

## **CHAPTER 1:**

- 1.1 These Rules shall be called as “Service Rules for the Lakshmikanthammal Educational Trust and the RMK Engineering College”
- 1.2 These Rules shall be applicable to the employees of the Lakshmikanthammal Educational Trust and the RMK Engineering College.
- 1.3 These Rules shall come in to force with immediate effect.

## **CHAPTER 2 - DEFINITIONS**

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

- 2.1 “Academic Year” means Year beginning with 1<sup>st</sup> of June of a Calendar year and ending with 31<sup>st</sup> May of the following Calendar Year.
- 2.2 “Trust” means Lakshmikanthammal Educational Trust which runs the R.M.K. Engineering College.
- 2.3 “College” means R.M.K. Engineering College situated at R.S.M. Nagar, Kavaraipettai, Gummidipoondi Taluk, Thiruvallur District.
- 2.4 “Designated Authority” means any person duly authorized by the Management of the Trust or by the Principal of the College.
- 2.5 “Employees” means all persons in whole time and part time employment of the Trust / College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, other than the labour force and contingent staff, whether permanent, officiating or temporary.
- 2.6 “he” means either he or she.
- 2.7 “Non-Vacation Staff” means all employees other than vacation staff.
- 2.8 “Principal” means the Principal of R.M.K. Engineering College
- 2.9 “Rules” means the Service Rules hereunder.
- 2.10 “Service” includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- 2.11 “University” means Anna University, Chennai

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

### **3.1 SCREENING**

- 3.1.1 Recruitment is normally done twice in a year during May and November.
- 3.1.2 The number of vacancies in different cadres shall be communicated by the Principal/Designated Authority based on student strength / existing faculty / resignations or terminations of staff members, to the management for approval / information.
- 3.1.3 Vacancies shall be advertised in leading English newspapers.
- 3.1.4 Screening of applications shall be done by the respective Screening Committee.
- 3.1.5 Short listed candidates shall be informed through call letters and over telephone by the HR Department.

### **3.2 INTERVIEW**

- 3.2.1 Interview Committee will consist of the Principal / Designated Authority, Academic Council members and the respective Heads of the department and subject experts.
- 3.2.2 The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.
- 3.2.3 Direct interview will be conducted for Senior posts. Selection Committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

### **3.3 PAY FIXATION**

- 3.3.1 Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- 3.3.2 Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman of the Trust.

### **3.4 PROMOTION**

In the case of promotion to a higher post, the appointment and fixation of initial pay in the higher scale will be done as per the prescribed norms and as given in TABLES – I, II, III & IV annexed. A Committee constituted specially by the Chairman of the Trust will consider the cases of such promotions and obtain the approval of the Principal and the Chairman of the Trust.

### **3.5 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 the person appointed is not satisfactory during the period of probation, he will be issued a notice of warning at the end of the ninth month, and if his work continues to be unsatisfactory, his services will be terminated at the end of the one year period. 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.

### **3.6 MEDICAL FITNESS**

Every candidate offered employment have 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 subject to the candidate being found medically fit.

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

- 4.1 **Hours of work:** The regular working hours for the College shall be 8.30 AM to 04.00 PM with a lunch break between 12.30 pm and 1.15 pm during weekdays. Depending upon the exigencies of the work, the staff members concerned are expected to be available beyond the office hours indicated above. Sunday & Mondays are normal holidays in a week.
- 4.2 **Attendance:** All staff members are required to record their attendance in the registers provided at the respective department in the morning when they come in. If any one is late, he is required to sign the late attendance register and record the time of arrival. A maximum of two late-entries in a calendar month are allowed. Thereafter, half-a-day casual leave will be deducted for every subsequent late-arrival.

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

#### **CHAPTER 5 - POWERS and RESPONSIBILITIES - PRINCIPAL**

- 5.1 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, students- amenities, sports, guest house, seminar halls, auditorium, staff quarters, recreation center, etc. with additional provision for future expansion and development.
- 5.2 Co-ordinating the activities with the Anna University, AICTE State Government and NBA for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- 5.3 Making the short term and long term planning and setting out the priorities.
- 5.4 Carrying out the mission, goals and the policy of the Governing Council giving the top priority for discipline and quality education.
- 5.5 Managing the curricular, academic and other related activities and develop required faculty.
- 5.6 Monitoring the overall discipline, growth and development of the college.
- 5.7 Arranging for the Admission of students under Govt./Management/ NRI Quota.
- 5.8 Interacting with industries, leading institutions, research organizations etc. in the National and International level and sign MOU.
- 5.9 Encouraging and motivating the students and staff for a good teamwork.
- 5.10 Identifying the hidden talents of individual students and to do everything possible to develop their personality.
- 5.11 Improving the environmental conditions of the campus and creating a congenial atmosphere for study and work by providing a steady supply of good water, electricity etc. and by forming good roads, planting of avenue trees and flower plants, developing of lawns, etc. and by installing fountains in the campus.

- 5.12 Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution as an institute with high potential and excellence
- 5.13 To take necessary steps to improve the placement service for students.
- 5.14 Coordinating with the management for the recruitment of Teaching and Non Teaching Staff.
- 5.15 Appearing for Legal and Judicial matters.
- 5.16 Monitoring the University and other Examinations.
- 5.17 Attending other works assigned by the Management & Governing Council.
- 5.18 Carrying out the works related construction of buildings in time.
- 5.19 Arranging the periodical HOD and staff meetings.
- 5.20 Encouraging Research/ consultancy activities in the college.
- 5.21 Scholarship and disbursal management.
- 5.22 To conduct Graduation Day, College Day, Sports Day and Freshers Induction Day Functions.

#### **CHAPTER 6 - DEAN**

- 6.1. To support the Principal in preparing reports and other special communications to be submitted to the Government, AICTE, NBA, University, DOTE, DST, CSIR, Tamilnadu State Council for Science and Technology and other authorities.
- 6.2 To support the Principal in respect of legal and other judicial matters.
- 6.3 To work as a mentor of students, Teaching and Non Teaching staff members.
- 6.4 Facilitating the Principal in the conduct of Graduation Day of the College, Alumni Meet, College and Sports Day functions.
- 6.5 Helping the Principal & Heads of Departments in the academic and all administrative matters.
- 6.6 To support the Principal in Planning and creation of Infrastructural facilities for development of the college.
- 6.7 To help the Principal in Agenda and Notes preparation of Governing Council meeting for its Periodical meet.

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

6.9 To arrange MOU with Industries, Government Organizations & Universities.

#### **CHAPTER 7 - VICE PRINCIPAL**

7.1 Assisting the Principal in preparing reports and other special communications to be submitted to the Government/s, AICTE, NBA, University, DOTE, DST, CSIR, Tamilnadu State Council for Science and Technology and other authorities.

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

7.3 Assisting the Principal in respect of legal and other judicial matters.

7.4 Scrutinizing and reporting to the Principal on all matters relating to the staff.

7.5 Assisting the Principal in conducting the university and other examinations.

7.6 Reporting to the Principal about the performance of the students after the announcement of university results and after revaluation of results.

7.7 Assisting the Principal in Scholarship and disbursal management.

7.8 Attending all other duties as and when assigned by the Principal.

7.9 To assist Principal and Dean in the conduct of College Graduation Day, Annual Day and Sports Day function.

7.10 To carry out the routine duties of Principal when he is on leave / on other duties

#### **CHAPTER 8 - HEADS OF DEPARTMENTS**

8.1 Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.

8.2 Planning and monitoring the overall departmental activities.

8.3 Time schedule for the syllabus coverage, internal tests and opening and closing of semesters.

8.4 Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructure facilities.

8.5 Preparing and submitting the annual departmental budget to the Principal.

8.6 Developing, installing and maintaining departmental labs.

8.7 Convening departmental meetings.

8.8 Identifying brilliant and talented students and encouraging them to pursue for higher growth.

8.9 Counseling and guiding students.

8.10 Identifying and encouraging the faculty to apply for Research projects to different funding agencies and to carry out the activities successfully.

8.11 Assisting the Principal in all administrative and other matters.

8.12 Reporting to the Principal periodically on all matters in respect academics, administration, discipline, Research etc.

8.13 Organization of, and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.

8.14 To become members in professional organizations.

8.15 To take necessary steps to develop Industry Institute interaction.

8.16 Encourage the staff members to apply for research projects, to carry out consultancy and to publish papers in National and International Journals having high impact factors.

8.17 Arrange number of continuing education programmes for Practicing Engineers and Workers of the Industry.

8.18 To check the course files of the teachers and suggest corrective measures.

8.19 Maintaining all records as stipulated by NBA/ ISO for Accreditation.

8.20 HOD shall fill up the proforma given in Chapter 30.2 for Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment form.

## **CHAPTER 9 - TEACHING FACULTY IN THE DEPARTMENT**

- 9.1 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 9.2 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co curricular or extracurricular activities, Research and consultancy works.
- 9.3 Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.
- 9.4 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
- 9.5 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 9.6 The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- 9.7 The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
- 9.8 Each faculty shall fill up the proforma given in Chapter 30.1 for self assessment and submit to the HOD every year.

## **CHAPTER 10 - PLACEMENT & TRAINING OFFICER**

- 10.1 To look after the training and placement activities of students.
- 10.2 To have close liaison with industry for placement of students
- 10.3 To work in consultation with Coordinator, Industry Institute Interaction for organizing lectures from the professionals from industry.
- 10.4 To collect feedback from the companies coming for placement.

- 10.5 To Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- 10.6 To organize the entrepreneurship workshops.
- 10.7 To prepare Placement Brochures of departments
- 10.8 To invite prospective companies for campus recruitment.
- 10.9 To register students for the placement with prescribed qualifications
- 10.10 To arrange for various facilities required on the date of interview
- 10.11 To collect appointment letters and distribute them to selected students.
- 10.12 To arrange for industrial visits and in-plant training.
- 10.13 To achieve maximum possible placements for students.
- 10.14 To guide students on various interview techniques, group discussions, aptitude tests.
- 10.15 Periodic Conduct of IQ tests
- 10.16 Arrangement of Personality Development Workshops
- 10.17 To Train students in aptitude tests, interview techniques, group discussions
- 10.18 Notification regarding various competitive examinations
- 10.19 To Guide students wishing to pursue Higher Education.
- 10.20 To organize the Faculty Development programs by the Industry experts. Signing of MoUs with the Industries for students training, FDP, research, Guest lecture etc..

## **CHAPTER 11 - PHYSICAL DIRECTOR**

- 11.1 Co-coordinating the activities of the staff of the physical education department in order to ensure effective functioning.
- 11.2 Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- 11.3 Preparation and submission of the annual budget to the Principal
- 11.4 Organization and conduction of the university level, state level and TIES tournaments when undertaken
- 11.5 Attending the meetings at the university level regarding physical education

- 11.6 Arranging for the training of himself/herself and the colleague/s in advance programmes.
- 11.7 Suggesting changes and developments to be effected in the Department.
- 11.8 Ensuring overall discipline among all the students participating in sports and games.
- 11.9 Inter-departmental sports, inter collegiate and university competitions.
- 11.10 Assisting the Principal in maintaining discipline in the campus.

#### **CHAPTER 12 - LIBRARIAN**

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

- 12.18 Arranging for annual stock verification.

#### **CHAPTER 13 - TECHNICAL STAFF**

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

#### **CHAPTER 14 - ADMINISTRATIVE OFFICER**

Administrative Officer has the responsibility of the overall administration of the office personnel of the college. Other major responsibilities include:

- 14.1 Maintenance of Students' files.
- 14.2 Maintenance of staff personal files.
- 14.3 Maintenance of inward and outward correspondence registers with all required details.
- 14.4 Maintenance and issue of railway concession forms together with bonafide certificates.
- 14.5 Attendance management through computer when introduced.
- 14.6 EPF and EPS management as and when introduced.
- 14.7 Maintenance of notice boards and information display.

- 14.8 Purchases, stores and issues of stationery through proper procedure.
- 14.9 Collection of suggestion slips and submitting to the Principal for further action.
- 14.10 Furnishing the list of students to the Principal having unsatisfactory attendance during the middle of each semester facilitating advance intimation to the students and parents.
- 14.11 Assisting the Principal in the preparation of reports to AICTE University/Government/NBA

#### **CHAPTER 15 - ACCOUNTS OFFICER**

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

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

#### **CHAPTER 16 - CLASS ROOM TEACHING**

- 16.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

- 16.2 The Faculty Member should get the lesson plan and course file approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,
- 16.3 The Faculty Member's Diary must be regularly updated and put up for inspection every month by HOD/Principal as the case may be.
- 16.4 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- 16.5 The Faculty Member should engage the full 50 minutes and should not leave the class early.
- 16.6 The Faculty Member should make use of OHP, Power Point Presentation Models etc. as teaching aids.
- 16.7 The Faculty Member should encourage students to clarify doubts and to ask questions.
- 16.8 The Faculty Member should get the feed back from students and act / adjust the teaching appropriately.
- 16.9 The Faculty Member should take care of academically backward students and pay special attention to their needs by conducting special classes.
- 16.10 In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.
- 16.11 The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.
- 16.12 The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 16.13 The Faculty Member should motivate the students and bring out the creativity / originality in the students.
- 16.14 The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Principal with remarks.

## **CHAPTER 17 - LABORATORY**

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

## **CHAPTER 18 - TEST/EXAM**

- 18.1 During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
- 18.2 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test/Model Examination).
- 18.3 The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

## **CHAPTER 19 - SPECIAL INCENTIVE TO FACULTY**

### **19.1 RESEARCH/ PUBLICATIONS**

#### **19.1.1 NATIONAL EVENTS**

- Deputation only for presenting papers that are accepted for both presentation in the event and for publication in the proceedings.

- Selection based on peer review of full paper. Evidence to this effect should be produced.
- Event registration and TA/DA as applicable will be provided.
- Absence will be treated as on duty.
- A maximum of two times per teacher per year, subject to availability of budgeted funds, on first-come first-served basis, can be considered.
- Preference will be given to those invited to chair sessions.
- Preference will be given to those below 35 years of age, if papers are accepted, when both faculty aging below 35 and above 35 go to the same conference.

#### **19.1.2 INTERNATIONAL EVENTS**

- Deputation only for presenting papers selected after peer review of full paper for presentation and for publication in the proceedings. Evidence to this effect must be produced.
- Registration fee, 75% of economy class return air-fare and DA of Rs. 4000/- per day for a maximum of three days will be given to each teacher, and subject to a maximum of Rs.20000/- per person. To such deputation, the paper presenters should return back and serve the institution for at least two years, otherwise the sanctioned amount is to be refunded to the Institution.
- One person can avail this facility only, once in three years.
- Preference will be given to those below 45 years of age on first come, first served basis and subject to availability of budgeted funds.
- Only in exceptional circumstances those above the age of 60 would be deputed for the conferences at the discretion of the management.
- However in the case of those who have funded projects, the above conditions may be relaxed and the fund available in the sponsored project may be used with the prior approval of the Principal and the Management.



### 19.1.3 FUNDED PROJECTS

- An incentive of 10% of the value of funded projects (excluding MODROBS) will be given to the staff for meeting travel and other expenditure related to the project.

### 19.2 PUBLICATION OF TEXT- BOOKS

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

### 19.3 DEPUTATION FOR HIGHER STUDIES:

- Not more than 2 members of faculty of any department will be deputed for post-graduate studies in the part-time mode in any one year. Those deputed will be relieved from academic work for not more than 2 days in a week including holidays except Sunday till the 5<sup>th</sup> semester.
- Those deputed for the PG studies as mentioned above will be required to execute a service bond for 3 years from the date of obtaining the provisional certificate. If they leave the service before the end of the bond period, they will pay the salary for the reminder period not served.
- Not more than 1 member of the faculty of any department will be deputed for Ph.D programs with a relief of 2 days in a week in terms of work-load in the department. They will also be reimbursed the tuition fee remitted for the course work. Such candidates have to execute a bond with the conditions stipulated as in the bond.
- All persons deputed for Ph.D programs will execute a service bond to serve for 3 years from the date they complete their viva-voice examination. If they leave the service before the expiry of such bond period, they will have to pay the reminder of salary of such period of default.
- Deputations for all the above programs will be based on merit, contribution made in the college and also the seniority position of the staff in the department.

## CHAPTER 20 - RESIGNATION/TERMINATION OF SERVICE

- 20.1 A member of the Staff shall have his/her service terminated by giving one month notice or one month salary in lieu thereof, in case of temporary appointments or during 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 semester/academic year.
- 20.2 The Chairman has the power to terminate the services of a member of the college for any of the following reasons:
- a) Serious misconduct and willful negligence of duty.
  - b) Gross insubordination.
  - c) Physical or mental unfitness.
  - d) Participation in any criminal offence involving moral turpitude
- In such termination case, rule 20.1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.
- 20.3 The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if they resign in the vacation period.

## CHAPTER 21 - CASUAL LEAVE

- Each staff member may avail himself / herself 12 days of casual leave in an academic year. Whenever teachers avail casual leave they must make alternate arrangements for their class work / 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.
- Casual leave can be availed after obtaining the prior approval. Last minute application for CL must be avoided as far as possible.
- Casual leave may be combined with weekly holidays or other specified holidays. However, the total period of absence from duty at a time on account of such leave shall not exceed nine days including holidays.

**CHAPTER 22 - VACATION, EARNED LEAVE AND OTHER  
EXTRA-ORDINARY LEAVE**

- A confirmed employee from the teaching faculty is entitled to a total of 60 days of vacation (15 Days in the month of December and 45 Days during summer holidays) in a year, to be regulated by the Principal as per the needs of the College. Probationers will be permitted to avail 30 days of vacation in a year or in proportion to the number of months of their service during the year.
- Casual leave cannot be availed of during vacation. Any absence during vacation is treated only as vacation.
- Staff members availing themselves of vacation should indicate in writing the period of vacation and also give their 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.
- 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, apart from the Earned Leave credit on account of prevention from enjoyment of the vacation.
- 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 the purposes of annual increment. However continuity of service will not be affected, if such a leave has been granted for pursuit of higher studies or for research.
- Special casual leave for special occasions like the employee's wedding or other such important functions may be granted at the discretion of the management, for a period not exceeding 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 23 - MATERNITY LEAVE**

Women employees are eligible for maternity leave not exceeding 30 days. 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. Maternity leave may be combined with vacation and EL, but the total period of absence 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.

**CHAPTER 24 - MEDICAL LEAVE**

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

<b>Years of service in the College</b>	<b>Leave Period</b>
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 25 - COMPENSATORY LEAVE**

For every day of work on declared holidays one day compensatory leave will accrue for all employees prevented from enjoying those holidays on account of special work assigned by the HODs / Principal / Management. Such a leave is limited to a maximum of 12 days in a year. Application for compensatory leave has to be made at least 15 days in advance. Compensatory leave has to be availed within six months and cannot be carried forward to subsequent years.

Whenever the employee does not report back for duty after availing the sanctioned leave subject to the limits specified above, the entire period of absence of the employee including the sanctioned period of leave will be treated as leave on loss of pay.

## **CHAPTER 26 - ON DUTY LEAVE**

- On duty permission will be granted only with the prior permission in writing from the Head of the Department and subject to approval by the Principal. The staff must also sign the register maintained for availing On Duty in the office and also in the attendance Register kept in the department.
- The teaching staff members will be allowed a maximum of 6 WORKING DAYS per Semester (12 Working days in an academic year) as “ON DUTY” for the purpose of attending Board/ PhD DC and other Meetings / Central Valuation / External Examiner for Practical Examinations connected with Anna University / DOTE during the college working days. Staff should produce evidence from the competent authority for having done the intended Duty. Otherwise this absence will be treated as Leave on loss of pay. When staff members go for examination work for Universities other than Anna University, OD will not be granted.
- Those who are doing part time (M.E. and Ph.D.) degree courses can write university examinations availing “ON DUTY” leave on the days of University Examinations.
- If University external practicals and university valuation works fall during vacation period, such duties will be counted against their vacation account.

## **CHAPTER 27 - CONDUCT AND DISCIPLINE**

### **27. A: CONDUCT**

- (1) Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an institution.

- (2) Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he she is placed.
- (3) Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- (4) Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- (5) No employee shall be a member ,or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of ,or assist, in any other manner any political movement or activity.
- (6) No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any question arises whether a party is apolitical 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 prior permission of the authority.
- (8) An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his 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 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 on leave, whether stipendiary or honorary.
- (11) No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.
- (12) An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

#### **27. 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 trail.
- (2) An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/ conviction by an order of the Chairman and shall remain under suspension until further orders.
- (3) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

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

#### **CHAPTER 28 – REPEAL**

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

#### **CHAPTER 29 - UNDERTAKING BY THE MEMBER**

Every member of the faculty should carefully read and understand the above “**Duties and Responsibilities**” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as given below:

**“I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of R.M.K. Engineering College”.**

**Signature:**

**Name & Designation:**

**Date:**

**CHAPTER - 30**

**30.1 SELF ASSESSMENT FORM FOR FACULTY**

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

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

Sl. No.	Subjects taught	No. of contact hours per week (Semester wise)*	No. of students who appeared for the Uni. Exam.	No. of students declared to have passed	Percentage of Pass	Remarks if any

6.	State contributions made by you in one or more of the following during the period under report:	:
(i)	Laboratory or workshop development/ manuals preparation	:
(ii)	Preparation of models, demonstration equipment and other teaching aids.	:
(iii)	Short Courses conducted.	:
7. (a)	No. of students who have obtained research degrees under the guidance of the staff member	:
(i)	Ph.D.	:
(ii)	P.G. Degree	:

(b)	Number registered for research under the guidance of the staff member for the period under review :	:
(i)	Ph.D.	:
(ii)	P.G. Degree	:
(iii)	P.G. Diploma	:
(iv)	Undergraduate (Project work)	:
(c)	Papers published (attach reprints if available) for the period under review.:	:
(d)	Research instrumentation/apparatus innovated (attach photographs) during the period under review.	:
(e)	Number of funded Projects with amount and other details.	:
8. (a)	Any additional qualification acquired during the period under report; give details.	:
(b)	Have you published or are you engaged in writing any book or guide during the period under report; if so give details.	:
(c)	State membership in committees connected with your professional work during the period under report. :	:
(d)	State conference or seminars in which you have participated / organised during the period under report; give details.	:
(e)	Are you engaged in any consulting work? If so give particulars.	:
(f)	Any other contribution not covered in items (a) to (e) of this item.	:

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

9.	Pastoral functions such as wardenship, NCC/NSS Sports, fine arts, students activities etc. during the period under report.	:
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Signature of the faculty reported on

Station:  
Date :

(Name in Block Letters and Designation)

### 30.2 PERFORMANCE APPRAISAL

#### PERFORMANCE AND POTENTIAL ASSESSMENT

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

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

Station:

Signature of the Principal

Date:

**Table - I : Promotion and Selection of staff to Engineering College (Assistant Professor Grade I & Grade II)**

SL. NO	QUALIFICATION	0 APG1	1 APG1	2 APG1	3 APG1	4 APG1	5 APG2	6 APG2	7 APG2	8 APG2	9 APG2		
1	M.E.	18600+A+AGP	16250+A+AGP	16920+A+AGP	17610+A+AGP	18320+A+AGP	18600+A+AGP	19370+A+AGP	20170+A+AGP	20990+A+AGP	21830+A+AGP		
2	M.B.A, M.C.A. & M.Sc., M.Phil.	18000 Con Pay	20000 Con Pay	15600+A+AGP	16250+A+AGP	16920+A+AGP	17610+A+AGP	18320+A+AGP	18600+A+AGP	19370+A+AGP	20170+A+AGP	20990+A+AGP	21830+A+AGP

A Allowance  
 AGP Academic Grade Pay  
 APG1 Assistant Professor Grade I  
 APG2 Assistant Professor Grade II  
 Note : Ph.D. Degree Holders in Engineering and Ph.D. Degree Holders in Science & Humanities will get an incentive of Rs. 8000/- per month and Rs. 5000/- per month respectively over and above their salary per month, while they are in APG1 and APG2.

**Table - II : Promotion and Selection of staff to Engineering College (Associate Professor Grade I & Grade II)**

SL. NO	QUALIFICATION	0 ASPG1	1 ASPG1	2 ASPG1	3 ASPG1	4 ASPG1	5 ASPG2	6 ASPG2	7 ASPG2	Remarks
1	M.E.	22320+A+AGP	23320+A+AGP	24170+A+AGP	37400+A	38530+A	39690+A	40880+A	42110+A	Continue in the scale of pay 37400-67000 without Grade Pay
2	M.B.A, M.C.A. & M.Sc., M.Phil.	22320+A+AGP	23320+A+AGP	24170+A+AGP	37400+A	38530+A	39690+A	40880+A	42110+A	Continue in the scale of pay 37400-67000 without Grade Pay

ASPG1 Associate Professor Grade I  
 ASPG2 Associate Professor Grade II  
 Note : Non Ph.D. Degree Holders in Engineering and Non Ph.D. Degree Holders in Science & Humanities will not get AGP when they move to Associate Professor Grade II.  
 Ph.D. Degree Holders in Engineering and Ph.D. Degree Holders in Science & Humanities will get an incentive of Rs. 8000/- per month and Rs. 5000/- per month respectively over and above their salary per month, while they are in Associate Professor Grade I (ASPG-I).

**Table - III : Selection of staff to Engineering College - Associate Professor Grade III**

**(a) Engineering Faculty**

Members with M.E./M.Tech. with First Class at BE/ B.Tech. or ME/ M.Tech. and Ph.D. Degree holders having more than 8 years of teaching experience are eligible for this position, with academic grade pay of Rs. 9000/- plus all other usual allowances as per AICTE norms provided vacancy exists in the Department.

**(b) Science and Humanities**

Faculty with First Class MBA/MCA/M.Sc., M.Phil and Ph.D. Degree Holders having more than 10years of teaching experience after acquiring Ph.D. Degree are eligible for Associate Professor position with grade pay of Rs. 9000/- plus all other usual allowances as per AICTE norms provided vacancy exists in the Science and Humanities Department.

**Table - IV : Selection of staff to Engineering College - Post of Professor**

**(a) Engineering Faculty**

Members with M.E./M.Tech. (with first class at B.E./B.Tech. or M.E./M.Tech.) & with Ph.D. degree in the relevant area with 10 years total collegiate teaching experience, of which minimum of 5 years at Associate Professor are eligible for this position provided vacancy exists in the department.

**(b) Science and Humanities**

Members with a first class, at M.A./M.Sc./MBA/MCA and Ph.D. degeree in the relevant area and with more than 12 years of collegiate teaching experience of which a minimum of 5 years at Associate Professor level are eligible to this position provided vacancy exists in the department.



## **R.M.K. ENGINEERING COLLEGE**

(LAKSHMIKANTHAMMAL EDUCATIONAL TRUST)

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

**SERVICE RULES**

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