EASWARI ENGINEERING COLLEGE
BHARATHI SALAI, RAMAPURAM,
CHENNAI - 600 089.
TAMIL NADU.

GUIDELINES, RULES AND REGULATIONS FOR TEACHING STAFF

JULY - 2003

VALLIAMMAI SOCIETY
NO - 03, VEERASAMY STREET
WEST MAMBALAM
CHENNAI - 600 033.
FOREWORD

"Education should impart culture and refinement. Education is not the mere study of books. It consists in the training of the mind to observe, to experience, to think intelligently, to feel nobly and to act divinely" said Philosopher, J. Krishna murthy.

To achieve the above objectives of education, the teaching faculty members have to work devotedly acting as a role model to the students. Instructions have been issued by way of circulars and staff meetings at various points of time on the responsibilities of faculty members. It was felt that it is desirable to have all these guidelines, Rules & Regulations consolidated and made available as a single document for easy reference. This document will also be very useful for new faculty members to understand their roles and responsibilities easily and join the main stream.

All faculty members are advised to go through the guidelines and follow them in letter and spirit. This will enhance the quality of education in our college and bring good name to the college and the teaching faculty members.

Dr. T. Krishnan
Principal
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1.0. THEORY SUBJECTS

1.1 Lesson Plan

The staff members should maintain the lesson plan for the subjects handled by them for every class from the beginning to the end of the semester.

They must prepare lesson plans at the beginning of the semester and give copies to student representatives, HOD and Principal. They must have time management to cover the syllabus in time. Assignment and tests will be conducted for the assessment of the students.

Assignments / Tests must be promptly corrected by the staff member concerned before the following week end and the students informed of their performance. The parents are to be informed along with the attendance details for all the students. All records of attendance and academic performance should be kept properly i.e. computerized as well as hard copy. The HOD/teachers must keep a record of question paper for tests and assignments and also mark statements.

1.2 Corrective action

a) If the students have not completed the assignment (subject wise), attendance will not be given till they submit the assignment.

b) Students who have got below 45% are to be counselled.

c) The HOD may call such students and discuss their academic problems along with the class coordinator and offer whatever help possible.
d) The case of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting. After one default, counseling will be done. After second default, they will not be recommended for scholarship and participation on behalf of college. After third default, they will not be recommended for campus placement / given letter of recommendations for higher studies.

1.3 Feedback from the Students

The HOD and the class coordinator may explain to the students about the need for the feedback. Feedback forms may be taken when the staff members have covered about 85% of portion and the students have a better understanding of manner in which the subject is taught.

1.4 Monitoring of Faculty

a) HOD shall conduct weekly staff meeting, monitor the progress on the coverage of syllabus by staff member and record in the log book. The staff is advised to take corrective action whenever there is deficiency.

b) The HOD may visit and attend the classes of the staff members to assess their teaching performance, i.e., their strength and weakness. The HOD may then discuss with them and suggest ways and means to improve their performance.

c) The HOD may also discuss with the students in general to find their opinion about how the various subjects are handled. This should be done in a very informal manner, so that no staff member feels hurt.

d) The HOD may also find out how the syllabus is covered in various subjects during his discussion with the students and then take corrective measures wherever necessary.

e) The HOD may take part in the meeting of the class co-ordinator with the students to find their problems and take corrective measures.

2.0 LABORATORY CLASSES

2.1 Record books and observation books

a) Observation books must be got ready in all respects before allowing the students to commence the experiments. Observations and calculations should be checked and got approved at the end of the lab class.

b) Students must be allowed to perform any experiment only after the teacher is satisfied that they have adequate background in relevant theory. This may be ascertained through a viva about theory of the experiment at the start of lab classes.

c) Laboratory records should be written only after staff approves the observation book. Laboratory records, neatly written and completed in all respects should be submitted by the students while coming to the next lab class.

d) Correction of laboratory records must be completed within one day after submission.

e) The teacher handling a laboratory class should maintain a record as given in Appendix – I.

f) The teacher handling laboratory class should insist on overcoat for students from safety point of view.

2.2 Model Tests:

a) Tests are to be conducted at the end of every cycle of 5/6 experiments.

b) Weak students are to be identified, counselled and extra help given. Their names should be forwarded to the HOD.
c) The results of the tests are to be communicated to the students within a week after the test.

2.3 Practical Examination:

Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition to avoid hardship to the students during the examinations.

3.0 STAFF-IN-CHARGE OF LABORATORIES

LABORATORY ORGANISATION CHART:

- Staff- In-Charge of lab
  - Staff Handling lab class
  - Assisting Staff
  - Lab. Assistant / Instructor / Foreman
  - Mechanic
  - Attender / Helper

3.1 Staff- In-Charge of lab:

Administration / Maintenance activities
- Procurement, erection, installation and commissioning of lab equipments
- Procurement and storage of materials, tools and instruments.
- Planning, scheduling, organizing and coordinating with staff handling lab classes.

Planning and organizing development program for supporting staff.
- Managing the maintenance of equipments and tools in the lab including preventive and break down maintenance / safety procedure. Maintaining a repair and maintenance register for regular and periodical maintenance.
- Participating in professional development activities.
- Suggesting the removal of obsolete and condemned equipments.
- Breakage list and explanations are to be sent to HOD at the end of every semester.
- Stock register to be maintained by the lab- in-charge concerned for machinery/equipment and consumables.
- Monitoring supporting staff in their work and maintaining discipline.
- Recommending leave and permission for supporting staff.
- Displaying Rules and Regulations, safety precautions for the students in the laboratory.
- Main switch board and fire extinguisher position should be displayed Prominently.
- Intimating the electrical maintenance section in case of adding any electrical equipments.
- Ensuring proper security of lab equipments.
- Ensuring locking of laboratory after college hour safer switching off- of Electric power, air conditioners, fans , lights etc.

3.2 Staff Handling laboratory classes:

- Responsible for conducting the lab classes for that semester and particular subject.
- One or two teaching staff will assist him / her.
Planning and designing the experiments to fulfill the curriculum.
Ensuring discipline and attendance of the students.
Explain the theory and circuit operation for the experiments.
Checking and approving the observation book.
Checking and correcting Laboratory records.
Co-ordinating with Lab-in-charge for efficient and effective conducting of lab classes.
Making necessary arrangements for conducting University / model practical examinations, assessing the performance and finalising the marks.
While conducting special classes, ensuring proper transport and canteen facilities for students / staff.
Reporting to Lab-in-charge any damage of the equipment / defective equipment then and there.

3.3 Guidelines to the supporting staff:

a) Lab. Assistant / Instructor / Foreman:
- During the practical classes, assisting the staff handling the lab classes in conducting experiments.
- Guiding the students in the performance of practical task/ exercise.
- Ensuring the safety of the students, equipment and machinery while conducting lab class.
- Assisting the students and faculty members in the fabrication of projects.
- Making necessary arrangements for conducting University / model practical examinations.
- Storage and accounting of raw materials, tools and instruments.
- Arrangements for issuing of raw materials, tools and instruments for the experiment.

b) Mechanic:
- Assisting the instructor in conducting experiments.
- Guiding the students in their practical class to complete the exercise.
- Assisting the students and faculty members in the fabrication of projects.
- Making necessary arrangements for conducting University / model practical examinations.
- Ensuring the cleanliness of machinery, equipments and lab in general.
- Assisting the Lab-in-charge as and when necessary.

c) Attender / Helper:
- Assisting the Instructor in conducting experiments.
- Routine maintenance of tools and equipments.
- Daily cleaning of machinery, equipments, lab and its surroundings in general.
- Making necessary arrangements for conducting University / model practical examinations.
- Assisting the Lab- in-charge in lab work as and when necessary.
4.0 MANAGEMENT OF FREE PERIODS

The FREE periods can be effectively used in one of the following ways.

4.1 Students may be asked to repeat missed experiments in the lab, subject to availability of facilities.

4.2 They may be asked to complete their records, prepare the observation books for ensuing experiments, or prepare for new experiments.

4.3 Depending upon the background, they may be asked to do mini project / a cycle of experiments designed for helping them to understand the fundamental aspects of the subject. These experiments may not be found explicitly mentioned in the syllabus for various courses. These experiments / mini projects may involve learning some new items of software also.

4.4 Departments may procure educational video cassettes and arrange for students to view them during free periods within a regular prescribed framework. Cassettes are indeed available (from institutions like IIT’s) to highlight fundamental and practical aspects of various topics in all disciplines.

4.5 Students can be asked to use departmental or main library or give seminars.

4.6 One teacher must be in charge of this free batch.

5.0 CONFERENCES, COURSES & WORKSHOPS

5.1 Staff members must strive to publish papers in reputed National and International journals.

5.2 Only one author, in the case of multiple authorship, will be sponsored for attending conference.

5.3 Participation is subject to the condition that academic / examination work does not suffer.

5.4 In case of workshop / Course, junior and Middle level staff are to be encouraged.

a) Preference will be given to those who have not participated in any Course / Workshop during the academic year.

b) Only one workshop / Course per year for individual staff with TA / DA and course fee will be permitted.

5.5 A copy of the course material is to be deposited in the department Library with information to the Principal.

5.6 A brief report on conference/ course / workshop must be given immediately after return from the programme.

6.0 CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES - REGULATIONS

6.1 Co-curricular activities:

- Technical Associations, Professional Association like IEEE Chapter, CSI, ISA, IETE, ISTE etc.

Extra Curricular activities include:

- Culturals, sports, NSS, NCC, Rotaract club and YRC.

6.2 No student shall participate in any extra curricular (EC) activity without permission from College.

6.3 No student shall participate / represent the College unless they have been identified and permitted by appropriate authorities. If they participate without permission, appropriate disciplinary action would be taken against them.

6.4 Students found competent may participate in any one or two or all of the above programmes.

6.5 Any delay in seeking prior permission or informing about participation will result in losing attendance for that activity.
6.6 All prospective students for every occasion of participation must complete the permission procedure in order to be eligible for participation and attendance.

6.7 Permission forms will be available with HOD / staff in-charge (a sample form is given below)

6.8 The class coordinator should sign the form and forward to HOD for approval.

6.9 The day after participation, the students should report to the HOD, receive the form with signature and submit it to the Class coordinator for marking attendance.

6.10 Students should give Photo Copies of certificates / hand over trophies to HOD / class coordinator.

6.11 The HOD / class coordinator should get details of prizes entered in data bank of students.

**PERMISSION FORM**

**EXTRA CURRICULAR ACTIVITIES:** (Cultural, Sports, NSS, NCC, / Rotact Club and YRC)

1. I (Student) __________________________ of ___________________________ wish to participate in ____________________________ at __________________________ on __________. I therefore request permission
   (signature) ___________ (date)

2. Class Coordinator Yes, __________________________ is representing EEC in ______________. He / She may be permitted. __________________________ (signature) ___________ (date) / name / dept.

3. HOD Yes, __________________________ is being permitted. __________________________ (signature) ___________ (date) / name / dept.

| 4. HOD Yes, __________________________ participated. (signature) ___________ (date) / name / dept. |
| 5. Class Coordinator Yes, __________________________ is being given attendance __________________________ (signature) ___________ (date) / name / dept. |

**7.0 MAINTENANCE OF ATTENDANCE**

7.1 In addition to the usual attendance register / log book maintained by the faculty, a separate attendance slip (as given in the next page) is also to be filled up. The faculty member should handover the slip to the respective class coordinator on the same day.

7.2 The class coordinator should enter in the computer / master attendance, the attendance particulars of the students in his/her class and also inform the concerned class counselors.

7.3 Class coordinator will take the printout of the attendance monthly (three copies) and submit two copies to the HOD who will forward one copy with his comments to the Principal, one copy is to be maintained in his/her file. Monthly report should give the cumulative percentage of attendance of each student till that month.

7.4 There are two sessions FN / AN. One-hour absence by the student in one session will be treated as ½ day absence.

7.5 75% attendance separately in theory and in practical is necessary for appearing in the university examinations.

7.6 The class coordinator through HOD may inform the parent if the students absence is abnormal and ensure that the parents are aware about the absence and give the reason for absence.
7.7 The parents of the candidate will be directed by the class coordinator to meet the HOD/Principal if their ward is very bad in attendance and performance.

7.8 Students who are participating in the extracurricular activities through college should take prior permission from class coordinator/HOD as mentioned in 6.0.

7.9 The OD permission for any student should not exceed 15% of the working days. If it exceeds, the class coordinator should bring it to the notice of the HOD.

7.10 The coding for marking the attendance is as follows:

<table>
<thead>
<tr>
<th>P</th>
<th>Present</th>
<th>NC</th>
<th>NCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>absent</td>
<td>C</td>
<td>cultural</td>
</tr>
<tr>
<td>S</td>
<td>sports</td>
<td>T</td>
<td>Technical symposiums</td>
</tr>
<tr>
<td>NS</td>
<td>NSS</td>
<td>Y</td>
<td>YRC</td>
</tr>
</tbody>
</table>

7.11 Attendance for the special class and special laboratory classes are compulsory.

7.12 There is a tendency to avoid the days of full theory classes. If this is noticed, then the students will not be permitted to attend the forthcoming laboratory classes in that week and the parents are to be informed.

**ATTENDANCE SLIP**

Name of the staff: ____________________________

Class: ____________________________ Section: ____________________________ Date: ____________

Hour: ____________________________ Subject code: ____________________________

<table>
<thead>
<tr>
<th>ABSENTEES NUMBERS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature of the staff: ____________________________

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8.0 RESPONSIBILITIES OF CLASS COORDINATOR

8.1 The list of class coordinators as approved by the HOD should be intimated to all the departments. This enables the staff of other departments to contact the corresponding coordinators.

8.2 The class coordinator should maintain the following data:

a) Disciplinary action by the Principal, regret letters, leave letters, letters regarding his cultural, sports participation from the concerned in-charges and other letters relating to his absence from the classes.

b) Certificate copies wherever he has won prizes in different events or an attested slip by the HOD.

c) He will maintain the actual attendance of the student plus any other absence from regular classes due to the reasons indicated in 'a'.

8.3 If a student is absent for three consecutive days, the matter should be intimated to the HOD. If it is more than one week, the same should be informed to the Principal. The class coordinator should intimated to his parents immediately by letter (for record purpose) & over phone and ensure that the parent is aware of student's absence and reason for absence.

8.4 Each class coordinator will maintain master attendance. The cumulative attendance is handed over to HOD by 2nd of every month. The attendance should show actual presence in classroom and permission granted separately.

8.5 Test marks and assignment marks should be made available collectively for all subjects in one common document.
8.6 It will be the primary duty of all staff handling the subjects to intimate to the class coordinator attendance information (i.e. absentee statement every day) and test marks. The class coordinator will enter and maintain the master attendance register and related data bank.

8.7 In case of students having more than three arrears, the same should be intimated to the parents through Principal.

8.8 Any communication, which needs parents personal attention like discipline, poor attendance etc. must be sent through courier or registered Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conversation.

8.9 The class coordinator should send attendance and academic report at least twice a semester to parents.

9.0 RESPONSIBILITIES OF COUNSELLOR

9.1 HOD shall nominate one staff counsellor for every 20 students in the department and the list of counsellors shall be intimated to all HOD's and staff members.

9.2 The counsellor shall meet individually all the students at least once in a fortnight and collectively whenever necessary. They will know their grievances and problems. This should be reported to the Principal through the HOD every month. Whenever the matter could not be expressed in writing, the same may be brought to the Principal's notice immediately.

9.3 For each student a file should be maintained.

9.4 Whenever a student gives a regret letter for his misdeeds what so ever may be, the same shall be kept in his file after consultation with the HOD.

9.5 The same class counsellors shall continue from 2nd to final year.

9.6 Any communication which needs parents’ personal attention like discipline, poor attendance etc. must be sent through courier or registered Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conversation.

9.7 The counsellors should monitor attendance of their 20 students everyday.

10. PLACEMENT ACTIVITY

10.1 Placement Officer's (P.O) responsibilities

- To arrange industry-sponsored major and minor projects for final year and pre-final year students.
- To provide guidance and counselling to the students for higher studies in the country and abroad and their other future plans.
- To maintain the directory of industries and research and development centres.
- To act as an information bureau by maintaining libraries, data bases etc., relating to training and placement.
- Helping Alumni association activities.
- To maintain liaison with major corporate bodies like CII, FICCI, ASSOCHAM, PHD Chamber, etc., through Industry Institute Interaction (IIIC) cell.
- Nurtures Industry Institute Interaction by organizing and coordinating frequent industrial visits, inplant training and projects of
industrial relevance for the students with the sole aim of zeroing down the hiatus between the industry and the academia.

- Receives and forwards the feedback pertinent to curriculum improvement from the visiting companies to the faculty / HOD.
- To prepare and update the Information brochure for the college.
- To guide in preparing resume by the students and train them to face interviews.
- To interact with Industries and organize campus interview for pre-final and final year students with business houses of repute from all over India and prepare them for such interviews.
- To arrange seminars for the students on latest topics by the industry / business executives.
- To encourage students to become entrepreneurs by organizing entrepreneurship development programmes.
- To promote career counselling by organizing career guidance lectures by senior corporate personnel.
- To prepare students to face competitive exams including GATE, GRE, GMAT, TOFEL and CAT.

10.2 Placement Co-ordinators' responsibilities:

- Arranging to get students Bio-Data (Four pages and Single Page) for Placement Office.
- Assisting PO with respect to campus interview and other activities.
- Assisting respective HOD to convene IIIC meeting once in three months.
- Interacting with students with respect to placement activities.
- Monthly report to be given to HOD / Principal / PO.

- Forming of student's e-groups & maintaining contact with them.
- Maintaining student database (Pre final / Final / Alumni)
- Helping in conducting mock interview / mock entrance tests.
- Helping Placement Officer in preparing placement brochure.

11.0 LEAVE RULES

The following rules and regulations are in force with effect from 01.01.2002 for both Teaching staff and Non-Teaching Staff in respect of Casual Leave, Earned Leave, Compensatory Leave, On Duty, Vacation Leave, Permission and Late Coming for strict compliance.

11.1 Casual Leave

1. Every Employee of the college is eligible to avail upto a maximum of 14 (12+2) days of Casual Leave in a Calendar Year.
2. Normally only one day casual leave will be sanctioned in a month.
3. Continuous leave beyond 10 days will be treated as Earned Leave or Leave on Loss of Pay in case enough Earned Leave is not in credit for the Staff for the actual number of days absent.
4. Staff who are absent without permission continuously for more than 10 days are liable for disciplinary action / termination.

11.2 Compensatory Leave

1. In general, prior approval of the Principal should be obtained by the HOD for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reasons and recommendations of the HOD in writing with in 3 days from the date / period of carrying out such work.
2. LATER ON THE COMPENSATORY LEAVE CAN BE AVAILED ONLY AFTER APPLYING TO THE PRINCIPAL AND GETTING SANCTIONED IN ADVANCE. The record of such Compensatory Leave will be maintained in the office. The Compensatory Leave should be availed WITHIN 2 MONTHS from the actual date of working.

3. COMPENSATORY LEAVE WILL NOT BE GRANTED TO ANY STAFF FOR SPECIAL CLASSESS, EDUCATIONAL TOURS, UNIVERSITY PRACTICAL EXAMINATIONS, ISO, ACCREDITATION, INSPECTION OF AICTE / UNIVERSITY, OTHER BODIES, EMERGENCY WORKS AND SPECIAL WORKING ON SATURDAY ETC.,

11.3 On Duty

On Duty permission will be granted only with the prior permission in writing from the Head of the Department and on approval by the Principal.

The Teaching Staff members will be allowed a maximum of 15 WORKING DAYS in the academic year as "ON DUTY" for the purpose of attending Board Meetings / Central Valuation / External Examiner for Practical Examinations connected with 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 under leave Rules.

ALL OTHER ON DUTIES IF ANY PERTAINING TO THE COLLEGE SHOULD BE SPECIFICALLY ALLOTTED BY THE H.O.D OR PRINCIPAL AND PERMISSION OBTAINED IN ADVANCE FROM THE PRINCIPAL.

11.4 Vacation Leave for Teaching Staff

1. Only Teaching Staff members (Professors, Assistant Professors, Senior Lectures and Lectures) are eligible to avail vacation leave.

2. Vacation Leave can be availed only during the vacation period. The vacation period will be declared by the Principal every time. Generally the semester and vacation will be as follows.

(i) Odd Semester – June to October
    Succession Winter Vacation – November / December

(ii) Even Semester – December to April
    Succession Summer Vacation – April / May / June

3. Every Teaching Staff member, who has fully served for two semesters in an academic year, is eligible to avail 60 days of vacation leave during the academic year. If they have served only one semester, they are eligible to get only 30 days of vacation. In November-December, the vacation leave will be restricted to a period not more than 15 days. For service period less than one semester, the vacation will be calculated on Pro-Rata Basis.

4. The eligibility of the vacation leave for the staff members who are doing part-time B.E. M.Phil, M.E. and Ph.D. programme etc., on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

5. VACATION LEAVE MAY BE AVAILED IN TWO SPELLS IN EACH VACATION WITH A MINIMUM OF FIFTEEN DAYS.

6. C.L., E.L., C.O., or O.D., etc., cannot be combined with Vacation Leave.
7. Vacation Leave should be applied well in advance and got sanctioned before availing the same. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

8. CONVERTING VACATION LEAVE TO EARNED LEAVE

Teaching staff can carry only 25% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave. Earned Leave should be applied in advance and got sanctioned before being availed.

C.L., C.O., OD., or OTHER LEAVE CANNOT BE COMBINED WITH EARNED LEAVE UNDER ANY CIRCUMSTANCES.

11.5 Earned Leave for Non-Teaching Staff

1. Every Non-Teaching staff of the college is eligible for the Earned Leave as per the following rules.

2. During the probation period, Earned Leave will accrue at the rate of 15 days a year (1 and \(\frac{1}{2}\) day per month). On completion of the probation period, the rate will be 30 days a year (2 and \(\frac{1}{2}\) days a month)

3. EARNED LEAVE SHOULD BE APPLIED IN ADVANCE AND GOT SANCTIONED, BEFORE BEING AVAILED.

4. Earned Leave may be refused or curtailed depending on the exigencies of work.

5. Non-Teaching Staff can carry only 20% of the Earned Leave to the next academic year.

11.6 Leave on Loss of pay (L.O.P)

1. Any leave availed of other than the above said categories will be considered as Leave on Loss of Pay.

2. Leave on L.O.P. will be granted only on special grounds and based on the merit and importance of the purpose.

3. The period of Leave on L.O.P. will lead to postponement of yearly increment.

4. Frequent availing of L.O.P. during semester working day will reduce the reliability of the staff.

11.7 Maternity Leave

The leave can be granted to all Lady staff subject to the following conditions:

1. Should have completed a minimum of 3 years of satisfactory service.

2. The Maternity leave is limited to a maximum of 3 months only.

3. Should give an undertaking that they will work for two years after re-joining duty and to forego the vacation to the extend of 45 days in the succeeding summer vacation.

11.8 Medical Leave

1. For treatment and hospitalization of serious complaints like T.B., Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc, the medical leave will be decided on the merit of individual case.

2. For other ailments and hospitalization, the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following condition.
11.9 Late arrival with or without prior permission
1. Late arrival with permission or without permission is given for one hour only. Permission or late for more than one hour will be treated as half-a-day leave.
2. Only one permission is allowed in a day either at the beginning of the Forenoon Session or at the end of the Afternoon session.
3. Only one permission and one late arrival permitted in a month.
4. If any staff member come late with or without permission for more than once in a month, each such late attendance will be treated as half-a-day leave.
5. In case of availing permission or late on any day, the staff should sign in the Permission / Late Register maintained in the Office.

11.10 Resignation and relieving
Staff members desirous of resigning their posts in the college, have necessarily to give a NOTICE period of ONE clear MONTH. For notice period, no Vacation leave, Earned leave, Casual Leave or Compensatory leave in their credit will be taken into account. In case of any shortage in the one month notice period appropriate recovery will be made.

Staff members are normally considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

In some special cases, depending upon the exigencies of the work, notice period may not be insisted upon during the summer vacation.

11.11 General Guidelines
1. Avail leave only when it is a must and leave cannot be claimed as a matter of right.
2. Avoid taking leave when the semester classes are going on.
3. Avoid availing permission / Late arrival every month as a routine habit.
4. Get your leave sanctioned before availing.
5. In the case of long leave like Vacation leave, Earned leave etc., the staff should apply at least one week in advance.
6. In the case of long leave for more than a week a relieving report and joining report are to be sent at the time of leaving and at the time of reporting for duty respectively.
7. Invigilation duty is a part of academic work and is mandatory for all faculties.
8. Staff taking students outside the college premise for Industrial Visit, Educational Tour or any other visit should take the prior permission of Principal failing which the staff is Liable for disciplinary action.
12.0 TA / DA RULES

The below said amount will be sanctioned as TA / DA for the staff members going on Industrial Visits / Tours.

<table>
<thead>
<tr>
<th></th>
<th>Rs.100/- per day plus Actual Bus Fare / II Class Train Fare</th>
<th>Tamilnadu State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Rs.150/- Per day plus Actual Bus Fare / II Class Train Fare</td>
<td>Southern States</td>
</tr>
<tr>
<td>3.</td>
<td>Rs.200/- Per day plus Actual Bus Fare / II Class Train Fare</td>
<td>Northern States</td>
</tr>
</tbody>
</table>

11.6 Leave on Loss of pay (L.O.P)

1. Any leave availed of other than the above said categories will be considered as Leave on Loss of Pay.
2. Leave on L.O.P. will be granted only on special grounds and based on the merit and importance of the purpose.
3. The period of Leave on L.O.P. will lead to postponement of yearly increment.
4. Frequent availing of L.O.P. during semester working day will reduce the reliability of the staff.

11.7 Maternity Leave

The leave can be granted to all Lady staff subject to the following conditions:

1. Should have completed a minimum of 3 years of satisfactory service.
2. The Maternity leave is limited to a maximum of 3 months only.
3. Should give an undertaking that they will work for two years after re-joining duty and to forego the vacation to the extent of 45 days in the succeeding summer vacation.

11.8 Medical Leave

1. For treatment and hospitalization of serious complaints like T.B., Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc, the medical leave will be decided on the merit of individual case.
2. For other ailments and hospitalization, the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following condition.
11.9 Late arrival with or without prior permission

1. Late arrival with permission or without permission is given for one hour only. Permission or late for more than one hour will be treated as half-a-day leave.

2. Only one permission is allowed in a day either at the beginning of the Forenoon Session or at the end of the Afternoon session.

3. Only one permission and one late arrival permitted in a month.

4. If any staff member come late with or without permission for more than once in a month, each such late attendance will be treated as half-a-day leave.

5. In case of availing permission or late on any day, the staff should sign in the Permission / Late Register maintained in the Office.

11.10 Resignation and relieving

Staff members desirous of resigning their posts in the college, have necessarily to give a NOTICE period of ONE clear MONTH. For notice period, no Vacation leave, Earned leave, Casual Leave or Compensatory leave in their credit will be taken into account. In case of any shortage in the one month notice period appropriate recovery will be made.

Staff members are normally considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

<table>
<thead>
<tr>
<th>Years of service in the college</th>
<th>Medical Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>Nil</td>
</tr>
<tr>
<td>&gt;5-10</td>
<td>One Week</td>
</tr>
<tr>
<td>&gt;10-15</td>
<td>Two Weeks</td>
</tr>
</tbody>
</table>

In some special cases, depending upon the exigencies of the work, notice period may not be insisted upon during the summer vacation.

11.11 General Guidelines

1. Avail leave only when it is a must and leave cannot be claimed as a matter of right.

2. Avoid taking leave when the semester classes are going on.

3. Avoid availing permission / Late arrival every month as a routine habit.

4. Get your leave sanctioned before availing.

5. In the case of long leave like Vacation leave, Earned leave etc., the staff should apply at least one week in advance.

6. In the case of long leave for more than a week a relieving report and joining report are to be sent at the time of leaving and at the time of reporting for duty respectively.

7. Invigilation duty is a part of academic work and is mandatory for all faculties.

8. Staff taking students outside the college premise for Industrial Visit, Educational Tour or any other visit should take the prior permission of Principal failing which the staff is Liable for disciplinary action.
12.0 TA / DA RULES

The below said amount will be sanctioned as TA / DA for the staff members going on Industrial Visits / Tours.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Tamilnadu State</th>
<th>Southern States</th>
<th>Northern States</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rs. 100/- per day plus Actual Bus Fare / II Class Train Fare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rs. 150/- Per day plus Actual Bus Fare / II Class Train Fare</td>
<td></td>
<td>Tamilnadu State</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rs. 200/- Per day plus Actual Bus Fare / II Class Train Fare</td>
<td></td>
<td></td>
<td></td>
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