



**Dr.M.G.R.**  
**Educational and Research Institute**  
**(DEEMED TO BE UNIVERSITY)**  
(An ISO Certified Institution)  
**University with Graded Autonomy Status**  
**Maduravoyal , Chennai - 600 095**  
**(Established u/s. 3 of the UGC Act, 1956)**



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## **SERVICE CONDITIONS / RULES**

### **Introduction:**

Dr. M.G.R. Educational and Research Institute (Deemed to be University) is designed to serve as a Center for Academic Excellence in imparting Technical, Medical Education and Legal Education at global standards. The Institution is having recognition of All India Council of Technical Education, University Grants Commission, the Medical Council of India, the Dental Council of India, Bar Council of India, the Indian Nursing Council, Council of Architecture and the National Council for Teacher Education and other Statutory Authorities concerned. It has been accredited by the National Assessment and Accreditation Council.

The Institution has been established by Dr. M.G.R. Educational and Research Institute Trust, Chennai, a non-profit Trust. The Governing Body is the supreme authority under which various Institutions will function. The Governing Body is responsible for the development and /or approval of the Institute programmes and for the policies under which the institute operates. The Governing body has considered that it is necessary to formulate the terms and conditions of service for regulating the various categories/levels of employees employed in their existing Institutions. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all faculties, with the ultimate object of imparting high standard of quality education in the field of Engineering and Technology, Medical and Dental Sciences, Legal Studies, Architecture, Humanities and Sciences, Allied Health Sciences, etc.

Having set the aforesaid goals, it is necessary for the Institute to establish conditions of employment, which are clearly just and fair to the interest of both the employees and the Institute. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute wishes to encourage its employees to improve their professional qualifications on par with changing needs of the Engineering, Medical, Dental and Legal Education, etc., and to grow their abilities to serve the Institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following Service conditions/Rules are framed with this in mind; however, these conditions and practices will be reviewed periodically and such changes will be made as experience indicates.

These service rules concern only regular employees who are employed on the rolls of the Institute / institutes and on continuing positions. Some persons may be employed on temporary / Ad hoc / contract / part-time basis for specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/ policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour / workers.

The Management / Governing body of Dr. M.G.R. Educational and Research Institute in exercise of powers conferred by the Articles of the Trust, in fulfilling its objects, had made the following rules and regulations, for administration of the Institutions run under its control.

### **1. Short Title:**

These rules may be called as the

### **DR. M. G. R. EDUCATIONAL AND RESEARCH INSTITUTE SERVICE RULES**

### **2. Applicability:**

The Service Rules shall come into force (deemed to have come into force) with effect from April 2003 and shall apply to all the regular employees of the Institute. Unless or otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on ad hoc basis or on contractual/on the rolls of subcontractors or daily-wages basis.

### **3. Definitions:**

*In these rules and regulations, unless the context otherwise requires:*

- a) 'Trust' means Dr. M.G.R. Educational and Research Institute Trust, registered as Document No.180 of 1999 dated 19-02-1999.
- b) 'Management' means the Governing Body of the Trust, duly constituted under the specific bye-laws of the Trust, under which all these Institutions are

established, which is a supreme authority. However, that the overall Management and the day-to-day administration of the Trust and its affiliated Committee formed under the directions for the Governing Body of the Trust are constituted as per the relevant provisions of the AICTE / UGC / MCI / DCI / INC / NCTE / NAAC/ COA/ BCI.

- c) 'Trust' means and includes.
1. Dr. M.G.R. Educational and Research Institute (Deemed to be University).
  2. Among other Institutions/Centers of Excellence already established and that may be established at a later date etc.
- d) 'Employee' means a regular employee, employed by Dr. M.G.R. Educational and Research Institute, discharges the duties of the Institution or its sponsored organizations for teaching and non-teaching purposes on remuneration basis.
- e) 'Salary' means Basic Pay, Dearness Allowance and other allowances, if any wherever applicable or consolidated pay without any allowances payable to an employee.
- f) 'Service' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.
- g) **Disciplinary Authority:** The Registrar is the disciplinary authority for all the employees of the Institutions under the control of the Trust. The Registrar may nominate any other Person / Employee to be the disciplinary authority for a certain class / category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- h) **Appellate Authority:** Where the disciplinary authority is being exercised by the Registrar, the Management Committee along with the Registrar will constitute as Appellate Authority; in all other cases, the Registrar will be the Appellate Authority.
- i) **Enquiry Officer:** Enquiry Officer is the person / committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

#### **4. Power to Implement and to Amend the Rules:**

The power to implement or to amend the rules and regulations, vests with the Management Committee, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these

rules and regulations. The Management Committee shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time.

## **5. Management's Powers to Delegate:**

The 'Management' means the Management Committee. It may delegate to the Secretary or to any officer of the Society or Institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such Officer or Officers shall be the Management for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the Management.

## **6. Appointments, Probation & Termination of Service:**

### **6.1 Classification of Employees**

The Employees will be classified as follows:

- j) Teaching staff
- ii) Non-teaching staff including administrative, supporting technical staff and non-technical employees.

#### ***Further classifications:***

- a) **Regular Employee:** Means the qualified person employed following the norms of the Statutory Authorities in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.
- b) **Probationary Employee:** A person who is provisionally employed with a view to being considered for eventual absorptions in the regular service of the Institute, the period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the Head of the Department or Vice Chancellor, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.
- c) **Staff on Contract:** This category refers to all the subordinate and secretarial staff members, laboratory assistants, supporting technical staff etc. All, in this category, the service conditions will be as per mutually agreed terms of contract,

which they have entered with the Institute and whose contract may or may not be renewed.

- d) **Temporary/Ad hoc Appointees:** Means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
  - e) **Apprentices/ Trainees:** Means persons engaged for training and who will be paid stipend during the period. However, regularization of their services is purely at the discretion of the Institute.
  - f) **Casuals:** Means person employed for work of a casual or occasional nature.
- 6.2 The Management shall fix the number of posts in each Institution in all categories from time and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by Management from time to time, depending upon the exigencies. The qualification and the pay scales of the teaching staff are covered under UGC Regulations. Hence, their payments will be fixed in the appropriate grades and scales depending upon their qualifications, experience, exposure and merit etc., This is applicable and as amended from time to time, except for the staff recruited temporarily or on ad hoc basis or on consolidated pay.
- 6.3 Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/ad hoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

## **7. Employment of Near Relatives:**

As a general rule, it is policy of Dr. M.G.R. Educational and Research Institute to avoid employment of two or more members of the same family or close relations in the same organisation. Any exception to this policy must be approved by the Governing body and would normally be allowed only if another person equally well-qualified cannot be recruited.

## **8. Age:**

The age of person at the time of his / her first appointment in the Organizations under the control of Management shall be at the discretion of the Management.

In case of teaching staff, other than the staff covered under the UGC scales of pay, the Management may take decision based on the qualification, experience etc, about the age of the person employed to the posts following the norms of appropriate Statutory Authorities.

In other cases, it shall be 30 years, provided that the Management in deviation of the above, may also employ persons who possess even more than the age of 30 years, depending upon the qualification, experience etc., possessed by them in the exigencies of service.

### **9. Joining Formalities:**

At the time of joining, the new recruit would have to furnish the following to the Personnel Department/the Registrar.

- Joining Report
- Medical Check-up form
- Proof of Date of Birth
- Original Certificates supporting Qualifications / Experience for verification with copies to be furnished.
- Copies of the publication of articles / papers in reputed Journals, if any.
- Two passport size photographs.
- Names and addresses of two persons for contacting, in case of any emergency.
- Declaration / Nomination as to existing membership of Provident Fund with details/number.
- Keeping in view the occasional happenings of some teaching staff on Probation/Temporary period leaving the Institution, without notice of required period of a month or payment of one month's salary in lieu thereof, it has become necessary to insist for an amount equivalent to his/her one month's gross salary to be built by deduction from salary in the first four months (which is inclusive of library caution deposit). This deposit will be refunded to the staff member on confirmation of his/her services or after successful completion of one year, whichever is earlier.

### **10. Commencement of Services:**

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time

intimated to him/her by the Management, provided he/she reports in the forenoon; otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted Selection Committee, the seniority of persons will be as per the merit order in the proceedings of the Selection Committee and not on the basis of the day of joining duty.

### **11. Probation:**

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years, and in case of employees on promotion/transfer, appointed to higher posts shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise are issued in writing by the Management. The services of an employee on probation may be terminated by either party by giving one month's notice to the other party or one month's salary in lieu thereof.

### **12. Resignation and Termination:**

- a) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice
- b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.
- c) The Management shall also be competent to terminate the services of an employee who becomes unqualified / ineligible as per Revised UGC Regulations or any other Statutory Authority or who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, or immoral conduct bringing disrepute to the Institution, immediately without any prior notice.

### **13. Retirement:**

Every employee shall retire from service on attaining the age of superannuation, i.e., 60 (sixty) years in case of teaching staff, and 58 (fifty eight) years of age in case of others;

Provided that the Management, in the interest of the organizations under their management, may extend the period of services if the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking re-employment in the Institutions after attaining the age of superannuation.

- a) Whenever a regular teaching employee is going to attain 60 years and in case of a non-teaching employee, 58 years, the date of superannuation of such employee may be noticed three months in advance, after obtaining orders of the Management.
- b) If such an employee desires to serve the Institution after superannuation, he/she may apply, in writing, to the Vice Chancellor to continue him/her in the service.
- c) On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
- d) The Vice-Chancellor may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as;
  - i. Tenure of appointment.
  - ii. Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.
  - iii. Such employees are not entitled for any other leave except casual leave, unless, specially permitted by the Management in specific cases.



- iv. Such employees, particularly teaching faculty can continue to be Head of the Department or Principal or Dean up to the age of 65 years and can only continue as teaching faculty up to the age of 70 years.
- v. No teaching faculty shall continue his/her services after the age of 70 years.

#### **14. Working Hours/Holidays/Vacation:**

The Working timings of the employees are determined and notified by the Institute from time to time, based on the work/service requirements, fulfillment of Institute's obligation to students and such other expediencies.

The Institute will observe National/Festival holidays as may be notified from time to time on the basis of government holidays. Employees notified to be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute).

The Institute will also observe vacation, which will be notified from time to time.

#### **15. Attendances and Punctuality:**

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well, required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time, on each working day, and any movement must be with the knowledge of Head of the Department. Each employee shall sign the appropriate registers for outgoing and incoming. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

#### **16. Personal Records:**

The employee records are kept within the Administration Department, which are used within the Institute only for bonafide reasons. As a policy, Administration Department ensures that the relevant employment-related information is maintained in strict confidence. Employee-related information is given to outsiders, only if the institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information be supplied for reference purposes.

## **17. Appraisals**

The annual performance appraisal of Institute's employees is being maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing on:

- a) Promotion, as well as, sanction of increments.
- b) Confirmation of service.
- c) In respect of Ad hoc appointees, for taking them on regular rolls.
- d) In respect of employees on contract, to renew their contract for further periods, if required.
- e) Self-appraisal to appraise one's own on their goals/targets, gives an opportunity to explain what he/she has done and factors that helped and /or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her knowledge.

## **18. Discipline:**

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her.

- In particular, all employees should bear in mind the following:-
  - a) Every employee shall always work, utilizing the working hours wholly to the best of his/her ability and in the best interest of the institute for building a strong, unique and dynamic Institute
  - b) Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence
  - c) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute

- d) Every employee should ensure that not only he/she, but their students also shall, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the Institute from time to time
- e) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization, wherever they are going to be employed.
- f) Every employee of the Institute shall make it as their cherished objective to contribute to collective endeavour to produce a set of well-groomed graduates, outstanding in their knowledge and, all together, a group ready to become not only experts in their respective fields but also leaders of change and innovation.

## **19. Code of Conduct:**

**General Conduct:** The employees, in the discharge of their duties and in their interactions and dealings with public, government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes its image.

**Ethical Conduct:** Employees shall deal on behalf of the institute with professional honesty, integrity, and the moral and ethical standards, shall be fair, transparent and be perceived, as such by others.

**Conflict of Interest:** Employees shall not engage themselves in any business activity or service relationship, which may result in conflict of interest with the interest of the Institute. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself or for his / her relatives by taking some decisions or influencing decisions relating to any transaction. The main areas of such actual or potential conflicts of interest would include:-

- Financial interest of an employee or his/her relative in any firm which may be competitor, supplier, distributor or partner etc.
- Acceptance of gifts, donations, hospitality / entertainment beyond the customary level, from existing or potential supplier or third parties which have business dealings with the Institute.
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the Institute.

- In addition to the above, all the employees should adhere to Clause 20, 'Misconduct'.

## **20. Misconduct:**

The following acts of omission or commission shall be treated as misconduct:

- a) Theft, fraud or dishonesty in connection with the business or property of the institute or of property of another person within the premises of the Institute.
- b) Taking or giving bribes or any illegal gratification.
- c) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- d) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter relating to the employment at the time of appointment or during the course of employment.
- e) Acting in any manner prejudicial to the interests of the Institute.
- f) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g) Absence without leave or over-staying the sanctioned leave for more than ten consecutive days without leave and sufficient grounds or proper/satisfactory explanation.
- h) Habitual late or irregular attendance.
- i) Neglect of work or negligence in the performance of the duty or slowing down of work, including willful failure to cover the stipulated portion/syllabus within the time schedule.
- j) Drunkenness or riotous or disorderly indecent behaviour in the premises of the institute or outside such premises where such behaviour, if related to or connected with the employment.
- k) Sleeping while on duty.

- l) Instigating the students to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- m) Commission of any act subversive of discipline or of good behaviour.
- n) Abetment or attempt to abetment of any act, which amounts to misconduct.

**Note:** *The above instances of misconduct are illustrative in nature and are not exhaustive.*

## **21. Liability to Abide by the Rules and Regulations:**

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavour to promote the interest of the organization wherein he/she is working, by showing courtesy and attention in all transactions.

## **22. Employees Application for Other Employment:**

- a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise, without the prior written permission of the Management.

However, the Management may, at their discretion, permit an employee to apply for an outside post not more than twice a year.

- b) No employee, whether on leave or in active service of the Institution, shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However, an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

## **23. Obligation to Maintain Secrecy:**

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or of the Institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

## **24. Absence from Duty Without prior Permission**

An employee shall not absent himself/herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, through phone or any electronic media, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

## **25. Penalties:**

### ***a) Minor Penalties:***

1. Censure
2. Fine ( may be imposed on the employees who are in the lower cadre)
3. Recovery from the salary, whole or any part of any loss caused to the Institution by negligence or breach of orders.
4. Withholding of increments.
5. Suspension.

### ***b) Major Penalties:***

1. Reduction in rank.
2. Removal from service.

## **Explanation:**

The following shall not amount to a penalty within the meaning of this rule, namely,

- Retirement of the employee in accordance with the provisions relating to superannuation / retirement.
- Replacement of an employee, who is not qualified on the date of his/her appointment, by a qualified one.
- Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

## **26. Procedure for Imposing Penalty:**

No order imposing a penalty specified at items b (1), b (2) i.e., Major penalties of Clause 25 shall be passed except after an enquiry is held as far as possible in the manner specified below.

In case of minor penalties as mentioned at items 1-5 of Clause 25(a), a show cause notice may be issued calling for his/her explanation. After submission of explanation, a decision may be taken for imposing the punishment mentioned therein.

- a) The disciplinary authority shall itself hold an enquiry either suo moto or on a direction from a higher authority and frame definite charges on the basis of allegations of which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.
- b) The employee, after receipt of the above memo, shall submit his/her written explanation in defense within the time limit as specified in the charge memo.
- c) On receipt of the written explanation or where no written explanation is received within the specified time, the disciplinary authority may appoint an Enquiry Officer to enquire into the charges.
- d) The Enquiry Officer shall give all reasonable opportunity, in conformity with Principles of Natural Justice, to the delinquent employee to defend his/her case and after conclusion of the enquiry, shall prepare a report on the findings on each of the charges, together with the reasons and submit the report to the Disciplinary Authority.
- e) The Disciplinary Authority after examining the report received from the Enquiry Officer, shall give notice to the concerned delinquent employee about the action to be taken against him/her and calling upon to submit his/her representation, if any, in this regard within the specified time thereon against the proposed action.
- f) The Disciplinary Authority, after examining the representation received from the delinquent employee or otherwise, shall decide the penalty to be imposed and issue orders accordingly.
- g) If the employee is aggrieved with the penalty imposed upon, he/she may prefer an appeal to the Appellate Authority within 30 days from the date of receipt of the orders of punishment.
- h) The Appellate Authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing in full or part or modifying the punishment awarded.
- i) The orders so passed by the Appellate Authority shall be final and binding on the delinquent employee, as well as, on the Disciplinary Authority.

## **27. Employees' Provident Fund Scheme:**

All employees of the Institute are entitled for membership of the Employees' Provident Fund Scheme, under the provisions of Employees Provident Fund Act, 1952. At this point, it is clarified that the staff / employees appointed on contract basis are not employees since there is no master and servant relationship between them. However, the Institute, on request from the contract staff to consider the EPF coverage of such persons in view of social security benefits in the Act, as a gesture may be considered and covered in the EPF Scheme by clarifying that this gesture shall not be used to claim for their permanency in the employment.

## **28. General and Miscellaneous:-**

- a) Every employee of the Institute shall, at all times:
  - i) Maintain absolute integrity
  - ii) Maintain devotion to duty, and
  - iii) Do nothing, which is unbecoming of public servant
  - iv) **Caution Deposit:** In order to discourage the staff members who are leaving the services in an abrupt manner on their own, without rendering the account, not returning the library books borrowed and also cause manpower gap in the department, caution deposit amount will be collected from the new recruits to the extent of 50% of their salary within three months of his/her joining the service, which will be returned at the time of leaving the services properly.
- b) All employees are automatically governed by the Code of Conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- c) All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed herein.
- d) The decision of the Management Committee of the Institute regarding the interpretation of these and on any other point, which is not covered under these rules, shall be final and binding on the employees.

## **29. Grievances Handling Procedures:**

Employees may have grievances real or imaginary, which, if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting the Institute's interest. Hence, in order to maintain harmonious relations between the employees/ staff and the Management of the Institution and to bring to notice of the Management of the Institution the grievances of an employee (individually as well as



collectively) with a view to secure their quick redress, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

**Scope:** This procedure deals with:

- a) The complaints that can be covered under 'Grievance'.
- b) The constitution of Grievance Committee.
- c) The two-tier system for Grievance handling, and
- d) The method of the Department of dealing with grievances.

### **Definitions of 'Grievance':**

"Grievance" would mean any complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.

If the grievance is of general ability or of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Administrative Officer.

When the employee has taken up his/her grievance for redressal under the procedure, a formal 'Conciliation and Legal Machinery' shall not be resorted until all the steps enumerated in the procedure are exhausted.

### **Grievance Handling Procedure – Stage - I**

- a) The aggrieved employee may present his/her grievance verbally in person to his/her immediate supervisor (Head of the Department).
- b) If the employee is not satisfied with the verbal reply of his/her immediate supervisor, he/she may submit Grievance Form I (Annexure I) to the Assistant Administrative Officer, who will pass it over to the Officer in Charge. The Officer in Charge may offer his/her comment, if any
- c) The Assistant Administrative Officer will convene a meeting which consists of (1) Concerned Head of the Department, (2) Assistant Administrative Officer – Convener, (3) Officer in Charge and (4) Concerned employee.
- d) This Committee will meet within a week and decide the case.
- e) The decision taken is to be entered in the Register as well as in the two copies of the Grievance Form/and the duplicate copy will be sent to the employee through the Officer in Charge immediately.

**Grievance Handling Procedure – Stage - II**

- f) If the employee is not satisfied with the Stage I decision or if he/she fails to receive an answer within 10 days, the employee may submit Grievance Form II, (Annexure II) to the Administrative officer.
- g) The Grievance Form-II will state the grievance as well as decision of the Stage I, giving reasons why he/she is not satisfied with the decision.
- h) The Grievance Form-II received in Administrative Department will be entered in a Register and the acknowledgment will be returned to the employee.
- i) The Administrative Officer will apprise the Head of the Institution regarding the course of action followed and the decision taken in Stage I so far.
- j) The Head of the Institution will then take an appropriate decision and communicate the decision to the employee concerned through his/her Head of the Department. The Head of the Institution, if he/she deems it necessary, may constitute an Enquiry Committee or seek information from relevant quarters.
- k) The decision of the Head of the Institution will be final.

**Annexure –I**

**Grievance Form-I**

**Name:**  
**Designation:**  
**Section:**

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**Grievance in Brief:**

**Date:** \_\_\_\_\_ **Signature of the Employee** \_\_\_\_\_

**Comments of the Head of the Department/Officer-In-Charge, if any**

**Date:** \_\_\_\_\_ **Signature of the Head of the Department/Officer- in-charge** \_\_\_\_\_

**Stage-I** \_\_\_\_\_ **Decision** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Grievance Committee** \_\_\_\_\_

**Grievance Form-II**

**Name:**  
**Designation:**  
**Section:**

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**Grievance In Brief:**

**Date:** \_\_\_\_\_ **Signature of the Employee**

**Comments of the Officer-in-charge, if any:**

**Date:** \_\_\_\_\_ **Signature of the Officer-in-charge**

**Stage-II** \_\_\_\_\_ **Decision**

**Date:** \_\_\_\_\_ **Officer-in-charge**

### **30. Sponsorship Regulations for Higher Studies**

The Management, announces the revised regulations for sponsoring faculty to pursue higher courses viz., Ph.D., M. Tech. (Part Time), B. Tech. (PT). The resolution is made with an intention to encourage the faculty members to improve their qualifications .

#### ***Sponsorship Regulations for Ph. D programme:***

1. The faculty members interested to pursue Ph.D. course under External Scheme should apply through concerned Head of the Department to the Vice-Chancellor.
2. The requisition and the application will be placed in the Board of Management Meeting for further proceedings
3. All the candidates selected by the Board of Management will be sponsored as per the conditions mentioned under *sponsorship for Ph.D. programme*.
  - The sponsorship will be provided for a period of 3 years. The period may be extended as per the satisfactory recommendations of the concerned Research Supervisor.
  - The candidates will have to submit an undertaking (Format enclosed) that they will work for a minimum of three years from the date of receipt of Ph.D. degree.
  - The candidates are permitted to avoid Semester / Summer Vacations for their research purpose on payment of the salary without any disturbance to their regular works.
  - The candidates are required to submit an attendance statement collected from the concerned External Supervisor / authority at the time of joining.
  - 50 % of the salary will be paid per each seasonal group availing for the research work. (Summer Vacation / Semester vacation). The balance 50% of the amount will be reimbursed in further three consecutive years or the candidates can receive the amount against suitable understandable bank guarantee.
  - Publications in National / International Journals will be given special importance and suitably praised/awarded as per the decision taken by the Board of Management.

- In case of presentation of papers in any National / International conferences, the candidates may apply for T.A. and D.A by providing relevant copies of bills.
- Prior permission is required for all the above.

***Sponsorship Regulations for M. Tech (Part Time); M. Phil. & B. Tech. (Part Time):***

1. All the faculty members interested to carry out M. Tech. (Part – Time), B. Tech. (Part Time) should apply through the concerned Head of the Department to the Vice Chancellor.
2. The requisitions and applications will be received by the Board of Management for further proceedings.
3. Selected candidates will be permitted, as per the mentioned conditions, for sponsorship for M. Tech & B. Tech.(P.T.)
  - The sponsorship will be provided only during the course period.
  - The candidates should submit an undertaking (Format enclosed) stating that they will work for a minimum of three years after the successful completion of the course.
  - The candidates are permitted to attend the course on the payment basis without any disturbance to regular assigned works.
  - The candidates are required to submit an attendance report from the concerned authorities.
  - 50 % of the salary will be paid per each sessional group availing the Part Time Course. (Summer Vacation / Semester vacation). The balance 50% of the amount will be reimbursed in further three consecutive years or the candidates can get the amount with suitable, understandable bank guarantee.
  - Publication in any National / International Journal will be given special importance and suitably praised / awarded as per the decision taken by the Board of Management.
  - In case of any paper presentation, the candidates may apply for T.A. and D.A by producing relevant copies of bills.
  - Prior permission is required for all the above.

## **I. Responsibilities of the Vice Chancellor**

The Vice Chancellor shall be the Head of the Institution.

- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- To identify and recruit suitable persons to man the various departments and administrative units.
- Development of various laboratories, Computer Center, library and all organs required for an educational institution.
- To maintain cordial relationship with the statutory authorities connected with Technical / Medical/ Legal Education, like UGC / AICTE / MCI / DCI / INC / NCTE/ NAAC/COA/BCI and such other policy making bodies.
- To maintain a healthy relationship with the management and conduct meetings of the Governing Council and Management Committee / Board of Management and other relevant committees, as and when necessary.
  - Prepare the minutes of meetings.
  - Prepare the budget for approval of management.
  - Regularly apprise the management about the various activities.
- To plan functions like Convocation, Annual Day, Freshers' Day, Merit Awards
- To give leadership for organizing seminars, symposia, conferences, workshops and plan Faculty Improvement programmes
- In a nutshell, the Vice Chancellor shall be responsible to project a powerful image of the Institute in the eyes of the authorities of Universities, UGC / AICTE / MCI / DCI / INC / NCTE /COA/BCI/Government, Parents, Industries & R&D Establishments and the General Public.
- Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
  - Encourage the faculty and staff to improve their academic qualifications without affecting normal curriculum.
  - Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the industry.

- Extend all possible help to the students of the department for training/project work/professional employment.
- Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

## **II. Responsibilities of the Functional Dean**

- To assist to the Vice Chancellor and render advice in the establishment of various administrative units – Cells like Academics, Examinations, organization of Seminars and Conferences, feedback on quality assessment etc.
- To assist the Vice Chancellor in evolving service rules, annual confidential reports , performance appraisal reports etc.,
- Co-ordinate and conduct the internal and University Examinations as per the regulations.
- Preparation of Academic Schedules.
- Announcement of necessary schedules pertaining to Academic and Examinations.
- To take effective steps in prevention of ragging, maintenance of discipline etc.
- Take necessary actions for the submission of Academic particulars and other confidential information to the various Statutory Bodies.

## **III. Responsibilities of Heads of Departments:**

- Overall responsibility of the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus on time.
- Maintain vacation duty statement, CCL account for the staff of the department.
- Maintain the relevant topic-wise files and ensure “place for everything and everything in its place”
- The Head of the Department should be well informed about the activities and programmes of other professional colleges and Institutions. Head of the Department should keep good contacts with the faculty of IITs / Universities and other recent Universities / Research Institutions in the country and if possible, Universities abroad.
- Preparation of class-wise timetables, ensure compilation of students attendance and sessional marks as and when required during Semester /

- Academic Year and maintain the relevant files and records for future reference.
- Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
  - Development of various laboratories including Computer laboratory and English laboratory and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
  - Maintain laboratory-wise stock register one for capital equipments and the other for components & spares.
  - Coordinate the activities of Technical and Non-Technical Associations, like ISTE, IETE, IEEE.

#### **IV. Faculty (Professors /Associate Professors/Assistant Professors):**

Besides teaching, all the teachers of the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the Institution. They have to necessarily cooperate in students' counseling, give support to the administration and involve themselves in R & D / Consultancy and Extension services. AICTE/UGC norms and norms of relevant Statutory Authorities stipulate that every teacher of the Institution has to contribute stipulated clock hours of work per week.

The Heads of Departments, Deans and other Officers in charge of Administrative and Academic Units of the institute are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

#### **V. Distribution of time to be spared by a faculty member for different activities in a week, for each branch of study shall be as per the norms of the University Grants Commission and the concerned Statutory Authorities**

- The teaching faculty is expected to deal with students in a kind manner as far as possible within the frame work of rules and without any deviation of the Institutional discipline.
- The teaching faculty members are expected to be punctual at all their regular academic works.



- The teaching faculty members should make prior necessary substitution arrangements for the classes in their absence.
- The faculty members are expected to maintain attendance records upto date and should submit the records as per the stipulated schedules.
- Any actions on the part of any employee, whether teachers or supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in an embarrassing situation or causes tarnishing the image of the Institute in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- Instigating students to resort to any kind of agitation or to revolt against the administration / management of the college / University, shall be viewed as subversive activities and the employees indulging in such activities, disciplinary proceedings shall be initiated against them.
- Demonstration of "Loyalty to the College" by putting in sincere, diligent, ungrudging work, assisting the administration / management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work when needed by extending sincere cooperation to the administration of the College / University, attracts commendation from the college authorities.
- Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
- The faculty members should not engage in coaching privately any student for any remuneration.
- It shall be the duty of every one of the employees to honour the confidence reposed in him/her by the Institution and not to divulge any information obtained by him/her in the course of his/her official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his/her hands in the discharge of his/her duties, to unauthorized persons.

### ***Faculty Motivation:***

Excellent teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills. The faculty members who are keen, exhibit initiative and drive research and development in the Institution will be especially encouraged. The sanction of grants for R & D work in view of strengthening of infrastructure in the college will receive special commendations.

### **V. NON- TEACHING FACULTY:**

Working hours per week shall be as assigned by the Vice Chancellor / Head of the Department /Officer / Teacher-in-charge of the concerned section / cell / unit.

## **Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE LEAVE RULES:**

### **1. Applicability:**

The Leave Rules shall apply to all regular employees, probationary and trainees.

### **2. Definitions:**

In these rules, unless there is anything repugnant in the subject or context, the words are defined as follows:

a) *Earned Leave* means leave earned in respect of periods of service with the Institution and granted on full pay.

b) *Half-pay leave* means Leave on half-pay earned by the employee in respect of the service with the Institution. This can be availed as leave for improvements in qualifications or as sick leave on medical grounds.

c) *Extraordinary Leave* means leave sanctioned under special circumstances without any pay and allowances.

d) '*Pay*' means, for purposes of these rules, the amount drawn monthly by an employee as pay, which has been sanctioned for the post held by the employee. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.

### **3. Kinds of Leave:**

The following kinds of leave may be granted to an employee:-

- Casual Leave

- Earned Leave
- Medical Leave
- Maternity Leave
- Extraordinary Leave
- Compensatory Leave
- Special Casual Leave

The authorities competent to sanction different kinds of leave are separate and specified accordingly.

- The un-availed casual leave during the year lapses at the end of the year.
- Not more than 7 days' leave may be availed at a time. Leave shall not be prefixed or suffixed to joining time or any other kind of leave.
- Leave cannot be availed as a matter of right and depends on the exigencies of work
- Leave can be taken only after sanction by the competent authority, otherwise it may be liable to be treated as leave without pay

#### **4. General Conditions Governing the Grant of Leave:**

The following regulations shall govern the grant of leave to an employee:-

- Leave of any kind cannot be claimed as a matter of right and may or may not be sanctioned as per discretion of the Management. When the exigencies of service so require, the competent authority may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
- Ordinarily, leave should be applied in advance with alternate arrangements made for the class work etc.
- Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application. However, intimation has to be given in advance to Vice-Chancellor or Head concerned (even on Medical grounds) for necessary alternate arrangement.
- Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.

- Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the proceeding day on which the he returns to his/her duty.
- Every employee shall furnish leave address while proceeding on leave and shall keep the Institution informed of any subsequent change in the address.
- An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.
- During the leave period, an employee shall not engage himself / herself in any private business or private employment.
- Intervening holidays / rest days during the period of leave shall be treated as leave, except casual leave.

#### **4. Sanctioning Authority:**

- The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except extraordinary leave, in which case, the Registrar is the competent authority to sanction such leave.
- The Registrar of the institute is the competent authority to sanction all the leaves to the head of the Institution.

#### **5. Casual Leave (for teaching staff):**

- Employee shall be eligible for casual leave of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.

#### **6. Earned Leave (for teaching staff):**

- The maximum number of days an employee earns will be limited to 45 days for each calendar year, provided that the accumulation level of the same leave on his credit will be limited to 60 days. Over and above the accumulation, leave more than 60 days shall lapse automatically.
- In case an employee (Teaching Staff) has put in more than two years of service and has been called for duty during the vacation period, will earn leave for the days he worked as per the following procedure.

**Y X 30/42\***

Where "Y" is the vacation falling short of 42 days during which the concerned has attended the college and done duty due to exigencies of work.

- In respect of those staff whose services are not regularized or who have not completed two years and are called to work during vacation, they will earn the leave in the following manner.

**Y X 15/42\***

\* Guidelines if any given by the AICTE/UGC / Other Statutory Authorities or the practices being followed at other comparable institutes are to be observed.

- Fraction of a day of earned leave amounting to more than half-a-day shall be treated as a full day and ignored if the fraction is half a day or less.
- Earned leave shall not be granted ordinarily for less than 4 days at a time.
- An employee who desired to avail earned leave shall apply in writing 7 days in advance of the day on which he proposes to proceed on leave. However, the competent authority may waive this regulation on sufficient grounds at its discretion.

#### **7. Medical Leave / Half-pay Leave (for teaching staff ):**

- All employees who have completed two years of service are eligible for 20 days of half-pay leave in a year on Medical grounds, commutable to 10 days of leave with full pay.
- In case of employees whose service is less than two years, they are eligible for 10 days of half-pay leave in a year on Medical ground, commutable to 5 days of leave with full pay.
- The employee has to submit Medical Certificate, if he avails more than 3 days at a time.
- Half-pay leave/full pay leave can be clubbed with earned leave or vacation leave or any other leave.

#### **8. Maternity Leave (for teaching staff):**

- Maternity leave may be granted to married female permanent employees, who have completed minimum of two years of service, for a period of not exceeding 3 months at a time during her confinement (both pre-natal and post-natal periods)

put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave will be restricted to half-pay.

- The maternity leave, however, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

#### **9. Extraordinary Leave (for teaching staff):**

- Extraordinary leave may be granted to an employee of the Institution where no other leave is admissible to employee at the direction of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.
- Such extraordinary leave may be granted to an employee who has put in minimum service of at least 2 years.
- No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he was granted extraordinary leave.

#### **10. Special Casual Leave ( for teaching staff ):**

- If the AICTE / UGC regulations stipulate such leave for the Teaching Staff, such leave may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper correction and purposes.
- In the event the lecturer is invited to give special lectures by other Institutions or invited to attend to valuation work by other University, he/she maybe given special leave of 6 days in a calendar year. However, longer leave may be given at the discretion of the Management.

#### **11. Compensatory Leave (only for non-teaching staff):**

- At the discretion of the Institution, Non-teaching staff / Office staff may be granted compensatory leave for the holidays and Sundays on which they have

been specially put on duty, provided such compensatory leave is availed *within one month* on which he/she has worked on holidays/Sundays.

- However, the teaching staffs are not entitled for such compensatory leave.

**12. In Respect of Non-teaching staff, Contract staff, the Leave Eligibility is Given as Under:**

The employees who are all under contractual service:

- As matter of fact, they are not entitled for any other benefits other than what has been stipulated in their contract.
- However, as a gesture, they may be sanctioned 8 days of casual leave in a spell of two contracts i.e. per annum on pro rata basis.
- Regarding the vacation, whatever the period the management decides must be shown as interim break in service between the renewals of contract. The payment of agreed sum will be purely on consideration of the Management.
- Office staff/ Executives, who are working in the University / Corporate office, who are involved in the day-to-day administrative functions of the Institution / office by virtue of their responsibility and irrespective of their nature of appointment / service conditions, may be considered for the following leave:-
- *Casual Leave* eligibility will be 12 days per Annum for the entire regular and confirmed employees on pro rata basis. However, casual leave for the trainees / probationers / Temporary employees may be restricted to 8 days per annum.
- *Sick Leave / Leave on Medical Ground'* may be sanctioned up to 10 days per Annum on pro rata basis.
- *Earned Leave:* The regular employees, after completion of their probationary period, will be entitled for 12 days per annum, provided if he puts in a minimum of 240 working days in the year.

They are not entitled for vacation, other than the aforesaid kind and number of leave. The general conditions of leave regulations are all common for all the categories of employees, except for entitlement and number of leave.

### **Travelling Allowance Rules:**

- An employee, when called upon to travel on work related to the Institution or when otherwise permitted will be entitled to draw traveling expenses in accordance with the schedule of allowance in force from time to time.
- An employee can undertake a tour for University work only on specific written permission of Registrar / Vice-Chancellor.
- Journey should always be undertaken by the cheapest and the shortest route, unless otherwise sanctioned.
- Return Concessional tickets, when cheaper than two single journey fares should be purchased whenever available, if the conditions of the tour permit.
- Traveling allowance, Lodging and Boarding charges (Daily allowances) shall be given as per the following Table:



**DAILY ALLOWANCE RATE FOR HALTS OUTSIDE THE STATE – STAY IN STATE HEADQUARTERS AND OTHER PLACES WITHIN AND OUTSIDE THE STATE\***

S.NO.	Category of Officers	Class of Travel	New Delhi and All Other State Headquarters other than Chennai			Chennai			Other Places within and outside the State including Union Territories		
			Stay in Hotel		Stay in Guest House/ Private House/ Private [Boarding & Lodging]	Stay in Hotel		Stay in Guest House/ Private House/ Private [Boarding & Lodging]	Stay in Hotel		Stay in Guest House/ Private House/ Private [Boarding & Lodging]
			Lodging	Boarding		Lodging	Boarding		Lodging	Boarding	
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]
			Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Grade –I(a) Members of the Board of Management	I – Class AC/Air Travel	4500	1000	1000	4500	900	900	4500	600	600
2.	Grade –I(b) Vice –Chancellor	II - Tier AC/Air Travel	4500	1000	1000	4500	900	900	4500	600	600
3.	Grade –II(a) Professors, Associate Professors	1 <sup>st</sup> Class	3000	800	800	1800	800	800	800	400	400
4.	Grade –II(b) Assistant Professors	III Tier AC	2250	600	600	1050	600	600	600	300	300
5.	Grade –III Technical, supporting and Non-Teaching Staff	Sleeper Class	1150	400	400	750	400	400	450	200	200

\*As per G.O.MS.No.307 Finance Department-Government of Tamilnadu dated 13-10-2017

- Employees are eligible for reimbursement of actual travel expenditure subject to the limitations mentioned above. If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket No. and date in the T.A. bill form

**Note:** Incidentals towards and from the Bus Stand / Railway station and for Period of travel in Bus / Train may be equal to a days D.A.

- For stay in commercial establishments and supported by original bills and vouchers additional expenses at actual limited to another 100% can be allowed for all categories. Expectations to be given for the mode of Travel / D.A. etc., by the Vice Chancellor with the approval of the Board of Management.
- The following should be taken into consideration while claiming D. A.  
Daily allowance should be calculated for a piece from the time the employee reaches the place till he / she leaves as under.
- Stay of every 24 hours shall be treated as one full day. However, stay of above 8 hours but below 24 hours shall be treated as one day.
- Stay of above 4 hours but below 8 hours shall be treated as ½ day.
- For stay of less than 4 hours no D.A. shall be paid but if any meal time falls within these 4 hours of the following will be paid as noted against each.
- A reasonable local conveyance actually incurred and incidentals like portorage, etc, will be reimbursed. Employees under Category Grade II(a) & Grade II(b) Grade III shall be allowed local conveyance only by Bus / Auto, Employees in Category Grade I(a) & Grade I(b) by Car.
- Where journey is undertaken by road actual of Super Express / Deluxe (Non A. C) bus fares would be reimbursed.
- During the journey actual expenses can be claimed not exceeding 50% of the daily allowance. applicable to the destination of travel where the journey duration exceeds 12 hours but less than 24 hours and 25% where the duration of the journey is less than 12 hours.
- All T. A. bills must be submitted in the prescribed form as early as possible at the latest within 7 days after completion of the tour, but before undertaking another journey, otherwise advance, if any granted, against T, A. will be adjusted from the salary next payable.

**Jurisdiction:**

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of Courts at Chennai, Tamil Nadu.