



# JAMAL MOHAMED COLLEGE (Autonomous)

COLLEGE WITH POTENTIAL FOR EXCELLENCE  
Accredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC  
DBT Star College Scheme & DST - FIST Funded  
(Affiliated to Bharathidasan University)

**No.7, RACE COURSE ROAD, KHAJANAGAR, TIRUCHIRAPPALLI - 620020,  
TAMILNADU, INDIA.**

Website : [www.jmc.edu](http://www.jmc.edu)

Email : [principaljmc@gmail.com](mailto:principaljmc@gmail.com) / [princi@jmc.edu](mailto:princi@jmc.edu)

## **Service Rules for TEACHING & NON- TEACHING STAFF**

### **SERVICE AGREEMENT**

1. The teacher appointed in the college will be on probation for one year from the date of joining in the Department.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the mission and goals of the institution from time to time.
3. If a teacher wants to leave the service at the end of an academic year, he/she should give one month prior notice or one month pay in lieu of notice.
4. Any teacher who wants to leave the service in the middle of an academic year he/she should give two months prior notice or two months pay in lieu of notice.
5. The teacher shall fully abide by the leave rules and the code of conduct laid down by the College Management.
6. The college Management has the full authority to terminate his/her services at its sole pleasure and discretion, at any moment in the case of confirmed teachers who are not found compatible to the mission of the college.



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## GENERAL RESPONSIBILITY OF A TEACHER

1. The teacher agrees to execute all the tasks assigned to him/her by the Head of the Institution and the Head of the Department / Co-ordinator, from time to time, honestly and sincerely and carry out all the orders of the superiors.
2. Teachers are expected to complete the syllabus in time and hold the responsibility of producing good results in their subjects.
3. Assignment topics for each course are to be given to the students. The assignments are to be collected from the students, in time, and returned to the students after correction.
4. Two CIA Tests have to be conducted in each semester. Answer scripts have to be valued and returned to the students after valuation and marks should be maintained in department records.
5. It is the responsibility of a teacher to monitor and guide each and every student of his / her class under the Tutor - Ward System.
6. Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
7. The teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students even after the class hours, if need be so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
8. The teacher shall actively associate, involve, participate himself/ herself in all the College activities and programmes beyond working hours also. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college without fail.



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9. The teacher undertakes not to carry on any other trade, business, or activity which goes against his/her contract of employment with the college. He/she shall not accept any work outside the Institution without the permission of the Secretary and Correspondent of the College, conduct any trade, business or like activity, raise/receive any money / donation without permission or in any way tarnish the name and goodwill of the college.
10. The teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

## AVAILING OF LEAVE

1. The total number of days of casual leave allowed to Self-Financed teachers in an academic year is 10 days
2. Causal leave can be combined with other holidays. However, the total period of continuous absence from duty should not exceed 10 days.
3. Application form for causal leave must invariably be submitted to the Principal through HOD / Co-ordinator and sanction has to be obtained before availing the leave. However, in case of unavoidable circumstances, after getting permission from HOD / Co-ordinator through phone, the leave application form must be submitted immediately on rejoining duty.
4. Casual leave cannot be claimed as a matter of right and sanction is linked to the exigencies of service.
5. The sanctioning authority has the discretion to refuse or postpone the leave of any kind on grounds of exigencies of service.
6. The number of days remaining, unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
7. For availing OD, prior written permission is required from the Principal and Secretary routed through the HOD at least a day in advance.



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8. Half a day Casual Leave will be sanctioned to any teacher if applied properly.
9. All teachers must report for duty on the reopening day and the last working day of each semester.
10. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness. Total number of Medical Leave allowed to Self-Finance teachers in an academic year is 5 days.
11. Self-Finance teachers can avail 10 Days of Earned Leave for valid reasons after completion of two years service. The unavailed Earned Leave can be encashed at the end of the academic year after getting permission from the Secretary and Correspondent routed through the HOD / Co-ordinator and Principal.
12. Maternity leave is sanctioned to our staff concerned for the required period.
13. Leave regarding any other reasons will be granted at the discretion of the management.

## CODE OF PROFESSIONAL ETHICS

1. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students at all times.
4. No teacher shall absent himself/herself from duties at any time without prior valid permission.
5. No teacher shall accept any honorary or other assignments given to him/her by any external agency without the prior permission of the College Management.



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6. No teacher shall associate himself/herself with any political party or take part in any other organizational activity, which is not in keeping with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike action or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.



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## GENERAL RULES

1. Teachers should report for duty in their department 15 minutes prior to the working hours.
2. Teachers must be aware of the fact, that their workload is 48 hours a week even though their maximum class hours are only 18 a week.
3. Teachers Associations should not be formed without the permission of the College Management.
4. Teachers should attend the College with formal attire.
5. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without the permission of the Principal.
7. Teachers are barred from using cell phones while handling classes.
8. Teachers are expected to wear their identity cards during work hours in the college premises.
9. All Heads of Department / Co-ordinator have to submit a copy of the time table of the Department and individual allotment to the Principal on the first working day of each semester.
10. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructural facilities for the same.
11. No representation to any Government authority or University in the name of the College should be made, by any teacher, without obtaining prior permission / approval of the Principal or Secretary of the College.



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12. Duties and Service conditions (code of conduct) of the Teachers, as framed under Sec.18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976, are to be followed.
13. HODs are responsible for good maintenance of all the college properties made available in their department. It is their responsibility to keep them clean and in working condition. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances, etc.) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department neat, clean & tidy.
14. Vice Presidents of the department associations should plan well in advance their activities for the semester and submit the same to the Principal with the budget.
15. Department Staff meetings shall be held immediately after the HODs / Co-ordinators meeting conducted by the Principal or as and when necessary.

## **DISCIPLINARY ACTION**

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the College management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.



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## NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on duty during the College hours (8.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (8.00 a.m.) except those staff working in the library. For the library working hours is 9.00 a.m. to 6.30 p.m.
2. Respect and maintain the hierarchy in the College Administration.
3. Non-Teaching staff must always wear their identity card during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students, a separate register should be maintained and if any money is collected from the students, towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before completion of duty time.
10. Any staff member must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
11. Staff members must not intercept or misappropriate College money.
12. No staff should be absent from duty without official approval.





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13. All staff members must avoid social networking sites such as Facebook, Whatsapp, etc. during the working hours.
14. All staff members should adhere strictly to the laws/rules and regulations of the College.

**PRINCIPAL**

**PRINCIPAL  
JAMAL MOHAMED COLLEGE  
(AUTONOMOUS)  
TIRUCHIRAPPALLI-620 020.**

**SECRETARY & CORRESPONDENT**

**SECRETARY & CORRESPONDENT  
JAMAL MOHAMED COLLEGE  
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TIRUCHIRAPPALLI-620 020.**

