RULES AND REGULATIONS GOVERING THE STAFF OF THE COLLEGE

1. The staff members especially teaching staff should realize that teaching is a noble profession and it is their privilege not only to impart technical knowledge and skill to their students but also to mould them into useful members of the community. Hence, they should conduct themselves, both inside and outside the campus in an exemplary way so as to make them as role models for the students.

2. Every staff member shall conform to the rules and regulations of the college and shall discharge his/her duties efficiently and diligently.

3. Every member shall discharge whole heartedly his/her responsibility in the teaching work assigned to him/her and also in any other work assigned to him/her for the development of his/her department/college and for the maintenance of high standards of instruction and discipline of the college.

4. Every male staff shall attend college in a neat and presentable dress with a clean shaven face.

5. Staff member should be punctual in reporting for work and also in engaging theory and laboratory classes.

6. Every staff member shall strive his/her best to effectively teach the students and to monitor their performance by conducting periodical tests, assignments etc. He/she should prepare a schedule of lessons at the beginning of each semester, so as to have proper distribution of the available instructional periods for the five units in the syllabus.

7. No member shall absent himself/herself from his/her duties without prior permission.

8. When leaving headquarters on leave or on holidays, every member shall obtain prior permission from the Principal before proceeding on leave.

9. No member shall engage directly or indirectly in any private tuition, trade business.

10. No member shall send any application for employment to any other institution or organization except through the Principal.

11. If a member is involved in criminal proceedings, he shall inform the principal immediately in writing of such proceedings.

12. No member shall engage himself/herself in any political activity.
13. No member shall engage himself/herself in any demonstration activity which is prejudicial to the normal academic work in the college, public order and morality.

14. No member shall be or become a member of any trade union or participate in any trade union activity inside college premises.

15. In short, every member shall realize his responsibilities as an enlightened member of the teaching profession and therefore is called upon to work for the collective good of the students, his/her colleagues and the college.

16. The college has its own leave rules and the details are available in the college office.

DIRECTOR
P.S.N.A. College of Engg. & Tech.,
Kothandaraman Nagar,
DINDIGUL - 624 622.
PSNA College of Engineering & Technology, Dindigul – 624 622

Procedures, Recruitment and Promotional Policies

**Academic and Administrative**

Director

**Academic**

Principal
Professor
Associate Professor
Assistant Professor
Librarian

**Technical**

Workshop Superintendent
Lab Instructor/Technician
Mechanic
Assistant Librarian
Medical Officer
Horticultural Assistant
Draftsman
Physical Training Instructor

**Administrative**

Admin. Officer
Registrar
Accounts Officer

**Appointments**

All appointments to the posts under the institute shall be approved by the Council.

All posts of the institute shall normally be filled by advertisements, but due to contingency of service, the Council shall have the power to decide on the recommendation of the Director that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a screening Committee consisting of the following, to examine the credentials of all persons who have applied for a particular post(s) in the light of the requirement for the post(s) as given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview.

a) Director

b) Principal

c) Heads of the Department concerned.
There shall be selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below.

**Academic Posts**

a) Chairperson  
b) Director  
c) Principal  
d) One expert in the case of appointment to the posts of Professor and Associate Professor, and one expert in the case of appointment to the posts of Assistant Professor and Associate Professor.  
e) Heads of department concerned if the post for which the appointments is to be made is lower in status than held by the Head of Department.

**Technical Posts**

a) Director  
b) Two experts from the relevant field

**Administrative Posts**

a) Director  
b) One expert/HOD from the relevant field

The Selection Committee shall interview all the candidates called for interview based on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

The proceedings of the Selection Committee shall be called to question on the ground that merely of the absence of any member or members of the Selection Committee provided that at least half of the numbers of members of the Selection Committee are present at the time of Selection Committee.

Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the All India Council for Technical Education/the University to which the Institute is affiliated.
Terms and conditions of service of permanent employees

Permanent employees of the institute shall be governed by the following terms and conditions:

Every appointment shall be subject to the condition that the appointee certified as being in sound health and physically fit for the service by medical authority nominated by the Council.

Provided that the Council may, for just and sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.

Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her officer till he/she attains the age of superannuation.

The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.

Every employee of the institute shall devote his/her whole time to the service of the institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practice undertaken with the prior approval of the Director for remuneration, etc. as may be laid down by the Council. Any employee indulging in any type of activity given above shall be liable for disciplinary action.

All employees of the Institute shall be governed by the PSNA College of Engineering & Technology, Dindigul.

The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation/Temporary.
The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular/permanent employees of the Institute after probation period.

A member of the staff can leave his/her employment by giving three months notice or pay in lieu thereof. No member of the staff will be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for the remaining period of the academic session.

The appointing authority may place any member of the staff under suspension:

a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourt of his/her pay during the period of suspension and during that period he/she shall not undertake any other employment or business activity.

The following penalties may, for good and sufficient reasons, be imposed on any member of the staff:-

a) Withholding of increment or promotion
b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
c) Reduction in rank.
d) Removal from service, which shall not be disqualification for future employment under the Institute.
e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an is held and the staff is given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.
It will not be necessary to follow the procedure in the following cases:

a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.
b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.

When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority, shall consider and make a specific order:

a) Regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
b) Whether or not the said period shall be treated as period spent on duty.

When an employee of the Institute, who has been placed under suspensions, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

**Leave** : The employees of the Institute shall be entitled to leave in accordance with provisions laid down by the Council in the Leave Rules.

**Travelling allowance**

As per TA/DA Rules

**Holidays**

The Institute shall follow the same calendar of holidays as being observed by the University to which the Institute is affiliated.

**General**

Any matter not covered by the above Rules and Bye-law will be governed by the decisions of the Council taken from time to time.

[Signature]

**DIRECTOR**
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PSNA College of Engineering & Technology, Dindigul – 624 622

Advances for Teaching and Non-Teaching Staff

1. Festival Advance

All the employees are eligible for festival advance.
Only one advance will be sanctioned in a calendar year and it will be recovered in ten equal installments. First recovery will be made from the month next to the festival month, if the festival falls on or after 15th of the month.

2. Marriage Advance

The advance will be sanctioned for the marriage of the employee himself/herself, his/her children and for his/her dependent brother/sister.
The amount of advance will be one month total salary, subject to a maximum of Rs: 50,000/-. This will be recovered in ten monthly installments. Employees who have put in not less than two years of service only are eligible for this advance. Only one advance is admissible during an academic year. No second advance will be allowed if the previous one is pending.

3. Education Advance

This advance will be sanctioned to meet educational expenses of the children of the employees.
The amount of advance will be Rs: 20,000/- or one month salary whichever is less. Recovery will be over a period of 10 months.

4. Medical Advance

The following family members of the employee are eligible for medical advance.
It is restricted to one month salary or Rs; 50,000/- whichever is less.
1. Employee
2. Wife/Husband
3. Children
4. Parents
5. Sisters/Brothers if they are dependents of the employee.
This set of advance will be recovered in the equal installments.
Note: All advances except Medical and Marriage advance will be sanctioned only if no other advance is outstanding at that time.
PSNA College of Engineering & Technology, Dindigul – 624 622

Leave rules for Teaching and Non-Teaching staff (expect watchmen, Drivers, Construction staff and other essential staff)

I. Casual Leave:
1. Casual Leave is a concession to employees to enable them, in special circumstances, to be absent from duty for short periods; for long periods of absence, they should apply for Earned leave or any other leave applicable to them.
2. All members of staff are eligible to take 12 days of Casual leave in a calendar year i.e from 1st January, in a year to 31st December of that year. However, for persons who are in temporary service, the casual leave will be regulated at the rate of one day per month of his/her service in the Calendar year.
3. No member of the staff can avail more than 3 days of casual leave at any one time; however no employee shall be absent from headquarters for more than 10 days at a stretch, when a part of it is Casual leave. Casual leave cannot be combined with any other leave except compensation leave.

II. Vacation Leave:
1. All the members of staff (both Teaching and Non-teaching) will be eligible to avail the vacations declared by the College. The vacation of the college will be in two spells in an academic year one in November/December and the other in May/June of the year totalling 12 weeks and staff members are eligible to avail vacation for a total period of eight weeks in an academic year.

Eligibility for availing vacation:

The members of staff are eligible to avail the vacation, subject to the following conditions:

a) They must be on duty on the last working day (i.e. the working day immediately preceding the date of commencement of vacation) and also on the reopening day.

b) For getting full vacation, they must have served the college for the entire academic year i.e from 1st July to 30th April.

c) The vacation leave will be regulated by the concerned Heads of Departments and, in the interest of the College, the college authorities will have the privilege to prevent anyone from enjoying the vacation either in part or in full.

d) Staff members desirous of availing vacation leave must apply in writing to the Principal for permission to avail the vacation stating specifically the period of vacation, their vacation address etc. and only after getting the Principal’s sanction orders, they are
expected to go on leave. On the day of rejoining, they must report to the Principal, through the Head of Department.

e) The earned leave can be accumulated by a staff member for a maximum of 180 days and leave earned thereafter will lapse.

III. Earned Leave

This is the leave earned by the members of staff by virtue of the quantum of days of service in the college.

Temporary staff and those on probation will be eligible for 1½ days of earned leave in a year if they avail vacation in full whereas permanent employees will earn 3 days in year.

However, when the staff member is prevented from availing the vacation in full or in part, the earned leave admissible will be calculated as under:

For the staff who are on probation:

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a) For Permanent Employees:

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<th>Ratio</th>
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IV. Compensation Leave:

This is applicable only to Non-teaching staff and it is sanctioned in lieu of having attended office on a holiday. Maximum compensation leave that can be accumulated is 10 days in a calendar year and leave earned thereafter will lapse.

This leave can be combined with holidays and casual leave subject to the condition that the total number of days of leave availed does not exceed 10 days.

This leave can also be prefixed or suffixed with earned leave. However, this should be availed of within six months from the date of such holiday work.

V. Special Casual Leave:

This leave is granted for staff members who are attending to work connected with the examinations of the Anna University such as Central Valuation and practical examination at centres other than PSNA College of Engineering and Technology.

A staff member can avail a maximum of 15 days special casual leave during the academic year.

As Casual leave, un-availed special casual leave will lapse at the end of the academic year.
VI. Special Marriage Leave

This leave is granted to members of staff who have put in at least one year of service in the College at the time of their marriage.

VII. Maternity Leave Rule

The maternity leave will be sanctioned with the following conditions

a) 60 days is admissible to the married women employees who have put in five years of continuous service in this Institution to avail either before and or after delivery.

b) The leave will be sanctioned for one time only for the entire service of the employee.

c) This leave may be combined with other kinds of leave and

d) A medical certificate is to be produced.
TERMS AND CONDITIONS:

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

2. You have assured during the discussion with the Management that you will act as a Faculty member with dedication, sincerity and adopt 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 has accepted the assurance as binding on you while issuing this appointment order.

3. However if contingencies and extraneous circumstances so warrant, your request for relief/resignation from the assignment offered in our Institution may be entertained by the appointing authority for consideration provided you give THREE MONTHS NOTICE in advance or in lieu you should pay three months of emoluments last drawn by you to the Institution.

4. However, your resignation during the semester shall be accepted on condition that you 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. **Your main duties and responsibilities include the following:-**

   a) To observe punctuality and conduct lecture classes, tutorials and attend all other academic, co-curricular and extracurricular activities assigned to you efficiently and to the best satisfaction of the students and superiors.

   b) To keep abreast of the latest development in the subjects handled by you in order to promote meritorious performance of students and to ensure high percentage of pass in the examinations.

   c) To co-ordinate and work with fullest co-operation with order 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 your Department 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 in PSNA College of Engineering and Technology, Dindigul.

6. You should be medically found fit on the date of joining. To this effect, a certificate is to be produced from a Registered Medical Practitioner.

7. You will be entitled to the leave facilities as per the rules prescribed by the college from time to time.

8. You will be a whole time employee of PSNA College of Engineering and Technology, Dindigul and shall not engage in any employment or business elsewhere while in employment with PSNA College of Engineering and Technology, Dindigul. You must take permission before joining any part time course/evening course/distance education course.

9. During the period of your service with PSNA College of Engineering and Technology, Dindigul, you should conduct yourself efficiently with initiative and interest in all aspects of teaching and development of the department/institution.

10. If you are found guilty of breach of any of the aforesaid clauses, insubordination, insolvency or gross negligence of duty, your services are liable to be terminated without any notice.

11. This order is effective from the date of issue until the date of reporting for duty given to you.
You are requested to sign the duplicate copy of this order as a token of acceptance of the above terms and conditions and return the same to the Office to the Principal within 7 days from the date of issue of this order.

***************

I accept the appointment order and abide by the rules and regulations and other terms and conditions of the College.

(Signature with date)

Name: ..........................................................

To

Mr./Ms./Mrs.

Copy to: HOD, ..............................................

Office file.
Promotional Policies

This policy supports the commitment of the institution in career progression of its employees for effective and efficient operation of the institution and for recognition of its staff.

This policy recognizes that academic staff may have different career stages and seeks to ensure that promotion recognizes the priorities of:

1. Teaching
2. Research
3. Service
4. 

The promotion is mainly based on the following factors:

1. Active and effective scholarship in their disciplines by contributing to their Teaching, Research and Service to their profession.
2. Increase in quality and effectiveness of their teaching and their contribution to all aspects of teaching and learning.
3. Impact on their research output.
4. Promotion will be on the basis of the merit of the case considering his/her qualification.
5. Their individual performance in their professions.

The documents pertaining to the promotional aspect will be kept very confidential. The promotion will be considered annually and the staff must have completed a minimum of two years of service since their appointment for promotion.

Approval

An approval to promote the staff will be accorded by the Director with the recommendations of the Principal and the concerned HODs on the staff appraisal form.

DIRECTOR
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