

SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY



SERVICE RULES

VISION OF THE INSTITUTE

“To emerge as a premier institute of supreme standard imparting professional education and research with high ethical values towards meeting global challenges”.

MISSION OF THE INSTITUTE

Generating abundant resources and providing holistic academic ambience that supports intellectual growth and skill acquisition to achieve supreme standards in professional education.

Promoting collaborative multidisciplinary innovative research Programs in synergy with global challenges to achieve supreme standards in research

Imparting value based Education and instilling high ethical values to dedicate advancement of technology for the benefit of humanity.

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ABBREVIATIONS

SL.NO	ABBREVIATIONS	EXPANSION
1	HOD	Head of the Department
2	LOP	Loss of Pay
3	AICTE	All India Council for Technical Education
4	OD	On Duty
5	CL	Casual Leave

SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY

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1. ABOUT THE INSTITUTE

Sri Muthukumaran Institute of Technology was established by Sri Muthukumaran Educational Trust in the year 1996 and it was declared as Telugu linguistic minority institute by the order of the Government of Tamil Nadu. It is initially affiliated to University of Madras and now affiliated to Anna University, Chennai approved by AICTE and five programmes such as ECE, CSE, EEE, MECH and IT are accredited by NBA. The college is having 6 UG programs which are CIVIL, CSE, ECE, EEE, Mechanical Engineering & Information Technology and 8PG programs which are Applied Electronics, Computer Aided Design, Computer science and Engineering, Power System Engineering, Embedded System Technologies, Engineering Design MBA & MCA and 2 Ph.D programmes.

2. ORGANIZATIONAL STRUCTURE

SL.NO	CADRE
1	Governing council
2	Principal
3	Administrative Officer
4	Dean /HOD
5	Professor
6	Associate Professor/Senior Librarian
7	Assistant Professor/ Librarian/Placement Officer
8	Director of Physical Education/Transport Officer/ Hostel Warden

3. RECRUITMENT OF FACULTY

The faculty/staff members play a major role in achieving the goals of the Institute, it is noteworthy to identify and recruit highly qualified faculty

a. Qualification:

Recruitment of faculty members is done based on the norms prescribed by AICTE/Anna University for various cadres. The fixation of seniority or additional increment for past service in Institutes/ Industries is done based on the norms prescribed by AICTE/Anna University

b. Recruitment procedure

The recruitment of the faculty members is made by the selection committee whenever required, by following an open and transparent selection procedure.

- Advertisements are given in the leading newspapers and Faculty plus website.
- The prospective candidates are screened by their education, experience and research activities by the HOD.
- The screened candidates are intimated about the interview date and time.
- Candidates are interviewed and demo class observed by the constituted selection committee.
- Based on the recommendations made by the selection committee the candidates are informed of their selection.
- After receiving the acceptance letter from the selected candidates, appointment orders are issued. It is implied defacto that while accepting the appointment order every staff member is giving concurrence to accept and abide by the instructions provided in the service rules.

c. Composition of the Selection Committee for recruitment:

- The selection committee is constituted by the following members.

Composition of the Selection Committee

1	Governing council	Sri Muthukumaran Educational Trust
2	Principal	Sri Muthukumaran Institute of Technology
3	Dean/ Head of the Departments	Sri Muthukumaran Institute of Technology

4. PROBATION

- Initially the appointment of the selected candidates will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the institute issued from time to time.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in a vacancy, he/she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of competition. If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.
- The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.
- Every staff shall have a copy of the service rules book and abide by it.

5. SERVICE CONDITIONS

- A person shall be deemed to have been appointed to the service when his appointment is made to post in accordance with the existing AICTE norms but it shall not include Faculty appointed on deputation or temporary/ad hoc.
- The management reserves the right to depute offering services during probation/Conformation service to any of the group institution irrespective of place or location.
- Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.
- The selected candidate shall furnish undertaking to serve for a minimum period of two years.
- The pay of teaching staff shall be fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.
- Performance appraisal would be considered for promotion.
- The pay of non-teaching staff shall be fixed by the selection committee in accordance with AICTE & central government.
- The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- The appointing authority shall, at time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment, irrespective of date of joining.
- All appointment in the academic service shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply.
- The management may however make ad hoc appointments in specific cases or recruit by deputation. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- It is expected that every faculty member voluntarily shall obtain the copy of the service rules and read every instruction scrupulously and follow the instruction in letter and spirit.

6. INCREMENTS

- Increment will be sanctioned only on satisfactory report on performance of the employee.
- An increment may be withheld to the faculty/staff if the conduct has not been good or his work has not been satisfactory.
- The authority ordering such with-holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increment also.
- In all cases, the increment is sanctioned based on the report of the Performance Appraisal of the employee.

7. PROMOTION POLICY

- The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.
- All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications and commitment of the staff to the improvement of the institute.
- The promotion of an employee is purely based on the merit cum seniority basis.
- The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.
- Staff performance will be evaluated based on the results produced in the Anna University Examination.
- Student feedback will be taken into account in evaluating the performance of faculty.

8. RESIGNATION OF SERVICE

- Any member of the faculty in permanent service shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- Any member of the support staff in permanent services shall give one month notice in case he/she shall pay one month salary in lieu thereof. The resignation shall come into force

from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.

- Any member of the faculty / support staff during probation shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come to force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

a) Retirement

- An Employee of the institute shall be retired on superannuation when he/she attain the age of 65 years. They may be allowed to continue until the age of 70, at the discretion of the Management. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

b) Termination of Service of An Employee

- The Management reserves the right to terminate the service of any employee whether probationer or regular giving one month notice or in lieu thereof one month of pay.
- The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.
- A service file shall be maintained in respect of each employee of the institute where all his/her service particulars shall be recorded under the signature of the Principal.
- In case of doubt or interpretation of rule, as these are applicable to Sri Muthukumaran Institute of Technology, the decision of the Chairman/Secretary & Correspondent will be final.
- Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.

- The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration.

9. PROFESSIONAL CODE OF CONDUCT

1. An employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in another Institute or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
2. Every Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the institute, particularly in his/her relationship with the Principal, Faculty, Students and Visitors to the Institute.
3. No Employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation connected with the institute.
4. No staff member of the institute shall, engage himself/herself in coaching privately, students for any remuneration.
5. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the institute.
6. No employee shall, except with the permission of the Principal, own wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the Parliament or take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the institute to disrepute, nor shall he/she resort to media with his/her grievances.

9. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court, or to the press for vindication of this grievance.
10. The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
11. No employee may abstain himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstance, which were beyond his/her control before rejoining duty.
12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her supervisor.
13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to them.

However the above rules do not apply to employees appointed on deputation, contract basis and persons appointed temporarily for a specific period.

a) Misconduct

The following acts of commission/omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Disobedience to any lawful order of his/her superior officer.
- Gross negligence in teaching or other duty assigned.
- No outsider shall be allowed to get inside the premises of the Institute or to damage the Institute property.
- Intemperate habits affecting the efficiency of the teaching work.
- Any act involving moral tribute is punishable under the provisions of the Indian Penal Code.
- Failure on the part of an employee to give full and correct information regarding his/her provision history and violating any other specific directions or instructions given by his/her superior officer.

b) Disciplinary Proceedings

No order imposing any punishment on a Member shall be imposed except after: The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken in to consideration by the authority competent to impose penalty.

i. Disciplinary Actions and appeals:

These rules shall apply to all Employees of the Institute. The following penalties may, for sufficient reasons be imposed upon the employees of the institute namely,

1. Censure
2. Fine
3. With holding of increments/promotion
4. Reduction to a lower post or a lower stage in time scale.
5. Recovery from pay of the whole or part of any pecuniary loss caused to the loss institute by negligence of breach of orders
6. Suspension
7. Compulsory Retirement.
8. Dismissal from the Institute service.

10. JOB RESPONSIBILITIES OF TEACHING FACULTY

The job responsibilities of Faculty consists of four components viz.,

- a. Academic
- b. Research & Consultancy
- c. Administration.
- d. Extension Services.

Each of them are described below

a) Academic:

- Class Room Instruction
- Laboratory Instruction
- Curriculum Development
- Development of Learning Resource Material & Laboratory Development.
- Students Assessment & Evaluation including examination work of University.
- Participation in the Co-curricular & Extracurricular activities
- Student's guidance, counseling and helping their personal, ethical, moral and overall character development.
- Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books research paper publication, seminars ,etc.,
- Continuing education activities.
- Self-development through upgrading qualification, experience and professional activities.

b) Research & Consultancy:

- Work on industrial problems and projects.
- Industry sponsored projects
- Organize and co-ordinate consultancy services.
- Prepare funded project proposals.
- Publish original research analysis in books and in reputed academic journals.
- Promote industry institute interaction and industry oriented R&D.
- Provoke students to do industrial projects and participate in international level competitions.

c) Administration:

- Academic and Administrative Management of the Department/ Institute.
- Policy Planning, Monitoring & Evaluation and Promotional Activities both at Departmental and Institueal Level.
- Design and development of new programme.

- Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.,
- Monitoring and Evaluation of Academic and research activities.
- Helping mobilization of resources for the Institute.
- Participation in policy planning at the regional/national level for development of technical education.
- Plan and implement staff development activities.
- Maintain accountability.
- Conduct performance appraisal.

d) Extension Services:

- Interaction with Industry and society.
- Participation in community services.
- Providing R & D support and consultancy services to industry and other user agencies.
- Providing non-formal modes of education for the benefit of the community
- Dissemination of knowledge
- Providing technical support in areas of social relevance.
- Promotion of entrepreneurship and job creation.

11. FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

Faculty Performance Appraisal and Development System (FPADS) is formulated by the institute to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty.

a) Faculty Performance Appraisal is based on the following Process:

- In the beginning of the academic year a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters.
- In the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guide lines.
- Based on the Evaluation parameters the performance of the Faculty members is self-evaluated.

- The appraisal committee members (HOD and Principal) discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the growth of department and institute.
- Feedback from students are obtained and evaluated by the Management.
- Based on the discussion with the faculty members and APR score, the appraisal committee members decide the Promotion and Increments for the faculty and also give the suggestions for the betterment to their future

b) Faculty Performance Appraisal Evaluation parameters:

1. Evaluation of **Teaching and Learning** includes the University results and students feedback on subjects handled, UG projects guided, Lab Development / Maintenance / Contribution.
2. Evaluation of **Research and Development** includes Academic Research, Sponsored Research and Consultancy.
 - Evaluation of **Academic Research** includes list of papers published (National/International Journal, National/International Conference), books/Monogram/Laboratory manual authored, FDP/Workshop/Seminar Attended/Invited.
 - Evaluation of **Sponsored Research and Consultancy** includes ongoing & completed Sponsored/Consultancy Project and other activities related to R&D.
3. Evaluation of Co-Curricular, Extra Curricular and Professional activities includes Department level/Institute level Co-Curricular/Extra Curricular activities and Membership in professional bodies.
 - **Department level Co-Curricular activities** includes Class/Project work/Time Table/Industrial Visit/Guest Lecture Coordinator, FDP/Workshop Organized, etc.,
 - **Institute level Extra Curricular activities** includes NSS, YRC, Sports, College day, Convocation, etc.,

c). Appraisal Performance Report (APR)

Based on the Evaluation parameters the performance of the Faculty members is self-evaluated and Appraisal Performance Report (APR) is submitted.

12. WORKING HOURS

The Institute working time is from 8.30 AM to 4.00 PM and has 8 working periods per day. The institute works for six days for UG and five days for PG programmes. The office working time is from 9.00 AM to 6.00 PM with one hour lunch break.

a. Teaching Days

The institute shall have at least 180 full teaching days per year with 90 full teaching days per semester. Teaching Days here shall mean actual class room/laboratory conducting teaching days and do not include days of examination.

b. Transparency

The Principal and HOD will discuss results of the appraisal with each staff, sustained good performance will be a requirement for:

- Internal Promotions.
- Selection of HOD's/ Chairman's of Committees.
- Selection Grade Promotions
- Awards

13. LEAVE RULES

i. Application for Leave:

Any application for leave shall be made in prescribed leave form in advance to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before the commencement of leave.

ii. Casual Leave:

- All faculty and staff are eligible for 10 days CL during the calendar year.
- Faculty and staff who have not completed one year of service can avail only on a pro-rata basis of one day CL a month and not exceeding 10 days a year.
- Saturdays (if not working days), Sundays and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- In case of emergency, leave intimation should be given through phone and another faculty to be altered for academic work. A proper leave application shall be submitted after return.
- Proper job allocation should be made prior to proceeding on leave.
- The Principal is the authority to sanction leave for faculty.
- In case of emergency leave, HOD should make alternate job arrangement and normal working hours should not be affected.
- Administrative officer will be the leave sanctioning authority for the office staff.
- Principal will be the leave sanctioning authority for all the HODs, teaching Faculty and Non-technical staff.
- LOP leave has to be sanctioned with proper justification. Leave without sanction will be treated as absent.
- Leave / on duty can be considered only after prior approval. Otherwise, it will be treated as leave on loss of pay.
- Prefix and suffix are not permitted for LOP leave.
- No leave can be prefixed or suffixed to vacation.
- Vacation and OD cannot be combined with CL.
- Casual Leave not availed in any calendar year cannot be carried over to the next calendar year.
- The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.
- It is the responsibility of the faculty to make an alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.

iii. Earned leave

Earned leave will be calculated at 2.5 days for every one month of service which will be adjusted towards vacation leave.

iv. Vacation

- Faculties who have completed one year of service are eligible for a vacation leave for 45 days (Summer vacation-30 days and Winter vacation 15 days).
- The vacation leave can be availed of at one stretch of 30 days or in part of a minimum of 15 days each.
- Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave should not be availed during the course of semester except in case of emergency and with prior permission.
- Vacation leave mentioned above is inclusive of common vacation declared by the Institute at the end of the academic year.

v. Medical Leave

- Medical leave shall be granted to eligible staff for a period of maximum 10 days in a year on submission of admission, treatment, discharge records for illness.

vi. Maternity Leave

- Maternity leave shall be granted to eligible women staff for a maximum period of 3 months with pay on submission of medical records

d) On Duty and Permission

On duty for Faculty may be granted for the following

- For attending as External Examiner for Practical and Theory
- Attending Conferences and Seminars on behalf of the Institute.
- Participating in National and International Technical Competitions along with students.
- Duty leave can also be provided for attending meeting with AICTE, Anna University etc where a faculty is invited to share expertise with academic bodies and government.
- Faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.
- Faculties are provided on duty for higher studies whenever necessary.

- Two permission of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between.

14. CAREER ADVANCEMENT

- For movement in to Grades of Associate Professor and above, the minimum eligibility Criteria will be Ph.D. Faculty without Ph.D., can go up to the level of Assistant Professor (Selection Grade).
- An Associate Professor with Ph.D. and a minimum of 5 years service will be eligible for consideration for appointment as professor.
- For every upward movement, the selection process as per the rules and regulations of Anna University, to which the institute is affiliated, would be followed.
- Period spent on higher studies is reckoned as experience for the purpose of awarding in higher scale.

15. FACULTY DEVELOPMENT

a. Higher Studies:

To grow along with the institute, one/two faculty is granted and sponsored for higher studies in their field at various Universities. This includes both Doctoral Program and Master degree.

Preference will be given for the Doctoral Programs, followed by Master Degree and Second Master Degree programs on execution of a bond to the effect that he/ she shall serve the institute for a period of 5 years in respect of Doctoral programs and 3 years in respect of Master's programs and that in case he /she fail to successfully complete the said programs and further that he/she does not serve the institute for the full period as per the bond on return after successful completion of studies. He/she would refund the assured amount as per bond executed.

Faculty members are encouraged to pursue Doctoral research work within the Institute by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee in which the Research Guide will be a member.

b. Faculty Development Programme, Seminars, Workshops and Conferences:

The management encourages all the faculty members to attend seminars, workshops and conferences and for the selected programmes, the faculty members are sponsored with on-duty on that day.

The faculty is being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as “ON DUTY” during the period of attending the courses.

c. Promotion of In-House Research and Development:

The Institute aims at promoting Research & Development, Consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R&D activities along with the students.

The faculty involving in research are encouraged for getting substantial grants for R&D works or for strengthening the infrastructure in the institute.

d. Incentives and Awards:

The Best Teacher Awards have been instituted to encourage the staff members to put in their best efforts. Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

e. Development Program for Technical Supporting Staff:

The training programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum. The management also encourages conducting and attending programmes in modern tools to upgrade the technical knowledge of Lab Instructors.

16. HEALTH AND WELFARE MEASURES

The following are the services benefits and welfare measures extended to the staff of the institute

- Provident fund scheme
- Maternity leave
- Fee waiver for wards of staff
- ESI scheme
- Need based housing accommodation
- Incentives for family function
- Facilities for differently abled staff
- OD for Ph.D. staff
- Free medical aid to staff
- Free transport to all staff
- Group medical insurance
- Incentive for publication in journals
- Incentive for external funded project
- Appreciation letter for guiding research
- Incentive for organizing conference
- Incentive for teaching excellence during annual day

17. GRIEVANCE RE-DRESSAL MECHANISM

Various measures are under taken for Re-dressal of grievance through the following committees and use of suggestion box which is provided in the administrative block.

1. Anti-sexual committee
2. Women empowerment cell
