AL AZHAR COLLEGE OF ENGINEERINGAND TECHNOLOGY

AlAzharCampus,PerumpillichiraP.O,Thodupuzha,Idukki District

FACULTYHANDBOOK
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ISO9001:2015certified Institution

AffiliatedtoA.P.JAbdulKalamTechnologicalUniversity

Approved by All India Council for Technical Education

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1.ABOUT THECOLLEGE

Al-Azhar College of Engineering and Technology (AACET), located in Thodupuzha, Kerala, was established in 2010 as a private self-financing engineering college affiliated with Kerala Technological University. The institution is approved by the All India Council for Technical Education (AICTE) and the Government of Kerala. AACET operates under the Al-Azhar Group of Institutions, a center of excellence in Idukki district. Founded in 2002 under the aegis of Noorul Islam Trust, the Al-Azhar Group has since expanded to 14 institutions offering over 45 academic programs, serving more than 6,000 students in their pursuit of academic excellence through advancements in education.

AACETcomprises of eight departments:

- CivilEngineering
- ComputerScience&Engineering
- ArtificialIntelligenceandMachineLearning
- CyberSecurity
- BiomedicalEngineering
- Electronics&CommunicationEngineering
- MechanicalEngineering
- AutomobileEngineering

Each program integrates theoretical instruction with laboratory practice and industry-oriented add-on courses to enhance students' employability. To ensure industry relevance, the institution has established Memorandums of Understanding (MOUs) with reputed organizations, facilitating continuous technological updates and exposure for students. Additionally, the college collaborates with IBM and the Additional Skill Acquisition Program (ASAP) to deliver value-added training programs. Students are also encouraged to participate in various academic and technical clubs to gain supplementary knowledge in their respective fields of interest.

The campus is characterized by its predominantly green environment, fostering a conducive atmosphere for academic pursuits. Students benefit from modern, well-equipped libraries and state-of-the-art facilities, including a fully Wi-Fi-enabled infrastructure. The faculty comprises distinguished academicians and professionals with extensive industry experience. Beyond academics, the college promotes a vibrant cultural and extracurricular environment, organizing regular cultural, arts, and sports events. The annual **Al-Azhar Festival** is a hallmark event that fosters a sense of pride and unity among students. AACET upholds core institutional values, fostering leadership qualities and encouraging mutual respect among students from diverse backgrounds.

2.WELCOME MESSAGE

Dear Faculty Member,

Welcome to Al Azhar College of Engineering and Technology! We are thrilled to have you join our institution, which is committed to academic excellence and innovation. This handbook provides a comprehensive overview of policies, roles, responsibilities, and resources available to you. It is designed to support your professional journey and foster a collaborative environment where both faculty and students thrive. Together, let us shape the future of education and engineering.

Warm regards,

Principal

3. Vision, Mission and Core Values

Vision

To be a trendsetter in the field of education by imparting quality learning and fostering excellence, commitment, and innovation.

Mission

To prepare students for academic, social, and personal success by nurturing active and creative minds, instilling a sense of understanding and compassion, and developing the courage to uphold ethical values.

Core Values

- **Academic Excellence** – Commitment to intellectual growth and continuous learning.
- **Integrity** – Upholding moral, ethical, and professional values.
- **Respect for Diversity** – Promoting inclusivity by welcoming students and faculty from all backgrounds.
- **Respect for All** – Fostering a culture of mutual respect and dignity.
- **Innovation** – Encouraging creativity and technological advancements.
- **Teamwork** – Recognizing the importance of collaboration among faculty, staff, and students.

4.CODE OF CONDUCT

A. Code of Conduct for Heads of Departments (HoDs)

1. Encourage faculty members to pursue professional development by attending conferences, seminars, and research programs.
2. Promote faculty research and publication in reputed journals.
3. Gather feedback from students and parents to improve the quality of education.
4. Maintain confidential performance reports for all faculty members and submit them to the Principal.
5. Ensure equitable workload distribution among faculty members.
6. Organize weekly departmental meetings to review academic and administrative progress.

B. Code of Conduct for Faculty Members

1. Maintain ethical and professional behavior at all times.
2. Ensure effective classroom management and engage students actively.
3. Be accessible to students beyond class hours for academic support.
4. Utilize Information and Communication Technology (ICT) tools for effective teaching.
5. Adhere to institutional policies and academic standards**.**
6. Attend faculty meetings, training, and workshops regularly.

C. Code of Conduct for Supporting Staff

1. Maintain accurate financial and administrative records**.**
2. Ensure confidentiality of institutional and employee data**.**
3. Assist faculty, students, and management in academic and administrative operations

5.DUTIESAND RESPONSIBILITIESOFA TEACHER

Professional Conduct

1. Maintain professional behavior and uphold ethical standards in all academic and administrative activities.
2. Foster an environment of learning that encourages inquiry, creativity, and independent thinking.
3. Serve as a role model by demonstrating integrity, respect, and responsibility in interactions with students, colleagues, and the community.

General Responsibilities

1. Prepare and execute lesson plans effectively, ensuring comprehensive coverage of the syllabus.
2. Maintain course files, student attendance, and academic records as per institutional guidelines.
3. Encourage student participation through interactive and engaging teaching methodologies.
4. Utilize innovative teaching tools, including ICT-enabled resources, to enhance learning outcomes.
5. Evaluate student progress fairly and provide constructive feedback.

Teachers and Students

1. Treat all students with fairness, dignity, and respect, irrespective of their background.
2. Provide academic guidance, counseling, and mentorship as needed.
3. Address student queries, doubts, and concerns with patience and clarity.
4. Encourage academic excellence, discipline, and professional development.

Teachers and Colleagues

1. Promote a collaborative and supportive work environment among faculty members.
2. Share knowledge, resources, and best practices to enhance teaching effectiveness.
3. Respect the contributions and opinions of fellow faculty members.
4. Resolve professional differences amicably and ethically.

Teachers and Authorities

1. Abide by the rules and regulations set forth by the institution.
2. Support the administration in implementing academic and institutional policies.
3. Participate actively in departmental meetings, curriculum planning, and decision-making processes.
4. Report any misconduct, academic concerns, or violations of institutional policies to the appropriate authorities.

Teachers and Non-Teaching Staff

1. Maintain respectful and cooperative relationships with non-teaching staff.
2. Work collaboratively with administrative personnel to ensure the smooth functioning of academic operations.

Teachers and Parents/Guardians

1. Establish open communication channels with parents/guardians regarding student progress and well-being.
2. Participate in parent-teacher meetings and counseling sessions as required.

Teachers and Society

1. Act as responsible members of society by engaging in activities that contribute to social and community development.
2. Promote values such as inclusivity, sustainability, and civic responsibility among students.

6.INSTITUTIONAL POLICIES

Recruitment Policy

1. Faculty recruitment is based on merit, qualifications, and experience, in accordance with AICTE norms.
2. The selection process includes screening, shortlisting, interviews, and final approval by the management.
3. Faculty appointments begin with a probation period, with confirmation based on performance evaluation.

Leave Policy

1. Leave is a privilege granted to faculty members based on institutional requirements and prior approval.
2. Types of leave include Casual Leave, Medical Leave, Maternity Leave, Study Leave, and Sabbatical Leave.
3. Unauthorized absence beyond seven consecutive days may be considered as voluntary abandonment of duty.

Sexual Harassment Policy

1. The institution maintains a zero-tolerance policy toward sexual harassment.
2. Complaints must be reported to the Internal Complaints Committee (ICC), which ensures confidentiality and impartial resolution.
3. Disciplinary actions, including termination, will be enforced for proven offenses.

Travel Policy

1. Faculty members may receive travel reimbursement for academic and institutional assignments.
2. Travel allowance, lodging, and daily allowances are subject to prior approval.
3. Official travel reports must be submitted within one week of return.

Performance Appraisal Policy

1. Faculty performance is evaluated annually based on teaching effectiveness, research contributions, and professional development.
2. The appraisal report includes feedback from students, peers, and department heads.
3. Promotions, increments, and awards are determined based on performance assessment.

7. DISCIPLINARY ACTION
Misconduct

1. Violation of institutional policies, unethical behavior, or academic negligence constitutes misconduct.
2. Specific infractions include dishonesty, insubordination, negligence, and violation of professional ethics.

Procedure

1. Reports of misconduct are reviewed by a disciplinary committee.
2. A formal inquiry is conducted before any disciplinary action is taken.
3. Actions may include warnings, suspension, demotion, or termination, depending on the severity of the misconduct.

Appeals

1. Faculty members may appeal disciplinary decisions to the Appellate Authority.
2. The appeal process ensures a fair review and resolution within a specified time frame.

8. GRIEVANCE REDRESSAL MECHANISM
Objective

1. To ensure a transparent, fair, and timely resolution of faculty grievances.

Grievance Submission Process

1. Grievances must be submitted in writing or via email to the Grievance Redressal Committee (GRC).
2. The committee will acknowledge the complaint within three working days.
3. A resolution will be provided within 15 working days after review.

Committee Composition

1. The GRC consists of senior faculty members, administrative representatives, and a designated grievance officer.
2. Confidentiality is maintained throughout the resolution process.

9. PROFESSIONAL DEVELOPMENT

1. Faculty members are encouraged to engage in research, publications, and academic collaborations.
2. The institution organizes faculty development programs, training sessions, and industry interactions.
3. Faculty members may apply for funded research projects and conference participation.

10. CAMPUS FACILITIES AND RESOURCES
Library and Labs

1. Faculty members have access to a well-stocked library with digital and print resources.
2. Laboratories are equipped with modern facilities to support research and practical learning.

ICT Resources

1. Smart classrooms and high-speed internet are available for academic purposes.
2. Faculty members are encouraged to incorporate technology-enhanced learning in their teaching methods.

Transportation Facilities

1. The institution provides transportation services for faculty and students.
2. Regular maintenance and safety checks are conducted on all institutional vehicles.

11. CONTACT INFORMATION

- **Principal's Office:** +91-9539328242 / **principalaacet@gmail.com**
- **HR Department:** +91-8281690000
- **Grievance Committee:** +91-8289829524