



**DE PAUL INSTITUTE OF  
SCIENCE & TECHNOLOGY, ANGAMALY  
(DiST)**

**HUMAN RESOURCES POLICY MANUAL**



## **1.0 Introduction**

In 2002, the De Paul Institute of Science & Technology (DiST), affiliated with M G University in Kottayam and recognised by AICTE, New Delhi, was founded. The Vincentian Congregation, a Christian religious group that oversees the institute, takes its name and inspiration from St. Vincent De Paul, the patron saint of the institution. The congregation's members engage in a variety of educational, humanitarian, and spiritual endeavours to uplift society, particularly the underprivileged groups, in the spirit of St. Vincent de Paul. The Vincentian Congregation's Mary Matha Province is the parent organisation that runs De Paul Education Trust, which manages DiST and its sister concerns such as De Paul English Medium School.

Our society's future depends on the type of education we provide for children, thus Vincentian educational institutions strive to offer all students an affordable, high-quality education that is relevant to their lives, with a focus on the underprivileged and disadvantaged members of society. We place more emphasis on a person's overall and more holistic development than just their academic progress. We are performing our responsibility to raise honest and decent youngsters for the Church and upright citizens for the state by engaging them in educational endeavours. As a result, our educational institutions must stand out via their superiority in the spiritual, intellectual, and cultural spheres. Our goal is for our pupils to achieve high levels of personal competency, conscience, compassion, and dedication.

### **1.1 Vision**

To build up a center par excellence equipped to mould outstanding young professionals in relevant fields integrating the physical, intellectual, emotional and spiritual dimensions of their lives through focused training and person specific career counseling so that they may observe unflinching allegiance to the society.

### **1.2 Mission**

To bring out of a human being, what is the best in him\her by imparting excellent, up-to-date training in the field of new technologies, integrating the spiritual, intellectual and human dimensions, and to face global challenges, thus preparing him\her enriching and fulfilling future.

### **1.3 Quality Policy**

De Paul Institute of Science & Technology (DiST) is committed to build up a college of excellence in higher learning by focusing on the holistic development of the students. For this we strive to integrate physical, intellectual, emotional and spiritual dimensions of their lives in the teaching learning process. The institute imparts education with a goal to make the students prove, not only their academic excellence, but also to be worthy citizens with a deep commitment to the society they live in. The core of the institute consists of continuous interaction, quality exposure to real life issues and challenges, intensive team work with the aid of modern technology and qualified and committed faculty members.

To achieve this pursuit, the teaching learning process is designed in line with the goals of higher education, national goals and the core values of the college as specified in the vision and mission statements. The college has adopted outcome based education (OBE) as a method to make the students achieve the educational outcomes of each programme and has developed a system to evaluate the outcome achievement by the students.

The college's quality policy ensures that in addition to timely completion of the entire curriculum, skill development occurs through additional training, add no courses, and involvement in talent clubs, departmental association, and innovation and entrepreneurship development cell activities.

The value education imparted in the college tries to instill in the students' minds, respect for the national values, all religions and communities and the concern for the environment.

The quality policy also provides a place for employees and students to file concerns about academic and non-academic issues, which will be promptly resolved. The college gets student suggestions about every aspect of their life on campus through the class committees, which meet twice a semester for each batch. The suggestions are swiftly addressed by the administration.

### **1.4 Code of Conduct for Non-Teaching Staff**

De Paul Institute of Science & Technology, Angamaly is committed to ensure a congenial environment for all stake holders in the college. The non-teaching staff is considered as an important part of the college who have to play a vital role in making the student's life in the campus

a memorable one. Hence, a code of conduct for the non-teaching staff is prepared and all cadres of the non-teaching staff are supposed to follow them in letter and spirit. The non-teaching staff members should follow the codes when:

- **Dealing with students**

- All members of the non-teaching staff should treat all students justly and impartially irrespective of religion, community, caste, creed, sex, economic and social status.
- As far as possible, there should be regular contribution for the personal development of students while looking after their interests and welfare.
- Confidential information on the students should only be shared with authorised parties, government agencies, or where it is in the interest of law.
- All non-teaching staff members should respect and maintain an affectionate and friendly attitude towards students and should help them out in their difficulties.
- It is against college policy to engage in any corrupt practices with students by bestowing any special favours.
- From the perspective of the college, parents and guardians are significant stakeholders. Therefore, in interacting with them, non-teaching staff members must be kind and compassionate.
- The staff should always treat students with respect and uphold the ideals of integrity, honesty, and fairness.

- **Dealing with Faculty Members**

The non-teaching staff should abide by particular norms of conduct in their interactions with the faculty and technical staff as they must work closely with them on a daily basis.

- They should regard faculty members with respect and offer all support necessary for them to carry out their duties.
- As the success of the institution depends on the team work, the non-teaching staff should develop a friendly and cooperative relationship with the faculty members.
- They should understand the role of supporting staff and that of the faculty members to develop a proper relationship.

- One should not transgress his/her defined role in the discharge of assigned duties and responsibilities.
- Non-teaching staff should provide full support and cooperation for the proper functioning of the laboratory.

- **Dealing with colleagues**

Technical and administrative employees should foster healthy interpersonal relationships among themselves and with their coworkers.

- In interactions with others, he or she should act in a way that is consistent with how they would like to be treated.
- He/she should extend co-operation to his/her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Spreading rumours or wrong news about colleagues will strain the work environment. Hence, everyone should deist from the same.
- The employees of DiST is not expected to disclose any information about coworkers to anybody or any organisation without that person's consent.

- **Dealing with the Management**

If the staff members are to perform to their full ability, they must have a positive relationship with the management. As a result, they should grow a sense of "we" with the institute and respect for the management. Some specific behaviours need be followed in order to establish this mentality.

- Utilize the correct channels for all duties-related actions.
- Avoid the urge to discuss professional or other matters relevant to the college with people outside the campus.
- Avoid taking on any obligations or tasks that would conflict with college culture or the institution's overall interests.
- Co-operate whole-heartedly with the authorities of the college to achieve the vision, mission and goals of the college by performing duties with commitment and dedication.

- Avoid criticising college administrators through unpleasant conversations, anonymous letters to the press, and other methods that could damage the college's reputation.
  - Show utmost honesty, integrity and fairness in all the matters related to the college.
  - The staff members are cautioned against involving in any kind of unethical practices under any circumstances.
- **Dealing with the Society**

Any activity undertaken by a member of the college is likely to affect the college and the society at large. Hence, the members of the non-teaching staff are advised to abide by the following norms when dealing with the society.

- Do adhere to the guidelines established by the college in all activities.
  - As responsible citizens, join in and take part in the various community events.
  - College requires cooperation in the different programmes organized by the college. The members of the college have to solicit the cooperation of the public for the same.
  - Do everything you can to contribute to the public's intellectual, ethical, spiritual, and cultural well-being.
- **Using the Resources of the College**

The resources of the college including communication systems, data processing and networking services, computers and peripherals, stationery, reprographic facilities, vehicles and other equipment, time and effort of staff, students and management, infrastructural resources, library, etc. must be used only for the purposes of the College. These should not be used for personal gains or for purposes which are against the interests and culture of the college.

### **1.5 Code of Conduct for Teaching Staff**

Teaching staff is supposed to give a first impression of the college to the students and all other stakeholders of any college. DiST management has realized this from the inception of the college and hence, there is a well-documented service rules and code of conduct for its teaching staff members.

### **1.5.1 Staff Identification and Recruitment**

Every year, just before the start of the academic year, the principal reviews the workload of each department and determines which ones require new hires. Applications submitted up until the deadline to apply are sent to the relevant departments to create a short list. Information about employment opportunities at DiST is posted on the college website. These candidates are contacted for a demo class and individual interview. The administrative body's appointed staff selection committee is the official body in charge of choosing the employees. The HR creates a rank list after taking into account the performance in the demo class and the personal interview, and the necessary faculty members are then handed appointment orders. For appointment of non-teaching staff, only personal interview is conducted. The committee to assess the demo class consisting of three members is constituted at the time of the recruitment process which includes two senior faculty members from the concerned department and one senior faculty from one other department. The interview committee consists of the Manager, Principal and the Director/Vice Principal of the college.

### **1.6 Appointment**

- 1.6.1** An appointment order and the duties and responsibilities will be served to every staff member by the manager. If the candidate accepts the offer, the appointment order signed by the manager will be issued and a signed copy of the same will be kept in the HR files.
- 1.6.2** If a deserving student applies for a position at the college even without being notified, the management may take into account appointing him to such position if it is still open. The qualifications for any post, teaching or non-teaching, will be as per the notification.
- 1.6.3** By the appointment, staff members are obliged to comply with the rules and regulations of the Institution.
- 1.6.4** Appointments will be on contract basis for one year and renewed every year as per rules of the institution and subject to the professional excellence. However, Administrative body has the right to wave the terms and conditions.
- 1.6.5** The Service regularization will be subject to eligibility, efficiency and the discriminatory power of the management.

**1.6.6** Retired individuals will be hired on a contract basis and given the institute-approved consolidated wage.

### **1.7 Career progression**

An employee can be considered for career progression after completion of stipulated number of years in one grade or based on the performance of the employee in the existing grade.

Career progression can be based on the following criterion:

- i). Based on the number of years in each level
- ii). Promotion, when a vacancy is available in the department
- iii). The career progression is possible only if the employee has performance appraisal rating or at least meets expectation

### **1.8 Staff ID card**

At the time of joining duty, the incumbent should submit an application for staff ID card. A Staff ID card will be issued and it is compulsory to wear it in the college campus.

### **1.9 Certificates submission**

The teaching staff should submit the original certificates in the office and they have to be kept in the office custody till the end of service.

### **1.10 Duty Hours**

The functioning hours of the college will be between 9.00 am. to 4.30pm. All staff members have prescribed duty hours and all of them should keep the time strictly as part of the discipline of the institution.

**1.10.1** Late coming, early departure, non-presence in the duty time and duty place will be viewed seriously as the dereliction of duty.

**1.10.2** Duty hours may be changed as per the decision of the management.

**1.10.3** Full time staff members should attend the duty at least 8 hours per day and six days in a week.

**1.10.4** Sundays, second Saturdays and Govt. announced holidays will be availed as holidays in ordinary case.



## **1.11 Attendance**

- 1.11.1** Recording attendance is crucial. The first responsibility of an employee is to sign in to the computer and record their attendance accurately in the attendance register.
- 1.11.2** If there is no marking at the time of verification, it will be regarded as absent. There is no defence or appeal in this case.
- 1.11.3** Attendance marking is compulsory for forenoon & afternoon.
- 1.11.4** When staff members leave the campus temporarily, they should sign out and when enter back should sign in. After finishing the day's work and leaving the campus staff should log out through the computer kept for this purpose.
- 1.11.5** Every staff member should be on campus every day during work hours. However, he or she may request any exception in this regard with the Principal's explicit consent..
- 1.11.6** Late attendance is not permitted (3.7.6). Being more than 30 minutes late will be considered late attendance and may result in a time penalty. (For instance, the time limit is 9 a.m. Arrivals between 9:00 and 9:30 will be accepted as being on time. Arrival after 9.30 am will be noted. Only with the principal's consent is an early departure permitted.)
- 1.11.7** If one exceeds the prescribed late time it will be treated as the half day absent. Four late attendances will be treated as a half day C/L or absent.
- 1.11.8** Staff members should participate in the special programmes which are scheduled even on holidays.

## **1.12 Leave**

- 1.12.1** No leave is a privilege
- 1.12.2** All staff members are eligible for 15 casual leaves annually. There is eligibility for compensatory leave in lieu of holiday duty.
- 1.12.3** Sanctioning of C/L will be subject to eligibility and it is as per the discriminatory power of the sanctioning authority.
- 1.12.4** Casual Leave permission is divided into two parts. 8 leaves for 1<sup>st</sup> 6 months and 7 for the remaining half. If the number of days of leave exceeds 8 in the 1<sup>st</sup> half, salary will be deducted for the exceeding days. If the number of days of leave exceeds 15 in a year, the salary will be deducted for the exceeding days. To obtain the leave, one should submit an application in the prescribed form in the intranet.No C/L can be carried over to the next

year. The Principal can give relaxation for the same but the balance portion at credit should be closed within two months.

### **1.13. Salary disbursement**

**1.13.1** Salary will not be paid in cash but only through bank.

**1.13.2** A salary slip will be issued to the incumbents.

**1.13.3** No salary advance will be provided in ordinary case.

**1.13.4** However, if excess pay is disbursed, either it should be refunded or it will be deducted from the next salary.

**1.13.5** The incumbents should sign in the acquittance register on the day the salary is received.

### **1.14 Dress Code**

**1.14.1** A gender wise institutional dress code is prescribed to staff members, except priests and nuns. Even though dress code is compulsory, there is a provision to give relaxation as per the discriminatory power of the Principal for genuine reasons.

**1.14.1** General Dress code is shirt and pants (no jeans and T shirts) for gents and sari or decent churidar for ladies.

### **1.15 Charge Taken and Handover**

**1.15.1** At the time of taking charge, the employee should receive the records, files, materials and the list of charge(s) pertaining to the office.

**1.15.2** When leaving charge, submit the list of handed over charge(s) and related materials to the concerned authority with the counter sign of the Principal.

**1.15.3** In the case of long leave, the same procedure should be followed.

### **1.16 Academic Portions**

**1.16.1** Academic year is as per MGU rules.

**1.16.2** Prescribed syllabus should be completed in time as per the directions of Principal/ Director/ Course Co- coordinator/ HODs. If not, it should be compensated with extra classes with the consent of the departmental authorities.

### **1.17 Library rules**

- 1.17.1** All staff members are the members of the college library.
- 1.17.2** Service in the library is strictly controlled as per the library rules.
- 1.17.3** All kinds of disturbances including use of mobile phones and misconduct are strictly prohibited in the library.
- 1.17.4** Issue of number of Books for staff members is fixed as per the direction of the Principal from time to time. The book should be returned within the prescribed period. Renewal of the same book can be done for one more term. If books are not returned in time, there will be a fine of Re 1/ per book per day of delay.
- 1.17.5** No staff / faculty member except the library staff is permitted to open the library without the permission of the Principal.
- 1.17.6** No staff is permitted to take books for students or outsiders.
- 1.17.7** Outsiders can use the library for reference with a nominal fixed fee and with a special permission from the Principal.

### **1.18 Outside service**

- 1.18.1** No full time staff is permitted to work outside the institution.
- 1.18.2** Part-time employees and guest lecturers are required to notify the principal in writing of their responsibilities and services provided outside of the college.

### **1.19 Communication & Public Relation**

- 1.19.1** Use college telephones only when necessary in the case of outgoing calls and intercom calls.
- 1.19.2** Use the telephone only for the office purposes
- 1.19.3** Do not use the mobiles inside the classes and libraries and during the meetings.
- 1.19.4** Keep mobiles in silence mode in the campus.
- 1.19.5** Staff members do not have permission to publish anything within the campus (e.g. Notice, News, Booklet, Advertisement, Magazines, etc.....) without the written consent from the Principal.
- 1.19.6** Conduct the programmes only with the permission of the Principal.
- 1.19.7** Staff members should not represent DIST without the permission of the Principal.

**1.19.8** No meeting or gathering can be convened in the campus without the permission of the Principal.

## **1.20 Powers**

**1.20.1** All staff members at all levels have their own jurisdiction, enhanced power of delegation and discriminatory power according to their hierarchy.

**1.20.1** No encroachment will be allowed in the above.

**1.20.2** All official correspondence and file movements should be specific and speedy and be kept confidential.

**1.20.3** All sections and supervisory officers will have their own accountability about the files and reports which are prepared by them.

**1.20.4** Keep files and records in order and in due place to avoid wasting time for tracing files.

## **1.21 Moral Life**

Education is not just about learning; it also shapes a well-rounded individual. In order to serve as role models for society and students, staff personnel should live moral lives.

## **1.22 Office conduct**

**1.22.1** No movable materials (Library Books, Journal, CD, Software, Computer, Lap Top, Audio equipment, etc.) can be handed over to anybody without the prior written consent of the Principal.

**1.22.2** No articles should be taken outside without the explicit consent of the Principal.

**1.22.3** No files/documents / records can be handed over to anybody or be taken outside by the staff without the explicit permission of the Principal.

**1.22.4** It is expected that all employees will follow authorities' directives on promptly and with sincerity. Negative behaviours ought to be avoided.

**1.22.5** All staff members should maintain their cabins neatly and systematically. Scattering of files, books and materials will be treated as indisciplinary behaviour and will be viewed seriously.

- 1.22.6** No one should take any materials and files from the sections without the permission of the concerned section in-charge.
- 1.22.7** Do not disturb the office staff during their working hours. Visit to the office sections is restricted only for office purposes.
- 1.22.8** All staff members should keep the office manners and respect as GAT (Give and Take) policy.
- 1.22.9** All staff members have their liberty and will be given respect, at the same time they should be conscious about their duty.
- 1.22.10** Confidential documents or files may be present in all administrative departments; as a result, nobody should attempt to access, open, or read them. It is constrained for our efficient management.
- 1.22.11** Keep office-related matters private and avoid making improper referrals.
- 1.22.12** Confidential matters should be kept as confidential.
- 1.22.13** Office correspondence and communications should be clear and specific.
- 1.22.14** The conversations between others either outsiders or co-workers should be decent and gentle. All kinds of interfering behaviour will be viewed seriously.
- 1.22.15** Staff members do not have permission to involve in any political activities inside the campus.

### **1.23 Disciplinary Actions**

- 1.23.1** Misappropriation of accounts and funds is punishable and it will entail disciplinary actions as per rules.
- 1.23.2** Misuse of equipments, materials and library books is punishable and should be compensated appropriately.
- 1.23.3** Dishonouring, disgracing conducts and humiliations are punishable
- 1.23.4** Insubordination will be viewed seriously and major disciplinary actions will be imposed.

### **1.24 Punishments**

- 1.24.1** If anyone violates the code of conduct, rules or discipline, appropriate punishments will be imposed.
- 1.24.2** Punishments are classified as two:
- 1.24.3** Major punishment: For major charges, major punishments like suspension or termination will be imposed according to the type of charge.

**1.24.4** Light punishment: Light sanctions, such as warnings, explanation memos, increment baring, etc., will be given for minor offences.

**1.24.5** The accused person will have the chance to submit their arguments and grievances before the authority.

**1.24.6** No dismissed person will be reinstated.

## **1.25 Grievances**

All staff members have right to submit their grievances before the authorities. Without a doubt, the management would take it into consideration in a humanistic manner if it is sincere.

## **1.26 Resignation**

The employee who wants to resign may submit a request letter for resignation, addressing the Manager/Principal at least three months before the decided date for resignation. Manager/Principal shall be the authority competent to accept/reject his/her resignation. The resigned person has no claim for any compensation.

## **1.27 Termination**

**1.27.1** Manager/Principal shall be competent to terminate the appointment of any employee for irregularities committed in the discharge of the employee's official duties after conducting an enquiry in which the employee has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of those charges.

**1.27.2** If once submitted application for NLC/NOC in connection with termination/relieving, any kind of official transactions will not be allowed. If there is any need for such transactions, the explicit permission of the Principal is required for individual items.

## **1.28 Retirement**

**1.28.1** Retirement age is prescribed as 55<sup>th</sup> year of the incumbent.

**1.28.2** In the case of Academic staff, even though one completes 55 years during the period of a semester, the retirement date will be the last working day of the academic year/semester.

**1.28.3** The non-teaching personnel will retire on the last working day of the month after reaching the age of 55.

**1.28.4** If the day of completing 55 years is the 1<sup>st</sup> day of the month, the retirement date will be the last date of the previous month.

**1.28.5** In special situations, the management has discriminatory power to extend the retiring age according to the necessity.

### **1.29 Post creations and service benefits**

**1.29.1** Post creations will be held from time to time as per the discriminatory power of De Paul Education Trust and concerned authorities who have enhanced powers. The authorities have discriminatory power to terminate/ deploy an employee due to poor efficiency, misconduct and lack of vacancy.

**1.28.2** Increments/incentives/promotions will be as per the discriminatory power of authorities and on the basis of professional efficiency after considering the 360 degree evaluation of the employee.

### **1.30 Legal Matters**

Legal matters will be handled and decided by the management authorities. If any disputes arise, it shall be decided only by the courts of law in Ernakulam District.

### **1.31 Performance Appraisal**

The college follows a 360 degree performance appraisal policy. Each faculty member's performance is appraised based on student feedback, self-assessment, assessment by the HOD, assessment by colleagues in the department and assessment by the Principal. For self-assessment, the faculty has to fill up the self-assessment format which covers areas like involvement of the faculty in all the different academic activities, administrative activities, extracurricular and co-curricular activities and research output. At the end of every year a 360 degree performance appraisal is conducted for fixing the increments. For career progression also, the college follows the same performance appraisal policy.

### **1.32 Teachers' Training**

De Paul Institute of Science & Technology, Angamaly (DiST), approved by AICTE New Delhi and affiliated to M G University, Kottayam has made its mark in the educational landscape of higher education in Kerala since its inception in the year 2002. Over these two decades of its existence DiST has embraced a system which caters to the holistic development of its student community. It has nurtured and promoted the academic as well as nonacademic domains through different platforms

Following the vision and mission of the college, it makes sure that the faculty members are given training in every aspect of the teaching learning process in the college. DiST gives training to the staff, both, teaching and non-teaching, with the intention of making them up to date in the pedagogical methods and new developments in the concerned domains.

#### **1.32.1 Induction**

A new faculty member who completes his / her studies from any college/university with required grades and qualification and joins the college gets introduced to the different aspects of DiST, namely, college culture, basic methods of teaching learning process followed in the college, introduction to the college intranet and internet, the policies followed in the college, the policies to be followed as per the AICTE and University guidelines and documentation of all the activities undertaken, during the induction of the fresher in the college.

Faculty Induction Programme is given to each faculty member just after his/her recruitment and joining in the college with the following objectives.

- To develop the art of preparing a systematic lesson plan and effective classroom interaction by developing competence in communication skills.
- To inculcate universal human values at the time of joining the college itself.
- To develop a basic understanding of the teaching learning process in DiST.
- To train in the knack of continuous knowledge updating and lifelong learning.
- To apply the concepts, principles, and process of instructions and learning to ensure effective implementation of the curriculum.



- To be able to demonstrate ethical and responsible professional behaviour in the performance of his/her duties and roles.
- To give inputs about curricular development, infrastructure development, Institutional development, disciplinary and other important aspects of educational administration and policy formulation, etc.

### **1.32.2 Training of Faculty Members up to 10 years of Service**

The college ensures that the faculty members consistently refresh their technical topic knowledge as part of the training strategy by mandating the successful completion of at least one subject course given through technology-based means every year from anywhere in the world. During their first ten years of employment, a faculty member in this category ought to accomplish the following.

- Update knowledge in latest developments and thrust areas in the concerned fields by attending FDPs/Workshops/Seminars.
- Get training in research and good practices in teaching and research.
- Participate in at least two seminars/workshops/FDPs in a year to be familiar with present and ongoing advancements in the field.
- Attend at least one Refresher course before completing ten years.

### **1.32.3 Training for Faculty members above 10 years of service**

Teachers having experience of more than 10 years' should follow the following regulations regarding training.

- Attend at least two refresher courses for knowledge updating in newer developments and thrust areas in the concerned fields within the next ten years
- Attend FDPs in research methodology, latest developments in the field and good practices in teaching and research.
- Participation in at least three seminars/workshops/conferences in an academic year to be familiar with the present and ongoing advancements in the concerned domains.

The college will reimburse the registration fee for attending the FDPs and refresher courses to a maximum of Rs 4000/. Registration fee for attending seminars and workshops will also be reimbursed.