



EXCEL ENGINEERING COLLEGE (AUTONOMOUS) KOMARAPALAYAM – 637 303

SERVICE RULES, PROCEDURES AND RECRUITMENT

VISION

- To create competitive human resources in the fields of engineering for the benefit of society to meet global challenges

MISSION

- To provide a conducive ambience for better learning and to bring creativity in the students
- To develop sustainable environment for innovative learning to serve the needy
- To meet global demands for excellence in technical education
- To train young minds with values, culture, integrity, innovation and leadership

QUALITY POLICY

Excellence in Professional Education and Higher Education
for all

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1. PREAMBLE

Excel Engineering College, an Anna University affiliated institution located in Namakkal District, Tamil Nadu, is run by the SRET - Sri Rengaswamy Educational trust, which was established in the year 2001 with an aim to foster Higher Education for all and to provide excellent professional education in rural India to uplift the downtrodden communities.

Excel Engineering College's vision since its inception has been to become one of the world's best colleges for the benefit of the society. The quality policy of Excel Group of Institutions is "Education for All" and "Excellence in Professional Education", for uplifting the society in rural areas of Tamil Nadu, across India and around the world.

The Excel Engineering College was established in the year 2007 with four UG Programmes with a total intake of 240 students and with 28 faculty members; the college stands tall today by offering 6 UG programmes and 6 PG programmes with a strength of 2362 students and 173 faculty members. Out of 130 acres green campus owned by Excel Group Institutions 10.21 acres is earmarked for Excel Engineering College.

2. COURSES OFFERED

UG Program	PG Program
B.E - Aeronautical Engineering	M.E - Aeronautical Engineering
B.Tech., Agricultural Engineering	
B.Tech., Artificial Intelligence and Data Science	
B.E - Bio Medical Engineering	
B.E - Civil Engineering	M.E - Environmental Engineering
	M.E - Structural Engineering
B.E - Computer Science Engineering	M.E - Computer Science Engineering
B.E - Computer Science and Business Systems	
B.E – Electrical and Electronics Engineering	
B.E - Electronics and Communication Engineering	M.E - Electronics and Communication Engineering
B.Tech., Food Technology	
B.E - Mechanical Engineering	M.E - Thermal Engineering
B.Tech - Information Technology	-
B.Tech - Petrochemical Technology	
B.E – Safety and Fire Engineering	

3. PROGRAM WISE INTAKE DETAILS

Program Level	Name of the program	Duration	Sanctioned intake	Increased Intake
UG Level	B.E - Aeronautical Engineering	4 years	60	
	B.Tech - Agricultural Engineering		60	
	B.Tech - Artificial Intelligence & Data Science		180	2022-23
	B.E - Bio Medical Engineering		60	
	B.E - Civil Engineering		60	
	B.E - Computer Science Engineering		120	2012-13
	B.E-Computer Science & Business Systems		60	
	B.E - Electrical and Electronics Engineering		60	
	B.E-Electronics & Communication Engineering		60	
	B.E - Mechanical Engineering		60	
	B.Tech - Information Technology		60	
	B.Tech - Food Technology		60	
	B.Tech - Petrochemical Technology		60	
	B.E - Safety and Fire Engineering		60	
PG Level	M.E., Aeronautical Engineering	2 years	18	
	M.E., Structural Engineering		24	
	M.E., Environmental Engineering		24	
	M.E., Computer Science Engineering		24	
	M.E., Applied Electronics		18	
	M.E., Thermal Engineering		24	

4. SERVICE RULES

Excel Engineering College has formulated certain regulations to ensure good conduct and demonstrate among the faculty members

1. Member of faculty should observe a conduct of self-disciplined and maintain decorum of the post they held, in all occasions.
2. Faculty are expected to attend their classes whether theory or lab practical in time to set an example to their students.
3. While accompanying the students for educational tour/industrial visits utmost exercise of control and discipline is to be maintained.
4. While attending national conferences, symposia or seminars outside the college campus, the faculty members, who will be then the brand ambassadors of the college, should maintain a high standard for the college prestige and nothing by words or action should cause any disrespect to the Management/Principal or College itself.
5. Collection of funds from the students should be avoided.
6. Faculty dress should be formal in acceptable attire.
7. Each faculty including class advisors should periodically conduct counseling sessions to the students of their control and try to redress their grievances to the extent possible.
8. In addition to the teaching and lab practical assignment, each faculty who have been assigned various portfolios curricular,

Co-Curricular and Extra Curricular activities should bestow their personal attention and keep the record clear and updated.

9. Each faculty should put forth their skill, knowledge and energy in such a manner to prove themselves as the best teacher.
10. The performance of the students in the university examinations will be the measure and yard stick of the faculty's overall efforts in the class room and laboratories. Hence faculty's sincere, loyal approach will be the most essential factor to make her/him as a good teacher.
11. Faculty should take all possible steps to prevent ragging inside the Campus, Hostel or even outside the campus. While taking class, they are expected to advice the students constructively.
12. They should keep a healthy and friendly atmosphere in the campus to make the students stay a pleasant one and useful in obtaining their degrees with high percentage of marks.
13. Faculty and staff should exhibit whole hearted contribution for the growth of department in which they attached and the college as a whole.
14. Faculty are expected to carry-out research work in their field of interest and bringing / support R&D and consultancy work to contribute the technological development to the society.

5. FACULTY NORMS

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions and qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010 is followed as the faculty norms. There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.

No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D., and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'. Faculty designated as Professors as on 05.03.2010 shall continue as Professors.

I. B.E., / B.Tech.,

Programme	Cadre	Qualification	Experience
Engineering and Technology	Assistant Professor	BE/B.Tech., & ME./ M.Tech., in relevant branch with 1st class or equivalent either in BE./B.Tech., or ME./ M.Tech.,	-
	Associate Professor	Qualifications as above that is for the post of Assistant	Minimum of 5 years experience in teaching / research /industry of which 2 years post Ph.D.,

		<p>Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications Ph.D., students is highly desirable.</p>	<p>experience is desirable</p>
	<p>Professor</p>	<p>Qualifications as above that are for the post of Associate Professor, applicable. Post Ph.D., Publications and guiding Ph.D., students is highly desirable.</p>	<p>Minimum of 10 years teaching/research /industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>

II. M.E., / M.Tech.,

Qualification as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio.

6. GUIDELINES FOR APPOINTMENT

Appointment Procedure

Following systematic step by step procedure is followed in our Institution to ensure appointing the faculty members.

- a. Faculty members requirement submission to Principal by all department HOD's
- b. Consolidated faculty requirement submitted to Management by Principal
- c. Advertisement through popular News papers and our website
- d. Receiving applications
- e. Scrutinizing the applications
- f. Sending interview call letter to eligible candidates
- g. Conducting written test
- h. Interview by selection committee
- i. Issue of appointment order

7. DUTIES AND RESPONSIBILITIES

HOD's

- Providing leadership in relevant field of specialization
- Overall responsibility for the functioning of the department
- Allotment of works to the faculty
- Monitoring of Students performance
- Guidance for Research and Development
- Consultancy services
- Policy planning, monitoring, evaluation and promotional activities
- Curriculum development materials
- Design and development of new programmes
- Continuing education activities
- Interaction with industry and society
- Students counseling and interaction
- Departmental Administration activities

Members of Faculty

- Teaching of Theory and Practical subjects
- Mentoring the Students
- Student assessment and evaluation
- Assisting in consultancy and R&D services
- Developing resource materials and lab development
- Guiding and conducting Co and extracurricular activities
- Assisting in departmental administration

- Maintaining files and records
- Accreditation documenting works

8. FINANCIAL BENEFITS AND OTHER PERKS

(i) Special Incentives

- OD for pursuing higher studies
- Participating in coaching classes studies at free of cost
- Can avail Lab / Library facilities, Internet , etc
- On completion of course an enhanced salary and promotions will be given based on vacancy availability

(ii) Hostel Accommodation

- Free boarding and lodging for the faculty members who act as deputy warden
- Free boarding for staff members who are staying hostel.
- Free boarding and lodging for Non Teaching staff.

(iii) Medical Insurance

Accident Claim	Staff
In case of death	2,00,000
Medical Expenses in Patient	50,000
Treatment Expenses Out Patient	10,000
Patient Temporarily Disability (PTD) and Patient Partial Disability (PPD)	-

(iv) Leave Benefits and Regulations (The Academic Year starts from July to June every year)

(a) Casual and Optional Leaves

- 12 Days casual leave per year
- 3 days as optional holidays

(b) Medical Leave

- 5 days medical leave will be provided for all staff members (Teaching and Non-Teaching) based on the treatment and their summary of discharge

(c) Vacation Leave

- 14 days summer vacation for faculty members having 2 semester experience in Excel
- 14 days summer vacation and 14 days winter vacation for faculty members having 4 semester
- 28 days summer vacation and 14 days winter vacation for faculty members having more than 4 semester experience in Excel
- 7 days vacation per year for non-teaching staff
- 5 days marriage leave provided

(d) On Duty

- Twelve days on duty per year for the faculty members for attending workshop / seminars / faculty development programme
- Twelve days on duty per year for the faculty members for attending paper valuation / exam duty.

(v) Permission

- 1 hour permission either morning or evening for 2 days in a month is given
- Special permission is allowed for staff members such as marriages, condolences etc.,

(vi) Provisions for Pursuing Higher Studies

- Faculty are eligible for pursue higher studies.
- Assistance will be provided by means of OD, Leave, Financial support, etc
- Faculty pursuing higher studies are given less teaching load enable them to study the course comfortably.
- Due consideration will be given in awarding incentive increments / promotion on satisfactory completion of their study depending on the vacancy available.

(vii) Provisions for Attending Conference / Workshop / STTP

- Faculty are permitted to attend conferences / seminars / symposia / FDP / STTP with OD
- Faculty will be reimbursed 50 % of registration fee.
- For publication of each paper in national journals a sum of Rs. 1000 and for an international journal a sum of Rs 1500 will be given as an incentive along with certificate of appreciation.
- Faculty members can publish lab manual through our institution and the same manual can be issued to students for laboratories.

(viii) Staff incentives

Model 1 (Handling 2 Theory Papers)

Subject Credit	Pass Percentage			
	71-80	81-85	86-90	>=90
4/4	None	Rs.5,000	Rs.7,000	Half Month Salary or Rs.10,000 Whichever is higher
4/3	None	Rs.3,000	Rs.5,000	
3/3	None	Rs.2,000	Rs.3,000	

Model 2 (Handling One Theory Paper)

Subject Credit	Pass Percentage		
	71-85	86-90	>=90
3	None	Rs.2,500	Rs.3,000
4	None	Rs.1,500	Rs.2,500

Model 3 (for HOD and Dean)

Pass Percentage			
71-79	80-84	85-89	>=90
-	-	-	Rs.1,000 per subject

(ix) Guidelines for TA, Incidental Charges, Boarding, Lodging and DA

The Employee, during their official tours, is permitted to travel by Air /Train/Bus or combination thereto as detailed below,

Faculty Grades	Travel Mode Eligibility
Professor : 37,400-67,000 & AGP of Rs. 10,000/- & Above	Air Fare/I class AC by train
Associate Professor: 37,400-67,000 & AGP of Rs. 9,000/-	I Class A/c / 2 Tier A/C
Assistant Professor: Rs.15,600-39,100 & AGP of Rs. 6,000/-	A/C III Tier
All other technical staff and office staffs	Second class train with berth or Omni bus

(x) Incidental charges (Charges include terminal charges, Taxi, Auto rickshaws, local bus transport etc.)

Faculty grade	Metropolitan cities and all State capitals	Other places
Professor: 37,400-67,000 & AGP of Rs. 10,000/- & Above	At actual	
Associate Professor: 37,400-67,000 & AGP of Rs. 9,000/-	Rs.750/-	Rs.300/-
Asst.Professor:Rs.15,600-39,100 & AGP of Rs. 6,000/-	Rs.500/-	Rs.200/-
All other technical staff and office staffs	Rs.250/-	Rs.100/-

(xi) Boarding and lodging charges per day

Faculty grade	Metropolitan cities and all State capitals		Other places	
	Lodging	Boarding	Lodging	Boarding
Professor: 37,400-67,000 & AGP of Rs. 10,000/- & Above	At actual			
Associate Professor: 37,400-67,000 & AGP of Rs. 9,000/-	Rs.3,500	Rs.750	Rs.2500	Rs.500
Asst.Professor:Rs.15,600-39,100 & AGP of Rs. 6,000/-	Rs.2,500	Rs.500	Rs.1500	Rs.350
All other technical staff and office staffs	Rs.1,500	Rs.250	Rs.750	Rs.200

(xii) The Employee may claim Normal DA only during their stay without lodging bill as given

Faculty grade	Metropolitan cities and all State capitals	Other places
Professor: 37,400-67,000 & AGP of Rs. 10,000/- & Above	Rs.1,000/-	Rs.750/-
Associate Professor: 37,400-67,000 & AGP of Rs. 9,000/-	Rs.750/-	Rs.500/-
Asst.Professor:Rs.15,600-39,100 & AGP of Rs. 6,000/-	Rs.500/-	Rs.400/-
All other technical staff and office staffs	Rs.350/-	Rs.100/-

(xiii) Financial Assistance

As the Finance Officer is available round the clock in the Campus, amount under emergency circumstances can be claimed on the genuine needs.

(xiv) Delegation of Financial Powers

The Principal and HOD's are given financial powers to carry out purchase of consumables, services of equipments etc., then and there and the amount will be reimbursed as per the needs. The financial powers has been given as below,

For Principal : Rs.20,000 /- and HOD's : Rs.5,000 /-

(xv) Quantum of DA (During Journey)

A staff member on tour is eligible for one daily allowance (DA) for every block of 24 hours (Irrespective of the fact whether, the time spends on journey or halt or camp or on any official business). Fractions of an hour exceeding 24 hours are calculated as details below.

During Journey	Daily Allowance allowed
0 to 6 hrs	30 % of the DA allowed
More than 6 hrs up to 12 hrs	70 % of the DA allowed
More than 12 hrs up to 24 hrs	100 % of the DA allowed

Time Limit for submission of TA claims

Travelling allowance (TA) should be submitted within 1 month from the date on which particular journey is completed.

Tour advance

- a. Tour advance of up to 90 % of the probable expenditure shall be sanctioned in advance and should be requested atleast 7 days before the commencement of the journey.
- b. Where an advance is already pending without adjustment, second advance shall not be sanctioned.

Note: All travel claims should be duly enclosed with tickets (or copy) and all lodging claims require original lodging bills.

(xiv) Miscellaneous Benefits

- All staff members are providing free treatments in Hospital.
- 50 % of transport fee has been waived off for teaching faculty members and full free for Non-Teaching staff Members those who are coming by our bus.
- During festival time like Pongal and Diwali, the Co-optex and Apex clubs are exhibits the textiles and crackers for our staff members. Also, we are providing advance amount for purchase of above items or the staff members can pay the amount through six easy installments.

9. GUIDELINES FOR RELIEVING

- The staff members who would like to leave the institution are relieved on 3 months' notice and preferably at the end of the Academic Year.
- Staff members who are desirous to leave the institution on their personal ground in the middle of the academic year will have to pay 3 months' salary.

Relieving Process

While a faculty member is relieved, following step by step procedure is in force

1. Submission of Resignation to the Principal through proper channel
2. Obtaining No Dues Clearance
3. Issue of Reliving Order