

SERVICE RULES FOR NON-TEACHING STAFF OF SSN INSTITUTIONS

1. SHORT TITLE:

These Rules may be called "Service Rules for Non-Teaching Staff of SSN Institutions".

2. DEFINITIONS:

In these rules, unless the context otherwise requires,

- i. **'Board'** means the Board of Management of SSN Institutions.
- ii. **'SSN Institutions'**, (i.e. hereinafter called SSN), means SSN College of Engineering and SSN School of Management.
- iii. **'President'** means the President of SSN Institutions.
- iv. **'College'** means SSN College of Engineering.
- v. **'School'** means SSN School of Management.
- vi. **'Employee'** means the non-teaching staff of SSN Institutions.

3. CONSTITUTION:

The service shall consist of the following categories of officers and staff, namely,

- | | | |
|--------------|---|--|
| Category - 1 | - | Head of Construction & Facilities |
| Category - 2 | - | Manager - HR
Placement Officer |
| Category - 3 | - | Administrative Officer
Civil Engineer |

- Category - 4 - Assistant Registrar
Assistant Finance Manager
Alumni Officer
Placement Executive
- Category - 5 - Assistant Manager
- Category - 6 - Purchase Officer
Senior Executive (Accounts)
Assistant Librarian
Maintenance Engineer (Electrical)
Maintenance Engineer (Civil)
Electrical Engineer - II
System Administrator
Network Administrator
Transport Supervisor
Supervisor (Landscaping)
Senior Technical Assistant
Program Coordinator
Civil Supervisor
Supervisor (Hostels)
- Category - 7 - Laboratory Assistant
Hardware Technician
Accounts Executive
Store Keeper
Physical Training Instructor
Supervisor (Housekeeping)
Nurse
- Category - 8 - Junior Executive
Clerk
Residential Clerk
Receptionist
Project Assistant
Assistant Store Keeper

Category - 9 - Electrician
Plumber
Carpenter
Library Assistant
Foreman
Machinist
Welder
Turner

Category - 10 - Driver
Administrative Assistant
Plumbing Assistant
Attender

4. METHOD OF RECRUITMENT:

Appointment to the various categories of posts shall be made by (a) direct recruitment OR (b) by transfer from another unit OR (c) by promotion from the next lower category of post.

5. QUALIFICATION:

No person shall be appointed to the post mentioned in column 2 of the Table contained in Schedule to these Rules unless he possesses the prescribed qualification mentioned in the corresponding entry in column 3 thereof.

6. APPOINTING AUTHORITY:

The President shall be the appointing authority for all the posts.

7. PROBATION:

Every person appointed to the post shall, from the date on which he joins duty, be on probation for a period of one year.

The President may extend the period of probation for a further period upto 6 months for good and sufficient reasons to enable the person to complete the period of probation satisfactorily.

8. CONFIRMATION:

At the end of the prescribed period of probation or extended period of probation, as the case may be, the appointing authority shall consider probationer's suitability for confirmation. If the probationer was considered so suitable, the services of the probationer will be confirmed in the post concerned.

9. INCREMENT:

- i. All duty in a post on a time scale counts for increments in that time scale. A person appointed in a category / post shall ordinarily draw increment by completing one year continuous service reckonable from the date of joining, unless it is withheld as a measure of punishment.
- ii. The following rule of synchronization will be followed in the sanction of increment:

Sl. No.	Category of employees classified according to date of joining	The date from which sanction will be effective
1.	Employees who join during the period from 1 st October of a year to 31 st March of the following year.	1 st January of next year
2.	Employees who join during the period from 1 st April to 30 th September of a year.	1 st July of next year

- iii. As a policy in respect of the staff with Loss of Pay for a period from 5 to 10 days except on valid medical grounds, the normal increment will be postponed by six months and in respect of those with loss of pay for more than 10 days except on valid medical grounds the normal increment will be postponed by one year. The stoppage of increment in these cases will be with cumulative effect. However this rule may be waived at the discretion of the President in special cases.

10. PROMOTION:

No member of the service shall be eligible for promotion from a category in which he was appointed unless he has satisfactorily completed the probation.

Appointment to any category or grade may be made by promotion from another category or grade of which the rate of pay or maximum pay is lower.

11. POSTINGS AND TRANSFERS:

A member of the service may be required to serve in any post on the cadre of such service for which he is qualified.

All transfers and postings shall be made by the President.

12. AGE OF SUPERANNUATION:

- i. The age of superannuation of employees shall be 65 years and beyond this no extension of service will be given.
- ii. Employees with outstanding merit will be provided with re-employment in special cases on contract basis and they will relinquish the post on attaining 70 years of age.
- iii. The re-employed staff will be paid consolidated compensation based on the monthly components of salary last drawn.
- iv. The President can exercise discretion in making exceptions.

13. CONSEQUENCES OF RESIGNATION:

A member of the service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service in the college.

The reappointment of such a person to the category shall be treated in the same way as the first appointment to the category by direct recruitment.

14. ACCEPTANCE OF RESIGNATION:

Any member of the staff shall, prior to resignation, give or the Management is entitled to terminate the service of any member by giving, 15 days' notice or 15 days' salary in lieu thereof in respect of those in temporary appointment or under probation and one month's notice or one month's salary in lieu thereof in respect of those in permanent service.

The resignation of a member shall not be accepted if it is withdrawn by him before orders accepting the resignation are actually issued.

The resignation of the member of the service shall be accepted either prospectively or retrospectively as decided by the Management.

The Management reserves the right to accept or decline to accept the resignation of any member.

15. CONDUCT:

Every member of the service shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the service.

It shall be discretion of the authorities to decide as to whether an act shall constitute an "unbecoming act" or not. To illustrate, the following acts shall be considered as unbecoming acts, namely,

- a. If a member is found drunk or under the influence of liquor while attending office.
- b. If he lends or borrows money to or from any other member of the service irrespective of whether he is likely to have official dealings or not.
- c. If he resorts to sending any anonymous petitions to higher authorities.
- d. If he smokes in the campus which is a non-smoking area.
- e. Misappropriation of money.
- f. Obtaining or attempting to obtain illegal gratification.
- g. Misuse of official position for gain.
- h. Disclosure of confidential or secret information.
- i. Irregularity or negligence in the discharge of duties with a dishonest motive.
- j. False claim of T.A., Medical bills etc.

16. CHANNELISATION OF COMMUNICATIONS:

A member of the service applying for promotion, pay revision other service benefits etc., whatsoever shall submit his application through the authority under whom he is immediately subordinate, i.e., Principal of the College or Director of the School as the case may be.

17. PRIVATE TRADE AND EMPLOYMENT:

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 in his / her name or in the name of his / her spouse or in the name of the members of the family, private tuition or the like of the remunerative kind or of an honorary nature without the specific written permission of the President.

18. Every member of the Non-teaching staff shall agree to abide by all the rules and regulations herein stated and also such rules and regulations as may be stipulated from time to time.
19. Every member of the staff shall perform his / her duties honestly, efficiently and diligently under the orders and instructions of the President, Principal or Director or other superiors under whom he 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 or which are necessary to be done in his / her capacity as aforesaid.
20. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution the College or School undertakes, members of the staff as may be required will be commissioned by the College to participate in such projects subject to certain conditions, and such participation will be compensated by the additional remuneration or honorarium prescribed by SSN.
21. The Chairman of the Board shall fix the salary, bonus of the non teaching staff in addition to the contribution made by the Management, at the rate fixed by the Employees Provident Fund Act.
22. Staff attendance should be signed every day 15 minutes before the office hours unless they are on duty outside the campus, or on leave. The President has the right to fix the office hours.
23. Staff should be available in the College / School premises during the entire period of office hours, during all working days except on appropriate permission / on OD.
24. The work load of all the staff shall be fixed by the Principal / Director / President.
25. The staff should associate himself / herself actively with such work / extra-curricular activities which is assigned to him / her from time to time by the President.
26. The staff should do any additional work / duties whenever there is a need and directed to do so by the Principal or Director or any authority to whom he / she reports.
27. 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 very seriously and suitable disciplinary action will be taken. The President may permit such applications not more than two in an academic year, but reserves the right to refuse the forwarding of such applications, in case there is any bond for a minimum period of service.

28. i) The President shall have the right to place any staff under suspension on charge of misconduct.
- ii) In cases wherein the staff commits any misconduct in discharge of his / her duties, the President has got discretion to award lesser punishment such as warning, censure, reduction in rank, withholding of increment with or without cumulative effect after obtaining his / her explanation, if any.
- iii) The President shall have the power to terminate without notice the services of a member of the staff of the College for any of the following reasons:-
- a) Serious misconduct and willful neglect of duty;
 - b) Gross insubordination;
 - c) Physical or mental unfitness;
 - d) Participation in any criminal offence involving moral turpitude;
 - e) Outraging the modesty of lady staff or lady students or perpetrating harassment whatsoever towards them;
 - f) Theft or misuse of College property;
 - g) Illegally helping students in examinations;
 - h) Continuous absence from duty for a continuous period of 7 days without any prior intimation.
- iv) It is solely the discretion of the President to determine whether an employee has committed any of the acts of misconduct mentioned above or not. The President's decision in this regard is final.
29. Two permissions of one hour duration each per month may be allowed. Third permission will be treated as half a day CL.
30. For the development and progress of the College / School / Department, all members of the staff should work as a team and they should also maintain a cordial relationship with teaching staff and students.
31. The non teaching staff shall not pick up any quarrel with any other staff inside the campus. In all places within the campus, decorum should be maintained and even to express difference of opinions, diplomatic words should be used.

32. Staff member should get prior permission from Management / Principal / Director to contact any outside agency or to contact / make representations to high officials of University / State Government / MHRD / AICTE / members of the Board, for any matter related to the College / Hostels.
33. The President shall have the right to transfer the non teaching staff, from one department / section to other department / section.

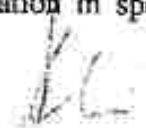
34. DATE OF EFFECT:

These Rules shall come into force with effect from 15th April Two Thousand Four.

35. SAVINGS:

Nothing in these Rules shall be deemed to effect adversely the appointments made prior to making of these Rules.

The Management reserves the right to vary the prescribed minimum qualification in special cases.



SCHEDULE

(See rule (4) of the Rules)

Sl. No. (1)	Name of the Post (2)	Minimum qualification to be possessed by the candidates for appointment (3)
1	Head of Construction & Facilities	<ul style="list-style-type: none">i. Degree in Civil / Electrical Engineering from a recognized Universityii. 5 to 10 years experience in management of civil constructions, transport system, personnel and labour.iii. Adequate knowledge of tender process, scrutiny of bills for construction works and the works of similar nature in a large organization.
2	Manager - HR	<ul style="list-style-type: none">i. Post Graduate Degree from a recognized Universityii. A minimum of 5 years experience in HR work.
3	Placement Officer	<ul style="list-style-type: none">i. Post Graduate Degree in Business Administration, Social work or any relevant discipline from a recognized Universityii. A minimum of 5 years experience in industry, educational or training institutions.iii. Strong presentation and communication skills and a flair for public relations.
4	Administrative Officer	<ul style="list-style-type: none">i. Master's Degree from a recognized University.ii. A minimum of 10 years experience in admission of students, recruitment of staff, compensation related matters, promotion and retirement of staff, etc.iii. Adequate knowledge of statutory enactment in personnel management.
5	Civil Engineer	<ul style="list-style-type: none">i. Degree in Civil Engineering.ii. A minimum of 10 years experience in planning, designing, billing and executing the educational, industrial or commercial buildings.

6	Assistant Registrar	<ul style="list-style-type: none"> i. Degree from recognized University. ii. 5 to 10 years experience in Human Resources Development, Public Relations or Administrative wings of a large institution or industrial organization. iii. Adequate background in liaison work with Government organizations, Universities, statutory boards etc.
7	Assistant Finance Manager	<ul style="list-style-type: none"> i. Master's Degree in Commerce. ii. A minimum of 5 years experience in Accounts, Finance and MIS.
8	Alumni Officer	<ul style="list-style-type: none"> i. Master's Degree from a recognized University. ii. A minimum of 5 years experience in HR, student affairs or administration.
9	Placement Executive	<ul style="list-style-type: none"> i. Master's Degree from a recognized University. ii. A minimum of 2 years experience in the sphere of placement, public relations or human resources development.
10	Assistant Manager	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. Recognized Diploma in computer programming or console operation - cum - programming. iii. A minimum of 5 years experience in DTP operation.
11	Purchase Officer	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. A minimum of 5 years experience in purchase operations, purchase documentations and control procedures on payment to dealers / suppliers.
12	Senior Executive (Accounts)	<ul style="list-style-type: none"> i. Master's Degree in Commerce. ii. A minimum of 5 years experience in Accounts work, reconciliation of bank accounts, internal audit, preparation and maintenance of vouchers and registers, filing of income tax / service tax returns.

13	Assistant Librarian	i. Must have passed B. Lib Science Degree from a recognized University.
14 & 15	Maintenance Engineer (Electrical) / Electrical Engineer - II	i. Degree in Electrical and Electronics Engineering. ii. A minimum of 5 years experience in Electrical installations, repair and billing. iii. Must hold 'A' Class competency certificate awarded by Electricity Board.
16	Maintenance Engineer (Civil)	i. Degree in Civil Engineering. ii. A minimum of 5 years experience in construction of building and billing.
17	System Administrator	i. Degree or Diploma in Computer Science & Engineering, Electronics & Communication Engineering or Master of Computer Applications. ii. A minimum of 5 years experience in maintenance of computers (hardware and software).
18	Network Administrator	i. Degree or Diploma in Computer Science & Engineering, Electronics & Communication Engineering or Master of Computer Applications. ii. A minimum of 5 years experience in networking and maintenance of networking equipment.
19	Transport Supervisor	i. Degree from a recognized University. ii. A minimum of 5 years experience in transport management, monitoring the status of vehicles and maintenance of vehicles inventory.
20	Supervisor (Landscaping)	i. Degree in Horticulture. ii. A minimum of 5 years experience in horticultural activities. iii. Knowledge of landscaping.
21	Senior Technical Assistant	i. National Trade Certificate / National Apprenticeship Certificate in Electronic Mechanic. ii. A minimum of 10 years experience in operation and maintenance of mechanical, electrical and electronic equipments.

22	Program Coordinator	<ul style="list-style-type: none"> i. Diploma in Computer Technology or Computer Science and Engineering from a recognized institution. ii. A minimum of 5 years experience in coordinating IT higher education. iii. Must possess sound interpersonal skills.
23	Civil Supervisor	<ul style="list-style-type: none"> i. Diploma in Civil Engineering from a recognized institution. ii. Must have completed apprenticeship for one year in SSN.
24	Supervisor (Hostels)	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. A minimum of 5 years experience in administration or accounts or hostel work.
25	Laboratory Assistant	<ul style="list-style-type: none"> i. Diploma in the relevant branch of Engineering awarded by State Board of Technical Education.
26	Hardware Technician	<ul style="list-style-type: none"> i. Diploma in CSE or IT awarded by State Board of Technical Education. ii. A minimum of 2 years experience in maintenance and repair and servicing of hardware.
27	Accounts Executive	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. Must have worked as cashier or similar position for a minimum of 2 years in a reputed institution or organization.
28	Store Keeper	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. A minimum of 2 years experience as store keeper in a reputed institution or establishment.
29	Physical Training Instructor	<ul style="list-style-type: none"> i. Degree in Physical Education.
30	Supervisor (Housekeeping)	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. A minimum of 5 years experience in the line.
31	Nurse	<ul style="list-style-type: none"> i. Diploma in Nursing and Midwifery. ii. A minimum of 5 years previous experience.

32	Junior Executive / Clerk / Residential Clerk / Project Assistant	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. Must have a minimum of 2 years experience in the clerical line in a reputed institution or organization. iii. Must have adequate knowledge of MS Word, EXCEL and E-mail operations.
33	Receptionist	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. Must have passed Telephone Operator's Course from a recognized Institute.
34	Assistant Store Keeper	<ul style="list-style-type: none"> i. Degree from a recognized University. ii. A minimum of 1 year experience in the line.
35	Electrician	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Electrician.
36	Plumber	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Plumber.
37	Carpenter	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Carpenter.
38	Library Assistant	<ul style="list-style-type: none"> i. Degree from a recognized University.
39	Foreman	<ul style="list-style-type: none"> i. Must have a minimum period of 5 years experience in supervising the work of masons and other construction workers at the construction site.
40	Machinist	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Machinist.

41	Welder	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Welder.
42	Turner	<ul style="list-style-type: none"> i. Must possess National Trade Certificate awarded by National Council for Training in Vocational Trades. ii. Must have atleast 2 years experience as Turner.
43	Driver	<ul style="list-style-type: none"> i. Must have passed X Standard examination. ii. Must hold a valid Driving license as applicable. iii. Must have experience in driving for a minimum period of 5 years.
44	Administrative Assistant / Plumbing Assistant / Arænder	<ul style="list-style-type: none"> i. Must have passed X Standard examination.

LEAVE RULES

1. General

The provisions contained in these rules shall apply to all non teaching staff of the College.

2. Right of Leave

Leave cannot be claimed as of right, and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

3. Authority Empowered to Sanction Leave

The immediate superior is competent to sanction leave to a member of the service working under his control.

Explanation:-

For example the immediate superior in a teaching department for purpose of this rule shall mean the Head of the department under whose control the member of the service is working.

The application sanctioned by other authorities must be put up to the Principal for information.

4. Commencement and Termination of Leave

- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- b) Sundays and other holidays may be pre-fixed as well as suffixed to leave, subject to restrictions as specified.
- c) Except with the permission of the authority which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him / her.

5. How to apply for Leave

- a) A member of the staff shall not normally absent himself / herself from his / her duties without the prior permission of his / her superior officers authorized to give permission, or in case of sickness or inevitable accident, without forwarding a medical certificate or necessary evidence satisfactory to the Principal / Director.

- b) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency. For availing leave, an employee must get the leave sanctioned atleast one day in advance in case of Casual Leave and 7 days in advance of Earned Leave.
- c) If leave is extended due to exceptional circumstances, and an intimation could not be given in advance, it has to be regularized immediately on rejoining duty supported by a letter giving the reasons.
- d) If a staff member on any kind of leave happens to be out of station for more than five days, he / she should intimate the Principal or Director his / her exact leave address in his / her leave application.
- e) Sanctioning of leave is at the sole discretion of the sanctioning authority, irrespective of the balance of leave to the credit of the employee. Leave has to be taken in such a manner that it does not interfere with or negatively affect College / School functioning.

6. Kinds of Leave

The following kinds of leave shall be admissible to members of the staff:-

- a. Casual Leave;
- b. Earned Leave;
- c. Maternity Leave;
- d. Compensation Leave

7. Casual Leave

- a. Casual leave is subject to a maximum of 12 days in aggregate in a calendar year. Casual leave is not earned by duty. A member of the staff on Casual Leave is not treated as absent from duty and his / her salary is not intermitted, always subject to the exigencies of service.
- b. Casual Leave cannot be combined with Earned Leave.
- c. A maximum of 3 days of Casual Leave can be availed at any one time. Any holiday falling in between will not be counted as leave for determining the total number of Casual Leave.
- d. Casual Leave is not encashable.
- e. Balance of Casual Leave not availed during the year will automatically lapse on 31st December of each year.

- f. Casual Leave cannot be sandwiched between holidays. Casual Leave can either be prefixed or suffixed to a holiday(s). In case of sandwiched Casual Leave, with prior sanction, the suffixed holiday will also be treated as leave.

Example:- A spell exists as given below:

October

21 st	Sunday	Holiday
22 nd	Monday	Additional holiday for Pooja
23 rd	Tuesday	Ayutha Pooja (Holiday)
24 th	Wednesday	Vijayadasami (Holiday)
25 th	Thursday	
26 th	Friday	
27 th	Fourth Saturday	Holiday
28 th	Sunday	Holiday

For eg. 'A' applies for 2 days Casual Leave (CL) on 25th & 26th with permission to avail the holidays on 21st, 22nd, 23rd, 24th & 27th, 28th. In this case the suffixed holidays on 27th & 28th will be treated as Leave. The total days on leave thus adds up to 4 days, i.e. 25th, 26th, 27th, 28th, viz., exceeding 3 days ceiling on CL. Hence he / she will be granted leave on LoP for four days.

- g. It is mandatory on the part of the employee that if he / she could not obtain a prior sanction, he / she should communicate to the Head of the Department about his / her absence. If no intimation is received, it may be construed as absent for the said day without wage and sanction / ratification of the absence as Casual Leave purely depends on the discretion of the concerned HOD / Principal / Director.
- h. Leave in excess of the prescribed limit shall be deemed to be leave on loss of pay (LOP)

8. Earned Leave

Earned Leave means that every employee is earning leave for the completed one month service and the same is accumulated and credited to his / her account on the last working day of year viz., the 31st December of every year.

- a. Earned Leave is credited at 1¼ days per month. Non-Teaching staff are entitled to the maximum of 21 days leave for every 12 months of service. It is accumulated and credited to his / her account on the last working day of the year.
- b. Earned Leave can be accumulated up to a maximum of 120 days.

- c. Earned Leave can be prefixed and / or suffixed with holidays. However, holidays which fall during the Earned Leave shall be counted as leave for determining the total Earned Leave taken.
- d. Earned Leave can be availed in the first year only under exceptional circumstances like in case of serious illness, own marriage or to attend an examination, during the first 12 months' of service.
- e. In case an employee is on leave without pay (LOP) for more than 15 days, he / she shall not be given the credit of EL (1.75 days) for the particular month.
- f. Earned Leave cannot be availed when an employee has resigned / and is serving during the notice period and also during probation period.
- g. Earned Leave may be combined with Maternity Leave provided the leave applied for Earned Leave is in continuation of the Maternity Leave and accompanied with a certificate from the Registered Medical Practitioner.
- h. The staff are eligible to encash the Earned Leave. While surrendering his / her Earned Leave for encashment, a minimum balance of 10 days shall remain to the credit of the individual staff after encashment. In respect of employees in category 3 and above, the minimum balance shall be 30 days.
- i. Encashment of Earned Leave will be calculated based on the basic pay and DA of the employee, for the number of days of Earned Leave he / she surrenders for encashment. Such surrender of Earned Leave for encashment is restricted to once in a calendar year.
- j. On account of an employee leaving the Organization, whatever Earned Leave stands to his / her credit shall be reimbursed based on the basic pay drawn by him / her at the time of leaving the Institution.
- k. One should apply for Earned Leave for a minimum period of 4 days and such applications are restricted to 3 times in a year.

9. Sick Leave

There is no separate provision for sick leave. Any leave on account of sickness will be adjusted against Earned Leave / Casual Leave. Any sick leave for 4 days and above shall be supported by a Medical certificate. Leave application must reach the Principal / Director through proper channel as soon as possible along with a medical certificate from a Registered Medical Practitioner stating the illness and the likely duration of absence of leave on account of illness.

10. Maternity Leave

- a. This leave is applicable as per the provisions of the Maternity Benefits ACT. For availing Maternity Leave, the employee has to submit a medical certificate indicating the reason for leave from a Registered Medical Practitioner.
- b. It is essential to get the leave sanctioned by the Principal / Management at least 15 days in advance before proceeding on Maternity Leave. The leave application should be submitted along with the expected date of delivery from a Registered Medical Practitioner. At the time of resuming duty after availing the leave, the employee must submit a fitness certificate.
- c. Maternity Leave shall not be debited to the leave account.
- d. Maternity Leave may be combined with Earned leave, but the leave applied for in continuation of Maternity Leave may be granted only if the application is supported by a medical certificate.

11. Compensatory Leave

- a. If an employee is asked to work extra hours by the competent authorities in the office (viz.,) after office hours and / or on declared holidays / Sundays etc., he / she irrespective of the cadre, shall be eligible for compensatory off either ½ day or 1 day as the case may be, for extra work done depending upon the time he / she worked in the Office / College / School.
- b. Such compensatory off shall be available to the staff, who had worked extra hours in the College / School / Office as mentioned below:-
 - i. For one spell of extra work for less than 2 hours, no compensatory off will be allowed.
 - ii. For two spells of extra work for more than 2 hours (duly authorized by the HoD before commencement of the work), one will get ½ a day compensatory off.
 - iii. The extra work for more than 6 hours in late night will be treated as one full day and one day compensatory off will be allowed.
 - iv. The number of compensatory leave shall not exceed 20 days in a year.
 - v. Compensatory leave should be availed within 3 months from the date of extra work. The compensatory leave is not supposed to be carried over to the next calendar year. However compensatory leave in lieu of holiday work in December of a year can be availed in January of the following year.
 - vi. All rules governing the grant of Casual Leave will, **mutatis mutandis**, be applicable to Compensation Leave.

Staff on Out Door work (OD)

- i. The staff members may have to go outside on account of official duty. This is called on duty for the said working day.
- ii. In this connection the out door work has to be planned properly by the Head of Department and to assign the work to the particular staff. The staff who once got the out door work assignment shall apply in a format called OD slip indicating the nature of work and the duration of work etc. and getting it endorsed by the HOD concerned and pass it on to the Principal for approval. Only after the out door work is approved by the Principal, the staff can go on OD.
- iii. No staff can take decision on their own to go on OD and, after return to apply for OD / ratification. Such kind of attitude is not encouraged. His / her absence of this nature will be considered as "absent" / or CL for that day. If Casual Leave is not available, their absence will be considered as LOP.
- iv. The above procedure for going on out door work (on OD) is applicable to staff in all the cadres working in the College / School.
- v. When staff members go for examination work for Universities other than Anna University or for schools, OD will not be granted.
- vi. Principal / Director shall have the right to cancel the OD sanctioned earlier, on account of any emergency work in the College / School.

General Rules

All the staff are expected to maintain the code of discipline, namely, attending to the office in time, signing the attendance register both in the forenoon and after noon etc.

All members of the Non-teaching staff shall be governed by the general rules / norms practiced by the College / School.