Indra Ganesan
COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Madurai Main Road (NH-45B), Manikandam, Tiruchirappalli – 620 012

SERVICE RULES & AGREEMENT UNDERTAKING

1. **Probation period:** Faculty members appointed in Indra Ganesan College of Engineering (IGCE) will be under probation for a period of two years from the date of joining the service. Submission of three months notice for resignation / instant resignation will not be allowed during this period, in order to enhance the student-teacher relationship.
2. **Certificates:** All the qualifications and service certificates, Transfer Certificate (all original) required as per AICTE & UGC & Anna University norms have to be submitted on the date of joining the service. 2 sets of copies of above mentioned certificates plus Community certificate, Identity card (PAN), Address proof (AADHAAR) and 5 copies of recent colour passport size photographs have to be submitted.
3. **Certificate Demand:** During the period of service, if certificates are required for higher studies / Government jobs, three months salary have to be deposited in the office for temporary use. The deposited money shall be given back on re-submission of all the certificates received by the faculty member well within one week.
4. **Job/Higher Studies:** Faculty member applying for higher studies or other job have to get written permission from the Principal at the grant of two per year. If exceeds, the faculty member shall be advised to leave the present position in IGCE.
5. **Attendance:** Attendance signing has to be done at the reception desk twice daily. No one is allowed to leave the campus during working hours without written permission and gate pass from the Principal. Leaving without permission, late coming and absenting will not be accepted and hence will marked absent automatically.
6. **Leave application:** One day casual leave per month is allowed. If extra leave is taken, it will be considered as leave on loss of pay (LOP). Leave letter approved by HOD has to be submitted in the CL drop box kept in the office at least one day in advance along with reliever signature who will be responsible for the work on that day. Availing leave cannot be claimed as a matter of right, when specific work is allotted.
7. **Permission:** There is no provision to come late to the College or to go earlier before working hours or to go in between working hours like lunch break.
8. **Termination:** In case, if the services of a faculty member are not satisfactory, the Principal reserves the right to terminate that faculty member with one month's notice.
9. **Dismissal:** If the faculty member is found to behave in unlawful manner, the Principal reserves the right to terminate that faculty member even without prior notice.
10. **Resignation:** For proper resignation, three months notice have to be submitted to the Principal through the concerned HoD after completion of two years of satisfactory continuous service. Submission of 3 months notice will be allowed only at the end of an academic year, ie. on or before 31st January. Faculty members will not be relieved during the working days in a semester under any circumstances. Violating the rule will levy a penalty of three months gross salary to the College.

11. **Provisional Relieving:** Faculty member submitted three months notice shall be provisionally relieved after three months. However, he / she should come and coach the students on all the days allotted by the HoD. Refusing to coach the students may lead to refusal for proper relieving.
12. **Official Relieving:** Official relieving and all the certificates shall be given only after satisfactory completion of coaching class, revision, valuation of test/model exam, submission of feedback of AU exam and submission of all the records and documents responsible during their tenure, for the benefit of the students.
13. **Service Certificate:** Service certificate shall be given based on the satisfactory service in IGCE. Minimum two years of satisfactory service is required. Violating any of the IGCE rules may lead to refusal of service certificate even if it is more than two years of service in IGCE.
14. **Evaluation:** Teachers will be evaluated based on students' feedback, HoD's feedback and Principal's feedback.
15. **Class preparation:** You are expected to be prepared for all the classes. Unnecessary discussion in the staff room / canteen will not be tolerated. You should be found either in library / staff room preparing for next class.
16. **Class room:** Teachers should maintain class room decorum. Notes should not be dictated during lecture periods. Class should not be left unattended on any circumstances. Default may lead to impose LOP on that day.
17. **Special coaching:** Special coaching / test have to be conducted as and when required even after working hours.
18. **Campus rules:** Faculty members should be well groomed and should be a role model to the students. Gents should wear polished shoes, decent pant and tucked in shirt. Well shaven face is always expected. Ladies should be dressed in respectable manner. Default may lead to impose LOP on that day.
19. **Students Monitoring:** Faculty members are expected to be out of the staff room for monitoring the students during their break and lunch time. Staff members should enquire student found loitering during working hours.
20. **Spoken English:** Spoken English is mandatory to improve the communication skills among the students.
21. **Mobile phone:** Use of mobile phone is strictly restricted for students. However, teachers are allowed to use the same only in staff rooms and not in any public place inside our campus. Silent mode is advised.
22. **Cleanliness:** You have to keep your work area clean and should feel responsible.
23. **Excuses:** Whenever any work is given, it should be completed on time. Be self-reliant and careful with your work. Excuses will not be accepted.
24. **Follow-up:** You should strictly follow all the notifications / circulars / office orders whenever issued.

I have read all the above terms of service and do hereby agree to abide by them and affirm to work in this institution for minimum two years.

Name :

Designation :

Department :

Date : Signature