



VEL TECH

(Owned by R.S. Trust)

60, AVADI- VEL TECH ROAD, VEL NAGAR,
AVADI, CHENNAI-600 062.



[Approved by AICTE, New Delhi, Affiliated to Anna University,
Chennai & ISO 9001:2008 Certified Institution]
Phone No. : 044 26840249, 044 26840896.



SERVICE RULES

CHAPTER 1:

- 1.1 These rules shall be called as "Service Rules for the R.S Trust (2009) and the "Vel Tech".
- 1.2 These rules shall be applicable to the employees of the R.S Trust (2009) and the Vel Tech.
- 1.3 These rules shall come into force with the immediate effect.

CHAPTER 2 – DEFINITIONS

In the service rules, unless there is anything repugnant to the subject or context,

- 2.1 "Academic Year" means Year beginning with the 1st June of the Calendar year and ending with May 31st of the following calendar year.
- 2.2 "Trust" means R.S Trust (2009) which runs the Vel Tech.
- 2.3 "College" means Vel situated at #60, Avadi – Vel Tech Road, Vel Nagar, Avadi, Chennai-600 062.
- 2.4 "Designated Authority" means any person duty authorized by the Management of the Trust or by the Principal of the College.
- 2.5 "Employees" means all persons in whole time and part time employment of the Trust / College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labour force and contingent staff, whether permanent, officiating or temporary.
- 2.6 "He" means either he or she.
- 2.7 "Non-Vacation Staff" means all employees other than Vacation Staff.
- 2.8 "Principal" means the Principal of Vel Tech.
- 2.9 "Rules" means the Service Rules here under.
- 2.10 "Service" includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- 2.11 "University" means Anna University, Chennai.

CHAPTER 3 – RECRUITMENT AND PROMOTION

3.1 SCREENING

- 3.1.1 Recruitment is normally done twice in a year during April and November.
- 3.1.2 The number of Vacancies in the different cadres shall be communicated by the Principal / Designated Authority based on the student strength / existing faculty / resignations or terminations of staff members, to the management for approval / information.
- 3.1.3 Vacancies shall be advertised in leading English newspapers.
- 3.1.4 Screening of applications shall be done by the respective Screening Committee.

3.1.5 Shortlisted candidates shall be informed through call letters and over telephone by the HR Department.

3.2 INTERVIEW

3.2.1 Selection Committee for interview shall be constituted by the Advisory Council which would operate as per the guidelines approved by the Governing Council.

3.2.2 Interview Committee will consist of the Principal / Designated Authority, Academic Council members and the respective Heads of the Department and subject experts (Internal & External).

3.2.3 The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

3.2.3 Direct interview will be conducted by the Selection Committee for senior posts.

3.3 PAY FIXATION

3.3.1 Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.

3.3.2 Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman of the Trust.

Assistant Professor	15600- 6000 -39100
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Associate Professor	37400- 9000 -67000
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Professor	37400- 10000 -67000
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3.4. PROMOTION

In the case of promotion to a higher post, the appointment and fixation of the initial pay in the higher scale will be done as per the prescribed norms. A Committee constituted by the Chairman of the Trust will consider the cases of such promotions and the committee will obtain the approval of the Principal and the Chairman of the Trust.

CHAPTER 4 - RULES AND GUIDELINES FOR THE TEACHING STAFF

4.1 Hours of work: The regular working hours for the college shall be 8.15AM to 3.40PM with a lunch break between 12.35AM and 01.20PM during weekdays. Depending upon the exigencies of the work, staff members concerned are expected to be available beyond the office hours indicated above. Sundays are normal holidays in a week.

4.2 Attendance: All staff members are required to record their attendance in biometric system and Registers provided at the Principal Office both in the Morning & Evening. A maximum of two casual leave in a calendar month are allowed.

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

CHAPTER 5 - PRINCIPAL

- 5.1 Assisting the Management in making the policies and taking decisions on setting goals and achieving them, especially in preparing the master plan, using the resources available to construct the quality buildings for academic work and administrative work such as class rooms, seminar halls, auditorium, staff quarters, recreation centre, hostels, guest house, students amenities, sports, etc., To carry out the works related to construction of building in time with the additional provision for the future expansion and development.
- 5.2 Coordinating the activities with the University, AICTE, DOTE, Government and NBA for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- 5.3 Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.
- 5.4 Carrying out the mission, goals and the policy of the institution approved by the Governing Council giving top priority for discipline and quality education.
- 5.5 Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- 5.6 Managing the curricular, academic and other related activities and develop required faculty.
- 5.7 Monitoring the overall discipline, growth and development of the college, Arranging the periodical HOD and staff meeting and also monitoring the University and other Examinations
- 5.8 Arranging for the Admission of students under Govt./Management Quota.
- 5.9 Encouraging Research/Consultancy activities in the college by Interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MOU.
- 5.10 Encouraging and motivating the staff and students by identifying the hidden talents within them. To support in all aspects pertaining to the development of the individual and the institution.
- 5.11 Improving the environmental conditions of the campus to maintain eco-friendly and congenial atmosphere for study and work by providing a steady supply of good water, electricity etc. and by

forming good roads, planting of avenue trees and floweral plants, developing of lawns, etc. and by installing fountains in the campus.

5.12 To take necessary steps to improve the placement services for the students.

5.12 Coordinating with the management for the recruitment of teaching and non-teaching staff.

5.13 Attending other works assigned by the Management and Governing Council. Appearing for Legal and Judicial matters.

5.14 Scholarship and disbursal management.

5.15 To organize and conduct Induction Day, College Day, Sports Day and Graduation Day and memory related events.

CHAPTER 6 - DEAN

6.1 To support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE, NBA, University, DOTE, DST, CSIR, Tamil Nadu State Council for Science and Technology and other authorities.

6.2 To support the Principal in respect of legal and other judicial matters.

6.3 To work as a member of students, Teaching and Non-Teaching staff members.

6.4 Facilitating the Principal in the conduct of Graduation Day of the College, Alumni Meet, College and Sports Day functions.

6.5 Helping the Principal and Heads of Departments in the academic and all administrative matters.

6.6 To support the Principal in Planning and creation of Infrastructural facilities for developing of the college.

6.7 To help the Principal in Agenda and Notes preparation of Governing Council meeting for its Periodical meet.

6.8 Encouraging research /consultancy activities among the Faculty and students.

6.9 To arrange MOU with the Industries, Government Organizations and Universities.

CHAPTER 7 – VICE PRINCIPAL

7.1 Assisting the Principal in preparing reports and other special communications to be submitted to the Government/s, AICTE, NBA, University, DOTE and other authorities.

7.2 Assisting the Principal in processing the admission, under the management quota and in maintaining discipline in the campus.

7.3 Assisting the Principal in conducting the university and other examinations, Scrutinizing and reporting on all matters related to Staff and also related to legal, judicial matters other duties as and when assigned by the Principal.

- 7.4 Reporting to the Principal about the performance of the students after the announcement of the university results and after revaluation of results.
- 7.5 Assisting the Principal in Scholarship and disbursal management.
- 7.6 Attending all
- 7.7 To assist in organizing and conducting Induction Day, College Day, Sports Day, Graduation Day and memory related events.
- 7.8 To carry out the routine duties of Principal when he is on leave / on other duties.

CHAPTER 8 – HEAD OF THE DEPARTMENT

- 8.1 Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
- 8.2 Planning and monitoring the overall department's activities.
- 8.3 Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- 8.4 Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.
- 8.5 Preparing and submitting the annual department budget to the Principal.
- 8.6 Developing, installing and maintaining department labs.
- 8.7 Convening departmental meetings.
- 8.8 Identifying the brilliant and talented students and encouraging them to pursue for higher education.
- 8.9 Counseling and guiding students.
- 8.10 Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- 8.11 Assisting the Principal in all administrative and other matters.
- 8.12 Reporting to the Principal periodically on all matters in respect academics, administration, discipline, research etc.
- 8.13 Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
- 8.14 To become members in professional organizations.
- 8.15 To take necessary steps to develop industry institute interaction.
- 8.16 Encourage the students to apply for the research projects, to carry out consultancy and to publish papers in National and International Journals & conferences.

- 8.17 Arrange number of continuing education programmes for practicing engineers and workers of the industry.
- 8.18 To check the course files of the faculty members and suggest corrective measures.
- 8.19 Maintaining all records as stipulated by University, NBA and equivalent Accrediting bodies.
- 8.20 HOD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the Principal every year along with his / her self assessment form.

CHAPTER 9 – TEACHING FACULTY IN THE DEPARTMENT

- 9.1 The teaching load will be allotted by the HOD after taking into the account of the Faculty Members' interests.
- 9.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in the academic, co-curricular or extra-curricular activities, Research and Consultancy works.
- 9.3 Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.
- 9.4 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.
- 9.5 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with the appropriate alternate arrangements suggested.
- 9.6 The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- 9.7 The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD / Principal as the case may be.
- 9.8 Each Faculty shall fill up the proforma for self assessment and submit to the HOD every year.

CHAPTER 10 – PLACEMENT & TRAINING OFFICER

- 10.1 To look after the training and placement activities of students and also to have close liaison with industry for placement of students.

- 10.2 To arrange Training programmes for soft skills and interview facing skills for the students using institutional and external expertise, which may be helpful in pursuing Higher Education within the country or abroad which includes notification regarding various competitive examinations
- 10.3 To organize the entrepreneurship workshops, industrial visits, In-plant training, Personality Development Workshops, Faculty Development Programs by the industry experts, signing of MoUs with industries for students Training, FDP, research, Guest lecture which may guide students on Periodic conduct for IQ tests.
- 10.4 To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.
- 10.5 To prepare Placement Brochures of departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of interview
- 10.6 To register students for the placement with prescribed qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, group discussion, aptitude tests.
- 10.7 To collect feedback from the companies coming for placement, collect appointment letters and distribute them to selected students.

CHAPTER 11-PHYSICAL DIRECTOR

- 11.1 Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- 11.2 Coordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- 11.3 Suggesting changes and development to be effected, Preparation and submission of the annual budget to the Principal.
- 11.4 Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- 11.5 Attending the meeting at the university level regarding physical education.
- 11.6 Arranging for the training of himself/herself and the colleague/s in advance programs.
- 11.7 To organise and conduct sports and games at the University level, District/State level.
- 11.8 To organise Inter-departmental sports, inter collegiate and university competitions.

CHAPTER 12 – LIBRARIAN

- 12.1 Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- 12.2 Preparation and Co-ordination of annual budget of the library and library activities, Selection and recommendation of staff for further training.
- 12.3 Collection of indents from various departments and processing them for procurement, Purchase and maintenance of books, new journals and renewal of subscriptions.
- 12.4 Administration of library records, Furnishing information on all matters relating to library, Updating the records, books and computers.
- 12.5 Arranging annual stock verification, Collection and preservation of statistical records related to library and Planning for changes and reorganization whenever need arise.
- 12.6 Introduction/ Maintenance of library Automation and Digitization of library.
- 12.7 Maintenance of good inter-departmental relationship of better co-ordination.
- 12.8 Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

CHAPTER 13 –TECHNICAL STAFF

- 13.1 Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- 13.2 Assisting in scheduling and conducting practical and drawing classes.
- 13.3 Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- 13.4 Helping the faculty in research, consultancy and testing works in respect of projects.
- 13.5 Assisting the faculty in matters relating to design, fabrication and computer work.
- 13.6 Assisting in the operation of telephones, intercom, Internet, Audio Visual aids and other housekeeping activities in the campus.
- 13.7 Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

CHAPTER 14- ADMINISTRATIVE OFFICER

- 14.1 Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- 14.2 Responsible in installation, operation and maintenance of laboratory equipments and their calibrations.
- 14.3 Responsible in indenting and purchasing of stores, stationery and consumables for laboratories and Workshops.
- 14.4 Maintenance of inward and outward corresponding registers with all required details.

- 14.5 Maintenance and issue of Transport concession forms together with bonafide certificates.
- 14.6 Maintenance of Attendance management, EPF, EPS through computer and notice boards with information display.
- 14.7 Furnishing the list of students to the Principal having unsatisfactory attendance during the middle of each semester facilitating advance intimation to the students and parents.
- 14.8 Collection of suggestion slips and submitting to the Principal for further action.
- 14.9 Assisting the Principal in the preparation of reports related to administration

CHAPTER 15- ACCOUNTS OFFICER

The accounting process in the college is fully computerized. In this setup, the responsibility of the accountant includes:

- 15.1 Planning, organization and maintenance of the college, hostel and general stores account.
- 15.2 Maintenance of petty cash accounts and advances.
- 15.3 Maintenance of accounts of research projects sponsored by AICTE, DST, CSIR etc.
- 15.4 Auditee responsibility in respect of internal audit once a month and external audit once a year.
- 15.5 Maintenance of all kinds of deposits and refunds together with their records.
- 15.6 Preparation and filing of income tax statements for the college staff.
- 15.7 Settlement of bills through and from Chairman's office.
- 15.8 Preparation of monthly salary and its statement of accounts.
- 15.9 Assisting the Principal in the preparation of the annual budget.
- 15.10 Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.

CHAPTER 16 – CLASS ROOM TEACHING

- 16.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- 16.2 The Faculty Member should get the lesson plan and course file approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, Assignments (if any), minute paper, feedback analysis report.
- 16.3 The Faculty member's workload must be regularly updated and put up for the inspection every month by HOD / Principal as the case may be.
- 16.4 The Faculty Member should engage the full hour and should not leave the class early.

- 16.5 The Faculty Member should make use of various teaching aids such as OHP, Power Point Presentation Models etc. to enrich the quality of course delivery to the students.
- 16.6 The Faculty Member should encourage students to clarify the doubts and to ask questions.
- 16.7 The Faculty Member should adhere to the feedback received from the students and act / adjust the teaching appropriately.
- 16.8 The Faculty Member should take care of academically backward students and pay special attention to their needs by conducting special classes.
- 16.9 In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least one week in advance of actual class.
- 16.10 The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 16.11 The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 16.12 The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 16.13 The test papers must be corrected within **two** days from the date of examination and marks submitted to the HOD for forwarding to Principal with analysis of result.

CHAPTER 17 – LABORATORY

- 17.1 The laboratory manuals shall be prepared and maintained by the lab in charge.
- 17.2 Maintenance and Calibration of experiments shall be carried out periodically.
- 17.3 The Faculty Member going for Laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 17.4 The lab observations/records must be corrected then and there or at least by next class.
- 17.5 Whenever possible, additional experiments to clarify or enlighten the students must be given.

CHAPTER 18 – TEST / EXAM

- 18.1 During Invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He / She should watch closely so that nobody does any malpractice in the exam / test.
- 18.2 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class Coordinator and HOD concerned in the case of cycle test / Model Examination).

18.3 The Faculty Members should be very fair and impartial in awarding of internal marks to the students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.

CHAPTER 19 – SPECIAL INCENTIVE TO FACULTY

Special incentive is given as per UGC sixth pay performance self appraisal for publication in journal, conference and publication of books.

19.1 RESEARCH / PUBLICATIONS

19.1.1 NATIONAL EVENTS

- Deputation for presenting papers that are accepted for both presentation in the event and for publication in the proceedings.
- Selection based on peer review of full paper. Evidence to this effect should be produced.
- Event registration and TA/DA as applicable will be provided.
- Absence will be treated as ON DUTY.
- Preference will be given to those invited to chair sessions.

19.1.2 INTERNATIONAL EVENTS

- Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect should be produced.
- Registration fee, 100% TA and DA will be given to each faculty member. To such deputation, the paper presenters should return back and serve the institution for at least two years; otherwise the sanctioned amount is to be refunded to the Institution.
- Preference will be given to all faculty members.
- However in the case of those who have funded projects, the above conditions may be relaxed and the fund available in the sponsored project may be used with the prior approval of the Principal and the Management.

19.1.3 FUNDED PROJECTS

- 50% cash award for R&D works and Consultancy works will be given to the faculty members.

19.2 PUBLICATIONS OF TEXT – BOOKS

- For every good text – book published in the relevant subjects, the authors of the book will be given an incentive of Rs.10,000/-

19.3 DEPUTATION FOR HIGHER STUDIES

- Staff members deputed for the PG studies will be required to execute a service bond for 3 years from the date of obtaining the provisional certificate. If they leave the service before the end of the bond period, they will pay the salary for the reminder period not served.
- Faculty members deputed for Ph.D programs will execute a service bond to serve for 3 years from the date they complete their viva-voice examination. If they leave the service before the expiry of such bond period, they will have to pay the reminder of salary of such period of default.
- Deputations for all the above programs will be based on merit, contribution made in the college and also the seniority position of the staff in the department.

19.4 Cash Incentive FOR Ph.D pursuing faculty

- Assistant Professors and Associate Professors in Engineering and Science & Humanities will get monetary benefit of Rupees 3000/- per month respectively and 15days "ON DUTY" for the academic year.

CHAPTER 20 – RESIGNATION / TERMINATION OF SERVICE

20.1 The staff shall have to tender his / her resignation by giving two months notice or two months' salary in lieu thereof. The notice shall be co – terminus with the end of the semester / academic year.

20.2 The Head of the institution with approval of the designated authorities has the power to terminate the services of a member of the college for any of the following reasons:

- Serious misconduct and willful negligence of duty
- Gross insubordination
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude

In such termination case, rule 20.1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.

20.3 The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if they resign in the vacation.

CHAPTER 21 – CASUAL LEAVE AND EARNED LEAVE

- Each staff member may avail himself / herself 12days of casual leave & earned leaves in an academic year. Whenever faculty avail casual leave they must make alternate arrangements for their class work / invigilation work and indicate the same in the leave letter and get prior approval from the Head of the Department and The Principal. Last minute application for CL must be avoided as far as possible.

- Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from the duty at a time on account of such leave shall not exceed nine days including holidays.

CHAPTER 22 – VACATION AND OTHER EXTRA – ORDINARY LEAVE

- A confirmed employee from the teaching faculty is entitled to a total of 45 days of vacation in a year, to be regulated by the Principal as per the needs of the College.
- Any absence during vacation is treated only as vacation.
- Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their communication address. Normally, they are expected to be available at least one week before the College reopens. All faculty members should be available in the college on the last working day and on the reopening day.
- In extraordinary cases, employees who have exhausted all other leave at their credit may be permitted to take leave on loss of pay (LOP) and all allowances, at the discretion of the management. However continuity of service will not be affected, if such a leave has been granted for pursuit of higher studies or for research.
- Special casual leave for special occasions like the employee's wedding or other such important functions may be granted at the discretion of the management, for a period not exceeding 10 working days, for an employee whose services has been confirmed.

CHAPTER 23 – MATERNITY LEAVE

- Women Employees are eligible for maternity leave not exceeding 90 days. Such maternity leave will be available only for a maximum of 2 times during the service of the employee. Extension beyond 90 days, the leave on LOP can be taken at the approval of the management based on the merit of the case.

CHAPTER 24 – COMPENSATORY LEAVE

- For every day of work on declared holidays, one day compensatory leave will accrue for all employees prevented from enjoying those holidays on the account of special work assigned by the HODs / Principal / Management. Compensatory leave has to be availed within a month and cannot be carried forward to subsequent months. Whenever the employee does not report back for duty after availing the sanctioned leave subject to the limits specified above, the entire period of absence of the employee including the sanctioned period of leave will be treated as leave on loss of pay.

CHAPTER 25 - ON DUTY LEAVE

- On duty permission will be granted only with the prior permission in writing from the Head of the Department and subject to approval by the Principal. The staff must also sign the register maintained for availing On Duty in the office and also in the attendance Register kept in the department.
- The faculty members will be allowed as “ON DUTY” for the purpose of attending Board / PhD DC and other Meetings / Central Valuation / External Examiner for Practical Examinations connected with Anna University / Dote during the college working days. Faculty members should produce evidence from the competent authority for having done the intended of pay.
- OD will not be granted when faculty members go for examination work for Universities other than Anna University.
- Those who are doing part time (M.E and Ph.D.) degree courses can write university examinations availing “ON DUTY” leave on the days of University Examinations.
- If University external practical and university valuation works fall during vacation period, such duties will be counted against their vacation account.

CHAPTER 26-CONDUCT AND DISCIPLINE

26. A: CONDUCT

- 1) Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an institution.
- 2) Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he / she is placed.
- 3) Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 4) Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- 5) No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.
- 6) No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.

- 7) No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 8) An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected is not affected in any way by the influence of such drink or drug.
- 9) Obligation to maintain secrecy every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college's staff, unless compelled to do so by superior officer in the discharge of his duties
- 10) An employee of the college shall not, without the prior permission of the Chairman engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty on leave, whether stipendiary or honorary.
- 11) No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the Chairman.
- 12) An employee shall not solicit or accept any gift from a constituent of the college or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

26. B: DISCIPLINE

- 1) The Chairman or any other competent authority shall place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 2) An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/ conviction by an order of the Chairman and shall remain under suspension until further orders.
- 3) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

4) In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Chairman got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Chairman.

CHAPTER 27-REPEAL

When these Rules come into force, the existing Service Rules stand repealed.

CHAPTER – 28

28.1 SELF ASSESSMENT FORM FOR FACULTY

Thiru/Tmt./Selvi./Dr..... is submitting self assessment form for the period ending

1.(a)	Designation	:
(b)	Date of birth and Age	:
(c)	Pay and scale	:
(d)	Institution	:
(e)	Department	:
2.	Date of joining present post	:
3.	Academic qualification	:
4.	Membership	:
5.	Examination results	:

Sl. no	Subjects taught	No. of contact Hours per week (semester wise)*	No. of students who appeared for the University	No. of students declared to have passed	Percentage Of Pass	Remarks if any

6.	State contributions made by you in One or more of the following during : the period under report
(i)	Laboratory or workshop development/ manuals preparation :
(ii)	Preparation of models ,demonstration Equipment and other teaching aids :
(iii)	Short courses conducted :
7.(a)	No. of students who have obtained research degrees under the guidance : of staff members
(i)	Ph .D :
(ii)	P.G. Degree :
(b)	Number registered for research under the guidance of the staff member for the period under review :
(i)	Ph. D :
(ii)	P.G. Degree :
(iii)	P.G. Diploma :
(iv)	Undergraduate(Project work) :
(c)	Paper published(attach reprints if available) for the period of review :

(d)	Research instrumentation/apparatus innovated (attach photographs)during :
(e)	Number of funded projects with amount and other details :
8.(a)	Any additional qualification acquired during the period under report ;give details :
(b)	Have you published or are you engaged in writing any book or guide during the : period under report; if so give details
(c)	State membership in committees connected with your professional work during the period : under report

(d)	State conference or seminars in which you have participated/organized during the period : <i>under report: give details</i>
(e)	Are you engaged in any consulting work? If so give particulars. :
(f)	Any other contribution not covered in items (a)to(e)of this item :

Note: For the items (a) to (e), use additional sheets if required for providing full information.

9.	Pastoral functions such as wardenship, NCC/NSS Sports, fine arts, students activities etc. during the period under report. :
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Station:

Signature of the faculty reported on

Date:

(Name in Block Letters and Designation)

28.2 PERFORMANCE APPRAISAL

PERFORMANCE AND POTENTIAL ASS

1. (a)	Name(in block letters) :
(b)	Date of Birth and Age :
(c)	Qualification :
2.	Designation :
3.	Ability as a teacher as evidenced from the performance of students in the subject taught by him :
4.	Comments on maintenance of class records, promptness and thoroughness in the internal evaluation :
5.	Contribution to the development of institution based on ability to training, planning and building laboratory facilities, like models and demonstration equipment, preparation of guides bulletins etc. for the usage of students, designing new courses of study and improving the existing ones, and all contributions that promote efficiency and progress in instruction and training
6.	Interest in research (basic and or applied).The area of research may include Science, Engineering or Humanities pertinent to the curriculum, teaching methods and techniques and other educational problems, human relations in so far as they involve student discipline, team work, co-operation and administration. Credit may also be given for the development of instruments and fabrication of equipment of note and worthy character. List of the papers published if any during the period of report.

7. (i)	Aptitude for work: Aptitude ,initiative, Self-reliance, thoroughness, punctuality, senses of responsibility. :
(ii)	Ability to manage: Capacity to take decision, ability to plan and programme , supervise and guide and control. :
8. (i)	Ability to get along: Tact, helpfulness to fellow officials, subordinates and to the public. :
(ii)	Potential for Academic leadership :
(iii)	General appraisal of the Officers good and bad qualities in a narrative form, particularly those Pertaining to his integrity and ability to correct himself if his faults are pointed out .
(iv)	Special remarks or commendations if any :
9.	Extracurricular responsibilities held :
10.	Willingness to accept such work and co-operate with the administration :
11.	Lapses pointed out/punishment awarded during the Period under report :
12.	Overall rating of the Reporting Officer :
13.	Signature of the Head of the Department with date :
14.	Principal's Remarks :

Station:

Signature of the Principal

Date:

CHAPTER 29- UNDERTAKING BY THE MEMBER

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 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 non-compliance with any of the above, I will relieve from the employment of VEL TECH MULTI TECH Dr.RANGARAJAN Dr. SAKUNTHALA ENGINEERING COLLEGE'.

Signature :

Name :

Designation :

Date :

QUALIFICATIONS

Faculty are recruited based on the qualification prescribed by the AICTE – Approval Process Handbook 2011-2012.

PROGRAM	CADRE	QUALIFICATIONS	EXPERIENCE
Engineering /Technology	Assistant Professor	BE / B Tech and ME/M Tech in relevant subject with First class OR Equivalent either in BE/B Tech	
MCA	Assistant Professor	BE / B Tech and ME/M Tech in relevant subject with First Class or equivalent either in BE/B Tech or ME/M Tech OR BE / B Tech and MCA with First class or equivalent in either BE /B Tech or MCA OR	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and	
All Program	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent ,in appropriate discipline Post PhD publications and guiding PhD Student is highly desirable.	Minimum of 5 years Experience in teaching and/or research and/or Industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional

All Program	Professor	Qualifications as above that are for the post of Associate Professor, as Applicable. Post PhD publications and guiding PhD students is highly desirable.	minimum of 10 years teaching and/or research and/or industrial experience of which at
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			Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection Committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing,
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All Program	Principal /Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10years Teaching and/or research and/or industrial experience of hichatleast5years shouldbe at the level of Associate Professor or minimum of 13 years experience in teaching and/or Research and/or Industry. Incase of research experience ,good academic record and books/research paper publications/IPR/
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			<p>devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR / patents ,etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential. In case of Architecture, Professional Practiceof10years as certified by the Council of Architecture shall also be</p>
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Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%