



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

VJEC POLICIES 2023



ISO 9001:2015 CERTIFIED ♦ AFFILIATED TO KTU ♦ APPROVED BY AICTE

Phone: 0460 2213399, 2212240

Website: www.vjec.ac.in Email: office@vjec.ac.in

Handwritten signature and date:
18/05/2023



Vimal Jyothi Engineering College

VJEC Policies - 2023

VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI, KANNUR

Approved by AICTE and affiliated to APJ ABDUL KALAM Technological University



VJEC POLICIES
2023

Phone: 0460 2213399, 2212240

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VJEC POLICIES

Index

Sl No	Policy/ Proceedings	Version	Date of Approval	Remarks
1	IT Policy	2.0	13-08-2021	Version 1.0, 05-08-2013
2	Leave Policy	1.0	09-07-2012	
3	Medical Leave	2.0	13-04-2022	Version 1.0, 08-12-2014
4	Contributory PF	1.0	19-08-2014	
5	Health Insurance	1.0	01-01-2016	
6	Incentive for achievement	1.0	07-06-2023	
7	Appointment and Promotion	2.0	07-06-2023	Version 1.0, 2011-12
8	Seed Money for Research and innovation	1.0	20-01-2023	
9	R & D Policy	1.0	07-06-2023	
10	PhD Sponsorship	1.0	09-07-2012	
11	PhD Allowance	1.0	16-08-2019	
12	Retirement	1.0	07-06-2023	
13	Exit Policy	2.0	07-06-2023	Version 1.0, 21-10-2011
14	Biometric Attendance	1.0	07-06-2023	
15	Purchase Policy	1.0	20-09-2014	
16	Campus Code of Conduct	2.0	24-01-2022	Version 1.0, 2017
17	IRPS – Students	1.0	11-04-2023	
18	Mobile Phone Policy – Students	3.0	24-01-2022	Version 0.2, 09-12-2021 Version 0.1, 10-11-2011

IT Policy: Version 2.0

**VIMAL JYOTHI
ENGINEERING COLLEGE**

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA
Affiliated to APJ Abdul Kalam Technological University
Approved by AICTE • ISO 9001:2015 Certified
Accredited by Institution of Engineers (India), NBA, NAAC
Proceedings VJ/42



13.08.2021

PROCEEDINGS

Sub: IT Policy

The purpose of this policy is to define the appropriate uses of computing facilities by the students, faculty and staff of the Vimal Jyothi Engineering College, Chempери. This policy applies to all IT infrastructure users (Faculty, Technical staff, Administrative staff, Contract/Temporary staff, Students, Research Scholars and Guest) who access the IT facilities including internet facilities provided by the institution through Wired or WiFi networking. All users are expected to be familiar with and to comply with this policy.

The Policy

1. Faculty, Staff, and students may use the computing facilities for academic purposes and for personal purposes so long as such use it.
 - i. Does not violate any law, VJEC Policy or IT act of the Government of Kerala / India.
 - ii. Does not interfere with the work of an academic nature.
2. Users will be required to obtain necessary authorisation before using college connectivity.
3. Users should engage in safe computing practices by establishing appropriate access restrictions for their account and computing devices, guarding their password and changing them regularly.
4. The access to college WiFi is restricted to registered users. The one who wants to avail the WiFi facility shall submit an application in the prescribed format.
5. Usage of college WiFi in an unregistered device by spoofing/tethering will be treated as violation of this policy.
6. Even if the access id is different, the registered WiFi user is the sole responsible person for all the communications originating from the registered device.
7. Users should note that their uses of College connectivity are not completely private. As part of the security measures, internet traffic is logged and monitored.
8. Personal data will not be shared to any third party to ensure data privacy.
9. The College, in its discretion may disclose the results of any such general or individual monitoring including the contents and records of communication to the appropriate authorities or law enforcement agencies and may use those results for disciplinary procedures. Users will also be responsible for any activity originating from their account.

Vimal Jyothi Engineering College

VJEC Policies - 2023

10. Accounts and passwords should not under any circumstances be used by any other persons. In case, unauthorized use of an account is detected or suspected, the account owner should change the password.
11. Users shall not use college network and connectivity to get unauthorized access to remote computers which may damage the operations of VJEC Network.
12. Recreational downloads and peer to peer connections for noneducational purposes are banned.
13. All the staff members are empowered to examine the contents of the storage devices brought to the campus by the students.
14. Usage of pirated softwares is not allowed.
15. Software maintained on public personal computers may not be modified, deleted, moved or copied. Default settings should not be changed.
16. Digital Devices are permitted in the campus for educational purposes with prior registration with the competent authority.
17. Any attempt to spread virus or malicious code through the VJEC network will result in serious disciplinary action.
18. The usage of cloud storage is strongly recommended to store and access important data.

Distribution

1. The Principal
2. The Bursar
3. The Administrator
4. All HODs
5. All Staff through Email


Manager
MANAGER
VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670632,
KANNUR DIST.

IT Policy: Version 1.0



VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHIKUDU, CHEMMUR - KERALA
AN ISO 9001:2015 CERTIFIED INSTITUTION

IT POLICY

Introduction

The purpose of this policy is to establish guidelines regarding the usage of electronic gadgets inside the campus.

The policy


1. Faculty, staff, and students may use the computing facilities for academic purposes and for personal purposes so long as such use *is*
 - Does not violate any law, VJEC policy or IT act of the Government of Kerala/India.
 - Does not interfere with the work of an academic nature.
2. Only laptops are permitted in the campus for personal use with prior registration with the competent authority. No other gadget which can communicate with outside world or other devices is permitted in the campus for the personal use by students.
3. Users of laptops shall connect only to the official VJEC network for wireless access.
4. Users should not use college computers or network resources to attempt to gain unauthorized access to any other computer or network, to circumvent file protection or to uncover security loopholes.
5. Recreational downloads and peer to peer connections are banned.
6. Any attempt to spread virus or malicious code through VJEC network will result in serious disciplinary action.
7. Attempts to gain unauthorized access to machines or computer records to monitor other individuals' computer or network use or to attempt to obtain their passwords, to which the user is not entitled, are prohibited.
8. College reserves the right to monitor all the online activities of the students and log files of their activities are maintained as per legal requirements.
9. All the staff members are empowered to examine the contents of the storage devices brought to the campus by the students.
10. Any unauthorized electronic gadget brought to the campus shall be confiscated and shall be returned only after the completion of the course.

Chairman. Submitted to the chairman for approval
[Signature] *[Signature]*
5-8-2023 7/6

Vimal Jyothi Engineering College


VJEC Policies - 2023

Leave Policy: Version 1.0

 VIMAL JYOTHI ENGINEERING COLLEGE	Leave Policy	Policy No:VJEC/HR/P06/11-12
	Policy Version:1.0	Date of approval:

1	Introduction
	The purpose of this policy is to have a uniform, consistent and transparent approach to all matters pertaining to authorized absence of staff from VJEC. This policy is applicable to both teaching and non-teaching staff of VJEC.
2	The policy
	<p>The leave policy of the management is to permit all the staff to avail sufficient time away from their work to meet their personal, social and professional commitments, while keeping the smooth functioning of the institution as the paramount goal.</p> <p>Guidelines</p> <ul style="list-style-type: none"> • Leave is to be treated not as a right, but as a privilege to be availed with restraint. • Leave can be either granted or declined by the authorities depending on the exigencies of service. • All staff are expected to be present at all college functions and staff meetings. • The staff is expected to apply for leave sufficiently early and can avail leave only after getting prior sanction. • The types of leave and the eligibility are given in Annexure 1. • The management reserves the right to revise the policy from time to time. • Leave policy shall not be applicable with retrospective effect. • Casual Leave (CL) shall not be combined with any other type of leave under any circumstances. • Vacation address and phone numbers must be communicated to the Office before going on vacation and the Office Superintendent shall communicating the same to the concerned authorities. • A staff member on rolls is considered to be on duty at all time and can be called for duty at any time by the authorities. The authorities have the right to call any staff for duty even when he/she is on leave or vacation. • Except in case of sudden illness or such emergency, no staff shall be absent from duty or leave the station without prior permission from the authorities. • Submitting an application for leave does not imply that the leave is sanctioned and no staff can leave the station or avail leave until it is sanctioned.
3	Related information: Proceedings on compensation leave dt.
4	Annexure:
	Annexure 1 - Types of leave and eligibility for Teaching and Non-teaching staff(Vacation staff) Annexure 2- Types of leave and eligibility for essential service staff(Non-Vacation staff) Annexure 3- List of essential staff for the year 2012

Signature of policy approving authority	CHAIRMAN	Date of approval:
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 9-2-2012

Vimal Jyothi Engineering College

VJEC Policies - 2023

1. Annexure I- Types of leave and eligibility for Teaching and Non teaching staff(Vacation Staff)
2. Considering the larger interest of the institution, the following is adopted as the approved leave policy of our college.

Sl. No	Leave	Purpose(s)	Eligibility	
			Teaching/Non-Teaching(Vacation staff)	
			Approved Probationer	Contract/Probationer/Temporary
1	Casual leave	Time off for personal reasons or emergency purposes	15 days per calendar year	Proportional to the number of completed months of service
2	Compensation leave	To compensate for working beyond normal working hours.	As per the proceedings No.VJ/03DT.24.12.2011	
3	On duty leave	To perform any duty for the college	Leave to be regulated by sanctioning authority	
4	Maternity leave	Child birth	90 days with half pay (The leave salary shall be paid in 10 equal monthly installments after rejoining duty.)	
5	Vacation leave		Maximum of 45 days per calendar year (Including declared vacation during Onam, Xmas and summer)	(Proportional to the number of completed months of service)
	Study leave	For higher studies as a part of faculty quality improvement.	Up to 4 years for those who have completed 3 years of service.	
6	Leave on loss of pay (LoP)	Covers absences for which no appropriate or other leave is available	LoP is granted only under exigency	
7	Late arrival / Early going (LA / EG)		LA / EG up to 1 hr is permitted for 2 occasions in a month. If the period of LA/EG is more than 1 hr, half CL is to be availed. If the number of occasions is more than two in a month, 1/3 CL is to be availed.	

Staff members are required to schedule their vacation without affecting the smooth functioning of their department and college.

Signature of policy approving authority	CHAIRMAN	Date of approval:
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Vimal Jyothi Engineering College


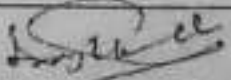
VJEC Policies - 2023

Annexure II - Types of leave and eligibility

Considering the larger interest of the institution, the following is adopted as the approved leave policy of our college.

Sl. No	Leave	Purpose(s)	Eligibility	
			Essential Service Staff	
			Approved Probationer	Contract/Probationer/Temporary
1	Casual leave	Time off for personal reasons or emergency purposes	20 days per calendar year	Proportional to the number of completed months of service
2	Compensation leave	To compensate for working beyond normal working hours.	As per the proceedings No. VJ/03 dt. 24.12.2011)	
3	On duty leave	To perform any duty for the college	Leave to be regulated by sanctioning authority	
4	Maternity leave	Child birth	90 days with half pay (The leave salary shall be paid in 10 equal monthly installments after rejoining duty.)	
5	Vacation leave		Maximum of 30 days per Calendar year(Including declared vacation during Onam, Xmas and Summer)	(Proportional to the number of completed months of service
6	Leave on loss of pay (LoP)	Covers absences for which no appropriate or other leave is available	LoP is granted only under exigency	
7	Late arrival /Early going (LA / EG)		LA / EG up to 1 hr is permitted for 2 occasions in a month. If the period of LA/EG is more than 1 hr, half CL is to be availed. If the number of occasions is more than two in a month, CL is to be availed.	

Staff members are required to schedule their vacation without affecting the smooth functioning of their department and college. For essential administrative staff, any lapsed vacation leave can be converted to encashable earned leave with the prior approval of the leave sanctioning authority.

Signature of policy approving authority	CHAIRMAN 	Date of approval: 
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Proceeding No: VJ/03

24-02-2012

Proceedings

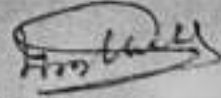
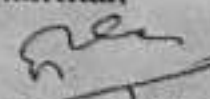
Sub: Compensatory leave

It is the policy of VJEC that staff members are expected work on holidays and beyond normal working hours for events of institutional importance/necessity without any special compensation. However staff involved in special duties beyond the normal working hours could claim compensatory leave subject to the following norms.

- Compensatory leave will be permissible only over and above 40 hrs (5days) of duty beyond the normal working hours per year.
- Approval for working beyond normal working hours shall be obtained in advance from competent authority.
- Working beyond normal hours less than 4 hrs (half day) will not be accounted.
- Validity of the accrued compensatory leave shall be 90 days.
- The maximum number compensatory leave that can be availed by a staff member is restricted to ~~15~~ ¹² days per year.
- While availing compensatory leave, it shall not be combined with casual leave.
- No compensatory leave shall be allowed for any duties undertaken by the staff outside the normal working hours for which remuneration is claimed by the staff from the College or from outside agencies.

Distribution:

1. Principal
 2. Bursar
 3. Administrator
 4. All HODs
 5. Staff Circulation folder
- } For kind information


Chairman

24/2

Medical Leave: Version 2.0

VJ/Proceedings/10

13.04.2022

Proceedings

Sub: Grant of Medical leave to Staff Members.

Ref: VJ/Proceedings/12 dated 08.12.2014.

1. This leave is applicable to all Faculty members, Technical Staff and Administrative staff of VJEC w.e.f 01.04.2022
2. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
3. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
4. Medical leave shall be sanctioned only for serious medical conditions/hospitalizations.
5. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
6. Medical leave is sanctioned with half salary benefits and can be commuted for full salary basis.
7. Medical leave will be granted by the Manager as per the recommendation of the HOD and Principal.

13/04/2022

Distribution

1. The Principal
2. The Bursar
3. The Asst. Manager
4. All staff members through email

[Signature]
Manager

Medical Leave: Version 1.0

VJ/Proceedings/12

08.12.2014

Proceedings

Sub: Grant of Medical leave to Staff Members.

1. This leave is applicable to all Faculty members, Technical Staff and Administrative staff of VJEC w.e.f 01.01.2015
2. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted with in seven days of commencement of leave.
3. The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application
4. Medical leave application shall always be accompanied by a medical certificate
5. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
6. Medical leave is sanctioned with half salary benefits and can be commuted for full salary basis.
7. Medical leave will be granted only on completion of all other types of leave in the Calendar year.
8. Medical leave will be granted by the Chairman as per the recommendation of the HOD and Principal.

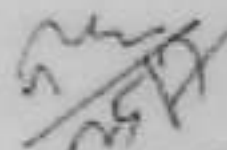
Distribution

1. The Principal
 2. The Bursar
 3. The Administrator
 4. All staff members through email
- } For kind information



Chairman

CHAIRMAN
VIMAL JYOTHI ENGINEERING COLLEGE
CHENPERI - 670632, KERALA



PRINCIPAL
VIMAL JYOTHI ENGINEERING COLLEGE
CHENPERI - 670 632

Contributory PF: Version 1.0

VJ/156/A

19/08/2014

Proceedings

Sub: Contributory Provident Fund Scheme - Staff members - reg.

The Management of VJEC is pleased to announce that the Contributory Provident Fund Scheme will be implemented for the staff members on successful completion of 8 years service in the College.


Chairman

Distribution:-

1. All staff members through e-mail
2. Notice Board
3. The Bursar
4. The Administrator

- | | |
|-----------------|-----------------------|
| 1. Laly Jony | - no yes. |
| 2. Lyre PM | - no not . |
| 3. Sigi Thomy | - yes |
| 4. Stoj. George | - yes |
| 5. Jegonath MP | yes |
| 6. Vojvalan M | : yes |
| 7. CK Dush | yes |
| 8. Stoj. MA | yes |

Health Insurance: Version 1.0



**VIMAL JYOTHI
ENGINEERING COLLEGE**

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA

An ISO 9001:2009 Certified Institution

Circular No.01/2016

Sub: Health Group Insurance for Staff Members of Vimal Jyothi Engineering College, Chemperi.

In order to avail Insurance Cover and better health care facilities for the staff members of Vimal Jyothi Engineering College, Chemperi the management is pleased to announce the following in connection with the Health Insurance scheme w.e.f 01.01.2016.

1. Staff members are free to choose any health insurance scheme from any service provider for the individual/family members with claim up to 5 lakhs.
2. 40% of the annual premium paid by the staff will be reimbursed by the college.
3. The maximum amount that can be claimed from the college is Rs4000/-


Chairman


Distribution

1. The Principal
2. The Bursar
3. The Administrator
4. All HODs
5. All staff members through email

Vimal Jyothi Engineering College

VJEC Policies - 2023

Incentive for achievement: Version 1.0


 VIMAL JYOTHI ENGINEERING COLLEGE	Incentives for achievements - Staff - Policy	Policy No:
	Policy Version:1.0	Date of approval:16.05.2023

1	Introduction																				
	The purpose of this policy is to promote excellence through encouraging faculty to attain recognitions at state, national and international level in curricular, co-curricular and extra-curricular activities.																				
2	The policy																				
	<p>The policy of the management is to encourage the entire faculty to realize their personal best in all the activities that are beneficial to the students, college and the nation.</p> <p><i>Guidelines</i></p> <ul style="list-style-type: none"> The incentive from the college shall be based on the level and relevance of the recognition. The following table gives a rough guideline regarding the incentive and can be modified by the management considering the merit of each case. <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Level of the recognition/achievement</th> <th>From Government/Government Aided organizations</th> <th>From Non-Government organizations</th> <th>Professional Bodies</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>State</td> <td>2000</td> <td>1000</td> <td>1500</td> </tr> <tr> <td>2</td> <td>National</td> <td>2500</td> <td>1500</td> <td>2000</td> </tr> <tr> <td>3</td> <td>International</td> <td>3000</td> <td>2000</td> <td>2500</td> </tr> </tbody> </table>	Sl. No	Level of the recognition/achievement	From Government/Government Aided organizations	From Non-Government organizations	Professional Bodies	1	State	2000	1000	1500	2	National	2500	1500	2000	3	International	3000	2000	2500
Sl. No	Level of the recognition/achievement	From Government/Government Aided organizations	From Non-Government organizations	Professional Bodies																	
1	State	2000	1000	1500																	
2	National	2500	1500	2000																	
3	International	3000	2000	2500																	
3	Related information																				
	Proof of attainment of the recognition/award along with request shall be submitted to the management through proper channel within 3 months from the date of achievement.																				
4	Annexure: Nil																				



Signature of policy approving authority	CHAIRMAN	Date of approval:
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Appointment and Promotion: Version 2.0

 VIMAL JYOTHI ENGINEERING COLLEGE <small>CHANGANASSERY, KANNUR DISTRICT, KERALA</small>	Appointment and promotion - Policy	Policy No: VJEC/HR/
	Policy Version:	Date of approval:

[Document title]

Page No 1 of 2

1.	Introduction
	The purpose of this policy is to state the selection of both teaching and non-teaching faculty.
2.	The Policy
	<ol style="list-style-type: none"> 1. Number of vacancies both teaching and non-teaching is notified by Principal/ HOD/ Designated Authority based on student strength (SFR) due to resignations/ addition of course or separations of staff members, to the management for approval/ information. 2. Staff employment during the semester will be avoided as far as possible. 3. Consolidation of subject wise teaching load calculation of faculty (for UG:1:20, For PG 1:15, with cadre ratio is 1:2:6) as per AICTE hand book 2022-23 submitted to the management for approval. 4. For lab staff, laboratory contact hours calculation along with actual SFR- (if two lab staffs handled a particular section of 30 students, SFR is 15 and one lab staff handled SFR 30) with number of lab section handled in even and odd semester with least in even/odd semester submitted to the management for approval. 5. For Non-Technical staff, the need and existing workload details submitted to management with supporting documents by the concerned in charge through proper channel. 6. Interview Committee consists of management representatives, Principal/ Designated Authority and respective Heads of the department. 7. A written test/interview and Demo class is conducted for faculty post and shortlisted candidates shall be called for personal interview and selection be based on merit. If GATE qualified candidate, written test maybe avoided. 8. Direct interview is conducted for senior posts. 9. On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed

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Signature of policy approving authority	CHAIRMAN	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023

Appointment and Promotion: Version 1.0

 VIMAL JYOTHI ENGINEERING COLLEGE	Appointment and promotion - Policy	Policy No: VJEC/HR/
	Policy Version:	Date of approval:

[Stamp here]

<p>before the Manager of VJEC, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Manager.</p> <p>10. Subsequent career advancement/promotions shall be as per the guidelines issued by the AICTE from time to time.</p> <p>10. Issue of appointment orders stating the positions, service condition and remuneration details by HR Office to the selected candidate.</p>




[Type here]

Signature of policy approving authority	CHAIRMAN	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023

Seed Money for Research and innovation: Version 1.0

 <p>VIMAL JYOTHI ENGINEERING COLLEGE VIMAL JYOTHI ENGINEERING COLLEGE VIMAL JYOTHI ENGINEERING COLLEGE VIMAL JYOTHI ENGINEERING COLLEGE</p>	VJEC Seed Money for Research and Innovation Policy	Policy No: VJEC/HR/01/23
	Policy Version: 1.0	20.01.2023

1	VJEC Seed Money for Research and Innovation
	The VJEC Seed Money for Research and Innovation is a funding initiative to encourage faculty to pursue research and innovation activities in emerging areas of regional, national and international importance. A maximum amount of Rs 50,000 is awarded to support such activities.
2	Objectives
	<ul style="list-style-type: none"> ➤ To support the faculty to initiate outcome oriented research activities ➤ To promote multidisciplinary/transdisciplinary research among the faculty ➤ To encourage faculty to develop innovative products and processes ➤ To inspire faculty to generate Intellectual Property Rights ➤ To validate innovative ideas/concepts to generate preliminary results before submitting proposals to external funding agencies ➤ To create strong interdisciplinary research groups ➤ To attract and retain talent ➤ To encourage the spirit of innovation and entrepreneurship
3	Duration
	The maximum duration of the seed grant is 6 months from the date of sanction.
4	Eligibility Criteria
	<ul style="list-style-type: none"> ➤ Faculty with PhD or those who are pursuing PhD can apply. ➤ Faculty should not have obtained seed money earlier. ➤ Faculty who have completed project(s) or having ongoing funded projects will not be considered. However, faculty who have submitted research proposals to funding agencies and awaiting results are eligible.
5	Submission and Evaluation Process
	Proposals submitted to the principal will be scrutinized by a team of HODs and recommended proposals will be submitted to the manager for final approval.
6	Project Review and Monitoring.
	<ul style="list-style-type: none"> ➤ The progress report should be submitted every 3 months. ➤ There will be a progress review meeting with an expert committee. ➤ Release of the subsequent fund will be approved based on the progress of work and the recommendations from the expert committee. ➤ On the completion of the project, the expert committee will recommend the Principal Investigator to take necessary action based on the outcome of the project.
7	Expected Outcomes/Deliverables
	<p>The outcome needs to be at least one of the below:</p> <ul style="list-style-type: none"> ➤ A minimum of two research publications in reputed journals. All the publications arising out of the seed money for research and innovation should acknowledge VJEC as follows: The author(s) acknowledge VJEC for providing VJEC Seed Money for Research and Innovation for carrying out this research work. ➤ Intellectual Property Right (IPR) for the process/product development with VJEC as the applicant and investigators as an inventor(s). ➤ Start-up through VJEC IEDC/IC ➤ Submit research proposals to external funding agencies.

Signature of policy approving authority	Chairman	Date of Approval:
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[Handwritten Signature]
21/01/23

[Handwritten Signature]
21/01/23

[Handwritten Signature]
21/01/23

R & D Policy: Version 1.0



R and D Policy	Policy No: VJEC/HR/
Policy Version:	Date of approval:

Page No 1 of 2

1.	Introduction
	The purpose of this policy is to encourage the teachers to take consultancy and in-house R&D assignments.
2.	The Policy
	<p>1. The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments when the college is approached for such help and the college assigns such engagement to the particular teacher or when the teacher himself/ herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Manager/administrator in writing.</p> <p>2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal through concerned HoD, who will go through the nature of the assignment and approve the same.</p> <p>3. Unless approved by the Principal/ HoD, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.</p> <p>4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with college on the following basis:</p> <ul style="list-style-type: none"> - Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 50:50 (50% to college). - In all other cases like consultancy assignments, it shall be 70:30 (30% to college). - Where testing by involving the infrastructure facilities during working hours, it shall be 40:60 (60% to college). <p>INCENTIVES FOR PUBLISHING PAPERS</p> <p>a) As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in SCI journals or UGC approved journals or AICTE approved list of journals as per the following guidelines.</p> <ul style="list-style-type: none"> - National conference – Rs. 1000/- - International conference – Rs. 2000/- - National Journal – Rs. 2000/- - International Journal – Rs. 3000/- - International Journal with an impact factor more than 3 – Rs. 5000/-

Signature of Policy approving authority	Chairman	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023



VIMAL JYOTHI
ENGINEERING COLLEGE

R and D Policy	Policy No: VJEC/HR/
Policy Version:	Date of approval:

Page No 2 of 2

The Policy
<p>b) To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the authors as a staff member of VJEC has to be submitted along with the application.</p> <p>c) Faculty members who are pursuing PhD on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as research scholar.</p> <p>d) Prior permission shall be obtained from competent authority for sending papers.</p> <p>e) In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage and hence the incentives for poster presentation in national and international conferences will be Rs. 500/- and Rs. 1000/- respectively.</p> <p>f) In case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.</p> <p>g) In any case the number of authors per paper, shall not exceed for to claim this incentive.</p> <p>h) The maximum amount that can be claimed by a staff member in this regard is restricted to Rs. 25000/- per year.</p> <p>i) To prepare the manuscript of text books, author may claim an advance amount of Rs. 10000 for which shall be return to the college within 12 months.</p> <p>GRANT FOR PROFESSIONAL DEVELOPMENT</p> <p>All teachers who have completed 8 years of Service in VJEC has be given a grant upto Rs. 75000/- per year, towards acquiring the membership of Professional Societies and for participating in national / international conferences/ workshops etc. subjected to the following condition.</p> <p>(i) Department Budget Provision and maximum of 50% of total expenditure which includes registration fee, Transportation, accommodation etc.</p> <p>(ii) Remaining 50% may be granted on reimbursement basis.</p>

Page No 1 of 1

Signature of Policy approving authority	Chairman	Date of approval:
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PhD Sponsorship: Version 1.0

VJEC norms regarding sponsorship of faculty for PhD program

- VJEC appreciates and encourages faculty development by acquiring higher qualifications such as PhD.
- Study leave of up to 4 years will be granted to faculty who wish to pursue full time PhD.
- Faculty should have completed a minimum of 3 years of service at VJEC to avail the above facility.
- Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin VJEC and shall serve a minimum period of one year or shall pay liquidated damages accordingly.
- Faculty while rejoining VJEC after the successful completion of PhD will be eligible for 3 increments.
- Faculty on study leave for PhD can avail loan from their welfare fund from the college.
- To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
 - Faculty shall give an undertaking to the effect that they will be continuing with VJEC after completion of their PhD for a minimum period equal to half the duration of their PhD program or shall pay liquidated damages accordingly.
 - Faculty should have completed a minimum period of 3 years of service at VJEC before applying for PhD under part-time.
 - The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
 - Permission to avail this facility will be given by the management based on the recommendation of the HoD/Principal and considering the overall performance and seniority of the faculty.
 - Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
 - It is imperative that the faculty doing PhD under part-time/part-time external scheme to pursue their research work without affecting their duties and responsibilities at VJEC.

PRO
MVA
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9-2-2012

PhD Allowance: Version 1.0

Phd Allowance

- Special Allowance of Rs.1000/- per month is given to staff after he/she registered for Phd programme.
- No allowance will be given during Phd leave period
- Maximum allowance will be given for 30 months
- If the Phd programme is not completed within 4 years from the date of registration, the allowance collected must be refunded to college
- If the staff relives with in 5 years after the completion of Phd Programme the allowance collected must be refunded to the college.



BURSAR
VIMAL JYOTHI ENGINEERING COLLEGE
CHEVPERATHUR, KANNUR (DT)




MANAGER
VIMAL JYOTHI ENGINEERING COLLEGE


Vimal Jyothi Engineering College

VJEC Policies - 2023

Retirement: Version 1.0

 VIMAL JYOTHI ENGINEERING COLLEGE <small>ESTABLISHED IN 1984</small>	Retirement policy	Policy No: VJEC/HR/
	Policy Version:	Date of approval:


1.	Introduction
	The purpose of this policy is to state the retirement age for teaching and non-teaching staff and conditions for extension of service thereafter.
2.	The Policy
	<p>1. The retirement policy of VJEC as per the policy of Director of Technical Education, Govt of Kerala. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 56 years for all.</p> <p>2. For All faculty members and Principals/ Directors the retirement age may extended up to on completing the age of superannuation, 65 years, if they possess good health and being active during last 3 preceding years of service as decided by the management as per AICTE Regulation 2019.</p> <p>3. When a faculty member completes the age of superannuation on a day falling during the academic year after 1st May to 31st August shall be retired on the last day of that month.</p> <p>4. Non-teaching staff completes the age of superannuation on a day falling during the after 1st of a month, shall be retired on the last day of that month.</p> <p>5. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.</p> <p>6. The age of superannuation as mentioned above shall not be applicable to adjunct professors and professors of practice.</p>

Signature of Policy approving authority	 Chairman	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023

Exit Policy: Version 2.0

 VIMAL JYOTHI ENGINEERING COLLEGE <small>WILSON COLONY, KADAPPAH, CHENNAI - 600 022</small>	Exit policy	Policy No: VJEC/HR/
	Policy Version:	Date of approval:

1.	Introduction
	The purpose of this policy is to state the norms for relieving from the job.
2.	The Policy
	<ol style="list-style-type: none"> 1. A member of the staff shall have his/ her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given. But during the end of the academic year, one month notice is sufficient for separation from service of VJEC for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof. 2. A security amount equivalent to one month salary is deducted from staffs during the service in convenient instalment. 3. A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the college. All activities of an employee in his/ her official position shall be recorded in this service file. 4. The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof. 5. The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/ her official duties or for misconduct in discharge of his/ her official duties, by giving three months' notice or paying salary in lieu of notice.

Signature of Policy approving authority	 Chairman	Date of approval:
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Exit Policy: Version 1.0

Proceeding No: VJ/07

21-10-2011

Proceedings

Sub: VJEC norms for relieving from the job

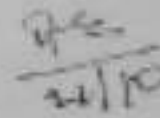
1. Notice period for relieving for employees on probation shall be 30 days and for approved probationary shall be 90 days.
2. In lieu of notice period, salary corresponding to the period can be paid.
3. Notice period for relieving requests submitted in the month of April shall be one month for both probationary and approved probationary.
4. Probationaries who have completed eight months of service and approved probationaries shall be eligible for salary for the vacation period falling within the notice period.
5. The above norms are applicable with effect from November 2011 until further orders.




Chairman

Distribution

1. The Principal
 2. The Bursar
 3. The Administrator
 4. All HODs
 5. Staff circulation folder
- } For your kind information



Biometric Attendance: Version 1.0

 VIMAL JYOTHI ENGINEERING COLLEGE	Biometric Based Attendance Monitoring System (BBAMS) Policy	Policy No:
	Policy Version:	Date of approval:


Page 1 of 2

1	Introduction
	The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS). This policy is applicable to all staff members who work under normal working hours.
2	The policy
	<p>The rules that will be followed for operation of the system as follows:</p> <ol style="list-style-type: none"> 1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office. 2. The term staff used in these rules would include all the teaching non-teaching and other staff of VJEC. 3. Adequate number of machines has been installed to avoid long queue and inconvenience during office opening time. All the staffs of VJEC would be able to mark their attendance in any of the machines installed near Administrative officer room, Office, HOD Office Civil. In case, if any of the machine is not functioning, the staffs may mark their attendance in any other machine installed in VJEC. 4. All staffs will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception. 5. The office timings are from 09:00 AM to 05:00 PM with 50 minutes of lunch break and from 01:10 PM to 02:00 PM and these are to be scrupulously observed. 6. The Academic timings are from 09:00 AM to 04:10 PM with 50 minutes of lunch break. 7. Arrival in the office after 9.00 AM or departure from office before 04:10/ 5.00 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hours (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained. 8. Any academic staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 1.00 PM (190 minutes prior to exist time) and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 12:10 PM. For office staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 1.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 12:40 PM. 9. Attendance reports would be available on intranet on daily basis and concerned staffs shall get their attendance regularized within two days from the date of absent.

Signature of policy approving authority	CHAIRMAN	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023

 VIMAL JYOTHI ENGINEERING COLLEGE	Biometric Based Attendance Monitoring System (BBAMS) Policy	Policy No:
	Policy Version:	Date of approval:

Page 2 of 2

10.	In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
11.	All installed machines and corridors leading to these machines shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
12.	Further, a consolidated monthly statement in this regard would be sent from the office by every 24th of a month.
13.	It must be ensured by the controlling officer / staff concerned that duly recommended leave applications of any nature are sent to concern sections promptly through CMS. The sections in the office shall ensure that all such leaves for a month are duly sanctioned by 22nd of the month will be entrained only for calculating the monthly salary of the following month. The leave applied after the stipulated date and regularization of miss punch or early / late going etc after the 22nd of the corresponding month will be entertained for next month salary with a special request.
3	Related information
4	Annexure



Signature of policy approving authority	CHAIRMAN	Date of approval:
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Vimal Jyothi Engineering College

VJEC Policies - 2023

Purchase Policy: Version 1.0



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA

An ISO 9001:2015 Certified Institution

VI/ 157/A

Constitution of Central Purchase Committee

1. The college Manager will be the Chairman of this committee.
2. The college Bursar will be the Secretary of this committee and the custodian of all the correspondence regarding every purchase.
3. The Principal and all other Catholic Priests who are serving with this institution will be the ex-officio members of this committee.
4. Besides, concerned Head of the Department, Lab incharge of the concerned lab, College Administrator, Legal / Welfare Officer will be the members of this committee.

Procedure for a Purchase

Every purchase of equipment, consumable utility valuable required for any lab, workshop and library, shall be performed through the following purchase procedure.

1. For every requirement, the concerned faculty shall write his / her requirement to their respective HOD.
2. The HOD shall collect such requirements and discuss it in the departmental meeting and record it in a minuterbook and may suggest it to the departmental budget of the forthcoming academic year.
3. The HOD shall prepare a budget proposal in a departmental meeting, for the forth coming academic year, in the month of March itself, and forward it to the college bursar, through the Principal.
4. The college Bursar may approve the proposals and return it to the HODs for detailed specifications, vendors addresses, email addresses, phone number etc. After this, they may hand over this file to the legal / welfare officer.
5. The legal / welfare officer will then call for quotations from atleast 3 vendors.
6. The legal / welfare officer will return all the collected quotations to the concerned department for its techno-commercial appreciation.
7. The department is to prepare a comparative statement of quotations with recommendations, to the legal / welfare officer.
8. The legal / welfare officer will convene a meeting of the central purchase committee, and the committee may proceed for any negotiation with the recommended vendor. The concerned HOD and lab in charge may be invited for this negotiation meeting.
9. Based on all these the purchase order will be issued by the Bursar.
10. A copy of the purchase order will be given to the concerned HOD.
11. The materials will reach at the college store, and the respective department can receive it from there. After proper techno-commercial verification based on the purchase order, bills and quotations, the department may enter the item in their stock register and pass the bill to the Accounts Department, through Principal.

Distribution:

1. Manager
2. Bursar
3. Legal / Welfare Officer
4. HODs
5. Librarian
6. File
7. Principal
8. Administrator
9. Fr. Jose Kanhaball
10. Fr. Thomas Manavath
11. Fr. Joseph Kuzhyanimattom
12. Accounts officer, 13. Office Superintendent.


VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670632, KERALA


VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 670632, KERALA

Campus Code of Conduct: Version 2.0



VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR, KERALA
ACCREDITED BY IEL, NEA & NAAC • ISO 9001:2015 CERTIFIED
AFFILIATED TO KTU • APPROVED BY AICTE

CAMPUS CODE OF CONDUCT - 2022

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be seated in the classroom/lab 5 minutes before the commencement of the class/lab. The first hour will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. *Late coming to the class, unauthorized absence, Dress code violations and unauthorized absence on the reopening day after a long vacation.*
 - a. Late comers will be marked as absent in the class
 - b. For all the offenses mentioned above, first time oral warning will be given and for the second instance written warning will be given with a copy to the parent and on the third instance the parents to come to the college to discuss with the tutor and HoD about the ways and means to correct the student. However if the student is not coming with the parent/guardian within one month from the notice or if the student repeats the same offense again, he/she will be suspended from the college.
4. Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the classroom.
6. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.
8. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the tutor and after making entry in the Gate Register maintained by the gatekeeper.
10. All students shall leave the classes immediately after the last hour. Students are not to stay back in

11 PAGE

22
24/01/22

24/01/22

Vimal Jyothi Engineering College

VJEC Policies - 2023



**VIMAL JYOTHI
ENGINEERING COLLEGE**
JYOTHI NAGAR, CHEMPERI - 670532, KANNUR, KERALA
ACCREDITED BY IEL, NBA & NAAC • ISO 9001:2015 CERTIFIED
AFFILIATED TO KTU • APPROVED BY AICTE

- the classroom/lab beyond normal working hours unless there is special permission/special class.
11. No students shall wander or gather in the verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.
 12. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
 13. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi-covered chappals. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
 14. Students shall be in the prescribed uniform from 8.30 AM to 4.30 PM on normal working days. Students traveling in the college bus shall be in uniform during the entire duration of travel.
 15. All the students are expected to attend all college functions in college uniform unless otherwise specified.
 16. All the students shall wear their identity cards, well displayed, when in college campus and academic buildings. Identity card is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
 17. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn.
 18. All kinds of tattooing, body piercing, hair styling and costumes that go against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.
 19. As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
 20. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
 21. For independent study, students are expected to use the classrooms, library or the demarcated

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Vimal Jyothi Engineering College

VJEC Policies - 2023



**VIMAL JYOTHI
ENGINEERING COLLEGE**
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR, KERALA
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- areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
22. Students are encouraged to make use of the library, common computing facilities and to be involved in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
 23. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
 24. All the students are advised to follow the VJEC Mobile phone policy and bring to the notice of the authorities violations if any.
 25. Accessing Social Networking Sites such as Facebook, Twitter etc. is discouraged in campus during working hours, however students can access these sites in hostel buildings during time slots specified by the hostel wardens.
 26. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
 27. All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the classrooms.
 28. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
 29. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
 30. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair with fine.
 31. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
 32. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
 33. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically

Vimal Jyothi Engineering College

VJEC Policies - 2023



**VIMAL JYOTHI
ENGINEERING COLLEGE**
JYOTHI NAGAR, CHEMPERI - 570532, KANNUR, KERALA
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AFFILIATED TO KTU • APPROVED BY AICTE

- competent, mentally alert and socially sensitive.
34. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
 35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
 36. Appearing in all the internal examinations is mandatory for all the students.
 37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
 38. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
 39. Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offense by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
 40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
 41. Pay fees, mess bills etc. in advance or in time to avoid late fee.
 42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
 43. Expulsion from the College is enough for expulsion from the hostel.
 44. In case of any instance of noncompliance of existing rules or any observed matter behavior that violates the code of conduct of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.


24/01/22

41 Page
24/01/22

Campus Code of Conduct: Version 1.0

CAMPUS CODE OF CONDUCT - 2017

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be seated in the class room/lab 5 minutes before the commencement of the class/lab. The first hour will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. *Late coming to the class, Unauthorized absence, Dress code violations and Unauthorized absence on the reopening day after long vacation.*
As per the suggestions of the PTA (16.01.17) the following measures to be implemented to discourage the students from repeating the above.
 - a. Late comers will be marked as absent in the class
 - b. For all the offenses mentioned above, first time oral warning will be given and for the second instance written warning will be given with a copy to the parent and on the third instance the parents to come to the college to discuss with the tutor and HoD about the ways and means to correct the student. However if the student is not coming with the parent/guardian within one month from the notice or if the student repeats the same offense again, he/she will be suspended from the college.
4. Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.

Vimal Jyothi Engineering College

VJEC Policies - 2023

11. ~~No students shall wander or gather in verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.~~
12. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
13. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
14. Students shall be in the prescribed uniform from 8.30 AM to 4.30 PM on normal working days. Students travelling in the college bus shall be in uniform during the entire duration of travel.
15. All the students are expected to attend all college functions in college uniform unless otherwise specified.
16. All the students shall wear their identity cards, well displayed. Identity card is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
17. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn.
18. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.
19. As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
20. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
21. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
22. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
23. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.

- ~~24. All the students are advised to follow the VJEC Mobile phone policy and bring to the notice of the authorities violations if any.~~
25. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
26. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
27. All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the class rooms.
28. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, panmasala etc. are strictly prohibited.
29. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
30. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
31. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
32. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
33. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
34. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
36. Appearing in all the internal examinations is mandatory for all the students.

Vimal Jyothi Engineering College

VJEC Policies - 2023

- ~~37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.~~
38. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
39. Harassing juniors, ill treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees, mess bills etc. in advance or in time to avoid fines.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

1	Mobile Phone Policy : Introduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at. <ul style="list-style-type: none">• Students are not permitted to use mobile phones within the campus.• Students who are staying in college hostels should not bring the mobile phones to the college.• Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM.• The mobile phones shall be kept in silent mode while depositing in the designated place.• All the staff members are empowered to confiscate mobile phones found with students violating the above rules.• The confiscated mobile phones will be returned to the students only after the completion of their course.• Staff members are allowed to use mobile phones in their respective cabins.

Vimal Jyothi Engineering College

VJEC Policies - 2023

IRPS – Students: Version 1.0

Innovative Research Promotion Scheme (IRPS) -2022- List of selected projects

Mechanical Engineering Department

1. Design and development of smart cradle-Joel Mathew, Abhinav KT , Vyshakh M, Albin Abraham Guided by Mr. Anoop KR-INR 10000
2. Tribological Behaviour And Mechanical Properties of MG Based Composites for Biomedical Applications - Sourabh Sugathan, Rithin Manu PV, Abhiram Suresh, Sayanth Sasindran Guided by Mr. Appu C Kurian-10000

Computer Science and Engineering Department

1. Accident detection using CCTV and emergency support- Ambili Jacob Anamika Prakash A Muhsina Musthafa Rose Mariya Joy Guided by Mr. Abhiram P-4000
2. Crash detection and blind spot alert and safe distance calculation for rear end collision- Achal Dev P Harold Prakash Sanand Chandran Shijas P Guided by Dr. Jeethu V Devasia-8000
3. Wild animal detection - Anupama K V Annapoorna K K Athira Das Guided by Ms. Subada C-8000

Electronics and Communication Engineering Department

1. Autonomous Drone for The Delivery Of Pharmaceuticals- Muhammad Rashid Swathi Lakshmi Kv Abdul Basith Ce Anusee p m Guided by Ms. Grace John M-10000
2. ROBO-Leach-Longitudinally Extensible Continuum Robot- Shreya Deep Anand Amal Pramod Geoffin Sajan Martin P Thomas Guided by Dr Jayesh George M-10000

Electrical and Electronics Engineering Department

1. Autonomous Under Water Vehicle -Aleena Jaison , Anritha P, Kiran Joseph ,Noyal Joseph Guided by Shelma George-20000

Electronics and Instrumentation Engineering Department

1. A smart Driver Monitoring System Using Rasperi Pi- Aljo John, Anjo Mathew,Aswin J Prasad,Aswin Thomas Guided by Ms.Reshma K V-13000
2. Automatic Pollution Detection in Vehicles- Mohammed Raheel, Salvia Jose K, Sreehari T V, Dileep C Guided by Ms.Jinsa Mathew-10000

Civil Engineering

1. Comparison study on removal efficiency of constructed wetland using two plants- Adithya Raj B P Aswathi T P K N Rohith Anagha Mohan N V Guided by Athira Rajendran-5000
2. Flood vulnerability assessment using GIS - Sreekanthapuram Municipality and Payyavoor village- Anusree Ramakrishnan Abhijith Jayan Akarsh M Aiswarya P K Vaishnavi Suresh Guided by Rinnet Francis-5000
3. Removal of Cd, NH4 and NO3 from contaminated water using coconut shell, woodchips and water hyacinth biochars- Treesa Wilson Antus Sunny Anura Balakrishnan Karthik Guided by Rojin P -10000

Principal

- a. HOD AEI
b. HOD ME
c. HOD ECE

- d. HOD ECE
e. HOD CSE
f. HOD EEE

[Handwritten Signature]
Principal
VIMAL JYOTHI ENGINEERING COLLEGE

[Handwritten Signature]
Manager
MANAGER
VIMAL JYOTHI ENGINEERING COLLEGE
CHEMPERI - 576532,
KANNUR DIST

Mobile Phone Policy – Students: Version 2.0

Mobile Phone Policy

Recognizing the important role of mobile phones in the teaching-learning process, the existing mobile phone policy of Vimal Jyothi Engineering College is amended with the following provisions for the students. The purpose of this policy is to optimize the mobile phone usage of students inside the college for maximizing academic output. Hence, the following guidelines are arrived at.

- Students are permitted to bring their mobile phones to the campus.
- However, they are not permitted to use mobile phones during class/lab hours, and the mobile phones shall be kept in switched-off mode during the specified hours in their bags, except for specific requirements as decided by the faculty.
- Students are allowed to use mobile phones inside the campus beyond lab/class hours without affecting the privacy and teaching-learning process of other students.
- Wearable gadgets (e.g. smart watches) are subject to the same guidelines as mobile phones. Students should disable notifications on their wearables before entering class.
- Battery charging operation of mobile phones shall not be done inside the classrooms.
- Any improper usage of mobile phones affecting the privacy of others will lead to legal action as per the Indian Penal Code/IT act.
- It is hereby informed to the notice of all students and parents that any violation of the above guidelines would lead to confiscation of the mobile phone/wearable, which would be given back to the students only after the enquiry process conducted as per the recommendations of the discipline committee.
- It is also informed that all teaching and non-teaching staff members are authorized to confiscate the mobile phones, if any of the students are found violating any of the above rules.
- College will not be responsible for any injury/psychological stress resulting from the usage of mobile phones or the loss or damage of mobile phones inside the campus.
- All the students are expected to use the mobile phones, only for academic purposes, inside the campus in a judicious and responsible manner.
- The policy will be subjected to change as per the directions from the Government or from the court in due course.


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9/12/21

Handwritten signature and date:
9/12/21

Vimal Jyothi Engineering College

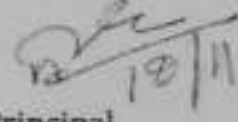
VJEC Policies - 2023

Mobile Phone Policy – Students: Version 1.0

 VIMAL JYOTHI ENGINEERING COLLEGE	Mobile phone usage Policy	Policy No: VJEC/HR/P06/11-12
	Policy Version:1.0	Date of approval:

Page 1 of 2

1	Introduction
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	The policy
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> • Students are not permitted to use mobile phones within the campus. • Students those who are staying in college hostels should not bring the mobile phones to the college. • Day scholars carrying mobile phones to the college shall deposit the same in the designated place before 8.55 AM and can collect the same after 4.10 PM. • The mobile phones shall be kept in silent mode while depositing in the designated place. • All the teaching staff are empowered to confiscate mobile phones found with students violating the above rules. • Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course. • Staff members are allowed to use mobile phones only in their respective cabins/Office.
3	Related information
	<ul style="list-style-type: none"> • In emergency Students and staffs can utilize the phones available at reception on payment basis.
4	Annexure


 Principal

Signature of policy approving authority	 CHAIRMAN	Date of approval: 10-11-2011
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