



## **PERIYAR CENTENARY POLYTECHNIC COLLEGE**

Periyar Nagar, Vallam – 613 403 – Thanajvur – Tamil Nadu

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Approved by AICTE and Aided by the Govt. of Tamil Nadu

## **SERVICE RULES**

*Sponsored by*

**Periyar Maniammai Institute of Science and Technology,**

**Chennai – 600 007.**

## **I) Preamble :**

1. These rules shall be called the Periyar Centenary Polytechnic College, Vallam, "Service and Conduct Rules" 2016 (Governing the conditions of service of Teaching and Non Teaching staff)
2. The rules shall come into force from 1<sup>st</sup> of January 2016

## **II) Definition**

### **2.1. College**

College means Periyar Centenary Polytechnic College, Vallam established and managed by Periyar Maniammai Institute of Science and Technology, Chennai.

### **2.2. Management**

Management means the Periyar Maniammai Institute of Science and Technology, Trust represented by the Chairperson and Correspondent.

### **2.3. Governing Body**

Governing Body means the Governing Council of Periyar Centenary Polytechnic College, Vallam which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education.

### **2.4. DOTE**

DOTE means Directorate of Technical Education, Chennai -600025

### **2.5. Principal**

Principal of the college is the Head of the Institution to discharge the duties and responsibilities of the Principal.

### **2.6. Employee**

Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is temporary, regular or contractual.

### **2.7. Teaching Staff:**

The teaching staff comprise of the following categories.

- i) Principal
- ii) Head of the Department
- iii) Lecturer

## **2.8. Non-Teaching Staff**

Non - Teaching staff means those categories of staff that are not categorised under the teaching staff shall be deemed to be non-teaching staff.

**2.9. Competent Authority:** (a) Chairperson/Correspondent of the Governing Council in case of Principal (b) Principal in case of other employees.

## **III. Govt. Aided Staff Selection Rules, Service Rules and Promotional Policies**

As per DOTE norms.

## **IV. Appointment and Selection of Self-financing Staff and Rules**

### **4 1. Appointments:**

The Principal is the competent authority to appoint any employee based on the recommendations of the Staff selection Committee. The appointment orders shall be issued by the Principal.

### **4.2. Qualifications:**

The qualifications, age, experience etc., shall be as per AICTE/DOTE norms in respect of teaching faculty.

### **4.3. Staff recruitment Procedure**

4.3.1. Staff Selection Committee for the recruitment of Management staff shall be constituted.

4.3.2 The Staff Selection Committee shall include:-

(a) In the case of recruitment of teaching faculty: -

- (i) The Principal
- (ii) Vice-Principal
- (iii) The Head of the Department

(b) In the case of recruitment of clerical staff/lab assistants : -

- (i) The Principal
- (ii) Vice-Principal
- (iii) The Head of the Department

4.3.3 The following procedure is followed in the selection of staff members in various departments

- HODs forward the staff requirement details to the Principal, taking into consideration additional work load or staff leaving the institution.
- The requirements from various departments are consolidated and the number of staff members to be recruited for each department is prepared.
- List of candidates shall be called for the concerned department from the filled up application received.

- Interview shall be conducted on the date fixed by the Staff selection Committee.
- Proposal shall be submitted to the Principal for approval.

### **Promotion for Faculty Members**

#### **Head of the Department**

- The faculty with M.E./M.Tech. qualification in their field of specialization.
- The committee consisting of the Principal, HOD of concerned departments review their profile for the promotion to Lecturer to Lecturer (SS).
- The faculty with M.E./M.Tech./M.Phil. qualification in their field of specialization along with 5 years teaching experience are eligible for promotion from Lecturer (SS) to Lecturer (SG-1).
- The committee consisting of the Principal, HOD of various departments and expert members review their profile for the promotion from Lecturer (SG-1) to Lecturer (SG-II).

#### **Faculty Benefits**

- i) Employee Provident Fund (EPF)
- ii) Employees Deposit Linked Insurance (EDLI)
- iii) Employees' State Insurance Corporation (ESI)
- iv) Personal Accident Policy

#### **Conduct Rules**

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.

3. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the College are required to work effectively for at least 40 hours per week.
4. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to student community learners committed to their care.

### Leave Rules

Sl. No.	Details of Leave	Leave Rules
1.	No. of Permission allowed in a Calendar Month	Two permission allowed for one hour duration per month
2.	Late Coming	Two Late allowed for 30 minutes per month
3.	Casual Leave :	
	Teaching, Non-Teaching	12 days per year
	Sweeper & Gardeners	2 days per month
	Hostel Staff	3 days per month
4.	Medical Leave	15 days per year with Salary
5.	Long absentees without intimation	Not allowed
6.	Leave allowed for Staff Marriage	7 days with Salary
7.	Death of Father/Mother/Father-in-law/Mother-in-law	7 days with Salary
8.	Death of Spouse / Children	15 days with Salary
9.	Study Leave	7 days with Salary
		7 days without Salary