

## **ABOUT US**

**John Cox Memorial C.S.I Institute Of Technology** , Kannammola, Thiruvananthapuram with G. O. (MS) No. 124/09/H.Edn dt.3.8.09 Govt. of Kerala and affiliated with AICTE F. No. 06/06/KER/ENGG/2009-10/020 dt. 30.6.2009, Govt. of India, is functioning under the administrative control of the Society for Technical Training (STT) of South Kerala Diocese (SKD) of Church of South India (CSI), which is an educational agency fully owned and controlled by South Kerala Diocese (SKD) . The institution is approved by AICTE and affiliated to the APJ Abdul Kalam Technological University Thiruvananthapuram for its academic programs.

**John Cox Memorial C.S.I Institute Of Technology (JIT)** started in 2009 is an institution of the Society for Technical Training, a Charitable Society under the South Kerala Diocese of the South India United Church (SIUC) of the Church of South India (CSI) Trust Association. The Registered Office of the Society for Technical Training is at LMS Compound, Thiruvananthapuram.

**The John Cox Memorial CSI Institute of Technology** is located at Kannammoola (Kannammoola - Medical College Road), 3 Km away from Pettah Railway Station, 5 Km away from the Thiruvananthapuram Bus Station and Railway Station, 4 Km away from the Kerala Legislative Assembly and 2 Km away from the Thiruvananthapuram Medical College and is well connected by roads.

## Rev. JOHN COX (1811-1875)



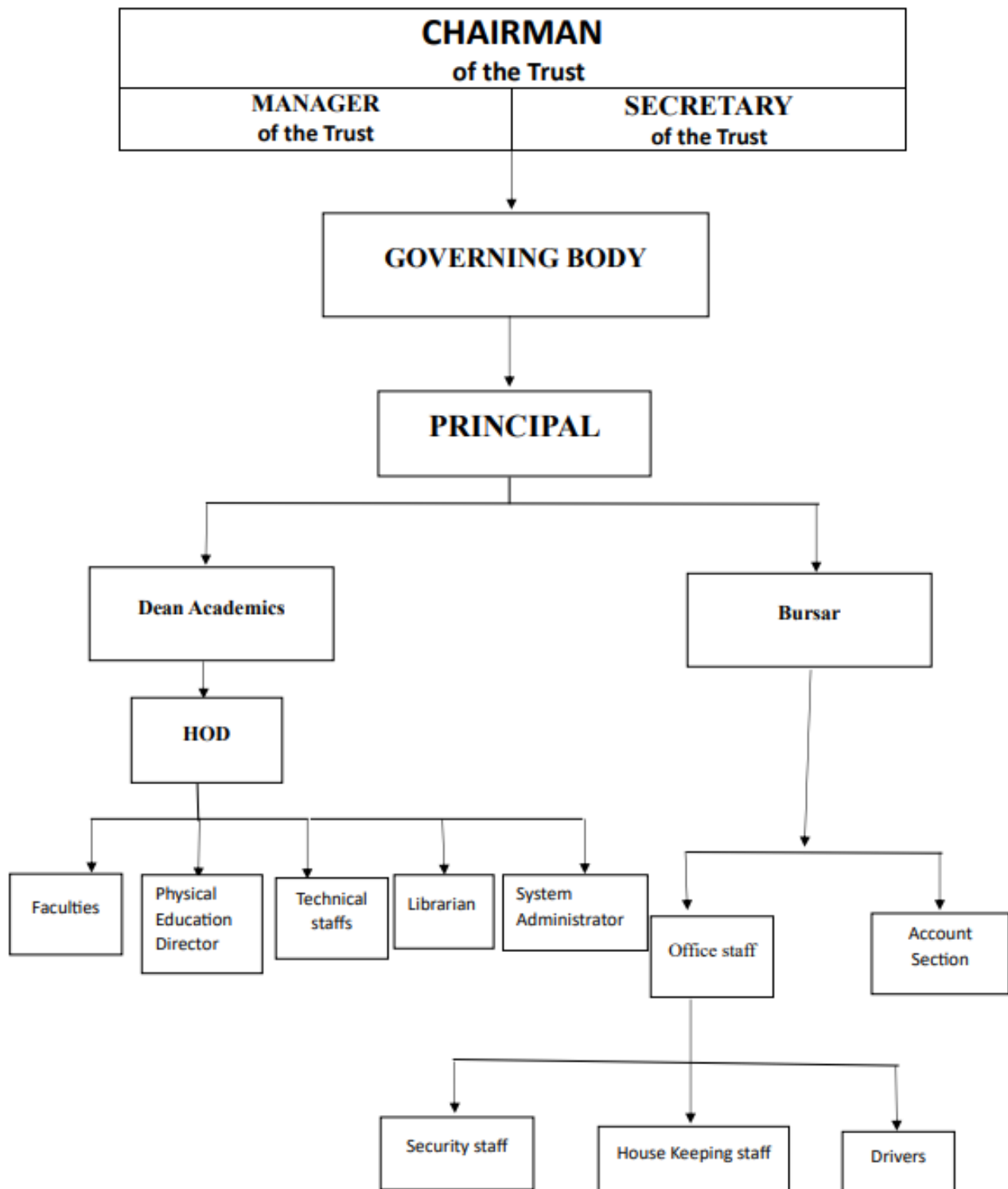
The **Rev. John Cox** was a well-known social reformer and educationalist who worked in Trivandrum, Kerala for the social uplift of the oppressed and downtrodden community. He is the first LMS Missionary in Trivandrum who reached here on 3rd April 1838. John Cox obtained land at Kannammoola on 8th May 1838 for the Mission Station of the LMS. He started the first residential school in Trivandrum at Kannammoola in 1840 for both boys and girls. He also fought against various social evils like caste and gender discrimination, slavery, prohibition on education etc. He travelled throughout the South Travancore on foot and started many schools and educational institutions which attracted many natives including the outcastes and slaves towards education. It is to honour the legacy and contributions of **John Cox** that the Institution.

## **INTRODUCTION**

Service Rules in **JCM CSIIT** are a formal set of regulations that govern the appointment, responsibilities, conduct, and benefits of faculty members, administrative staff, and support personnel. These rules ensure transparency, accountability, and consistency in the management of human resources within academic institutions.

They serve as a framework to maintain academic standards, professional ethics, and institutional discipline, while safeguarding the rights and duties of employees. The Service Rules of John Cox Memorial CSI Institute of Technology encompass the following policies, rules and regulations.

## Organizational Chart



## **1.0 CODE OF CONDUCT FOR GOVERNING BODY**

### **1.1 BOARD OF GOVERNANCE**

The Board of Governors (BOG) is the top body that oversees the college's progress and suggests activities to promote its growth and development. It aims to shape the institution to meet the highest standards in technical education.

- The main objective of the Board of Governors (BOG) is to provide transparent and effective governance, building and developing the institution while gaining the confidence of stakeholders.

### **1.2 THE PRIMARY ACCOUNTABILITIES**

The Board of Governors is responsible for overseeing the institution's activities, setting its direction, and creating an environment to achieve the institution's mission.

### **1.3 TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION**

- The BOG is responsible for developing and implementing the mission, vision and strategic plans for the institution.
- It must review short-term and long-term goals regularly and adjust priorities as needed.
- The BOG should ensure that the institute meets quality standards in both internal and external aspects, including teaching, academic and administrative practices, risk management, and financial stability, to benefit stakeholders (students, parents, alumni, employers, communities, and the public).
- The BOG is supported by IQAC, PAC and various committees to assist with curriculum revisions and operational planning to align with the institution's vision and mission.

## **1.4 TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY**

- The BOG ensures the preparation of annual budgets and reviews audit and performance reports to ensure smooth functioning of the institution.
- /The BOG approves the institution's scholarships, fellowships, medals, prizes, and certificates based on the Administrative Council's recommendations.
- The BOG ensures adherence to procurement guidelines and appropriate spending for the right causes.
- The BOG reviews risks periodically and suggests measures for sustainability.

## **1.5 TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS**

The BOG advises the institute on the following:

- Ensuring timely compliance with accreditation documents.
- Ensuring statutory requirements for accreditation are met to maintain educational quality.
- Using benchmarking as a tool for performance monitoring and ensuring the institution's credibility in society.
- Conducting a gap analysis and identifying areas for improvement.

## **1.6 OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES**

To maintain high ethical standards, the BOG ensures transparency and openness in the working of the institution.

## **1.7 TO PROMOTE TRANSPARENCY AND OPENNESS AT EVERY LEVEL**

- Minutes of meetings from various committees must be made available to key stakeholders.

## **2.0 CODE OF CONDUCT OF PRINCIPAL**

The Principal is both the academic and administrative head of the institution, working to advance its growth. They implement policies approved by the Board of Governors and ensure coordination between various statutory and non-statutory committees, including the Academic Council.

- The Principal is a member of the Board of Governors, Chairperson of the Administrative Council, and Chief Controller of Examinations. They monitor admissions, examinations, and evaluations for smooth functioning.
- The Principal may nominate Conveners, Coordinators, and other administrative functionaries to various committees. They are responsible for extending or changing functionaries in the administration, with Administrative Council approval.
- The Principal conducts Board of Governors meetings following the prescribed guidelines and Administrative Council meetings as per norms.
- They coordinate and motivate faculty, administrative staff, and supporting staff to improve efficiency.
- The Principal works toward the common goal of delivering quality technical education, helping students build careers and embrace lifelong learning.
- They represent the institution at regional, national, and international conventions, promoting the development of technical education.

- The Principal and the entire staff are collectively responsible to the Board of Governors, Administrative Council, University, State Government, AICTE, KTU, students, and parents for the effective functioning of the college.

## **2.1 THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORIZED AS:**

### **A) ACADEMIC ADMINISTRATION**

- (i) The Principal follows academic rules and regulations set by KTU, AICTE, the State Government, and the Board of Governors.
- (ii) They are supported by the Heads of Departments, Dean Academics, senior faculty members, and various committees.
- (iii) The Principal is assisted by the Governing Body and Administrative Council in decision- making and implementation.
- (iv) The Coordinator of Admissions assists the Principal with admission-related matters.
- (v) The Dean Academics, and Heads of Departments support the Principal in academic work.
- (vi) The Principal oversees the preparation and submission of the institution's timetable, with Deputy Chief Superintendent of Examinations with the help of the time-table coordinator and department heads.
- (vii) The Principal monitors class work and academic activities with the assistance of class work coordinators and faculty in-charges.
- (viii) They supervise academic events like technical fests, conferences, seminars, and workshops.
- (ix) The Principal holds meetings with Heads of Departments to review academic progress and suggests improvements.



- (x) The Principal may direct Heads of Departments and Faculty members to conduct remedial classes for slow learners.
- (xi) The Principal coordinates student attendance, drop-outs, and medical conditions with the help of the Dean of Academics.
- (xii) The Principal ensures quality assurance, supported by the Coordinator of IQAC.
- (xiii) The Principal monitors research, development, and consultancy activities, with assistance from the R&D Cell.
- (xiv) They encourage faculty to apply for sponsored research projects.
- (xv) The Principal promotes Industry-Institute Interaction to improve student employability.
- (xvi) The Principal arranges training programs for student employability with the Placement Officer.
- (xvii) They ensure the welfare of staff and students.
- (xviii) The Principal fosters good relationships among staff, students, and management.
- (xix) They maintain discipline and a positive academic environment on campus.
- (xx) The Principal ensures regular communication with government bodies, AICTE, Kerala University and KTU.
- (xxi) They involve faculty in various institutional activities.
- (xxii) Principal must not collect original certificates at the time of joining of staff but can collect the copies the certificates after verification with the originals.

## **B) GENERAL ADMINISTRATION**

The Principal is supported by the Dean Academics, Deputy Chief Superintendent of Examinations, Coordinator of IQAC, and Heads of Departments for general administrative matters.

- (i) The Principal proposes appointments for all staff positions, including

contract, part-time, and temporary employees.

(ii) The Principal manages regularization of services, probation declarations, and increment releases for teaching and non-teaching staff.

(iii) The Principal organizes performance appraisals for faculty and staff.

(iv) They have the authority to sanction leave (CL, LOP, VL, ML) for all staff members Heads of Departments, except for themselves.

(v) The Principal can initiate disciplinary proceedings and impose minor or major punishments (e.g., warnings, fines, withholding increments), following the prescribed guidelines.

(vi) Serious cases requiring suspension, removal, or dismissal are referred to the Governing Body by the Principal.

### **3.0 ROLE OF ACADEMIC DEAN**

#### **1. Academic Leadership:**

Provides overall leadership for academic planning, development, and implementation of programs across departments.

#### **2. Academic Planning & Scheduling:**

Coordinates academic calendars, timetables, and examination schedules in consultation with Heads of Departments.

#### **3. Quality Assurance:**

Monitors academic quality through regular reviews, feedback, and continuous improvement mechanisms.

#### **4. Faculty Development:**

Encourages professional growth of faculty through workshops, research initiatives, and performance evaluations.

#### **5. Student Academic Progress:**

Oversees academic performance monitoring, mentoring systems, and support for slow and advanced learners.

**6. Examination & Evaluation:**

Coordinates internal assessments, examinations, and result processing to ensure fairness and transparency.

**7. Accreditation & Compliance:**

Leads preparations for NBA and audit processes related to academic functions.

**8. Academic Policy Implementation:**

Ensures the enforcement of academic regulations, attendance policies, and discipline related to academics.

## **4.0 ROLE OF THE BURSAR**

**1. Financial Management:**

Oversees all financial operations of the institution, including budgeting, accounting, and expenditure control.

**2. Budget Preparation & Monitoring:**

Prepares annual budgets in consultation with departments, monitors utilization, and ensures optimal fund allocation.

**3. Fee Collection & Accounting:**

Supervises collection of student fees and other receipts, maintaining transparent and accurate financial records.

**4. Expenditure Control:**

Authorizes payments, verifies bills, and ensures spending is in line with approved budgets.

**5. Liaison with External Agencies:**

Coordinates with banks, and auditors, regarding financial matters, grants, and fund utilization.

**6. Procurement Oversight:**

Ensures all purchases follow prescribed financial rules and institutional procurement procedures.

**7. Salary Administration:**

Oversees payroll processing, deductions, and timely disbursement of salaries and benefits to staff.

**8. Resource Mobilization:**

Assists in generating and managing funds through grants, projects, donations, or other income sources.

**9. Transparency & Accountability:**

Ensures financial integrity and promotes transparency in all financial activities of the institution.

## **5.0 CODE OF CONDUCT FOR TEACHING STAFF AND NON-TEACHING STAFF:**

Teachers should strive to fulfill their obligations to the teaching profession by:

- Promoting the teaching profession through responsible and ethical practices.
- Seeing themselves as lifelong learners and engaging in continuous professional development.
- Being honest about their qualifications and competencies.
- Contributing to the development and promotion of effective educational policies.
- Helping to create an open and reflective professional culture.
- Treating colleagues and associates with respect, creating a friendly and cooperative work environment.
- Assisting newcomers to the profession, when required by law or for a valid professional purpose.
- Respecting confidential information when necessary.
- Speaking out if a colleague's behavior seriously violates this code.

## **5.1 RESPONSIBILITY AND ACCOUNTABILITY OF FACULTY MEMBERS**

- Faculty members must handle the subjects assigned by the Head of Department (HOD).
- Faculty must complete the syllabus on time and are responsible for producing good results in the subjects they teach.
- The staff advisory system must be implemented effectively. Faculty should monitor the students in their assigned group.
- Assignment topics for each course must be given to students one week before the due date.
- Assignments should be written in notebooks. These notebooks should be collected from students on time and returned after correction.
- Two internal exams should be conducted in each semester. Answer sheets should be graded, and marks should be communicated to the students. Marks for assignments, continuous internal evaluation, and attendance should be recorded in the course diary.
- Faculty should act as good counselors and facilitators. They should help, guide, encourage, and support students to ensure the teaching-learning process is effective. Providing value-based education should be their main goal.
- Faculty should maintain proper conduct both inside and outside the classroom, setting a good example for students.
- Faculty should also carry out other academic, co-curricular, and organizational activities as assigned to them from time to time.

## **5.2 DRESS CODE FOR FACULTY**

Male: Pants & Shirt with ID card attached to a neck strap.

Female: Saree & Blouse, or Churidhar with Duppatta with ID card attached to a neck strap.

## **5.3 ID CARD:**

- Students and staff must always wear their ID cards while on campus.
- Faculty should check students' ID cards to verify their identity. After noting the details, the ID card must be returned to the student immediately.

## **5.4 STUDENTS - LATE COMING:**

- Students who arrive late should still be allowed to enter classrooms or laboratories, but they will automatically lose attendance for that session.
- Faculty should not use physical punishments for students misbehaving in class. They can warn the student or report them to the HOD/Principal for further action.
- Cases of misbehavior or disrespect should be handled by the HOD or principal. Faculty should not threaten students with marks or other punishments for their misbehavior.

## **5.5 TAKING ATTENDANCE:**

- Faculty should take attendance within the first 5 minutes of class.
- Late students should not be stopped from entering the class, but they will not be given attendance.

- Disruptive students should be reported to the HOD/ Principal for further action.
- Students who do not follow the dress code should not be allowed to attend classes, labs, or the library.

## 5.6 COURSE FILE:

- Every faculty member must keep a course file for each course taught. The file should include:

Department Vision & Mission
PO, PEO & PSO
Course Outcomes
CO-PO and PSO Mapping
Assessment Plan
Name List of students
Attendance
Continuous Internal Assessment-I (CIA-I) Question & Scheme
Continuous Internal Assessment-I (CIA-I) Marks
Sample CIA I Answer Sheets
Continuous Internal Assessment-II (CIA-II) Question & Scheme
Continuous Internal Assessment-II (CIA-II) Marks
Sample CIA II Answer sheets
Remedial class Time table and Attendance
Assignment Question & scheme
Assignment Marks
Sample Assignment Sheet
Continuous Internal Evaluation marks (CIE)
Course Exit Survey
Sample course Exit Survey Sheet
University Question
University result
Attainment sheet
Course Diary

## **5.7 CLASS ADJUSTMENT BEFORE GOING ON LEAVE:**

- Staff members must make arrangements for their classes and get approval from the HOD and Principal for a substitute faculty before going on leave.

All staff members are required to follow this process strictly. If not, the leave will be considered unauthorized and unpaid.

## **5.8 PROCEDURE FOR RELIEF OF RESIGNATION:**

Faculty members wishing to resign must provide one month's notice as per the institute's rules. The institution has the right to relieve staff at any time during the notice period.

## **6.0 PROMOTION POLICY:**

All faculty members will be selected as Assistant Professors during recruitment. Faculty members with post-graduate qualifications and minimum 8 years of experience can be promoted to Associate Professor from the date of joining, based on the need to meet AICTE norms. Ph.D. holders with at least three years of experience after Ph. D or more than 10 years experience with PhD can be promoted to Professor, regardless of discipline . Faculty Performance Appraisal and Development System (FPAD) is used to assess faculty performance, which plays a crucial role in continued employment, promotion When promoting staff, feedback, involvement in extracurricular activities, academic activities and administrative roles will be considered. The promotion of faculty and staff is processed in accordance with institutional norms and becomes effective only upon the approval of the Governing Body.

## **7.0 FACULTY EMPOWERMENT AND FINANCIAL STRATEGIES:**

The institute provides maternity leave for female staff as per norms.

Paid leave is given for attending Workshops, Seminars, Conferences, and FDPs.

Employees have opportunities to join state, national, and international professional



bodies. The institute encourages both teaching and non-teaching staff to participate in Workshops, Conferences, and FDPs for continuous development.

- Employees are supported in conducting training programs and arranging industrial visits.
- Non-teaching staff also receive equal opportunities and support to enroll in courses and training programs to enhance their skills and knowledge.
- Employees are encouraged to attend corporate training programs to develop administrative skills.
- Faculty members can attend FDPs and various training programs to improve their knowledge, teaching methods, and personalities.
- Staff are given opportunities to conduct or attend webinars and workshops to stay updated on industry changes.
- The institute invites corporate professionals, researchers, and academicians to interact with faculty and share knowledge, helping them upgrade their expertise.
- The institute welcomes new ideas from experienced faculty to improve lecture delivery, lab work, and workshops. These can be shared through one-on-one interactions or group mini-workshops.

## **8.0 DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:**

The HOD is responsible for overseeing all academic programs in the department according to the affiliating university's rules. To achieve this, the HOD must:

1. **Formulate Timetables**
  - Create timetables that provide enough contact hours to complete the syllabus on time.
2. **Faculty Training and Updates**
  - Ensure faculty members are trained and updated to deliver quality instruction to students.

**3. Student Performance Evaluation**

- Ensure proper evaluation of student performance and take necessary steps to help slow learners improve.

**4. Maintain Harmony and Discipline**

- Foster good relationships between students and faculty while ensuring student discipline and ethical behavior.

**5. Class Schedules and Absences**

- Ensure all classes are held as per the timetable and make arrangements for substitute teachers if needed. Recommend disciplinary action for staff who take leave without prior arrangements.

**6. Attendance Verification**

- Verify and publish the monthly student attendance prepared by staff advisors, and send the attendance records to the Principal by the last working day of the month.

**7. Classroom and Lab Discipline**

- Visit classrooms and laboratories to ensure discipline and proper decorum is maintained according to the timetable.

**8. Guest Lectures**

- Arrange guest lectures, preferably in the department's area of specialization, to expand students' knowledge.

**9. Guide Students to Counselors**

- Direct students to counselors if they are dealing with stress, peer pressure, or other challenges.

## **9.0 DISCIPLINE IN COLLEGE BUSES**

1. All female staff members should sit in the front of the college buses, and male staff members should sit in the last row to maintain discipline.
2. The transport in-charge must report compliance with this instruction immediately.
3. Senior faculty members are requested to monitor students for any ragging or disruptive behavior.

## **10.0 DUTIES OF NON TEACHING STAFF**

### **10.1 DUTIES OF LAB TECHNICIAN:**

1. Report any unexpected breakdowns of laboratory machines/equipment to the teaching staff in charge of the lab immediately.
2. Report damages to laboratory equipment caused by students due to mishandling to the concerned staff member for further action.
3. The lab assistant should identify the need for lab consumables before the semester begins and provide a written list to the laboratory in charge.
4. Carry out maintenance work as per the schedule set by the laboratory in charge, without disrupting regular lab activities.
5. Maintain issues register for tools issued to students in each lab.
6. Ensure all procurements are recorded in stock registers, with separate registers for consumables and non-consumables.
7. Ensure the availability and proper maintenance of first aid facilities and firefighting equipment.
8. Avoid taking up other tasks during lab hours unless assigned by senior management.

9. In case of your absence, adjust laboratory work to a technician familiar with that lab.
10. Ensure the machine is in proper working condition before allowing students to use it.

## **10.2 DUTIES OF LAB –IN CHARGES**

1. Prepare a maintenance plan at the start of the semester and ensure it is followed by the technician.
2. Take necessary steps to procure additional equipment or materials needed, following the proper procedure.

## **10.3 CODE OF CONDUCT FOR SUPPORTING STAFF**

Non-teaching employees at the college are committed to the following values: Loyalty, Integrity, Dignity, Responsibility, Respect, Justice, and Care.

### **10.3.1 Supporting Staff Demonstrate Loyalty By:**

- Supporting the college's faith and values
- Being punctual and conscientious in all duties
- Dressing and behaving according to the college's standards
- Promoting a drug- and alcohol-free lifestyle

### **10.3.2 Supporting Staff Demonstrate Integrity By:**

- Being honest in words and actions
- Acting within the law
- Maintaining appropriate relationships, including:
  - Interacting respectfully with students

- Informing the Principal if a student is suspected to be harmed
- Keeping professional boundaries
- Being fair and impartial

#### **10.3.3 Supporting Staff Demonstrate Dignity By:**

- Respecting diversity and treating students with care and compassion, recognizing their unique family backgrounds
- Valuing each student individually, without comparisons to others
- Supporting other staff members

#### **10.3.4 Supporting Staff Demonstrate Responsibility By:**

- Meeting the required standards for every task
- Collaborating and cooperating with colleagues and administrators

#### **10.3.5 Supporting Staff Demonstrate Respect By:**

- Showing mutual respect, trust, and confidentiality
- Offering positive support to others

#### **10.3.6 Supporting Staff Demonstrate Justice By:**

- Being fair and reasonable at all times
- Committing to the wellbeing of individuals and the community

#### **10.3.7 Supporting Staff Demonstrate Care By:**

- Being a positive influence and using good judgment
- Showing care and compassion in all relationships
- Paying close attention to our duty of care to others

## 11.0 JOINING FORMALITIES

Before joining, one should collect offer letter duly signed by Chairman / Secretary/Manager of STT, South Kerala Diocese. No other employee is authorized to issue Appointment Letter.

### 11.1 At the time of joining

The new recruit would have to submit the following documents to the Office to join for duties and to open their personal file at the time of joining.

Documents to be submitted for joining

SL.NO	Required Documents
1	Copy of Appointment Order.
2	Joining request by candidate.
3	Original Certificates supporting qualification experience for verification with a copy all to be kept in office
4	Experience Certificate (if any)
5	Relieving letter from immediate past employee
6	Copy of AADHAR Card
7	Two passport size photographs
8	Copy of Bank passbook.
9	Copy of PAN Card.

### **Immediately after Joining**

1. Immediately after joining of any new staff, an appointment order should be kept in the office file..
2. Give application for opening bank account.

## **12.0 LEAVE RULES**

### **(1). Casual Leave (CL)**

This is applicable to all categories of regular staff members (Faculty, Technical, administrative and library). There will be 15 casual leave for vacation staff and 20 for non- vacation staff members. A maximum of 4 and 5 casual leave can be availed quarterly by vacation and non-vacation staff respectively. However, the un availed casual leave will be on credit and can be availed at a later stage of a calendar year. But, casual leave cannot be combined with any other type of leave except medical leave.

### **(2). Medical Leave (ML)**

This is also applicable to all categories of staffs (Faculty, Technical staff, administrative and library staff members). There will be 6 medical leave for a calendar year. The medical leave can be availed only in a maximum of two slots on production of medical certificate from a registered medical practitioner. Further, medical leave can be availed only after the declaration of probation.

### **(3). Leave without Pay (LOP)**

The leave without allowance can be availed only when

(a) No other leave is admissible by rule and

(b) Other leave is admissible, but the head of the institution sanction in writing for the grant of leave without pay only.

When the period of absence of any staff is without proper application for leave, the head of the institution may retrospectively convert the period of absence into leave without pay even when any other kind of leave is admissible at the time of absence.

If the total number of leave without pay is more than 10 in an year, then the increment will be delayed for one month. The maximum number of leave without allowance, which can be sanctioned at a stretch, is also 10. The leave without allowance can go up to 90 days only on medical ground, which will be sanctioned only by the governing board.

### **(4). Vacation Leave (VL)**

The members of faculty and technical staff are eligible for 30 days of vacation during the month of May/June/July in a year. The vacation can be taken preferably in two slots of 15 days, which will be allotted by the head of the institution. During the period of vacation, they are not eligible for compensation for their own pending works or University duties. But if the college is allotting any special duties on particular days, compensation can be taken.



## **(5).Maternity Leave(Mty.L)**

All married woman staff can avail 3 months of maternity leave on completion of probation only. The salary during this period will be disbursed only on completing three months of service after rejoining the service.

### **CONDITIONS FOR SANCTIONG OR AVAILING OF LEAVE**

1. Leave shall be availed only after an application for leave is made by the applicant in the prescribed form routed through proper channel and the same is granted by the sanctioning authority.
2. Application for leave will be entertained only if the same is, signed by the applicant and recommended by the reporting officer and the person in charge of the Department /Office.
3. It shall be open to the sanctioning authority either to refuse or sanction the leave for a reduced period or ask the applicant to postpone the leave owing to exigencies of service. It shall also be open to the sanctioning authority to cancel the unavailed portion of leave or to recall any person on leave to report back for duty before the expiry of leave.
4. A person, who stays away from attending his duties in the institution, without permission (unauthorized absence) will be considered as absent from work / duty and action will be taken against such person for unauthorized absence from duty.
5. No leave other than causal leave will be granted to a person, who has tendered his / her resignation or served notice for relieving. Further, the leave at credit of a person shall not be treated as advance notice of registration. Notice for resignation/relieving shall be submitted one month prior to the date of resignation or he/she shall forfeit / remit one month salary.

6. Sunday and other holiday shall be counted as leave /absence if they fall during the course of all leaves except casual leave. Sunday or other holiday can be prefixed or suffixed to Earned leave, Medical leave and maternity Leave.
7. Although Causal leave and Medical leave can be combined, they cannot be neither carried over to next year nor combined with any other type of leave.
8. During the period of probation, any leave other than Causal leave or Compensation leave will be treated as Loss of Pay Leave.

**(6) Compensatory Leave:**

1. Academic holidays are only for academic staff (faculty, teaching assistants, and lab staff). All other staff are considered non-academic.
2. Non-academic staff are office staff under the College Office.
3. For non-academic staff, Second Saturdays and government public holidays are holidays. All other days are working days. The library will be open on all office working days (8:00 AM to 6:00 PM).
4. If you work on a holiday as instructed by your superior, you are eligible for compensatory leave. You must submit authorized approval from your supervisor. Compensatory leave is valid for three months.
5. If you work outside the office or campus on office working days, it is treated as “On duty”. Submit authorized approval in a Duty Leave Form within 2 days of returning to the campus.
6. If you work outside the office or campus on OFF days, it is treated as “ On duty”, and you are eligible for compensatory leave. Submit authorized approval in a Duty Leave Form within 2 days of returning to the campus. Compensatory leave is valid for three months.

### **Class Adjustment Before Going on Leave:**

- Staff members must adjust their classes and get approval from the HOD for substitute faculty before going on leave.
- Staff members must strictly follow this procedure. Failure to do so will result in the leave being treated as unauthorized, with loss of pay.

### **Procedure for Relief of Resignation:**

- Faculty members must give one month's notice before resigning, as per the institute's service rules.
- The institution reserves the right to relieve the staff at any time during the notice period.

### **Hours of Work**

College hours are generally between 09:00 AM to 04.00 PM from Monday to Friday ,if necessary Saturday also.. Office timing is from 8.30 AM to 4.30 PM from Monday to Saturday. But for administrative staff, last working day of every week, the out time is 4.10 PM instead of 4.30 PM.

### **Late Arrival for Work**

1. **Reporting Absences:** Notify the Principal through the reporting officer as soon as possible if you are absent or late due to illness, injury, or other reasons. If you cannot report personally, have someone call on your behalf.
2. **Be Ready to Start Work on Time:** Ensure you are ready to begin work at the designated start time, as your colleagues and the institution depend on your timely contribution.

3. **Follow Up on Telephonic Information:** If you inform about your absence or late arrival via phone, follow up with a text message, WhatsApps , or email confirmation within 24 hours.
4. **Regularization of Absence:** Within 24 hours of returning to work, regularize your absence by submitting a leave letter.

### **Drivers and Security Staff Dress Code**

- **Drivers:** All drivers are required to report to duty in a neat attire.
- **Security Staff:** All security personnel must wear the uniform provided by the institution during their shift.

## **13. PAY SCALE:**

The pay scale and other remunerations of the staff members are formulated in accordance with AICTE Regulations and Government of Kerala rules.

## CONCLUSION

These Service Rules are formulated to ensure the effective functioning, transparency, and integrity of the institution while safeguarding the rights and responsibilities of all employees. Every employee of **John Cox CSI Institute of Technology** is expected to familiarize themselves with these rules and adhere to them in both letter and spirit.

The management reserves the right to interpret, revise, or amend any part of these rules as and when necessary, in accordance with evolving institutional needs, statutory requirements, or directives from regulatory authorities such as AICTE or the affiliating university.

In case of any ambiguity or dispute regarding the interpretation of any rule, the decision of the Principal or the Governing Body shall be final and binding.

