


## **TERMS AND CONDITIONS OF EMPLOYMENT**

### **7.1 Working days and working hours**

- Monday to Friday will be working days for JCTCET.
- If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following (and if that is not possible, the very next Saturday following that), will be a working day.
- Other Saturdays, may be declared as working days if that is found necessary to make up the shortfall in the total number of working days in a semester.
- Class work starts at 09:10 a.m. and closes at 04:30 p.m. Lunch break is from 12:30 p.m. to 01:10 p.m.
- All staff members are required to punch-in before 09.10 a.m. and punch out only after 04.30 p.m.
- 'Forgot to punch' shall not be accepted as a reason for not punching. In such cases the faculty member should submit his/her explanation to the HoD at the earliest and in any case not later than the next working day. The HoD shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as eligible leave or Leave on loss of pay.
- Holidays declared by the Government / District administration (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- All other days will be working days for the entire staff, both teaching and non-teaching. Absence on these days shall be treated as on leave.
- As a general rule, the classes will be conducted, if not notified to be a holiday.
- The management / Principal reserves the right to convert any holiday into a working day under special circumstances.

### **7.2 Attendance**

- Every employee shall ordinarily be at work in the college or any other designated area connected with the college.
- He/she shall register his/her attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Administration Office both in the mornings as well as in the evenings.
- The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register".
- Forfeiture of half-a-day Casual Leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- Employees should normally obtain permission before hand to arrive at the college either late or to leave early. For all staff, habitual absence or late attendance will entail penal provision.
- Employees are expected to be present in their respective departments at least 10 (Ten) minutes in advance before the working hours.

  
Dr. G. Prithvi, M.E., Ph.D.  
Principal  
JCTCET



### 7.3 Dress Code

#### Men:

- The employees should preferably wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold.
- Dress should be clean and not crumpled.
- Hair should be clean, neatly cut, not extending below the ears – Crew cut is recommended. It should be always well combed.
- Face should be clean shaven without beard. Moustaches should be well trimmed above the lip level and not drooping down.
- Shoes and Socks should be color co-ordinated with the clothes and well-polished and clean.
- Wrist watch and other accessories should be formal and with appropriate size.
- Always use a deodorant which is mild.


#### Women:

- Saree is the dress code for the female faculty members.
- Hair should be well kept and neatly combed.
- Make up should be light, subtle and properly applied.
- Should wear low heeled shoes or sandals in good condition.
- It is recommended that the faculty members wear light authentic jewellery like a thin gold chain, a thin gold bangle and small earrings.
- All Categories of employees should wear their 'Identity Cards' at all time during college working hours.

### 7.4 Code of Conduct

Every employee shall:

- Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence control, he/she is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties.
- Endeavour to promote the interest of the college and shall not act in any manner prejudicial thereto. Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties assigned to him/her from time to time.
- Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under

  
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the influence of any intoxicating drink or drug during the course of his duty.

- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he/she shall, from time to time, be placed.
- He/she shall discharge all duties pertaining to the office diligently and as required. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc).
- No employee shall join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
- If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government / MHRD / AICTE / Anna University.

## 7.5 Resignation and Relief

### 7.5.1 Resignation

- Any employee desirous of leaving the service shall provide three months' notice or three months' salary in lieu of the notice period to the management in writing. The employee shall formally inform the management in writing either in the month of September/October (for employees who intend to get themselves relieved by the end of the Odd Semester) and in the month of February/March (for employees who intend to get themselves relieved by the end of the Even Semester) about their intention to get relieved from the services.

### 7.5.2 Relief

- The HR Manager is to conduct an 'Exit interview' with the employee concerned to ascertain feedback on the institute and its management.
- After completion of 3 (Three) months' notice period and on submission of 'No Dues' certificate, all the original certificates, can be obtained from the Administrative Officer.
- All the leaves that an employee applies during the notice period shall be granted by the HoD and the Principal only after obtaining the prior approval of the management.
- All payments due to the employee or the management will be settled in full before the discharge.

## 7.6 Issuance of Relieving order and Service Certificate

- Before being relieved, all employees should hand over the charge to the appropriate person in consultation with the Head of the Department concerned and inform the same to the Principal. HoDs are responsible for initiating the necessary action to ensure that all college property and equipment are returned safely and a 'No Dues Certificate' is obtained from the competent authority on or before the last day of work.
- After submitting 'No Dues Certificate' by the employee, the Relieving Order and Salary cum Service Certificate will be issued.
- Relieving Order and Salary cum Service Certificate will be issued only once.

  
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PRINCIPAL

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