

# **PSG Institute of Technology and Applied Research, Neelambur, Coimbatore – 641062**

## **Service Rules**

Employees appointed in PSG Institute of Technology and Applied Research are governed solely by the rules and regulations laid down by the Management.

### **01. Authority**

The college is wholly administered by PSG sons & charities and the Management reserves its right to alter or amend or repeal or annul any or all of the rules and regulations.

### **02. Appointment**

- a) Qualifications for various posts shall always be in accordance with the norms prescribed by the AICTE/Anna University from time to time.
- b) Employees appointed shall be on probation for a period of two years and only after satisfactory completion of the probation their services will be confirmed.

#### **02.1 Recruitment Procedure**

- a) Total number of vacancy positions in each department for the next academic year will be identified by the respective HoDs. List of required number of faculty with specializations will be submitted to the Principal.
- b) A letter requesting for approval to conduct Staff Selection will be submitted to the Managing Trustee with details of vacancies to be filled in each department for the next academic year.
- c) After getting Managing Trustee's approval, an advertisement stating the designation, department, qualification and specialization for faculty required will be published in [Naukri.com/newspaper](http://Naukri.com/newspaper). Link to download the application form and the last date for submission of the application form will also be stated in the advertisement. The same details will be made available in the college website.
- d) Once the applications are received, they will be segregated and will be sent to the concerned departments.
- e) HoDs will be requested to shortlist the candidates based on the number of faculty positions required at different designations.
- f) After short listing, the summary of the shortlisted candidates to be called for interview will be submitted to the Principal by the respective Heads of the Departments.
- g) Interview dates will be finalized based on the availability of the Management Representative and the expert members.
- h) Managing Trustee's approval to conduct the interviews will be requested briefly mentioning the dates, timing, venue, details of expert members, etc.,.
- i) A letter of invitation will be sent to the Managing Trustee, Management Representative and the Expert Members for their active participation in selecting the right candidate.

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- j) The shortlisted applicants will be mailed informing the following details: Interview date; Time; Venue; They will be asked to prepare well for few subjects that they can handle in the class. Original certificates – UG, PG, and Ph D, service and salary certificates are to be shown at the time of interview.
- k) On the day of interview, a separate committee will verify the certificates brought by the candidates.
- l) A booklet containing list of shortlisted candidates and a copy of their application form along with their qualification and eligible scale of pay will be prepared for the Staff Selection Committee.
- m) Interview will be conducted with a committee constituting Managing Trustee, Management Representative, Principal, Vice Principal, HoD, Expert Member.
- n) Candidates appearing for the interview will be asked to make a brief presentation of their profile including their research contributions using PowerPoint presentation.
- o) Salary calculations will be made based on the norms of the college in advance. The likely salary offered will be informed to the candidates. Negotiation is also permitted and committee may recommend a salary higher than the salary as per norms for the deserving candidates.
- p) On completion of the interview process, list of the recommended candidates duly signed by the committee members will be submitted to the Managing Trustee for his approval.
- q) After Managing Trustee's approval, individual mails will be sent to the selected, waitlisted, and not selected candidates.
- r) Appointment orders will be given to the selected candidates in person. On receiving the appointment order, they are requested to provide an acceptance letter to join duty on the date specified.
- s) On the date of joining, they need to write a joining report through HoD to the Principal. They will be given employee number, college ID card, and academic calendar. They are requested to open an account in Central Bank of India for salary. Details regarding PF, Income Tax, and leave particulars will be given to them. On successful completion of the above procedures, they will be reporting to their respective departments.

**03. Promotions and Increments**

- a) Promotions shall be made only on the basis of merit and performance.

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b) The Management has the right to prescribe the mode to assess the performance of the employee, which may include conducting periodical performance of the employee, for granting annual increments and/or promotion.

c) Eligibility and Salary Details for Assistant Professor (Ordinary Grade)

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
1	Assistant Professor (Grade I)	M.E/ <u>M.Tech</u> (OR) M.Sc., <u>M.Phil</u>	Fresher	Rs. 15600 – 39100	0% (No AGP)	47.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 2.5%
	Assistant Professor (Grade II)		1 year in Grade I	Rs. 15600 – 39100 + 1500	25% (Rs. 1500)	
	Assistant Professor (Grade III)		1 year in Grade II	Rs. 15600 – 39100 + 3000	50% (Rs. 3000)	
	Assistant Professor (Grade IV)		1 year in Grade III	Rs. 15600 – 39100 + 6000	100% (Rs. 6000)	

HRA – House Rent Allowance ; CCA – City Compensatory Allowance ; MA – Medical Allowance ; CA – Conveyance Allowance ; SA – Special Allowance

d) Career Advancement: Eligibility and Salary Details for Assistant Professor (Senior/ Selection Grade)

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
2	Assistant Professor (Senior Grade) Level 11	M.E/ <u>M.Tech</u> (OR) M.Sc., <u>M.Phil</u>	5 years as Assistant Professor (Ordinary Grade)	Rs. 15600 – 39100 + 7000	100% (Rs. 7000)	47.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 2.5%
		M.E/ <u>M.Tech</u> with <u>Ph.D</u> (OR) M.Sc., <u>M.Phil</u> with <u>Ph.D</u>	4 years as Assistant Professor (Ordinary Grade)	Rs. 15600 – 39100 + 7000	100% (Rs. 7000)	65% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 15%
3	Assistant Professor (Selection Grade) Level 12	M.E/ <u>M.Tech</u> (OR) M.Sc., <u>M.Phil</u>	5 years as Assistant Professor (Senior Grade)	Rs. 15600 – 39100 + 8000	100% (Rs. 8000)	47.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 2.5%
		M.E/ <u>M.Tech</u> with <u>Ph.D</u> (OR) M.Sc., <u>M.Phil</u> with <u>Ph.D</u>	5 years as Assistant Professor (Ordinary Grade or Senior Grade)	Rs. 15600 – 39100 + 8000	100% (Rs. 8000)	65% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 15%

HRA – House Rent Allowance ; CCA – City Compensatory Allowance ; MA – Medical Allowance ; CA – Conveyance Allowance ; SA – Special Allowance

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e) Promotion: Eligibility and Salary Details for Associate Professor

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
4	Associate Professor (Grade I) Level 13A	M.E/ <u>M.Tech</u> with <u>Ph.D</u>  (OR)  M.Sc., <u>M.Phil</u> with <u>Ph.D</u>	8 years as Assistant Professor (OR) 3 years as Assistant Professor (Selection Grade)	Rs. 37400 – 67000	0% (No AGP)	65%  HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 15%
	Associate Professor (Grade II) Level 13B		2 years in Grade I	Rs. 37400 – 67000 + 2250	25% (Rs. 2250)	
	Associate Professor (Grade III) Level 13C		2 years in Grade II	Rs. 37400 – 67000 + 4500	50% (Rs. 4500)	
	Associate Professor (Grade IV) Level 13D		2 years in Grade III (OR) 8 years as Assistant Professor out of which 2 years post <u>Ph.D</u>	Rs. 37400 – 67000 + 9000	100% (Rs. 9000)	

HRA – House Rent Allowance ; CCA – City Compensatory Allowance ; MA – Medical Allowance ; CA – Conveyance Allowance ; SA – Special Allowance

f) Promotion: Eligibility and Salary Details for Professor

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
5	Professor Level 14	M.E/ <u>M.Tech</u> with <u>Ph.D</u>  (OR)  M.Sc., <u>M.Phil</u> with <u>Ph.D</u>	5 years as Associate Professor  (OR)  Total experience of 13 years	Rs. 37400 – 67000 + 10000	100% (No AGP)	65%  HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 15%

### 03.1 Promotion policy

- The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.
- All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff for the improvement of the institution etc.

### 04. Salary

- Salary payable to any employee is formulated by the Management from time to time.
- Salary will be credited to the account maintained in the Bank by the employee on the last working day of the month.

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- c) Salary is computed as Total salary = (Basic salary +AGP) + DA and DA is Computed as (Basic Salary + AGP) \* appropriate DA in percentage/100

**05. Provident Fund**

Employees are governed by the Employees Provident Fund Miscellaneous Act 1952.

**06. Gratuity**

Employees are governed by the Gratuity Act 1972.

**07. Accountability and Responsibility**

- a) College will work 6 days per week excluding 1st Saturday & 3rd Saturday
- b) The normal College working hours is 8.30 a.m. to 4.45 p.m except Wednesday.
- c) Working hour of every Wednesday is 8.30 a.m. to 5.45 p.m.
- d) Staff members have to punch their attendance in the biometric system and sign the attendance register without fail twice a day before 8.45 a.m. in the morning session and after 4.45 p.m. in the evening session.
- e) Grace time of 15 minutes ie., 8.45 am is allowed on all days
- f) Every teacher shall complete the syllabus for the courses as prescribed by the University. Class committee meetings will be held as per the schedule given in the academic calendar to monitor the syllabus coverage.
- g) Every teacher is normally held responsible for the results of the subjects taught by him.
- h) Habitual late attendance, or early leaving of the campus, or absence from duty without obtaining prior sanction of leave will amount to gross misconduct attracting summary termination of service.
- i) Whenever a teacher intends to take leave, the teacher should get the leave sanctioned in prior and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements made.
- j) The teacher is never supposed to use mobile phones inside the class room premises. They are expected to be the role model for the students in all respects.
- k) The teacher should make himself / herself available for clearing doubts of the students.
- l) While setting question paper, the teacher should also prepare the detailed answer and scheme of evaluation and get it approved by HoD.
- m) The test papers must be corrected within 5 days from the date of test and marks submitted to the HoD / Principal.
- n) The teacher should take care of academically weak students and pay special attention to their needs in the evening hours / Saturdays.

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- o) Student's feedback is obtained once in a semester. Faculty members have to improve their teaching process based on the feedback.
- p) When going 'on duty' during college hours, OD slip duly signed by the HoD has to be submitted at the gate. In and out movement should be registered in the On Duty Register maintained in the gate.
- q) Faculty/ staff members have to wear uniform except Saturdays. Lady faculty members are permitted to wear chudithar whenever they practice yoga.

**08. Leave**

- a) Any application for leave shall be made in prescribed leave form to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before one day.
- b) Employees are permitted to avail of **15 days of casual leave** in a calendar year (January to December)
- c) Casual leave may be combined with Sundays and/or other prescribed holidays. However, the total period of absence from duty at a time shall not exceed six days.
- d) Casual leave availed of without prior sanction, or refusal of sanction by the competent authority or leave extended beyond the sanctioned period shall be treated as leave on loss of pay.
- e) Leave on loss of pay availed of by the teacher without prior sanction will be treated appropriately by the Principal.
- f) LOP leave has to be sanctioned with proper justification. Leave without sanction will be treated as absent.
- g) Casual Leave not availed in any calendar year cannot be carried over to the next calendar year.
- h) On completion of one year service, women faculty/staff can avail **two months maternity leave** with salary for one child birth only and two months of other eligible leave.
- i) Employees are permitted to avail **5 days Medical leave** in a year, or proportional thereof, which can be accumulated
- j) Employees are permitted to avail **14 days Vacation leave** at the end of odd semester and **21 days** at the end of even semester.

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- k) Faculty members who have not completed the minimum service of six months are not eligible for vacation leave.
- l) Employees are permitted to avail **5 days Earned leave** in a year which (July to June) can be accumulated.
- m) Half day Earned Leave can be availed.
- n) During the vacation period, based on the necessity and on the recommendation of the HOD, staff may be prevented from availing part or whole of the vacation. In such cases, the staff will be eligible for one day of earned leave for every two days of actual working (excluding holidays). Such earned leave can be accumulated and can be availed whenever necessary.\
- o) Employees are permitted to avail **7 days Special casual leave** only for marriage of self
- p) Half day salary will be deducted for half day loss of pay leave.
- q) Casual leave can be combined with holidays. Earned leave can also be combined with holidays. Medical leave cannot be combined with holidays

The essence of the above stipulations is to enhance the sense of responsibility in a teacher to impart, without any break, credible and effective teaching to the students given to his / her charge during the academic session.

**09. Seeking other employments, part time work etc.,**

- a) No employee shall act as “Arbitrator” in any case without the sanction of the Management unless he/she is so directed to act by a court having authority to appoint Arbitrator.
- b) No employee shall accept a paid employment either on part time or advisory basis in any company, educational institution, mutual benefit societies or any other society or firm or act as an agent either on salary or commission basis.

**10. Participation in Enquiries, politics, Associations etc.,**

- a) No employee shall be a member of, or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities.
- b) If any question arises, as to whether any party is a political party or whether any movement or activity falls within the scope of this rule, the decision of the Management shall be final and binding.
- c) Seditious propaganda or expressing of derogatory sentiments by an employee shall be regarded as sufficient ground for such employee’s termination of services.

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- d) Any employee involved in criminal / civil proceedings shall inform the Management of such proceedings.

**11. Examination –Guidelines**

**11.1 Conduct of the examination –Internal Assessment**

- a) Two set of question papers, one for Student and another for NBA purpose (with HOD's signature) respectively. It has to be handed over to the exam cell on date.
- b) The Question paper is to be framed as per Bloom's Taxonomy.
- c) 25% of marks will be allocated to previous year GATE questions.
- d) If any faculty member is not able to do invigilation duty, he/she is requested to make alternate arrangement. The alteration of duty for both internal assessment test and Anna University semester Examinations will not be arranged by the Exam Cell.
- e) The Faculty members having invigilation duty (invigilators) will collect the question paper and answer booklets from the exam cell, 15 minutes before the commencement of the test.
- f) After receiving the booklets and question papers from the Exam Cell invigilators are directed to proceed to the examination halls only. They are refrained from moving to their departments.
- g) After completion of the tests, the invigilators will collect the answer booklets from students and submit them to the exam cell.
- h) Solution set with split up of marks for each test is to be arranged and to be displayed by the respective faculty in the department notice board(s), so that students can see the solutions immediately after the test is over.
- i) A copy of the solution set with split up of marks is to be submitted to the exam cell within half an hour after the test.
- j) Marks are to be entered in "e- info" within five days from the commencement of the test for the respective courses.

**11.2 Conduct of the examination – Anna University Semester Examinations**

- a) Any Examination work assigned by Anna University is mandatory for all faculty members. In case of emergency, faculty members have to obtain written permission from the Principal for declining the University duties.
- b) Faculty members are informed to use the Anna University website <https://coe1.annauniv.edu> only for all the entries relevant to the examinations works like



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internal assessment entry, faculty profile, student profile, examination results, elective taken by student etc.,.

- c) Anna University semester practical examination mark entries can be done using the <https://coeau.annauniv.edu> only.
- d) Faculty members are instructed to refer the website <https://annauniv.edu> for downloading the syllabi, regulations and academic schedule
- e) Anna University faculty profile ID is mandatory for all the Anna University Semester examinations related works like external examiner for theory invigilation, practical examinations, AUR, Squad and central valuation.
- f) Faculty members are informed to update their profile periodically.
- g) Faculty members having engineering teaching experience less than 3 may be appointed as an assistant examiner for central valuation.
- h) Faculty members having engineering teaching experience of 3 years and above may be appointed as an internal and external practical examiner.
- i) Faculty members having a teaching experience of 5 years and above may be appointed as an examiner for central valuation and AUR.
- j) Faculty members having a teaching experience of 15 years and above may be appointed as a squad member for Anna University Semester Examinations.

**11.3 On the Day of Examinations (Anna University semester examinations)**

- a) Invigilators are informed not to carry the mobile phone to the examination hall. They can deposit their mobile phone in the examination cell.
- b) Verification of the answer booklets (Count, look for damage, number of pages (44) and Chief Superintendent's facsimile) should be completed and ask for Replacement of damaged answer script if any, before leaving to the examination hall.
- c) Invigilators are instructed to proceed to the examination Hall, 20 minutes before the commencement of the examination and they should check the student's ID as they enter the room. Invigilators must ensure that the candidate has signed in the Hall ticket.
- d) Distribution of the answer booklets to the candidates will be done 15 minutes before the commencement of the examination.
- e) The distribution time for the question papers are at 9.55 am in the forenoon session and 1.55 pm in the afternoon session.
- f) The invigilators are instructed to verify the following entries prior to signing in the answer scripts:
  - ✓ Register number of the candidate

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- ✓ College code and college name
  - ✓ Degree and Branch
  - ✓ Subject code and title (To be filled in 3 separate boxes)
  - ✓ Question paper code (To be filled in 3 separate boxes)
  - ✓ Respective semester (refer to the hall-ticket if clarification is needed)
  - ✓ Date and session (To be filled in 3 separate boxes)
  - ✓ Entry of the register number in the question paper and
  - ✓ Question paper code in the Answer booklet.
- g) During the invigilation, the invigilators have to get the attendance sheet signed from the candidates and fill the absentee's proforma.
- h) Invigilators have to report malpractice cases immediately to the Exam cell coordinator, AUR and CS.
- i) Buzzer available at each floor fixed in the examination blocks can be used by holding green button for a minimum of 10 seconds) for any emergency. Staff of Exam cell will come to the floor with in few minutes to attend the emergency call.
- j) Invigilators are directed to instruct the candidates to fill the remaining boxes in the front page of the answer script towards the end of the examination. 1) No. of pages used at two places 2) Tick marks inside the boxes provided to indicate the questions attended at three places.
- k) Collection of the answer scripts from the candidates , sorting them branch wise, counting the number of booklets before leaving the exam hall and handing over the same to the Exam cell are to be done carefully.

## **12. Academic Ethics**

Employees must strictly follow the National Policy on Academic Ethics prepared by the Office of the Principal Scientific Advisor to the Govt. of India and finalized by the Policy and Academic Planning Bureau, Govt. of India.

### **12.1 Teaching and research**

- a) The selection and training of students should involve a just and fair procedure. During tests and interviews there can always be subjective judgements, however they must avoid any considerations unrelated to the student's academic ability.
- b) During teaching, the dignity of the classroom/laboratory should always be maintained.

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- c) Cheating in tests and exams is never acceptable.
- d) Through their own actions, mentors must communicate positive ethical values and professionalism to their students. In research projects, the Principal Investigator should monitor the procedures and, if relevant, write down policies for recording data and compiling results. These policies should be made known to all collaborators.
- e) Every institution must have fair procedures for proper use and sharing of equipment and facilities.

**12.2 Purity of Data**

- a) Wherever any kind of experimental or data-driven work is involved, it is essential to present the results correctly and honestly. One must carefully avoid all unacceptable forms of data manipulation, for example adding or subtracting data points at will, editing images to produce a false result, creating images artificially and presenting them as data or using the same figure or table to describe different experiments. The conclusions claimed in a research paper must follow honestly from the data collected.
- b) It is understood that data often has to be processed. Details of acceptable/unacceptable processing can be quite complex and will vary from subject to subject. The relevant norms in the given area should be applied in each case.
- c) Data fraud should be considered as a very serious offence as it harms the image of the entire community and country. Deliberate falsification of data should attract stringent punishment.

**12.3 Publications**

- a) The list of authors in research papers, reviews, books, monographs or policy documents should not be manipulated to give undue credit to those who have not contributed ('honorary authorship'), or deny credit to those who have contributed sufficiently. Sometimes a genuine author's name is suppressed to hide a conflict of interest and the name of a 'ghost author' is substituted. Such a practice is unethical for both parties. Also, no one can be made an author of a document without their awareness and consent.
- b) In recent years there has been a rise in so-called 'predatory journals' which publish papers with minimal or no review, typically for a fee. It is unethical to publish in journals of this nature. However, it is essential to distinguish predatory journals from legitimate open-access journals which may also charge a publication fee. Authors should be cautious of such journals before submitting their work for publishing and

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authorities should take serious note whenever a candidate for any position or award has publications in proven predatory journals.

- c) Plagiarism – It is the practice of using ideas/words/data from other sources, in a manner that conveys a false impression that they are original. Publishing one’s own results more than once as if they are new, is “self-plagiarism”. Plagiarism is relevant not only for published papers but also project reports, textbooks and grant proposals.
- d) Plagiarism of any kind is unacceptable. The ethical practice is to use only a limited amount of ideas and words by other authors in one’s writing and with proper acknowledgement.
- e) While plagiarism is always wrong, the extent of it can be variable and sometimes it can also be unintentional. Text-matching software can only alert us that plagiarism might have taken place, but this has to be verified by a qualified human being familiar with the area. Authors are responsible for learning about correct writing practices.
- f) When plagiarism is detected, it must be corrected by immediately publishing a retraction or revision. Deliberate and/or serious forms of plagiarism should entail strict punishment.

**12.4 Safety and Environment**

- a) Academic work must not pose a risk or danger to people or the environment.
- b) Guidelines and regulations concerning safety must be formulated and carefully followed. This is especially important for handling, storing and disposing of radioactive, toxic or dangerous materials. Clearances and permits/licenses, if required, must be obtained.
- c) Wherever relevant, due attention must be given to industrial safety, sustainable development, sharing of intellectual property rights, environmental loading and related issues.

**12.5 Bias and discrimination**

- a) Academic communities are enriched by the presence of people of different ethnicities, genders, religions, castes, tribes, socioeconomic strata, affiliations, backgrounds and sexual orientations. There must be no direct or indirect bias or discrimination against any individual based on the above categories. Members should pro-actively strive to improve the balance of under-represented sections.
- b) The nation should aim for the full and equal participation of women in all academic activities. It is everyone’s responsibility to support a gender- neutral and supportive environment to achieve this goal. Gender sensitivity should form an essential part of direct ethical training.

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- c) Sexual misconduct and/or gender-based harassment in the workplace are totally unacceptable. Legal structures and rules regarding how to deal with sexual misconduct must be rigorously followed. There also exist many forms of behaviour which may not amount to harassment in the legal sense but constitute gender-based discrimination. Institutions should strive to ensure that their members do not engage in such actions and should pro-actively sensitize their community on these issues.
- d) Bullying in the workplace is a form of harassment that usually targets the most vulnerable members. This can include abusive language, frequent use of insults, threatening letters, sabotage of others' work, exploiting juniors to carry out personal errands etc.,. Such actions are highly unethical and are not acceptable.

**12.6 Public interaction and outreach**

- a) It is a duty, particularly for publicly funded academics, to communicate the results of their work to the society on a regular basis to educate the public of the fruits of their research and to stimulate the aspirations of young students in schools and colleges.
- b) While interacting with the press and members of the public, it is essential for academics to avoid making exaggerated or false claims. Statements made in public should be balanced and professional. As practitioners of rational thinking and scientific temper, academics are encouraged to voice their professional opinions openly and without fear.

**12.7 Science administration**

- a) High standards of professionalism and objectivity should be shown by leaders and officials of institutions, departments and governmental agencies. This should be manifested in how they handle policy, performance assessment, grants and proposals and hiring.
- b) Officials must do their best to ensure that a culture of professionalism permeates the organization. Misuse of power is unethical and must be avoided. When committees are constituted, they must involve members known for their fairness and balance rather than personal loyalties or willingness to be influenced. Committees should be constituted keeping diversity in mind and should have appropriate gender representation.
- c) Where policy opinions and decisions are involved, officials must stay clear of commercial, social and political pressures. Conflicts of interest have to be avoided. When potential conflicts are liable to occur, the official must make this known to the concerned colleagues.

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- d) Infringement of the right to privacy by an academic institution is not ethical. Not only the legal requirements but also more general professional standards for maintaining privacy should apply.

**12.8 Role of whistleblowers**

- a) Individuals who complain about unethical practices may find themselves in a difficult or sensitive position. A negative impact on their career is one among many possible risks following their actions. It is important to safeguard the interests of the whistleblower against any retaliatory repercussions.
- b) On the other hand, deliberately making false accusations is itself highly unethical and must be dealt with.

**13. Regulatory Norms**

Employees must strictly follow the National Policy on Academic Ethics prepared by the Office of the Principal Scientific Advisor to the Govt. of India and finalized by the Policy and Academic Planning Bureau, Govt. of India.

**13.1 Implementation**

- a) It is essential to prevent unethical practices in the first place by suitable ethical training, promoting a culture of professionalism and a clear statement that unethical behavior is not tolerated in the institution. To this end, institutions must create or adopt suitable ethics documents and impart direct ethical training to its staff through lectures and interactive workshops on a regular basis, so that the community is fully aware of these issues.
- b) The detailed ethical guidelines for each institution must be made available to all employees and should clearly spell out procedures for grievance redressal at that institution.
- c) Despite all this, if ethical violations are found then they must necessarily be addressed on an urgent basis and for this purpose, it is recommended that the institutions should set up a standing committee which ensures timely and impartial redressal of all grievances alleged to arise out of policy violations.

**13.2 Handling policy violations**

- a) If a publication is found to contain plagiarism or manipulated data, the institution must ensure that a correction or retraction is published in the same place as the original paper.

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On the administrative side, if a decision is found to have been made based on a bias or conflict of interest, then it should be overturned and the process repeated if necessary. In general, every effort must be made to ensure that an unethical action does not succeed in propagating false knowledge or incorrect decisions.

- b) This covers not just misconduct involving data and publication, but also harassment, discrimination and other issues covered in this document. Punitive action communicates not just to the violator, but also to society at large, that unethical behavior is unacceptable. The degree of punishment should be carefully calibrated in proportion to the offence. First-time offenders, particularly if the offence is minor or unintentional and the offender is inexperienced, may be let off with a warning. Serious, multiple or repeat offences must be treated with utmost seriousness. Large-scale ethical violations should be met with severe disciplinary action and, if appropriate, dismissal. Institutions should endorse the following principles when implementing disciplinary procedures:
- c) The responsibilities of those dealing with the allegation should be clear and understood by all concerned parties.
- d) Measures should be in place to ensure an impartial and independent investigation and to ensure that interests of those dealing with the allegation do not conflict with these procedures.
- e) The organization should safeguard the rights to confidentiality of the concerned parties.
- f) All concerned parties should be informed of the allegation at an appropriate stage in the proceedings.
- g) Anyone accused of misconduct should have the right to respond.
- h) A policy should be in place to ensure that no employee who makes an allegation in good faith against another employee shall suffer a detriment, but equally that disciplinary procedures are in place to deal with malicious allegations.
- i) The allegation should be dealt with in a fair and timely manner.
- j) Proper records of the proceedings should be kept.
- k) The outcome should be made known as quickly as possible to all concerned parties.
- l) Anyone found guilty of misconduct should have the right to an appeal.
- m) Appropriate sanctions and disciplinary procedures should be in place for cases when the allegation is upheld.
- n) If appropriate, efforts should be made to restore the reputation of the accused party if the allegation is dismissed.

**14. Strike and Demonstrations**

No employee shall associate and / or participate in any strike or incitement thereto or in

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similar activities, which shall also include absence from work or neglect of duties with the aim of getting a demand conceded by the superiors or the Management.

**15. Age of Superannuation**

- i) The age of superannuation shall be 70 years and the member will be relieved from the services at the end of that academic year.
- ii) The Management reserves its right to extend the service of a superannuated employee on yearly basis and / or appoint superannuated candidate on contract basis.

**16. Suspension**

The Management has the absolute right to place any employee under suspension for any breach of rules. During the period of suspension, the Management shall pay him/her subsistence allowance every month at the rate of  $\frac{1}{4}$  of the pay which he was drawing at the time of suspension. The pay does not include DA or any other allowance payable to him.

**17. Disciplinary Proceedings**

- a) The Principal shall be the Disciplinary Authority in respect of all employees.
- b) If an enquiry is found necessary, an Enquiry Officer / Team shall be appointed by the Principal who shall conduct the proceedings of the enquiry in a venue chosen by the Enquiry Officer. In the course of an enquiry, the employee has to defend himself/herself.

**18. Punishment**

Violation of any of the above or all rules / regulations in force and are to be framed and implemented from time to time, shall entail termination of service / dismissal.

**19. Resignation and Termination**

- a) Any member of the faculty/staff in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- b) However, the appointing authority reserves the right to waive the notice period or the compensation thereof.



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- c) Any employee dismissed or terminated from services for gross misconduct or for inefficiency or insubordination or causing loss of reputation or monetary loss to the institute is not entitled to any Gratuity and / or Superannuation benefits.

**20. Faculty Development Programme, Seminars ,Workshops and Conferences**

- a) The management encourage all the faculty members to attend seminars, workshops and conferences and for the selected programmes, the faculty members are sponsored with on-duty on that day.
- b) The faculty are being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfil the requirements of rules stipulated for Career Advancement.
- c) The period of absence is treated as on duty during the period of attending the courses.

**21. Awards and Incentives:**

The awards have been instituted to encourage the faculty/staff members to put in their best efforts. Faculty members are encouraged to take up research and development projects. Travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

**22. Library**

Faculty can make use of the library and can take a maximum of 6 books for 90 days & 4 books for 15 days.

**23. Welfare measures**

- a) The management grants maternity leave to the women employees, for a period of 90 days and limited to the first children.
- b) Free medical camp is organised.
- c) Insurance Scheme is offered to our faculty/staff members.
- d) A computer with internet facility is provided for faculty.
- e) Faculty members are encouraged to do Ph.D and research work.