



SRM
ARTS AND SCIENCE COLLEGE **SRM**



(Affiliated to the University of Madras), (An ISO 9001:2015 Certified Institution)
Kattankulathur, Chengalpattu Dist - 603203

NAAC – CYCLE I

(2016-2021)

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.2 POLICIES



SRM ARTS AND SCIENCE COLLEGE
SRM NAGAR – 603 203, KATTANKULATHUR, KANCHEEPURAM DISTRICT

LEAVE RULES WITH EFFECT FROM 01.01.2013
(Based on the Rules approved by the Management)

The following rules and regulations will be in force with effect from 01.01.2013 for both Teaching Staff and Non-Teaching Staff in respect of Casual Leave, Earned Leave (Non-teaching only), Compensatory Leave, Medical Leave, Maternity Leave, On duty, Permission and Relief/Resignation for strict compliance.

The college timings is from 9.45 am to 3.45 pm on all working days for teaching staff and for non teaching staff 9.30 am to 4.00 pm on all working days.

I. CASUAL LEAVE

- 1) Every Employee of the college is eligible to avail up to a maximum of 14 days of Casual Leave in a Calendar year.
- 2) The whole year is divided into four quarters, three months comprising each quarter

I Quarter -	January, February, March
II Quarter -	April, May, June
III Quarter -	July, August, September
IV Quarter -	October, November, December

The Staff can avail three days of Casual Leave for each quarter, exceeding which it will be considered as Loss of pay. The remaining 2 days can be taken as leave in any of the quarter.

- 3) Half day CL and half day OD on the same day are not allowed for the staff members

II. COMPENSATORY LEAVE

- 1) In general, prior approval of the principal should be obtained by the HOD for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted to specific reasoning and recommendations of the HOD in writing within 3 days from the date / period of carrying out such work.
- 2) LATER ON THE COMPENSATORY LEAVE CAN BE AVAILED ONLY AFTER APPLYING TO THE PRINCIPAL AND GETTING IT SANCTIONED IN ADVANCE. The record of such Compensatory Leave will be maintained in the office. The Compensatory Leave should be availed WITHIN THE SEMESTER from the actual date of working.
- 3) COMPENSATORY LEAVE WILL NOT BE GRANTED TO ANY STAFF FOR SPECIAL CLASSES, EDUCATIONAL TOURS, UNIVERSITY PRACTICAL/PROJECT EXAMINATIONS, ISO, ACCREDITATION, INSPECTION OF AICTE/UNIVERSITY, OTHER BODIES, EMERGENCY AND SPECIAL WORKS.

III. ON DUTY

On duty permission will be granted only with the prior permission in writing through the Head of the Department and on duly approved by the Principal. The office must maintain a Register for availing On Duty.

The Teaching Staff members will be allowed a maximum of 15 WORKING DAYS in an academic year as "ON DUTY" for the purpose of attending Board Meeting / Central Valuation / Paper Presentation / External Examiner for Practical Examinations connected with University / DOTE during the college working days. The classes must be arranged internally before availing the OD. Staff should produce an evidence from the competent authority for having done the intended Duty. Otherwise this absence will be treated as Leave. **During Valuation, Staff can avail half day OD only.**

ALL OTHER ON DUTIES IF ANY PERTAINING TO THE COLLEGE SHOULD BE SPECIFICALLY ALLOTTED BY THE HOD OR PRINCIPAL AND PERMISSION OBTAINED IN ADVANCE FROM THE PRINCIPAL.

IV. EARNED LEAVE FOR NON-TEACHING STAFF

Every Non-Teaching staff of the college is eligible for the Earned Leave as per the following rules.

- 1) During the probation period, Earned Leave will accrue at the rate of 15 days a year (1 and 1/4 day per month). On completion of the probation period, the rate will be 30 days a year (2 and 1/2 days a month).
- 2) **EARNED LEAVE SHOULD BE APPLIED IN ADVANCE AND GET SANCTIONED, BEFORE BEING AVAILED.**
- 3) Earned Leave may be refused or curtailed depending on the exigencies of work.
- 4) Non-Teaching Staff can carry to their credit only 20% of the Earned Leave to the next academic year.
- 5) **EL should be availed only in Vacation**

V. LEAVE ON LOSS OF PAY (L.O.P)

- 1) Any leave availed other than the above said categories will be considered as Leave on Loss of Pay.
- 2) Leave on L.O.P. will be granted only on special grounds and based on the merit and importance of the purpose.
- 3) The period of Leave on L.O.P. will lead to postponement of yearly increment.

- 4) Frequent availing of L.O.P. during semester working days will reduce the accountability of the staff.

VI. MATERNITY LEAVE

The leave can be granted to all Lady Staff subject to the following conditions.

- 1) Should have completed a minimum of 3 years of satisfactory service.
- 2) The Maternity leave is limited to a maximum of 3 months only.
- 3) Should give an undertaking that they will work for two years after re-joining the duty and to forego the vacation to the extent of 60 days (at 30 days/year) in the succeeding summer vacations.
- 4) For Non-teaching staff, the Maternity Leave is limited to a maximum of one month only.

VII. MEDICAL LEAVE.

- 1) For treatment and hospitalization of serious complaint like T.B., Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc., the medical leave will be decided on the merit of individual case.
- 2) For other ailments and hospitalization the Medical Leave will be given on production of medical certificate, discharge certificate, fitness certificate and any other relevant documents from recognized hospital subject to the following conditions.

Years	Medical Leave
0 – 5	Nil
> 5 – 10	One Week
> 10 – 15	Two Weeks

Note: In case of Emergencies like Risks / Accidents for the individual staff, sanctioning Medical Leave will be considered on the merit of the Individual case and on production of Medical Certificate.

VIII. PERMISSION

- 1) Permission is given for one hour only. Permission for more than one hour will be treated as half a day leave.
- 2) Only one permission is allowed in a day either at the beginning of the Forenoon Session or at the end of the Afternoon Session. Only TWO permissions are allowed every month. **Permission with CL, OD and other leave should not be availed on the same day.**
- 3) If any staff member comes with permission for more than two times in month, each such permission will be treated as half a day leave.
- 4) In case of availing Permission on any day, the staff should sign in the Permission Register maintained in the Office.

IX. RELIEVAL / RESIGNATION

Staff members, desirous of resigning their posts in the college, have necessarily to give a NOTICE period of ONE clear MONTH. For notice period, no Vacation leave, Earned leave, Casual leave or Compensatory leave in their credit will be taken into account. In case of any shortage in the one month notice period appropriate recovery will be made.

Staff members are normally considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

In some special cases, depending upon the exigencies of work, notice period may not be insisted upon during the summer vacation.

X. GENERAL GUIDELINES

- 1) Avail leave only when it is a must and leave cannot be claimed as a matter of right.
- 2) It is compulsory for all staff members to come to college in case of any work when called by Management, Principal, Head of the Department and Office during vacation.
- 3) Avoid taking leave when the semester classes are going on.
- 4) Get your leave sanctioned before availing it.
- 5) Avoid informing leave over Phone / Mobile / Messenger
- 6) Avoid availing permissions every month as a routine habit.
- 7) Avoid taking permission when you have class in the first or last hour.
- 8) In the case of long leave like Earned leave etc. the non-teaching staff should apply at least one week in advance.
- 9) In the case of long leave for more than a week a relieving report and a joining report are to be sent at the time of leaving and at the time of reporting for duty respectively.
- 10) **Invigilation duty, Admission and Academic related issues is a part of academic work and is mandatory for all faculty.**
- 11) Absenteeism from any of the above mentioned works will be viewed seriously and will result in loss of pay for that particular day.

This is issued with the approval of the Management.

P. Phani
19/12/12

[Signature]
PRINCIPAL
SRM ARTS AND SCIENCE COLLEGE
SRM Nagar, Kattankulathur
Kancheepuram Dist-603 203

SRM ARTS AND SCIENCE COLLEGE
SRM NAGAR – 603 203, KATTANKULATHUR, KANCHEEPURAM DISTRICT

LEAVE RULES WITH EFFECT FROM 01.02.2019
(Based on the Rules approved by the Management)

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The college timings is from 9.30 am to 3.35 pm on all working days for teaching staff and for non-teaching staff 9.15 am to 4.00 pm on all working days. Grace time of 5 minutes is permitted.

I. CASUAL LEAVE

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IV Quarter -	March, April, May

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- 3) If any staff member comes with permission for more than two times in month, each such permission will be treated as half a day leave.
- 4) In case of availing Permission on any day, the staff should sign in the Permission Register maintained in the Office.
- 5) Special permission may be given to teaching and non-teaching staff at the discretion of the Principal.

IX. RELIEVAL / RESIGNATION

Staff members, desirous of resigning their posts in the college, have necessarily to give a NOTICE period of ONE clear MONTH. For notice period, no Vacation leave, Earned leave, Casual leave or Compensatory leave in their credit will be taken into account. In case of any shortage in the one month notice period appropriate recovery will be made.


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This is issued with the approval of the Management.


13/12/19
PRINCIPAL
SRM ARTS AND SCIENCE COLLEGE
SRM Neger, Kattankulathur
Kancheepuram Dist-603 20


13/12/19
Associate Director
SRM ARTS AND SCIENCE COLLEGE
Kattankulathur - 603 203.

SRM ARTS AND SCIENCE COLLEGE
KATTANKULATHUR – 603 203

PROCEDURE FOR FACULTY RECRUITMENT

The Institution has a well-defined recruitment policy through which qualified and experienced candidate faculty are recruited or retained for the academic progress of the students and Institution. The following procedures are adopted and practiced as Recruitment Policy in the Institution.

The details of the faculty vacancy / requirement of faculty are informed and received from the each department well ahead (between April and May) of the commencement of each academic year.



Requirement Projection in the prescribed Form is submitted by the Heads of the Departments to the Principal



Approval letter informing the number of vacancy at each department is sent to the management for the approval as well as to advertise it on newspapers to invite application from maximum numbers of eligible candidates for the post.



After preparing a list of consolidated vacancy, Approval Letter with exact numbers of vacancy and Advertisement for the Newspaper are prepared and sent to the management for the approval and to publish the Faculty Recruitment advertisement in newspaper.



Release of Advertisement with the final proof is approved by the Management that is published either on Sunday or Wednesday in the month of April current year.



All the applications of the candidates are collected by the Principal Office and the details of the candidates are documented



The applications received from the candidates are forwarded to the respective Head of the department to short list eligible candidates after scrutinizing all the received applications.



List consolidating No.of applications received and Candidates shortlisted for the posts is prepared to call them for the interview.

Interview panel consisting of the Principal, the Vice Principal, Subject Expert from other College, HOD and Management Representative is formed to select eligible candidate for the post.



Schedule for the Interview, Interview panel and Performance Form with Parameters for selecting the candidates are prepared for the Interview.



The same are forwarded to the management for the approval well ahead of conducting the interview.



The shortlisted candidates are informed the date of the interview through post or mail or both and mobile and are informed to bring in their certificates for verification on the day of the interview.



The Venue and the Schedule of the Interview for each department are finalized by the Principal.



On the day of the Interview, Application Form is provided to the candidates before the interview to fill it out and the same is documented at the office.



Candidate's Original Certificates are verified by the Admin Manger, before he/she attends the Interview.



The candidates are informed about their selection and salary on the day of the interview itself.



Consolidated Report (Selected rank list with waiting list) with the signature of the members of the Interview Panel along with Application Form (after they accept the offer to join the post) is sent to the Management for the approval.



After the approval from the Management, the selected candidates are informed to join the post before the commencement of academic year. (Candidates are appointed as per ranks. If candidates are not reporting subsequent person is given opportunity.



The Appointment order with Duties and Responsibilities and Rules and regulations is issued to the selected candidates by the Principal; A copy of the same with the candidate's acknowledgment is documented at the office.



The following documents are collected from the candidates on the day of joining the duty.

- 1) Consent letter 2) Joining Report 3) 2 sets of photo copy of the certificates 4) Three passport size photos 5) Copy of Family card / ration card 6) Copy of Pan.



These documents including staff member's duties and responsibilities are filed on the candidate's name on the Principal Office.



Copy of the appointment order is filed by the Institution's Admin Manager for making entry in Attendance Register.



Copy of appointment order is sent to the Accounts Department for making necessary entries in the Register



The New Staff members meet the Principal before reporting to the concerned department.




At the end of Academic year, the staff Appraisal forms are issued and collected through HOD by the Admin Manager and are documented in the office.



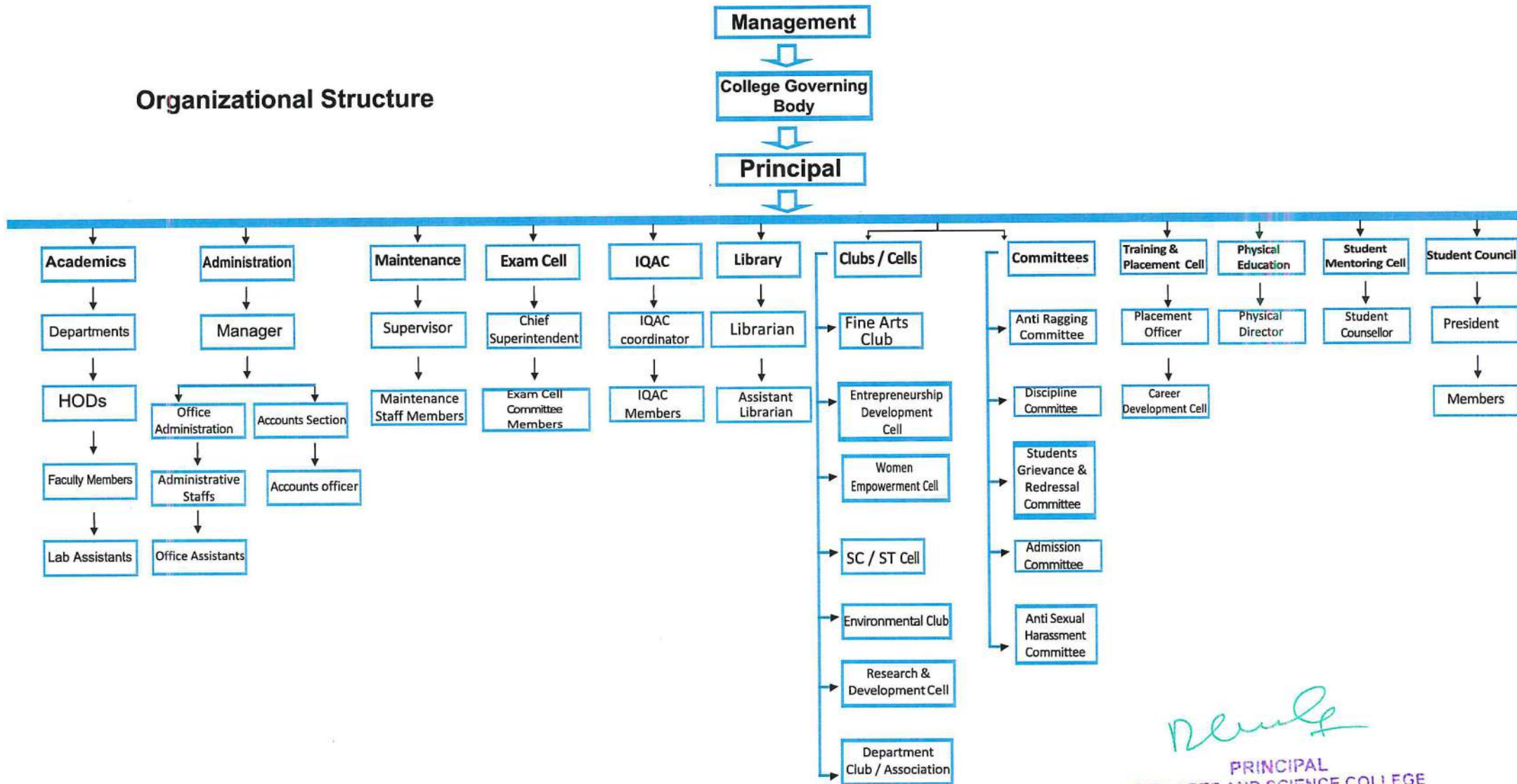
The staff members Appointment will be confirmed depending on the appraisal report by the staff & HOD. (Manager of the institution maintains note about the reviewing appraisal report before the completion of the probationary period).


MANAGER
SRM Arts & Science College
Kattankulathur-603 203.


PRINCIPAL
SRM ARTS AND SCIENCE COLLEGE
SRM Nagar, Kattankulathur
Chengalpattu Dist - 603 203



Organizational Structure



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