JAYA ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University, Chennai,
(NAAC Accredited Institution)
CTH Road, Prakash Nagar, Thiruninravur, Chennai, Tamil Nadu - 602 024
Phone : 044-26300982, 26341264, 26390041.

SERVICE BOOK

NAME OF THE EMPLOYEE :

DESIGNATION :

DEPARTMENT :

DATE OF JOINING :

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1. Preamble

These Service Rules are applicable to all employees of Jaya Engineering College, academic, administrative and maintenance. Employees of the College are also bound by rules, regulations and procedures as are in force at the time of their appointment and as may be modified from time to time thereafter. If any provision in the General administration Rules of **JAYA ENGINEERING COLLEGE**, repugnant to any other provisions applicable to any particular categories of employees the provisions of these rules will prevail.

2. Vision and Mission of the Institution

Vision

To achieve excellence in technical education through innovative teaching and multi disciplinary research with professionalism to serve the global society.

Mission

- To impart high quality teaching and learning for engineering, technology and management studies by providing state-of-art-infrastructure.

- To provide quality education, self-discipline and ethical values.

- To associate with R&D and industries to have connectivity with the society.

- To impart knowledge to become empowered professionals in the field of engineering and management.

3. Categorization of all staff members of Jaya Engineering College are grouped into three categories

(1)   a) Teaching Faculty

The strength of teaching faculty in each Department is fixed taking into account the UGC / AICTE guidelines, programmes offered and the strength of students in the Department.

b) Other Category

Director, Dean, Librarian, Assistant Librarian, Placement and Training Officer, Physical Director

(2)   Administrative Staff

Administrative officer, Finance Officer, Accountant, Senior Assistant, Junior Assistant, Typist, Telephone Operator, Record Clerk and Attender.

(3)   Technical Staff

Technician, Assistant Technician, Instructors and System Analyst cum Operator.

4. Cadre Strength

a)   Teaching Staff (Faculty Members)

Professor, Associate Professor, Assistant Professor, Professor of Eminence, Visiting Faculty.

b.   Other Category

The strength of other category of staff in the Institute is fixed taking into account the UGC/AICTE guidelines, programmes offered and the strength of students.

c.   Administrative Staff

The strength of administrative staff is as sanctioned by the competent authority, taking into account the administrative workload of the Institute.

d.   Technical Staff

The strength of technical staff depends upon the need in each Department of the Institute on the basis of proposals of the HOD concerned and is as sanctioned accordingly by the competent authority.

5. Performance Appraisal

The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc. will be given to the faculty. The following are the important provisions.

a.   Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be

followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

b. It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

c. A review committee formed by the Institute shall review the performance of every faculty member and recommend annual increment, career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

6. Resignation

If a staff member (Teaching or Non-Teaching) intends to resign from this Institute he / she shall give either 3 months' notice in advance or pay three months' salary to the Institute in lieu thereof. The Three months' notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

Termination of service

The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice, at any time in a semester, based upon the Performance Appraisal.

7. Leave Rules

a. **Casual Leave (CL)** All staff members are eligible for 12 days of casual leave per calendar year.

b. **Earned Leave**(Have to complete one-year probation period).

c. **Medical Leave**

All staff members (teaching and non-teaching) who complete two years of service are eligible

for sanction of 10 days of medical leave for each completed years of service.

d. **Maternity Leave**

Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

8. Disciplinary Action

a. All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.

b. All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.

c. Depending upon the nature of offence and if the competent authority such as discipline committee feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.

d. While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.

i) Censure ii) Withholding of increments iii) Recovery of salary, whole or a portion towards the loss caused to the Institute. iv) Suspension issued pending enquiry. v) Dismissal from service.

9. Duties and Responsibilities

Principal

The Principal is the one who is fully responsible for the academic performance of the College under the guidance, direction and control of the management. "Academic" means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies. He will implement a suitable grievance system for faculty members and students.

Vice-Principal

The Vice-Principal acts with the administrative powers of the Principal in the absence of the Principal. The Principal, with the approval of the management, shares some of her/his responsibilities with the Vice-Principal and puts her/him in charge of some sections of the activities in the practical running of the college. The Vice-Principal always works in close association with the Principal, and managing all quality related activities in academic and administration. Also the specific responsibilities as assigned with approval by the management.

Dean

When the management deems it proper and necessary for the efficient running of the college, it appoints Deans, putting them responsible over certain areas of activities of the college, clearly prescribing their duties and responsibilities. They will carry out their duties in close association with the Principal and the chairman, wielding a respectable place above the HoDs in the chain of authorities.

IQAC Coordinator

IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the

staff, in accordance with the guidance and direction of the chairman and in consonance with the vision, mission, and quality policy of the institution.

The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, etc. Regular meeting conducted by IQAC committee including external members.

Administrative Officer

Administrative Officer has the responsibility of the overall administration of the office personnel of the college, and also student tuition fees collection, certificate issues etc. He is also responsible for facility management of the campus.

Head of the Department (HOD)

The Head of Department is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal. This includes curricular, co-curricular and extra-curricular activities besides the IQAC requirements. HOD should conduct Department Academic Advisory Board Meeting.

HoD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field of engineering and in furtherance of the vision, mission and objectives of the college, and communicates it to the staff and students of the department and also maintain the stock register of the department.

Teaching Staff

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. They are primarily responsible for the all-round growth of the students of the institution with optimal knowledge, practical skills, highest research caliber, with healthy personality, social principles, values and civility, who serve the society finding a worthy place in the job market or academics or as an entrepreneur.

Mentor

Mentors are the local guardians of the students in the College. They will continue to guide the students they are in charge of, till the students leave the College.

Director of Physical Education

Physical education being an important aspect of the formation of students and their character building, the Director of Physical Education, together with her/his colleagues, shall devise ways and means by which the students will take interest in physical training, sports and games and the talented ones should be encouraged and motivated to become sports persons of repute.

Librarian

Library is the storehouse of knowledge and the most important department of the College. It is there that the students and staff update their knowledge and get new inspiration. It's also in charge for digital library. The Librarian is responsible for maintaining the stock of the library in computerized form and perform book issue / return using proper library automation system.

Placement Officer

The placement officer arranges maximum possible placements for the students of the College. This she/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.

System Administrator

System Administrator is responsible for the upkeep, configuration, and reliable operation of computer systems, especially multi user computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.

Lab Instructor/ Computer Operator/ Skilled Assistant/ Lab Assistant.

a. Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.

b. She/he displays and demonstrates the practical methods to the students.

c. She/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.

d. She/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.

Technical Assistant

Technical assistants are those employees appointed, based on their technical qualifications or expertise, for the maintenance of the infrastructure of the college, such as electricians, plumbers, carpenters etc..

Gardeners and Farmers

It is the duty of the gardeners to create a serene and beautiful environment for study by developing green, beautiful, and blossoming gardens within the college campus. They work under the guidance of the Campus Manager

Other Basic Staff (Sweepers and Sanitary Workers)

• Those in-charge of keeping the premises and the sanitary arrangements clean are expected to arrive early enough and carry out the cleaning work in the place allotted to them well in advance.

10. Minimum Qualifications for Direct Recruitment to the Posts of Engineering College Assistant Professor / Associate Professor / Professor / Senior Professor for the Disciplines of Engineering, Arts and Sciences asper the AICTE norms.

Sl.No	Post	Direct Recruitment	Minimum Experience
01	Assistant Professor	**ENGINEERING & TECHNOLOGY** B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
		HUMANITIES AND SCIENCES At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
02	Associate Professor	**ENGINEERING & TECHNOLOGY** Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch and	At least total 6 research publications in SCI/SCIE/ UGC/ AICTE approved list of journals Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

SI.No	Post	Direct Recruitment	Minimum Experience
	Assistant Professor	**HUMANITIES AND SCIENCES** At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject and Minimum of seven publications in the peerreviewed or UGC-listed Journals	8 years' experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
03	Professor	**ENGINEERING & TECHNOLOGY** Ph. D. degree in the relevant field & First class or equivalent at either Bachelor's or Master's level in the relevant branch **AND** At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion **(OR)** At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTEapproved list of journals till the date of eligibility of promotion	Minimum of 10 years of experience in teaching / esearch / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	Professor	**HUMANITIES AND SCIENCES** Ph.D. degree in the concerned/ allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals	A minimum of 10 years of teaching experience in university/ college as Assistant Professor/\ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate

11. Eligibility & promotion criteria for promotion of faculty minimum academic performance and service requirements

SI.No	Post	Career Advancement Scheme and Academic Requirements

01	Assistant Professor	1. Any 1 of the following
		    a. Completed Refresher course
		    b. Research Methodology Course
		    c. Research Methodology Workshop
		    d. Syllabus up-gradation workshop
		    e. Training on Teaching – Learning – Evaluation programmes
		    f. Training on Technology programmes
		    g. Minimum of 1-week FDP (5 days)
		    h. Completed one NPTEL course
		    i. Development of E – Contents.
		2. 2 Research publication in UGC care listed or Scopus indexed Journal
		3. 2 Research publication in National or International Conference

02	Associate Professor	1. Any 2 of the Following,
		    a. Research Methodology workshop
		    b. Syllabus upgradation workshop
		    c. Training on Teaching – Learning - Evaluation programmes
		    d. Training on Technology programmes
		    e. Minimum of 1 weeks FDP (5 days)
		    f. Completed one MOOC course withe - certification
		    g. Developments of E – Contents
		
		2. 3 Research publication in UGC care listed or Scopus indexed Journal
		3. 3 Research publication in National or International Conference

03	Professor	1. Academic achievements
		2. Any 1 of the Following Organized,
		    a. Research Methodology workshop
		    b. Syllabus upgradation workshop
		    c. Training on Teaching – Learning - Evaluation programmes
		    d. Training on Technology programmes
		    e. Minimum of 1 weeks FDP (5 days)
		3. Evidence of having successfully guided doctoral candidate
		4. 3 Research publication in UGC care listed or Scopus indexed Journal
		5. 3 Research publication in National or International Conference

12. BIO - DATA OF THE EMPLOYEE

<div style="border: 1px solid black; text-align: center; padding: 20px;">
Passport Size Photograph
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1.Name(In Block Letters)	
2.Name of Father / Husband	
3.Date of Birth (As Per Christian Era)	
4.Gender	
5.Marital Status	
6.Permanent Address	
7.Address for Communication	
8.Nationality	
9.Contact Number	
10.Languages Known	
11.Identification Marks	
12.Name of The Spouse	
13.Occupation and Contact Number of The Spouse	
14.No. of Children	
15.Name of The Post to Which Initially Appointed	

I do hereby declare that the above particulars are correct to the best of my Knowledge.

Place:

Date: **SIGNATURE OF THE EMPLOYEE**   **ATTESTATION OF THE PRINCIPAL**

13. QUALIFICATION AND TRAINING
I) QUALIFICATION: -

Examination Passed	Discipline	Board/ University	Month & Year of Passing	RegisterNo	Class Obtained
SSLC					
HSC/ DIPLOMA					
UG B.E/B.Tech or its equivalent					
PG M.E/M.Tech					
UG B.Sc/BCA/ B.Com/B.A					
PG M.Sc/MCA/ M.Com/M.A					
PG- M.Phil					
Ph.D					
Other qualifications (Only from UGC/ AICTE or any other recognized institutions / Universities)					

ii)Training (FDP, Workshops, Seminars, Guest Lectures, National And International Conferences Etc..)

S.NO	Academic Year/ Semester	Nature of Training	Date	Training Conducted By	Sponsors If Any

14. Award sand Achievements

S.NO	Academic Year/ Semester	Date	Name of The Award /Nature of The Achievement	Awarded by/ Recognized by	Attestation of The Principal

15. Contributions to Academic Activities

S.NO	Academic Year/ Semester	Dept Section	Subject Code/Name	Whether The Subject Is Exclusive or Shared?	Results Produced In The End Semester Exam

(ii) Contribution for the improvement of academic activities

S.NO	Academic year / Semester	Skill Sets (I)	Analysing Capability (I)	Innovative Ideas (I)	Use of teaching Aids (I)	Aiding Abetting and Mentoring Students (I)	Guidance to Placement Activities (I)	Inter Personal Skill(I)	Multitasking Capabilities (I)	Improved Contend Delivery (I)	Involvement in Mini Projects Model (I)	Total (10)

TRAITS

16. Assessment of Other Responsibilities

S.NO	Academic Year /Sem	Nature of Other Responsibilities Assigned	Assessing Authority	Assessment Comment of The Principal	Dept Section

17. Contributions to The Research Activities
Ph.D Registration Date:

S. NO	Academic year /sem	No.Of. Publications	Grants received with Value	Research project guidance		Projects completed	Others
				Students	Faculty		

18. Contributions to The Development of The Institution

S. NO	Academic year /sem	Suggestion/ Implementation Done	Involvement / Participation	Any Other Information to Be Recorded

19. Memo

S.NO	Nature of The Deviation/Mistake	Date	Action Taken	Staff Signature	Attestation of Principal

20. Miscellaneous Information

S.NO	DATE	Miscellaneous Information
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