7.1.10 The Institution has a prescribed code of conduct for teachers, administrators and other staff and conducts periodic programmes in this regard

4. Annual awareness programmes on Code of Conduct are organized

SCMS-GROUP

Brief History

SUCCESS STORY OF SCMS

Started in **1976** by Dr. G.P.C Nayar as a professional centre for conducting Post Graduate Diploma Programmes in Public Relations and Advertising and Journalism.

As Govt. grants recognition only to Institutions and not to professional bodies, Dr. Nayar decided to make it an independent Institution. Thus in **1985** one new Institution in the name of School of Communication and Management Studies (SCMS) was established.

PFET (Prathap Foundation for Education and Training)

Institution of SCMS was given a formal legal frame work in **1989**. Accordingly, Prathap Foundation for Education and Training (PFET) an Educational and Charitable Trust was registered as the parent body of SCMS. It was registered under the Indian Trust Act 1882.

More Institutions were established under the Foundation, and activities of all the Institutions were brought under an umbrella banner **"The SCMS Group of Educational Institutions".** ii

EDUCATIONAL INSTITUTIONS UNDER SCMS GROUP

1. **SCMS COCHIN SCHOOL OF BUSINESS, Prathap Nagar, Muttom, Aluva - 683106** – Two years Post Graduate Diploma in Management started in **1992** . PGDM 26th batch is in session during the year 2017 – 2019.

   Intake of students for PGDM is 180 PGDM got accredited by NBA (National Board of Accreditation) .

   PGDM got Internationally accredited by ACBSP (Accreditation Council for Business Schools and Programes) in the year 2012.

   PGDM was recognised by Association of Indian Universities as equivalent to MBA of Universities in India in 2001.

2. SCMS School of Engineering and Technology(SSET):

Major addition to SCMS Group took place in **2001** when our Engineering College was started in Karukutty near Angamaly, Ernakulam district in the name SSET.

Name of Branches	No. of seats
B.Tech	
Mechanical	120
Automobile	60
Civil	120
Electronics and Communication	90
Electrical and Electronics	60
Computer Science	120

(SSET): (Contd…)

Name of Branches	No. of seats
M.Tech	
Production and Industrial Engg.	18
Environmental Engg	24
Communication Engg	18
Computer aided Structural Engg.	18
Computer Science and Information	18
VLSI and Embedded Systems	18
MCA	60

3. SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM), Prathap Nagar , Muttom, Aluva – 683106.

While PGDM is in the autonomous sector, SCMS School of Technology and Management was started in **2003** with MBA Programme affiliated to M.G University, Kottayam.

MBA - 120 seats intake
MCA was added in **2004** with 60 seats.
IMCA (5 years programme) was added in **2014** with intake of 60 seats.
M.G University gave approval for setting up a **Ph.D Research Centre in Management** at the SSTM premises in 2008, the first such centre in a self financing private institution.

3. SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM) (Contd..)

B.Com. degree programme was started **2012** affiliated to M.G University with intake of (Finance and Taxation 90 seats and Computer Applications 40 seats)

BA Economics – Started B.A Economics Programe in **2016** with students intake of 40 seats.

4. SCMS INSTITUTE OF BIO-SCIENCE AND BIO-TECHNOLOGY RESEARCH AND DEVELOPMENT (SIBB-R&D), South Kalamassery .

SIBB-R&D started in **2007**. The Institute has a well equipped laboratory dedicated to research in various aspects of Bio-Technology and Bio-Sciences.

Started M.Sc. Programmes in the areas of Bio-Technology affiliated to M.G University with 20 seats intake in the year 2009.

M.Sc -Molecular Biology and Genetic Engg.- 20
Under Graduate programmes started in 2015.
B.Sc. in Botany and Biotechnology – 24

4. SCMS INSTITUTE OF BIO-SCIENCE AND BIO-TECHNOLOGY RESEARCH AND DEVELOPMENT (SIBB-R&D) (contd…)

The Institute has several research projects, both on going and completed, to its credit with pioneering works in genomics, tissue culture, coconut neera and bio-fuels etc.

5. SCMS SCHOOL OF ARCHITECTURE (SSA), Karukutty, Angamaly

Started B.Arch (Bachelor of Architecture) programme at SSET campus, Karukutty in **2014** with students intake of 80.

6. SCMS COLLEGE OF POLYTECHNICS, VAIKKARA, PERUMBAVOOR

Started SCMS College of Polytechnics in the year **2016** with diploma programmes in five branches – Mechanical / Automobile / Electrical and Electronics / Computer Science/ Civil at Vaikkara in Perumbavoor with students intake of 60 seats in each branch.

NEW CORPORATE OFFICE

This place was christened as Prathap Nagar, and Corporate Office and PGDM were shifted to the new premises on 12th January, **2005.**

SSTM courses started functioning in the building close to the Corporate Office – PGDM complex.

MANAGEMENT TEAM

Dr. G.P.C. Nayar, Chairman

MANAGEMENT TEAM

Prof. Pramod P. Thevannoor, Vice Chairman

MANAGEMENT TEAM

GROUP DIRECTORS

Dr. Radha P. Thevannoor
Registrar

Dr. Indu Nair

MANAGEMENT TEAM

GROUP DIRECTORS

Prof. Baiju
Radhakrishnan

Prof. S. Gopakumar

DIRECTORS OF VARIOUS UNITS

Dr. Filomina P. George
Director - Academic Compliances
Business schools.

DIRECTORS OF VARIOUS UNITS

SCMS College of Polytechnics
Prof. C.I Abdul Rahiman

SCMS WATER INSTITUTE
Dr. Sunny George

SCMS Water Institute is attached to our
Engineering college, Civil Department,
Karukutty.

<u>DIRECTORS OF VARIOUS UNITS</u>

SCMS INSTITUTE OF BIO-SCIENCE AND BIO-TECHNOLOGY RESEARCH AND DEVELOPMENT
Dr. C. Mohan Kumar
Director

Dr. Sethu Lekshmy Nair C.
Deputy Director

PRINCIPALS OF VARIOUS UNITS

SCMS School of Technology and Management
Dr. G. Sashikumar

SCMS School of Architecture
Prof. Kerstin Frick

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PRINCIPALS OF VARIOUS UNITS

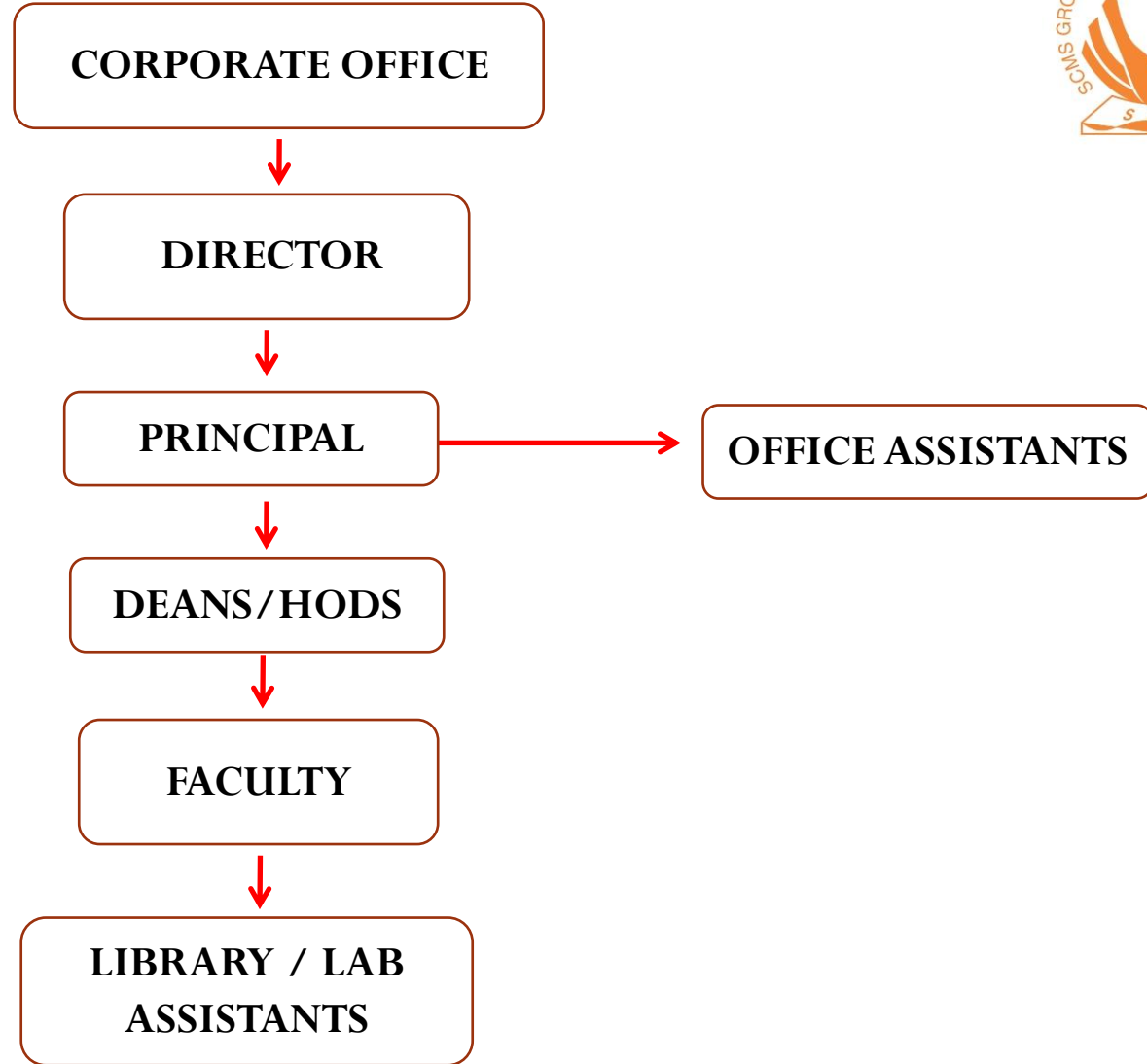**SCMS School of Engineering and Technology**
Dr. Praveensal C.J.

SCMS College of Polytechnics
Prof. Baby P.P.

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY ORGANIZATION CHART

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│    CORPORATE OFFICE     │
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│       DIRECTOR          │
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│      PRINCIPAL          │──────────▶│    OFFICE ASSISTANTS    │
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│      DEANS/HODS         │
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│   LIBRARY / LAB         │
│   ASSISTANTS            │
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CENTRALIZED FUNCTIONS AT CORPORATE OFFICE

➢ Finance Department

➢ Purchase Department

➢ HR Department

➢ Admissions Department

➢ Public Relations Department

➢ Maintenance Department

➢ Liaison Department

➢ Systems Department

➢ Placement Department

USER ID AND PASSWORD

The User ID and password for faculty/staff of SCMS Group will be provided on the joining date by the Systems department on intimation from HR Department.

On relief from service the e-mail Id will be deleted.

INDUCTION PROGRAMME

The newly appointed faculty / staff are given induction by HR Department with regard to HR policies and procedures and general matters. Academic / work related activities are oriented to them by their respective HoDs.

CATEGORY OF EMPLOYEES

➢ Trainees

➢ Probationers

➢ Permanent on rolls

➢ Contract employment

Trainees are those category of people who are on the job training for a period of 3 months/6 months or one year.

Unless otherwise stated in the terms of employment all faculty and staff are required to under go a probationary period of one year.

CATEGORY OF EMPLOYEES (Contd…..)

Subject to satisfactory performance, faculty / staff will be confirmed after the probationary period as permanent employees on rolls and eligible for employee benefits as appropriate.

Contract employment is that the tenure is predetermined and the conditions of service may be at variance with permanent employees. Contract employment will be for a specific period and will automatically cease at the end of contract unless renewed in writing.

PROBATION PERIOD

All faculty and staff are appointed " On Probation" for a period of one year. This is to ensure the following:

The employee's performance is satisfactory during one year period.

The employee is able to acclimatize to the conditions of work environment.

In case the performance during probation is unsatisfactory , the service of the employee can be terminated as per the terms of the appointment order or extended for a further period of six months at the discretion of Management.

EMPLOYEE PERFORMANCE APPRAISAL

Annual Performance Appraisal is a key activity vigorously pursued as a part of HR policy of SCMS Group.

The basic objective of the appraisal system is that:

Employees advancement in terms of remuneration and career should have a bearing on their performance and contributions to the organization.

EMPLOYEE PERFORMANCE APPRAISAL (Contd…)

The Performance Appraisal comprises four sections

Part I – Self Appraisal – The faculty/staff members himself /herself rates his/her performance for the completed year.

Part II – HOD Appraisal : HOD evaluates the performance of faculty/staff on the basis of self appraisal done by the faculty/ staff member   and his own evaluation of the performance of the subordinate.

Part III – Principal Appraisal : The principal appraises the performance of the faculty member based on the self appraisal and comments of the HODs.

Part IV – Corporate Review

CAREER PROGRESSION

The guidelines followed for the career path progression.

Faculty moves up from Asst. Professors to Associate

Professor and to Professor grade depending upon :

1.Contributions and performance of faculty

2.Length of service.

3.Qualification

 Every effort is taken to ensure that qualified candidates are

appropriately designated in suitable pay scales.

CAREER PROGRESSION (contd….)

It is mandatory that all members of the faculty have to publish at least one academic article in any of the Scopus listed journals every year. Compliance is mandatory and will be a pre-qualification to be considered for annual assessments.

ANNUAL INCREMENTS AND SALARY REVISION

Annual Increments are given to employees on the anniversary date of the previous increment or on date of completion of the probation period. Increments are subject to Performance appraisal review. If the Annual Performance Appraisal shows an inadequacy in performance, increments normally due, gets delayed . In other words, 'good performance' is a condition precedent to eligibility for increment.

SALARY REVISION

With a view to rewarding good performance and also to align emoluments with market realities, salary revision is undertaken at periodical intervals. While no fixed periodicity or pre-set increases are stipulated, the exercise is impacted by both internal resource position and external competitive environment.

RESIGNATION

Faculty/ staff who wishes to resign from the services of the Institution will be required to give the notice of resignation to the concerned Director and the notice of resignation should reach HR Dept for further processing.

Notice of resignation should be as per the terms of his or her appointment.

Resignation notice should be accepted by the management indicating the date of relieving.

RESIGNATION (Contd…)

In the event of resignation faculty/staff have to give one month notice or one month's salary in lieu of notice. It is desirable that the date of relief on account of resignation, however should synchronize either with the commencement or with the closure of a semester.

Experience Certificate will be issued on relief from service for those who complete six months of service.

RESIGNATION DURING STUDY LEAVE AND MATERNITY LEAVE.

Staff / faculty of SCMS Group who resigns during the long leave period (study leave, maternity leave) will have to adhere to the notice pay conditions as mentioned in their appointment order. Resigned staff (on leave)will have to pay the notice pay for one month as they are unable to serve the notice period of one month.

NO DUES CLEARANCE CERTIFICATE

FOR LONG LEAVE

No dues clearance certificate of faculty/staff members who are sanctioned long leave beyond 30 days should reach HR Office before they proceed on leave.

RESIGNATION

Full and final settlement is subject to submission of No Dues Certificate duly signed by respective HOD and Director.

RETIREMENT OF EMPLOYEES AND GRATUITY

The retirement age of various categories of employees in SCMS Group of Educational Institutions has been decided as follows:

Faculty – 60

Non Teaching Staff (including admin staff) – 58

Hence forth, on attaining the prescribed age, the concerned employee will retire from the service. If the management decides to utilize the services of any of the retiring Faculty or Staff, he or she will be offered contract employment initially for a period of two years.

Gratuity as per the payment of Gratuity Act will be paid in eligible cases.

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1. Casual Leave (CL)

2. Sick Leave (SL) previously referred as Medical Leave

3. Earned Leave (EL)

4. Special Leave (SP)

5. Maternity Leave (ML)

6. Ph.D Leave

7. Post –Doctoral Leave

The leave cycle starts from 01st January to 31st December every year.

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For payment of monthly salary when leave availed during the month is calculated the position is frozen as on 24^{the} of the month, (normal day of closure) . Fluctuations in the leave account from 25th to last day of month will be taken care of during the next salary .

The grace period of 30 minutes for late coming / early going eligible for a month is calculated from 25th of the month to 24th of the following month coinciding with the period reckoned for salary purpose.

SICK LEAVE

Faculty covered under the ESI scheme will have no medical leave under these rules; they will be governed by ESI rules.

VACATION – FACULTY

Faculty of SSET will be eligible for vacation as below:-

➢ Summer Vacation   - 24 days including holidays

➢ Christmas Vacation – 5 days in a week so that weekend holidays could be combined with the vacation.

➢ Onam Vacation   - 5 days in a week so that weekend holidays could be combined with the vacation

ELIGIBILITY FOR DIFFERENT TYPES OF VACATION

Faculty who have completed a period of six months or more on probation prior to commencement of vacation will be eligible for any type of vacation. The eligibility will be limited to the number of days proportionate to the period of service in cases where the service is less than one year. However, they can avail of Christmas and Onam vacation as applicable to other teaching staff.

Confirmed faculty will be eligible for proportionate days of vacation even if less than six months.

POLICY & LEAVE FOR OUTSTATION PAPER PRESENTATIONS / ATTENDING SEMINARS, CONFERENCES.

Duty leave for the day of presentation and travel time by the shortest route will be given provided prior permission has been taken by faculty, from the competent authority for paper presentation.

Duty leave will be given only subject to the condition that it can be given without affecting normal work.

Request for duty leave should be sent to the Director concerned.

No registration fees or travel expenditure will be given by the Institution.

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POLICY & LEAVE FOR OUTSTATION PAPER PRESENTATIONS / ATTENDING SEMINARS, CONFERENCES (Contd…)

On all cases, approval of the abstract for paper presentation should be obtained from the concerned authority by the faculty members before they submit the paper for presentation.

CONSULTANCY ASSIGNMENTS

Faculty members are encouraged to interact with corporates and take up consultancy assignments. Faculty members who are involved in individual consultancy work will have a share of the surplus earning from assignments with the school. 25% will go School and 75% will go to the faculty.

TRAINING ASSIGNMENTS / RESOURCE PERSON

Our Institution undertakes MDPs and EDPs for several National and International corporates. The faculty members will be assigned sessions in these MDPs and will be eligible for honorarium for handling such sessions on an hourly / daily basis.

TA RULES

TA Rules will be applicable for official travel undertaken by all categories of staff of SCMS Group of Institutions. For the purpose of TA/DA rules staff are grouped into six categories as below:

Category 1 - Chairman and members of Board of
Management.

Category 2 - Directors of Institutions

TA RULES (contd…)

Category 3 - Professors/Deans/Principals and equivalent

Category 4 - Associate Professors/ Asst. Professors/ Managers/ Dy. Managers

Category 5 - Lecturers / Asst. Managers

Category 6 - Remaining staff

TA RULES (contd…)

Areas covered in T.A rules are:

a) Reimbursement of actual expenses

b) Mode of Travel / Travel by Air / Rail / Road

c) Incidental Expenses

d) Boarding and Lodging.

e) Daily Allowance

f) Self Accommodation

g) Hiring of taxies

h) Miscellaneous Expenses

TA RULES (contd…)

Travel claim should be submitted in the format available in the Finance Department. Description of the above details can be read and understood from the TA Rules dated 01.01.2013.

FORMALITIES FOR REJOINING AFTER LONG LEAVE (LEAVE MORE THAN ONE MONTH)

Faculty/staff who propose to rejoin duty after long leave such as maternity leave, study leave, sick leave they should submit a request for rejoining through proper channel to the corporate office at least a week prior to the proposed date of rejoining .The Corporate Office will decide on the request and issue suitable orders and the concerned faculty can resume office only thereafter. Faculty members should report to Manager -HR on the date of rejoining and collect the letter for rejoining. The Heads of the Institution may permit rejoining of the faculty only after receiving written instructions from Corporate Office.

DRESS CODE

In order to maintain high decorum of our SCMS GROUP all the teaching as well as non teaching staff are expected to come for duty in decent and appropriate dress. Saree is prescribed for female staff and pants and shirts for male staff.

CODE OF CONDUCT FOR FACULTY

➢ Be responsible in conduct and demeanor.

➢ Manage private affairs with dignity.

➢ Perform duties consistently and with dedication.

➢ Co-operate and assist in carrying out college functions and duties relating to education responsibilities.

➢ Participate in social outreach programmes.

➢ Be just and impartial with the students and meet their individual needs.

CODE OF CONDUCT FOR FACULTY (Contd…)

➢ Be available to students beyond class room hours and guide them without expecting any reward.

➢ Be discrete in interacting with students in social media like whatsApp, Face Book etc. and confine such interactions strictly to academic matters.

➢ Mentoring is a powerful personal and career development tool which enables students to achieve their aspirations and goals. That is the reason the students share all their personal

life experiences with the mentor. Faculty as true mentors are not supposed to discuss or disclose these matters with other faculty members or should not be made a point of discussion in the faculty room.

➢ Refrain from doing any thing immoral, illegal and illegitimate.

➢ Refrain from dual employment including private tuitions and coaching classes.

CODE OF CONDUCT FOR FACULTY (Contd…)

➢ Do not participate directly or indirectly in any movement or organization which is illegitimate or may bring disrepute to the college.

➢ Do not indulge in fraud or dishonesty.

WELFARE SCHEMES

➢ Faculty and staff are provided with welfare facilities such as

➢ Excellent canteen with subsidized rate

➢ Reservation in admission to eligible wards of employees

➢ Concession / fee waiver in highly deserving cases

SALARY DATE AND MODE OF DISBURSEMENT.

All staff of SSET irrespective of designation should have Union Bank account (single account) at the time of joining .
Salary for all staff of SSET is credited online to Union Bank of India on the second day of the month.
The statutory deductions in salary are as follows:
Income tax - as applicable
ESI/PF - as per eligibility
Professional Tax – Twice in a year in the month of January/July.

CONTACT POINTS

Details	Designation
Academic Related matters	- HoD's, Directors of respective Units.
Appointment related Service conditions/general Matters.	- Manager – HR
Salary/leave and Finance Related.	-Finance Manager

Thank You