



SRI KRISHNA COLLEGE OF ENGINEERING AND TECHNOLOGY

KUNIAMUTHUR, COIMBATORE – 641 008.

SERVICE RULES

One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment continue to be challenging and fulfilling.

Location: You are placed in Sri Krishna College of Engineering and Technology, Kuniyamuthur Coimbatore, but the management may require you to work at other group of institutions as deemed necessary. However, the management will take into account your personal circumstances where appropriate.

Group Accident Insurance: In accordance with the college policy, you will be covered under the college group accident insurance policy.

Transport / Hostel facility: College bus facility is available on various routes in and around Coimbatore. Also Hostel facilities for outstation women staff members are available. If you wish to use these facilities, a specific amount will be deducted from your net salary as per the prevailing rates. Please note the deduction is subject to revision as per the policy of the college/management without any intimation.

Personal Tax: The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rates. Any income apart from salary received by the employee from the college through Examination related work or etc., has to be calculated for the tax purpose.

Professional Tax: Based on your six months gross salary as per the prevailing rates of Coimbatore Corporation, Professional Tax will be deducted from your salary every year. Income tax exemption shall be claimed by the staff for the payment of professional tax so deducted from the salary.

Vacation Leave / Casual Leave: You will be eligible for winter and summer vacation leave as per the institution rules applicable on completion of one year of service at our college. You are eligible for 12 days of casual leave in a particular calendar year. The vacation /casual leave cannot be claimed as a matter of right. No leave can be carried over to the subsequent year and can be continued. If it is an emergency or as per the requirements of the institution, you may have to work on any announced leaves too.

Notice Period / Termination: This offer of employment between you and the college may be terminated by the management in case of willful misconduct /unsatisfactory performance without giving any notice.

Any faculty who wish to relieve from the college should give notice from 16th to 31st March of every year and they will be relieved only on 31st May of every year. Please note that during academic year the college will not relieve any faculty as it affects the conduct of classes. Your continuation is strictly subject to the acceptance of this condition and you are requested to adhere to this rule for smooth conduct of the classes.

Resignation letter should be given in person only.

Not reporting for five consecutive working days without any information it is implied as per the norms of the institution, your employment stands cancelled. After stands cancelled, you will be relieved as per the norms of the institution.

Confidentiality: The terms of your employment are strictly confidential between you and the college. Discussion of your compensation with any other party or employee will constitute grounds for dismissal.

Conditions of Employment: All appointments and continuation are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

You hereby warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment.

You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and third party and that the college will in no way be concerned with such liabilities. During your employment with the college you will agree to work anything assigned to you, irrespective of Academic field/Administrative nature of the job. Failing to do so can lead to termination of employment without notice.

Regardless of where you may be required to work in any of the group institutions for an extensive period, you shall at all times remain an employee of this college.

You will also be governed by all other instructions/rules/policies of the college, which are not specifically mentioned in this letter. The same is available in the college and you are expected to go through the same carefully. For clarification, if any regarding these instructions/policies/rules please get in touch with Administrative department.

We believe we can provide you with an atmosphere in which you can develop your professional talent and impart knowledge to students to the fullest extent. Please do not hesitate to contact us if you need any further assistance.