

## **SERVICE RULES**

The following rules and regulations are framed to run the institution in a systematic manner. These rules and regulations supersedes all the previous rules and regulations.

### **WORKING DAYS AND TIMINGS:**

No. of working days per week is **SIX**, to adjust the number of working days as per the Anna University norms, excepting a few Saturdays which will be declared holidays as per the special instructions of the Principal.

**Timings : 9. 00 a. m. to 4 p. m.**

There will be seven lecture hours each of 50 minutes duration. The morning interval is between 10.40 and 10.55 a. m. & evening interval is between 3. 05 p. m. and 3.20 p. m.

Lunch Break: 50 minutes

### **Maintenance of attendance register:**

One attendance register has been allotted to each department for one academic year starting from June to May.

### **Other Duty and On Duty:**

The faculty members are permitted to avail OD for the purposes mentioned as below:

- (i) Anna University Central Valuation (Odd and Even Semesters)
- (ii) Anna University Practical Examination as External Examiners in Odd and Even Semesters.

The maximum number of O. D. days has been limited to 15 days for both winter and summer sessions.

The college provides special O. D. for the staff members for the following purposes:

- (i) To attend theory invigilation duty at other colleges as External Invigilators.
- (ii) To attend seminars, conferences and also to present papers in the for a of other colleges.
- (iii) Any other duty assigned by the college as and when required.

## **WORKD LOAD, RESPONSIBILITY and ACCOUNTABILITY:**

- (i) Each faculty member is expected to handle two theory subjects and One Laboratory.
- (ii) The laboratory assistants will assist the students during the laboratory sessions in addition to faculty.

The responsibilities are

- (i) Providing the in-depth knowledge of the subject to the students to greater extent possible by means of lectures, charts, OHP sheets and video films.
- (ii) Covering the syllabus in time.
- (iii) Conducting tutorial classes regularly for the students to get enough practice in problematic subjects.
- (iv) Arranging for local visits relevant to the course of study.
- (v) Providing short questions and answers in the subject concerned, to impart confidence to face the University examinations.
- (vi) Preparing lab manuals.
- (vii) Providing the possible Viva Questions for the lab examinations.
- (viii) Maintaining Strict discipline in both the theory and laboratory classes.
- (ix) Identifying slow learners and giving special coaching for them.
- (x) Giving sufficient number of assignments.
- (xi) Allowing the students to participate in Group discussion in the subjects.
- (xii) Conducting sufficient number of unit tests.
- (xiii) Conducting model examination, strictly following the university pattern.

The staff members are also involved in several other responsibilities,

- (i) Acting as class co-ordinator
- (ii) Acting as mentor for a batch of students
- (iii) Conducting the counseling effectively to explore the strengths and weaknesses of the students including personal problems.
- (iv) Conducting class committee meetings to get the views of the students.
- (v) Encouraging the students to present papers in the seminars and conferences.
- (vi) Arranging local visits and educational tours to the students to enrich their knowledge in the subjects and to enhance other capabilities
- (vii) Conducting adequate number of seminars and conferences through department associations and clubs.
- (viii) Providing guidelines for placements and training.
- (ix) Monitoring the students discipline, attendance and performance of the students
- (x) Motivating the students for getting University ranks and medals.

### **MAINTENANCE OF STOCK:**

The stock register will be maintained in all the laboratories by the respective lab-in-charge with the assistance of lab assistants. Whenever a new machine or accessory is purchased, the copy of the bill will be maintained in the separate file and the same will be entered in the register. At the end of every academic year, a detailed stock verification audit will be conducted by the internal staff members formed by the principal.

### **PAY PACKAGES:**

The teaching faculty members are paid with AICTE scale of pay with DA, HRA, CCA and MA as per the State Govt. norms.

### **INCENTIVES:**

- Every year, Best Teacher award is given regularly to the staff members for those who produce 100% results in their subjects. The award contains a merit certificate and cash of Rs. 2000.00. This will be given on the occasion of “Teacher’s Day”.
- At the time of marriage seven days special leave is granted to the staff members for their marriage. A cash award of Rs. 5000/- is given to the staff members by the management.
- The faculty members are permitted to pursue higher studies like M. S. / M.E. or Ph. D. After their completion, they are eligible for suitable number of increments (i.e. 2 for M. E. / M.S. and 4 for Ph. D)
- Special study leave is given to the staff members who are pursuing higher studies for attending classes and as well as for writing examinations.
- The college recognizes the excellent work made by staff members during their higher education such as getting Gold medals with some monetary benefits.
- The college provides sponsorship for attending seminars, conference and workshops.
- The college takes the responsibility of sponsoring staff members for paper presentation.
- The college supports high sponsorship for industrial training.
- There is a proposal to provide Quarters or Housing facility for the staff members.

- The group insurance scheme has been implemented for all teaching and non-teaching staff members with an ultimate benefit of Rs. 1 lakh.
- PF deduction is made as per Govt. norms for all staff members and it is linked to the pension scheme.
- During emergency period, the staff members are allowed to get pay advance from the college to meet their needs.
- Training programmes have been arranged for the staff members to improve their teaching methodology and other skills.

## **LEAVE RULES:**

### **I. Casual Leave:**

Every staff member is eligible to avail upto 12 days of casual leave in a calendar year.

### **II. Vacation Leave:**

- a. Teaching staff members are eligible to avail 45 days of vacation leave during the academic year.
- b. Non teaching staff members are eligible to avail 25 days of vacation leave during the academic year.

### **III. Maternity Leave:**

Lady staff members are eligible for a 90 days of ML

### **IV. Medical Leave:**

Two months of medical leave is granted to staff members who are hospitalized for serious illness or major surgery supported by a medical certificate given by the authentic and approved medical practitioner.

### **V. SPECIAL LEAVE**

- a. If the deceased found blood related with concerned faculty member, he/she can be permitted to avail 2 days Leave once in a year
- b. If the deceased found related in such cases, one day leave can be permitted once in a year.

**PERMISSION:**

Permission is given for one hour only. More than one hour will be treated as half a day casual leave.

Permission is allowed only either at the beginning of the forenoon session or at the end of the afternoon session.

Only two permissions are allowed in a month.

**ATTENDANCE:**

All the staff members should come in time and leave the college after the closure of the scheduled time. They have to sign the attendance register at the time of coming and at the time of leaving the college daily

**RELEIVE:**

Staff members desirous of resigning their job, shall do so by giving one month / Three month notice. The relieve are considered only in the end of the semester academic year.

**CONDUCT RULES:**

- The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institutions, part time job in other concern. etc.,
- Staff members shall not involve themselves in any activities not related to their work during working hours.
- The faculty members shall not engage private tuition.
- Staff members are encouraged to take up consultancy projects with the permission of the management.
- The staff members are prohibited from accepting valuable gifts from the students / parents / companies having business transactions with the college.
- The details of students feedback and performance appraisal shall be treated as confidential.
- Any Breach / Violation of the above by the staff member will attract disciplinary actions.

