

# **E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)**

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai  
(Accredited by NAAC with 'A' Grade and NBA)

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## **SERVICE RULES**

## VISION

Envisioned to transform our institution into a "Global Centre of Academic Excellence"

## MISSION

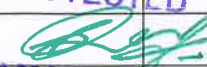
1. To provide world class education to the students and to bring out their inherent talents
2. To establish state-of- the-art facilities and resources required to achieve excellence in teaching -learning and supplementary processes
3. To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills
4. To have regular interaction with the Industries in the area of R&D and offer consultancy, training and testing services
5. To establish centers of excellence in the emerging areas of research
6. To offer continuing education and non-formal vocational education programmes that are beneficial to the society

ATTESTED

  
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## 1. GENERAL RULES

These rules may be called as "General Service Rules" of E.G.S.Pillay Engineering College herein after called as "College" and they shall come into force with effect from the date of approval of the Governing Body of the College.

These rules shall apply to the holders of all the categories of posts, whether temporary or permanent, under the employment of the College.

### 1.1 WORKING DAYS AND TIME


The college functions from Monday to Saturday every week except the second Saturday is no book day.

The college working hours is from 9.15 A.M. to 4.50 P.M. for faculty members.

The class timing is between 9.15 AM to 12.50 PM in the Forenoon Session. The Lunch. Break 1.00 PM to 2.00 PM and Afternoon session is between 2.00PM to 4.50 PM.

### 1.2 ATTENDANCE FOR TEACHING AND NON-TEACHING

- Bio-metric attendance system involving finger print will be adopted for faculty and non-teaching staff.
- Staffs are also required to sign in the attendance registers in the respective department before 9.15 AM in the morning and after 4.50 PM in the evening.
- Enter time in the morning is before 9.15 AM and Exit time is after 4.50 PM
- All faculties should be available in the institute during the working hours. , If there is any unavoidable reason, one has to submit permission through ERP to the HOD/Principal before leaving the work place.
- Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or EOL as the case may be.
- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.
- Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave or EOL will be counted

  
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## 2. SERVICE RULES

- The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance of institution
- These rules shall come in to force with immediate effect.

### 2.1 SERVICE CONDITION

- The appointment order is issued based on the undertaking letter given by the faculty by stating their wiliness to work in the institutions for a minimum period of one year.
- All Appointment shall ordinarily be made on probation for a period of one year the faculty member is treated as “Regular” can completion of one year service.
- Confirmation/ Termination will be based on the performance evaluation at the end of the probation period

### 2.2 FACULTY SALARY

Based on the experience and qualifications, the monthly salary will be paid as per AICTE Norms.

### 2.3 DISBURSEMENT OF SALARY


The salary of each staff will be directly deposited in the staff members account in the Lakshmi Vilas Bank Nagapattinam which is located at the college campus. The staff members should give his / her account number to the accounts office. Suitable income tax, if any, will be deducted from the salary and paid to the government.

### 2.4 HEALTH INSURANCE SCHEME

All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to Rs 1,00,000 can be claimed for Faculty & Staff members' and students' treatment and hospital expenses. In case of student's accidental death, Rs 3,00,000 will be covered from our Group Insurance to provide economical support to the family. In case of both Faculty & Staff members' accidental death Rs 5,00,000 will be covered from our Group Insurance to provide economical support to his / her family.

### 2.5 PAY ADVANCE

Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments. The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

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## 2.6 EMPLOYEES PROVIDENT FUND (EPF)

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay and the remaining contribution will be borne by the management.

## 2.7 QUALITY IMPROVEMENT PROGRAMME (QIP)

Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

## 2.8 RETIREMENT

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.

## 2.8 FACULTY RESIGNATION

- Resignation will not be accepted in the middle of the academic year.
- No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months' salary on either side needs to be paid in lieu of such notice.
- One month notice is to be served or one month salary on either side needs to be paid in lieu of such notice for Non-Teaching staff.

## 3. FACULTY RECRUITMENT PROCEDURE AND PROMOTION POLICY

### 3.1 RECRUITMENT PROCEDURES

- Based on the requirement, advertisement is given in local and national level newspapers.
- Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.
- The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.
- The appointment is made after due approval from the Management through the Principal.
- AICTE pay scales are implemented. Deserving candidates are offered higher pay.

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### 3.2 SELECTION PROCEDURE FOR PROMOTION

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing body along with the Service Register of the individuals for approval. The approved candidates shall be promoted.

## 4. LEAVE BENEFITS AND RULES

### 4.1 CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof..

### 4.2 VACATION LEAVE

The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.

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In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.

Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

#### 4.3 COMPENSATORY LEAVE

Staff members, who work on specific request and approval of the Secretary / Advisor / Principal/HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with prior sanction. Compensation leave should not be combined with CL.

Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year. The unavailed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

#### 4.4 ON DUTY PERMISSION

On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.

The teaching staff members will be allowed a maximum of 20 working days in an academic year as "ON DUTY" for the purpose of attending Central Valuation / External Examiner for practical examinations connected with University. Teaching staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if

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any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

#### 4.4 MATERNITY LEAVE

Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post confinement recuperation, at the option of the employee provided that no Maternity leave shall be allowed to married women employees, if they already have one living children. During the period of maternity leave they are eligible for 50% of pay and allowances.

Should have completed two years of service in this college

Should give an undertaking that they will work for one year after rejoining duty

The staff members who are availing of maternity leave are not eligible for medical leave.

They must forego the vacation leave to the extent of 50 % of maternity leave availed.

If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

#### 4.5 MEDICAL LEAVE

The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In case of serious illness without hospitalization they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and cannot be claimed as a matter of right or it cannot be earned.

Medical leave will be granted subject to the following conditions:


- Should have completed one year of service in this college.
- Should give an undertaking that he/ she will work for one year after rejoining the duty.

#### 4.6 HOSPITAL LEAVE

Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.

Hospital leave may be granted on leave salary either full or half, as the leave Sanctioning authority may consider necessary depending on the circumstances of the case involved leading to hospitalization.

#### 4.7 EXTRA-ORDINARY LEAVE:-

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Extra-ordinary leave shall always be without leave salary and may be granted, when informed leave is availed by staff member and submitted the leave application belatedly. The leave is treated as Extra-ordinary Leave (EOL) with a deduction of salary as follows:

$$\text{EOL} = \frac{\text{Gross Salary X No. of days on leave}}{\text{No. of working days in the month}}$$

The leave applied and sanctioned during working days to attend classes for day time M.E. part-time course and course work for Ph.D. will be treated as EOL with deduction of salary as mentioned

## 5. ACADEMIC WORK

### 5.1 CONTINUOUS ASSESSMENT TEST (CAT)

The COE will conduct the CAT as per Regulations. Optional test will be conducted as per the norms

### 5.2 END SEMESTER EXAMINATION:

All exams are conducted by the COE commonly for all the departments as per academic schedule.

### 5.3 ABSENTEEISM FOR TEST:

Absenteeism for tests is not generally allowed. In case of unavoidable situation, if the students need leave or OD has to get a prior permission by submitting letter signed from their parents. Otherwise, the students will not be allowed to attend classes until his/her parent meets the H.O.D.

### 5.4 CORRECTIVE MEASURES FOR FAILURE IN TESTs:

Faculty members should take extra care on the weak performers (<50% in class test) by conducting remedial classes to those student. The HOD has to intimate the parents through letter in case of poor performance in tests.

## 6. STAFF WELFARE

- i. Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee and TA are borne by the college.
- ii. Faculty members are encouraged to present papers in National and International Conferences.
- iii. Encouraged to appear for NPTEL Courses and exam fees will be borne by the College.
- iv. The Management gives concession to the faculty members using college transport (50%) .
- v. The Management gives food concession (50%) to the faculty members staying in college hostel.

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- vi. Seed money will be given for the faculty members who would like to do research projects in their domain.
- vii. ESI provided to non teaching faculty members.
- viii. The Staff member's children can avail fees concession in our college and school.

### **6.1 CASH PRIZES FOR GOOD ACADEMIC AND RESEARCH PERFORMANCE**

The faculty members are given cash prizes for their academic achievements in the University Examinations for theory subjects.

#### **Research Policy**

1. Incentives of Rs.25000/- provided to the faculty members to publish research papers in SCI/SCIE journal
2. Incentives of Rs.7500/- provided to the faculty members to publish research papers in Scopus journal UGC and WOS.
3. Incentive Rs 25000/- provided to the faculty members for book publication with ISBN as the first author for international publisher
4. Incentive of Rs 15000/- provided to the faculty members for book publication with ISBN as the first author for national publisher
5. Incentives of Rs.5000/- provided to the faculty members for book chapter publication
6. Incentives of Rs.50000/- provided to the faculty members for patent awarded
7. Proposals will be verified by the experts before submitting to the funding agencies
8. Financial support given to the faculty members to take part in conference, workshop and seminars.
9. Registration fee will be reimbursed for attending conference
10. Additional allowance for the Ph.D completion faculty members

### **6.2 CASH PRIZES BEST PERFORMANCE**

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

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