



Excel **POLYTECHNIC COLLEGE**

Approved by AICTE, New Delhi, Affiliated to DoTE, Chennai
NH-544, Salem Main Road, Pallakapalayam, Sankari West (PO),
Komarapalayam (TK)
Namakkal (Dt)-637303, Tamilnadu

Promoted and Run by
SRET (SRI RENGASWAMY EDUCATIONAL
TRUST)

KOMARAPALAYAM-637303, Tamil Nadu, India

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SERVICE RULES
ACADEMIC YEAR 2022-23



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2022-23

SERVICE RULES, PROCEDURE AND RECRUITMENT

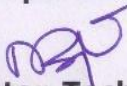
VISION

To transform **Technocrats** in the field of technical education by imparting **employable skills** and ethical values for catering the needs of **industry and society**.

MISSION

- ❖ To impart **technical knowledge** using ICT tools in teaching learning process.
- ❖ To facilitate **employable skill** by industry - institute interaction.
- ❖ To enhance the attitude, ethics to meet the challenges in **industry and society**

Prepared by


Director-Technical

Approved by


Principal

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1. COURSES OFFERED

Excel Polytechnic College, an DoTE affiliated institution located in Namakkal District, Tamil Nadu, is run by the SRET - Sri Rengaswamy Educational trust, which was established in the year 2008 with an aim to foster Higher Education for all and to provide excellent professional education in rural India to uplift the downtrodden communities.

Excel Polytechnic College's vision since its inception has been to become one of the 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.

The Excel Polytechnic College was established in the year 2008 with 5 courses with a total intake of 300 students and with 10 faculty members; the college stands tall today by offering 10 courses with strength of 750 students and 88 faculty members. Out of 130 acres green campus owned by Excel Group Institutions 10.21 acres is earmarked for Excel Engineering College.

SI.NO	Diploma Course(s)
1	AUTOMOBILE ENGINEERING
2	CIVIL ENGINEERING
3	CHEMICAL TECHNOLOGY
4	FIRE TECHNOLOGY AND SAFETY
5	ELECTRICAL AND ELECTRONICS ENGINEERING
6	ELECTRONIC AND COMMUNICATION ENGINEERING
7	MECHANICAL ENGINEERING
8	TECHNICIAN AND XRAY TECHNOLOGY

Programme wise Intake

SI.NO	Diploma Course(s)	Intake	Period-Approval
1	AUTOMOBILE ENGINEERING	60	2022-2023
2	CIVIL ENGINEERING	60	2022-2023
3	CHEMICAL TECHNOLOGY	60	2022-2023
4	FIRE TECHNOLOGY AND SAFETY	60	2022-2023
5	ELECTRICAL AND ELECTRONICS ENGINEERING	120	2022-2023
6	ELECTRONIC AND COMMUNICATION ENGINEERING	60	2022-2023
7	MECHANICAL ENGINEERING	240	2022-2023
8	TECHNICIAN AND XRAY TECHNOLOGY	60	2022-2023
TOTAL		720	

2. Service Rules

Excel Polytechnic 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 their cord 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.

3. Faculty Norms

All India Council for Technical Education, New Delhi issued pay scales, Service conditions and qualifications for teachers and other academic staff in Technical institutions (Diploma) Regulations, 2010 is followed as the faculty norms. There shall be only three designations in respect of teachers in colleges, namely and Lecturer.

No one shall be eligible to be appointed, promoted or designated as Lecturer, unless he or she possesses a B.E., 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 'Lecturer'. Faculty designated as Lecturers as on 05.03.2010 shall continue as Lecturer.

Minimum Qualifications and Experience for appointment of teaching Posts in Diploma Level Technical Educations

Post	Qualifications	Experience
Lecturer/Workshop Superintendent		
Engineering and Technology	Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent. If the candidate has a Master's degree in Engineering /Technology, first class or equivalent is required at Bachelors or Masters level	
Humanities & Science	First class Master's degree in appropriate subject with first class or equivalent at Bachelor's or Master's level	
Head of the Department		
Engineering and Technology	Bachelor's and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level OR Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or	Minimum of 10 years relevant experience in teaching / research /industry Minimum of 5 years' experience in relevant teaching / research. /industry

	Master's level and, in Ph. D equivalent or appropriate discipline Engineering/Technology	
Principal		
	Qualification as above for the post of Head of Department and Ph. D in engineering OR Qualification as above for the post of Head of Department	Minimum of 10 years relevant experience in teaching Research /Industry out of which at least 3 years shall be at the level of head of department or equivalent. OR In case of Architecture, professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.

4. Guidelines for Appointments

Appointment Procedure Recruitment Procedure:

- Staff are recruited as per DOTE and AICTE norms.
- HODs are required to submit a detailed report outlining the anticipated staffing needs before the start of each year. This report is forwarded to the HR department.
- Based on the needs the HR collaborates with department Heads to sort and identify the specific vacancies that noted to be filled.
- Advertisements are published in the leading daily Tamil and English Newspapers, websites and job portals these advertisements help to attract suitable candidates to apply for the open positions.
- Applications are invited from eligible candidates and they are scrutinized by the respective committee (Principal, VP, HOD)
- Eligible candidates are called for personal interview.
- Based on their Performance in interview, faculty members are recruited.
- The Staff Selection list submitted to the approval of Governing council by the Principal.
- Finally, they will be issued appointment orders by the Correspondent.

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 Newspapers 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

Issue of appointment order / Recruitment Procedure:

- Staff are recruited as per DOTE and AICTE norms.
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- Eligible candidates are called for personal interview.
- Based on their Performance in interview, faculty members are recruited.
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- Finally, they will be issued appointment orders by the Correspondent.

Selection of Staff:

- (i) Appointments to entry level posts in teaching, non-teaching, ministerial and basic staff category for the Institution shall be made by direct recruitment is conducted in adherence to the guidelines and norms set by All India Council for Technical Education (AICTE). Our comprehensive recruitment procedure ensures that we identify and onboard individuals who align with our Institutions values and goals.
- (ii) Calling for applications from qualified candidates through the Newspaper advertisement and by calling for a list of candidates from the Employment Exchange, by following the rule of reservation ordered by our institution, from time to time as per roster.
- (iii) Promotions in a service or class to a selection category or to a selection grade shall be made on grounds of merit and ability, seniority, being considered only where merit and ability are approximately equal.

The Governing Council shall fill up the posts by Promotion for promotional posts. The Governing Council shall, while making promotion, consider the claims of all the qualified persons in that Institution. If, however, no qualified persons are available, the vacancy shall be filled up by direct recruitment through Staff Selection Committee, by calling for applications from qualified candidates through Newspaper Advertisement and by calling for a list of

candidates from the Employment Exchange, by following the rule of reservation ordered by the Government, from time to time, after getting prior permission from the Director.

Retirement

- Teaching staff shall retire on attaining 65 years of age.
- Non-teaching staff shall retire on attaining 60 years of age

Termination of Services

- Temporary employees' services may be terminated at any time without assigning reasons.
- Permanent employees' services may be terminated with one month's salary in lieu of notice in cases of insubordination, dereliction of duty, professional misconduct, or other undesirable activities.

5. Promotion Policies

The promotion policies are followed by the appraisal and management approvals.

POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Background

The policy document is designed by HODS of all departments in consultation with Principal and Management. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HODs, Principal and Management on 01.03.2019. This appraisal system will be effective from the academic year 2019-20.

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. Excel Polytechnic College continuously makes efforts to improve the academic training in its constituent colleges.

This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the institution, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

The institution has Self-Appraisal Mechanism for Teaching Staff:

In this direction, the institution has structured an objective assessment mechanism with scope for improvement. The Two-tier assessment involves:

→ Self-appraisal by the faculty & Result Percentage

→ Contribution to Self- development, Team work

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- Scope for improvement in teaching resources and methodologies
- The outcomes and relevance of the work being done with the current developments in the respective fields.

Policy for Appraisal of Teaching Faculty (The Faculty appraisal is to be carried out on three parameters)

S.NO	Parameters
1	ACADEMICS
	Internal Exam Results
	University Exam
	Overall Results in All the Subjects Handled
2	CONTINUOUS LEARNING
	PAPER PRESENTATION
	One FDP per year
	Students Feedback
	Swayam and NPTEL course
	Innovative projects
3	EXTENSION ACTIVITIES
	College level performances
	Academic Awards/Prizes/Honors
	Participation in Affiliated University Activities
	Membership in Professional bodies
	Significant role

- The self-assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement.

The Institution has Self-Appraisal Mechanism for Non-Teaching Staff.

The works of the Nonteaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

Policy for Appraisal of Non-Teaching Faculty (The Faculty appraisal is to be carried out on Five parameters)

S.NO	Parameter
1	Training Support
2	Skills Development
3	Active Participation in the team work
4	Involvement
5	Housekeeping and adapting Safety Practices

The feedback had helped take the following decisions.

- Conduct of language and soft skill programme for non-teaching and administrative staff.

FACULTY PERFORMANCE APPRAISAL

Submitted to the Principal,

- Evaluation/Recommendation by the HOD
 - Proof of Evidences/documents verified and found correct

Criteria for Overall Grading			
Total Grade	:	EXCELLENT	>75
	:	GOOD	60-75
	:	SATISFACTORY	<60

6. 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
- Developing resource materials and lab development
- Guiding and conducting Co and extracurricular activities
- Assisting in departmental administration
- Maintaining files and records
- Accreditation documenting works

7. 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.

(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 semesters

- 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 enables 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. 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.

ix. Delegation of Financial Powers

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

The financial powers have been given as below,

For Principal: Rs.20,000/-

For HOD: Rs. 5,000/-

(x) 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.

(xi) 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-op Tex and Apex clubs are exhibiting the textiles and crackers for our staff members. Also, were providing advance amount for purchase of above items or the staff members can pay the amount through six easy installments.

8. GUIDELINES FOR RELIEVING

- The staff members who would like to leave the institution are relieved on 3months'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

Staff Leave Policies

Teaching				
Sl.No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 15 days / Year Below one year 12 days	During peak academic session, use of accumulated CL should not be permitted. Quarterly taken 4 C.L only
2	Permission	Permission	1 hour each / Month max of 2 times or 1 permission with 2 hour/Month.	
3	ML	Medical Leave	Above 3 years 5 days / Year in maximum of two occasion above one year 3 days	To be permitted only on real cases.
4	SL	Spell Leave	4 days - ODD Sem and 4 days - Even Sem (After completion of 1 year of experience in Excel) 7 days - ODD Sem and 14 days - Even Sem (After completion of 3 year of experience in Excel)	Leave calculation including Saturday, Sunday & Holidays
5	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel
6	POD	Promotion OD	4 days / Sem (Stall, School Visits and Parents meeting)	
7	EOD	Exam OD	9 days / Sem	
8	COD	Academic OD	2 days / Sem	Only if they use Academic OD - Proportionally Exam OD will be Sanctioned

Non-Teaching (Lab Assistant & Library)				
SL.NO	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 12 days / Year	
2	Permission	Permission	1 hour each / Month max of 2 times or 1 permission with 2 hour/Month.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted
4	SL	Spell Leave	3 days - ODD Sem and 7 days - Even Sem	After completion of 3 year of experience in Excel
5	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel
6	POD/AOD	Promotion OD	2 days / sem	They may be encouraged for school visit/ Admission visit/Stall visit

Maintenance (Civil, Electrical, Plumbing, Building Supervisor, Welder & RO Plant)				
S.No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	CL	Casual Leave	1 day / Month with accumulation of Max 3 days - 12 days / Year	
2	Permission	Permission	2 Permission of 1 hour per month / Maximum of 2 times.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted
4	ML1	Marriage Leave	5 days (Based on Special Request will be sanctioned)	After completion of 1 year of experience in Excel

Hostel Admin' s & Mess Staffs				
S.No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	WO/CL	Week off cum Casual Leave	3 day / Month with Week off	
2	Permission	Permission	2 Permission of 1 hour per month / Maximum of 2 times.	
3	ML	Medical Leave	3 days / Above 3years experience in excel	To be permitted only on real cases.
4	SL	Spell Leave	3 days - ODD Sem and 3 days - Even Sem	After 3 year of Experience in given period or it may be enchased

Security				
Sl No	Leave Type	Leave Descriptions	Leave Norms	Remarks
1	WO	Week off	2-Days / Month	

- For Maintenance & Securities priory approved extra duties on Sunday/Holiday & Night duties may be enchased to the maximum of three days per month once in 6 Month by accumulation (along Diwali Bonus) amount will be paid.
- CCL will be sanctioned only by the management (VC + Chairman) on the recommendation of the Head & the Institution (Principal).
- 50% of COD, EOD & POD days will be created for slot 1.
- Another 50% of COD, EOD & POD days will be created for Slot 2.