



ACAS POLICY STATEMENT

S.NO	POLICY NAME
2	HR POLICIES
2.1	Recruitment Policy
2.2	Selection Policy
2.3	Career Advancement Policy
2.4	Code of Conduct for Staff
2.5	Salary Policy
2.6	Leave Policy
2.7	Welfare Measures for staff
2.8	Motivational Initiatives
2.9	Promotion Policy
2.10	Financial Policy
2.11	Staff Service Policy



2.1 RECRUITMENT POLICY

Recruitment Procedure:

1. Selection of Teaching Staff:

It comprises of persons who are involved in teaching / Research at the institute on a full-time basis.
i.e. all whose salaries are paid on a monthly basis.

2. Eligibility:

As per the norms prescribed by UNIVERSITY GRANTS COMMISSION (UGC) for the faculty positions at all levels.

Eligibility norms for the faculty positions at all levels as per UGC:

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	UG - B.Sc., BCA, B. Com, BBA and PG - M.Sc., MCA, MBA, M.Com in relevant branch with first class or equivalent in any one of the degrees with NET/SET/SLET or PhD in relevant discipline.	Experience not mandatory
Associate Professor	Ph.D. degree in relevant field and require a Master's degree with 55% marks, and 8 years of teaching/research experience. Candidates must have at least 7 peer-reviewed publications and a research score of 75. At least total 6 research publications in UGC/Peer/ Web of Science/ Scopus approved list of journals.	• Successful completion of Probationary period at ACAS. • Minimum of 8 years of experience in teaching/research/ industry out of which at least 2 years shall be post Ph.D. experience.



Professor	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	• Successful completion of Probationary period at ACAS. • Minimum of 10 years of experience in teaching/ research/ out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least total 10 research publications at the level of Associate Professor in UGC approved list of journals and at least 2 successful Ph.D. guided as Supervisor/ Co-Supervisor till the date of eligibility of probation.	
	OR	
	At least 10 research publications at the level of Associate Professor in UGC approved list of journals till the date of eligibility of promotion.	

3. Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He / She will put up the requirement for his / her respective department to the Principal during the semester. The Principal will consult with the Management and then determine if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management / Principal will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. The eligibility proposed by UGC are followed for calling the qualified candidates for interview.

Student – Teacher Ratio (as per UGC guideline)

For UG: 1 :20 from the academic year 2022 -2023



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4. Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management.

5. Advertising:

Once the job advertisement is ready, the advertisement is posted on the faculty plus website and/or at least one of the National or local English/Tamil newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the principal and all correspondence refers to the appropriate job position.

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2.2 SELECTION POLICY

1. Employee Selection:

Applications, when received, are organized, relevant information summarized, and sent to the respective Head of the Department (HoD) by the office for short listing, Department's senior staff/HoD/Principal shall shortlist the candidates as per UGC norms and BHARATHIAR UNIVERSITY (BU) norms.

2. Interview Conduction:

- List of Shortlisted Candidates is submitted to the selection committee.
- External applicants will be requested to fill their profile.
- The candidates are called for interview on a specified date and time for regular posts advertised. The selection of candidates is conducted through Panel of Experts appointed and approved by the Management/Principal.
- Shortlisted candidates appear for the interview with all necessary documents and educational testimonials.
- The selection committee submits interview reports with recommendation for appointment to the Management/Principal.
- Personal interview is conducted by the Management/Principal for the prospective candidates.

3. Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the subject Knowledge, Personality, Communication, Teaching ability & Qualification. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.



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4. Selection of Technical / Non-Teaching staff / Administrative Staff:

All positions are advertised in the press/direct/word of mouth/references based on the staff requirement. After scrutiny of applications, candidates are shortlisted and intimated to appear for a personal interview before the selection committee consists of the Principal and HoD.

5. Appointment Order and Joining Report:

- Selected candidates are finalized and appointment orders are issued after getting the approval of the Management.
- The Candidates selected for the position are expected to sign an acceptance letter while receiving the appointment order.
- At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:

- Relieving letter from the previous employer, if any.
- PAN Card Copy/ Address Proof (Driving License or any other) / Aadhaar Card / Bank Pass Book copy/ Passport Size Photo- 2 Copies.
- Original certificates of qualification for verification and experience (if any), with one set of the copies of these certificates.
- Three copies of the candidates colour photograph.

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2.3 CAREER ADVANCEMENT POLICY

Sir,

The career advancement eligibility applicable to the members of faculty is presented herewith, for your kind perusal. It is requested to consider the recommendation and grant approval for implementation with effect from the academic year 2025-2026.

Proposal for Career Advancement / Eligibility for Career Advancement

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor (Academic Level)	UG – B.Sc., BCA, B. Com, BBA and PG- M.Sc., MCA, MBA, M.Com in relevant branch with first class or equivalent in any one of the degrees with NET/SET/SLET or PhD in relevant discipline.	As per UGC eligibility norms for direct recruitment. No minimum teaching experience is required.
Assistant Professor (Senior Level)	Same qualification as Assistant Professor.	• Successful Completion of Probation AND • 4 years for Ph.D. holders, 5 years for M. Phil/Professional Master degree holders, 6 years for regular P.G. AND • Completion of at least 2 weeks FDP / Refresher course. AND • Satisfactory Performance.
Assistant Professor (Selection Grade)	Same qualification as Assistant Professor.	• Successful Completion of Probation AND • Minimum of 5 years in Assistant Professor (Senior Level) AND • Completion of one Refresher course / Equivalent program. AND • Satisfactory Performance



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Associate Professor	Ph.D. degree in relevant field and require a Master's degree with 55% marks, and 8 years of teaching/research experience. Candidates must have at least 7 peer-reviewed publications and a research score of 75.	• Successful completion of Probationary period at ACAS. • Minimum of 8 years of experience in teaching/ research/ industry out of which at least 2 years shall be post Ph.D. experience.
	At least total 6 research publications in UGC/Peer/ Web of Science/ Scopus approved list of journals.	
Professor	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	• Successful completion of Probationary period at ACAS. • Minimum of 10 years of experience in teaching/ research/ out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least total 10 research publications at the level of Associate Professor in UGC approved list of journals and at least 2 successful Ph.D. guided as Supervisor/ Co-Supervisor till the date of eligibility of probation.	
	OR	
	At least 10 research publications at the level of Associate Professor in UGC approved list of journals till the date of eligibility of promotion.	


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2.4 CODE OF CONDUCT FOR STAFF

Code of conduct for Teaching and Non-Teaching Staff

1. Every staff shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution / college management or members of the staff.
3. During the duty, Staff Members shall always be neatly dressed, in clean, ironed clothes and shall wear identity card and shall keep their personal and work-places tidy and clean and at all times maintain cleanliness of the institution.
4. All employees shall take proper care of computers, tools, materials, equipment, furniture, and all other properties of the institution, movable and immovable. Misuse or careless use of the material and facilities provided by the institution will be taken seriously and may lead to appropriate punishment.
5. Staff members shall promptly report of an accident or hazards noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage for with and to apply for insurance.
6. Employees are not permitted to accept gift in cash or kind from visitors, parents of the students, businessmen, or any other party connected with the activities of the institution. They are also restricted to make a borrowing or lending money to a person on interest in any manner on the premises of the institution.
7. No employee shall induce in quarrel, cross-talking, abuse, fight, violence, or any other disorder or indecent behaviour on the premises of the institution. They should not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
8. No employee shall bring alcohol or intoxication drugs to the premises or report to the work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.



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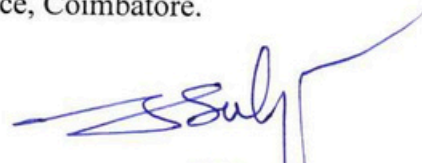
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9. No employee shall knowingly or willfully neglect his/her duty, moral, or otherwise discriminate against a student or any other employee on ground of caste, creed, language, religion, place of origin, social, and cultural background or any of them.
10. No employee shall indulge in or encourage any form of malpractice connected with examination or any other social activities. No employee shall be Negligent in or late in correcting class work or homework done by students, and shall not inflict corporal punishment on a student.
11. No female employee shall be sexually harassed at the workplace.
12. Employees should report at least five minutes in advance for a classwork or any other work assigned to them by the authorities.

Note: The above said code of conduct applicable to all teaching and non-teaching staff members serving at Akshaya College of Arts and Science, Coimbatore.


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2.5 SALARY POLICY

Salary Policy for Employee of ACAS

- Salary fixation is dependent upon post, qualification, experience, as well as service of an employee at Akshaya College of Arts and Science.
- Based on the qualification and experience, salary, Dearness allowance (DA) will be fixed for every staff member. The revision of DA is left to the discretion of the Management.
- Salary of each staff member will be directly credited into designated bank account of the individual on or before end of every month.
- Payment of monthly salary shall be made after deductions under Statutory provisions, such as Provident fund, income tax, professional tax, and other collection as required by Law from the Time to Time.
- When offering an employee more than the minimum remuneration, the management will review the salaries of similar positions in order to avoid creating any disparity among salary of similar staff.

1. Scale of pay:

- Scale of pay applicable - sixth pay commission for teaching staff with effect from 01.06.2022.
- A Candidate is appointed to a post at the institution provided the post is in accordance with the existing UGC norms.
- The pay scales of teaching staff shall be fixed as per the scales given by the UGC from time to time.



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2. Teaching Category

Category (Arts Discipline)	Scale of Pay in Rs.
Assistant professor (Academic Level)	15,600-39,100 with Academic grade pay: 6,000
Assistant professor (Senior Level)	15,600-39,100 with Academic grade pay: 7,000
Assistant professor (Selection Grade)	15,600-39,100 with Academic grade pay: 8,000
Associate professor	37,400-67,000 with Academic grade pay: 9,000
Professor	37,400-67,000 with Academic grade pay: 10,000
Librarian /Physical director	15,600-39,100 with Academic grade pay: 6,000

Salary policy for non-teaching, technical, and administrative staff:

S.No.	Position	Pay Band in Rs.
1	Junior Assistant/ Accountant / Laboratory Assistant	PB-1: 5,200 - 20,200
2	Library Assistant	PB-1: 5,200 - 20,200
3	Maintenance Supervisor	PB-1: 5,200 - 20,200
4	System Administrator	PB-3: 15,600 - 39,100
5	Office Manager	PB-2: 9,300 - 34,800
6	Placement Officer	PB-3: 15,600 - 39,100
7	Placement Coordinator / Administrative staff	Consolidated Pay

- Different scales of pay are sanctioned for the non-teaching, technical and administrative staff, considering their qualification and grade. Dearness Allowance (DA) and House Rent Allowance (HRA) also granted to them. Consolidated monthly salary is given to few employees. The terms and conditions of their appointment and remuneration shall be decided separately in each case.
- The increment amount will be awarded to the staff based on performance. Additional increment/incentives may be offered to the deserving staff based on the performance, outstanding work, irrespective of their qualification and experience.

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2.6 LEAVE POLICY (2022-2023)

COLLEGE WORKING HOURS

Day	For Students	Holidays	For Teaching and Non- Teaching Staff	Holidays
Monday to Saturday	08.45 A.M to 2.30 P.M	All Saturdays of every month, all Sundays, Government and Local Holidays.	8.45 A.M to 4.00 P.M	One Saturday of every month, all Sundays, Government and Local Holidays.

Leave rules for teaching, non-teaching and ministerial staff

1. Casual leave CL

- Twelve Days are permitted per Academic year.
- CL will be calculated from June to May.
- No advance CL will be given.
- Maximum of 3 days can be availed out of the eligible CL during a month.
- Staff who have taken Maternity Leave, will be eligible for CL only after completing one month of service from the date of re-joining duty.
- Compensation leave can be sanctioned to any staff working on a declared holiday, subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave and it can be availed only on the same month.

- Permission** - For teaching, non-teaching and ministerial staff one-hour permission will be allowed twice in a month either in morning (08.45 A.M to 09.45 A.M) or evening (03.00 P.M to 04.00 P.M) only on emergency and medical grounds.



3. Medical leave ML

- a. 5 days leave on medical grounds in case of hospitalisation can be availed by the staff in a year after successful completion of one-year probation period.

4. Maternity leave

- a. 6 months maternity leave with one-month salary can be awarded twice in her career.
- b. One-month salary will be sanctioned only if the faculty re-joins duty during the seventh month.

5. On duty leave [Attendance certificate is mandatory for all the sanction of OD]

- a. **Examination work-** 12 days per semester, which includes Practical Exam (2 days), and Hall Invigilation duty (4 days). NM-NaanMudhalvan (2 days), Valuation and UR-University Representative (4 days) for other institutions.
- b. Teaching and non-teaching staff participating in educational tours are eligible for on duty.
- c. The period of absence of teachers who are programme officers conducting **National Service Scheme (NSS)/ National Cadet Corps (NCC)/ Youth Red Cross (YRC)** programmes during the working days is treated as On Duty. OD is also applicable to such programme officers of NSS who participate in General Orientation Courses conducted by the University.
- d. **For part- Time Ph.D. Scholars sponsored by ACAS** - 3 days per semester.
- e. **Workshop/Seminar/Conference/Election/Committee Member/Short Term Training Programme (STTP) /FDP** - 6 days per year.
- f. **OD** is applicable for ministerial staff also in case of any official duty, including UGC and Bharathiar University and office administrative works.

6. Leave on Loss of Pay

- a. Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has a right to call for explanation.



- b. Before availing leave, an alternate arrangement must be made.
- c. If an employee has no CL at his / her credit and if both the preceding and succeeding days of the holidays are on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.
- d. If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

7. Vacation Leave (VL)

- a. Staff who have not completed one year of service are not eligible for VL.

For Teaching Staff,

- b. Continuous service with completion of 12 months and up to 2 years.

Odd Semester - VL 3 days, Even Semester - VL 6 days

- c. After completion of two years of continuous service

Odd Semester - VL 7 days, Even Semester - VL 14 days

For Non-teaching and ministerial staff,

- d. Odd Semester - VL 3 days, Even Semester - VL 7 days

- e. i. CL cannot be clubbed with VL.

ii. All declared holidays and Sundays (prefix, suffix and intervening) will be included in VL.

iii. Clubbing of OD with VL will be allowed in case of any official work (like work related to Bharathiar University)

iv. Vacation period and slots are subject to change based on the closing and reopening dates announced by Bharathiar University.

v. If the situation warrants, any or all the staff members can be called to attend duty by HoD/Principal or any designated authority.

vi. Any unavailed part of VL cannot be carried over to the next semester.

vii. Staff should report for duty after availing VL, otherwise, VL will be treated as leave on LOP.



LEAVE POLICY- REVISED COLLEGE WORKING HOURS (2026-2027)

Day	For Students	Holidays	For Teaching and Non- Teaching Staff	Holidays
Monday to Saturday	08.50 A.M to 1.20 P.M	All Saturdays of every month, all Sundays, Government and Local Holidays.	8.45 A.M to 4.00 P.M	One Saturday of every month, all Sundays, Government and Local Holidays.

Note: All the other policy statements under leave rules approved earlier remains unchanged.

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2.7 WELFARE MEASURES FOR TEACHING STAFF

The following welfare measures are applicable to the teaching staff serving at Akshaya College of Arts and Science.

- **Free Accidental Group Insurance Scheme** for all Teaching Staff.
 - Sum insured for Accidental death permanent/Total Disability is Rs. 1,00,000/-
 - Accidental Medical Expenses for In-patient Rs.1,00,000/-
- **Free Transport Facility** for all Teaching staff.
- **Tea and snacks** are given to all the teaching staff free of cost on all working days.
- **Free accommodation and boarding** in the hostels for Deputy Warden and Faculty.
- **Financial Support** to all the teaching staff for attending seminars / conferences/FDPs and Professional body membership fees.
- The management offers a 25% scholarship to the students who are blood relatives of staff members, which will be provided upon their successful completion of all university exams.

WELFARE MEASURE FOR NON- TEACHING STAFF

The following welfare measures are applicable to the Non-Teaching staff serving at Akshaya College of Arts and Science.

- **Free Accidental Group Insurance Scheme for all Non-Teaching Staff.**
 - Sum insured for Accidental Death Permanent/Total Disability is Rs.1,00,000/-
 - Accidental medical expenses for patient Rs.1,00,000/-



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- **Free Transport Facility** for all Non-Teaching staff.
- **Uniforms** are provided for maintenance staff every year during Diwali and Pongal celebrations.
- **Free mid-day meals** are provided for cleaning staff cleaning staff, Drivers & security staff.
- **Common Mobile facilities** under CUG for essential administrative staff.
- **Employees Provident Fund (EPF) and Employees State Insurance (ESI) facility** is extended to all eligible non-teaching employees. Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI dependents get Medical benefits, Sickness benefits, Maternity benefits, Disablement benefits, Dependents benefits, Funeral expenses and other benefits.
- **Tea and snacks** to all the non-teaching staff at free of cost on all working days.

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2.8 MOTIVATIONAL INITIATIVES

- Faculty Members who achieve a 100% pass percentage in a theory paper shall be eligible to receive an incentive of Rs.1,000 /- and an Appreciation Certificate issued by the Management.
- Cash Incentives will be awarded to the staff who publish papers in WoS / Scopus / SCI and Peer Reviewed indexed Journals, and for filing of IPR patents / for publishing of books. [details furnished under Research Policy].
- Part of registration amount will be reimbursed, upon clearing NPTEL Examination papers/attending FDP, Conference/Seminar. [details furnished under Research Policy].
- The students who are class toppers in every department will be granted a cash award of Rs. 500/- each and also an appreciation certificate issued by the Management.


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2.9 PROMOTION POLICY

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring skills. Promotions are based on merit and qualifications required for the higher position. The pay rise is given in case of promotions but the Management reserves the right to do so.
- Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis / criteria of merit/efficiency/the commitment/dedication of the staff to the all-round development/improvement of the Institution. Seniority will also be deciding factor for promotions.
- Additionally, Research activities /Consultancy Value/ Professional Standing /Student Club activities and the additional revenue generated for the Department will also form part of the Promotion Criteria.
- No employee who is under suspension, or against whom disciplinary proceedings have been taken or are about to be taken shall be promoted until he/she is unconditionally reinstated or exonerated.


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2.10 FINANCIAL POLICY

Policy on Providing Financial Support for Attending Seminars, Conferences, Workshops, Faculty Development Programme, and Membership in Professional Bodies

1. Preamble

The institution encourages continuous professional development of faculty members by providing financial support for participation in seminars, conferences, workshops, Faculty Development Programme (FDPs), and membership in professional bodies. Such initiatives help faculty members to enhance their subject knowledge, teaching skills, research capabilities, and professional competencies, thereby contributing to quality education and holistic development of students. This policy outlines the guidelines for availing these benefits and is applicable to all regular faculty members of the College.

2. Scope

Financial assistance shall be available to all regular faculty members who have completed a minimum of one year of continuous service in the College. The support may be provided either fully or partially for attending State, National, and international level seminars, conferences, workshops, FDPs, and for obtaining membership in recognized professional bodies. The programmes should be organized by Universities, UGC, Government agencies, reputed educational institutions, professional associations, and recognized academic organizations.

3. Guidelines

The College shall allocate funds annually for faculty development activities based on departmental requirements and budgetary provisions approved by the Management.

- a) Financial assistance may be granted for participation in seminars, conferences, workshops, FDPs, and for obtaining membership in professional bodies relevant to the faculty member's discipline.



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- b) The assistance may include reimbursement of registration fees, travel expenses, accommodation charges, and daily allowances as per institutional norms.
- c) Faculty members who have completed one year of continuous service are eligible to apply for financial assistance under this policy.
- d) Eligible faculty members may avail themselves of this benefit subject to budget availability and approval by the competent authority.
- e) Financial support may be provided for both online and offline programme.
- f) Equal opportunity shall be provided to all eligible faculty members while considering requests for financial assistance, based on academic relevance and institutional priorities.

4. Procedure

- a) Faculty members shall submit their application through the Head of the Department to the Principal at least one week before the commencement of the programme.
- b) The applicant shall ensure that alternative arrangements are made so that academic responsibilities are not affected during the period of participation.
- c) The recommendation of the Head of the Department shall be reviewed and approved by the Principal.
- d) Faculty members who attend the programme shall submit a detailed report along with supporting documents and reimbursement claims within one week of completion of the programme.
- e) Copies of participation certificates, attendance certificates, photographs (if any), and other relevant documents shall be submitted to the Principal and the Head of the Department for record purposes.

5. Policy Review

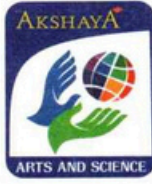
This policy shall be reviewed periodically by the College Management and revised whenever necessary to meet emerging academic and professional development requirements.


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2.11 STAFF SERVICE POLICY

1. All staff members, including Teaching, Non-Teaching, and administrative personnel, shall be governed by the rules and regulations of the College that are currently in force or may be amended from time to time.
2. Every staff member shall work under the supervision and guidance of the Head of the Department and/or the Principal and shall perform the duties assigned to them from time to time.
3. Every newly appointed employee shall be placed on probation for a period of one year. Upon satisfactory completion of the probation period, the employee's service shall be regularized.
4. No employee shall undertake any other employment, whether paid or honorary, or pursue any course of study elsewhere without obtaining prior permission from the Management.
5. The Management reserves the right to terminate the services of an employee by giving one month's notice or salary in lieu thereof, without assigning any reason.
6. A staff member intending to resign from the services of the College shall provide three months' prior notice or salary in lieu thereof, as prescribed by the Management.
7. No staff member shall be permitted to leave the institution during the middle of a semester or academic year without obtaining prior approval from the Management.
8. Staff members must inform to the Management if there are any changes in their residential address, marital status, major illness, additional qualifications, or any other relevant personal information for updating official records. The latest address available in the College records shall be treated as the official address for all correspondence.
9. **The normal working hours shall be from 8.45 a.m. to 4.00 p.m., with a lunch break of 40 minutes (1.20 p.m to 2.00 p.m).** However, the Principal may extend the working hours whenever necessary for special coaching classes, accreditation-related activities, university work, examinations, admissions, or another institutional programme.



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10. Teaching staff shall ordinarily retire on attaining the age of 62 years. However, in exceptional cases, the Management may extend their services on a contract basis for one year at a time, up to the age of 70 years, subject to institutional requirements and prevailing regulations.
11. Non-Teaching staff shall ordinarily retire on attaining the age of 60 years. In exceptional cases, their services may be extended by the Management in accordance with institutional requirements and applicable regulations.
12. All staff members shall be eligible to avail themselves of leave and welfare benefits as prescribed by the College and amended from time to time.
13. All teaching and non-teaching staff members shall report for duty at the prescribed time. Leave shall not be claimed as a matter of right. The College reserves the right to refuse, modify, or revoke any leave other than Medical Leave and Maternity Leave. Staff members reporting more than 45 minutes late without prior permission from the competent authority shall be marked as leave for the day.
14. Teaching staff shall be considered for promotion and career advancement based on the norms prescribed by the affiliating University, UGC, Government regulations, and their academic performance as assessed through the evaluation criteria prescribed by the Management.
15. At the time of joining duty, staff members shall submit the following documents:
 - Relieving Letter from the previous employer, wherever applicable. Proof of Date of Birth, PAN Card, and Address Proof.
 - Original educational qualification certificates for verification along with experience certificates, if any. Candidates pursuing a Ph.D. shall submit relevant supporting documents and one set of photocopies of all certificates.
 - Three recent passport-size colour photographs for official records, Identity Card, and membership registration purposes.

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