HR POLICY

&

EMPLOYEE SERVICE RULES

2023

AKKIKAVU, PO CHIRAMANANGAD,
MARATHANCODE VIA, THRISSUR DIST,
KERALA – 680 604. Ph: 04885 289009

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1. About the College

Royal Educational Society and Research Centre was registered on 13-3-2002 under Travancore Cochin Scientific Cultural and Charitable Societies Registration Act 12 of 1955 with its registered office (No.V/436) at Pannithadam Road, Chiramanangad P.O Akkikavu via - Thrissur- 680604. RCET was established and came into existence in the year 2003 under the Society. The college is situated in a wonderful landscape of 25 acres (out of 34.59 acres owned by the society) with provision for future expansion surrounded by lush greenery and serene topography merged into a calm and healthy atmosphere conducive for learning and teaching. The college has built up excellent infrastructure and facilities comparable to / surpassing the stipulated requirements by AICTE. The campus is known for its discipline, well equipped laboratories, workshops, very good central library, qualified and experienced teachers with best administration and governance. RCET, an ISO 9001 - 2015 certified institute, approved by AICTE and affiliated to University of Calicut in the beginning. From 2015 onwards RCET is under the jurisdiction of APJ Abdul Kalam Technological University (KTU). The institution got accreditation by National Assessment and Accreditation Council (NAAC) in the year 2021.

The institution is now under the process for NBA(National Board of Accreditation) accreditation works. The college is located at Akkikavu, Thrissur District almost at the confluence locality of 3 districts viz Thrissur, Palakkad and Malappuram.

The Mission and Vision of the founder members of this mighty institution could be fulfilled although not in full, within the span of 20 years since its inception. RCET has completed 20 years of successful service in the field of engineering education producing technocrats of tomorrow. RCET was started by offering B. Tech four year professional Degree courses in four branches of Applied Electronics & Instrumentation (AE&I), Civil Engineering (CE), Computer Science & Engineering(CSE), and Electronics & Communication Engineering (ECE) in 2003. In 2010 & 2011 RCET got approval for Electrical & Electronics Engineering branch(EEE) and Mechanical Engineering Branch (ME). In 2013, institution got approval for two PG courses (Communication Engineering & Computer Science & Engineering). In 2021 RCET got approval for a new branch, Artificial Intelligence and Data Science Engineering with a sanctioned intake of 60 seats.

2. Vision & Mission

Vision

"To continuously grow as a
  Resourceful,

  Outstanding,

  Youthful,

  Adaptive institution

in the field of engineering and technology habituating

Lifelong learning."

Mission

"To groom the youth into eminent technocrats

With lifelong learning skills to meet future requirements,

deep sense of social responsibility,

strong ethical values and global outlook,

to face the challenges of the changing world."

3. Recruitment Rules

- Submission from HODs regarding Staff Requirement
- Getting Approval from Principal & Management
- Advertising in Media Receiving Applications
- Sorting of Applications
- Informing candidates for Interview
- Interview Process
- Selection by Staff Selection Committee
- Communicating selected candidates
- Joining

4. Joining Procedures

- Issuing Offer Letter and Appointment Order
- Collecting Joining Report and Employee Registration Form
- Issuing ID Card
- Biometric Attendance Entering
- Publishing Circular regarding joining of new Staff

5. Relieving Procedures

- Getting Resignation Letter with the approval of HOD, Principal and Management. It should satisfy the notice period as per their Appointment Order issued.
- Collecting Clearance Certificate and Duty Hand Over Report from the Staff Member with the sign of HOD
- Release all his / her documents like Experience Certificate after getting the above two.

6. Induction / Training to newly joined Faculties

The various Induction / Traning programmes includes:

1. Induction / Training Programmes organized by the parent Institution
2. Faculty Development Programmes organized by the parent Institution
3. Training and Workshop organized by an external Institution.
4. Faculty Development Programmes organized by an external Institution.

7.Hierarchy / Post Details

i. Principal

Post	Minimum Education	Experience required
Principal	Ph.D	15 years teaching experience in engineering college with proven track of record of successful administration of the college

ii. Assistant Professor

Post	Minimum Education	Experience required
Assistant Professor	BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech	Fresher also taken into consideration

a.Assistant Professor (Senior Grade)
   i. Qualifications prescribed for the post of Assistant Professor
AND
Should have completed minimum training requirements as per AICTE

AND
Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior)		
	Experienc e (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Feedback based on Faculty Appraisal Committee (out of 100)
1	3	2	80 to 100
2	4-5	2	Greater than or equal to 70

b.Assistant Professor (Selection Grade)

ii. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)
AND
Should have completed minimum training requirements as per AICTE.
AND
Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Feedback based on Faculty Appraisal Committee (out of 100)
1	6	3	80 to 100
2	7	3	Greater than or equal to 70

iii. Associate Professor

Post	Minimum Education	Experience required
Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable	Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable. Necessary relaxations will be applicable in case of exceptional candidates.

iv. Professor

Post	Minimum Education	Experience required
Professor	Qualifications as above that is for the post of Associate Professor, applicable Post Ph.D publications and guiding PhD students is highly desirable	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor or Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Necessary relaxations will be applicable in case of exceptional candidates.

iv.Lab Assistant

Post	Minimum Education	Experience required
Lab Assistant	Diploma / B.Tech in preferably in the respective discipline	Fresher also considered

v. Administrative Staff

Post	Minimum Education	Experience required
Administrative Staff		
1. Administrative assistant(General)	Graduation	At least 10 years of administrative experience
2. Administrative Assistant(Finance)	Graduation in commerce	At least 10 years of experience in accounts section , with knowledge in tally
3. Accountant	Graduation in Commerce	With at least 5 years of experience in accounts section , with knowledge in tally
4. Asst. Accountant	Graduation in Commerce	With at least 2 years of experience in accounts section , with knowledge in tally

5. Office Assistant/Personal Assistant	Graduation	Preferably with experience
6 Office Attender	SSLC	Preferably with experience
7. Driver	8th Standard	With valid driving license and recommended by a known person

8. Salary / Welfare Measures

LEAVE

Vacation Staff – Teaching and Supporting Staff are included in this category

1. Casual Leave – 15 days

2. Those who have completed probation of 1 year are eligible to avail 12 days Half pay leave which can be commuted. A half pay leave can be accumulated.

3. Compensatory off can be availed if worked on holidays

4. 3 months maternity leave is provided

5. Vacation Leave / Earned Leave - Every Faculty and Lab member, after completion of one year of service, will be eligible for vacation leave @ 30 days

6. Duty leave will be provided for the duties assigned by the Institution, University and Government.

   Duty Leave for 60 days will be provided for doing Pre Ph.D Programme under Quality Improvement Programme and 3 years for pursuing Ph.D under QIP

Non Vacation Staff – Administrative and Library staff are included in this category

   Casual Leave – 15 days

   Compensatory off can be availed if worked on holidays

   3 months maternity leave is provided

   Duty leave will be provided for the duties assigned by the Institution, University and Government

Employees Provident Fund (EPF) : staff members will be eligible to join the Contributory Provident Fund Scheme, in accordance with the terms and conditions thereof. As on date staff members drawing a gross pay of Rs.15,000/- or less in a month can be a member of EPF.

Medical Benefits: Staff members, who are drawing gross pay less than Rs 21000/- per month are eligible for medical benefits under ESIC scheme.

9. Upgradation of Faculty

The Institution supports the Faculty upgradation through

1. Encouraging the faculty Members to register for Ph.D programmes
2. Through various Faculty / Training Programmes
3. Encourage Faculty Members to attend various conferences and to publish Research / Technical Papers
4. Encourage the Faculty to participate in various skill development activities.

10. Discipline & Decorum

All Employees are responsible to keep the discipline and decorum of the Institution. Any violation of the Rules & Regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the Management.

During the on-going employment period, management retains the right to terminate the services of an employee on grounds of violation of rules and regulations, discipline and decorum of the Institution. The management reserves the right to terminate the services of a staff for non performance also.