

St. JOSEPH'S INSTITUTE OF TECHNOLOGY

(A Christian Minority Institution)



SERVICE, CONDUCT AND LEAVE RULES

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SERVICE, CONDUCT AND LEAVE RULES 2011

St. JOSEPH'S INSTITUTE OF TECHNOLOGY

OMR Road, Chennai - 600119

(Approved vide Resolution No.10 of Governing Body Meeting dt. 16/08/2011)

I. Preamble:

1. These rules shall be called the St. Joseph's Institute of Technology, Chennai "Service and Conduct Rules" 2011 (Governing the conditions of service of Teaching and Non Teaching staff)
2. The rules shall come into force from 16/08/2011

II. Definition

2.1. College

College means St. Joseph's Institute of Technology Chennai, established and managed by Jeppiaar Educational Trust.

2.2. Management

Management means the Jeppiaar Educational Trust represented by the Chairman and Director.

2.3. Governing Body

Governing Body means the Governing Body of St. Joseph's Institute of Technology Chennai which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education.

2.4. University

University means Anna University, Chennai - 600025

2.5. Principal

Principal of the college is the head of the institution authorized by the Management 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 of the College, whether such employment is probationary, temporary, permanent or contractual.

2.7. TEACHING STAFF: The teaching staff comprise of the following categories.

- i) Principal
- ii) Professor
- iii) Associate. Professor
- iv) Assistant Professor
- v) Any other category of post declared so by the Executive Body.

2.8. NON-TEACHING STAFF

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

2.9. COMPETENT AUTHORITY: (a) Chairman/Director of the Executive Body in case of Principal (b) Principal in case of other employees.

2.10. DUTY: An employee is said to be on “duty” for the purpose of service benefits.

- i. When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- ii. When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- iii. When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
- iv. When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the Institution.

2.11. LEAVE

Leave means leave, granted by the appropriate authority to an employee, to which he/she is eligible.

2.12. PAY

Pay means Basic Pay in the time scale or Basic Pay with Dearness Allowance and HRA as the case may be.

2.13. YEAR

Year means Calendar Year/Financial Year/Academic Year as the case may be.

III. Appointment Selection and Probation

3. 1. Appointments:

The Management / Managing Director is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

3.2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching and non teaching staff.

3.3. General Procedure of Recruitment (Appointment Rules)

3.3.1. All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

All appointments on the staff of the College shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body.

The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/University or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

3.3.2 The Selection Committee shall include:-

(a) In the case of recruitment of the Head of the college: -

- i. The Chairman
- ii. The Director
- iii. An educationist, nominated by the Governing Council, and
- iv. A person having experience of administration of college, nominated by the Governing Body.

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

- i. The Chairman
- ii. The Director
- iii. The Principal
- iv. The Head of the Departments
- v. A subject expert/industrial expert

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

- i. The Director
- ii. The Principal
- iii. The Head of the Departments

(d) In case of recruitment of maintenance staff:-

- i. The Director
- ii. The Principal

3.3.3 The following procedure is followed in the selection of faculty members in various departments

- HODs forward the staff requirement details to the Principal, taking into consideration additional work load or staff leaving the institution.
- After consolidation of the requirements from various departments, the Principal with the concurrence of Director arranges for publishing advertisements in the newspapers, specifying the qualification, experience and other skills required for the post concerned.
- The applications received from the candidates are scrutinized by the Heads of Departments. The applicants who fulfil the requirements with regard to qualification and experience are called for interview.
- The selection process consists of four stages (i) a screening test (ii) test for competency in teaching (iii) personal interview on technical and general aspects by a panel of experts drawn from related disciplines of engineering (iv) final interview by the Principal and Director
- Appointment Orders are issued to the selected candidates and joining letter is received from them.

3.4. Probation

- (i) Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving three months notice in writing or three month's salary including all allowances.
- (ii) If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three months notice in writing or three month's salary including all allowances unless and otherwise the Trust permits relaxation under special circumstances.

3.5. Confirmation

- (i) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.

- (ii) The employee shall be informed of his/her confirmation after the completion of probation period.

3.6 .Salary and Promotion

- (i) Salary is paid to all the staff according to the AICTE norms with DA and HRA announced by State/Central governments from time to time.
- (ii) Promotion to the higher posts will be made as per the AICTE norms.

3.7. Termination of Service

- (a) If an employee at any time after confirmation intends to resign, he/she shall give three/two months' notice in writing or three months' salary including all allowances.
- (b) The Trust shall have the power to relax the period of notice or payment of salary in special circumstances.

3.8. Retirement

Every employee of the College shall retire on attaining an age of super annuation as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the GB only, on such terms and conditions it deems fit.

IV. Promotion Policy for Faculty Members

4.1. Experience

Experience, means the teaching experience in AICTE approved engineering institutes/institutions. The experience gained by working in Companies/Industries may also be considered partially/fully by the Management Committee, in exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

4.2. Promotion

- Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE Norms.
- The committee consisting of the Director, Principal, HOD of various departments and expert members review their profile for the promotion.

4.3 Promotion Policies

ASSISTANT PROFESSOR

Minimum qualification:

First class masters degree in the appropriate branch of Engineering/Technology

ASSOCIATE PROFESSOR

Minimum Qualification:

First class masters degree in the appropriate branch of Engineering/Technology and having minimum of five years of teaching experience

PROFESSOR

Minimum Qualification:

Ph.D with a first class in Bachelor and Masters Level in appropriate branch of Engineering /Technology and having minimum of 10 years of teaching experience. Out of that 5 years should be as Associate Professor

V. Provident Fund and other Benefits

5.1. Provident Fund:

An employee becomes eligible for enrolment into the Provident Fund scheme after the completion of their probation period as per the Provident Fund Act.

5.2. Other Benefits

The Management has decided to offer the following revisions with regard to the benefits applicable for non-teaching staff from February 2013:

1. Medical Reimbursement is increased from **Rs.20, 000** per year to **Rs.25, 000** per year. For the dependent a maximum of Rs.10, 000 will be provided. The benefit is also extended to the parents who are not employed and if our staff is their only son / daughter.

2. School fees offered to the children of staff is increased from **Rs.3000** per year for a child to **Rs.4000** per year for a child up to 2 children for staff having more than **3 years** of service in our college. For staff with 2 years' service in our college :**Rs. 3000** (old amount **Rs.2500**) For staff with **1 year** service in our college **Rs.1500** (old amount **Rs.1000**)

3. Deepavali Gift: Gift coupon for **Rs.2000** and cash amount for expenses increased from **Rs.1000** to **Rs.2000** for staff having **1 year or more of service** in our college. For staff having **6 months to 11 months service:** Gift coupon for Rs.1000 and cash amount for the expenses increased from **Rs.500** to **Rs.1000**.

4. Marriage Gift:

a. Staff's Marriage:

- i. Rs.10, 000(upto 5 years of service in the college) – Old Amount Rs. 5000 with 1 year service and Rs. 7000 with 2 years' service.
- ii. Rs.15, 000 (6-10 years of service in college) – Old Amount Rs. 10,000.
- iii. Rs.20, 000 (More than 10 years of service in college) – Old Amount Rs. 10,000

b. Staff's Son / Daughter's Marriage: Increased to **Rs.10, 000** up to 2 children for staff with more than 5 years of service in our college (old amount **Rs.3000**). For staff with up to 5 years of service in our college **Rs.5000** (old amount **Rs.1000** for **1 year** service, **Rs.2000** for **2 year** service, **Rs.3000** for **3 years and above**)

5. Gift for Grahapravesam:

- i. **Rs.2, 000** (with 1 year of service in our college)
- ii. **Rs.3, 000** (with 2 years of service in our college)
- iii. **Rs.5, 000** (with 3 to 5 years of service in our college)
- iv. **Rs.10, 000** (with more than 5 years of service in college) – increased from **Rs.5000**

6. Funeral Expenses for the demise of dependents: Increased form **Rs.5, 000** to **Rs. 10,000** for staff having more than 3 years of service in our college. (Old amount **Rs.5000**). For staff with 2 years' service in our college **Rs.5000** (old amount **Rs.3000**). For staff having 1 year service in our college **Rs.3000** (old amount **Rs.2000**)

The Management has decided to offer the following revisions with regard to the benefits applicable for teaching staff from February 2013:

1. **Medical Reimbursement** is increased from **Rs.20,000** per year to **Rs.25,000** per year. For the dependent a maximum of Rs.10,000 will be provided. The benefit is also extended to the parents who are not employed and if our staff is their only son / daughter.

2. Marriage Gift:

a. For Staff's own Marriage:

- i. **Rs.10, 000**(upto 5 years of service in the college) – Old Amount **Rs. 5000** with 1 year service and **Rs.7000** with 2 years of service.
- ii. **Rs. 15,000** (6 – 10 years of service in college) – Old Amount **Rs.10,000**
- iii. **Rs. 20,000** (More than 10 years of service in college) - Old Amount **Rs.10,000**

b. For Son / Daughter's Marriage: **Rs.10,000** up to 2 children for staff with more than 5 years of service in our college (old amount **Rs.3000**). For staff with up to 5 years of service in our college **Rs.5000** (old amount **Rs.1000** for **1 year** service, **Rs.2000** for **2 year** service, **Rs.3000** for **3 years and above**)

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- i. **Rs.2, 000** (with 1 year of service in our college)
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- iii. **Rs.5, 000** (with 3 to 5 years of service in our college)
- iv. **Rs.10, 000** (with more than 5 years of service in college) – increased from **Rs.5000**

VI. 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. Unless otherwise stated specifically in terms of appointment, every employee is a full-time employee of the College, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the College.
4. 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.

5. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. Whenever leaving the station, an employee shall get prior permission and inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
7. 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.
8. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
9. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their College and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
10. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
12. Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.
13. All correspondence addressed to an employee or by him/her or by the College and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the College, circulars and all other papers and document of any nature whatsoever, relating to the affairs of the College which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the College and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the

services of the College for any reason whatsoever deliver up the same to the College on demand and without claiming any lieu thereon.

14. An employee shall receive all correspondence sent to him/her by St. Joseph's Institute of Technology, and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Staff incharge by suitably informing the office.
15. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

VII. Leave Rules

7.1. General Rules

- Every employee shall be entitled to 11 days Casual Leave.
- Accumulation of leave is not allowed.
- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- Leave Application: The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- No leave can commence unless it has been sanctioned. Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action besides penal deductions.
- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularised immediately on joining the duty in writing.
- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services besides penal deduction.

7.2. Kinds of Leave:

Provision exists for the following kinds of leave:

- (a) Casual Leave (CL)
- (b) Restricted Holidays (RH)
- (c) Medical Leave (ML)
- (d) Duty Leave / On Duty (OD)
- (e) Study Leave
- (f) Maternity Leave ((ML)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

7.2.1. Casual Leave (CL)

- a) Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each month of duty performed by him/her subject to a maximum of eleven (11) days of casual leave in one calendar year.
- b) CL will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

7.2.2. Restricted Holidays (RH)

- The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any one day in a full academic year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

7.2.3. Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his/her dependants. Medical certificate from a Doctor would be required in case of absence for three days or more.

7.2.4. Leave with-out Pay

- a) No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, Leave without pay at the discretion of the Director subject to exigencies of service.
- b) Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- c) Leave without pay shall also be got sanctioned in advance as any other leave.

7.2.5. Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave.

OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD.

The Duty leave will normally be restricted to a maximum of four days during an academic year but may be extended subject to the approval of competent authority.

Leave is subject to the following conditions: -

- a) A written request from the competent authority.
- b) The paper has been accepted for presentation and communication to this effect received in writing.

Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture in highly reputed / ranked organizations
- b) To attend meetings of the BOS, examination committees etc. of the affiliating University.

- c) To present a research paper in a Conference /Symposium of National / International Level or to attend a Quality Improvement Programs (QIPs) when duly authorised by the Principal.
- d) To attend selection committee or other such committee meetings provided they are convened by a Statutory body / University recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a university recognized by the government.
- f) Any other special case on merit as approved by Management on the basis of recommendation of the Principal.

7.2.6. Study Leave

The faculty members become eligible for study leave as per the following provisions:

- Ph.D. (part time):

The faculty member may be granted On Duty leave with full pay for 30 days maximum in a year (for four years maximum i.e. 120 days) subject to the conditions that (1) the faculty member gives an undertaking to serve the College for three years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the period for research work to the satisfaction of the supervisor.

7.2.7. Maternity Leave

Eligibility:

The permanent women employees having more than one year service at the College are eligible for avail maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

Maternity leave can be granted for a period of 90 days (up to a maximum of one child).

- Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).