



K. S. RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode - 637 215, Namakkal, Tamil Nadu

SERVICE RULES

JUNE 2011

Index

S.No.	Content	Page No.
1	Faculty Appointment - Terms and Conditions	1
2	Leave & OD	4
3	Norms for Promotion of Faculty Members	6
4	Incentives to the Non-Teaching Staff	7
5	Deputation Policy	8

Faculty Appointment - Terms and Conditions

The newly appointed faculty should follow the guidelines of the Institution:

1. At the time of joining duty, he/she shall submit all his /her original certificates for verification and one set of photocopy of the certificates pertaining to the qualifications, experience, date of birth and other testimonials with three copies of recent passport size colour photograph for record and reference.
2. He/she should assure during the discussion with the Management that he/she will serve as a member of faculty with dedication, sincerity, and adept to attain the set goal and serve at the Institution for a period of at least one year from the date of joining. The Management will accept the assurance as binding on him/ her while issuing the Appointment Order.
3. However, if contingencies and extraneous circumstances so warrant his/her request for relieving / resignation from the assignment offered in the Institution, may be entertained by the appointing authority for consideration provided he/she should give THREE MONTHS NOTICE in advance or in lieu of he/she should pay three months of emoluments last drawn by him/her to the Institution.
4. However, his/her resignation during the semester shall be accepted on condition that he/she shall be relieved from your duties only at the end of the academic year / semester and subject to the fulfillment of the conditions stated at S.No.3. above.
5. The members of faculty are eligible for 12 days casual leave per year, in addition to government holidays and Sundays. They are also eligible for 8 days Medical Leave in an academic year. Medical Leave (ML) will be sanctioned only on producing the medical certificate from a registered medical practitioner.
6. A member of faculty will be deputed / sponsored / permitted for higher studies / special training / foreign visit / faculty development programme for which the registration fee and DA / TA and other expenses will be met by the Institution for the period, exceeding three months, he / she has to execute a bond that he / she serves in the Institution for three years. The expenses should be borne by him/her in case of any breach of agreement.

7. **Main duties and responsibilities of the members of faculty include the following:**
- a. To observe punctuality and conduct Lecture, Lab, Tutorial, Seminar Classes and attend all other academic, co-curricular and extracurricular activities assigned to him/her efficiently and to the best satisfaction of the students and superiors.
 - b. To keep abreast of the latest development in the subjects handled by him/her in order to promote meritorious performance of students and to ensure high percentage of pass in the end semester examinations.
 - c. To co-ordinate and work with fullest co-operation with others in the departments ensuring excellent working atmosphere.
 - d. To maintain cordial relationship and good communication with students, colleagues and subordinates.
 - e. To participate actively and diligently in the development of his/her department concerned in particular and the Institution in general.
 - f. To oversee the effect of maintaining all round discipline in the Institution.
 - g. To strictly adhere to and abide by all applicable statutory rules and regulations those are in force from time to time.
8. He/she should be medically found fit on the date of joining. To this effect, a certificate is to be produced from a Registered Medical Practitioner.
9. He/she will be entitled to avail leave facilities as per the rules prescribed by the Institution from time to time.
10. He/she will be a full-time employee of K.S.Rangasamy College of Technology, Tiruchengode, and shall not engage in any employment or business elsewhere during the working hours and any official engagements entrusted to him/her at K.S.Rangasamy College of Technology. He/she must get permission before joining any part-time course/online course/distance education course.
11. During the period of his/her service at K.S.Rangasamy College of Technology, he/she should conduct himself/herself efficiently with initiative and interest in all aspects of teaching and development of the department and the Institution.

12. If found guilty of breach of any of the aforesaid clauses, insubordination, insolvency or gross negligence of duty, his/her service is liable to be terminated without serving any notice.
13. This order shall be treated as cancelled if the member is not reporting within the stipulated time.
14. He /she will be summarily terminated from the service at the Institution, if he/she receives memo more than thrice.

PRINCIPAL

Leave & OD

The members of faculty and non-teaching staff are informed to strictly adhere to these rules:

1. Casual Leave (CL) and Medical Leave (ML)

The number casual leave is 12 days and Medical Leave is 8 days per academic year which starts from June 1 to May 31

- Holidays interposed between CLs will be taken as CL. (For eg. CL + General Holidays + CL; / General holidays will be taken as CLs)
- No. of CLs and General holidays or SCL or ODs for exam duty or ODs for Ph.D. work either prefixed or suffixed should not exceed **7 days**.
- If it exceeds 7 days, the General holidays or SCL or ODs all will be considered as CL.
- In case, converted CLs due to excess of aforesaid days, and the number of CLs allotted in the academic year also exceeds, then excess CL availed will be considered as Loss of Pay

2. Special Casual Leave (SCL) / On Duty (ODs) for exam related work

The number of Special Casual Leave sanctioned for the purpose of examination work, namely, practical exams or valuations or invigilations or squads per semester is 7 days only. If it exceeds, it will be adjusted against the available CL and if CLs are not available loss of pay will be effected.

3. Phone Casual Leave (PCL)

The number of Phone Casual Leave, in case of genuine reasons of emergency per semester is 2. PCL more than 2 per semester will be considered as Loss of pay.

4. On-Duty Leaves / ODs for Ph.D. Related Work

The number of On-Duty leave for Ph.D. related work is limited to 8 for the entire period of the Ph.D. work.

5. Permission

Half a day CL will be effected for each of the permissions availed, over and above 2 permissions in a month. The permission time is applicable for the faculty is from 9:00 AM to 10:00 AM and 3:00 PM to 4:00 PM

6. Late Register

Late Register (LR) exceeding 2 per month will be considered as permission. If permissions is already availed, it will be considered a half a day casual leave. The faculty shall punch their attendance as Late Register from 9:00 AM to 9:30 AM only.

7. Half a Day Leave

The faculty who is availing half-a- day leave in the forenoon, has to post his attendance for the afternoon session from 12:30 PM to 1:20 PM. Similarly, faculty availing leave in the afternoon, should post their attendance at 12:30 PM. In either cases, the faculty concerned should have obtained prior permission from the Heads concerned and get their leave marked the HoD.

"Attendance is by biometrics enabled through KSRCTCMS"

PRINCIPAL

Norms for Promotion of Faculty Members

The members of faculty and non-teaching staff are informed to strictly adhere to the following rules:

I. M.E./M.Tech. - (Regular)

Entry Level - Assistant Professor

7 Years of Teaching Experience - Associate Professor

II. M.E./M.Tech, PhD (Part Time)

7 Years of Teaching Experience - Associate Professor

10 Years of Teaching Experience - Professor

II. ME, PhD - (Regular)

Entry Level - Assistant Professor

5 Years of Teaching Experience - Associate Professor

7 Years of Teaching Experience - Professor

The above norms will be followed for promotion of faculty member w.e.f. June 2011.

PRINCIPAL

Incentives to the Non-Teaching Staff

It is proposed to offer the following incentives to the non-teaching staff members on completion of certification courses / Training / Skill up-gradation programme in addition to the basic qualification w.e.f. June 2011.

S.No.	Programme	Incentives
1	PGDCA	Rs.150/-
2	DCA	Rs.100/-
3	Training/Skill up-gradation	
	Duration of Programme - One Week	Rs.100/-
	Duration of Programme - Two Week	Rs.150/-

PRINCIPAL

Deputation Policy

Objective

To provide work experience and exposure to faculty in universities / Research organization within India and abroad.

- The members of faculty shall be deputed for higher studies in institutes of repute for a period of 3 years and their service benefits will be provided.
- Faculty members shall be permitted to go on sabbatical leave to a maximum period of 2 years for teaching/research in institutions / universities/ research organizations.
- An undertaking from the candidate that he/she will not ask for placement in an equivalent post/grade/pay scale that he/she was enjoying on deputation on re-joining Institution. On reversion, he/she will join the same post, pay scale, grade, etc. in which he/she was in at the time of leaving the Institution on deputation.

PRINCIPAL