

A.V.C. COLLEGE OF ENGINEERING

MAYILADUTHURAI, MANNAMPANDAL - 609305

SERVICE CONDITIONS FOR STAFF MEMBERS

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.

1. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the secretary, principal or other officers under whom he/she shall, from time to time, be placed as member of the staff ; He/She shall discharge all duties pertaining to the office and do all things which may be required of him/her which are necessary to be done in his/her capacity as aforesaid.
2. A member of the staff shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of his/her superior officers authorised to give permission, or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the Principal. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
3. Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, on his/her own account or otherwise, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing/consulting work, private tuition or the like of a remunerative kind of an honorary nature without the specific written permission of the Secretary. Notwithstanding anything mentioned above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college to participate in such projects subject to certain conditions, and such participation will be recompensated by the additional remuneration or honorarium prescribed by the college, as per the rules of the college/Government/AICTE.
4. (a) Appointment of any staff, except on contract, shall be considered as temporary for a period of one year
(b) After satisfactory service of one year, the staff shall be kept on probation for a further period of 2 years
5. Staff should be available in the college premises during the entire period of office hours in all working days except on appropriate permission.
6. Every staff member should maintain students attendance records and the absentees roll / Register number should be noted every day in the attendance note maintained in the college office as soon as the classes are over.
7. Medium of instruction is "English" for all UG & PG Classes. Staff Members are required to teach the subjects only in English.
8. Staff members are expected to update their knowledge by attending seminars/workshops after obtaining necessary permission from the Principal / Management.
9. The teaching staff must take all efforts to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input maybe useful for the student community at large. Every staff member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities for which he/she is interested in or assigned to him/her from time to time.
10. Vacation Leave will be prescribed by the Principal from time to time depending on the works to be completed and to maintain normal service. If a staff member is going on vacation leave, he/she should intimate the Principal about his/her exact vacation address and cell phone number in his/her leave application or in the register maintained in the office.

11. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Management reserves the right to refuse the forwarding of such applications, in case there is any bond for a minimum period of service.
12. If any staff member wants to resign, he/she has to give 3 month notice during first week of February of each academic year or three months' salary in lieu of notice during end of an academic year. They are not supposed to apply for any post in any industry / institution during middle of the academic year.
13. a) The Secretary shall have the right to place any staff under suspension on charges of misconduct.
b) In cases wherein teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Secretary has got discretion to award lesser punishment such as warning, with or without cumulative effect after obtaining his/her explanation if any.
c) The Secretary shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
 - i) Serious misconduct and wilful neglect of duty;
 - ii) gross insubordination;
 - iii) physical or mental unfitness ; and
 - iv) participation in any criminal offence involving moral turpitude.
14. The faculty members should be very fair and impartial in awarding of sessional marks to students or in selecting the outstanding student of the department/college and on similar occasions, it should be done strictly as per the prescribed norms.
15. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with interdepartmental activities.
16. In any meeting, decorum should be maintained. The staff member is expected not to use cell phone during working hours (9.a.m. to 5.p.m).
17. Staff members should get prior permission from Management/Principal to contact any outside agency or to contact/make representations to high officials of University/State Government MHRD/AICTE/Members of the Managing committee, for any matter related to the college/ hostel.
18. Staff Members should get prior permission from the Principal to meet any member of the Board of Management for any personal or Official work.
19. Leave Rules: As approved by the Board of Management in its meeting held on 15/12/2003, Circular Ref No. AVCCE/CIR/ EST/F11/2003 dt.27.12.2003 and AVCCE /STA - CIR / F.76 / 2010 dt. 24.11.2010. The same leave rules are applicable to all the Staff members.

DECLARATION

I have read all the service conditions. I agree to abide by the prescribed rules and regulations and maintain the code of conduct.

Signature of the Faculty Member

Date :
Station : Mannampandal

Name :
Designation / Dept.