



# SENTHIL COLLEGE OF EDUCATION

PeriyavadaVadi, Vriddhachalam, Cuddalore District, Tamil Nadu-606 104.

**Accredited with "B" Grade by NAAC**

NCTE Order No: F.SRO/NCTE/B.Ed/2005-2006/5116

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University App. No: TU/R/Affiliation Granted New B.Ed College/2006-2007/A.134

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## SERVICE RULES

### PREAMBLE

Senthil College of Education, PreiyavadaVadi, Virudhachalam T.K, Cuddalore Dist came into existence in the year 2005 under the Senthil Educational Trust. The College is duly approved by NCTE. The college runs eight course, and is affiliated to Tamilnadu Teachers Education University (TNTEU), Chennai , Tamilnadu and India.

### GENERAL

- These Rules shall be Senthil Collge of Education Service Rules and shall come into force from the date decided by the Senthil College of Educational Trust, PeriyavadaVadi. These rules supersede all rules previously in force
- Expect as otherwise provided, these rules shall apply to all categories of employees, except Part-Time employees born on contingent establishment.
- Senthil Educational Trust reserves to itself the rights of modifying these rules from time to time.

### DEFINITIONS:

In these Regulations unless the context otherwise requires:

- "College" Means: Senthil College of Education, PeriyavadaVadi, Vriddhachalam, Cuddalore Dist.
- "Trust" Means: Senthil Edcuational Trust, PeriyavadaVadi, Cuddalore Dist.
- "Governing Body" Means:The Governing Body of the College as constituted by this Trust.

- Chairman” means; The Chairman of the College **Governing Body**.
- “Correspondent” means; The Correspondent of the College **Governing Body**.
- “Head” means; Principal or Coordinator of the College.
- “Coordinator” means the Coordinator of the college under the Trust.
- “Principal” means; Principal of the SCE , Periyavadavadi, Vriddhachalam,
- “Appointment” means; Appointment made according to the terms and conditions of these Regulations.
- “Appointing Authority” means; the authority competent Principal to make appointments to various categories of posts according to the Rules and Regulations.
- “Competent Authority” means; authority specified for specific purpose in the Rules and Regulations.
- “Employee” means; any person appointed in the college.
- “Permanent Post” means; a post carrying a definite rate of pay and sanctioned without limit of time.
- “Pay” means; the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively, or in an officiating capacity and includes special pay, pay or personal pay, if any.
- “Personal Pay” means ; additional pay granted to the employee,
  - (a) to save him from the loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as disciplinary measure ,
  - (b) In exceptional circumstances on other personal considerations.
- “Service” means; the whole period of continuous service in the college including the period spent on leave with pay except where specified otherwise in the Regulations.
- “Salary” means; the amount of the monthly pay and allowance granted by the college to an employee.
- “Special pay” means; an addition in the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibility.
- “Temporary post” means; a post carrying a definite rate of pay and sanctioned for a limited period.

## **CLASSIFICATION OF STAFF**

The Staff of the college shall consist of following categories;

- **Teaching Staff:** The staff involved in teaching as specified by NCTE, like Professors, Assistant Professors, called faculty.
- **Supporting Staff:** The staff involved in co curricular and extracurricular activities, like Librarian, Physical Director, Music Teacher, art and Craft Teacher, etc.,
- **Technical Staff:** Laboratory staff which assists in the teaching process, like Laboratory Technicians, Programmers, Data Entry Operators.
- **Administrative Staff:** The staff involved in running the administrative offices and allied activities
- **Others:** The staff involved in other maintenance activities.

## **APPOINTING AUTHORITY**

All appointments of the staff of the college except that of Coordinator/Principal shall be made by the Governing Committee. Trust will be the appointing authority for Principal. All appointments shall be made by following the selection and promotion procedures of the college. However the Governing Committee shall have the power to decide on the recommendation of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the college.

## **APPOINTMENT TO PERMANENT POSTS**

All appointments against permanent posts will be made as per selection/promotion procedure given below,

The minimum qualification and experience for all the posts shall be as per university norms.

## **SELECTION/PROMOTION PROCEDURE**

### ✓ **Selection of Teaching Staff:**

- The posts will be advertised in a leading news paper giving minimum 10 days time for submitting the applications. The applications will be scrutinized and short listed candidates will be called for interview. The selection committee will comprise of

- Chairman Governing Committee
  - Vice-Chairman Governing Committee
  - General Secretary Governing Committee
  - Principal
  - Subject experts
  - Nominee of University
- In case of exigency of time, walk- in Interviews shall be conducted by issuing proper notification in News papers.
  - Principal can give appointments on contract or ad-hoc basis , in case a staff is required immediately
  - Qualifications for teaching staff will be as prescribed by the university.
- ✓ **Promotion of Teaching Staff**
    - Promotion from Assistant Professor Scale to Professor Scale, as per the norms prescribed by the NCTE & TNTEU.
- ✓ **Selection of Non Teaching Staff**
    - The posts will normally be advertised in News papers. To be made into reading appropriate experimental and Qualities the application will be shortlisted. The selection will be made by interview. The selection committee will comprise of one member from amongst the Chairman, Correspondent and Trust of the Governing Committee, Principal, and one Subject Expert.
- ✓ **Promotion policy for Non-Teaching Staff**
    - Based on experience and knowledge in their field, promotion will be made.
- ✓ **Appointment to Temporary Posts**
    - The appointment of these posts including the Ad-hoc and Visiting faculty, shall be made as per need of the college after approval of the Chairman, on the recommendations of the Principal. For this purpose NCTE norms shall be followed.
    - In the interest of instructional work, the principal may make temporary appointments to teaching posts falling vacant during an academic session for a period not exceeding six months. Such appointments shall also be subsequently reported to the Governing Committee. Extension of the appointment of such employees can be made by the chairman of the Governing Committee.

✓ **Terms and Conditions of Service of Temporary Employees**

- The service of a temporary employee shall be liable to termination at any time by a notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month unless otherwise agreed to by the College and the employee.
- The other terms and conditions of service of such employees shall be such as may be specified by the appointing authority in the letter of appointment

✓ **Payment of T.A. to Candidates Attending Interviews**

- The Candidates called for interview for the post of Professor may be allowed reimbursement of travel expenses to and fro upto II Class Railway fare by the shortest route.
- No TA/DA will be paid to the candidates called for interview for any post except that of Professor

✓ **Joining Time**

- The joining time shall be upto 15 Days for permanent posts and upto one week for temporary and contract posts or as decided at the time of selection. The extension, if necessary may be granted by the Chairman.

✓ **Salary & Allowance**

<b>Name of the Post</b>	<b>Qualifications</b>	<b>Pay Scale</b>
<b>Principal</b>	As prescribed by the University	VII pay
<b>Asst. Prof.,</b>	As prescribed by the University	VII pay

- The Pay scales of the other than teaching staff shall be as per the Trust and the allowances shall be as adopted by the TRUST from time to time.
- For promoting research activity among the staffs, the following additional pay/allowance shall be framed,
  - ✓ Teachers will be given cash awards amount from Rs 2000 to Rs.5000/month as a special allowance for their Higher study (Ph.D/M.Phil in

education only).

- ✓ Teachers will be given cash awards amounting Rs. 1000 to 2000 in case they bag first three spots in any competition at national level or get their articles published in national or international Journals/magazines.
- ✓ Teachers will be treated on duty while attending refresher courses or orientation programmes and the college will bear their admission fees and travel expenses.
- ✓ Teachers will be given cash awards 10% of Funds (Project Oriented) generated by the faculty from the outside agency. It may claim at the end of the Funded Project.

✓ **Record Of Service**

- There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his/her service in the College. The file shall contain in the particulars, an Offer letter, Profile, Resume, Application Relieving, promotion, reward, punishment and all other special events of his/her service career.
- Annual performance appraisals on the work and conduct of each employee shall be maintained properly

✓ **Annual Increments**

- Annual Grade Increment shall ordinarily be drawn as matter of course, unless it is withheld and will be maintain in the service file with effect from the due date. No increment shall be withheld without assigning specific reasons in writing.

An employee shall have the right to appeal to the next higher authority against the decision to withhold annual grade increment. An oral report about the work and conduct shall be called from the Principal at the time of awarding annual increment.

- Any teachers of the college who is awarded Ph.D degree will be given one/two advance increments respectively from the date of declaration of his result.

✓ **PROBATION:**

- All appointments to permanent posts in the College shall be made on probation for period of initial one year which is extendable to three years in case

performance is not upto the mark. During this period service of employee can be terminated by giving one month notice in writing on either side or by paying one month salary in lieu thereof. After confirmation the services can be terminated by giving three months notice in writing on either side or by paying salary for the unexpired period. The employee will be governed by the service & rules of the college as amended by the College Governing Committee from time to time.

- The Principal shall be asked to give an oral report about the work and conduct of the employee with a definite recommendation for confirmation at least two months before the expiry of the date of probationary period or otherwise.
- The Chairman of the trust shall have the power to confirm an employee on the recommendation of the Principal.
- The Chairman of the trust shall have power to extend the period of probation of an employee for such time and on such terms and conditions as he/she may find necessary.
- On completion of the period of probation or, the extended period of probation, as the case may be, the employee, shall, if his/her work and conduct has been satisfactory, be confirmed in the post and he/she shall, if his/her work continues to be satisfactory and he/she abides by the Service Regulations of the College.

#### ✓ **LEAVE RULES**

The eligible employees of the college shall be entitled to vacation and leave in accordance with the rules approved by the Governing Committee. The Governing Committee in its meeting held on 10/05/2006 decided the following rules to be effective from the same date.

##### **a) Casual Leave:**

Casual Leave is not earned by duty and, as such, an employee on casual leave is not treated as absent from duty and his/her salary is not interrupted, Casual Leave cannot be claimed as a matter of right and its grant is always

subject to the exigencies of service. A maximum of 12 days of casual leave is admissible in a Academic Year and will ordinarily be allowed in proportion to the time elapsed in the Academic Year. Not more than 3 days casual leave will be allowed at a stretch. CL cannot be linked / combined with any other type of leave.

**b) Earned Leave:**

The earned leave is admissible to only those employees who are working on regular basis. During the period of one academic year;

✓ For Teaching Staff

Upto 2 years of service	=	NIL
More than 2 years of service	=	One Week

✓ For Non-Teaching Staff

Upto 2 years of service	=	10 Days
More than 2 years of service	=	20 Days

**c) Sabbatical Leave**

Sabbatical leave may be granted for one or more of the following objects.

- To conduct research and development work in India or abroad;
- To write text books, standard works and other literature;
- To visit or work in industrial concerns and technical departments of Govt. to gain practical experience in their respective fields;
- Any other purpose for the academic development of the staff member, as approved by the TRUST.
- A member of the academic staff availing sabbatical leave shall furnish an oral Agreement to serve the College for a minimum period of Five years after he/she returns to duty.

**d) Academic Leave:**

Academic leave may be granted for the purpose of academic work like conducting University examinations, attending academic meetings, attending seminars and



conferences.

**e) Study Leave**

- Study leave may ordinarily be admissible to the employees of the College to pursue a special course of study.
- Provided that : except in exceptional cases at the discretion of the TRUST study leave shall be granted only (1) in the fields in which the interest of the College shall be served and (2) in such disciplines for which suitable facilities do not exist at the College.
- Study leave shall not be granted to any employee of the College having less than Two years service in the College. It shall not be admissible to the employees other than the permanent ones.
- The eligible candidate may be allowed full pay leave for pursuing higher education.
- Trust has however decided to allow the faculty with less than 3 years experience to pursue part time study, to pursue modular programs, and study leave without pay.

**f) Maternity Leave:**

- ✓ All women employees other than those employed part-time and on daily wages are entitled for Maternity leave on full pay provided they do not have two (three in case of twins from 2nd delivery) or more living children. The maximum period of Maternity Leave to the women employees shall be 60 days without the necessity of production of a medical certificate. Extension if any, shall, however, be permitted by the grant of leave of the kind due.
- ✓ Maternity leave not exceeding two weeks on account of miscarriage or abortion shall be admissible only in those cases where a women employee has only one living child. The others having two or more children shall not be entitled to avail of this concession but if required to avail of this leave of the kind due on the production of a medical certificate from a competent medical authority.

**g) Compensatory Casual Leave**

- a. Compensatory leave will be admissible to class III and IV employees only in lieu

of put on duty on Sundays or Gazetted holidays. Staff working or put on duty on Saturdays will not be entitled to any compensatory leave.

- b. Compensatory Casual Leave may be granted by the Principal.
- c. Compensatory Casual Leave can be availed of within 60 days of the day in lieu of which it is claimed and will lapse after that.
- d. A maximum of two days compensatory casual leave can be availed of at a time.

**h) Medical leave**

- ✓ One Week half pay medical leave will be admissible in an academic year. This half pay leaves will be on medical grounds and will be sanctioned on the production of a medical certificate from a doctor having MBBS or equivalent degree. This leave will be sanctioned By Chairman only if the sanctioning authority is fully satisfied with the purpose of leave.

**i) Change in nature of leave.**

- ✓ The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority, so, while it is open to the sanctioning authority to refuse or cancel leave due and applied for under this rule it is not open to him/her to alter the nature of such leave.

**j) Authority empowered to sanction leave.**

- Leave may be sanctioned by the Principal or by a member of the staff to whom powers in respect have been delegated by the Principal.
- The Chairman of the Governing Committee will have the power to sanction leave to Principal.
- Study Leave to the employees of the College including the Principal will be sanctioned by the TRUST.

**k) Commencement and termination of leave**

- Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
- Sundays and other holidays may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under each category of leave.

- All kinds of leave, other than earned leave, shall automatically lapse on the date of actual resignation of an employee.
  - The mere submission of an application for leave does not mean that the leave has been sanctioned. The applicant should await orders of the competent authority and proceed on leave only after it has been duly sanctioned by the competent authority (Principal). Except in the case of emergency an employee who absents himself/herself from duty without proper permission of the competent authority is liable to have his/her absence from duty without leave.

#### **I) Entitlement of Vacation Leave**

- All regular teachers of the College shall be claim.
- There is no Vacation Leave for the Non Teaching and Administrative staff like Principal, AO and others.

During the period of one academic year;

##### ✓ For Teaching Staff

Upto 2 years of service	=	One Week
More than 2 years of service	=	15 Days (Slots Based)

##### ✓ **Accommodation, Travel and Food for Staff**

- The teacher of the College shall get accommodation in the hostel, College Bus for travelling and Food(Lunch) in all the days at free of cost by the approval of competent authority

##### ✓ **Grant of Permission to the Non-Teaching Staff for Higher Studies**

- Non teaching staff shall be allowed to pursue higher studies, at a time, as private students through correspondence courses or part-time courses etc. This permission will be given only after the completion of three years of service in our college only.
- Institution shall not incur any financial liability.
- Permission to pursue higher education will be granted on the condition that the

work of the College does not suffer. If it is found, that the staff member, given permission is neglecting his/her work, the permission for higher studies is liable to be withdrawn.

✓ **Payment of Honorarium:**

- Honorarium as decided by the Governing Committee is Permissible. When an employee holds charges of another post involving higher responsibility in addition to his own substantive post.

✓ **Payment of Salary to the Staff**

- The salaries shall be paid by the college regularly every month and his First Day of the month salary is due.

✓ **Resignation / Dismissal**

- A teacher can resign from service with one month prior notice failing which he/she will have to forfeit one month pay. In case , a teacher misbehaves with his/her superiors colleagues or does not behave properly with the students or indulges in the activities prejudicial to the reputation of the college will be served a warning to behave properly and in case he / she does not mend his/her ways.

Chairman / Correspondent  
Governing Committee  
Senthil College of Education