

## **Service Rules**

### **Recruitment Procedure**

- The selection committee recruits faculty members as needed, using an open and transparent selection system.
- Advertisements are placed in major newspapers.
- Prospective candidates are screened based on their education, experience, and research activities.
- The interview date and time are sent to the screened candidates.
- The established selection committee interviews candidates and observes demo classes.
- Appointment orders are given after obtaining acceptance letters from the shortlisted candidates.

### **Service Conditions**

- The selection committee will decide the pay of teaching and non-teaching staff.
- A staff member chosen for appointment is normally assigned to the Department in which he or she was chosen; however, the Management/competent authority has the authority to redeploy the staff member to any other Department in the interest of the Institute and based on the need and urgency.

### **Probation**

- The appointment of the selected candidates will be temporary for one year, after which the appointee's performance will be examined to regularize the position.

### **Resignation**

- Every permanent employee may resign from her post by giving the institution three months' written notice, or in the case of teaching staff, three months' salary in place of the notice.

### **Promotion**

- The promotion of an employee is purely based on performance and seniority.

### **Increment**

- The annual increment will be given every year.
- Increment will be sanctioned only on satisfactory report on performance of the employee
- The month after a faculty member completes their Doctorate, they will start receiving an increment.

## Leave rules

### Casual Leave

- Every permanent employee/probationer is entitled to 12 days of Casual Leave per year.
- All staff members must report for duty before and after holidays.
- All probationary employees may take one day of CL every month. CL will expire on May 31<sup>st</sup> of every year.

### Medical Leave (ML)

- After one year of service, employees are eligible for medical leave, with a total of nine days allowed per academic year. In the event of a true medical emergency, a genuine medical certificate must be provided following the medical leave.

### Maternity Leave (MAL)

- Employees who are married women are entitled to a three-month maternity leave during their pregnancies.

### Compensatory Leave (CCL)

- Any staff member who is assigned to work on days off or holidays may be given a 1:1 Compensatory Casual Leave, which must be used before the end of the academic year.

### Special Casual Leave

- The faculty has been granted three days of special casual leave specifically for Ph.D. VIVA-VOCE.
- Three-day special leave given for marriage for self

### On Duty

- For appearing as an External Examiner/ Invigilator for Theoretical and Practical.
- Representing the Institute through participating in seminars and conferences.
- Taking part in technical competitions on a national and international level with students.
- For appearing in government exams.

### Permission

- Faculty and staff are only permitted to use two one-hour permissions each month, and only during the beginning or last hour of the working day.

### General conditions to avail leave

- The leave request for CL must be submitted to the Principal via the HOD together with alternative class/lab arrangements and other academic works.
- The decision made by the Principal regarding a request for leave is final.



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