

SERVICE RULES:

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the higher authority.
2. Every member of the staff shall employ honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom they shall, from time to time, be placed. They must discharge all duties pertaining to the college.
3. Every member of the staff shall devote themselves whole time to the duties of the said employment
4. The staff selection process is initiated with the Head of the Department raising a manpower requisition. Following approval, a vacancy notification is disseminated through appropriate channels. Applications are screened based on predefined criteria, and shortlisted candidates are invited for the selection process. The Selection Committee—comprising the Management, Principal, and respective HOD—conducts the interview and finalizes appointments based on merit and institutional requirements.
5. All the staff can avail 15 days as casual leave in the tenure of 1st January to 31st December. However, it cannot be carried over to the next year, if not used. Also they can avail 2 permissions per month, one hour either in the morning or evening session (9.15 a.m to 10.15 a.m or 3.30 p.m to 4.30 p.m).
6. All the teaching staff can avail summer and winter vacation as per the college norms. If a staff member on vacation has to be out of station, they should intimate the Principal and their Designated Authority their exact out station address and phone numbers in their vacation form. However, they should come and do their duty during the vacation, whenever necessity arises.
7. Female staffs are eligible to avail maternity leave for 3 months and they should work for a period of minimum 3 years after availing the maternity leave.
8. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. Only previous Engineering College service experiences are considered during their appointment. Yearly increment will be carried out during 1st January / 1st April/ 1st June / 1st October which depends on the service of individual staff. Promotion norms are as per AICTE norms.

9. In addition, contribution shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Tamil Nadu. Staff attendance should be signed every day before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave.
10. Staff should be available in the college premises during the entire period of office hours, on all working days.
11. No member of the staff shall apply, during the period of service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the Principal and Management. Such applications should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.
12. The Principal shall have the right to place any staff under suspension on charges of misconduct. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of their duties, the Principal has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal.
13. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship within and other departments.
14. The staff should maintain cordial relationship with students, their parents and visitors of our college.
15. Staff should not show any hesitation whenever extra responsibilities are given. They should voluntarily carry out industrial training, consultancy services, accompanying students for Industrial visits and other department and college developmental activities.
16. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
17. It is the responsibility of individual staff to maintain student discipline inside and outside college premises.
18. Staff members should get prior permission from the Principal to contact any outside

agency or government departments for any matter related to the college/ hostels.=

19. If staff members draw advance from the college to meet financial expenses for official tour or for arrangement of a college event, they shall settle the account within 3 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from their salary.
20. No staff shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
21. No staff shall make any statement, publish or write through any media which will effect an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
22. A staff against whom an Insolvency Proceedings commenced in the court of law shall forthwith report full acts thereof to the college. A staff against whom Criminal Proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
23. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities all complete materials and get the NOC from all departments concerned.

26. TERMINATION OF SERVICE

- 26.1. In case of relieving from service, three months' notice at the end of academic year or three months' salary must be given.
- 26.2. The Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

Serious misconduct and willful negligence of duty;

- a) Gross insubordination
- b) Physical or mental unfitness; and
- c) Participation in any criminal offence involving moral turpitude.
- d) In such termination cases, rule 26.1 will not be applicable and the staff member will not be eligible for any terminal benefit.
- e) All members of the staff shall be governed by general rules and norms also practiced by college from time to time. In all cases, the final decision will be taken by the secretary and the Principal.