



EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA(AERO,CSE,ECE&MECH), NAAC with "A+" and Recognised by UGC (2f & 12B)
KOMARAPALAYAM - 637303

2023-24

SERVICE RULES, PROCEDURES AND RECRUITMENT

VISION

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

MISSION

- To provide a conducive ambience for better learning and to bring about creativity in the students
- To develop a 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, innovation and leadership

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Prepared by
Director Technical



Approved by
Principal

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1. PREAMBLE

Excel Engineering College, an Anna University affiliated institution located in Namakkal District, Tamil Nadu, is run by the Sri Rengaswamy Educational Trust (SRET), 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.

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; presently the college offers 15 UG programmes and 13 PG programmes.

2. COURSES OFFERED

UG Program	PG Program
B.E - Aeronautical Engineering	M.E - Aeronautical Engineering
	M.E -Industrial Safety and 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 and Engineering	M.E - Computer Science and Engineering
B.Tech - Computer Science and Business Systems	
B.E – Electrical and Electronics Engineering	M.E-Power Electronics and Drives
	M.E-Embedded System and Technologies
B.E - Electronics and Communication Engineering	M.E-Applied Electronics
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	
M.Tech (Integrated CSE)	
	MBA(INTEGRATED)
	MBA
	MCA
	MBA (IEV)

3. PROGRAM WISE INTAKE DETAILS

Program Level	Name of the program	Duration	Sanctioned Intake
UG Level	B.E - Aeronautical Engineering	4 years	60
	B.Tech - Agricultural Engineering		60
	B.Tech - Artificial Intelligence & Data Science		120
	B.E - Bio Medical Engineering		60
	B.E - Civil Engineering		60
	B.E - Computer Science and Engineering		180
	B.Tech-Computer Science & Business Systems		60
	B.E - Electrical and Electronics Engineering		120
	B.E-Electronics & Communication Engineering		120
	B.E - Mechanical Engineering		60
	B.Tech - Information Technology		180
	B.Tech - Food Technology		60
	B.Tech - Petrochemical Technology		60
	B.E - Safety and Fire Engineering		60
	M.Tech(Integrated CSE)		60
PG Level	M.E- Aeronautical Engineering	2 years	12
	M.E- Structural Engineering		24
	M.E- Environmental Engineering		18
	M.E – Biomedical Engineering		18
	M.E- Computer Science and Engineering		18
	M.E - Applied Electronics		12
	M.E- Thermal Engineering		12
	M.E -Industrial Safety and Engineering		30
	M.E -Industrial Safety		18
	M.E-Embedded Systems		12
	M.E-Power Electronics and Drives		12
	MCA		60
	MBA		120
	MBA(INTEGRATED)	5 years	60
	Mba (IEV)	2 years	60

4. SERVICE RULES

Excel Engineering College has armed regulations to ensure good conduct among faculty members

1. Faculty Members are expected to adhere to the code of conduct set herein and observe self-discipline and decorum in the position they hold, on all occasions.
2. Faculty members are expected to take classes whether theory or lab practical as per schedule and set an example to their students.
3. While accompanying students for educational tour/industrial visits utmost exercise of control and discipline is to be maintained by the faculty member.
4. While attending national conferences, symposia or seminars outside the college campus, the faculty members, who will be the brand ambassadors of the college, should maintain a high standard of morale, ethics and responsibility. Action or inaction of a faculty member should not cause any disrespect or defame to the glory of the College, its Management or its Principal.
5. Collection of money or money's worth from the students is not entertained.
6. Faculty members shall present for duty in formal attire.
7. Every faculty member including designated mentors should periodically conduct counseling sessions for their students/ mentees and try to redress their grievances to the extent possible.
8. In addition to the teaching and lab practical assignment, each faculty who has been assigned with other portfolios/ curricular/ Co-Curricular and/ Extra Curricular activities should bestow personal attention and keep the records clear and updated.

9. Every faculty should put forth their skills, knowledge and energy in such a manner to prove themselves as the best teacher.
10. The performance of students in the university examinations will be the measure and yard stick of the faculty member's overall efforts in the class room and laboratories. Sincerity, integrity and honesty are essential traits to make her/him a good teacher.
11. Faculty should take all possible steps to prevent ragging inside the Campus, Hostel or even outside the campus. Faculty members shall advice the students in this regard constructively.
12. Faculty members should keep healthy and friendly atmosphere in the campus to provide a pleasant stay, leading to better learning and obtaining their degrees with ranks and recognitions and further their placement opportunities in reputed companies.
13. Faculty members and all other staff members should exhibit a whole hearted contribution for the growth of departments in which they attached and the college as a whole.
14. Faculty members are expected to carry-out research work in their field of interest and bringing / support R&D and consultancy work to contribute for 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 appointment of 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 were designated as 'Professor' earlier.

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

Faculty Appointed on or after 01.03.2019

ENGINEERING & TECHNOLOGY[#]

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
* Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch
	AND At least total 6 research publications in SCI/SCIE/ UGC /AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an
	AND At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	

	OR	Associate Professor.
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	
* Principal of Engineering College	➤ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ➤ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals ➤ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

MASTER OF COMPUTER APPLICATIONS (MCA)#

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees	Experience not mandatory
	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.

*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE/ UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals till the date of eligibility of promotion	

MANAGEMENT PROGRAMMES[#]

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent	2 years of relevant experience professional experience after

		acquiring the Master's degree.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research /industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion	

HUMANITIES AND SCIENCES[#]

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
*Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject.	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or accredited Research Institution/industry
	AND	
	Minimum of seven publications in the peer reviewed or UGC-listed Journals	
*Professor	Ph.D. degree in the concerned / allied / relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research	A minimum of 10 years of teaching experience in university/college as

	publications in the peer-reviewed or UGC-listed Journals	Assistant Professor /Associate Professor /Professor, and /or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate
	OR	
	Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned / allied / relevant discipline, supported by documentary evidence provided he /she has ten years' experience.	

NORMS FOR AGRICULTURE ENGINEERING #

(Norms as per Centre for Academic Courses, Anna University, Chennai)

- (i) M.Sc. (Agriculture) /Ph.D.-(Agriculture, Agronomy, Soil Science, Agricultural Economics, Agriculture Extension etc.) - 2 faculty
- (ii) B.E. Civil, M.E. / M.Tech. with (or) without Ph.D. – (Hydrology and Water Resources / Irrigation Water Management / Integrated Water Resources Management) – 1faculty
- (iii) 6 faculties may be earmarked to U.G. / P.G. in Agricultural Engineering – Out of the 6 faculty earmarked U.G. / P.G. in agriculture Engineering 2 faculty may be from Mechanical Engineering faculty.

*** NOTE:**

1. The incumbent faculty members who are appointed before 01.03.2019 should possess the necessary minimum qualification as per 6th CPC norms of AICTE (ANNEXURE).
2. Incumbent faculty members with basic minimum qualifications as stipulated by the appropriate regulatory authority for the post held before the implementation of 7th CPC norms of AICTE can continue in the same college in the same post. For considering promotions on or after 01.03.2019 and movement to other colleges, the faculty should satisfy the conditions of 7th CPC norms of AICTE.
3. Maximum age limit for all the Cadres of Faculty Members / Principal is 65years.

Norms for Science & Humanities Faculty members in affiliated colleges:

- A. The incumbent Science and Humanities faculty members without NET/SLET/PhD who have joined on or before 01.03.2019 may be permitted to continue in the same College.
- B. For Promotions or movement to other affiliated Colleges under the same University on or after 01.03.2019, the faculty members need not satisfy the requirement of NET/SLET/SET or Ph.D.
- C. Faculty members who have joined in any institution for the 1st time on or after 01.03.2019 should satisfy the requirement of NET/SLET/SET or Ph.D. on any post.

Norms for an eligible Principal at the Affiliated colleges of Anna University, Chennai:

Principal Joined before 01.03.2019 (Old norms)	Principal Joined After 01.03.2019 (New norms)
• Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology • Minimum 10 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor OR • Minimum of 13 years experience in teaching and/ or Research and/ or Industry. • If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. • Flair for Management and Leadership is essential.	• Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology • At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals • Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

If the principal is appointed on or after 01.03.2019 for the 1st time, the new norms may be adopted. If a principal was appointed in any Affiliated College of Anna University only before 01.03.2019 by satisfying the previous norms and gets an appointment in new college on or after 01.03.2019 he/she also

may be permitted to continue to work as principal in the new Institution until further notification by the University.

Additional Information on Faculty

Eligibility

1. All U.G. and P.G. Degrees (Fulltime/Part time) awarded by any **UGC approved** Universities are **eligible**.
2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) Obtained by **Correspondence / Distance education** are **not eligible**.
3. **Ph.D.** Degrees obtained from foreign Universities (obtained by correspondence / Distance mode) are **not eligible**. Ph.D. Degrees awarded by Institutions not approved by UGC are **not eligible**.
4. **Ph.D.** Degrees obtained from IIT's/IISc/NIT directly after B.E./B.Tech. are **eligible**.
5. **M.S.** Degrees obtained from NIT, IIT, IISc, and Anna University are eligible & endorsement by AIU is not required.
6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are **eligible**.
7. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg.1.B.E.(CSE) and M.E.(VLSI) degree holder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.
8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments with M.E. / M.Tech. Degree after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech. Degree holders and by the year 2012 for

Three-year Part-time M.E. / M.Tech. Degree holders.

9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience ≥ 10 years in an Industry. The industry should have been in existence for at least 10 years.
10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in
11. Faculty members who have completed their M.Phil. & Ph.D. degrees under Correspondence/ Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O. (Ms)No.91, Higher Education (K2) Department, dated:03.04.2009.
12. Existing incumbents recruited as Faculty with basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A., PGDM, AMIE / M. Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.
13. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years.
14. Faculty members who have obtained their Ph.D. in full time mode, Experience shall be reckoned from the date of Ph.D. viva-voce examination.

6. GUIDELINES FOR APPOINTMENT

Appointment Procedure

Systematic step by step procedure is followed in our Institute for appointing faculty members.

- a. Submission of Faculty requirement to Principal by all department Heads.
- b. Consolidation and submission of faculty requirement to Management by the Principal.
- c. Advertisement through popular Newspapers and our website.
- d. Receiving applications.
- e. Scrutinizing the applications.
- f. Sending interview call letters to eligible candidates.
- g. Conducting written test
- h. Interview by selection committee
- i. Issue of appointment order

7. DUTIES AND RESPONSIBILITIES

Head of the department

- To provide strong academic leadership.
- To lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- To build teams that work in harmony and are able to carry out plans.
- Looks after day to day affairs relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of the department, such as need for Faculty Member and support staff, equipment, books & journals, maintenance etc.
- Controlling the overall behavior and discipline of the faculty, staff and students.
- Appraising all the faculty, staff and students about the University mission and goals and how to achieve them in the Division.

Members of Faculty

- Identifying core competencies of the Institute.
- Developing a strong Teaching-learning Environment.
- Developing Strong Industry Support for Collaborative Learning.
- To enhance the learning environment through the conduct of instructional lectures, applied research, scholarly activities and similar services that support the institutional mission.
- To be responsible for effective performance of duties/workload expectations and foster collegial relationships with supervisors, peers, students, and the University community.
- To develop initiatives designed to help students succeed academically, as well as in all other assigned duties.

8. FINANCIAL BENEFITS AND OTHER PERKS

(i) Special Incentives

- OD may be provided to faculty members for pursuing higher studies, attending conference, workshops, seminars, Faculty Development Programs.
- 50% of the registration fee paid by a faculty member for participation in programs may be reimbursed by the institute.
- Faculty members shall avail Lab / Library facilities, Internet, etc. without any charges.
- On completion of a course an enhanced salary and promotions may be given based on the available vacancies.

(ii) Hostel Accommodation

- Free boarding and lodging shall be provided to faculty members willing to act as deputy warden in the hostel.
- Free boarding is provided to faculty members staying in hostel, even if the additional responsibility of warden/ deputy warden is not taken up.
- Free boarding and lodging for Non-Teaching staff.

(iii) Transport

- 50 % transport fee concession for teaching faculty
- Free Transport for non teaching faculty

(iv) Medical Insurance

Accident Claim	Staff
In case of death	3,00,000
Medical Expenses in Patient	50,000
Treatment Expenses Out Patient	1,00,000
Patient Temporary Disability (PTD) and Patient Partial Disability (PPD)	-

(v) Leave Benefits and Regulations

(a) Casual and Optional Leaves

- 15 Days casual leave per year.
- 3 days as optional holidays.

(b) Medical Leave

- 5 days medical leave may be provided per year for all staff members (Teaching and Non-Teaching) depending on the treatment and discharge summary.
- Maternity leave will be provided on request of lady faculty members without salary but experience will be taken.

(c) Vacation Leave

- 4 days of summer vacation and 4 days of winter vacation shall be provided for faculty members who have an experience of 2 semesters in Excel.
- 14 days summer vacation and 7 days winter vacation for faculty members having an experience of more than 6 semesters in Excel.
- 4 days of vacation per year is provided for non-teaching staff.
- 5 days of leave for marriage is provided.

(d) On Duty

- Twelve days on duty shall be permitted for faculty members for attending workshops/ seminars/ faculty development programs.
- Twelve days on duty per year shall be provided for faculty members for attending exam duty/ valuation/ external examiner.

(vi) Permission

- 1 hour permission either in the morning or in the evening is permissible for 2 days in a month.
- Special permissions may be granted for staff members in case of marriages, condolences etc.

(vii) Provisions for Pursuing Higher Studies

- Faculty members are eligible for pursue higher studies.
- The institute may support faculty members interested to pursue higher education through grant of 'on duty', leave, financial support etc.
- Faculty members pursuing higher studies shall be given prescribed teaching slots, enabling them to study for the course comfortably.
- Due consideration will be given in awarding incentives, increments, promotions on satisfactory completion of their study depending on the vacancy available.

(viii) Provisions for Publications /Research/Consultancy/ 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 SCI Journals first author is eligible to claim Rs.5000, second author can claim Rs.3500 and the third author can claim Rs.1500 respectively. For Scopus/AU-Annexure I journals first author is eligible to claim Rs.2500 , second author can claim

Rs.1500 and the third author can claim Rs.1000 respectively.

- For patent Publication first applicant shall receive Rs.5000 and inventor upto 5th author shall receive Rs.2500.
- For granted patent first author shall receive Rs.15,000 and inventor upto 5th author shall receive Rs.10,000.
- Only one claim will processed for one article.
- For journal publication and faculty participation, the maximum claim amount is Rs.10, 000 per annum. Exception may be considered with proper authorization.
- Upon receiving research grant funds the primary investigation and co-primary investigators shall receive 10 % of the grant received.
- The faculty members securing ELITE in NPTEL shall receive an incentive of Rs.1000.

(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 AC / 2 Tier AC
Assistant Professor: Rs.15,600-39,100 &AGP of Rs. 6,000/-	3 Tier AC
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 may be claimed for genuine needs.

(xiv) Delegation of Financial Powers

The Principal and HOD's are given financial powers to carry out purchase of consumables, services of equipment 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.2,000 /-

(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 is spent 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 that particular journey has concluded.

Tour advance

- Tour advance of up to 90 % of the probable expenditure shall be sanctioned in advance and should be requested at least 7 days before the commencement of the journey.
- Where an advance is already pending without any adjustment, a

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.

(xvi) Miscellaneous Benefits

- All staff members are providing free treatments in the Excel Hospital.
- Tuition fee concession for children's of faculty and staff studying at Excel campus.
- During festival time like Pongal and Diwali, the Co-optex and Apex Clubs exhibit textiles/ apparel and crackers for our staff members. To enable such purchases, the institute provides an advance if required and pay back in 6 easy installments.

9. GUIDELINES FOR RELIEVING

- The faculty/ staff members who would like to leave the institution are relieved on 3 months' notice and preferably at the end of an Academic Year.
- Anyhow, faculty/ staff members who desires to leave the institute on their personal grounds and in the middle of the academic year, then he/ she may have to compensate by paying 3 month's salary.

Relieving Process

While a faculty member is relieved, the following steps are to be followed:

- a.Submission of Resignation to the Principal through proper channel
- b.No Dues Clearance from all concerned departments/ authorities.
- c. Issue of Relieving Order