

**DC SCHOOL OF
MANAGEMENT
& TECHNOLOGY,
TRIVANDRUM**

**DC SCHOOL OF
MANAGEMENT
& TECHNOLOGY,
VAGAMON**

**DC SCHOOL OF
ARCHITECTURE
& DESIGN,
VAGAMON**

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STAFF HANDBOOK 2026

OUR INSPIRATION



Dominic Chacko Kizhakemuri, popularly known as DC (1914–1999), was an ardent freedom fighter, social activist, writer, teacher, and publisher, and one of the founding fathers of the Literary Workers Forum (Sahitya Pravarthaka Co-Operative Society), the largest literary organization of its kind in Asia. He was awarded the **Padma Bhushan** by the Government of India, and his spirit of innovative leadership continues to inspire the Foundation today. He founded **DC Books**, one of India's leading publishing houses.

FOREWORD

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

The rules and regulations have been formulated to ensure that your experience at DCSMAT is comfortable, productive, and enjoyable.

It is the mission of DCSMAT to develop leaders among teachers. Leadership is built on qualities such as discipline, dedication, sound decision-making, vision, courage, a spirit of discovery, continuous learning, hard work, proactiveness, creativity, and mentoring. All the rules and regulations outlined in this Handbook are intended to provide opportunities for every member to cultivate and strengthen these qualities.

“Passion is the key to achieving the impossible.” Let us move forward together with commitment and determination to make DCSMAT an institution of excellence.

Warm regards,

Ravi Deecce

Secretary

DC Kizhakemuri Foundation

1st August 2026

Members of the DCSMAT community are expected to:

- Take pride in their work and demonstrate personal commitment to quality.
- Seek opportunities to assume greater responsibility.
- Anticipate needs and act proactively rather than waiting to be instructed.
- Demonstrate initiative in every aspect of their work.
- Do whatever it takes to accomplish assigned responsibilities effectively.
- Participate wholeheartedly and contribute beyond their assigned roles.
- Continuously look for ways to make work easier and more effective for those they serve.
- Be eager to learn and continually enhance their knowledge and skills.
- Listen attentively to the needs of those they serve.
- Understand the challenges faced by students and develop appropriate and effective solutions.
- Work collaboratively as excellent team players and earn the trust and confidence of colleagues.
- Uphold the highest standards of honesty, integrity, trustworthiness, and loyalty.
- Remain open to constructive feedback and use it as an opportunity for continuous improvement.

“Professionalism is the harmonious combination of the right attitude and the right set of competencies.”

DCSMAT expects every staff member to continuously develop and demonstrate these essential qualities in all aspects of their professional life.

DCSMAT Institutions: A Great Place to Build Your Professional Brand

DCSMAT provides an environment where committed educators can grow professionally, make a meaningful impact, and build a strong personal and professional reputation. Every faculty member is encouraged to:

- Be a supportive colleague and an excellent team player.
- Be passionate about your work and strive for excellence in your area of expertise.
- Complete every assigned task on time and maintain the highest standards of quality.
- Be proactive and share ideas with your colleagues and senior faculty to improve systems, processes, and outcomes.
- Introduce innovation into your teaching, projects, and other responsibilities to enhance effectiveness and efficiency.
- Develop the habit of continuous learning by reading books, academic journals, and business publications.
- Be a positive role model who inspires students through your conduct, values, and professionalism.
- Take pride in your work and enjoy every opportunity to learn, teach, and contribute.
- Care for your students, mentor them with compassion, and help them grow into competent professionals and responsible human beings.

***“Ask not what DCSMAT can do for you;
ask what you can do for DCSMAT.”***

- Adapted from President John F. Kennedy’s inaugural address

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CHAPTER - I

INTRODUCTION

1.1 THE MANAGEMENT

DC Kizhakemuri Foundation (DCKF) was established in 2001 as a tribute to DC Kizhakemuri. The Foundation aims to emulate what DC Kizhakemuri did in his lifetime - enrich the world of letters and foster socio-economic growth. DCKF with its Head Office at Kottayam, Kerala, has operations in Vagamon in the Idukki District and in Trivandrum, and aims to promote activities in the field of education. Through its educational institutions, namely DCSMAT Institutions, it offers professional Undergraduate and post graduate degree courses. Objectives of DC Kizhakemuri Foundation include promoting & nurturing art, literature, education, and social upliftment of society. The Foundation aims to set up a deemed university, which will coordinate all its activities and open new centers of academic excellence.

1.2 DCSMAT INSTITUTIONS

DC School of Management and Technology Institutions, promoted by the DC Kizhakemuri Foundation and powered by DC Books, are synonymous with quality education. Recognized among the premier academic institutions in India, the institutions offer world-class infrastructure and intellectual capital of the highest standard. At present, the DC Kizhakemuri Foundation has four schools under its umbrella, which are as follows:

Sl. No.	Name & Address of the Institution	Affiliated to	Approved by
1	DC School of Management and Technology, One School Avenue, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	Mahatma Gandhi University, Kottayam	All India Council for Technical Education, New Delhi

2	DC School of Management and Technology Trivandrum, KINFRA Film and Video Park, Sainik School P.O, Kazhakuttam, Trivandrum-695585, Kerala	APJ Abdul Kalam Technological University, Trivandrum	All India Council for Technical Education, New Delhi
3	DC School of Architecture and Design, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	Mahatma Gandhi University, Kottayam	Council of Architecture, New Delhi
4	DC School of Architecture and Design, KINFRA Film and Video Park, Sainik School P.O., Kazhakuttam, Trivandrum-695585, Kerala	APJ Abdul Kalam Technological University, Trivandrum	All India Council for Technical Education, New Delhi
			Council of Architecture, New Delhi

CHAPTER - II

FACILITIES AND SERVICES

2.1 OUR CAMPUSES

2.1.1 VAGAMON CAMPUS

Vagamon campus is situated atop a hill, surrounded by breathtaking landscapes. The serene ambience is ideal for uninterrupted study, complemented by the fresh mountain air and lush greenery. The campus is easily accessible from Kochi, Kottayam, and Madurai. Vagamon is home to some of the most pristine landscapes in Kerala. The campus is spread across both sides of State Highway 41 and is aesthetically connected by an underground tunnel. The architecture reflects traditional Keralite style. Facilities include modern, technology-enabled, and spacious classrooms, tutorial rooms, computer labs, seminar halls, language lab, amphitheatre, studios, workshops, auditorium, libraries, multimedia centre, research centre, cafeteria and coffee shops, mini mart, ATM, HT sub-station, separate hostels for men and women, and staff apartments.

2.1.2 TRIVANDRUM CAMPUS

The Trivandrum campus is located within the Kinfra Film and Video Park. A suburban city campus, it is situated in close proximity to major industrial and infrastructural hubs in the city. Facilities include modern, technology-enabled, and spacious classrooms, tutorial rooms, computer labs, seminar halls, language labs, amphitheatres, studios, workshops, auditoriums, libraries, multimedia centres, etc.

2.2 ACCOMMODATION

2.2.1 DCSMAT strives to provide accommodation to all its staff members under its housing programme during their tenure with the Institution. At present, staff accommodation is available only at Vagamon campus. All

staff members in Vagamn campus are expected to reside on campus so that they are readily available whenever their presence is required for academic, administrative, or other official responsibilities.

- 2.2.2 The allocation of apartments is at the sole discretion of the Management, based on availability and institutional requirements. Family accommodation will be provided to staff members who reside on campus with their families, subject to availability. Apartments are generally provided in an unfurnished condition. However, basic furniture such as a cot, table, and chair will be provided in the accommodation. In situations where accommodation is limited, staff members may be required to accept shared accommodation. Any additional furniture, furnishings, appliances, or other amenities required by staff members shall be arranged at their own expense.
- 2.2.3 Staff members occupying institutional accommodation shall pay the applicable utility charges, including electricity charges, as well as a subsidized monthly rent based on the type of accommodation allotted.

2.3 LIBRARY & RELATED FACILITIES

- 2.3.1 The DCSMAT Library houses a rich and extensive collection of books, which is further strengthened each year through the addition of a substantial number of new titles. In addition to its book collection, the Library subscribes to leading national and international journals, magazines, e-journals, newspapers, and other academic resources to support teaching, research, and continuous learning.

- 2.3.2 DCSMAT staff may also avail themselves of the Library facilities. They are permitted to borrow books in accordance with the Library rules and regulations. Each member may borrow up to 15 books in a month. A nominal fine will be levied for books retained beyond the stipulated due date.
- 2.3.3 Periodical publications and newspapers are available for reference within the Library and shall not be issued for borrowing.

2.4 COMMUNICATION AND INTERNET FACILITIES

The DCSMAT campus is equipped with excellent communication facilities and provides comprehensive Wi-Fi connectivity across the campus. Staff members can make full use of these facilities, with internet access also available in the residential apartments.

2.5 CAFETERIA FACILITIES

The campus cafeteria offers excellent vegetarian and non-vegetarian food in a variety of cuisines. As the cafeteria follows a self-service system, food and other consumables will not be provided in the residential apartments. Staff members shall bear their food expenses as per the applicable rates. Since the Vagamon campus is a residential campus, subsidized food rates are offered to staff members. Staff may choose either a monthly fixed-charge plan or pay according to the restaurant rates. Under the monthly plan, the applicable charges will remain fixed once the option is selected. No reduction in charges will be provided for days of absence. Staff members who do not opt for the monthly plan shall pay according to the prevailing cafeteria rates and the terms and conditions prescribed by the cafeteria...

2.6 TRANSPORTATION FACILITIES

The College vehicles are primarily available for official purposes. Subject to availability, vehicles may be permitted for personal use in emergency situations, and such usage will be charged at the prevailing rates. Any additional expenses, including the driver's allowance (bata), fuel charges, and other applicable costs, shall be borne by the user separately.

2.7 CONSERVATION OF NATURAL RESOURCES AND ENVIRONMENTAL RESPONSIBILITY

To ensure the judicious use of natural resources such as water and electricity, staff members are expected to use these resources responsibly. They should ensure that water taps and other fixtures are not left open unnecessarily in apartments or offices and should remain vigilant to prevent the wastage of water and electricity. The campus is maintained as a plastic-free zone. All staff members are expected to support this initiative by avoiding the disposal of plastic covers and other plastic materials in and around the campus and by following environmentally responsible practices.

2.8 LAUNDRY FACILITIES

Laundry services are provided to all staff members at an affordable cost. The Laundry Service Counter at the Kiosk serves as the designated point for the submission and collection of laundry. Washing machines for self-service laundry are also available at a separate location. Staff members may avail themselves of this facility by paying a nominal fee.

2.9 GUEST HOUSE

Guest rooms are available for the relatives of staff members, subject to availability. The applicable tariff details are available

at the Office. Prior reservation with the Facilities Department is mandatory for availing of the guest room facility. In the event that accommodation is required for an official guest, existing personal reservations may be cancelled or withdrawn to accommodate official requirements.

2.10 SECURITY AND SAFETY

DCSMAT has appointed well-trained security personnel to ensure the safety and security of the Institution, students, and staff members. The security staff maintains a movement register in which all individuals entering or leaving the campus are required to make an entry after obtaining the necessary permission. Staff members are advised to keep their rooms securely locked at all times and ensure that the external doors of residential areas are properly closed and locked to maintain safety and security.

2.11 KIOSK

The KIOSK, a mini marketplace on campus, offers a wide range of stationery items, gifts, souvenirs, and other essential articles for the DCSMAT community. The KIOSK also provides photocopying and spiral-binding facilities for the convenience of students and staff members.

2.12 COFFEE SHOP FACILITIES

In addition to the cafeteria, three coffee shops are functioning within the Vagamon campus for the convenience of students and staff members. The coffee shops serve a variety of refreshments, including coffee, snacks, fruits, and other items.

2.13 ATM FACILITY

DCSMAT has a bank ATM on campus. All staff, students, and the public can use this facility.

2.14 GYM / HEALTH CLUB

The campus has a multi-gym facility accessible to all students, faculty, and staff. The operating hours may vary for ladies and gents.

2.15 RECREATION & STAFF CLUB

The campus provides excellent sports facilities, including basketball, volleyball, badminton, table tennis, and other recreational activities for the benefit of students and staff members. The campus also has a Staff Club managed by a staff coordinator. A nominal amount will be deducted from the salary of staff members towards Staff Club activities. The collected amount will be utilized for organizing birthday celebrations, informal gatherings, pleasure trips, and other activities conducted by the Staff Club.

2.16 VEHICLE PARKING

Staff members may use all designated car parking spaces on a first-come, first-served basis, irrespective of their position or seniority. Staff members are advised to park their vehicles only in the designated parking areas and not in a manner that obstructs the entry or exit of other vehicles.

2.17 STAFF WELFARE SCHEMES

2.17.1 Insurance Scheme: Staff members are covered under a Group Mediclaim Insurance Policy with coverage of up to ₹5 lakh and a Personal Accident Insurance Policy with coverage of up to ₹1 lakh.

2.17.2 Quality Improvement Program: Teaching and non-teaching staff members shall be encouraged to participate in long-duration and short-duration Faculty Development Programmes (FDPs), Staff Development Programmes

(SDPs), Management Development Programmes (MDPs), workshops, seminars, and other professional development activities. The cost of such programmes may be borne by the Institution, subject to approval and applicable policies, with the objective of promoting continuous personal and professional development of staff members throughout their tenure at DCSMAT Institutions.

- 2.17.3 Staff Accommodation: Faculty and staff members are provided with double, single, or family accommodation facilities at a nominal subsidized rate, subject to availability and the applicable rules of the Institution.
- 2.17.4 Subsidized Canteen Facility: Faculty and staff members are provided with vegetarian and non-vegetarian food options, including a variety of cuisines, through the campus canteen at nominal subsidized rates.
- 2.17.5 Educational Scholarship: Educational scholarships will be provided to the wards of faculty and staff members for pursuing studies at DCSMAT Institutions, subject to the applicable rules and guidelines of the Institution.
- 2.17.6 Annual Tour/Pleasure Trip: An annual tour/pleasure trip shall be organized by the Staff Club every year for staff members. The Institution shall bear 50% of the eligible expenses incurred for the tour, subject to the applicable rules and approval of the Management.
- 2.17.7 Share of Net Surplus from Consultancy: Faculty and staff members are encouraged to undertake consultancy assignments that contribute to professional development and institutional growth. The net revenue generated from approved consultancy activities shall be shared between

the concerned faculty/staff member(s) and the Institution in the ratio of 60:40, as per the applicable rules and guidelines of the Institution.

- 2.17.8 Book Bonus and Discount on Book Purchase: DC Books, the promoter of DCSMAT, provides an annual Book Bonus to every staff member in the form of books worth ₹5,000. This initiative encourages continuous learning and supports the professional and personal development of staff members. In addition, DC Books offers a 20% to 30% discount to staff members on the purchase of new books.
- 2.17.9 Pre-Publication Book Scheme: Faculty and staff members may avail themselves of the DC Books Pre-Publication Book Scheme, under which selected books can be booked before publication at discounted prices. The cost of the books may be paid in installments, subject to the terms and conditions of the scheme.

CHAPTER - III

**ETHICS, CODE OF CONDUCT &
RESPONSIBILITY**

3.1 CODE OF CONDUCT

- 3.1.1 Every staff member of DCSMAT is expected to conduct themselves in a manner that upholds and enhances the reputation and image of the Institution. DCSMAT values fairness, integrity, dignity, discipline, and courtesy in the behavior and interactions of every individual.
- 3.1.2 Each staff member is personally responsible for complying with all applicable laws, rules, and regulations relevant to their area of work. Any failure to do so may result in disciplinary action.
- 3.1.3 All staff members are expected to maintain professional conduct and show respect towards superiors, colleagues, and students both within the campus and outside. All matters related to DCSMAT must be treated as strictly confidential. No documents, information, records, or official communications of DCSMAT shall be shared with external parties without the prior approval of the appropriate authority.
- 3.1.4 No staff member (teaching or non-teaching) shall engage in any activities that are detrimental to the interests or reputation of the Institution through any mode of communication or otherwise. Any staff member found involved in such activities will be subject to appropriate disciplinary action.

3.2 DRESS CODE

Staff members are required to wear formal attire while on duty. The prescribed dress code is intended to promote professionalism, dignity, and a neat appearance, which are essential values in a corporate and academic environment. Teachers, in particular,

are expected to serve as role models for students through their conduct and appearance.

The following dress code shall be followed:

- Staff members are required to wear formal shirts with trousers and appropriate footwear, such as shoes or sandals.
- Chappals and slippers should be avoided.
- Lady staff members may alternatively wear a saree or salwar kameez.
- On Fridays, staff members may wear the DCIAN T-shirt.
- On Saturdays, staff members may opt for decent semi-formal attire.
- On specified occasions, all staff members are required to adhere to the formal dress code requirements.

3.3 CODE OF PROFESSIONAL ETHICS FOR TEACHERS

- 3.3.1 A person who adopts teaching as a profession assumes the responsibility of conducting himself or herself in accordance with the ideals and standards of the teaching profession. A teacher is constantly under the observation of students, colleagues, parents, and society at large. Therefore, every teacher should ensure consistency between professional principles and personal conduct. The national ideals and objectives of education, which teachers are expected to promote among students, should also be reflected in their own values, attitudes, and actions.
- 3.3.2 The teaching profession further requires teachers to be calm, patient, approachable, communicative, and courteous in their conduct.

3.3.3 Teachers should:

1. Maintain a responsible standard of conduct and behavior consistent with the expectations of the community and the dignity of the teaching profession.
2. Conduct their personal affairs with integrity and discretion, ensuring that their behaviour reflects positively on the profession.
3. Pursue continuous professional development through regular study, research, training, and engagement with current developments in their field.
4. Express their professional views freely and responsibly by participating in professional meetings, seminars, conferences, workshops, and other academic forums, and contribute meaningfully to the advancement of knowledge.
5. Maintain active membership in professional organizations and work through such organizations to promote the quality of education and strengthen the teaching profession.
6. Perform all academic responsibilities conscientiously and with dedication, including teaching, tutorials, practical sessions, seminars, research, mentoring, and related academic activities.
7. Know their students individually, where appropriate, and maintain relevant academic and developmental records to support their educational progress and well-being.
8. Participate actively in extension, co-curricular, extracurricular, and community-service activities that contribute to the holistic development of students and society.

9. Respect the rights, dignity, individuality, and freedom of students to express their views and opinions in a responsible manner.
10. Treat all students fairly and impartially, without discrimination based on religion, caste, political affiliation, economic or social background, gender, disability, or any other personal characteristic.
11. Recognize differences in students' abilities, aptitudes, interests, and learning needs and make reasonable efforts to support their individual development.
12. Encourage students to improve their academic and personal achievements, develop their personalities and talents, and contribute positively to the welfare of the community.
13. Promote a scientific outlook and respect for the dignity of physical labour, while fostering the values of democracy, patriotism, social responsibility, harmony, and peace.
14. Be caring, supportive, and approachable towards students and refrain from any vindictive, humiliating, threatening, or discriminatory behaviour.
15. Assess students objectively and fairly, basing academic evaluation on their actual performance, attainment, and established academic criteria.
16. Make reasonable efforts to remain accessible to students beyond regular class hours and provide appropriate academic guidance and support without expecting personal remuneration or rewards.
17. Help students develop an informed understanding of the nation's cultural heritage, constitutional values, responsibilities, and national goals.

18. Refrain from instigating or influencing students against other students, colleagues, or institutional authorities, and promote mutual respect, cooperation, and harmony.
19. Treat fellow members of the teaching profession with the same respect, fairness, and dignity that they themselves expect from others.
20. Speak respectfully of colleagues and provide constructive assistance and support for their professional growth and development.
21. Refrain from making or submitting unsubstantiated allegations or complaints against colleagues to higher authorities, and use appropriate institutional mechanisms for addressing genuine concerns.
22. Ensure that caste, creed, religion, race, gender, or any other personal consideration does not influence professional decisions, relationships, responsibilities, or conduct.
23. Discharge professional responsibilities in accordance with applicable rules, regulations, policies, and established procedures. Where existing rules or practices are detrimental to the legitimate interests of the profession or institution, teachers should seek appropriate changes through recognized institutional bodies and/or professional organizations.
24. Refrain from undertaking outside employment, private tuition, coaching, or other commitments that may conflict with or adversely affect their professional responsibilities, unless such activities are expressly permitted under applicable rules.
25. Contribute to the formulation and implementation of institutional policies by accepting appropriate responsibilities

and offices and discharging the duties associated with them conscientiously.

26. Cooperate with institutional authorities in promoting the academic and overall development of the institution, while safeguarding its legitimate interests and upholding the dignity, integrity, and reputation of the teaching profession.
27. Provide and expect reasonable notice before changing or relinquishing a professional position or responsibility, in accordance with applicable rules and institutional procedures.
28. Avail leave responsibly and only when necessary, providing prior notice wherever reasonably possible and ensuring that academic responsibilities and the continuity of students' learning are not adversely affected.
29. Promote meaningful communication between the institution, students, and their parents or guardians. Teachers should communicate students' academic progress and relevant developmental concerns to parents or guardians when appropriate and participate in parent-teacher meetings to facilitate the exchange of ideas and promote the educational interests and overall well-being of students.

3.4 ADMINISTRATIVE RESPONSIBILITIES

- 3.4.1 All teaching staff members are required to undertake administrative responsibilities in addition to their regular academic duties, as assigned from time to time.
- 3.4.2 Staff members may be assigned responsibilities related to the admission process, examination process, placement activities, IQAC / AICTE / NBA / NAAC approval / accreditation processes, other accreditation or ranking

requirements, or any other relevant institutional activities. Assigned responsibilities shall be carried out diligently, and the allotted work must be completed within the stipulated timelines.

- 3.4.3 If any staff member refuses to undertake an assigned academic or administrative responsibility without a valid and substantial reason, such refusal may result in appropriate disciplinary action.

3.5 ACADEMIC RESPONSIBILITIES

- 3.5.1 Every faculty member is required to strictly adhere to the academic calendar issued at the beginning of each academic year.
- 3.5.2 The Activity Integration and Monitoring (AIM) Centre shall be responsible for preparing timetables, coordinating with guest faculty, and ensuring that classes and academic activities are conducted as per the approved schedule.
- 3.5.3 The AIM Centre shall provide each faculty member with a written work schedule, duly approved by the Director. Any changes to the approved schedule, if required, shall be made only in consultation with the AIM Centre.
- 3.5.4 For each batch, a coordinator shall be appointed. Similarly, for all academic and co-academic activities, such as Student Ownership Programme (SOP), Evening Presentation (EP) etc., an overall coordinator and individual coordinators shall be appointed.
- 3.5.5 The Batch Coordinator shall ensure that the batch assigned to them is effectively trained and developed with the support of the DCSMAT faculty team. Special recognition

and credits may be awarded to Coordinators based on the performance of their respective batches, which may be considered during salary revision. The evaluation parameters shall be decided by the Managing Committee during the annual performance appraisal process.

- 3.5.6 The Overall SOP Coordinator shall ensure that the SOP Owners prepare the progress reports for their respective wards, covering both academic and extracurricular activities, and submit them to parents at the end of every semester. The date for submission shall be decided during the staff meeting held prior to the completion of each semester.
- 3.5.7 Every Coordinator shall submit a brief report on student activities, both at the general level and the SOP level, to the Director every Monday morning in the prescribed format.
- 3.5.8 Faculty members may be required to handle classes at other DCSMAT institutions as and when necessary. Any eligible travel and accommodation expenses incurred in this regard shall be reimbursed as per the Institutional policy.
- 3.5.9 To maintain and strengthen the academic environment at DCSMAT, all teaching and non-teaching staff members are required to be present on campus (in their cabins, classrooms, or Library) from 9:00 AM to 5:00 PM, with a lunch break from 1:00 PM to 2:00 PM.
- 3.5.10 Every faculty member is expected to handle a minimum of two courses in each semester. In cases where a faculty member is assigned only one course due to academic

or administrative requirements, they shall be assigned additional meaningful responsibilities, which must be completed within the stipulated timeline. Such responsibilities may be academic or administrative in nature. The Management reserves the right to assign additional teaching hours or courses whenever necessary, considering the workload and academic requirements of each semester.

- 3.5.11 The Management reserves the right to record or videograph teaching sessions for the purpose of quality improvement, corrective measures, and evaluation on a case-by-case basis.
- 3.5.12 Every faculty member is expected to permit colleagues or external academic experts to observe their classes. This practice encourages peer evaluation, knowledge sharing, and continuous improvement in teaching effectiveness.
- 3.5.13 All faculty members are required to attend evening sessions and actively participate in discussions. Their involvement is intended to encourage students and guide them in developing effective presentation skills.
- 3.5.14 Faculty presentations shall be conducted every Tuesday without exception. All faculty members are expected to be present during these sessions. The monthly schedule shall be prepared by the Staff Coordinator.
- 3.5.15 A Staff Council shall function to discuss and review important matters related to academic programmes and courses. The Council shall consist of the Director, Dean, Senior Professors, and Coordinators.
- 3.5.16 All faculty members are expected to actively support the

maintenance of discipline within the Institution. This includes preventing and addressing incidents of ragging, consumption of alcohol, misconduct, and any other inappropriate behavior by students.

3.6 CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES

- 3.6.1 Faculty members shall collectively conduct a minimum of four Management Development Programmes (MDPs), Faculty Development Programmes (FDPs), seminars, or similar academic activities every academic year. The Director shall coordinate with the concerned faculty members to plan and execute these programmes.
- 3.6.2 Every faculty member is expected to take leadership roles in co-curricular and extra-curricular activities, including clubs, cultural activities, and other institutional initiatives. No faculty member or staff member shall refuse to undertake any assigned academic or administrative responsibility without a valid and substantial reason. Any unjustified refusal to perform assigned duties may be treated as a disciplinary matter.

3.7 CLUB ACTIVITIES

Every faculty member shall be associated with at least one campus club as either a faculty coordinator or a coordinator and shall ensure that the respective clubs remain active, vibrant, and effectively managed. A record of all club activities shall be maintained and reviewed once every 45 days during the staff meeting. Furthermore, all faculty members share the collective responsibility of organizing and conducting major institutional events and celebrations, including Luminance, Marathon,

Medical Camp, Convocation, and other functions organized by the College.

3.8 STUDENTS OWNERSHIP PROGRAMME (SOP)

- 3.8.1 The Student Ownership Programme (SOP) is a unique initiative that provides every teacher with the opportunity and responsibility to guide, mentor, groom, and contribute to the overall development of a group of students. It serves as a valuable addition not only to the students' growth but also to the professional development of teachers. The Management of DCSMAT considers SOP as one of the most important components of the academic and extracurricular development process.
- 3.8.2 Every teacher shall be assigned a group of students (normally ranging from 10 to 15 students) during the first year of the programme. The concerned teacher, designated as the SOP Owner, shall be responsible for supporting the successful academic and overall development of each student in the group. The academic and administrative systems of DCSMAT shall provide necessary support to enable SOP Owners to fulfill this responsibility effectively.
- 3.8.3 The SOP Owner is expected to maintain regular communication with the parents of students and keep comprehensive records of each student's progress. Every teacher shall continuously monitor and document the student's attendance, academic performance, examination and test results, participation in extracurricular activities, discipline, and overall development. These details shall be maintained in the prescribed SOP record file.
- 3.8.4 The performance and achievements of students under each

SOP group shall be considered as one of the parameters during the performance appraisal of the respective teacher.

- 3.8.5 SOP is given significant importance in the academic process, and the SOP Owner is expected to take responsibility for guiding and supporting students throughout their journey at DCSMAT, from admission until placement.
- 3.8.6 The Student Ownership Programme provides a unique opportunity for committed teachers to mentor and develop a group of students into competent professionals and responsible individuals. Teachers are encouraged to build strong relationships with students and earn their trust and respect by providing guidance, motivation, ideas, and career counselling. The Management shall extend all necessary support to teachers in this endeavor.
- 3.8.7 The Overall SOP Coordinator shall convene a meeting of SOP Owners once every 15 days in the presence of the Head of the Institution to review progress and discuss matters related to student development. Proper minutes of these meetings shall be maintained and forwarded to the Head of the Institution within two days.
- 3.8.8 The best-performing SOP Owner and their respective group shall be recognized and honored based on academic performance, extracurricular achievements, and overall development. The assessment shall be carried out by a committee appointed for this purpose.

3.9 STUDENTS' PLACEMENT CELL

- 3.9.1 The Batch Coordinator, SOP Owners, and the Placement Officer shall work together in all aspects to ensure that the placement process is effective, systematic, and successful.

- 3.9.2 The Coordinators and SOP Owners shall motivate, guide, and support students throughout the placement process in coordination with the Placement Officer.
- 3.9.3 Faculty members who are part of the Placement Committee shall attend all meetings related to placement activities to ensure effective coordination and implementation. The minutes of every Placement Committee meeting shall be properly recorded, signed, and maintained.
- 3.9.4 The Head (Corporate Relations), who is responsible for placement activities, shall ensure that regular updates regarding placements, including the names of recruiting companies, are communicated to all DCSMAT community members. This is intended to keep the entire Institution informed about placement progress and achievements.
- 3.9.5 The Head (Corporate Relations) may assign placement-related responsibilities to any staff member nominated to the Placement Cell, with the prior approval of the Director/Head of the Institution.

3.10 PROJECT WORK

- 3.10.1 When students undertake project work, the Project Guide shall brief them on the objectives, scope, and expectations of the project. The Project Guide shall also ensure that students acquire sufficient knowledge about the organization/company where they are undertaking the project.
- 3.10.2 The Project Guide, in coordination with the Batch Coordinator, shall maintain regular communication with the students under their guidance and continuously monitor their progress.

- 3.10.3 The Batch Coordinator shall have the authority to assign a specific number of students to each faculty member within the respective discipline for project guidance and supervision.

3.11 LIBRARY & RESEARCH

- 3.11.1 All faculty members are encouraged to publish research articles in reputed national and international journals every year. Faculty members who publish articles in recognized and peer-reviewed journals shall be eligible for cash incentives as per the Institution's policy.
- 3.11.2 Every faculty member shall submit at least two research articles to the Research Committee for peer evaluation each year. One article shall be submitted on or before 31st December and the second on or before 31st May. The best research paper(s) shall be considered for recognition and incentives.
- 3.11.3 Every faculty member shall ensure that students are regularly assigned meaningful academic tasks that encourage effective utilization of library resources, including e-journals, books, and other research materials.

3.12 GRIEVANCE REDRESSAL MECHANISM

For the effective and fair redressal of grievances and complaints, the College shall follow the procedure outlined below:

- 3.12.1 Submission of Grievances: Any grievance or complaint may be brought to the attention of the Director, Principal, Vice Principal, as appropriate.
- 3.12.2 Good-Faith Resolution: All members of the institution are expected to make sincere and constructive efforts to resolve grievances amicably and at the appropriate level.

- 3.12.3 Referral to Higher Authorities: Matters requiring the intervention of higher authorities shall be submitted in person and in writing, clearly stating the nature of the grievance and the relief or resolution sought, wherever applicable.
- 3.12.4 Grievance Redressal Committee: The composition of the Grievance Redressal Committee shall be determined by the Director/Principal based on the nature and circumstances of the grievance under consideration. The Committee shall examine each grievance fairly, objectively, and impartially, with due regard to the dignity of all concerned, while keeping in view the institutional policies, academic objectives, and overall interests of the College. Appropriate action shall be taken to resolve the grievance and remedy the situation, wherever necessary.
- 3.12.5 Confidentiality and Fairness: Grievances shall be handled with due confidentiality, sensitivity, and impartiality. All parties involved shall be given a fair opportunity to present their concerns and provide relevant information before a decision is taken.
- 3.12.6 Timely Resolution: The College shall endeavor to address and resolve grievances within a reasonable period, subject to the nature and complexity of the matter.
- 3.12.7 Non-Retaliation: No member of the institution shall be subjected to discrimination, victimization, or retaliation for raising a genuine grievance in good faith or for participating in the grievance redressal process.

CHAPTER - IV

RULES AND REGULATIONS

4.1 APPOINTMENTS

- 4.1.1 The recruitment of staff at DC Kizhakkemuri Foundation and DCSCMAT Institutions is carried out in accordance with the rules and regulations of the UGC, AICTE, and the Council of Architecture, as applicable, and the guidelines issued by the Government of Kerala.
- 4.1.2 All appointments of teaching and non-teaching staff are made by the HR Department of DC Kizhakkemuri Foundation based on the recommendations of the Director or the Staff Selection Committee.
- 4.1.3 All appointments shall be subject to transfer to other institutions under DCKF, as and when required.
- 4.1.4 General Terms and Conditions of Service
- a) The employment status of a person working with DCKF/DCSCMAT may be one of the following: trainee, contract employee, probationer, or confirmed employee.
 - b) A minimum of one year of training or contract employment is required before an individual can be appointed as a Probationer. Before being confirmed as a permanent employee, the individual must successfully complete one year of probation. However, the requirement of one year of training or contract employment may be waived, at the discretion of the Management, for individuals with more than 10 years of relevant work experience.
 - c) The appointing authority has the power to terminate the services of any member of the staff without notice or assigning any reason during the probationary period.
 - d) Upon completion of the probationary period, the appointment may be terminated by the Institution by

giving 30 days' notice or payment of remuneration in lieu thereof. Faculty members are required to provide 90 days' advance notice or 90 days' pay in lieu of notice in the event of resignation. The exact notice period will be as mentioned in the appointment order of the individual concerned. For non-teaching staff, the required notice period is 45 days. This is to enable the Institution to make suitable alternative arrangements without disruption to academic activities.

- e) Faculty members should refrain from leaving their employment while the semester is in progress. The Management reserves the right to defer or not accept a resignation during the semester if such resignation would adversely affect the academic activities of students.
- f) Members of the faculty and staff are expected to maintain the highest standards of dignity, discipline, and professional conduct befitting the functioning of the Institution. Any failure to meet these standards will be viewed seriously and dealt with accordingly.
- g) Members of the faculty and staff shall not take up any outside assignment or undertake any other employment while in the service of the Institution without the specific prior written approval of the competent authority.
- h) Any information relating to the Institution, including its affairs, operations, and activities, shall be treated as confidential and shall not be disclosed or divulged to any unauthorized person or outsider.
- i) The costs associated with relocation for joining the Institute shall be borne by the staff member. The Institute shall not reimburse such relocation expenses.

- j) The offer of appointment is subject to the candidate being declared medically fit. Accordingly, the staff member shall be required to produce a medical fitness certificate issued by an authorized medical practitioner at the time of joining.

4.2 RECRUITMENT PROCESS

- 4.2.1 The details of vacancies shall be forwarded by the respective institutions to the Secretary, DC Kizhakemuri Foundation, for approval. Upon receiving approval, suitable candidates may be identified through one or more of the following methods:
 - 4.2.2 Reviewing the database of unsolicited applications to identify suitable candidates.
 - 4.2.3 Publishing recruitment advertisements in newspapers, on the official website, or through social media platforms.
 - 4.2.4 Employee referrals.
 - 4.2.5 A written test (if required) and/or a physical/ online interview shall be conducted for shortlisted candidates by the HR Department at the Trust Office, Kottayam.
 - 4.2.6 Upon selection of a suitable candidate, an offer letter may be issued after obtaining the approval of the Secretary, DCKF, and finalizing the terms and conditions of employment. The Offer Letter shall include details such as the proposed date of joining, salary, and the list of documents to be submitted at the time of joining. The Appointment Letter shall be prepared by the HR/Administration Department and issued on or after the employee's date of joining.

4.2.7 A personal file shall be opened for every employee at the time of joining. The employee shall submit the following documents to the Administrative Office upon reporting to the DCSMAT campus:

- a) Original Appointment Order.
- b) A one-page biodata with a recent passport-size photograph.
- c) Three additional passport-size photographs.
- d) Originals of the following certificates (the originals will be returned after verification):
 - a. SSLC/Equivalent Certificate (for address proof).
 - b. Degree Certificates and Mark Lists.
 - c. Proof of Postgraduate and other higher qualifications.
 - d. Experience Certificates, if any.
- e) Attested photocopies (attested by a Gazetted Officer) of all the above-mentioned certificates.
- f) A signed acknowledgment confirming that the staff member has read and understood the Staff Handbook.
- g) Joining Report (in the prescribed format).
- h) Relieving Order from the previous employer.
- i) Salary Certificate from the previous employer indicating the last drawn salary.
- j) Medical Fitness Certificate issued by an authorized medical practitioner.
- k) Police Clearance Certificate (PCC).

4.3 ELIGIBILITY CONDITIONS

The qualifications and experience required for teaching staff shall be in accordance with the norms prescribed by AICTE, UGC, CoA, the concerned University, the Government, or any other competent statutory/regulatory authority, as applicable, and as amended from time to time.

The qualifications and experience required for non-teaching staff shall be determined by the Management from time to time, based on the administrative, technical, functional, and other requirements of the Institution.

4.4 IDENTITY CARD

Every staff member shall be issued an Identity Card on the date of joining or, as soon as practicable thereafter. All staff members shall wear their Identity Cards while on duty. The Identity Card shall remain the property of DCSMAT and must be returned upon resignation, separation from service, retirement, or whenever requested by the Management.

4.5 CONFIRMATIONS AND CONTRACT RENEWALS

Details regarding confirmations, contract renewals, and other related matters shall be forwarded by the HR Department through the Director/Principal/HOD to the Senior Director, along with the appraisal report, at least one month prior to the due date.

A decision in this regard shall be taken by the HR Department, the Senior Director, and the Chief Facilitator/Secretary based on the recommendations of the Head of the concerned Institution.

4.6 PERFORMANCE APPRAISAL

4.6.1 DCSMAT believes in maintaining a balance between

“Pay for Seniority” and “Pay for Performance.” DCSMAT follows a performance-based compensation approach by recognizing and rewarding individual achievements and contributions. It acknowledges that employees in the same job profile may not always demonstrate the same level of effort or performance.”” Employees who demonstrate higher performance levels may receive higher increments compared to those whose performance does not meet the expected standards. Seniority alone shall not be considered a determining factor for pay revision.

- 4.6.2 The Institute expects every employee to perform to the best of their ability and contribute value to themselves as well as to the Institute. Significant or innovative contributions that create tangible value for students or improve institutional systems shall be considered during performance appraisal. Seniority shall not be a deciding factor in such considerations. Innovative ideas and initiatives aimed at improving and developing the Institute shall be encouraged and appreciated.
- 4.6.3 Performance appraisals for teaching and non-teaching staff shall be conducted in June every year.
- 4.6.4 Performance appraisals shall be conducted compulsorily before confirmation, promotion, contract renewal, increments, pay revisions, or any other employment-related decisions. Specific appraisal formats shall be used for different categories of staff.
- 4.6.5 Under normal circumstances, performance appraisal and feedback shall be completed at the end of the academic year. The performance assessment of faculty members shall be carried out in June, and any applicable pay revision

shall be implemented from July onwards. Such revisions shall be based on the teacher's performance in academic activities, extracurricular activities, and other assigned responsibilities.

- 4.6.6 Whenever required, the Management may conduct performance appraisals at any time during the academic year. If a faculty member is found to be deficient in performance, a written communication shall be issued specifying the areas requiring improvement and the time period within which improvement is expected. Continuation of service shall be subject to satisfactory performance during the specified period.
- 4.6.7 Employees who have completed long-duration FDPs at IIMs or obtained M.Phil./Ph.D. qualifications shall submit documentary evidence by the end of June highlighting the specific contributions made to the Institute as a result of such qualifications or certifications. Continuation of any related allowance shall depend on the extent and impact of such contributions (for example, securing a funded research project).
- 4.6.8 Continuation of any teaching performance-based allowance shall be subject to the teacher achieving a rating above the mid-point average in student feedback for all subjects handled during the year, including mentoring responsibilities.
- 4.6.9 Any allowance provided for additional responsibilities undertaken by a teacher beyond regular teaching and mentoring duties shall be based on documentary evidence submitted by the teacher regarding such responsibilities.

4.6.10 Parameters for Performance Appraisal

The performance appraisal shall consider the following parameters:

- a) Student evaluation.
- b) Evaluation by the Head of the Institution.
- c) SOP activities and overall development of student members under SOP.
- d) Academic performance of students.
- e) Extracurricular and club activities guided by the teacher.
- f) Research, consultancy, case writing, and publication of articles in reputed/refereed journals.
- g) Admissions, accreditation, conduct of management fests, institute events, and any other administrative duties assigned by the management.
- h) Commitment, attitude, and quality of work.
- i) Feedback from SOP students regarding SOP owners (mentoring, interaction, and emotional support). This feedback shall be collected every semester.
- j) Adherence to Institute rules and regulations.
- k) Innovative practices in teaching and learning.
- l) Any other parameters decided by the Management from time to time.

The above performance appraisal parameters are intended to encourage excellence in both teaching and learning and to promote continuous improvement among faculty members and students.

4.6.11 Every teacher shall submit a detailed report of their activities and achievements to the Head of the Institution on or before 31 May every year. Before preparing the appraisal report, teachers are encouraged to reflect on the following

- a) Did I make a meaningful difference in the lives of my students and the community in which I live?
- b) Did I make a significant contribution in any area related to my profession that I am passionate about?
- c) Did I contribute to the best of my ability in all areas during the previous academic year?
- d) Did I demonstrate leadership by setting direction and taking initiative, or did I merely seek to satisfy expectations?
- e) Did I take calculated risks, demonstrate creativity, and pursue improvement beyond my comfort zone?
- f) Did I contribute positive energy and enthusiasm, or did I allow negativity to affect my work?
- g) Did I deliver my responsibilities to the fullest extent of my ability?
- h) Did I utilize my strengths effectively towards achieving institutional goals?
- i) Did I take responsibility for any mistakes or shortcomings and work towards improvement?

4.7 PROMOTION POLICY AND PROCESS

4.7.1 Objective of the policy is: 1) to fill positions arising due to the separation of teaching or non-teaching staff members

or the creation of new positions due to institutional growth, through internal promotions in accordance with applicable statutory norms; 2) to provide career growth opportunities for high-performing and high-potential teachers.

4.7.2 This policy shall apply to all permanent staff.

4.7.3 Promotions shall be of two types:

a) Promotions Within a Responsibility Band:

Promotions within the same responsibility band shall be based on the number of years spent in the existing grade, performance, and demonstrated capability.

b) Promotions Across a Responsibility Band:

Promotions across responsibility bands shall be considered only when a suitable vacancy exists.

4.7.4 Normally, all promotions shall be effective from 1 July of the respective year.

4.7.5 Promotions of staff shall be based on the norms and guidelines prescribed by statutory regulatory authorities regarding cadre, qualifications, and eligibility criteria.

4.7.6 Staff members eligible for promotion shall submit the Performance Appraisal Form to the Director/Principal of the respective institution on or before 30 June every year.

4.7.7 The Director/Principal shall forward recommendations for promotion to the Senior Director through the HR Department.

4.7.8 Based on the annual Performance Appraisal and the availability of suitable positions, the Management shall take

a decision regarding the promotion of the recommended staff to the next grade.

4.7.9 The revised compensation structure for promoted staff shall be finalized by the HR Department, Senior Director, and Chief Facilitator/Secretary based on the recommendations of the Head of the concerned Institution.

4.7.10 Upon promotion to a higher grade, the Director/Principal shall review the teacher's goals and revise them in accordance with the responsibilities and expectations of the new grade.

4.7.11 Normally, a staff member shall complete a minimum of three years in a grade before being considered for promotion to the next grade. However, in cases of exceptional performance and potential, the Management may approve an earlier promotion.

4.8 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 Compensatory Off must be availed as per the 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.
8. Intervening holidays including Sundays, Second Saturdays, Public holidays, & vacation shall be included in the leave.

4.9 PUBLIC HOLIDAYS

Public holidays declared by the Government of Kerala shall be applicable to all teaching and non-teaching staff members. The list of public holidays shall be announced in advance on or before 1 January of every year. Once the public holidays are declared, no changes or additions shall be made under any circumstances.

4.10 PROCEDURE FOR AVAILING LEAVE / COMPENSATORY OFF / WEEKLY OFF / ON DUTY / DUTY LEAVE / EARLY EXIT / LATE ARRIVAL / PERMISSION TO LEAVE STATION (TEACHING STAFF)

- 4.10.1 Prior sanction shall be obtained for all the above purposes. The leave application shall be submitted in the prescribed format to the concerned authority at least two days in advance. Late submissions shall not be entertained under any circumstances.
- 4.10.2 Absence without prior approval will be considered as unauthorized absence resulting in loss of pay for the period of absence.
- 4.10.3 Faculty and staff members working on Sundays or public holidays shall mark their attendance (both entry and exit) through the biometric system as proof of attendance and shall obtain prior approval from the concerned authority in the prescribed On-Duty Form. While applying for compensatory off, the assigned duty shall be clearly specified in the request.
- 4.10.4 Weekly off shall be availed within the immediate succeeding week, and compensatory off shall be availed within 90 days from the date of earning. If not availed within the stipulated period, such credits shall lapse and shall not be carried forward.
- 4.10.5 Faculty members may leave the campus for official on-duty purposes only after obtaining prior approval from the concerned authority. While submitting the On-Duty request, they shall assign official responsibilities to a colleague during their absence. Faculty members proceeding on official duty shall submit a Duty Certificate to the concerned authority, if required.

**4.11 PROCEDURE FOR AVAILING LEAVE /
COMPENSATORY OFF / WEEKLY OFF / ON**

**DUTY / DUTY LEAVE / EARLY EXIT / LATE
ARRIVAL / PERMISSION TO LEAVE STATION
(NON-TEACHING STAFF)**

- 4.11.1 Non-teaching staff members shall submit leave applications in the prescribed format to the concerned authority at least two days in advance. Late submissions shall not be entertained under any circumstances.
- 4.11.2 Prior sanction shall be obtained for all the above purposes. Staff members from the Accounts, Library, and Systems Departments shall submit their applications to the respective Heads of Departments.
- 4.11.3 The concerned authority may approve or reject applications based on institutional requirements.
- 4.11.4 Staff members from the Facilities Department shall submit leave applications to the Facility/ Estate Manager and obtain approval accordingly.

4.12 GENERAL RULES – LEAVE AND ABSENCE

- 4.12.1 All faculty and staff members shall apply for leave through the prescribed leave form. The application shall clearly mention the reason for leave, exit and entry timings, and the faculty/staff member assigned to handle responsibilities during the leave period.
- 4.12.2 Extension of leave shall be permitted only based on valid reasons and institutional requirements.
- 4.12.3 Leave applications shall be submitted at least two days in advance.
- 4.12.4 Employees shall ensure that leave has been duly sanctioned before proceeding on leave. If no response is

received, confirmation shall be obtained through official communication before availing leave. Leave shall not be presumed to have been sanctioned automatically. Absence without authorization shall be treated as Loss of Pay Leave.

- 4.12.5 In case of unforeseen contingencies where an employee is unable to apply two days in advance, verbal approval shall be obtained before submitting the formal application.
- 4.12.6 In emergency situations, the sanctioning authority shall be contacted directly, either in person or by phone. The Institution may consider granting oral approval in such cases, with the formal application to be submitted subsequently.
- 4.12.7 Total absence shall not exceed 15 days unless specifically approved by the competent authority as a special case.
- 4.12.8 Leave is not a matter of right. The competent authority may modify, defer, or reject leave applications based on institutional requirements and may recall an employee from leave when necessary. Unauthorized absence shall invite disciplinary action and shall be treated as Loss of Pay Leave.
- 4.12.9 Employees shall not compromise academic responsibilities. In exceptional emergency situations, faculty members shall arrange class substitutions/swaps with other faculty members to ensure continuity of academic activities.
- 4.12.10 Faculty and staff members shall leave the campus for leave or official duty purposes only after obtaining approval from the concerned authority. They shall assign official responsibilities to a colleague while submitting the request.

- 4.12.11 Employees proceeding on official duty shall submit a Duty Certificate to the concerned authority, if required.
- 4.12.12 In emergency situations, staff members may be required to work on public holidays. Employees who work on public holidays for conducting classes or other official duties may claim weekly off against such work, subject to approval. The credited weekly off shall be availed within the stipulated period and shall not be carried forward. Prior written intimation regarding such duty shall be submitted to the Office through the Head of the Institution before the duty date.
- 4.12.13 During working days when students are on campus (Monday to Saturday, except the Second Saturday), not more than six teaching members shall normally be permitted to be away from campus at the same time, either on leave, duty leave, or official duty. Additional requests may be considered by the Principal/Campus-in-Charge in cases of urgent institutional requirements, such as admissions or official engagements.
- 4.12.14 During Sundays, Second Saturdays, and Government-declared holidays, when academic sessions are in progress, at least four teaching members shall be present on campus.
- 4.12.15 During vacations, if academic sessions are conducted, concerned faculty members, including Course Coordinators, shall be available on campus.
- 4.12.16 During vacations or otherwise, faculty members shall be available for admission-related activities, such as presentations, exhibitions, group discussions, and personal interviews, whenever required.

4.12.17 Lady Wardens, including Faculty Lady Wardens, shall ensure that at least two lady members are available on campus whenever lady students are residing on campus.

4.12.18 The leave rules may be modified, amended, or revised by the competent authority from time to time.

4.13 RULES FOR COMPENSATORY OFF / WEEKLY OFF

4.13.1 Teaching and non-teaching staff members who are required to work on holidays (other than the four National Holidays) shall obtain prior approval from the Director before the scheduled duty date.

4.13.2 In case staff members are required to work on Sundays, they shall determine their weekly off in advance, considering their official responsibilities. The same shall be informed to and approved by the Head of the Institution/In-Charge.

4.13.3 Compensatory Off/Weekly Off shall not be clubbed with Casual Leave. Compensatory Off/Weekly Off shall be availed first, followed by Casual Leave, if required.

4.13.4 Compensatory Off shall be utilized within 90 days from the date of earning. Any unavailed Compensatory Off beyond this period shall lapse automatically.

4.13.5 Weekly Off shall be availed within the immediate succeeding week. If not availed within the stipulated period, it shall lapse and shall not be carried forward.

4.13.6 The four National Holidays are:

- 26 January (Republic Day)
- 1 May (May Day)

- 15 August (Independence Day)
- 2 October (Gandhi Jayanti)

No classes shall be conducted on these days.

4.14 CAMPUS WORKING HOURS AND MOVEMENT DURING OFFICE HOURS

- 4.14.1 DCSMAT campuses operate on an 8 AM to 8 PM basis. For attendance purposes, the official office hours shall be from 9:00 AM to 5:00 PM, Monday to Saturday, except on declared holidays.
- 4.14.2 All staff members shall be present at their respective work locations during office hours. Staff members shall not leave their workplace or proceed to their quarters (Vagamon Campus) during office hours unless there is an emergency.
- 4.14.3 Prior permission shall be obtained from the concerned authority for all movements outside the campus, as well as visits to staff quarters during working hours.

4.15 ATTENDANCE

- 4.15.1 The biometric system shall serve as the official attendance recording system.
- 4.15.2 All personnel on campus, including the Chief Facilitator (when present on campus), shall mark their attendance daily through the biometric system.
- 4.15.3 The biometric system shall serve as the primary attendance monitoring system. However, all faculty and staff members shall also sign the manual attendance register for statutory compliance purposes.

- 4.15.4 All movements into and out of the campus shall also be recorded through biometric punching.
- 4.15.5 The system shall accept attendance punches within the approved time window of 6 AM to 10 AM and 4 PM to 8 PM. Lunch break exit and re-entry shall also be recorded between 1 PM and 2 PM (for Triandrum campus only).
- 4.15.6 The system shall consider the official duty hours as 9:00 AM to 5:00 PM.
- 4.15.7 Employees completing less than four hours of duty during the specified period shall be treated as being on Full Day Leave. Employees completing between four and eight hours shall be treated as being on Half Day Leave.
- 4.15.8 Full-day attendance shall be recorded only when both entry and exit punches are completed within the prescribed time limits. Incorrect, missing, or irregular punching shall be treated as absence.
- 4.15.9 Full Day and Half-Day Leave Schedule:
Full Day: 9:00 AM to 1:00 PM
Half Day: 9:00 AM to 1:00 PM or 1:00 PM to 5:00 PM
- 4.15.10 Early Exit and Late Arrival. Faculty and staff members at the Vagamon Campus may request permission to leave the campus early or report late by one hour, subject to approval. Such permission shall be limited to twice a month (maximum four instances including early exit and late arrival). For Trivandrum campus, the time allowance will be half an hour and shall be limited to two instances in a month.

4.16 MOVEMENT REGISTER AND CAMPUS EXIT PROTOCOL

- 4.16.1 All movements into and out of the campus shall be recorded through biometric punching.
- 4.16.2 Any staff member leaving the campus during working hours or proceeding on leave shall send an “Away from Campus” notification through email. The email shall clearly mention the time of departure, expected time of return (where applicable), and the reason for leaving the campus or proceeding on leave.
- 4.16.3 Staff members shall record biometric time-out before leaving the campus and biometric time-in upon returning. In case of leave, biometric time-out shall be recorded before leaving the campus on the day the leave begins, and biometric time-in shall be recorded upon resuming duty.

4.17 ABSENCE REGULARIZATION

- 4.17.1 Since attendance reports are generated daily, all faculty and staff members shall submit requests for absence regularization/biometric correction, if required, on the same day or latest by the following day. Absence regularization shall be approved only by the Director, and it will be permitted only under exceptional circumstances.
- 4.17.2 All faculty and staff members shall verify their daily attendance records in the Campus7 software and report any discrepancies within 24 hours for necessary regularization. Failure to do so may result in loss of attendance credit and corresponding salary adjustments.

4.18 PAYROLL

The payroll shall be processed based on the attendance system records along with approved absence authorizations, where applicable.

4.19 SALARY DEDUCTIONS

4.19.1 The monthly salary shall be subject to Tax Deduction at Source (TDS) at the applicable rates, as per the provisions of the Income Tax Act.

- a) As per the Income Tax regulations, employees who are liable to pay income tax shall submit their estimated income tax computation along with a detailed statement of eligible savings/investments in Form 12BB every year, supported by relevant documents. This will enable the Accounts Department to deduct the applicable amount of tax from the salary on a proportionate basis.
- b) All employees shall select either the Old Tax Regime or the New Tax Regime applicable for the respective financial year and submit the option-cum-declaration in Form No. 12BB (in the prescribed format) on or before 30 April of every year.
- c) If the employee fails to exercise the option within the stipulated date, it shall be presumed that the employee has opted for the New Tax Regime. Accordingly, income tax for the relevant financial year shall be calculated under the New Tax Regime, and the applicable tax shall be recovered from the salary.
- d) As per the prevailing Income Tax provisions, an assessee whose income is taxable under the New Tax Regime shall be eligible

for a rebate of 100% of the income tax payable, provided the total income does not exceed the prescribed limit.

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

4.19.2 Provident Fund contribution for employees who fall within the prescribed salary ceiling limit.

4.19.3 Employees' State Insurance (ESI) contribution for employees who fall within the prescribed salary ceiling limit.

4.19.4 Half-yearly Professional Tax deduction as per the rates prescribed by the Government of Kerala.

4.19.5 Rent and utility charges at subsidized rates for staff members who are provided accommodation facilities.

4.19.6 Mess charges for staff members who opt for the monthly meal plan offered by the college cafeteria.

4.19.7 Staff Club Contribution at 0.75% of the salary, subject to a maximum of ₹300 per month. The contribution shall be utilized for staff welfare activities. Staff members who do not wish to contribute may be exempted from this deduction upon request.

4.20 SALARY PAYMENT

4.20.1 The salary calculation cycle shall be from the 26th of the previous month to the 25th of the current month.

4.20.2 All staff members are required to maintain a bank account with Federal Bank or any other bank as specified by the management from time to time.

- 4.20.3 Salary shall normally be credited to the respective bank accounts on or before the 7th of every month. If the 7th falls on a holiday, the salary shall be credited on the next working day. In the event of any delay due to technical or other unavoidable reasons, staff members shall be informed sufficiently in advance.
- 4.20.4 Salary pay slips shall be issued upon request whenever required.

4.21 POLICY DISCUSSION AND COMMUNICATION PROTOCOL

- 4.21.1 Any employee who wishes to discuss matters related to the Institute's policies or policy decisions may do so through a direct interaction with the Head of the Institution.
- 4.21.2 All employees of the Institution shall communicate with or seek access to the Chief Facilitator only through the Senior Director/Director.

4.22 ISSUE OF CERTIFICATES

- 4.22.1 Any past or present staff member seeking a certificate (such as an Experience Certificate, Salary Certificate, Residence Proof Certificate for opening a bank account, etc.) shall submit a request in the prescribed format.
- 4.22.2 Normally, a minimum notice period of 7 working days shall be required for the issuance of Experience Certificates and Salary Certificates, and 2 working days for other certificates.

4.23 RESIGNATION AND RELIEVING PROCEDURE

- 4.23.1 Staff members intending to resign shall provide the

required notice period as specified in their Appointment Letter or shall pay the applicable notice pay in lieu of the notice period.

4.23.2 Upon submission of a resignation, the following procedures shall be completed before the staff member is relieved from service:

- a) The resignation letter shall be submitted to the Director.
- b) All pending duties and responsibilities shall be completed, including syllabus completion, paper valuation, submission of internal marks and attendance records, and any other assigned tasks.
- c) A No Objection Certificate / No Due Certificate shall be obtained from the concerned Department Head/ Supervisor, HR Department, Library, Finance Department, Administration Department, Estate Department, and any other concerned departments.
- d) Staff members serving the notice period shall complete the Exit Interview process and submit the Exit Feedback Form to the HR Department before their last working day. The Exit Interview shall be conducted by the respective Director. The completed Exit Interview Form shall be submitted to the HR Department for official records, documentation, and further necessary action.
- e) Identity Cards, Visiting Cards, and all other properties belonging to DCSMAT shall be surrendered to the Office on or before the date of relieving.
- f) Employees serving the notice period shall be eligible to avail only the prescribed monthly leave entitlement. Any

additional leave beyond the entitled limit shall be granted only in unavoidable circumstances and subject to prior approval.

- g) The notice period specified in the Appointment Letter shall be served through actual working days. Leave availed during the notice period shall not be counted towards completion of the notice period unless specifically approved by the Management.
- h) A statement showing the details of full and final settlement of accounts shall be prepared and forwarded to the Head Office for approval.
- i) The Head Office shall issue the Relieving Order based on the approval of the Secretary, DC Kizhakemuri Foundation.

4.24 TA/DA RULES

4.24.1 Classification of Employees

For the purpose of claiming Travelling Allowance (TA) and **Daily Allowance (DA)**, employees shall be classified into the following five grades based on gross monthly pay:

Grade	Gross Pay
I	₹80,000 and above
II	₹60,000 and above but less than ₹80,000
III	₹40,000 and above but less than ₹60,000
IV	₹20,000 and above but less than ₹40,000
V	Below ₹20,000

4.24.2 Class of Travel

The eligible class of train travel for each grade shall be as follows:

Grade	Eligible Class
I	II AC
II	III AC / AC Chair Car
III	III AC / AC Chair Car
IV	II Class
V	II Class

4.24.3 Air Travel

Employees belonging to Grade I shall be eligible for air travel for official purposes, subject to obtaining prior approval from the Chief Facilitator/Secretary of the Foundation.

4.24.4 Daily Allowance

The applicable Daily Allowance rates for different grades of employees shall be as follows:

Grade	Within State (₹)	Outside State (₹)
I	400	500
II	350	450
III	300	400
IV	250	350
V	200	300

Reimbursement of Room Rent

Employees shall be eligible for reimbursement of room rent for official travel, subject to the submission of supporting bills. The applicable limits shall be as follows:

Grade	Within State (₹)	Outside State (₹)
I	1500	1750
II	1250	1500
III	1000	1250
IV	750	1000
V	500	750

4.24.5 Reimbursement for Use of Own Vehicle

- a) Employees using their own vehicles for official purposes shall be eligible for reimbursement at the following rates:

Own Car: ₹10 per kilometre

Two-Wheeler: ₹5 per kilometre

- b) Prior approval shall be obtained for the use of personal vehicles for official purposes. Normally, permission for the use of personal cars shall be granted when two or more employees are travelling together to optimize vehicle utilization.
- c) Similarly, institutional transport shall generally be provided when two or more employees are travelling together, subject to availability.

4.24.6 Settlement of Travel Claims

Travel advances shall be provided only in exceptional circumstances and with prior approval.

Employees shall submit travel claims in the prescribed format within 15 days from the completion of the journey/trip. The claim shall include details such as:

- Purpose of travel.
- Date and place of travel.
- Duration of travel.
- Details of expenses incurred.
- Supporting documents/bills, where applicable.

Claims submitted after the stipulated period shall not normally be considered for reimbursement.

These rules shall apply to all official travel undertaken for purposes including placements, admissions, FDPs, training programmes, and other institutional activities.

4.25 NORMS FOR NOMINATING TEACHERS FOR SEMINARS, WORKSHOPS, FDP, MDP, ETC.

4.25.1 The policy and rules in force for nominating teachers to attend Seminars, Workshops, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs) and other similar events, as well as for granting duty leave, are set out in the following paragraphs.

4.25.2 Nomination of Teachers for Seminars, Workshops, FDP, MDP, etc.

- a) All teaching staff will normally be nominated to attend a minimum of two events of national/international stature in an academic year, with the year being reckoned from 1 July to 30 June. Of these, one event shall preferably be industry-oriented and the other academic in nature. If a teacher requests nomination/deputation for more than two events in an academic year, such requests shall

be considered on their merits, taking into account the value and relevance of the programme, the needs of the applicant, and the requirements of the Institute. The decision shall rest with the Director/Dean.

- b) All such requests shall be placed before the Faculty Council to ensure that faculty members attending the same event are nominated together, wherever possible.
- c) Information regarding such events will normally be circulated widely among the faculty members through email or other appropriate communication channels.
- d) Members desirous of attending such events shall submit a written request in the prescribed format to the Director/Dean, normally at least 10 days in advance. The request shall clearly state the value addition expected from attending the event and the anticipated benefit to the Institute.
- e) Normally, where the event is considered relevant and beneficial, up to two members may be nominated.
- f) The registration fee, travel expenses, and boarding and lodging expenses actually incurred shall be borne by DCSMAT, unless such expenses are fully or partly borne by the organizers. The request for nomination/deputation shall be submitted sufficiently in advance, preferably at least 10 days before the event. The existing rules relating to travel advances, including an advance of up to 75% of the estimated admissible expenses, shall apply.
- g) Teachers attending such events shall be required to make a presentation to the faculty and submit a report on the programme attended in order to claim the balance of 25%

of the approved expenses. All such presentations and reports shall be uploaded to the designated CMS/LMS, such as Moodle.

- h) The report submitted by the participant shall clearly specify the specific deliverables or outcomes that the teacher proposes to achieve based on the knowledge and learning gained from the event.
- i) The total expenditure per event per member shall normally not exceed ₹3,000/-
- j) The member shall ensure that copies of relevant resource materials, whether in hard copy or soft copy, obtained or generated during the event are made available to the Institute Library and/or uploaded to the designated institutional repository/CMS upon return.
- k) In the case of programmes where the total expenditure exceeds ₹3,000/-, the teacher shall submit an undertaking stating that he/she will continue in the service of the Institution for a minimum period of six months from the date of completion of the programme. In the event of leaving the Institution before completion of the stipulated period, the teacher shall refund the expenses incurred by the Institute, as per the terms of the undertaking.
- l) For any event/programme conducted outside Kerala, the teacher shall submit an undertaking as specified above.
- m) The member shall also agree to comply with any additional conditions relating to nomination/deputation that the Management may prescribe from time to time.

4.25.3 Eligibility for Attending FDPs at IIMs

The eligibility criteria for attending Faculty Development Programmes at IIMs shall be as follows:

- a) A minimum of 24 months of service with DCSMAT is required for faculty members having less than five years of total professional experience.
- b) A minimum of 18 months of service with DCSMAT is required for faculty members having five years or more of total professional experience.
- c) The applicant shall meet the prescribed eligibility criteria as on the date of submission of the application for the FDP.
- d) The number of faculty members permitted to attend FDPs at IIMs in a year from DCSMAT Institutions shall normally be limited to two, or such other number as may be decided by the Management from time to time.
- e) The applicant shall execute an indemnity bond in the prescribed format in accordance with the rules of the Institution.

4.26 DUTY LEAVE RULES

- 4.26.1 Paid consultancy leave of up to 52 days per year may be permitted for faculty members undertaking approved consultancy assignments with outside organizations. In such cases, the consultancy fee received shall be shared between the faculty member and the Institute in the ratio of 60:40 (Faculty Member: Institute).
- 4.26.2 The consultancy fee charged for such assignments shall be higher than 2.5 times the applicable per-day salary of the faculty member.

4.27 RULES FOR PAID CONSULTANCY

- 4.27.1 Teaching staff members may undertake approved consultancy assignments, including consultancy, teaching, training, coaching, and other professional activities that generate pecuniary benefits, provided such assignments do not conflict with their duties and responsibilities at the Institute.
- 4.27.2 Prior approval shall be obtained from the competent authority before undertaking any such assignment.
- 4.27.3 The income arising from such approved consultancy assignments shall be shared between the faculty member and the Institute in the ratio of 60:40 (Faculty Member: Institute).
- 4.27.4 Resource materials generated or developed as part of such assignments shall be made available to the Institute, and a copy shall be submitted to the Institution/Library, as applicable.
- 4.27.5 Wherever teaching assignments are involved, teaching staff members shall, as far as practicable, offer the same or substantially similar courses/subjects that they are currently anchoring at the Institute.
- 4.27.6 The Institute reserves the right to amend, alter, modify, or revise these Rules from time to time.

4.28 RULES FOR TAKING CLASSES/TRAINING PROGRAMMES IN OTHER ORGANIZATIONS

- 4.28.1 Faculty members are permitted to take classes or conduct training programmes only for institutions/organizations approved by DCSMAT.

- 4.28.2 Prior written permission from the Management shall be obtained before undertaking any such assignment.
- 4.28.3 Written permission from the Director/Head of the Institution shall also be obtained before conducting each individual session/class, wherever applicable.
- 4.28.4 The income arising from such approved teaching/training assignments shall be shared between the faculty member and the Institute in the ratio of 60:40 (Faculty Member: Institute).

4.29 CURRICULUM, PGP RULES, STUDENTS ASSESSMENTS, ETC.

Details regarding curriculum, PGP rules, student assessments, and other academic regulations shall be as specified in the Student Handbook.

4.30 COMMON RULES

- 4.30.1 The use of tobacco, liquor, illegal drugs, and other prohibited substances is strictly prohibited on campus.
- 4.30.2 Staff members residing in campus quarters shall maintain the fixtures, furniture, and other supplies provided to them and shall ensure their proper use and upkeep.
- 4.30.3 Water and electricity shall be used judiciously, and wastage shall be avoided.
- 4.30.4 Wearing lungis and shorts shall not be permitted outside the residential quarters.

4.31 COMMUNICATIONS

4.31.1 Staff Meetings

The Director/Head of the Institution shall convene staff meetings

to discuss institutional matters and other relevant issues. Staff meetings shall be conducted regularly. Important matters, policy decisions, and other institutional communications shall be conveyed through these meetings. All staff members are required to attend staff meetings on time. Absence from a staff meeting shall be permitted only for valid reasons, which shall be submitted in writing to the concerned authority. Failure to attend staff meetings without a valid written reason may result in disciplinary action.

4.31.2 E-Mail

Staff members shall be provided with a DCSMAT official e-mail ID (Web Mail) for official communication during their tenure with DCSMAT. Academic and non-academic matters, important decisions, notices, and other official communications shall also be communicated through official e-mail. Staff members shall obtain their official e-mail ID from the System Department and shall check their official e-mails regularly, as important notices and instructions may be communicated through this channel.

4.31.3 E-Mail Etiquette

Staff members shall follow the following guidelines while using official e-mail communication:

- a) **Subject Line:** The subject line shall clearly indicate the purpose of the e-mail. A properly titled message helps recipients organize and prioritize communications effectively.
- b) **Content:** Multiple unrelated matters shall not be combined in a single email. Separate emails shall be used for different subjects wherever necessary.
- c) **Use of CC (Carbon Copy):** The CC facility shall be used judiciously. Emails shall not be copied unnecessarily to

large groups of recipients. Only those persons who need to be informed shall be included.

- d) **Use of “Reply All”:** The “Reply All” option shall be used only when the response is relevant to all recipients. Unnecessary replies to multiple recipients should be avoided.
- e) **Use of Group Mail IDs:** Group e-mail IDs shall be used only for appropriate official purposes and shall not be misused by unnecessarily including group addresses in the “To” or “CC” fields.
- f) **Use of BCC (Blind Carbon Copy):** The BCC facility shall be avoided unless there is a specific requirement. It shall not be used to conceal routine internal communications.
- g) **Keep Messages Clear and Concise:** E-mails shall be brief, focused, and easy to understand. Long messages should be avoided unless necessary.
- h) **Use of Capital Letters:** The use of all capital letters shall be avoided, as it may be interpreted as shouting and reduces readability.
- i) **Confidentiality and Professional Conduct:** Staff members shall not write anything in an e-mail that they would not communicate publicly. Confidential information, inappropriate comments, or offensive content shall not be shared through official communication channels.
- j) **Spelling and Grammar:** Staff members shall review e-mails for spelling, grammar, and clarity before sending them. Informal language, slang, and SMS-style abbreviations shall be avoided.

- k) **Bulk E-Mails and Unnecessary Communication:** E-mails shall not be sent to large groups of recipients unless there is a legitimate official requirement. Unnecessary bulk communication may be treated as misuse of official e-mail facilities.
- l) **Professional Conduct in E-Mail Communication:** Staff members shall exercise caution while sending e-mails, particularly during situations involving disagreement or conflict. E-mails sent in haste may create misunderstandings and cannot always be withdrawn or recalled.
- m) **Internal Communications and Students:** Internal communications, differences of opinion, or institutional matters among staff/faculty members shall not be communicated to students. Such matters shall be resolved through appropriate internal channels.

4.32 AMENDMENTS

“Change is the law of nature.”

These Rules and Regulations may be amended, modified, altered, or rescinded at any time by the Management/Governing Body. Any such amendment, modification, alteration, or rescission shall supersede the corresponding provisions of these Rules and Regulations and shall take effect from the date specified by the Management/Governing Body.

All amendments, if any, shall be communicated to all employees through an appropriate notice or other official communication issued by the Institution.

4.33 DECLARATION

I hereby declare that I have read and understood the rules and regulations of DCSMAT Institutions / DC Kizhakemuri Foundation as provided in this Staff Hand Book (Ref. No. DCSMAT/CO/ADM/R 014). I agree to comply with and abide by the rules, regulations, policies, and procedures stated herein.

I understand that, during my tenure as a staff member of DCSMAT / DCKF, I shall conduct myself in a manner that does not adversely affect the discipline, administration, or reputation of the Institution, either within or outside the campus.

I further acknowledge that DCSMAT / DCKF reserves the right to amend, modify, revise, or introduce changes to the rules and regulations contained in this Staff Hand Book from time to time, without prior notice.

Place :

Date :

Name and Signature of the Staff

