



SRI VENKATESWARA

COLLEGE OF ENGINEERING AND TECHNOLOGY

Thirupachur-631203, Tiruvallur TK & DT
Approved by AICTE New Delhi & Affiliated to Anna University, Chennai
(A Telugu Minority Institution)

3. DEFENITIONS

In these regulations, unless there is anything repugnant in the subject or context:

- “Trust” means “Sri Venkateswara Educational and Cultural Trust”
- “Employee” means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages
- “Government” means the “Government of Tamil Nadu.
- “Governing Body” means the Governing Body constituted as per the Bye-laws of the trust
- “Head of the Department” means the Head Department of the respective department.
- “Management” means the Governing Body.
- “Chairman” means the Chairman of the Trust.
- “Principal” means the head of the Institution.

4. GENERAL SERVICE RULES

4.1 RECRUITMENT OF FACULTY

The appointments for all cadres are done by direct recruitment based on merit, through selection By duly constituted committees through open advertisement at national level. However, temporary

vacancies at the level of Assistant professor are filled based on Walk-in Interviews, and advertisement in local dailies by constituting a selection committee with the Principal, the Head of the Department concerned, and one or two external experts in the field of specialization concerned as members.



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4.2 QUALIFYING SERVICE

The total period of service put in by an employee either in other Engineering Colleges or in NSIT shall be considered in all Engineering disciplines, Science and Humanities. However, for Science and Humanities, 50% of services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account.

4.3 EXTENSION OF TEMPORARY SERVICE

If the appointing authority is to view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warning issued to them had no avail, and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the of temporary service.

4.4 PROMOTION POLICY

Promotion of regular teaching staff, personal to them, is only through the Career Advancement Scheme as per the AICTE/UGC Regulations as amended from time to time and as adopted by the Management depending on the availability of funds



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4.5 ANNUAL PERFORMANCE APPRAISAL REPORT

The faculty member shall submit an open and transparent performance report every year, Containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The management and principal shall review the reports and finalize them. The assessment shall be used for the following purposes. Award of annual increments. Award of special increments and awards for superior performance award of career advancement and promotion.

4.6 RESIGNATION

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year

4.7 RETRENCHMENT

Where retrenchment of any employee is rendered necessary by the management consequent on Any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to the availability of funds




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4.8 TERMINATION OF SERVICE

The services of a temporary employee are liable to be terminated at any time without notice And without assigning any reasons whatsoever. The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months' notice or three months' Salary in lieu thereof. The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

4.9 RETIREMENT

The age of superannuation for teaching staff will be 60 years and for all other categories of staff 58 years. Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however, be permitted to continue in service till the close of the academic year, if the management decides the continuation on of service.



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4.10 MISCELLANEOUS

- Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and a review by a committee constituted by the Chairman.
- No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
- Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his relationship with the members of the Governing Body, Principal, staff, students and visitors to the College
- No employee shall interfere in the affairs of the administration departments/library and other agencies, allied to the College directly or indirectly
- A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Principal or any other competent officer, who is duly delegated of the powers by the Principal
- Notwithstanding anything s and id anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.



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5. QUALIFICATION NORMS & SCALE OF PAY AS PER – PAY COMMISSIONS

	CADRE	QUALIFICATION AND EXPERIENCE
1	ASSISTANT PROFESSOR	BE/B.Tech & ME/ M.Tech in relevant branch with 1st Class or equivalent either in BE/B.Tech or ME/M.Tech.
	Pay Band: 15,600 - 39,100+AGP Rs. 6,000/- In addition to basic pay (Rs. 15,600/-) and AGP, candidates will also be eligible for DA.H R A as admissible	
2	ASSOCIATE PROFESSOR	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, inappropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years' experience in teaching / research/industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice Of 5 years as certified by the Council of Architecture shall also be considered valid.
	Pay Band: 37,400 - 67,000+AGP Rs. 9,000/- In addition to basic pay (Rs. 37,400/-) and AGP, candidates will also be eligible for DA. H.R.A as admissible	
3	PROFESSOR	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.
	Pay Band: 37,400 - 67,000+AGP Rs. 10,000/- In addition to basic pay (Rs. 40,890) and AGP, candidates will also be eligible for DA. H.R.A as admissible	




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