



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Ernakulam, Kerala - 682 311



SERVICE RULES

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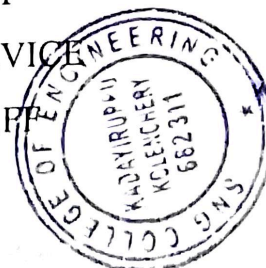
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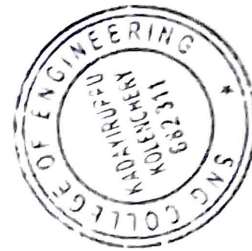
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**SREE NARAYANA GURUKULAM
COLLEGE OF ENGINEERING
KADAYIRUPPU, KOLENCHERY**

SERVICE RULES

1. CAREER PROSPECTS

1.1. MODE OF APPOINTMENT:

All Staff of this College are appointed by the management represented by the Executive Director. Appointments are made on the basis of merit and experience after conducting test / interview.

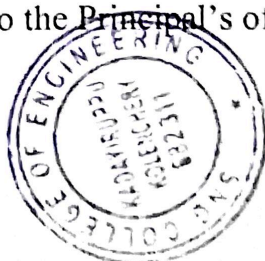
Qualification: Faculty as per AICTE regulations.

Others: As prevailing in institution of similar standing and status.

Fresh hands and persons with experience shall be appointed to the various posts with specific pay scale in force implemented by the management. Such appointments will be governed by the normal salaries with variable DA which will be decided by the management.

1.2. JOINING FOR DUTY:

1. The selected candidate shall join for duty on the date and time notified in the letter of appointment.
2. At the time of joining, all the original certificates with regard to the qualification, and experience are to be submitted to the College office.
3. These original certificates are to be deposited in the Principal's Office, and the same will be acknowledged.
4. If the Original certificates are taken for any purpose, they should be returned to the Principal's office as soon as the purpose is over.



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1.3. ATTENDANCE:

1. All staff should mark their attendance in Biometric Systems (entry and exit) in time in the units installed nearby the front office. In case of any difficulty to mark the attendance in the above system, the same shall be recorded on the register in the office.
2. They have to remain in the college up to 4.20 PM or as directed by the management from time to time.

1.4. PAYMENT:**a) Scale of Pay :**

Faculty: Salary will be commensurate with qualifications & experience and will be at par with UGC / AICTE and other Self-Financing Engineering Colleges of the State. Ph.D. holders in subjects relevant to the course taught here are eligible for 3 advance increments in the Associate Professor scale.

Others: Similar to the scales prevailing in institutions of similar standing and status, as approved by the management from time to time.

- b) Dearness Allowance: As approved by management from time to time.
- c) Provident Fund: The Employees coming under the provisions of Employee Provident Fund Act will be covered under the Employees Provident Fund.

1.5. CONFIDENTIAL REPORTS:

Confidential reports of all staff members shall be submitted by Heads of Departments to the Executive Director through the Principal at the end of every semester. The performance of the staff will be evaluated on the basis of such reports. Students' evaluation of teachers in the



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prescribed format will also be a criterion for the assessment of the teachers' performance.

1.6. **PROBATION:**

All appointments will be on Probation for a period of One Year. Only on successful completion of the period of Probation and if the performance is found satisfactory, appointment will be regularized.

LWS (Leave Without Salary) with or without medical grounds will not consider for probation period. In such cases increment will be granted after extending the period spent on leave on probation period.

1.7. **INCREMENT:**

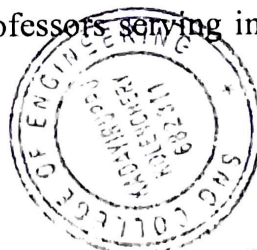
It is a periodical rise given in the rate of pay on a scale of pay. For each completed year of service an increment at the rate applicable to the scale of pay shall be granted. Increment falling due on completion of Probation shall be granted only from the date of completion of Probation. Leave without allowance exceeding one month in a year will not be counted for increment. Increments of employees, who are involved in any type of disciplinary issues, will be withheld until satisfactory reports are received from the concerned departments / Sections.

1.8. **PROMOTION:**

a) **Faculty:**

Faculty satisfying the requirements of AICTE regarding qualification and experience are eligible to be promoted to a higher grade, provided there is a vacancy available, as per the cadre ratio prescribed by AICTE from time to time.

Selection to the post of Professors and Associate Professors will be made through open selection process. Asst. Professors and Associate Professors serving in this College who possess required



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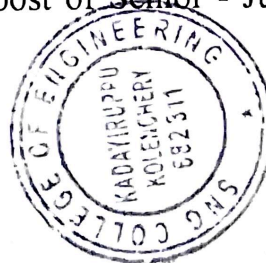
AICTE prescribed qualifications and experience can apply to the promotion post when notified by the management. The department promotion committee (consisting of Principal and Professor [HOD]) shall recommend for promotion the name of the faculty member found suitable for the specific post depending upon the qualification, specification, experience and efficiency.

b) Technical Staff:

- 1) Lab / Workshop Instructors: Second Grade Instructors are eligible for Promotion as first grade Instructor in accordance with their seniority and performance based on report from Head of Department & Principal. Seniority will be reckoned from the date of confirmation after declaration of successful completion of probation. The promotion posts, 1st Grade Instructors and Instructor are in the ratio 1:4.
- 2) Tradesman: The Tradesman with ITI / ITC qualification are eligible for promotion as Trade Instructor based on seniority and performance based on report from Head of Department & Principal. Number of post of Trade Instructors is in the ratio 1:4. All Technical staff are eligible for promotion on attaining 10 years service in the present cadre.

c) Other Staff:

- 1) Office Assistants: Junior Office Assistants are eligible for Promotion as Senior Office Assistants in accordance with their seniority and performance based on report from Head of Department & Principal. Seniority will be reckoned from the date of confirmation after declaration of successful completion of probation. Number of post of Senior - Junior is in the ratio



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1:1. All Office Assistants are eligible for promotion on attaining 10 years service in the present cadre.

2) Drivers / Peons: Drivers / Peons are eligible for Promotion in accordance with their seniority and performance based on report from Head of Department & Principal. Seniority will be reckoned from the date of confirmation after declaration of successful completion of probation. Number of post of Drivers / Peons is in the ratio 2:1. All Drivers / Peons are eligible for promotion on attaining 10 years service in the present cadre.

1.9. VACATION AND NON-VACATION STAFF:

Teaching faculty and technical staff will be given one month vacation in every year with full salary. They constitute the vacation staff. All other staff of administration constitutes non-vacation staff. Staff members who are on probation and availing vacation will be paid vacation salary only after the successful completion of probation period. Incumbents under probation required to work during vacation period will be paid salary for the period worked in the routine manner. The period of vacation in any year will be determined by the Head of the Institution depending on the academic schedule, University examination, etc.

1.10. INVIGILATION DUTY AND C.V. CAMP:

The eligibility for valuation camp duty is fixed as minimum one year service in the field. Invigilation duty for University Examinations and other examinations conducted the Sree Narayana Gurukulam College of Engineering (SNGCE) are part of their duty as college staff.



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1.11. RELIEVING FROM DUTY:

1. Staff members desiring to leave the institution should give notice or pay compensation in lieu as provided in the appointment letter and agreement signed by them.
2. Staff members who have completed the period of service as provided in the Appointment Order / Agreement have to give at least three month notice for leaving the institution.
3. Faculty members desiring to leave the college are directed to do so either before the commencement of the semester or at the end. Generally, faculty members will not be permitted to leave the college when the class work is in session.

2. LEAVE RULES

Leave cannot be claimed as a matter of right in the exigencies of services; the competent authority may refuse or revoke any kind of leave at his / her discretion. Application for leave of any kind shall be made in the prescribed form and submitted to the sanctioning authority in advance.

Minimum eligibility for availing leave will be continuous service of 25 days from the date of joining. Staff members can avail a maximum CL of 1 ½ days in a month.

2.1 DIFFERENT KINDS OF LEAVE ADMISSIBLE:

- h) Casual Leave
- i) Earned Leave
- j) Leave without salary
- k) Maternity Leave
- l) Compensatory Leave
- m) Duty Leave
- n) Study Leave



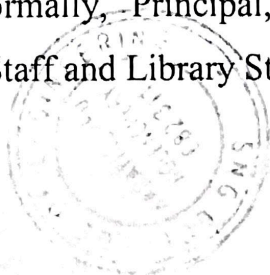
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a) Casual Leave (C/L):

- 1) Application for casual leave shall be made in the prescribed form and submitted to the Sanctioning Authority in advance. Heads of Departments will recommend the Casual Leave of all their subordinate staff and the same should be forwarded to the Principal for necessary sanction. The Principal will sanction Casual Leave of all Heads of Departments. The Executive Director will sanction Casual Leave of Principal and Director.
- 2) Casual leave may be granted to Regular and Temporary staff to the extend of 15 days for vacation Staff and 20 days for Administrative Staff (non-vacation staff).
- 3) For purpose of casual leave, the calendar year will be reckoned for one year period.
- 4) Casual leave proportionate to service alone will be granted.
- 5) Advance casual leave will not be normally granted.
- 6) Casual leave cannot be combined with any other kind of leave.
- 7) It is permissible to avail half day's casual leave if the absence is half or less than half of a working day for all staff except for emergency staff in essential utilities like electric and water supply, etc. that is Electrician and Staff-in-charge of water supply.

b) Earned Leave (E/L):

- 1) Non-vacation staff / Employees are eligible for earned leave with full salary at the rate of 15 days for every completed year of effective service after successful completion of probation period. Employees on probation are not eligible for the same.
- 2) Earned Leave is not admissible to employees who are permitted to avail vacation. Normally, Principal, Office Administrative Staff, Office Supporting Staff and Library Staff.

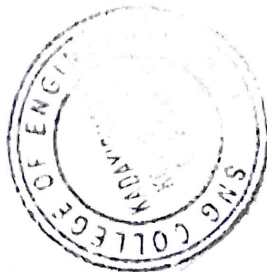



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- 3) Earned leave can not be accumulated for more than 5 year.
- 4) The maximum days of Earned leave that can be availed at a time is limited to 30 days. For prolonged hospital treatment this period can be extended up to 60 days provided Medical Certificate from the competent Medical Officer has been submitted with request.
- 5) Application for Earned Leave shall be made in the prescribed form and submitted to the Head of Institution.

c) Leave Without Salary (LWS) :

- 1) Leave without Salary may be granted to staff members on their request under special circumstances when no other leaves is admissible by rule. Employees on probation will not normally be allowed to avail Leave without Salary.
- 2) The probation period of the employee will be extended by the period of LWS availed if any during Probation. Only in very exceptional cases such leave will be entertained during Probation.
- 3) The total LWS should not exceed 360 days in the entire service period.
- 4) LWS may be granted up to a maximum period of 60 days on Medical and similar unavoidable reasons.
- 5) LWS may be granted in continuation of Maternity Leave without a Medical Certificate. However the maximum period of maternity leave including LWS should not exceed 90 days.
- 6) Holidays coming within the LWS will be counted as leave period.
- 7) Application for leave without salary up to 10 days shall be submitted in the prescribed form to the Head of Institution. Application for LWS exceeding 10 days shall be submitted in the prescribed form to the Executive Director through the Head of Institution for sanction.




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d) Maternity Leave (Mat/L) :

- 1) The female employee who has satisfying completed Probation and appointed on a regular basis is eligible for maternity leave for a period of 90 days with full salary.
- 2) Maternity Leave can be combined with any other leave other than C/L.
- 3) Maternity Leave will be sanctioned only twice during entire period of service.
- 4) Application for Maternity Leave shall be submitted to the Executive Director for sanction in the prescribe form through the Head of Institution.

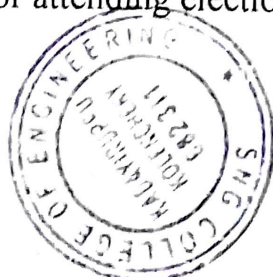
e) Compensatory Leave (Comp/L) :

If an employee is required to work on holidays or off days, he / she is entitled for Compensatory leave equal to the amount of days worked during holidays / off days. Under any circumstances the compensatory leave should not exceed 12 days in a year. Application for the compensatory leave shall be submitted to the Head of the Institution for prior sanction before availing the same and also which is subject to the punching report. Compensatory Leave shall become due from the first working day after the holidays / off days during which the employee has worked, and shall be availed of by the employee within 90 days of its falling due. C. Off will not be given to faculty members for engaging study tour / industrial visit.

f) Leave On Duty (D/L) :

Leave on duty may be granted to employees when deputed to represent the college for participating in the following:

- 1) University Examination duties, Relief Camp / Relief work of major calamities, for attending election classes and for Training.



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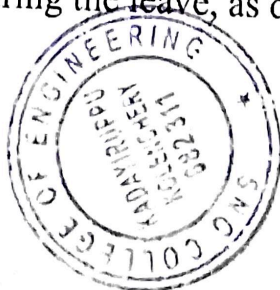
- 2) Study tour / Industrial Visit, Seminars, Cultural or sporting events of Zonal / State / National / International importance.
- 3) Receiving awards of Zonal / State / National / International Level constituted by Govt. or reputed institutions.
- 4) Duty certificate should be produced by the concerned employee. Duty leave will be entertained only on production of duty certificate from the authority concerned.
- 5) Applications for duty leave shall be submitted to the Head of the Institution in advance.

g) Study Leave (ST/L) :

Teaching faculty members may be granted study leave to pursue P.G. Degree programmes and Research works on a leave without salary basis for the period actually required to complete the course. Such leave will be granted to only those who have completed a minimum 2 year of service. After the course is successfully completed, they can rejoin if vacancy exists with an undertaking to serve further for a period at least one year. Total staff on study leave at any given time shall not exceed 20% of the total faculty strength of the department. The leave will be sanctioned only after exceeding and an agreement with the College.

2.2 GENERAL CONDITIONS OF LEAVE:

- 1) No employee is permitted to take any kind of leave without prior sanction of the leave sanctioning authority.
- 2) Disciplinary action will be taken against those employees who are absenting from work without information in writing.
- 3) An employee proceeding on leave shall hand over his / her charge including cash, documents and keys to the person who will work in his / her place during the leave, as directed by the Head of the Institution.



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- 4) An employee on leave shall not take up any service or employment elsewhere without obtaining prior permission from the Management to do so.
- 5) For leave on medical grounds an employee shall produce medical certificate from a competent medical officer. The sanctioning authority has the option, if so desired, to check the bonafides of the medical certificate before granting the leave. In case of any dispute, the decision of the management shall be final and binding on the employee concerned.
- 6) An employee who is on leave on medical grounds will be permitted to rejoin duty only on production of a certificate of fitness from the medical officer.
- 7) Overstay of leave or willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- 8) An employee on leave may not resume duty before the expiry of the period of leave granted to him / her, unless he / she is permitted to do so by the leave Sanctioning Authority.
- 9) Leave Sanctioning Authority may permit holidays to be prefixed or suffixed to the leave.
- 10) Vacation can be taken in combination with or in continuation with any kind of leave, except Casual Leave, for which case this may be granted under exceptional circumstances only with prior permission of the Head of Institution. But the leave so taken should not extend beyond the vacation period. Vacation salary will be paid only after rejoining.
- 11) Application for leave should be submitted to the Head of the Institution duly recommended by the Head of Department concerned.



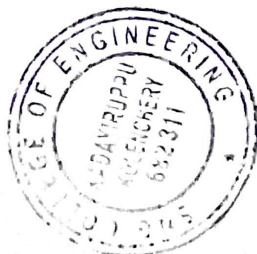
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2.3 LEAVE SALARY:

- 1) An employee availing the following kind of leave is entitled to leave salary amounting to full pay and allowances admissible had he / she been on duty.
 - a) Casual Leave
 - b) Earned Leave
 - c) Maternity Leave
 - d) Compensatory Leave
 - e) Duty Leave
- 2) No leave salary is payable to an employee availing leave without salary.
- 3) Vacation salary is admissible to a staff member only if he / she is present both on the closing and opening days in an academic year. This rule, however, is relaxed when he / she is allowed to combine vacation with any kind of leave except Casual Leave sanctioned under exceptional circumstances as stated under rule 10 in 2.2 above.
- 4) Guest faculty or similar staff members employed on hourly contract or temporary basis are not eligible for vacation salary.
- 5) The Sanctioning Authority reserves the right to reject any type of leave at its discretion.

2.4 BREAK OF SERVICE:

Employees who left the college once and rejoined later will not be eligible for continuous service benefits. Those who took leave on medical grounds with prior intimation to the College Authorities may be considered for continuous service benefits, provided that the leave does not exceed 6 months and application with valid medical certificate has been properly submitted.



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2.5 RELIEF OF STAFF:

Staff should not request for relief during the middle of semester. Subject to this 3 month advance notice has to be given for relief. The management also may issue one month notice or one month salary in lieu of notice to terminate services of an employee whose performance is evaluated as unsatisfactory. Any staff member taking relief from the college should obtain non-liability certificate from all departments before issuing relief certificate.

3. TRAVELLING ALLOWANCE

Travelling allowance is the allowance given to a staff member to compensate the expenses incurred by him / her for the journey / travel performed in the interest of the institutions with the instruction of the competent authority. Actual expenses incurred will be reimbursed to the staff members who have performed the journey and incurred the expenditure provided journey particulars in the prescribed form along with the supporting / documentary evidence in support of the claim is submitted duly recommended by the competent authority.

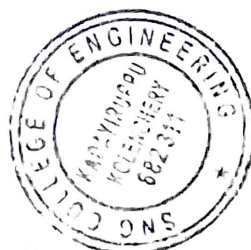
4. WELFARE OF STAFF

A Staff Recreation Club (SRC) is functioning in the College for the welfare of all staff.

4.1 INCENTIVES:

Different types of incentives are given to the employees of the college for improving their commitment to the students.

College is operating a canteen in the college for the benefit of employees and students.



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4.2 REWARDS:

When students get university ranks, all the teaching staff of the department are given cash rewards.

Festival allowance is given every year before the state festival *Onam*.

Salary of the month of *Onam* is dispersed before the *Onam* Holidays.

A week long holidays is given for *Onam* and *X'mas*.

4.3 FACULTY DEVELOPMENT PROGRAMME:

College encourages Faculties to attend FDPs conducted outside the campus and full registration fees is paid by the college.

4.4 CONSULTANCY CHARGES:

50 percentage of the consultancy charges are given to faculty who conduct the work.

4.5 SPONSORED PROJECTS / R&D PROJECTS:

In the sponsored projects and in R&D projects, the full amount received in that head is given to the principal investigator.

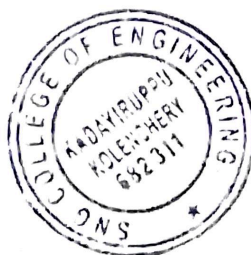
RIGHT OF MANAGEMENT

The Management reserves the right to amend or nullify the service rules outlined above at its discretion if decided by the Board of Directors.

Executive Director

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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

[Affiliated to APJ Abdul Kalam Technological University, Kerala]

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