



P. A. COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)

(Approved by AICTE and Affiliated to Anna University)

(Accredited by NBA (CSE, ECE, EEE & MECH.) and NAAC with 'A' Grade)

(An ISO 9001: 2015 Certified Institution)

PULIYAMPATTI, POLLACHI, COIMBATORE - 642 002



SERVICE RULES AND POLICIES HANDBOOK

With effect from 04.06.2018



Principal

**P. A. College of Engineering & Technology
(Autonomous)**

Palladam Road, Pollachi - 642 002.

SERVICE RULES

CONDITIONS OF SERVICE FOR MEMBERS OF THE STAFF

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.
2. Every member of the staff shall employ himself/ herself honestly, efficiently and diligently under the orders and instructions of the Principal or other officer under whom he/she shall, from time to time, be placed as member of staff. He/ She shall discharge all duties pertaining to the office and other responsibilities which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.
3. A member of the staff shall not normally or on any pretext absent himself/ herself, from his/her duties without prior permission of his/her superior officers authorized to give permission or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the college authority.
4. Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned in any trade, business or canvassing or any assignment even of an honorary nature.
5. Member of the staff shall be punctual to their classes. Absenteeism without the permission of the Head of the Department will be viewed seriously.
6. Recording of attendance is compulsory for every class/period. The attendance statement of the students should be entered into the Master attendance after every day positively.
7. Members of the staff are expected to take note of students absenting often, advise them and report to the Head of the Department. The parents will have to be informed about the regulation and attendance and regarding

minimum requirements. The parents of the students having poor attendance and poor performance will have to be called for a discussion and proceedings of the discussions to be recorded.

8. Members of the staff are strictly prohibited from expressing opinions or comments in the class regarding religion, communal matters and politics.
9. Members of the staff are prohibited from taking private tuitions for students.
10. Every staff member is expected to extend his/her beneficial influence in building up the personality of the students and hence should associate himself / herself actively with such Co-Curricular and extra-curricular activities he/ she is interested in or assigned to him/ her from time to time.
11. Members of the staff are not permitted to participate in any political movement or discussions of any political meeting within or outside the college campus. As in certain cases, prior permission is necessary to participate in all literary and cultural activities outside the campus.
12. Every person appointed to a post, excepting temporary appointments, shall be required to be on probation for a period of one year.
13. Members of the staff appointed on temporary/probationary basis are eligible for increments in the time scale applicable, but where the conduct or devotion of a member to the duties assigned is not satisfactory, the college authority reserves the right to withhold the increment until the authority is satisfied with his/her service. In all such cases, the authority will record the circumstances necessitating such action.
14. Increments are sanctioned for members of the staff on the following basis:
 - I. Increments are sanctioned for the members of the staff after he/ she has completed 12 months of uninterrupted service in the college.
 - II. Self appraisal meeting will be conducted for the staff members. Based on this, the increments will be sanctioned.

15. Every member in service is entitled to join the provident fund scheme in accordance with the rules.
16. Every member of the staff is entitled to submit their resignation, either by giving the college authority three months notice in writing or by paying the authority 3 month's salary in lieu thereof or less as is necessary to compensate the said 3 months if that was in short of. In this connection, any leave availed by the member on loss of pay during the period of notice must be compensated by due extension. Anyhow normally staff members will not be relieved in the middle of the academic year.
17. The college authority shall have the power to terminate the services of a member of the staff of the college Without notice for any of the following reasons: willful neglect of duty; failure to show the diligence and attention in the discharge of duties or irregularities in the subordination; mental unfitness or criminal offence involving moral turpitude.
18. A service Register in prescribed form shall be maintained for every staff member permanently appointed.
19. No member of the college staff shall address any communication to the chairman/ members of the Governing Council of the college/ or Vice- Chancellor/ Registrar/ any authority of any of the Apex body/ or Government or meet any one of them without the permission of the Principal.

LEAVE RULES

1. CASUAL LEAVE (CL)

- 1.1 Casual Leave (CL) shall be calculated during the academic year and is limited to 12 days per year (at the rate of one CL per month)
- 1.2 Staff members are permitted to avail a maximum of one day of CL in a month to attend to their personal work, without affecting the normal functioning of their work in the college campus.
- 1.3 Any CL left, not availed in an academic year, will not be carried over to the next academic year.

2. COMPENSATORY LEAVE (CPL):

- 2.1 If a staff is asked to attend to the duty on a holiday, he / she is eligible to get one Compensatory Leave (CPL) credited to his / her leave account. However, the HoD of the person who is allocating the work should get prior permission from the Principal to permit the staff members to work on holidays, with specific reasons. In case of emergency, if there is no possibility to get prior permission, CPL will be credited / granted only up on the approval of the Principal on the recommendation of the HoD. The HoD of the person allocating the work on a holiday for the staff member should ensure, as far as possible, that the staff member is present the whole day.

3. MEDICAL LEAVE (ML)

- 3.1. Staff member is eligible for ML on completion of 1 year of service.
- 3.2. Medical Leave shall be sanctioned to the staff members only on medical grounds subject to the production of medical certificate and fitness certificate, both issued by the approved medical practitioner with a minimum MBBS qualification, after availing the leave and on the date of rejoining duty.

4. MATERNITY LEAVE (MAL):

- 4.1. Female staff members who have put in a minimum of three years of service will be permitted to avail maternity leave for a period of three months with two months paid maternity leave subject to the production of medical certificate

by approved medical practitioner. This provision is applicable only in the case of the first two children.

- 4.2. The period of Maternity Leave of 2 months will NOT be discounted in the Service-Period Calculation.

5. Leave on Loss of Pay (LLP)

- 5.1. If a staff does not have any balance of leave other than medical leave in his / her leave account he / she can apply for Leave on Loss of Pay (LLP) with prior permission from his / her HoD and from the Principal. Due to unavoidable circumstances, if LLP is availed without prior permission, it must be approved by the Principal after rejoining. Availing LLP without prior permission even for a single day will be viewed seriously and if it is repeated frequently will cause initiation of disciplinary action against him / her. Any unauthorized absenteeism from the work / duty and availing any leave of any sort without prior permission will be treated as loss of pay and viewed seriously. In continuation, disciplinary action will be initiated as per rules.

6. VACATION LEAVE (VL)

- 6.1. All the teaching staff members are entitled to avail a maximum of Five weeks of VL (Two weeks during winter and Three weeks during summer) including prefix and suffix Saturdays and Sundays. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.
- 6.2. All the Non-teaching staff members are entitled to avail a maximum of Three weeks of VL (One week during winter and Three weeks during summer) including prefix and suffix Saturdays and Sundays. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.

7. ON-DUTY (OD)

- 7.1. On-duty (OD) may be granted to the faculty members for attending Conferences/ Workshops / Seminars symposia etc., restricted to a maximum of 14 days in an academic year. For faculty pursuing Ph.D. for attending course work/ DC meetings/ Submission of Ph.D thesis and Viva- Voice etc., OD may be granted for Central Valuation / Attending Staff Selection Committee Meeting / Board of Studies

/ AICTE / UGC paper presentation, central valuation etc., on the prior approval of Principal and with prior permission from the concerned authority. OD be granted and restricted to 14 days in an academic year. An attendance certificate should be submitted to the college on the date of return to duty with the report of the concerned meeting.

7.2. A faculty who has put is a minimum of six months of service in the campus is eligible to apply for OD. Normally a faculty is not encouraged to avail OD during semester working days and in special case, if permitted to ensure that the class work is suitably organized and OD is limited to a maximum of 14 days in an academic year.

8. EARNED LEAVE (EL)

8.1. A staff member is eligible for 3 days earned leave per annum, on completion of 2 years of service, which is eligible for encashment.

8.2. EL can be accumulated up to a maximum of thirty days.

9. PERMISSION:

9.1. To attend to any personal work, permission to be away from work, for a maximum of two, one hour duration per month will be given to a staff. Permission is restricted to only at the start or end of the working day. Before and / or after availing the permission, the staff should physically report to his superior and submit the duly filled in permission application form.

10. General Rules

10.1. Whenever a staff avails any leave for any number of days, it is his / her responsibility to see that his / her absence does not affect the normal functioning of his / her work place in the college campus. He / She should have made all the alternate arrangements for all the tasks assigned to him/ her by his / her superiors. All the alternate arrangements made should be given in writing to the HoD and the Principal.

10.2. In case of any emergency if the situation demands, the HOD / Superior /Principal /reserves the right to cancel the leave already sanctioned to a staff member and recall from leave and report for duty at the work place. Every staff of the College is expected to extend their co-operation under such circumstances.

- 10.3. All staff members shall be required to be present on the first working day of the semester.
- 10.4. Staff members who go on leave shall inform the contact leave address and phone number, where they can be readily contacted.
- 10.5. Notwithstanding the above provisions, the administration reserves the right to consider genuine cases for any special sanctions, if situation so warrants.

Code of Conduct

1. The members of faculty / staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part- time job in any other institution / organizations.
2. The members of faculty / staff members shall not involve themselves in activities not related to their personal work, during working hours.
3. The faculty members shall not engage in private tuition during the college hours.
4. Members of faculty are encouraged to take up consultancy projects, however, with the knowledge of the Management.
5. The members of faculty and staff are prohibited from accepting valuable gifts in any form from the students/ parents / companies having business transactions with the college.
6. The members of faculty / staff members shall not interfere in any matter not connected to their job requirement.
7. The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
8. All correspondence to the Management has to be routed through proper channel (hierarchy).
9. All faculty should take active part in co-curricular and extra-curricular activities.
10. Members of faculty have to take active participation in conducting one credit course, value added courses, industry expert guest lecturers to students to enhance their employment potential.
11. All faculty should continuously update their knowledge by attending faculty development programme, short-term training programme, national/international conferences, seminars / workshops etc., and by using library.
12. Each member of faculty with the teaching experience of more than 2 years must publish at least one technical paper per year. The technical paper may be an outcome of research/student project work.
13. Faculty members are encouraged to initiate their own start-ups inside the Institution Premises.

PROMOTION POLICIES:

1. The qualification of the faculty has to be in accordance with the norms laid down by AICTE and the salary is fixed as per AICTE norms.

2. Promotion Policy :

(a) Associate Professor

An Assistant Professor satisfying the eligibility norms as per AICTE is eligible for promotion as Associate Professor, provided there is an existing vacancy in the concerned department. A selection committee constituted will assess the performance of the candidate and recommend the candidate for promotion, based on seniority cum suitability for the existing vacancy.

(b) Professor

An Associate Professor satisfying the eligibility norms as per AICTE is eligible for promotion as Professor, provided there is an existing vacancy in the concerned department. A selection committee constituted will assess the performance of the candidate and recommend the candidate for promotion, based on seniority cum suitability for the existing vacancy.