



OM SAKTHI

## ADHIPARASAKTHI COLLEGE OF ENGINEERING

G.B.NAGAR, KALAVAI – 632 506, RANIPET DISTRICT

(Approved by AICTE New Delhi & Affiliated to Anna University, Chennai)

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### TERMS AND CONDITIONS

(for both Teaching and Supporting Staff)

#### A. GENERAL

- 1) College working hours is 9.25 am to 4.20 pm for faculty.
- 2) The staff members (both Teaching & Non – Teaching) have to sign in the attendance register thrice a day (before 9.15 am in the forenoon, between 12.50 pm and 1.35 pm in the afternoon and after 4.20 pm in the evening) in the college office.
- 3) All staff members are expected to be in the institute during working hours and follow the dress code prescribed by the Principal / Management.
- 4) The staff members are expected to be in the college during working hours and should sign in the movement register kept in the Principal's Chamber for any sort of their movement outside the college campus.
- 5) The staff members are eligible for 12 days leave per calendar year. One day Casual Leave (CL) for one month and a total of 12 days of leave cannot be taken in advance. However the unavailed leave from the previous month can be availed of the following months.
- 6) Leave will not be sanctioned as a prefix or suffix to holidays and Sundays.
- 7) The staff members can avail two permissions, each for one hour and one late entry per month. However, all these should be used only for essential and emergency need and should not exceed 2 hours per month. If it exceeds 2 hours, then it will be converted in to a half day of Casual Leave.
- 8) The staff members who have completed two years of service may be given fourteen days as earned leave. The staff member can permit to avail earned leave only at the end of the semester. The surrender of earned leave is not encouraged.



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- 9) The Staff Members has to avail Leave / Permission with prior sanction from the HoD and Principal with proper alternate arrangement. Leave can be informed over phone (with proper alternate arrangement) only in case of extreme emergency. This leave will mark as PCL (Phone Casual Leave). The staff availing PCL should fill up in the leave application form and the time of reporting for duty.
- 10) Faculty has to handle the theory, laboratory and other classes for full duration. Staff members are directed to go to their assigned class five minutes earlier and leave the class at the arrival of next teacher.
- 11) All the teaching staff must write notes of lesson regularly.
- 12) University Examinations work is mandatory for faculty as per Anna University Regulation.
- 13) The promotion to higher cadre in the departments is based upon the performance in Teaching, Research and Satisfactory Academic related activities (in the college).
- 14) Staff members are eligible to avail the vacation leave (both winter and summer) on completing one year of service. For less than one year of service, the vacation will be one day for every completed month.
- 15) The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered as essential.
- 16) No leave can be combined with the vacation. The staff member has to be present on the last working day period to the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.
- 17) Personal On-Duty (ODs) will not be adjusted in the vacation in general. However the Principal/Management may permit based on genuine needs.
- 18) Staff members will be governed by the service rules and regulations of the college in force and or as introduced or amended from time to time for effective functioning.
- 19) The Member of the staff may resign the job by the end of the academic year. His / Her resignation from the job during the middle or in between the academic year will not be considered. In this regard the decision of the Management is final.



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## **B. CONDUCT RULES**

- 20) The details of the student feedback forms and performance appraisal reports given by the superior shall be treated as confidential.
- 21) All faculties should take active part in co-curricular and extra-curricular activities.
- 22) Faculty has to take active participation in conducting Value Added Courses (VAC) to students to enhance their employment potential.
- 23) All the faculties should continuously update their knowledge by attending seminars, workshops, conferences, faculty development programs, etc., and using library.
- 24) Each Teaching staff with teaching experience more than 3 years has to publish at least one technical paper in reputed journal per year. The Technical paper may be an outcome of research / students project work.
- 25) Staff members are required to get written approval for publishing their Research work / Books / Articles in Journals and Magazines, if the name of the college is mentioned in the publications.
- 26) Staff members are encouraged to take up consultancy projects, however, with the knowledge of the management.
- 27) The staff members shall not involve themselves in activities not related to their work during working hours.
- 28) Dress codes are strictly to be followed by all the staff members inside the campus.
- 29) All the staff members (both teaching and non-teaching) are requested to avoid mobile phone during the working hours.
- 30) Staff members from one department going to other department except in official purpose are strictly prohibited.
- 31) Staff members should not indulge in sarcastic comments and loose talk about others inside the college campus.
- 32) The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part time job in other concern, etc.



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- 33) The staff members are prohibited from accepting valuables gifts in any form from the Students / Parents / Companies having business transactions with the college.
- 34) As an employee of this institute, the staff member should serve with dedication and determination besides working very honestly and faithfully besides using his / her utmost endeavor to promote and uplift the welfare and interests of the college.
- 35) All correspondence to the management has to be routed through proper channel.



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