



**R M K COLLEGE OF ENGINEERING AND TECHNOLOGY**  
R.S.M. NAGAR, PUDUVOYAL – 601206

Approved by All India Council for Technical Education , New Delhi and Affiliated to  
Anna University, Chennai

**SERVICE RULES**

**TRUST OFFICE :**

Plot No. 2981, 'Z' Block, I Street,  
13th Main Road, Anna Nagar, Chennai – 600 040.



**R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(An Autonomous Institution)**



**R.S.M. Nagar, Puduvoyal, Thiruvallur Dt- 601 206.**  
**(Affiliated to Anna University, Chennai/Approved by AICTE, New Delhi /**  
**Accredited by NAAC with A+ Grade/ All the eligible UG Programs are accredited by NBA, New Delhi)**

**SERVICE RULES**

- 1) Name (in Block Letters) :
- 2) Qualification :
- 3) Gender :
- 4) Date of Birth :
- 5) Contact Number :
- 6) Address for Communication :
- 7) Department :
- 8) Designation :
- 9) Date of Joining :
- 10) Total Experience as on date (After M.E. for Engineering and Ph.D. or SLET / SET / NET for S&H):
  - (i) Teaching Experience :
  - (ii) Industrial Experience :
  - (iii) Other Experience (School, Polytechnic, Arts & Science College Experiences) :

## **CHAPTER 1:**

1. These Rules shall be called the “Service Rules for Lakshmikanthammal Educational Trust and R.M.K. College of Engineering and Technology”
2. These Rules shall apply to all the employees of Lakshmikanthammal Educational Trust and R.M.K. College of Engineering and Technology”.
3. These Rules shall come into force with immediate effect.

## **CHAPTER 2 - DEFINITIONS**

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

1. “Academic Year” means the year which begins from the 1<sup>st</sup> July of a Calendar year and ends with 30<sup>th</sup> June of the following Calendar Year or as advised by the AICTE and Anna University from time to time.
2. “Trust” means Lakshmikanthammal Educational Trust which runs R.M.K. College of Engineering and Technology.
3. “College” means R.M.K. College of Engineering and Technology situated at R.S.M. Nagar, Kavaraipttai - 601 206, Gummidipoondi Taluk, Thiruvallur District.
4. “Designated Authority” means any person duly authorized by the Management of the Trust or by the Principal of the College.
5. “Employees” means all persons who are working whole time and part-time of the Trust / College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff whether permanent, officiating or temporary other than the labour force and contingent staff.
6. “he” means either he or her.
7. “Non-Vacation Staff” means all employees other than vacation staff.
8. “Principal” means the Principal of R.M.K. College of Engineering and Technology.
9. “Rules” means the Service Rules hereunder.
10. “Service” includes service as a probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
11. “University” means Anna University, Chennai.

## **CHAPTER 3 - RECRUITMENT AND PROMOTION**

### **1. SCREENING**

- ✓ Recruitment is normally done once a year during April or as and when the need arises.
- ✓ The number of vacancies in different levels based on student intake / existing staff/resignations or terminations of staff shall be communicated by the Principal/Designated Authority to the Management for approval/information.
- ✓ Vacancies shall be advertised in leading newspapers/websites of the College.
- ✓ A Screening Committee shall be formed by the Principal for every Department with the approval of the Management.
- ✓ Screening of applications shall be done by the respective Screening Committee.
- ✓ Shortlisted candidates shall be informed through mail by the Principal.

## **2. INTERVIEW**

- ✓ An Interview Committee will be formed consisting of the Principal / Designated Authority, the respective Heads of the department and subject experts.
- ✓ The candidates shortlisted by the screening committee will have to undergo a written test, technical and personal interview. Selection will be based on merit.
- ✓ For senior posts, the shortlisted candidates will be called for a direct interview. The Selection Committee shall be constituted by the Chairman.

### **PAY FIXATION**

- Pay for the selected candidates shall be fixed by the Selection Committee as per norms for the respective post based on the qualification and experience of the candidate and other achievements.
- Higher pay packages for exceptionally meritorious and well-experienced candidates will be fixed by the Selection Committee subjected to the approval of the Chairman of the Trust.

### ✓ **PROMOTION**

In case of promotion to a higher post, the appointment and fixation of the initial payment on the higher scale will be done as per the prescribed norms and as given in TABLES – I, II, III & IV annexed. A Committee constituted by the Chairman of the Trust will consider the cases of such promotions by taking into account their performance and potential assessment, subject to minimum criteria to be fixed by the committee and obtain the approval of the Chairman of the Trust.

### ✓ **PROBATION**

Every person appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of a person appointed is not satisfactory during the period of probation, he will be issued a notice of warning at the end of the sixth month, and if his work continues to be unsatisfactory, his services will be terminated from the service at the end of the year with one-month prior notice.

When the incumbent of any post is promoted to a higher post, he has to undergo probation of one year in the new post also.

### ✓ **MEDICAL FITNESS**

Every candidate offered employment has to produce a certificate of medical fitness as prescribed by the Trust/ Principal of the College, before joining duty and the offer of employment is based on the candidate being found medically fit.

## **CHAPTER 4 - RULES AND GUIDELINES FOR THE TEACHING STAFF**

1. Hours of work: The regular working hours of the College shall be from 8.30 AM to 05:00 PM with a lunch break. Depending upon the exigencies of the work, the staff members concerned are expected to be available beyond the office hours indicated above.
2. Attendance: All the members of staff are required to record their attendance in the registers provided at the respective departments in the morning as soon as they come in. If anyone is late, he is required to inform the HoD concerned in advance, sign the attendance register and record the time of arrival. A maximum of two late entries in a calendar month are allowed. Permission to leave the campus early for sufficient reasons with the prior approval of the

HoD and the Principal is allowed twice in a calendar month.

Thereafter, half-a-day casual leave will be deducted for every subsequent late arrival/permission.

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

## **CHAPTER 5 - DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL**

1. Assisting the Management in making policies and taking decisions on setting goals and achieving them, especially in preparing the master plan, using the resources available to construct quality buildings for administrative and academic work, hostels, student - amenities, sports, guesthouse, seminar halls, auditorium, staff quarters, recreation centre, etc. with additional provision for future expansion and development.
2. Coordinating the activities with the AICTE, UGC, Anna University, State Government, MoE, NBA, NAAC, NIRF, ARIIA etc., for Affiliation, Approvals, Admissions, Accreditation and Recognitions respectively and other related works.
3. Making short term and long term plans and setting out the priorities.
4. Carrying out the mission, goals and policy of the Trust.
5. Managing the curricular, academic and other related activities.
6. Facilitating the faculty in upskilling
7. Monitoring the overall discipline, growth and development of the college.
8. Facilitating the admission process of the students under the Government /Management quota.
9. Interacting with industries, leading institutions, research organizations etc. at the National and International levels and signing MoU (for collaborative research/academic activities)
10. Encouraging and motivating the students and staff for good teamwork.
11. Identifying the innate potential of the students and hone their skills for their overall development.
12. Improving the environmental conditions of the campus and creating a congenial atmosphere for study and work by ensuring a steady supply of good water, electricity, good roads, avenue trees, flower plants, lawns, etc., in the campus with the guidance of Management.
13. Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the College, to raise the status of the Institution as an Institute with high potential and excellence.
14. To take necessary steps to provide Training and to improve the Placement / Higher Education / Entrepreneurship for the students.
15. Coordinating with the Management for the recruitment of Teaching, Non-Teaching and Supporting Staff.
16. Dealing with Legal and Judicial Matters.
17. To act as the Chief Controller of Examinations for conducting the End Semester and other Examinations.
18. Conducting meetings of Finance committee, Result Passing Board, Academic Council and Governing Body.
19. Conducting the weekly HoDs meetings and periodic staff / students' / parents' meetings.
20. To encourage, monitor and evaluate the activities of Teaching, Research, Consultancy and Patents etc.
21. To monitor the Scholarships and disbursement management.

22. To conduct National Commemorative Days, Graduation Day, College Day, Sports Day, Alumni Meet and Freshers' Induction Day Functions.
23. To act as the Chief Warden for the students' hostels.
24. To collect feedback from students and to take appropriate actions based on the feedback.
25. To visit the departments and monitor their functioning on a day to day basis.
26. To constitute and monitor the various statutory/non-statutory committees of AICTE, UGC and Anna University.
27. To ensure the smooth functioning of the college through effective coordination with the Management, Staff, Students, Parents and the authorities concerned.
28. To carry out any other work assigned by the Management from time to time.

## **CHAPTER 6 DUTIES AND RESPONSIBILITIES OF THE CONTROLLER OF EXAMINATIONS**

### **1. Pre-Examination Work**

2. During – Examination work
3. Post – Examination work

#### **1. Pre – Examination Work:**

- a) Consolidation of Electives selection
- b) Nominal role preparation
- c) Scheduling and conducting internal assessment examinations and uploading attendance and marks.
- d) Registration and Collection of the examination fees
- e) Time table preparation for End semester examinations
- f) Collection of exemption details, if any, for the students with a shortage of attendance and any other special requirements for physically challenged students / students with health issues
- g) Preparation of Theory and Practical Examinations
  1. Preparing Theory and Practical answer paper booklets
  2. Answer paper and Question paper covers
  3. Question Paper and key setting
  4. Question Paper Scrutiny
  5. Question Paper Printing and Packing
- h) Purchasing of other required stationery items
- i) Publication and display of internal marks
- j) Preparing and distribution of hall ticket

#### **2. During – Examination Work:**

- a) Distribution of Answer booklets and question papers.
- b) Preparation and distribution of attendance sheets
- c) Preparation of panel members and requesting external examiners for practical examinations from other renowned autonomous institutions
- d) Conducting practical examinations and distribution of remuneration
- e) Appointment of Chief Superintendent
- f) Preparing seating plan and hall arrangements for theory examinations
- g) Internal and external invigilators requirements for theory examinations
- h) Requesting other autonomous colleges for appointing an external invigilator

- i) Appointment of the internal, external examiners and vigilance squad.
- j) Conducting theory examinations and distribution of remuneration
- k) Collection of answer papers and bundling
- l) Collection of feedback from subject handling faculties
- m) Constitution of malpractice board
- n) Submission of attendance sheets, answer booklets and other relevant documents to Deputy CoE (Post Examinations)

### **3. Post-Examination Work:**

- a) Appointment of Board Chairmen, Examiners and Assistant examiner.
- b) Appointment of Camp officer, Camp Superintendent, Camp Assistant, etc.
- c) Conducting Pre-valuation board meeting
- d) Circulating the Minutes of the meeting of the Pre-evaluation board to examiners
- e) Allotting dummy numbers for Answer booklets
- f) To facilitate the examiners to submit the marks in the CoE portal
- g) Distribution of remuneration
- h) Consolidation of results
- i) Conducting of results passing board meeting and submission of results
- j) Getting approval from the Governing Council to publish the results
- k) Publication of results
- l) Review process
- m) Printing and distribution of Grade Sheets
- n) Communication to Anna University CoE office for provisional certificates /degree certificates
- o) Submission of Graduation report.

## **CHAPTER 7 DUTIES AND RESPONSIBILITIES OF THE DEAN - ACADEMICS**

1. To support the Principal in preparing the reports and other special communications to be submitted to the Government, AICTE, NBA, UGC, NAAC, University, DOTE and other authorities.
2. Dean (Academics) shall look after the academic regulations relating to all courses of study, offered by the college.
3. Coordinating the development and implementing the college's vision and mission Statement
4. Leading, and coordinating college strategic planning and curriculum development
5. Launch of new academic programmes, up- gradation of existing programme structure, course content, etc.
6. Conducting the Board of Studies (BoS) meetings of all departments and process the files to be placed before the appropriate bodies for their approval and communicate the resolutions to the departments concerned.
7. Supervising, evaluating, and supporting the Departments in a manner that promotes excellence in teaching - learning process.
8. Coordinating the professional development of college administrators and staff
9. Developing, leading, and encouraging fund raising in support of the college's goals and the goals of its departments and programme, as well as outreach and public service efforts.
10. Monitoring the adherence of academic rules by all the teaching faculty
11. Supervising the regular and effective conduct of classes by teaching faculty.



12. Evaluating the academic heads in consultation with the faculty and staff

## **CHAPTER 8 DUTIES AND RESPONSIBILITIES OF THE DEAN- RESEARCH**

- Ensuring that the members of faculty publish research papers in Web of Science and Scopus indexed journals.
- Encouraging the faculty to prepare and submit project proposals to AICTE, DST, CSIR, TNSCST and other authorities.
- Encouraging consultancy activities among the Faculty.
- Facilitating the conversion of potential mini-projects into journal papers, patents and proposals by the students and faculty.
- Identifying innovative projects done by the students and motivating them to establish start-ups.
- Supporting the Principal in planning and creation of Infrastructural facilities for the development of Research.
- Coordinating with the Principal for MoUs with Industries, Government Organizations & Universities.
- Conducting periodical reviews on the research activities within the departments.

## **CHAPTER 9 DUTIES AND RESPONSIBILITIES OF THE DEAN-CAREER DEVELOPMENT CENTER**

1. To facilitate training and placement activities of students
2. To guide students wishing to pursue Higher Education
3. To facilitate the students to start their business (startups) as per their choice.

### **Training:**

4. To arrange Training programmes on coding skills, aptitude skills, soft skills and mock interviews for the students using institutional and external expertise.
5. Arrangement of Personality Development Workshops
6. To work in consultation with the corporate relations Coordinator of the departments, for organizing lectures by professionals from the industry.
7. To identify and notify the students regarding various competitive examinations
8. To organize Faculty Development programmes by the Industry experts. Signing of MoUs with the Industries for students training, FDP, research, Guest lecture etc.

### **Placement:**

9. To prepare Placement Brochures for the departments.
10. To have close liaison with the industry for placement of the eligible students.
11. To register students for the placement through the online platform (NeoPAT)
12. To invite prospective companies for campus recruitment and to facilitate the smooth conduct of placement.
13. To collect feedback from the companies visiting the campus for placement.
14. To achieve the targeted placement percentage.

### **Higher Education:**

1. To organize awareness sessions on competitive examinations like GATE, GRE, IELTS, TOEFL, UPSC.
2. To facilitate students who opt to pursue higher studies through admission counselling with authorized consulates.
3. To organize mock GATE/GRE Examinations.



4. To conduct Education fairs.
5. To sign MoU with foreign universities for academic and research collaboration.

#### **Entrepreneurship:**

- To organise orientation sessions on Entrepreneurship through Entrepreneurship development cell
- To facilitate student entrepreneurs, to establish startups through RMKEC Incubation center.
- To organize internal Hackathons, Idea competition, Innovation Ambassador Program, Workshop on Innovation and Entrepreneurship Development, Startup policy initiative, Mini-challenges, Project Expo, Field visit to villages, Schools and Incubation centers, Business Plan Contest, Intellectual Property Rights workshop, Entrepreneur Talk, Leadership Talk, Innovation day Celebrations, Start-up and Entrepreneur Award functions with the involvement of industries.
- To support faculty members and students to publish patent and copyrights through IPR cell.

### **CHAPTER 10– DUTIES AND RESPONSIBILITIES OF THE ACADEMIC COORDINATOR**

1. Fixing of Target result for the Institution in consultation with the Principal.
2. Preparation of Academic Schedule and Academic Calendar with the guidance of the Principal.
3. Verification of workload allotment and communicating the same to the Principal.
4. Coordinating the Timetable preparation.
5. Preparation of schedule of academic activities and follow-up.
  - ✓ Collection of target results of each department semester wise.
  - ✓ Verification of the lecture plans of the courses prepared by the faculty.
  - ✓ Periodical review of the course delivery as per the lecture plan through course coverage reports.
  - ✓ Collection of class committee minutes and corrective measures.
  - ✓ Consolidation of internal assessment results analysis.
  - ✓ Analysis of expected failures and action plan.
6. Verification of digital course material and video lectures by all the departments.
7. Follow-up of RMK Nextgen app and Pragati counselling app activities.
8. Collecting curriculum delivery-feedback from the class committee student members and implementing the corrective measures.
9. Analysis of overall results (ESE).
10. Coordinating the faculty / staff recruitment processes and staff retention processes.
11. Assisting the Principal in all academic related activities.

### **CHAPTER 11 - DUTIES AND RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS**

1. Planning, coordinating and monitoring the activities of the faculty and supporting staff in the departments to offer quality education to the students and achieve the desired goals of the college.

- ✓ Dissemination of all the information to all the members of faculty and to the Principal.
  - ✓ Fixing the target pass percentage of the departments in consultation with the Principal, academic coordinator and the members of faculty.
  - ✓ Verifying the lecture plan proposed by all the faculties.
  - ✓ Monitoring the course coverage in all subjects and facilitating the faculty to complete the syllabus on time.
  - ✓ Verifying the results and performance of students in all the assessments and end semester examinations and taking due/appropriate corrective measures.
  - ✓ Motivating the identified toppers for their career growth
  - ✓ Personal counselling for academically weak students.
2. Executing the duties and responsibilities as the Chairman of Board of studies (BoS) as mentioned in AICTE autonomous regulations.
  3. Identifying and submitting the departmental requirements such as staff, equipment, library books, textbooks and other infrastructure facilities to the Principal.
  4. Preparing and submitting the annual departmental budget to the Principal.
  5. Developing and maintaining departmental laboratories.
  6. Convening periodical meetings with the departmental teaching faculty, non-teaching staff and the students.
  7. Identifying knowledge / industry partners for the domain to train the students in emerging / current technologies
  8. Coordinating the activities of the centres of excellence (CoE) laboratories along with COE coordinators
  9. Organizing faculty development Programme, short term training programme, webinars, Guest lectures and seminars periodically.
  10. Motivating the faculty to participate in faculty development programs, short term training programs, conferences and workshops.
  11. Motivating the faculty to upgrade / upskill their expertise through certification programs such as NPTEL, Coursera etc.,
  12. Establishing domain specific professional societies in the department and encouraging the students to participate in all activities.
  13. To strive towards enhancing Industry-Institute interaction activities
  14. Encouraging the members of faculty to apply for funded/sponsored research projects, perform industrial consultancy, apply for patents and to publish papers in refereed (Scopus and Web of Science) Journals with high impact factors.
  15. Organising education programmes for practicing Engineers and workers of the Industry.
  16. Maintaining all records as stipulated by NBA/NAAC/ ISO for Accreditation.
  17. To facilitate performance appraisal of the faculty members as per the guidelines given in ANNEXTURE I, collecting Faculty Performance and Potential Assessment Form.
  18. forms from the department faculty members and submitting them to the Principal.
  19. Assisting the Principal in all administrative and other matters.
  20. Reporting to the Principal periodically on all matters concerning academics, administration, discipline, Research and placement.

## **CHAPTER 12 - DUTIES AND RESPONSIBILITIES OF THE TEACHING FACULTY IN THE DEPARTMENT**

1. The teaching load will be allotted by the HoD after taking into account the Faculty Member's area of specialisation.
2. In addition to teaching, the Faculty should take on additional responsibilities as assigned by the HoD / Principal in academic, placement, co-curricular or extracurricular activities, Research and consultancy work.
3. Every faculty member should maintain a record of student attendance and assessment.
4. Every faculty member should maintain a course file.
5. Faculty members may avail casual leave with prior permission from the HoD with proper alternate arrangements made for their day's work
6. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The faculty member should make himself/herself presentable and follow the dress code prescribed by the institution.
8. The Faculty Member should show no partiality to any segment / individual student.
9. The faculty members must update the student's counselling details in Pragati app regularly
10. Each faculty shall fill up the proforma given in ANNEXURE I- Performance appraisal and potential form and submit it to the HoD every year.
11. Faculty members are insisted to be vigilant during invigilation duties and prevent students from indulging in malpractice.
12. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the controller of Examinations (Class co-ordinator and HoD concerned in the case of assessment test/Model Examination).
13. Faculty should strictly adhere to the norms while awarding internal marks or selecting students for various occasions without any partiality based on language, caste, religion or their socio- economic background.

## **CHAPTER 13 - DUTIES AND RESPONSIBILITIES OF THE PHYSICAL DIRECTOR**

1. Co-ordinating the activities of the staff of the physical education department in order to ensure effective functioning.
2. To train the students to participate in intra-collegiate and inter- collegiate sports events
3. To organise intra-collegiate and inter- collegiate sports events
4. Arranging for the training of himself/herself and the colleague/s in advance programmes
5. Planning and time scheduling for students' accessibility to the equipment, grounds and other facilities available in the Department.
6. Preparation and submission of the annual budget to the Principal
7. Maintaining documents of participation and winners list in various events
8. Organization and conduction of the Inter-departmental sports, intercollegiate, university level, state level and TIES tournaments when undertaken
9. Attending the meetings at the university level regarding physical education
10. Suggesting changes and developments in the physical education Department.
11. Ensuring overall discipline among the students participating in sports and games.
12. Assisting Principal/HoDs in maintaining discipline in the campus.

## **CHAPTER 14 - DUTIES AND RESPONSIBILITIES OF THE LIBRARIAN**

1. Taking up the responsibility for the overall operating efficiency of the library.
2. Collection of indents from various departments and processing them for procurement on an annual basis.
3. Preparation of annual budget for the Library.
4. Purchase of new journals suggested and renewal of subscriptions.
5. Purchase and maintenance of books.
6. Removing the obsolete book materials in consultation with the departments concerned, securing the soiled books through rebinding, and binding arrangements of important back volumes.
7. Introduction/ Maintenance of Library Automation and Digitization of Library.
8. Collection and preservation of statistical records related to the library.
9. Administration of library records.
10. Updating the records, books and computer systems.
11. Furnishing information on all matters relating to the library.
12. Maintenance of discipline and decorum inside the library
13. Planning for changes and reorganization whenever the need arises
14. Arranging for annual stock verification.
15. Maintenance of good inter-departmental relationships for better coordination.
16. Selection and recommendation of staff for further training.

## **CHAPTER 15 - DUTIES AND RESPONSIBILITIES OF THE TECHNICAL STAFF**

1. Assisting in installation, operation and maintenance of laboratory equipment and their calibrations.
2. Assisting in scheduling and conducting practical and drawing classes.
3. Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
4. Helping the faculty in research, consultancy and testing works in line with the projects.
5. Assisting the faculty in matters related to design, fabrication and computer work.
6. Helping with the supply of water and electricity on the campus.
7. Assisting in the operation of telephones, intercom, Internet and Audio Visual aids.
8. Taking specific responsibilities while organising functions, workshops and seminars assigned to them.

## **CHAPTER 16 - DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER**

The Administrative Officer has the responsibility for the overall administration of the personnel of the college.

Other major responsibilities include:

1. Supervision of student admission process.
2. Maintenance of Students' files.
3. Maintenance of students' fees details.
4. Maintenance of staff personal files.
5. Maintenance of inward and outward correspondence registers with all the required details.
6. EPF and EPS management as and when introduced.

7. Maintenance of notice boards and information display.
8. Purchases, stores and issues of stationery through proper procedure.
9. Maintenance and issue of railway concession forms together with bonafide certificates.
10. Assisting Principal in the preparation of reports to AICTE/University/Government/NBA/NAAC

## **CHAPTER 17 - DUTIES AND RESPONSIBILITIES OF THE ACCOUNTS OFFICER**

The accounting process in the college is fully computerized.

In this setup, the responsibility of the accountant includes:

1. Planning, organization and maintenance of the college, hostel and general stores account.
2. Maintenance of petty cash accounts and advances.
3. Maintenance of accounts of research projects sponsored by AICTE, DST, CSIR etc.
4. Auditee responsibility in respect of internal audit once a month and external audit once a year.
5. Maintenance of all kinds of deposits and refunds together with their records.
6. Preparation and filing of income tax statements for the college staff.
7. Settlement of bills through and from the Chairman's office.
8. Preparation of monthly salary statement.
9. Assisting the Principal in the preparation of the annual budget.
10. Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.

## **CHAPTER 18 - CLASSROOM TEACHING**

1. Once the subject is allotted the Faculty Member should prepare the digital course material and lecture plan.
2. The faculty should get the lesson plan and course file approved by the HoD and Principal and put up for inspection every month by HoD/Principal as the case may be.
3. The faculty should go to the class at least 5 minutes before and enter the class without delay.
4. The faculty should engage the whole 50 minutes and should not leave the class early.
5. The faculty should make use of innovative pedagogies.
6. The faculty should encourage students to clarify doubts and to ask questions.
7. The faculty should get the feedback from students and act/adjust the teaching methodology appropriately.
8. The faculty should take care of academically weak students and pay special attention to their needs by conducting special classes.
9. In problem-oriented subjects, regular tutorials have to be conducted.
10. The Faculty Member should interact with the class coordinator or counsellor and inform him/her about the habitual absentees, academically weak students and students with objectionable behaviour.
11. The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
12. The Faculty Member should motivate the students and bring out the creativity/originality in the students.
13. The test papers must be corrected within two days from the date of examination and marks should be submitted to the HoD for forwarding to the Principal with remarks.

## **CHAPTER 19 - LABORATORY**

1. The Faculty going for laboratory class must perform the experiments personally and must be satisfied with the results before asking the students to do the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least before the next class.
4. The laboratory manuals shall be prepared and maintained by the lab in charge.
5. Maintenance and calibration of experiments shall be carried out periodically.

## **CHAPTER 20 - SPECIAL INCENTIVE TO FACULTY**

- Performance pay will be provided every month based on the marks scored in Faculty Performance and Potential assessment form. (Form attached as Annexure I)
- A periodic revision will be made in the Faculty Performance and Potential assessment form.
- Faculty Performance and Potential assessment period would be for the academic year

### **A. RESEARCH/ PUBLICATIONS**

#### **INTERNATIONAL EVENTS**

1. Deputation of faculty will be only for presenting papers selected after peer review of full paper for presentation and publication in the proceedings. Evidence to this must be produced.
2. Registration fee, economy class return air-fare and DA of Rs. 4,000/- per day for a maximum of three days will be given to each teacher, and subject to a maximum of Rs.75,000/- per person for participating in international events conducted abroad. To such deputation, the paper presenters should return and serve the institution for at least two years, otherwise, the sanctioned amount is to be refunded to the Institution.
3. Registration fee, 75% of economy class return air-fare and DA of Rs. 4,000/- per day for a maximum of three days will be given to each teacher, and subject to a maximum of Rs.20,000/- per person for participating in events conducted in India. To such deputation, the paper presenters should return and serve the institution for at least two years, otherwise, the sanctioned amount is to be refunded to the Institution.
4. One person can avail this facility only, once in three years.
5. Preference will be given to those below 45 years of age on a first-come, first-served basis and subject to the availability of budgeted funds.
6. Only in exceptional circumstances, those above the age of 60 would be deputed for the conferences based on the discretion of the management.
7. 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.

### **B. RESEARCH PROJECTS/ CONSULTANCY**

- For faculty members who received research grants from government or non-government organisations (excluding MODROBS), an incentive of 10% of the research facilities developed in our institution will be granted.
- 100% of the consultancy amount and additional 10% will be given to the faculty who completed consultancy projects.

### **C. DEPUTATION FOR Ph.D PROGRAMME**



All persons deputed for Part time 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 have to pay the remainder of the salary of such period by default.

## **CHAPTER 21 - RESIGNATION/TERMINATION OF SERVICE**

1. A member of the Staff shall have his/her service terminated by giving one month's notice or one month's salary in lieu thereof, in case of temporary appointments or during the probationary period. In case of staff on permanent service, the staff shall have to tender his/her resignation by giving three months' notice or three months' salary in lieu thereof. The notice shall be co-terminus with the end of the academic year.
2. The Chairman has the power to terminate the services of a member of the college for any of the following reasons:
  - ✓ Serious misconduct and wilful negligence of duty.
  - ✓ Gross insubordination.
  - ✓ Physical or mental unfitness.
  - ✓ Participation in any criminal offence involving moral turpitude. In such termination case, rule 1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.
3. The newly selected faculty should serve at least one full year. No staff is eligible to draw vacation salary if they resign in the vacation period.

## **CHAPTER 22 - CASUAL LEAVE**

1. Each faculty may avail himself/herself of 12 days of casual leave in an academic year. Whenever teachers avail casual leave they must make alternate arrangements for their classwork/invigilation work and indicate the same in the leave letter. Casual leave for probationers will be proportionate to the duration of their services at the rate of one day per month.
2. Casual leave can be availed after obtaining prior approval. Last-minute applications for CL must be avoided as far as possible.
3. Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from duty at a time on account of such leave shall not exceed nine days including holidays.

## **CHAPTER 23 - VACATION AND OTHER EXTRA-ORDINARY LEAVE**

1. A permanent / regular employee from the teaching faculty is entitled to a total of 60 days of vacation (20 Days during winter and 40 Days during summer) in a year, to be regulated by the Principal as per the needs of the College.
2. Faculty on vacation leave shall be recalled for duty in case of any exigencies.
3. Any existing faculty who joined duty during the academic year after a break of service or long leave will not be eligible for Vacation Leave but may be considered for partial Vacation



Leave depending on the date of rejoining duty & period of service during that academic year.

4. Faculty members, who have served in this institution for more than 6 months will be eligible for a proportionate period of vacation with a minimum of 20 days for 6 months and 05 days for every additional month of completed service.
5. Casual leave cannot be availed during vacation. Any absence during vacation is treated only as a vacation.
6. Members of staff availing vacation should indicate in writing, the period of vacation and also give their vacation address. Normally, they are expected to be available at least one week before the College reopens. All teachers should be available in the College on the last working day and on the reopening day.
7. 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. The period spent on extraordinary leave on loss of pay shall not count as service, for annual increment. However, continuity of service will not be affected, if such leave has been granted for the pursuit of higher studies or research.
8. 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 5 working days, for an employee whose services has been confirmed. This special CL may be combined with declared holidays but is limited to an absence of a maximum of 9 days. Special CL application has to be applied 15 days in advance.

#### **CHAPTER 24 - EARNED LEAVE**

1. Non-vacation staff are entitled to one day of earned leave for every eleven days of service in a year. Vacation staff are entitled to three days of earned leave in an academic year.

#### **CHAPTER 25 - MEDICAL LEAVE**

For the treatment of chronic illness involving hospitalization or for emergency hospitalization on account of major accidents, medical leave may be granted as follows on the production of relevant documents.

Years of service in the College	Leave Period
Up to 5 years	Maximum of 7 days
5-10 years	15 days
Over 10 years	30 days

Medical leave may be combined with other eligible leave other than CL.

#### **CHAPTER 26 - MATERNITY LEAVE**

1. Women employees are eligible for maternity leave not exceeding six months. Such maternity leave will be available only for a maximum of 2 times during the service of the employee. Employees on probation are not eligible for such leave.
2. Maternity leave may be combined with vacation and EL, but the total period of absence excluding maternity leave is limited to 60 days at a time. Extension beyond 60 days, the leave-on LoP can be taken at the approval of the management based on the merit of the case.

3. Women employees are eligible for one month's salary if they join the duty within 6 months of maternity leave.

## **CHAPTER 27 - ON DUTY**

1. On duty, permission will be granted only with 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.
2. The teaching staff members will be allowed a maximum of 6 WORKING DAYS per Semester (12 Working days in an academic year) as "ON DUTY" to attend Board/ Ph.D Doctoral Committee and other Meetings / Central Valuation / External Examiner for Practical Examinations for other Autonomous institutions/ DOTE during the college working days. Staff should produce evidence from the competent authority for having done the intended Duty. Otherwise, this absence will be treated as Leave on the loss of pay.
3. Those who are doing part-time Ph.D. degree courses can write coursework examinations availing "ON DUTY" leave on the days of Examinations.
4. If end semester external practicals and valuation works fall during the vacation period, such duties will be counted against their vacation account.

## **CHAPTER 28 - CONDUCT AND DISCIPLINE**

### **A: CONDUCT**

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing 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 the course of his/her duties.
4. Every employee shall endeavour 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, or assist, in any other manner any political movement or activity.
6. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any question arises about whether a party is a political party or whether 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 the 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 his duty and shall also take due

care that the performance of his duties at any time 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 a judicial or other authority or unless instructed to do so by a 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 or 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 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.

#### **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 terminated with effect from the date of his detention/ conviction by an order of the Chairman.
3. An employee (teaching or non-teaching staff) act improperly while carrying out their duties, endangering the reputation of the college, the chairman has the authority to punish them. Possible sanctions include warnings, censure, and the withholding of raises with or without cumulative effect.
4. The code of conduct imposed to students shall be applicable to all the faculty members.

#### **CHAPTER 29 – REPEAL**

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

#### **CHAPTER 30 - 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 an undertaking as given below:

“I have read and understood all the rules, duties and responsibilities mentioned 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 be relieved from the employment of R.M.K College of Engineering and Technology”.

## **UNDERTAKING BY FACULTY MEMBER**

I have read and understood all the rules, duties and responsibilities mentioned 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 be relieved from the employment of R.M.K College of Engineering and Technology.

Signature with Date:

Name of the Faculty:

Designation:

Department:

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