. ADMISSION

a. Merit Quota

Out of the total sanctioned strength, 85% of students are allotted by the Controller of Entrance Examinations, Government of Kerala from the Rank list prepared for admission to Engineering Colleges. As per the Direct Payment agreement remaining 15% seats are allotted to Management as 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 a rank-list of eligible candidates. Accordingly, they will permit for registration of options 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 the total seats of all programmes. The Management admits students to the 15 % quota from the Rank list prepared by the Controller of Entrance Examinations for Engineering Examinations.

c. P.I.O/ Gulf quota/ Foreign National

15 % supernumerary seats over and above the sanctioned strength are sanctioned by AICTE as per their regulation No.F-37-3/Legal/2004 dt. 21.01.2004. Students under this category are admitting through the Govt. Approved agencies like Ed.CIL etc.

d. Tuition Fee Waiver Scheme

AICTE as per their letter No. 1-MS/AICTE/2011 dt. 28.07.2011 directed up to 5% seats over and above the sanctioned strength under the Tuition Fee Waiver Scheme. These seats are be supernumerary in nature. The students admitted under this scheme shall not pay their tuition fee for their 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 (Approval Process Handbook 2024-25 to 2026-27, Page No. 59).

e. Government of India Nominee (GOI)

The allocation under GOI will be made from the Government of India through the Director of Technical Education and such seats will be within the sanctioned strength and come under 85% of Government seats. The details are available in Annexure-II (2) (a), of the KEAM Prospectus.

II. PROCEDURES FOR ADMISSION:

The Controller of Entrance Examinations allot students from the Rank list prepared for Engineering admissions. The allotted students are admitting the College after verification of their original documents, such as the Mark list, T C etc., and also collecting the prescribed fees.

III. TUITION FEE COLLECTION

The tuition fee, admission fee and special fee will be collected from the students and remitted to the Treasury/Bank as per the directions in existing Govt. orders according to their category. SC/ST/OEC candidates are exempted from paying tuition fees, admission fee and special fee. All fees can be paid by the students to the College Cash Counter from 10:00 AM to 1:00 PM and from 2:00 PM to 3:00 PM on all working days. All students shall obey the code of conduct published by the College, which is available on the College Website.

IV. PROCEDURE FOR HOSTEL ADMISSION

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

V. PROMOTION OF STUDENTS

Students will be promoted to higher semesters as per the regulations of APJ Abdul Kalam Technological University.

VI. STUDENTS' ATTENDANCE

All students need the required attendance in each semester for attending the semester examination. The details of required attendance can be downloaded from the website of APJ Abdul Kalam Technological University. <https://ktu.edu.in/>

The College has an effective system of monitoring students' attendance, which is under the direct supervision of the 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 college website www.mace.ac.in.

To monitor the attendance of a student: Use the link ETLAB on the College website. Login to ETLAB submitting by the Admission Number of the student as User ID and Password: *Admission No. Prnt*

VII. 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 from time to time. <https://ktu.edu.in/>

VIII. UNIVERSITY EXAMINATIONS

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

IX. ISSUE OF TRANSFER CERTIFICATES.

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

X. COURSE AND CONDUCT CERTIFICATE

Students will 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 Head of the Department on which student concerned. The request shall be coming through either HOD or Senior Adviser or both will be entertained by the Principal.

XI. MIGRATION CERTIFICATE

The Migration Certificate will be issued from the University affiliated to the College.

XII. SCHOLARSHIPS

Different types of scholarships are provided by the State and Central Government, other agencies and companies. The students studying in this institution can select according to their eligibility conditions of their income, merit and community. The College is promoting students to apply for scholarships and helps the students apply for them.

XIII. DISCIPLINARY PROCEEDINGS

1. **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 the existing norms. In the proved ragging cases, the students will be removed from the rolls.
2. **Malpractice in Examinations** - Malpractice is an offence and in proved cases, disciplinary proceedings will be issued by the Principal for internal examinations, and the University will issue proceedings as per their norms.
3. **Manhandling among Students** - Reported cases of manhandling among students will be punished as reported by the enquiring committee constituted for the particular cases.

POSH ACT

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, is

constituted the Internal Committee (IC) with the following members.

1. Presiding Officer

Dr. Nisha Mathew, Associate Professor in Chemistry, Science & Humanities Department.
Ph. 9946996174

2. Members

- 1) Sri. George Mathew, Associate Professor, Mechanical Engineering.
Ph. 9446289017
- 2) Smt. Alin Sheba Mathew, Assistant Professor in Mathematics.
Ph. 9495042766
- 3) Sri. Binu Cherian, Accounts Officer.
Ph. 9745300917
- 4) Smt. Asha P Kuriakose, Librarian Gr. I.
Ph. 9605282642
- 5) Smt. Jiji Baby, Advocate, Mar Thoman Cheria Pally Building,
Opp. BSNL Office, Kothamangalam.
Ph. 9446720433
- 6) Smt. Siona Shaji, S5 AH.
Ph. 6238803589
- 7) Sri. George Thomas, S3 EB.
Ph. 8594015234
- 8) Sri. Joan Mario, S1MA.
Ph. 8714042368

RIGHT TO INFORMATION ACT, 2005

The College comes under the RTI Act, 2005 and any Indian Citizen can seek information from this College. The following are the concerned officials for handling applications under the Information Act, 2005.

1. State Public Information Officer

Dr. Kora T Sunny, Assistant Professor, Department of Mechanical Engineering
Mob. : 9895423893
Email ID : koratsunny@mace.ac.in

2. Asst. State Public Information Officer

Sri. Eldhose Paul, Administrative Assistant
Mob. : 9446502510
Email ID : officeAA@mace.ac.in

3. Appellate Authority

Dr. Deepak Eldho Babu, Professor, Department of Mechanical Engineering
Mob. : 9072723333
Email ID : deepakbabue@gmail.com


PRINCIPAL