DCSMAT INSTITUTIONS

Manual for Staff

(Updated August 2012)

Contents

Foreword

This Handbook has been designed to give you, an overview of the Institution and essential information. It also shares with you the institution's guidelines on conduct and individual responsibilities.

Rules and regulations are formulated to make your life comfortable and enjoyable at DCSMAT.

It is the mission of DCSMAT to create leaders out of teachers. Leadership is based mainly on discipline, dedication, decision making, direction, daring, discovering, continues learning, hard work, being proactive, boldness, creativity, mentoring etc. All rules and regulations of DCSMAT given in this book are aimed at giving opportunities for all to develop these qualities.

"Passion is the key to realize the impossible". Let us drive forward and stretch ourselves to make DCSMAT a great Institution.

Warm regards,

Ravi Deecee
Secretary
DC Kizhakemuri Foundation

*G*enuine teachers have great passion

They:

- Take pride in work and show a personal commitment to quality.

- Reach out for responsibility

- Anticipate, and don't wait to be told what to do

- Show initiative

- Do whatever it takes to get the job done

- Get involved fully and don't just stick to their assigned role

- Are always looking for ways to make things easier for those they serve.

- Are eager to learn as much as they can about everything they do

- Really listen to the needs of those they serve

- Learn to understand and think about the problems of students and evolve the right solutions.

- Are excellent team players and can be trusted with confidence.

- Are honest, trustworthy and loyal

- Are always open to constructive critiques on how to improve

Professionalism is predominantly a harmonies combination of
"right attitude"
and
"set of competencies"

DCSMAT *expects all the teachers to develop these qualities.*

1

DCSMAT IS A GREAT PLACE TO BUILD YOUR BRAND

- Be a great teammate and a supportive colleague.

- Be passionate about your work and make others know that you are excellent in your particular task/job.

- Finish the task assigned to you on time with exceptional quality.

- Be proactive and discuss your views on improving things with your peers and seniors.

- Bring in innovations into your teaching/projects/tasks to make it more efficient.

- Be a good reader of books, journals and business newspapers.

- Be a good role model for all the students.

- Love your work and enjoy every moment of it.

- Love your students and take care of them and make them good human beings.

"Ask not what DCSMAT can do for you
Ask what you can do for DCSMAT"

Adaptation from President Kennedy's speech

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ABOUT DCSMAT INSTITUTIONS

2.1   DC School of Management and Technology Institutions, promoted by DC Books and DC Kizhakemuri Foundation, are pioneering institutions in the field of Management/Media / Printing Technology.

2.2   The DC Kizhakemuri Foundation is a tribute to DC Kizhakemuri, an ardent freedom fighter, social activist, writer, teacher and a publisher. He was awarded Padmabhushan by the Government of India in 1999. The Foundation aims to emulate what DC Kizhakemuri did in his lifetime - enrich the world of letters and foster socio-economic growth. The Foundation is in the process of setting up a deemed university, which will co-ordinate all its activities and open new centers of academic excellence.

2.3   At present DC Kizhakemuri Foundation has five schools under its umbrella which are as follows:-

S No	Name & Address of the Institute	Courses Offered	Approved by
1	DC School of Management and Technology, One School Avenue, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	MBA	AICTE, Affiliated to Mahatma Gandhi University
2	DCSMAT Media School, KINFRA Film and Video Park, Sainik School P.O, Kazhakuttam, Trivandrum-695585, Kerala	PGDM	AICTE

3	DCSMAT Business School, DC County, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	PGDM	AICTE
4	DCSMAT Printing School, DC Kizhakemuri Edam, Good Shepherd Street, Kottayam-686001, Kerala	Certificate Course in Printing Technology	KGTE (Kerala Government Technical Examinations)
5	DC School of Management and Technology, KINFRA Film and Video Park, Sainik School P.O, Kazhakuttam, Trivandrum-695585, Kerala	MBA	AICTE, Affiliated to University of Kerala

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FACILITIES AND SERVICES

3.1 Our Campuses

3.1.1 Vagamon Campus

Vagamon is a wonderful little hamlet surprisingly resembling the Scottish countryside; dotted with Tea and Spice plantations and an immensely successful Indo-Swiss Dairy project at Kurisumala (hill with the cross) its biggest pride and joy! The nearest International Airport is just 75 Kilometres away at Kochi – the commercial capital of Kerala.

3.1.2 Trivandrum Campus

The Trivandrum campus is located in the KINFRA Film and Video Park at Kazhakkoottam. The Film and Video Park, which is first of its kind in India, It is the right environment for a B-School to function. The sprawling campus located sufficiently away from the hustle and bustle of the city will provide a serene atmosphere for academic and intellectual development.

3.2 Accommodation

3.2.1 DCSMAT will try to accommodate all its staff under their housing programme during their tenure with DCSMAT. The accommodation facilities are only available at DCSMAT Pullikkanam at present. All staff members are required to stay on campus so that they can make themselves available in case any official work demands their presence.

3.2.2 Available apartments as well as studio apartments will be given to the staff on the discretion of the Management. Family accommodation will be provided to those who really bring their family. For apartments, unfurnished accommodation is offered. In case of necessity staff members are required to accept shared accommodation. Staff members are required to bring all the

furnitures & equipments like cot, table, chair, fan, Television etc. Also the additional facilities, if any shall be at the expense of the staff themselves.

3.2.3 Staff will have to pay utility charges as specified by the Management from time to time. A subsidized rent and furnishing charges, as decided by the Management, will be levied for the new apartment block next to C Block. Staff members are free to appoint servants for House Keeping, Kitchen etc.

3.3   Library & related facilities

3.3.1 The DCSMAT library has a variety of sizeable collection of books and adds a large collection of books annually. Apart from these, we also subscribe to all leading journals/magazines, e-journals, leading newspapers etc.

3.3.2 Members of the families of DCSMAT can also make use of the library. They can also borrow books as per the Library rules. Members can borrow 15 books in a month from the Library. A fine of Rs.5/- per day will be charged after the due date.

3.3.3 Periodical publications and newspapers are not issued from the library.

3.4 Telephone and Internet

3.4.1 The campus has excellent communication facilities with a dedicated BSNL Tower, Reliance Tower and Idea Tower for mobile connectivity. Also the staff members can apply for the BSNL & Reliance landline connections. The bills will be at the cost of the concerned staff members. Staff members are not permitted to make personal calls from official phones. If the facility is used in emergency cases, a fixed rate will be applicable.

3.4.2 The campus is a Wi-Fi campus. This can be fully utilized and there is internet connectivity even in the apartments.

3.5 Cafeteria

3.5.1 The campus cafeteria offers excellent vegetarian and non-vegetarian food in a variety of cuisines. Since we have a self-

service system, food and other items will not be provided in the apartments. Restaurant facility is also available in the cafeteria as per the allotted timings. Food expenses are to be met by the staff members as per the rate applicable.

3.6   Room Service

In extreme emergencies and in special cases food will be made available to the faculty for a certain period. The minimum amount charged for the same will be Rs.500/- per month per person (Two meals a day)

3.7   Vehicles

The College vehicles are available for official purposes. Vehicles, if free, will be available for private use in emergencies and it will be charged as per the market rates of taxi. Any other expenses including driver's bata will be extra.

3.8   Energy Conservation & Environment

In order to ensure the judicious use of natural resources like water, the staff members are expected to take care that no water taps etc are left open unnecessarily in the apartments/office and also check for wastage of water and electricity. The Campus is to be kept as a plastic free zone by not throwing around plastic covers and other plastic materials.

3.9   Laundry Service

Laundry Service is provided at an affordable price to all. Laundry Service Counter at the Kiosk will be the delivery and pick-up point for Laundry. Washing machines for self-wash is kept separately. The facility can be availed by paying a nominal amount.

3.10   Guest House

Guest Rooms are available for the relatives of staff. Rate tariff is available at the Corporate Office. Prior reservation has to be made with the Estate Department for availing the guest rooms. In case an official guest will have to be accommodated, the pre-reservation will be withdrawn.

3.11 Security

DCSMAT has appointed well-trained security personnel for the safety of the institution, students and staff. The security staff maintains a movement register in which all those who seek permission to enter the campus or go out of the campus are required to make an entry. Keep your rooms locked and make sure that external doors to residential areas are locked.

3.12 Accidental Insurance

Staff and students will be covered under accidental insurance schemes.

3.13 Kiosk

KIOSK, the mini market place offers an extensive collection of stationery, gift, souvenirs and other articles for the DCSMAT community. KIOSK also has a haircut and dressing salon, photocopying facility and spiral binding facility.

3.14 Coffee Shop

An exclusive coffee shop for students and staff is functioning inside the campus. Coffee, Snacks, Fruits etc are served at the shop.

3.15 ATM

DCSMAT has a State Bank of India ATM at the campus. All staff and students can make use of this facility.

3.16 Recreation & Staff Club

The campus provides facilities for basketball, volleyball, badminton, table tennis etc. The campus has a staff club managed by a staff coordinator. A nominal amount will be deducted from the salary for staff club. This amount will be used for celebrating the birthdays, other informal gatherings, pleasure trips and other club activities by the Staff Club.

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CONDUCT AND RESPONSIBILITIES

4.1   Conduct & Discipline

4.1.1   Every staff of DCSMAT is expected to conduct himself/herself in a manner that enhances the Institution's reputation and name. DCSMAT values fairness, integrity, dignity, discipline and courtesy in each person's behavior.

4.1.2   Each staff is personally responsible for adherence to the laws in his/her range of work. Failure to do so will invite disciplinary actions.

4.1.3   All staff must behave in a professional manner to superiors, colleagues and students while in campus & outside. All matters pertaining to DCSMAT is kept totally confidential. No papers, details or communication of DCSMAT should be given outside without prior consent of the concerned authority.

4.1.4   No staff member (teaching/non teaching) is allowed to involve in any anti establishment activities (Through any mode of communication). If this happens the person or persons involved will face disciplinary action.

4.2 Dress Code

4.2.1   Staff members are required to wear formal dresses while on duty. The following dress code is to be adopted. This is to bring in more professionalism and decency in appearance, which is very important in corporate life. Teachers should be role models for the students.

Monday to Friday	For Men	Formal dress with tie & formal shoes
	For Women:	Formal dress (Saree/Salwar Kameez (with duppatta)
Saturday	For All	Decent Semi Formals

4.3 Responsibilities

4.3.1 All teaching staff members are required to carry out administrative duties in addition to regular academic work assigned from time to time.

4.3.2 Any staff may be assigned work related to admission process/ examination process/placement process or process related to AICTE/NBA/NAAC/any other accreditation or grading agencies or any other relevant area. The assigned work should be taken up by the individuals and the allotted work should be completed on or before the prescribed date.

4.3.3 If any member of the staff refuses to take up any duty (academic/ administrative) assigned to him/her without any substantial reason, he/she will attract disciplinary action.

4.4 Academics

4.4.1 Every faculty member is required to adhere to the academic calendar, issued at the beginning of the academic year. The Activity Integration and Monitoring Center (AIM) will be responsible for fixing timetable, inviting guest faculty and arranging classes as per schedule. The AIM Centre will give in writing the work schedule to every faculty member counter signed by the Director. Any change in the schedule, if necessary can be done only in consultation with the AIM Centre. Every coordinator should submit a brief report of the activities of the students both at the general level and SOP level every Monday morning, in the prescribed format to the Director.

4.4.2 The coordinator should ensure that the SOP owners prepare the progress (academic and extracurricular) of their wards and sent to the parents by the end of every trimester (the date will be decided in the staff meeting which will be held just before the end of the trimester)

4.4.3 The class coordinator should ensure that the batch under him/ her is effectively trained with the support of the team DCians. Special credits will be awarded to the coordinators of the batches for their performance, which will reflect in their salary revision.

Parameters will be decided by the Managing Committee at the time of performance appraisal every year.

4.4.5 As and when required the faculty members will have to take classes in other DCSMAT institutions. Travel and accommodation expenses incurred if any, will be reimbursed.

4.4.6 As it is necessary to regulate the academic environment of DCSMAT, every teaching staff is required to be present in the campus (Cabin/Class rooms/Library) from 9.30 AM to 5.30 PM with a lunch break of one hour from 1.00 PM to 2.00 PM.

4.4.7 Every teacher should handle two papers in every semester. If a teacher is assigned only one paper (for some technical reasons) he/she will be assigned some meaningful work, which should be finished within the stipulated time. This work could be academic or administrative in nature. The management has got the right to ask any teacher to engage more number of hours/subjects in case of necessity considering the work pattern/schedule in every semester.

4.4.8 The management has the right to videograph/record the teaching sessions with an intention to effect corrective measures and also to evaluate on a case-by-case basis.

4.4.9 Every teacher is expected to permit his/her colleagues or external educational specialists to sit in his/her class. This will help in peer evaluation and also help to boost the confidence of the teachers.

4.4.10 All faculty members have to attend the evening sessions and should actively participate in the discussions. This is to encourage the students and also to guide them in the presentation techniques.

4.4.11 Faculty presentations should be done on every Tuesday without fail. All the faculty members should be present during the presentation. The schedule for this should be fixed by the staff coordinator for every month.

4.4.12 There will be a staff council to discuss important matters pertaining to the courses. This will consist of Director, Dean, Senior Professors and the Coordinators.

4.4.13 ll faculty members are expected to actively cooperate in enforcing discipline. This includes prevention of ragging, alcoholic consumption and misbehavior of any kind by the students.

4.5   Co-curricular/Extra Curricular Activities

4.5.1   At least a total of four MDP's/FDP's/Seminars should be conducted by the teachers of the four streams (Marketing, Finance, HR & Systems) or any other specific relevant area. The Director is empowered to coordinate the faculty of these departments to conduct this every academic year.

4.5.2   Every faculty member should assume leadership roles in extracurricular activities like clubs, cultural activities etc. No faculty member/staff can refuse to take up any academic/administrative work that is assigned to him/her without any substantial reason. Any refusal like this will be taken as a disciplinary issue.

4.6 Club Activities.

Every faculty members will have to be part of one of the campus clubs as faculty coordinator/coordinator and should ensure that the clubs are active and vibrant. A record should be kept about the activities, which will be reviewed every 45 days in a staff meeting. Further, it is the joint responsibility of faculty members to conduct Luminance, DCQC, Convocation or any other general functions or celebrations organized by the College.

4.7 Students Ownership Programme (SOP)

4.7.1   This is a unique programme, which gives freedom and power to every teacher to guide, to groom, and to contribute to all the students in the group and it will be a great value addition not only to the students but also to the teachers. In fact, the Management of DCSMAT (which is a fully residential institute) considers SOP as the most important unit in the whole process of academics and extracurricular activities of the Institute.

4.7.2   Every teacher will be assigned a number students (ranging from 10 to 15) in the first year itself for the SOP programme. The concerned teacher will be fully responsible for the successful completion of the course of every student in their group. The academic and administrative system of DCSMAT will fully support the SOP owner to accomplish this.

4.7.3 The SOP owner is also expected to keep in touch with the parents of the students on a regular basis. Every teacher is expected to keep a complete record of the performance of every student in their group. Every teacher should continuously monitor the attendance, performance in examinations and tests, extra curricular activities, discipline and overall improvement. All these should be recorded in separate file given to the SOP owner.

4.7.4 The performance and the accomplishments of students in each group will be considered during the performance appraisal of the teacher.

4.7.5 SOP is given much importance in the whole academic process and the teacher is expected to take full charge of all the activities of the students, right from the beginning till he gets placement.

4.7.6 Student ownership programme is unique and offers great opportunity for every committed teacher to groom 10 or 15 students to become excellent professionals and excellent human beings. Make them love you and earn their respect by giving them whatever you can in terms of advice, motivation, ideas and career counseling. All support in this regard will be given to the teacher by the management.

4.7.7 The coordinator should convene a meeting of SOP owners every 15 days in the presence of the Head of the Institution to review the progress achieved. Separate minutes should be kept about the meetings and the minutes should be forwarded within 2 days to the Head of the Institution.

4.7.8 The best SOP owner and his/her group will be honored based upon the performance (academics and extracurricular), which will be assessed by an appointed committee.

4.8 Students Placement Cell

4.8.1 The coordinator, SOP owners and the placement officer (placement cell) should work together in all respects to make the placement process effective and successful.

4.8.2 The coordinators and the SOP owners should motivate and guide the students in the placement process along with the placement officer.

4.8.3 The faculty members who are in the placement committee should attend all meetings concerned with placements so that

the process becomes effective. The minutes of every placement committee meetings should be signed and recorded.

4.8.4　The Manager (Corporate Relations) who is in charge of placement should ensure that mails regarding the number of placements (with the name of the companies) are sent to all DCians on a regular basis. This is to ensure that the whole institution is updated with the information regarding placement.

4.8.5　The Manager (Corporate Relations) can depute any member of the staff who has been nominated to the Placement Cell for any placement related work with the prior permission from the Director/Head of the Institution.

4.9 Project Work

4.9.1　When the students go for any project work, the project guide should brief them about what to do in the project and also guide the students to equip themselves with sufficient knowledge of the company where they are going for the project.

4.9.2　The project guide in coordination with the coordinator of the course should be continuously in touch with the students whom they guide.

4.9.3　The coordinator of the course is empowered to allot certain number of students to all the teachers in the respective discipline for the project work.

4.10　Library & Research

4.10.1 All teachers should try to publish articles in Journals (Both National and International) every year. Those who publish articles in accepted and referred journals will be given cash incentives.

4.10.2 Every teacher should present at least two articles to research committee for peer evaluation. One is on or before 31st December and other one is on or before 31st May every year. The best paper will be considered for commendation and incentive.

4.10.3 Every faculty member should ensure that the students are given regular meaningful assignments to use e-journals, books etc.

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Rules and Regulations

5.1   Appointments

5.1.1   The employment status of each person working with DCKF/ DCSMAT can be any of the following- a Trainee, Contract employee, probationer or a confirmed employee. Minimum one year training/ contract employment is required before a person is taken as a probationer. Before confirmation, completion of two years of successful probation is needed. However, for those with more than 10 years experience, the one year training/ contract employment is not applicable.

5.1.2   All appointments of teaching and non-teaching staff are done by H R Department at the Head Office of DC Kizhakemuri Foundation on the recommendations of the staff selection committee.

5.1.2   All appointments shall be subject to transfer to other institutes of DCKF.

5.1.3   Staff members are required to submit the following documents to the administrative office at the time of arrival at DCSMAT Campus for joining.

    1.   Original Appointment Order.

    2.   One page bio data with passport size photograph.

    3.   Three Passport size photographs.

    4.   Originals of the following certificates (certificates will be returned after verification):-
       ◆   SSLC/Equivalent (For address proof)
       ◆   Original Degree Certificates & Mark lists.
       ◆   Proof of P.G and other higher qualifications.
       ◆   Proof of Experience, if any

    5.   Attested (by a gazatted officer) photocopies of the above mentioned certificates.

6. Data sheet of Staff Hand Book should be signed for having read and understood..

7. Joining Report (Format is attached)

8. Relieving order from the previous employer

9. Salary Certificate from the previous employer with the details of last drawn salary.

10. Medical fitness certificate from an authorized physician.

5.2 Performance Appraisal

5.2.1 DCSMAT believes in providing a balance between "Pay for Seniority" and "Pay for Performance". DCSMAT "pays for performance" by rewarding individual work accomplishments. This recognizes that all employees in a given job profile do not always work as hard or perform equally. Those employees who perform better will receive a larger increase in pay than those who do not. Seniority alone does not guarantee any positive impact on the individual's pay revision.

5.2.2 The Institute expects every employee to bring out their best and add value to themselves as well as to the institute. Any significant or innovative work which, adds tangible value to the students or to the system, will be considered during performance appraisal (Seniority does not count here). Any innovative and new ideas for improvement of the institute will be greatly appreciated.

5.2.3 For teaching staff, performance appraisals are conducted in December and June every year by the Director, Dean and Chief Facilitator.

5.2.4 For non teaching staff, performance appraisals are conducted in December and June every year by the immediate supervisor, Director and Chief Facilitator.

5.2.4 Before confirmations, promotions, contract renewals, increments/ pay hike etc, performance appraisals will be conducted compulsorily. Specific formats will be used for each category of staff.

5.2.5　In normal circumstances performance appraisal and feedback will be given at the end of the academic year. Assessment of the work of every teacher will be done in the month of June and pay revision if any will be implemented from the month of July. Revision will be effected as mentioned above only on the performance of the concerned teacher both in academic and extracurricular activities.

5.2.6　In case of necessity the management will take the appraisal at any time during the academic year and if any teacher is found deficient in performance he/she will be issued with a letter asking him/her to improve the performance within the stipulated time. The duration of the time will be fixed by the management. His/her continuance in service depends entirely upon his/her performance during this period.

5.2.7　Those who have done long duration FDP in IIM, M. Phil or PhD will have to produce documentary evidence by the end of June to highlight the specific contribution made to the Institute due to such certification they have. The continuation of any allowance against this will be based on the extent of contribution made (An example would be a funded research project brought in by the teacher).

5.2.8　Continuation of any teaching performance based allowance will be dependent on the teacher securing more than mid-point average feedback rating in all the subjects handled by the particular teacher during the year including mentoring work.

5.2.9　Any allowance due to larger responsibilities shouldered by the teacher beyond subject teaching / mentoring etc will be based on documentary evidence on such responsibilities submitted by the teacher.

5.2.10　Parameters for Performance Appraisal
   a.　Student Evaluation
   b.　Evaluation by the Head of the Institution
   c.　SOP activities and overall development of the student members in SOP
   d.　Academic performance of the students

e.   Extracurricular and Club activities guided by the teacher

f.   Research/Consultancies/Case writing/Publishing articles in referred journals

g.   Commitment, attitude and Quality

h.   Feed back of SOP students about the SOP owners (Mentoring, interaction and emotional support). This should be collected every semester.

i.   Adherence to the rules of the Institute.

j.   Innovative Practices in Teaching and Learning.

k.   Other parameters decided by the Management from time to time.

5.2.11 The above Performance Appraisal Parameters are meant to bring out excellent performance from the teacher and the taught.

5.2.12 Every teacher should submit a detailed report of their activities and achievements in detail to the Head of the Institution on or before 31st of May every year. Before writing the appraisal, ask yourself:

a.   Did I make a difference to a.) The life of the students b.) The community, which I live in?

b.   Did I make any significant impact in some area related to my profession about which I am very passionate?

c.   Did I really contribute to the best of my ability in all areas during the last academic year?

d.   Did I show up as a leader who set the agenda? Or did I act as a "people pleaser"?

e.   Did I drive an impossible future by taking calculated risk and being creative or did I stick to my comfort zone?

f.   Did I radiate positive energy or low energy and cynicism?

g.   Did I really deliver 100% or did I go through only the motion?

h.   Did I stretch my strength towards a winning strategy?

i.   Did I take full responsibility for the mistake I committed? (if any)

5.3 Leave Rules

Summary of Leave

TEACHING STAFF		
Type of leave	Permanent	Probation
Vacation	26 days (Pooja 5 days, Xmas, Onam & Summer 7 days each)	Same
Casual Leave	7 days	7 days
Sick Leave	6 days	5 days
Earned Leave	21 days	12 days
Total	**60 days**	**50 days**
NON-TEACHING STAFF		
Casual Leave	5 days	6 days
Sick Leave	5 days	6 days
Earned Leave	20 days	
Total	**30 days**	**12 days**

Notes:-

1. Sick Leave and Casual Leave can be combined.
2. Earned leave cannot be combined with Sick or Casual Leave.
3. The Comp. Off must be availed as per standing rules. Compensatory off has to be availed first and then proceed to Sick Leave or Casual Leave or Earned Leave.
4. Suffixing and prefixing of holidays are allowed along with EL.
5. Only the unavailed EL is to be carried forward to the next year.
6. The total number of EL that can be accumulated at a given time is 120 days.
7. Monthly leave should be calculated on a pro-rata basis (Total leave/12 months). Total leave beyond this limit will be considered as loss of pay. Intervening holidays including Sundays, Second Saturdays, Public holidays, & vacation shall be included in the leave.

5.4 Public Holidays

Public holidays declared by the Government of Kerala will be holidays for teaching and non-teaching staff members. Public Holidays will be announced in advance (on or before 1st January) every year. Once the public holidays are declared, there will not be any change or additions under any circumstances.

5.5 Procedure for availing Leave/Compensatory off Weekly off/On Duty/Duty Leave/Early exit/Late Arrival/Permission to leave station (By members of the Teaching Staff).

Prior sanction should be obtained for all the above purposes. The application for the same should be submitted to the Director, **electronically (by e-mail)** in the prescribed format. Late submission will not be entertained under any circumstances.

The Director will forward the approved requests to the Office at Vagamon & Trivandrum campuses **by e-mail**. A Copy of the approvals will be sent to accounts@dcschool.net for processing the pay roll.

On duty requests of the staff must be supported by a mail/written intimation/any other documents from the concerned authority, justifying the request.

Those who are working on Sundays/Public Holidays are required to punch as a proof of attendance. Also prior sanction should be obtained for this purpose. Weekly off must be availed in the immediate week and Compensatory off must be availed within 90 days. If unavailed it lapses, and cannot be carried forwarded.

5.6 Procedure for availing Leave/Compensatory off Weekly off/On Duty/Duty Leave/Early exit/Late Arrival/ Permission to leave station (By Non Teaching Staff).

5.6.1 Non-teaching staff should submit the form routed through his/her reporting officer.

5.6.2 Prior sanction should be obtained for all the above purposes. Staff from Accounts, Library and System Departments may

please submit the application for the same to the respective Head of the Departments electronically (by e-mail) in the prescribed format.

5.6.3   The HODs may approve or reject the applications directly, keeping in mind the requirements of the organization. The approved requests should be sent to accounts@dcschool.net by e-mail with a copy to the applicant.

5.6.4   Staff from Estate Department may submit the hard copy of the application to the Estate Manager and get the approval directly. The approved applications should be forwarded to the Accounts Department at Vagamon for record purpose.

5.6.5   The above procedures are applicable to the following categories:-
a. Accounts: Accounts Executives, Assistants and Office Attendant.
b. Library: Assistant Librarians, Library Assistants and Library Trainees.
c. Estate: Supervisors, Technicians, Electricians, Plumbers, Guest House/House Keeping Assistants, Drivers.
d. Systems: System/Hardware Technicians and Assistants.

5.6.6   In case of Trivandrum campus, system personnel will obtain approval from the Assistant Estate Manager.

5.6.7   On Duty approvals of non teaching staff to be accorded by the Director.

5.7   General Rules-Leave/Absences

5.7.1   Members should provide their contact details in their leave application for the purpose of contacting/recalling them, if required. In case the leave is for a longer period (absence of over eight days), then the member has to submit the application 15 (fifteen) days before proceeding on such leave. Members have to inform other staff members of their leave.

5.7.2   Brief details of the leave should be mentioned in the forwarding mail (Covering note). An example is illustrated below:-
a.   Leave - 01 and 02 Jul 10.
b.   Permission to prefix 30 Jun being Sunday.

c. Permission to suffix 03 Jul being holiday.

d. Permission for early exit on 29 Jun.

e. (For faculty members and faculty assistants only) I do not have any classes, gallop training, SOP meeting or evening presentations scheduled on above days. (If any event is scheduled, please state alternate arrangements that have been tied up).

5.7.3 All leave applications must also be complete, including the type of leave. Also, staff members are required to complete the movement register; stating clearly all the entries/ columns. Members shall return to the campus on the completion of leave; extension of leave shall be permitted by the Head of the Institution/In-charge solely based on specific reasons as well as the requirements of work.

5.7.4 Applications should be submitted minimum 2 days in advance.

5.7.5 Member should ensure that the leave has been sanctioned before proceeding on leave. In case no reply has been received, please take confirmation on mobile before proceeding on leave. Do not assume that leave will be automatically sanctioned. Absence without authorization will be accounted as loss of pay.

5.7.6 Where due to unplanned contingencies, if one is unable to apply 2 days in advance, a verbal concurrence must be taken before applying formally.

5.7.7 In case of emergencies, sanctioning authority must be directly spoken to in person or on mobile. The Institution will be considerate enough to sanction leave orally and accept the formal application later in such cases.

5.7.8 The total absence should not exceed 15 days, except specially granted by the approving authority as a special case.

5.7.9 Leave is not a matter of right. The authority can require of the member to alter, amend or even decline sanctioning the leave. Member may also be recalled from leave. Unauthorized absence shall invite disciplinary action and the absence will be treated as Loss of pay leave.

5.7.10 Members shall not be permitted to carry a leave balance of over 120 days (for teaching) / 60 days (for non-teaching) in an academic year; all balances over and above these days will lapse automatically.

5.7.11 Member shall not sacrifice classes. In an extreme emergency situation faculty should necessarily swap classes with other faculty members to ensure that classes are running on schedule.

5.7.12 In case of emergency, every staff member is expected to work on the public holidays also. Whoever works on public holidays either for engaging classes or for other official work may claim weekly off for those specified days. The weekly off credited against any individual should be availed within the specified time and it cannot be carried over. Prior written intimation regarding the work to be done should be given to the Office through the Head of the Institution before the duty day.

5.7.13 During working days, when students are in the campus, [Monday to Saturday (except Second Saturday)], not more than six teaching members would be permitted to be away {either on leave or duty leave or on duty}. In case of any dire necessity/ requirement like Admissions, official engagements etc the Principal/ Campus-in-charge can consider additional requests.

5.7.14 During Sundays, Second Saturdays, holidays declared by the State Government, when academic sessions are in progress at least four teaching members would be present in the campus.

5.7.15 During Vacation if academic sessions are in progress concerned faculty members, like the Course Coordinator shall be present in the campus.

5.7.16 During Vacation or otherwise if members are required for admission related work like making presentations, exhibitions, GD and PIs they shall be available.

5.7.17 Lady Wardens, including Faculty Lady Wardens shall ensure that at least two lady members are present in the campus when lady students are staying in the campus.

5.7.18 Leave rules may be modified, amended and altered by the Authority from time to time.

5.8   Pay Roll

System print out along with the absence authorizations where granted, will accompany the pay roll.

5.9   Rules for Compensatory Off/Weekly Off

5.9.1   Teaching/Non Teaching staff members who have to work on holidays (other than the four National Holidays), are required to get prior permission from the Director before the duty day.

5.9.2   In case the staff members are required to work on Sundays; they must predetermine their weekly off after taking into account their office responsibilities. They should inform the Head of the Institution/ in charge of their decision and should get the approval.

5.9.3   Compensatory/Weekly off should not be clubbed with casual leave (C. Off/Weekly off should be availed first and then proceed to CL)

5.9.4   Compensatory offs have to be exhausted within 90 days of their being earned.

5.9.5   Weekly off must be availed in the immediate week itself. If unavailed it lapses, and cannot be carried forward.

5.9.6   The four National Holidays are: 26th Jan, 1st May, 15th Aug & 2nd Oct. NO CLASSES ARE TO BE CONDUCTED ON THESE DAYS.

5.10   Rules for Paid Consulting

5.10.1   The teaching staff members are welcome to undertake consulting work which includes actual consulting, teaching, training, coaching, etc. which will fetch pecuniary gains. These assignments should not conflict with the role responsibilities in the Institute. Further, necessary approval must be sought from the Authority. The income arising from such assignments should be shared with the Institute in the ratio of 60:40.

5.10.2   Faculty members are permitted to take classes/training programmes only in DCSMAT approved Institutions/

Organizations. Prior permission of the management should be obtained in writing before undertaking such assignments.

5.10.3 The resource material generated in such assignments must be made available to the Institute and a copy to be given to the institution/ library.

5.10.4 Wherever teaching assignments are involved, the teaching staff members shall as far as possible offer the same/ identical courses that they anchor at the Institute at that point of time.

5.10.5 The Institute has the right to amend/ alter/ modify the said Rules.

5.11 Attendance

5.11.1 The Biometric system will serve as an automatic attendance system.

5.11.2 All personnel in the Campus from CF (when in Campus) downwards will be required to mark the attendance on a daily basis.

5.11.3 The time slot for bio-marking the attendance of the staff has been fixed as follows:

♦ **Vagamon:** Morning from 6.30 am to 9.30 am and in the evening from 5.30 pm to 9.00 pm. All movements in and out of the Campus will also be swiped.

♦ **Trivandrum**: Morning 8.30 AM and evening 4.30 PM & Morning 9.30 AM and evening 5.30 PM (Two shifts). System is so configured as to accept the timings of 8 to 8.30 AM and 4.00 to 6.00 PM as the accepted 'time in' and 'time out'. In addition, time out for lunch and time-in after lunch will also be punched twice any time between 1.30 PM and 2.30 PM.

5.11.4 System is so configured as to accept the duty hours from 9.30 AM to 5.30 PM (Vagamon) and 8.00 AM to 6.00 PM (Trivandrum). Hence the system will treat the person as 'Full Day Leave' if his/ her duty hours less than 4 hours and 'Half Day Leave' if the duty hours are between 4 hours and 8 hours during this time period.

5.11.5 The system will accept full day attendance only if both swipes / punching is made within the specified time periods. Incorrect/ irregular punching will also be treated as absence.

5.11.6 The members are permitted on request to leave the campus or join duty two hours early or late twice (total 4 times) in a month in Vagamon Campus & once in a month in the case of Trivandrum campus.

5.12   Absence regularization

5.12.1 Since the attendance reports are prepared on a daily basis, all members are required to submit the request for absence regularization if any, on the day or next day itself.

5.12.2 Total number of absence regularization should not exceed more than 5 times in a month.

5.12.3 All staff/faculty members should check the daily attendance from the System Dept so that irregularities if any can be regularized within 24 hours. If this is not done, those affected may lose their attendance/salary.

5.13   Office Hours

DCSMAT Campuses are working on 8 to 8 (8 AM to 8 PM) basis. For attendance purpose, office hours in the campus are from 9.30 am to 5.30 pm, Monday to Saturday. The only exception to this is on holidays. Staff members are required to be present in their office during office hours. Members are not permitted to go to their quarters (Vagamon campus) during office hours unless it is an emergency. Prior permission is required for all the movements out side the campus as well as to the staff quarters during working hours.

5.14   Policy Matters

If anybody wants to discuss about any policy decision of the institute, it can be done through a direct interaction with the Head of the Institution. Every employee of the institution will have access to the Chief Facilitator only through the Director.

5.15   Identity Cards

Every staff shall be issued the ID Cards immediately upon date of joining. All staff members have to wear the ID Cards compulsorily while on duty. Identity card is the property of DCSMAT and staff must return it on demand.

5.16   Issue of Certificates

A staff, past or present, desiring to obtain a certificate (Experience, Salary, Residence Proof for opening bank account etc) shall submit the application in the prescribed format. Normally a notice of 7 working days are required for the issue of Experience/Salary certificates and 2 days for other certificates.

5.17   Salary

5.17.1 The monthly salary would be under TDS at the applicable rates under Income Tax Act.

5.17.2 TDS shall be deducted from salary every month for those to whom it is applicable. All potential tax payers of the institute are required to submit their anticipated income tax computation statement along with their break up of the savings on or before 20th April every year so as to enable the Accounts Department to deduct the proportionate amount of tax from the salary as applicable. Final Income Tax Computation Statement and Proof of the Savings are to be submitted on or before 20th of March every year. Incase the statement is not furnished, the tax will be computed on the basis of salary income and monthly TDS will be recovered from the salary.

5.17.3 Value of the accommodation and furnitures, if provided will be determined as per the IT rule and added to the salary as perquisites while calculating the TDS.

5.17.4 All staff members are required to open a bank account with State Bank of Travancore or any other banks asked by DCSMAT from time to time.

5.17.5 Salary will be transferred to the Bank accounts usually on or before 2nd of every month. If this happens to be a holiday, the salary is given on the next working day. Incase of delay due to some technical reasons the staff will be informed sufficiently early.

5.17.6 Monthly pay slip has to be collected from the Accounts Department on or before 10th of every month.

5.18   Resignation

15.18.1 Staff members are required to give the necessary notice, which is given in the appointment letter or notice pay in case of resignation.

25.18.1 Upon a staff's resignation, the following steps are required to be taken before he/ she is relieved:

5.17.2 The resignation letter should be submitted to the Director.

5.17.3 All pending works/duties (Completion of the Syllabus, Paper valuation, submission of internal marks & attendance etc) should be cleared.

5.17.4 No objection certificate to be obtained from Department Head/ Superior, Library, Finance, Administration, Estate Departments and other concerned departments.

5.17.5 ID Cards, Visiting Cards and all properties of DCSMAT to be surrendered to the Office on the date of relieving.

5.17.6 Details regarding Statement showing full and final settlement of accounts will be prepared and forwarded to the H.O for approval.

5.17.7 The H.O will issue the relieving order on the basis of the approval of the Secretary, DC Kizhakemuri Foundation.

5.19   Reimbursement Traveling Expenses/D.A/Vehicle expenses for official purposes.

5.19.1 The rates for reimbursement of Traveling Expenses/D.A/Vehicle expenses for official purposes are as follows:-

(a)   T.A/DA

Grade	T.A	D.A (Maximum)
Director/ Principal	Rail-**Third AC/Chair Car** Road-**Luxury Buses**	**Rs 300/-**
Professors	Rail-**Second Non AC Sleeper or 3rd AC Sleeper** Road-**Luxury Buses**	**Rs.275/-**

Asst. Professors	Rail-**Second Class Sleeper Non AC** Road-**Luxury Buses**	**Rs.225/-**
Lecturers/ HODs	Rail-**Second Class Sleeper Non AC** Road-**KSRTC/Private Buses**	**Rs.185/-**
Teaching Assistants/ Other Staff	-do-	**Rs.135/**

(b) Reimbursement for Own Vehicles

  If own car is used   : Reimbursement @ Rs.7/km

  If two wheeler is used   : Reimbursement @ Rs.3.5/km

(c) Prior permission should be taken for the use of own car for official purposes. Normally such permission will be granted for the use by two or more persons in order to optimize the use of vehicles by combining trips. Similarly, college transport will be provided for use by two or more persons only and depending on the availability.

(d) Actual expenses or DA allowed whichever is lower can be claimed. All the claims should be supported with proper bills/ vouchers.

(e) For all official travels, prior approval from the Director is required. Advance for travel will be given only in exceptional cases. Staff members should submit the details of travel, such as purpose of travel, date, place, duration and details of expenses in the prescribed format within 7 days after the completion of the travel/trip and settle the accounts. Delayed submission will invite penalty. This is applicable to all including placements, admissions, FDP/Training Programmes etc

5.20 Rules for Nominating Teachers for Faculty Development Programmes, Seminars, Workshops etc.

5.20.1 All teaching staff will be normally nominated to attend a minimum of two events of a national / international stature in a year; year being 1 July to 30 June. One such event shall necessarily

be an industry event and one academic in nature. [If there is a request for nomination / deputation for more than two events, such request shall be dealt with on the merits of the program / need of the applicant / need of the institute, by the Director/ Dean].

5.20.2 All such requests will be presented in the Faculty Council to make sure that participants for the same event get nominated together.

5.20.3 Information relating to such events will normally be widely circulated (say, by email) to members.

5.20.4 Members desirous of attending the event shall submit a request in the prescribed format in writing to the Director/Dean stating the value addition that she / he is likely to derive upon attending the event and the benefit to the Institute, normally 10 days in advance.

5.20.5 Normally, if the said event is of value, two members may be nominated from Vagamon campus and one from Trivandrum campus.

5.20.6 The registration fee, travel, boarding, lodging expenses actually incurred shall be borne by the DCSMAT unless they are met by the organizers. The request has to be submitted sufficiently early (Atleast 10 days in advance). The existing rules regarding travel advance [up to 75% shall apply].

5.20.7 Teachers are required to give a presentation and submit a report on the subject to claim the balance 25% of the expenses. (All such presentations and reports will be uploaded in the CMS such as Moodle).

5.20.8 The report will clearly specify the specific deliverable the teacher is promising based on the event attended.

5.20.9 The total expenses per event per member shall not normally exceed Rs.3,000/- [Rupees Three Thousand only].

5.20.10 The member shall ensure that a copy of the resource material / hard / soft shall be made available to the library / uploaded on return from the event.

5.20.11 For a programme which exceed Rs.3000/-, an undertaking will be given by the teacher stating that he / she will not leave the Institution for a period of six months. In the event of leaving, the teacher will have to refund the expenses incurred.

5.20.12 For any such event outside Kerala, an undertaking will be given by the teacher as mentioned above.

5.20.13 The member shall in addition agree to comply with any additional conditions for nomination/ deputation which the management may lay down from time to time.

5.20.14 The eligibility for attending FDP at IIM will be as follows:-

(a)   Minimum 24 months service in DCSMAT for those who are not having a total experience of 5 years.

(b)   Minimum 18 months service in DCSMAT for those who are having a total experience of 5 years or above.

(c)   The applicant should meet the eligibility criteria at the time of giving the application for FDP.

(d)   Number of members attending FDP at IIM in a year from DCSMAT Institutions is fixed as two.

(e)   An indemnity bond should be executed by the applicant as per the rules of the Institution.

5.20.15 The management can modify the norms for nomination.

5.21   Curriculum, PGP Rules, Students Assessments etc.

Please refer student hand book.

5.22   Common Rules

5.21.1   Use of tobacco, liquor, illegal drugs etc are prohibited in the campus.

15.18.1 Members are requested to maintain the fixtures and supplies given to them in their quarters.

25.18.1 Water and electricity should be consumed judiciously and wastage should be avoided.

35.18.1 Wearing of lungi and shorts are not allowed outside the quarters.

6

COMMUNICATIONS

6.1 Staff meetings

The Director/Head of the Institution will convene staff meetings to discuss all aspects. Staff meeting shall be conducted on a regular basis. All the important matters, policy decisions etc will be communicated through these meetings. No one is allowed to stay away from the staff meeting with out substantial reason in writing. Every staff should come to the meeting on time. If any staff refuses to attend staff meetings without substantial reason in writing he/she will attract disciplinary action.

6.2 E-Mail

Staff members will be provided a DCSMAT e-mail ID (Web mail) for official purpose during their tenure at DCSMAT. All the academic and non-academic matters, important decisions etc will be communicated through e-mail also. Staff members are requested to get the official ID from the System Department and open the mails regularly as the authorities may send the official notices via e-mail.

6.3 E Mail Etiquette

6.2.1 **Title**

Clearly summarize your message in the subject line. Properly titled messages help people organize and prioritize their e-mail.

6.2.2 **Contents**

Do not combine multiple issues in one e-mail. Split the e-mail for each subject accordingly.

6.2.3 **Use of 'CC'**

Don't use the CC (Carbon Copy) function to copy your message to everyone. This is particularly true at work. These days everyone receives too much e-mail. Unnecessary messages are annoying. If only a few people really need to receive your message, only direct

it to them. Even in DCSMAT, people spend a substantial amount of time deleting unnecessary mails without even opening them.

6.2.4 Don't use 'Reply to All' Indiscriminately

Similarly, when responding to e-mail, do not respond to all recipients. Select only those addresses who really need to know your response. Do not flood others' inboxes; by doing so the really important mails will get ignored.

6.2.5 Use of Group Mail IDs/Addresses

Similarly do not misuse the group e- mail id facility of the institution. In many cases it has become a matter of drill to insert the group ids in the 'to' or 'cc' columns.

6.2.6 Use of 'BCC' (Blind Carbon Copies)

Avoid unless absolutely necessary. By using BCC, each recipient sees only two addresses - theirs and yours. And within own organization, there is really no need to hide to whom all you have endorsed copies. The real purpose of BCC function is different.

6.2.7 Keep your messages short and focused

Few people enjoy reading on their computer screens; fewer still on the small smart phone screens and other mobile devices. Recipients tend to ignore long messages.

6.2.8 Avoid using all capital letters

IT MAKES IT LOOK LIKE YOU'RE SHOUTING! IT'S ALSO MORE DIFFICULT TO READ.

6.2.9 Don't write anything you wouldn't say in public

Anyone can easily forward your message, even accidentally. This could leave you in an embarrassing position if you divulged confidential information, made a nasty comment about someone or circulated an off-colour joke.

6.2.10 Check Your Spelling and Grammar

Do not send e-mail in haste. Re-read, correct and then only send. Slang should be avoided, as also the text (SMS) message abbreviations many use nowadays. It's best to be clear and concise and use simple language.

6.2.11 Avoid sending e-mail to large number of people

Unless you have a legitimate reason to do it, avoid sending e-mail

to large number of people. E-mail sent to many recipients may be considered spam.

Avoid Nasty e-mail. **If you're angry, remember that an email sent in haste can't be recalled. So do not be hasty nor nasty in your e mails. An Email, Once Sent, Can Never Be Unsent.**

6.2.12 **Avoid Involving Students in Internal Communications**
This needs to be avoided at all costs. Internal differences of opinions amongst the staff/faculty, if any, should not be carried over to the students.

"Change is nature's law"

The management reserves the right to effect any change at any time in the Staff Manual.

7

STAFF DATA SHEET			
Name	:	Business Unit	:
Department	:	Designation	:
Type of Employment	:	Employee No	:
Religion	:	Caste	:
Gender	:	Mother Tongue	:
Married/ Unmarried	:	Date of Birth	:
E-mail (Personal)	:	E-mail (Official)	:
Ph No (Res)	:	Ph No (Mob)	:
Do you wear Spectacles	: Yes/No	If yes Specify Power	:
Driving License No	:	Validity	:
Passport No	:	Issue Date	:
Place of Issue	:	Date of Expiry	:
Type of Vehicle	:	Registration No	:
Employee ESI No	:	Employee PF No	:
Name of Nominee with relationship	:	Employee PAN No	:
Bank A/c No	:	Bank	:

PHYSIOLOGICAL INFORMATION			
Blood Group	:	Height in Cms	:
Allergies if any	:	Physically Challenged	: Yes/No Details

FAMILY BACKGROUND			
Full Name	Date of Birth	Gender	Relationship

ADDRESS DETAILS	
Permanent	Present

Any relatives employed in the Organization: If yes, furnish details

EDUCATIONAL QUALIFICATIONS			
Particulars	**Institution/University**	**Year of passing**	**Class/Grade/ Percentage**
SSLC			
PDC/ISC/AISSE			
Diploma/Trade			
Graduation			
Post Graduation			
Doctorate			

ADDITIONAL QUALIFICATION

ENGAGEMENT WITH EXTERNAL ENVIRONMENT

Details of Membership/Offices held with Professional/Social Service/Religious organizations.

EMPLOYEE PROFESSIONAL INFORMATION/EXPERIENCE

Organization	Designation	From	To	Reason for leaving

CURRENT CAREER DETAILS

Business Unit	:		Position	:
Location	:		Department	:
Date of Joining	:		Date of Confirmation	:

Signature of the Employee

8

DECLARATION

I have read and understood the rules and regulations of DC School of Management and Technology and hereby declare that I agree to confirm to the rules and regulations stated in this manual (Ref No. DCSMAT/CO/ADM/R 014). I understand that as long as I am a staff of DC School of Management and Technology, I will do nothing either inside or outside the institution that will interfere with its discipline, administration and reputation. I'm also aware that DCSMAT has the right to amend, alter or change the rules at anytime without prior notice.

Place :

Date :   Signature of the Staff

For Office Use

9

JOINING REPORT

Date:

From Address

To

Secretary
DC Kizhakemuri Foundation
Kottayam

Sir,

Sub: Joining Report

With reference to my appointment order dated ......………………........

As(Designation)…………..……………………….inDCKizhakemuri

Foundation, I am joining for duty today (Date)…………………………

Sincerely,

(Name and Signature)

For Office Use
DCSMAT/CO/ADM/F 002