



You Choose, We Do It
St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)
St. Joseph's Group of Institutions
OMR, Chennai - 119

STAFF SERVICE RULES

INSTITUTIONAL POLICY MANUAL

1. Preamble

- 1.1.** These rules shall be called the “**St. Joseph's College of Engineering Employees Service, Conduct and Leave rules**” and shall be applicable to all the Employees and which shall come into force with effect from 1st June 2019.
- 1.2.** These rules shall apply to all categories of employees (Teaching, Technical Staff and Supporting Staff) including those appointed prior to the issue of these rules.
- 1.3.** These rules supersede all rules previously in force.

2. Definition

2.1. College

College refers to St. Joseph's College of Engineering, OMR, Chennai – 600 119.

2.2. Management

Management refers to the St. Joseph's Educational Trust represented by the Chairman.

2.3. Governing Body

Governing Body refers to the Governing Body of St. Joseph's College of Engineering, OMR, Chennai – 600 119 which has been constituted in accordance to the provisions laid down in this respect by All India Council of Technical Education (AICTE).

2.4. University

University refers to the Anna University, Chennai – 600 025.

2.5. Principal

Principal of the college is the head of the institution, who is authorized by the Management to discharge the duties and responsibilities of the Principal.

2.6. Employee

Employee of the college includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is probationary, temporary, permanent or contractual.

2.7. Teaching Staff

The teaching staff are designated according to the following categories.

- i) Principal
- ii) Professor
- iii) Associate Professor
- iv) Assistant Professor
- v) Any other category of post declared so by the Executive Body.

2.8. Non-teaching Staff

Non - Teaching staff are those categories of staff who are not categorized under the teaching staff shall be deemed to be non-teaching staff.

2.9. Competent Authority

- i) Chairman/Managing Director of the Executive Body in case of Principal
- ii) Principal in case of other employees.

2.10. Duty

To Avail the service benefits, an employee is expected to be on 'Duty'.

An employee is said to be on duty,

- i) When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extraordinary leave sanctioned by the competent authority.
- iii) When the employee is attending conferences, seminars, faculty development programs, staff development programs, workshops,

refresher courses, quality improvement programs etc., duly permitted by the competent authority.

- iv) When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the Institution.

2.11. Leave

Leave means the leave, granted by the appropriate authority to an employee, to which he/she is eligible.

2.12. Pay

Pay means the Basic Pay in the time scale or Basic Pay with Dearness Allowance and House Rent Allowance as the case may be.

2.13. Year

Year means the Calendar Year/Financial Year/Academic Year as the case may be.

3. General Guidelines for the Employees

3.1 Employees

- 3.1.1 Every employee shall at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- 3.1.2. An employee should at all times, be courteous in his / her dealings with other members of the staff, students and members of the public.
- 3.1.3 Unless and otherwise stated specifically in terms of appointment, every employee is a full-time employee of the College, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher

officer, beyond the scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the College.

- 3.1.4 An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty.
- 3.1.5 Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
- 3.1.6 Whenever leaving the station, an employee shall get prior permission and inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- 3.1.7 All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 3.1.8 All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- 3.1.9 Every employee shall strive to instill in the students under his/her care with high sense of values, social conscientiousness, and pride in their College and loyalty to the country. It is the sacred duty of all the employees to work for

the intellectual, moral, social and physical development of all students.

- 3.1.10 Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- 3.1.11 Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.
- 3.1.12 All correspondence addressed to an employee or by him/her or by the College and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the College, circulars and all other papers and document of any nature whatsoever, relating to the affairs of the College which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the College and he/she shall, at any time, during service or termination there of or upon his/her leaving the services of the College for any reason whatsoever deliver up the same to the College on demand and without claiming any lieu thereon.
- 3.1.13 An employee shall receive all correspondence sent to him/her by St. Joseph's College of Engineering, and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Staff in-charge by suitably informing the office.
- 3.1.14 Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment

of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

- 3.1.15 No employee shall make any statement of fact or opinion, in any broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance which has the effect of an adverse criticism of any current or recent policy or action of the Institution

3.2 Faculty Members

No Faculty Member (Teaching) shall

- 3.2.1 Knowingly or wilfully neglect his/her duties.
- 3.2.2 Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- 3.2.3 Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- 3.2.4 Indulge in or encourage any form of malpractice connected with the examination or any other activity of the College.
- 3.2.5 Show negligence in correcting assessments or examination work of the students.
- 3.2.6 While being present at the College, shall be absent himself/herself, except with the prior permission from the Principal/HOD, from class which he/she is required to attend provided that such absence without leave or without the prior permission of the Principal/HOD is due to reasons beyond the control of teacher.

- 3.2.7 Accept or give private tuition to any student of the College or any other person.
- 3.2.8 Enter into any monetary transactions with any student or parent.
- 3.2.9 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the College.
- 3.2.10 All the faculty members shall provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioural problems of student(s) as well. If in any event student(s) does not show any improvement despite counselling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal/Head of the Department.

3.2.11 Publications in journals and periodicals

- 3.2.11.1 Members of the staff are at liberty to publish their original scientific works in journals of repute in India and abroad.
- 3.2.11.2 Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the College.

3.2.12 Representation

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority

has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

3.2.13 Identification

3.2.13.1 It shall be mandatory for every employee of the College to carry on his/her person, at all times, when at the College, an identity card.

3.2.13.2 An employee shall on resigning and/or termination from the services at the College, immediately hand over such identity card to the Principal of the College or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

3.2.13.3 The use of such identity card shall be governed by the terms and conditions of the College from time to time.

3.2.14 Disciplinary Action Suspension

The Principal may place a member of the staff appointed at the College under suspension:

1. where a disciplinary proceeding against him is contemplated or is pending or;
2. where a case against him in respect of criminal offence is under investigation/trial.
3. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly

setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.

4. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defence. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence.
5. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal in consultation with the Secretary and Correspondent shall prepare a report of the inquiry regarding the findings of each charge.
6. The Secretary and Correspondent shall consider the findings of the inquiry and propose to the Chairman of the Governing Body (GB) to impose a major, minor or no-penalty at all. The action taken shall necessarily be ratified by the Chairman of GB.
7. The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:
 - a. censure;
 - b. withholding of increments or promotion;
 - c. recovery from the whole or part of any pecuniary loss caused to the College by negligence or breach of orders;
 - d. transfer to lower grade or post or to a lower stage in a timescale;
 - e. compulsory retirement;

- f. removal from service which shall not be a disqualification for future employment in the College;
- g. dismissal from service which shall ordinarily be a disqualification for future employment in the College;

4 Appointment Selection and Probation

4.1 Appointments

The Management/Chairman is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

Qualifications

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching and non-teaching staff.

General Procedure of Recruitment (Appointment Rules)

- 4.1.1 All posts at the Institution shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on recommendation by the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College. All appointments on the staff of the College shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/University or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

4.1.2 The Selection Committee shall include**(A) In the case of recruitment of the Head of the college**

- i. The Chairman
- ii. The Managing Director
- iii. The Executive Director
- iv. An educationist, nominated by the Governing Council, and
- v. A person having experience of administration of college, nominated by the Governing Body.

(B) In the case of recruitment of teaching faculty

- i. The Chairman
- ii. The Managing Director
- iii. The Executive Director
- iv. The Principal
- v. The Head of the Departments of the college,
- vi. A subject expert/industrial expert.

(C) In the case of recruitment of clerical staff / lab assistants

- i. The Managing Director
- ii. The Executive Director
- iii. The Principal
- iv. The Head of the Departments of the college,

(D) In case of recruitment of maintenance staff

- i. The Managing Director
- ii. The Executive Director
- iii. The Principal

4.1.3 The following procedure is followed in the selection of faculty members in various departments

4.1.3.1 HODs forward the staff requirement details to the Principal, taking into consideration the additional workload or staff leaving the institution. After consolidation of the requirements from various departments, the Principal with the concurrence of Director arranges for publishing advertisements in the newspapers, specifying the qualification, experience and other skills required for the post concerned.

The applications received from the candidates are scrutinized by the Heads of Departments. The applicants who fulfil the requirements with regard to qualification and experience are called for interview.

4.1.3.2 The selection process consists of four stages

4.1.3.2.1 A screening test

4.1.3.2.2 Test for competency in teaching

4.1.3.2.3 Personal interview on technical and general aspects by a panel of experts drawn from related disciplines of engineering

4.1.3.2.4 Final interview by the Principal and Chairman.

4.1.3.5.5 Appointment Orders are issued to the selected

candidates by the management and joining letter is received from them.

4.2 Probation

4.2.1 Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving three months notice in writing or three month's salary including all allowances.

4.2.2 If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three

months' notice in writing or three month's salary including all allowances unless and otherwise the Trust permits relaxation under special circumstances

4.3 Confirmation

- 4.3.1 If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.
- 4.3.2 The employee shall be informed of his/her confirmation after the completion of probation period.

4.4 Salary and Promotion

- 4.4.1 Salary is paid to all the staff according to the AICTE norms with DA and HRA announced by State/Central governments from time to time.
- 4.4.2 Promotion to the higher posts is made as per the AICTE norms.

4.5 Termination of Service

- 4.5.1 If an employee at any time after confirmation intends to resign, he/she shall give three/two months' notice in writing or three months' salary including all allowances.
- 4.5.2 The Trust shall have the power to relax the period of notice or payment of salary in special circumstances.

4.6 Retirement

Every employee of the College shall retire on attaining an age of super annulation as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the GB only, on such terms and conditions it deems fit.

5 Promotion Policy for Faculty Members

5.1 Experience

Experience, means the teaching experience in AICTE approved engineering institutes/institutions. The experience gained by working in Companies/Industries may also be considered partially/fully by the Management Committee, in exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

5.2 Promotion

- 5.2.1 Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE Norms.
- 5.2.2 The committee consisting of the Managing Director, Principal, HOD of various departments and expert members review their profile for the promotion.

5.3 Promotion Policies

5.3.1 Minimum Qualification for Assistant Professor For Engineering

B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees

Experience not mandatory

For Science and Humanities

At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.

Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.Ph.D. Candidates shall be exempted from the requirement of SLET/NET. Experience not mandatory

For MBA

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent 2 years of relevant experience professional experience after acquiring the Master's degree.

5.3.2 Minimum Qualification for Associate Professor for Engineering

Ph.D. with a first class in Bachelor and Masters level in appropriate branch of Engineering /Technology AND

At least total 6 research publications in SCI/SCIE/ UGC / AICTE approved list of journals. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

For Science and Humanities

At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject AND

Minimum of seven publications in the peer- reviewed or UGC-listed Journals 8 years' experience teaching and / or research in an academic/research position equivalent to that of Accredited Research Institution/ industry

For MBA

Ph.D. degree in the relevant field and First class or equivalent at either

Bachelor's or Master's level in the relevant branch AND

At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals

Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

5.3.3 Minimum Qualification for **Professor For Engineering and MBA**

Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion

OR

At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals till the date of eligibility of promotion.

Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

For Science and Humanities

Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals

A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate

Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate.

6 Staff Rewards

- For grant received from research project 25% of the sanctioned amount is given as reward to the faculty.
- For Sponsored FDP /Workshop /Conference Organized (sponsored by AICTE/ SERB / DST /Any Government organisations Anna University /NITTTR) Rs.10,000 with fund more than Rs.1,00,000.
- For Sponsored Professional Society Activities and Conference Organized Rs.2000 per event is awarded with funding more than Rs.5000.
- For mentored Student projects (i) AICTE SH (Hardware / Software) Shared with student (i) Rs.5000 is awarded for projects short listed for finals. (ii) An equal amount is awarded for the projects which won the prize.
- For funds received from MSME / IIC , 10% of sanctioned amount (Maximum of Rs.50,000) is awarded.

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- For funds received from TNSCST (I) Rs.2000 is awarded for the amount sanctioned less than 20,000 (ii) 10% is awarded for more than Rs.20,000.
- For Citations from Scopus and Web of Science Rs.5000 is awarded for more than 100 number of citations in a calendar year.
- For candidates registered for PhD Rs.20,000 is awarded to the supervisor for full time candidate and Rs.5000 for part time external candidate.
- For Consultancy works 25% of the amount received is awarded.
- For Indian Patent (not design patent) published Rs.4000 is awarded and Rs.60,000 for patent granted.

7 Provident Fund and other Benefits

a. Provident Fund

An employee becomes eligible for enrolment into the provident fund after the completion of this probation period as per the provident fund Act.

b. Other Benefits

- The Management has decided to offer the following revisions with regard to the benefits applicable for staff from 01st September 2025.
- Medical allowances for hospitalized employees Rs.20,000 (12 to 36 months), Rs. 30,000 (37 to 60 months), Rs.35,000 (61 to 84 months), Rs.40,000 (85 to 120 months) and Rs.50,000 (121 and above) will be provided.
- All the teachers are provided a gift on Teachers Day every year.
- Free Education is offered in the college to the children of supporting staff
- An allowance of Rs.10,000 is provided towards funeral expenses.

8 Leave Rules

a. General Rules

- Every employee shall be entitled to 11 days Casual Leave.
- Accumulation of leave is not allowed.
- **Leave is a privilege and not a right.** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- **Leave Application**
The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- No leave can commence unless it has been sanctioned. Mere

submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action besides penal deductions.

- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services besides penal deduction.

b. Kinds of Leave

Provision exists for the following kinds of leave:

- (A) Casual Leave (CL)
- (B) Restricted Holidays (RH)
- (C) Medical Leave (ML)
- (D) Duty Leave / On Duty (OD)
- (E) Study Leave
- (F) Maternity Leave
- (G) Semester Vacation for Staff

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

i. Casual Leave (CL)

1. Every employee held on the roster of the institute is entitled to (one) 01-day casual leave for each month of duty performed by him/her subject to a maximum of eleven (11) days of casual leave in one calendar year.
2. CL will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

ii. Restricted Holidays (RH)

The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any one day in a full academic year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

iii. Medical Leave (ML)

Medical certificate from a Doctor would be required in case of absence for three days or more.

iv. Leave with-out Pay

No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he/she may be granted, leave without pay at the discretion of the Director subject to exigencies of service.

Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

Leave without pay shall also be got sanctioned in advance as any other leave.

v. Duty Leave /Outdoor Duty (OD) Leave

1. An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave.

2. OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD.
3. The Duty leave will normally be restricted to a maximum of four days during an academic year but may be extended subject to the approval of competent authority.
Leave is subject to the following conditions
 4. A written request from the competent authority.
 5. The paper has been accepted for presentation and communication to this effect received in writing.
Duty leave may be granted for one or more of the following purposes:
 6. To deliver academic lecture in highly reputed / ranked organization.
 7. To attend meetings of the BOS, examination committees etc. of the affiliating University.
 8. To present a research paper in a Conference /Symposium of National / International Level or to attend a Quality Improvement Programs (QIPs) when duly authorised by the Principal. To attend selection committee or other such committee meetings provided they are convened by a Statutory body / University recognized by the Government.
 9. To inspect academic institutions attached to a statutory body or a university recognized by the government.
 10. Any other special case on merit as approved by Management on the basis of recommendation of the Principal.

vi. Study Leave

The faculty members become eligible for study leave as per the following provisions:

Ph.D. (part time)

The faculty member may be granted On Duty leave with full pay for 30 days maximum in a year (for four years maximum i.e. 120 days) subject to the conditions that

- (1) the faculty member gives an undertaking to serve the College for three years after completion of Ph.D. and
- (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the period for research work to the satisfaction of the supervisor.

vii.**Maternity Leave**

1. The permanent women employees having more than one-year service at the College are eligible for avail maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.
2. Maternity leave can be granted for a period of 90 days (up to a maximum of one child).
3. Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).