

**P.S.R. ENGINEERING COLLEGE**  
(An Autonomous Institution & ISO 9001: 2008 certified Institution)  
Sevalpatti – 626140, Sivakasi.  
Virudhunagar District, Tamilnadu.



**Code of Conduct – Students:**

- Students should conduct themselves at all times in a decent manner so as to bring credit to them and to the institution.
- Students should apply for leave in advance in the prescribed form.
- Whenever a student falls sick or is hospitalised for any illness, a letter for leave of absence containing information about nature of ailment and period of leave sought with relevant medical certificate should be submitted to the Head of the Department concerned through faculty advisor within three days.
- Leave letter and Medical Certificates submitted at a later date will not be accepted.
- Students are forbidden from organizing or taking part in agitation or demonstration. They should not take part in any political agitation and group formation.
- In all the academic and disciplinary matters, the decision of the administration would be final.
- Care should be exercised in handling the property of the institution and any damage caused will attract disciplinary action and recovery of cost.
- Smoking / use of tobacco is strictly prohibited within the college campus.

**Rules and Regulations – Students:**

- Students must wear Uniform, when they come to laboratory classes (i.e. shirt inserted with pant, black shoes, and belt and over coat for girls).
- Students should not wear jeans or T-Shirt. Girls should wear either saree or churidhar with properly pinned shawl (Dupatta).
- When they want to take leave or permission, they should get the signature from the faculty advisor concerned. The leave application must be duly signed by the parent / warden.
- Students while attending classes should have proper textbooks and separate notebooks for every subject.
- Students should take care of tools, apparatus and other equipment's given to them and preserve the cleanliness of the laboratories.



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- Submission of records in the laboratories / workshop should be regular.
- If the students do not attend the periodical tests / internal assessment tests they will lose their internal marks and also severe action will be taken for their absence.
- Use of Mobile phones / Pagers and other electronic gadgets are strictly banned inside the college campus.

**Code of Conduct – Faculty:**

- The Faculty members shall not involve themselves in activities not related to their work, during working hours.
- Faculty members are encouraged to take up consultancy projects, however, with the knowledge of the Management.
- The faculty members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- The faculty members shall not interfere in any matter not connected to their job requirement.
- The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
- All correspondence to the Management has to be routed through proper channel.
- All faculties should take active part in co-curricular and extracurricular activities.
- Faculty has to take active participation in conducting value added courses to students to enhance their employment potential.
- All faculties should continuously update their knowledge by attending Seminars / Workshops etc., and using library.

**Code of Conduct and Authority of key Positions:**

Responsibility assigned to effectively perform all quality related works with adequate authority in order to:

- Observe, identify and record problems
- Initiate, recommend and solve problems through established procedures
- Take all necessary actions and prevent recurrence of non-conforming activities.



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The responsibility and the authority of key personnel are detailed below:

**Code of Conduct Management Trustee**

Being the highest level representative of the Management, the Correspondent carries with him the overall authority and responsibility and assumes a key role in the administration of all the affairs of the College. His major responsibilities include

- Getting all the long term policies articulated by the Management
- Monitoring the implementation of such policies
- Obtaining the annual budgets approved which is passed by the College Committee and the Governing Council.
- Signing all the cheques for releasing funds according to the budgetary approvals and in contingent cases on specific request.
- To sign orders of appointment of teaching and non-teaching staff
- To issue all relieving orders
- Arranging the monthly financial and inventory audit both for the College and for the Hostel.
- Consulting the Principal on all vital matters relating to the overall administration of the College and to the development and growth plans.

**Code of Conduct of Principal**

- Assisting the management in policy making and decisions on goals achievement especially to prepare the master plan, using the land to construct quality buildings for administrative and academic works, hostels, students' amenities, sports, guest house, seminar halls, auditorium and etc. with additional provision for future expansion and development.
- Coordinating the activities with the University, State Government, and AICTE and to act as an effective liaison officer.
- Making the short term and long term planning and setting out the priorities.
- Carrying out the mission, goals and the broad policy of the management giving top priority for discipline and quality education.
- Managing the curricular and other related activities and develop the required faculty.



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- Monitoring the overall discipline, growth and development of the college.
- Setting the standards in all spheres, aiming for quality, perfection and to practice total quality management through quality circles.
- Interfacing with industries, leading institutions, research organizations etc.
- Encouraging and motivating the students and faculty for effective work groups.
- Identifying the hidden talents of individual students and to do everything possible to develop their personality.
- Supervise to improve the environmental conditions of the campus and creating a congenial atmosphere for study and work by providing a steady supply of good water, electricity etc and by forming good roads, planting of avenue trees and flower plants, developing of lawns, etc.
- Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the College with the aim of raising the status of the Institution as an advanced Science & Technological centre.
- To take necessary steps to improve the placement services of students.
- Managing the hostels as the Chief warden

**Code of Conduct of Heads of the Departments**

- Coordinating the activities of the faculty and supporting staff in the department towards achieving the goals of the College.
- Assisting the Principal in all administrative and other matters.
- Reporting to the Principal periodically of their problems and needs Organization and participation in seminars and continuing education programmes.
- To become member in professional bodies.
- To take necessary steps to develop Industry Institute Interaction to participate in the faculty appraisal programmes
- Planning and monitoring the overall departmental activities.
- Arranging for the department requirements such as staff, equipment, library books, text books and other infrastructures facilities.
- Preparing and submitting to the Principal the annual departmental budget.



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- Developing, installing and maintaining departmental laboratories and servicing equipment's
- Convening periodical departmental review meetings every semester
- Identifying the brilliant and talented students and encouraging them to pursue higher studies.
- Counselling and guiding the students
- Identifying and encouraging the faculty to go in for research and take up R&D projects.

### **Code of Conduct of Teaching Faculty**

The teaching faculty responsibilities are:

- Assisting the Head of the Department in all academic and non-academic matters.
- Carrying out all specific and special assignments assigned by the Head of the Department.
- Planning and executing everything for the completion of syllabus including practical, project works and other laboratory programmes.
- Submitting the list of absentees regularly to the attendance section
- Valuation of answer papers and submitting marks for all tests and model examinations in Moodle software through their login.
- Participating in the conduct of the University examinations as invigilators and examiners whenever called for.
- Taking up the responsibilities of the Head of the Department in his/her absence, when asked for.
- Leading students on specific assignments such as educational tours, industrial visits, co-curricular and extra-curricular activities.
- Maintaining discipline and decorum in the campus on their part and on the part of students.
- Taking assignments like sub-warden ship and faculty advisor.
- Participating in seminars, summer schools, winter schools, refresher courses, research, etc.



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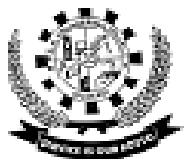
- Becoming members in professional organizations and to be familiar with latest development in their respective fields.
- To participate in the appraisal on non-teaching staff.
- To publish their research papers in various national and international reputed journals and conferences.

**Code of Conduct of the Physical Director**

- Coordinating the activities of the staff of the physical education departments in order to ensure effective functioning.
- Planning and time scheduling for students' accessibility to the equipment, grounds and other facilities.
- Preparation and submission of the annual budget to the Principal in regard to sports and games.
- Organizing and conducting the University level, state level and Tamilnadu Inter Engineering Sport tournaments when undertaken.
- Attending the meetings at the University level regarding physical education activities.
- Arranging for the training of himself / herself and the colleagues in advance level programmes.
- Suggestion of changes and developments to be effected in the physical education Department.
- Ensuring overall discipline among all the students participating in sports and games.
- Inter-departmental co-ordination.
- Any other work assigned by the Principal.

**Code of Conduct of the Librarian**

- Overall operating efficiency of the Library
- Purchase and maintenance of books / journals / magazines
- Collection of Book indents from various departments and processing them for procurement
- Purchase of suggested new journals and renewal of subscriptions.
- Co-ordination of management of the Library activities including the staff



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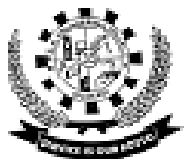


- Introduction of sophisticated Library operating systems as automation of Library activities.
- Selection and recommendation of staff for further training
- Preparation of annual budget for the Library
- Maintenance of good inter-departmental relationship for better co-ordination
- Collection and preservation of statistical records relating to library.
- Administration of Library records.
- Furnishing information on all matters relating to library
- Updating the records, books and computer systems
- Removing the obsolete if any in consultation with the department concerned, securing the soiled through rebinding, and binding arrangements of important back volumes.
- Ensuring maximum utilization of Library facilities
- Maintenance of discipline and decorum inside the Library.
- Planning for changes and reorganization whenever need arises.

#### **Code of Conduct of the Deputy Warden**

There is a separate Deputy Warden for all the boy's hostels and girl's hostel. Their responsibility includes:

- Admission of students and Room allotments
- Ensuring residential discipline among the inmates.
- Monitoring the activities of the sub-wardens
- Overall hostel administration and management of the hostel kitchen and service staff.
- Purchase of quality food and other materials for the hostel at competitive prices
- Passing all the bills for payment and forwarding them for cheque payment to the Chief Warden.
- Upkeep of physical facilities, which include buildings, furniture, kitchenware and the Computers.
- Arrangement of medical care and other welfare measures for the inmates
- Communicating with the Principal on all policy matters and for final decisions.



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- Preparation of annual budget for the hostels
- Maintenance of adequate staff at all levels in the hostel
- Ensuring proper study atmosphere and implementation of the rules and regulations of the hostels.
- Correction efforts for all areas of hostel administration.

**Code of Conduct of support Technical staff**

- Assisting in installation, operation and maintenance of laboratory equipment.
- Assisting in scheduling and conducting practical and drawing classes
- Helping in indenting and purchasing consumables for laboratories and workshops.
- Helping the faculty in consultancy and testing works in respect of projects
- Assisting the faculty in matters relating to design, fabrication and computer works.
- Helping for the supply of water and electricity in the campus.
- Assisting in the operation of telephones, intercom and other audio system
- Taking specific responsibilities at the times of College functions, workshops and seminars.

**Code of Conduct of the Administrative Officer:**

- Attending to the duties relating to public relations of the College.
- Assisting the Principal in preparing reports and other special communications to be submitted to the Government, AICTE, AU, DOTE and other authorities.
- Assisting the Principal in respect of any legal and other judicial matters.
- Assisting the Chief Superintendent in conducting the University and other examinations.
- Reporting to the Principal about the students' academic deficiency including the arrears, attendance.
- Scholarship and disbursal.
- Attending to all other assignments given by the Principal.

**Code of Conduct of the Office Superintendent**

Office Superintendent has the responsibility of the overall management of the office personnel of the College. Other major responsibilities include:

- Maintenance of Students' files





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- Maintenance of staff personal files
- Maintenance of inward and outward correspondence registers with all required details
- Maintenance and issue of railway concession forms together with bonafide certificates.
- EPF management
- Maintenance of notice boards and information display
- Purchases, stores and issues of stationary through proper procedure.
- Collection of suggestion slips and submitting to the Principal for further action.
- Furnishing the list of students with attendance shortage to the Principal.

**Code of Conduct of Accounts Officer**

The responsibility of the Accounts Officer includes.

- Planning, organization and maintenance of the College, hostel and general stores account.
- Maintenance of petty cash accounts
- Maintenance of accounts of research projects sponsored by AICTE, DST etc.
- Auditee responsibility in respect of internal audit and external audit.
- Maintenance of all kinds of deposits and refunds together with their records preparation and filling of income tax statements for the College staff.
- Settlement of bills through and from correspondent's office
- Preparation of monthly salary statement
- Assisting the Principal in the preparation of the annual budget
- Ensuring overall efficiency of the accounting section of the College office and management of the accounting staff.

**Authority:**

Authority devolved at different levels of Management includes:

**Authority of Principal**

Authority conferred on the Principal by the Management gives complete freedom on all academic, financial, administrative and development matters. In specific terms, it includes:

- To take decisions in all matters and execute them.



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- To order for rectification, change or modification in all matters related to the College administration.
- To take / recommend action against erring / deviating personnel's.
- To Co-ordinate the College activities with the Management, University, State Government, AICTE and other authorities of higher education.
- To interact with the industries, leading institutions and research organizations at national and international level and sign MOU.

**Authority of Heads of the Departments**

- To make decisions in the Process of assisting the Principal in the overall administration of the college
- To make decisions on all departmental matters
- To decide on workload, faculty and other staff requirements for reporting to the Principal
- To co-ordinate the activities of the faculty and supporting staff in the overall interests of the department.
- To suggest corrective / disciplinary action on the departmental defaults both in the case of staff and students.
- To plan co-ordinate, monitor, review all consultancy and related assignments.

**Authority of Teaching Faculty**

- To assist the Head of the Department in all general departmental works and laboratory works.
- To control the class and the students
- To assume responsibility in the absence of the Head of the Department.

**Authority of the Physical Director**

- To take decisions on all matters relating to the Department
- To arrange for the purchase of physical education tools, equipment and sports materials.
- To authorize teams and individual students for participating in Inter-collegiate and other sports tournaments.



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- To allot work assignments to different staff of the physical education department with regard to laying and maintaining all the sports and other facilities.

#### **Authority of Librarian**

- To initiate decisions regarding Library matters and assist the Principal exercise effective administration including that of Library.
- To take decisions on all matters in respect of organization, reorganization and modernization of the Library.
- To decide on the workload and staff requirements to the Principal
- To co-ordinate the activities of the Library staff
- To suggest disciplinary action against the defaulting functionaries and students in the Library.

#### **Authority of the Deputy Warden**

Principal is the Chief Warden of all the hostels and hence, the final authority is vested with him. Nevertheless, the deputy wardens are directly involved in the immediate administration of the hostels as:

- To take decisions on all matters relating to the administration of various hostels.
- To give counselling to the erring students and guide them for betterment in studies and for shaping them into disciplined life.
- To suggest action against erring students and staff
- To streamline the activities of the students with those of other staff.
- To ensure effective supervision during study hours and maintain discipline.

### **RECRUITMENT**

#### **Recruitment Process**

For any post other than Consultant the person recruited should not be above 55 years. The age may be waved in case of Contract Employee but as a rule the maximum age for recruitment should be one year less than the superannuation age fixed by the organization. The minimum age for recruitment is 18 years. PSREC does not permit child labor in any of its establishments. The selection committee identifies the number of vacancies available in each department and inform to the governing council members.



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**Advertising:**

1. Direct Recruitment is done in a transparent manner purely on the basis of merit, after notifying the vacancies in the leading newspapers/college websites.
2. There should be a minimum of 10 days between the date of publication of the advertisement and interview.

**Short listing:**

1. All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
2. Persons given as reference in the application may be contacted to further refine the short list.
3. For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
4. Call letters for interview are sent thereafter. Interview call letters shall mention the cherished values of the organization. The call letter for interview will be sent to the candidates both by surface inland mail and email at least 5 days in advance from the date of interview.

**Assessment process:**

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills and references.

**The Assessment and Interview Panel:**

1. The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.
2. It is also the responsibility of the above team to review the position description sheet and make it available as a part of the interview documentation.



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3. For the test, group discussion and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

**The Interview Rating Form:**

The Interviewer's rating form is aimed to achieve two things

1. To map the process through which the candidate passes, and
2. To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form

**Proceedings of Interview:**

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

**The Offer Letter**

Upon finding the references to be satisfactory, the Offer Letter for selected candidate is sent to the selected candidate. Candidates should confirm their acceptance in writing.

**Letter of Appointment**

The selected candidate must bring the relieving order from the previous organization before joining duty. An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and reemployment Medical examination.

The Appointment letter should contain:

1. The designation/ title of the job and responsibilities specific to the job
2. The level of commands / reporting to and taking responsibilities in the absence of supervisor



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**(a) Cadre Structure for Teachers in the College**

Level	Cadre
1	Principal
2	Dean
3	Professor
4	Associate Professor
5	Assistant Professor
6	Librarian/Director of Physical Education

**b) Qualifications**

**Assistant Professor (Engineering)**

Qualifications

1. First class in both Master's Degree and Bachelor Degree in the appropriate branch of Engineering & Technology
2. Without prejudice to the above, the following conditions may be considered desirable:
  - i) Teaching, research, industrial and/ or professional experience in a reputed organization.
  - ii) Papers presented at conferences and/or in refereed journals.

**Associate Professor (Engineering)**

Qualifications

1. Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline.
2. Post PhD publications and guiding PhD student is highly desirable.
3. Minimum of 5 years' experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable. Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology.

**Professor (Engineering)**

Qualifications

1. Qualifications as above that are for the post of Associate Professor, as applicable.
2. Post PhD publications and guiding PhD students is highly desirable



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3. Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.

**or**

1. Minimum of 13 years' experience in teaching and/ or Research and/or Industry.
2. 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 in Selection committee.
3. 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 in Selection committee

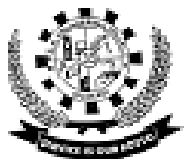
**Principal/ Director/Dean**

Qualifications

1. Qualifications as above that is for the post of Professor, as applicable
2. Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor

**or**

1. Minimum of 13 years' experience in teaching and/ or Research and/or Industry.
2. 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 in Selection committee.
3. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.
4. Flair for Management and Leadership is essential. for holding the post of Director / Principal shall be less than 65 years



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**Science and Humanities (S & H)**

**Assistant Professor (S & H)**

Qualifications

1. Good academic with at least 55% marks or, an equivalent CGPA\* at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University
2. Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Asst. Professors conducted by the UGC, CSIR or similar test accredited by the UGC

**Associate Professor (S & H)**

Qualifications

1. Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline
2. Post PhD publications and guiding PhD student is highly desirable.
3. Minimum of 5 years' experience in teaching and/or research of which at least 2 years shall be post PhD is desirable.

**Professor (S & H)**

Qualifications

1. Qualifications as above that are for the post of Associate Professor, as applicable.
2. Post PhD publications and guiding PhD students is highly desirable
3. Minimum of 10 years teaching and/or research experience of which at least 5 years should be at the level of Associate Professor.

**or**

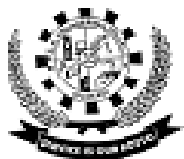
1. Minimum of 13 years' experience in teaching and/ or Research. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.

**College Librarian:**

**Minimum Qualifications:**

1. Qualifying in the National Level test conducted for the purpose by the UGC or any other agency approved by the UGC.





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2. Master's degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA\* and consistently good academic record, computerization of library.

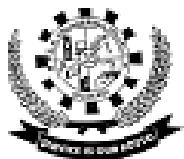
**Director of Physical Education:**

3. A Master's degree level in Physical Education (two-year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent CGPA\* and consistently good academic record.
4. Record of having represented the University /College at the interuniversity/inter – collegiate competitions or the State in national championships.
5. Passed the physical fitness test.
6. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

**Recruitment of Nonteaching Staff**

**a) Cadre Structure of Nonteaching Staff**

Sl No.	Section	Designation
1.	Administrative Section	Administrative Officer
		Accounts Officer
		Senior /Junior Assistant
		Office Assistant
2.	Technical Section	Lab Assistant
		Lab Technician
		Maintenance Engineering –Civil/Elect.
3.	General Services	Supervisor
		Mechanic
		Driver/Conductor
		Plumber
		Sweeper
		Sanitary Worker



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**b)Qualification**

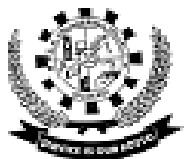
Administrative Officer	A Graduate from any recognized University with minimum 10 years' experience in a reputed administrative position, preferably with knowledge of working in an educational institution
Accounts Officer	A Bachelor's Degree with at least 5 years' service in managing accounts in a reputed concern, preferably with CA qualification
Senior /Junior Assistant	A Bachelor's Degree with at least 5 years' service in the lower category
Lab Assistant	First Class diploma in the branch concerned with 3 years' experience in a recognized academic institution or industry
Lab Technician	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
Maintenance Engineer- Supervisor Civil/Elect.	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
Mechanic / Plumber	Diploma with 3 years' experience or ITI with 6 years of experience
Drivers	Heavy Vehicle License with 5 years' experience

**PROMOTION POLICY**

1. Faculty members are promoted as per AICTE norms and based on performance in teaching, research, industrial experience, research publication, other meritorious performances like technical paper presentation, awards and major funded research projects received.
2. Members of faculty who complete Ph.D. are given preference for promotion.
3. Members of faculty who are eligible for promotion are required to appear before the selection committee for interview.

**INCREMENTS**

1. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment shall state



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the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

2. In all cases, the increment is sanctioned based on the report of the appraisal of the employee by

- (i) Students
- (ii) HODs Concerned
- (iii) Principal & Management

In case of Nonteaching employee, the appraisal is made only by

- (i) HODs concerned
- (ii) Principal & Management

#### LEAVE RULES

Sl No.	Eligible Leave	No of Days per year		Remarks
		Teaching	Non -Teaching	
1.	Casual Leave	12	12	-
2.	Vacation Leave	21	10	-
3.	Medical Leave	30	30	-
4.	On-Duty Leave	10	5	(To attend FDP, Workshop, Exam duty etc.)
5.	Earned Leave	12	-	-
6.	Maternity Leave	90	90	-

#### RESIGNATION:

##### Consequence of misconduct

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence. The following steps are to be followed with regard to all disciplinary actions.



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- a. **Verbal Warning:** For a minor offence, a verbal warning will be issued in a formal meeting between the employee, the HoD and Principal. The record of the warning is prepared and retained on the personnel file of the employee.
- b. **Written Warning (Memo):** If the administration has sufficient grounds to believe that verbal warnings are not heeded or if the administration is satisfied that the employee is guilty of serious misconduct or at his direction, the Principal is to issue written warning specifying charges and asking the employee to show cause why disciplinary action may not be initiated against the employee.
- c. If the reply of the employee is found unsatisfactory or if the administration is convinced that the conduct of the employee stands unchanged or is likely to be detrimental to the interests of the organization, the employee will be placed under suspension pending enquiry by the enquiry committee constituted for the purpose provided however, that no such enquiry will be necessary if the employee concerned admits the charges in writing.
- d. If the employee does not answer the show cause notice in writing within a reasonable period (maximum seven days), it will be personal that he/she has to state anything and he will be produced against.

### **Domestic Enquiry**

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

### **Dismissal**

Upon completion of enquiry and in the event of the employee being proved to have committed offence inviting maximum penalty, the concerned staff will be dismissed from service.

### **Notice Period**

Three months' notice period is permissible for both faculty members and non-teaching staffs to resign his/her jobs.