

T.J.S ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.
Accredited by NAAC / ISO 9001:2015 Certified Institution.
TJS Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk, Thiruvallur District -601206



SERVICE RULES

SERVICE RULES, PROCEDURES, RECRUITMENT, PROMOTIONAL POLICIES AND SERVICE CONDUCT RULES

Original / Revision Number: Revision -1

Date of Release by IQAC: 22 / 12 / 2021

Name: Mr.S.ELUMALAI Designation: Administrative officer <i>S.E. 20/12/2021</i>	Name: Dr J. PRAKASH, B.E., M.E., Ph.D. Designation: PRINCIPAL <i>J. Prakash</i>	Name: Mr.A.Kablian B.A, B.L Designation: Director, T.J.S, Engineering College <i>A. Kablian</i>
Date: <i>20/12-2021</i>	Date: <i>20/12/21</i>	Date: <i>20/12/2021</i>
Governing Council Approval Date: <i>J. Prakash</i>		

Convenior



J. Prakash

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General

Initial Service rules were prepared and come into the act on July 2010, the major revision has been made to service rules based on the feedback collected from teaching faculty and administrative staff with the concurrence of the governing council, these rules shall be called "T.J.S Engineering college, Peruvoyal, Service and Conduct Rules" and comes into force from the month of Dec-2021. These rules supersede all the rules put into force, previously.

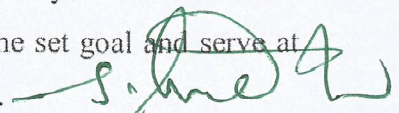
These rules shall apply to all categories.

Recruitment Policies

The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirements, whenever there is a vacancy in the department, the approval is sent to the management after discussions with the principal. Once the approval is obtained, an advertisement is released in leading newspapers requesting the eligible candidates as per AICTE norms to apply within a given time limit to the Principal. The applications are shortlisted based on the number of vacancies and the minimum qualifications, a written test is conducted if required and the candidates are called for an interview on 1:5 ratios. A merit list will be prepared as per the requirements of the individual departments. Principals, HODs, subject experts, and University Nominees will be the major bodies of the recruitment panel. The deserving candidates will be intimated about their joining dates via email / Phone.

At the time of joining duty, you shall submit all your original certificates together with one set of photocopies of the certificates about your qualifications, experience, date of birth, and other testimonials with three copies of a recent passport-size colour photograph for our record and reference.

You have assured me during the discussion with the Management that you will serve as a Faculty Member with dedication, sincerity, and adeptness to attain the set goal and serve at the institution for a period of at least one year from the date of joining.


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The Management has accepted the assurance as binding on you while issuing this Appointment Order. However, if contingencies and extraneous circumstances so warrant your request for relieving / resignation from the assignment offered in our Institution may be entertained by the appointing authority for consideration provided you should give THREE MONTHS' NOTICE in advance or lieu of you should pay three months of emoluments last drawn by you to the Institution.

Promotion Guidelines

At the end of every semester, a performance appraisal is conducted for all faculties. The self-appraisal form is filled in by all faculties, with endorsement by the Head of the department. The performance appraisal is conducted by a panel consisting Principal, an Advisor, and the head of the departments concerned. The faculty is assessed based on the Anna university results produced in the subjects handled by them, the feedback received from students, participation in summer-winter schools, workshops, paper presentations in international/national conferences, paper publications in international/national journals, projects guided, self-up gradation activities and the faculty's involvement and contribution in student/department/ institution level activities. Eligible faculty members are promoted as per AICTE/Anna University Norms.

Hours of work:

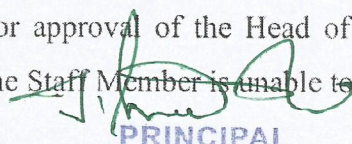
The regular working hours for the College shall be 8.30 AM to 3.30 PM with a lunch break between 12.30 pm and 1.15 pm during weekdays. Depending upon the exigencies of the work, the staff members concerned are expected to be available beyond the office hours indicated above. Saturday & Sunday are normal holidays in a week.

Dress Code:

All male members of the Staff are required to wear full trousers with full-sleeved Shirts tucked in, with a tie and are expected to be in shoes. The lady members of the Staff are required to be dressed in a saree. All have to wear the ID card conspicuously around the neck, in a manner readable by others.

Leave:

Staff Members are eligible to avail of one-day Casual Leave for every completed month of service. Such leave can normally be availed only with prior approval of the Head of the Institution i.e., the Principal. In emergency cases whenever the Staff Member is unable to get


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prior sanction of leave, he/she should inform the Head of the Department concerned, over the phone after altering the workload, about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise, his/her absence will be treated as "Absent".

MEDICAL LEAVE & MATERNITY LEAVE:

For treatment of chronic illness involving hospitalization or for emergency hospitalization on account of major accidents, medical leave may be granted as follows on the production of relevant documents. Years of service in the College Leave Period Up to 5 years Maximum of 5 days, 5-10 years 10 days Over 10 years 28 days. Women employees are eligible for maternity leave not exceeding 30 days. Such maternity leave will be available only for a maximum of 1 time during the service of the employee.

On Duty:

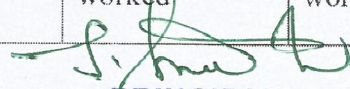
Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 15 days for University Examination duty purposes and 5 days for attending FDP/ Workshop / Conference / Symposiums / Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

Vacation:

Staff Members are permitted to avail of Summer/Winter Vacation on the following conditions.

- (i) The eligible period of vacations is as follows.
- (ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

Experience within the Institute	Teaching Staffs		Non-Teaching Staffs	
	Summer Vacation	Winter Vacation	Summer Vacation	Winter Vacation
One year completed Faculty	04 weeks	02 weeks	02 weeks	01 weeks
Six months completed	No of months worked	No of months worked	No of months worked	No of months worked


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Teaching Staff Members who are deputed for a specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

Every member of the faculty should carefully read and understand the above "Duties and Responsibilities" and undertake to abide by them. As a mark of such commitment, the member at the time of joining the service should sign and give an undertaking as given below.

"I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of noncompliance with any of the above, I will be relieved from the employment of T.J.S. Engineering College".

Name & Designation:

Date:

Signature:

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