



# **CIT SANDWICH POLYTECHNIC COLLEGE**

**(Government Aided Institution-Approved by AICTE New Delhi; Estd,-1961)**

**Coimbatore – 641 014**

TEL. OFFICE: +91 -0422-2573034, 2598338, 2574071

E-MAIL:[citspc1961@gmail.com](mailto:citspc1961@gmail.com)

Website: [www.citspc.edu.in](http://www.citspc.edu.in)

# **SERVICE RULES**

## I. Preamble:

1. **Title:** These rules shall be referred to as the "Service and Conduct Rules" of CIT Sandwich Polytechnic College, Coimbatore, 2018, governing the conditions of service for both Teaching and Non-Teaching staff.
2. **Effective Date:** These rules shall come into force with immediate effect.

## II. Definition

**2.1. College:** The term "College" refers to CIT Sandwich Polytechnic College, Coimbatore, which is established and managed by the VRET Management.

**2.2. Management:** The term "Management" refers to the VRET Management, which is represented by the Correspondent of the College.

**2.3. Governing Body:** The term "Governing Body" refers to the Governing Council of CIT Sandwich Polytechnic College, Coimbatore, which has been constituted in accordance with the provisions established by the All India Council of Technical Education (AICTE).

**2.4. DOTE:** The term "DOTE" refers to the Directorate of Technical Education, located at Chennai - 600025.

**2.5. Principal:** The "Principal" of the College is the Head of the Institution responsible for discharging the duties and responsibilities associated with the position.

**2.6. Employee:** The term "Employee" encompasses all individuals performing any function assigned to them and who are in whole or part-time employment of the College, whether such employment is temporary, regular, or contractual.

**2.7. Teaching Staff:** The term "Teaching Staff" comprises the following categories:

- i. Principal
- ii. Head of the Department
- iii. Lecturer

**2.8. Non-Teaching Staff:** The term "Non-Teaching Staff" refers to all categories of staff who are not categorized under the teaching staff.

### **III. Government-Aided Staff Selection Rules, Service Rules, and Promotional Policies**

These shall be in accordance with the norms set by the State government / Directorate of Technical Education (DOTE) and as per **G.O. 20**.

### **IV. Self-Supporting Staff Selection and Service Rules**

#### **4.1. Appointments:**

The Principal is the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. Appointment orders shall be issued by the Principal.

#### **4.2. Qualifications:**

Qualifications, age, experience, and other requirements shall conform to the norms established by the All India Council of Technical Education (AICTE) and the Directorate of Technical Education (DOTE) for teaching faculty.

#### **4.3. Staff Recruitment Procedure:**

**4.3.1.** A Staff Selection Committee shall be constituted for the recruitment of Management staff.

#### **4.3.2. The Staff Selection Committee shall include:**

1. The Interview Committee Chairperson (Principal of the college)
2. Head of the Departments nominated by the Principal.
3. One Subject Expert identified by the Principal.
4. The Chairman of the Institutions or a member nominated by chairman

**4.3.3. The procedure for selecting staff members in various departments are as follows:**

- Heads of Departments (HODs) shall forward staff requirement details to the Principal, considering additional workload or staff leaving the institution.
- The requirements from various departments are consolidated to determine the number of staff members needed for each department.
- A list of candidates will be called from the applications received for the concerned department.

**4.4. Interview and Proposal:**

- Interviews for the recruitment of staff shall be conducted on the date fixed by the Staff Selection Committee.
- A proposal for the appointment of selected candidates shall be submitted to the Principal for approval.
- Walk-in interview process will also be conducted as needed.

**4.5. Probation**

Employees appointed shall be on probation for a period of two years and only after satisfactory completion of the probation, their services will be confirmed.

**VI. Faculty Benefits**

The following benefits are provided to faculty members:

- i. **Employee Provident Fund (EPF)**
- ii. **Employees' State Insurance Corporation (ESI)**
- iii. **Group Insurance**
- iv. **Pongal bonus**

## VII. Conduct Rules

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty. Employees are expected to be strictly honest and impartial in all official dealings.
2. Employees should always be courteous in their interactions with other staff members, students, and the public.
3. Employees are required to observe the scheduled hours of work as notified from time to time. They must be present at their place of duty during these hours. Unless otherwise specified, all employees of the College are expected to work effectively for at least 40 hours per week.
4. All employees are expected to be exemplary in both their public and private lives. Their loyalty, sense of dedication, and integrity should serve as a model and inspiration to the student community and learners under their care.

## VIII. Leave rules and on-duty

1. **Permission** : Two permissions allowed for one-hour duration per month.
2. **Casual Leave:**
  - **Teaching and Non-Teaching Staff:** 12 days per year.
3. **Medical Leave** : 15 days per year with salary.
4. **Long absenteeism without intimation:** Not allowed
5. **On duty** : On duty for DoTE related work is granted in toto. Other exam related on-duties are restricted to 7 days per year.  
Necessary on duties are provided to faculty pursuing higher studies.
6. **Vacation leave** : 1 week in winter ( at the end of odd semester) and 15 days in summer (at the end of even semester).
7. **Maternity Leave** : 6 months.