



# A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka  
(A unit of Laxmi Memorial Education Trust (R))

NH-66, Kottara Chowki, Mangaluru - 575 006. Ph : +91 824 2455048, 2862202 Mob.: +91 9483026503. Fax : +91 824 2862205  
email : ajenggcollege@gmail.com | website : www.ajiet.edu.in

## PREFACE

The Institution firmly have faith in that employees are its backbone for its development and excelling in performance in all aspects. The institution provides a good workplace, adaptive culture and development opportunities for the entire working staff. The institution involves staff in progressing with the strategic plan and in realizing its vision. The improved performance and decision-making abilities of the staff bring sustainable growth and progress of the Institute. So, the Institute has taken measures to provide the expected benefits to the employees, for ensuring their Job satisfaction, in all their contributing activities. It's a common fact that the employee's level of satisfaction on the job depends on the benefits and welfare measures implemented by the Organization for them. Standard Operating Procedure has been established to ensure the effective implementation of welfare measures aimed at providing beneficial outcomes for all institute staff.

## STAFF DEVELOPMENT AND TRAINING FOR SUPPORTING STAFF (ADMINISTRATION & TECHNICAL)

- In-house training programs would be arranged with the internal resource persons identified from the English and Management Departments, for improving the staff's language competency.
- Similarly, with the resource person identified from the English department, the administrative staff would be trained to improve their language (English) competency.
- Training programs on 'Administration and Accounts' covering the aspects of management and technical skills, with the Resource persons (Professionals) from Industry and Government would be organized, for staff involved in Office and Administration works / tasks.
- Ad-ministerial and subordinate staff would be educated with Basic Computer Knowledge, with the help of Faculty Resource Person identified from the Computer Department.
- Separate programs to give special exposure on modern equipment's and its operations, to Lab technicians would be conducted by Heads of Departments.

  
Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

#### **AWARDS:**

- “Excellence in Teaching” and the “Best Supporting Staff” awards have been introduced by the Management to recognize Best Performing Faculty. The awards are presented on very college day.
- To motivate our Staff Members, the staff who produce 100% pass percentage in their courses handled is awarded with a cash prize in every semester.
- Faculty who exhibits dedication and commitment are also recognized by deputing them for special conferences and seminars.

#### **Welfare Measures for the Teaching and Non-Teaching Staff members**

#### **PROVIDENT FUND, GRATUITY & MATERNITY BENEFIT:**


- a) All eligible employees shall be covered under the Provident Fund & Family Pension schemes as per the provisions of Employees Provident Funds & Miscellaneous Provisions Act- 1952 and the schemes framed there under.
- b) Every eligible employee shall receive gratuity according to the provisions of the Payment of Gratuity Act, 1972, upon leaving, retiring, or being terminated from the service of the establishment/institute after completing a minimum of five years of continuous service
- c) Every eligible female employee at the Establishment/Institute is entitled to Maternity Benefits as per the Maternity Benefit Act, 1961, for her first child.

#### **SERVICE CERTIFICATE:**

Every permanent employee shall be entitled to a Service Certificate at the time of his/her termination or resignation or retirement from service and such a certificate shall state the reasons for the termination of his/her service.

#### **COMPLAINTS:**

All complaints arising out of employment, service, working conditions including those relating to unfair treatment or wrong full exaction on the part of the Establishment's Management or officials shall be submitted to the Managing Trustee or President in case of Institute or Principal / Dean in case of College or institute.

  
Principal  
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## **UNIFORMS:**

The college dress code is designed to promote a sense of unity, professionalism, and respect within our academic community. The staff members should follow the dress code of the Institution as mentioned below:

Men: Formal pant shirt/Uniform (Teaching & Non-Teaching)

Women: Saree/ Formal pant shirt/Uniform (Teaching & Non-Teaching)

Staffs visiting college for official work (Example: Valuation duty or any other office related work) during their applied leave should strictly follow the college dress code.

## **OTHER WELFARE MEASURES:**

Here are several benefits and resources provided to the faculty and staff of the college.

- (a) A dedicated lunchroom is provided for the benefit of female staff members.
- (b) Provision of excellent canteen facilities in the campus. Foods are provided at subsidized rates for all  
Faculties and non- teaching staff.
- (c) Group Insurance loans for emergency.
- (d) Food provided at a subsidized rate at the Hostel mess also for Staff members.
- (e) The institute provides free and discounted health and medical consultations through the Laxmi Memorial Education Trust-owned hospital.

## **TRANSPORT FACILITY:**

Transportation facility is given free for non-teaching staff and in concession rate for teaching faculty members of AJIET.

  
**Principal**

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