



  
**Sree Sastha**  
Institutions



## **SREE SASTHA INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited for 5 years | NBA Accredited Programmes | UGC 2F Recognized | ISO 9001 : 2008 Certified  
Poonamallee, Chennai - 600 123. Phone No : 044 - 26810114 / 115 / 117. [www.sasthaenggcollege.com](http://www.sasthaenggcollege.com)

# SERVICE RULE

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### **Vision:**

A vision of "developing into a multidisciplinary, multi campus technological institution of excellence in this part of the globe, providing the right ambience and environment to create engineers and technocrats who serve the needs and demands of society".

### **Mission:**

The Management of SSIET has taken on the mission to

- Provide the necessary infrastructure to support an institute of excellence;
- Foster and grow an academic team to cater to the ever increasing demands of the student community;
- Motivate the students, the faculty and the stakeholders to utilize the facilities provided;
- Augment all available avenues to develop students for the changing needs of the society, and
- Finally to develop SSIET into international institute of excellence.

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## **CHAPTER 1 - SERVICE RECORDS**

### **1.1. SERVICE FILE**

1.1.1. A service file for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the College.

1.1.2. All activities of an employee in his/her official position shall be recorded in this service file

### **1.2. SERVICE CONDITIONS FOR THE STAFF:**

1.2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

1.2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.

1.2.4. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

1.2.5. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms.

1.2.6. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.2.7. Staff should be available in the college premises during the entire period of office hours, on all working days.

1.2.8. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.

1.2.9. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.2.10. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the management has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the management.

1.2.11. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.2.12. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

1.2.13. Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.2.14. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

1.2.15. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.2.16. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

### **1.3 RESIGNATION OF SERVICE**

1.3.1. A member of the staff shall submit his / her resignation by giving three months notice or three months total salary.

1.3.2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## **CHAPTER 2- METHOD OF RECRUITMENT**

### **2.1 SCREENING**

- 2.1.1. Recruitment is normally done twice in a year during May and November.
- 2.1.2. Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
- 2.1.3. Vacancies are advertised in leading newspapers – both Tamil and English.
- 2.1.4. Screening of applications is done by the respective screening committee.
- 2.1.5. Short listed candidates are informed through call letters and over telephones by HR Department.
- 2.1.6. At times, Walk- in interviews are also conducted for immediate postings.

### **2.2 INTERVIEW**

- 2.2.1. Interview Committee consists of Principal/Designated Authority, Academic Council members and respective Heads of the department and subject experts.
- 2.2.2. A written test is conducted for Assistant Professor post and short listed candidates shall be called for personal interview and selection be made on merit.
- 2.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.



## **2.3 PAY FIXATION**

- 2.3.1. Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.
- 2.3.2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

## **CHAPTER 3 - LEAVE RULES**

### **3.1. LEAVE RULES:**

- 3.1.1. Leave shall not be claimed as a matter of right.
- 3.1.2. A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.
- 3.1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 3.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 3.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

### **3.2. CASUAL LEAVE (CL):**

- 3.2.1. All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1st June to 31st May.

- 3.2.2. Probation period staff members are allowed to take leave after completion of the respective months only.
- 3.2.3. At a time not more than 4 days including holidays shall be granted. Carry over of lapsed CL is not permissible.
- 3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- 3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

### **3.3. VACATION LEAVE (VL) FOR TEACHING STAFF**

- 3.3.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.
- 3.3.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.
- 3.3.3. The total number of VL days for members of faculty (teaching staff) is limited to 42 days, for a continuous service of 36 months in the institution.
- 3.3.4. These 42 days can be availed for a maximum of 14 days in the winter vacation months of November or December. The balance 28 days can be availed in the summer vacation period in the months of May, June or July.
- 3.3.5. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1<sup>st</sup> June of a calendar year to 31st May of the following academic year.

3.3.7. However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.

3.3.8. In case a staff member, after availing VL as per para 3.3.7 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

3.3.9. Any unused part of VL cannot be carried over to the next academic year.

3.3.10. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

#### **3.4. LEAVE WITH LOSS OF PAY**

3.4.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.

3.4.2. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP.

3.4.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

### **3.5. MATERNITY LEAVE RULES**

- 3.5.1. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 30 (Thirty) days, subject to prior approval of the Principal/Designated Authority.
- 3.5.2. In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of Vacation Leave (VL) available as credit to the employee. Any short fall in VL credit will be considered as Leave on Loss of Pay (LOP).
- 3.5.3. Any additional leave beyond the above will be reckoned as leave on LOP.
- 3.5.4. An employee can avail ML only on two (2) occasions in her entire service period.
- 3.5.5. The ML sanctioned shall be availed on a continuous basis and can not be availed in installments.
- 3.5.6. The decision of the Principal/Designated Authority will be final in sanctioning of ML.
- 3.5.7. Employees are advised to contact HR department to know the leave record and then apply for leave.

### **3.6. OUT-STATION DUTY (OD)**

- 3.6.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Anna University, OD will not be granted.

3.7.2. Number of days on OD for Exam duty is limited to 12 for a year and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.7.3. In addition to the above a faculty member is eligible for 12 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.7.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

#### **CHAPTER 4: MEDICAL FACILITIES**

4.1. The College is running a Medical Centre inside the campus and a Medical Assistant is appointed who is attending the Medical Centre on full time basis. He/She takes care of the students and staff for minor ailments. A Registered Medical practitioner shall be visiting the Medical Centre twice a week on part time basis. On emergency, the medical practitioner will be called to the campus to attend to the patient. The college provides an exclusive vehicle for the purpose of taking the patients when needed to the nearby hospital at Poonamalle for treatment.

#### **CHAPTER 5: CONDUCT & DISCIPLINE**

##### **5.1 CONDUCT**

5.1.1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

5.1.2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

- 5.1.3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 5.1.4. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- 5.1.5. No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- 5.1.6. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- 5.1.7. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 5.1.8. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- 5.1.9. An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept,

engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

5.1.10. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.

5.1.11. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

## **5.2. DISCIPLINE**

5.2.1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

5.2.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

5.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **CHAPTER 6 - ANNUAL CONFIDENTIAL REPORT**

- 6.1 All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- 6.2 The format of SER & ACR (Annual Confidential Report) for the teaching staff.
- 6.3 The Head of the institution shall write confidential report for all staff and submit to the Chairman for approval.

## **CHAPTER 7 - APPEALS AND REVIEW**

- 7.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.



**PART - II**

**The Duties and Responsibilities of Teaching Faculty**

## CHAPTER 8 : GENERAL

- 8.1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- 8.2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- 8.3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

(i)	Principal	4 hours / week
(ii)	Dean / Professor	8 hours / week
(iii)	Associate Professor	14 hours / week
(iv)	Assistant Professor	18 hours/week

For the above stipulations, two tutorial hours / two laboratory / Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

- 8.4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- 8.5. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- 8.6. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of

students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

8.7. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

## **CHAPTER 9 : DEPARTMENT**

9.1. The Faculty Member should always talk to the HOD first and keep the HOD in confidence about the member's professional and personal activities.

9.2. The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

9.3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra curricular activities.

9.4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

9.5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

9.6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance 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 suggested.

9.7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

9.8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

## **CHAPTER 10 : CLASS ROOM TEACHING**

10.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

10.2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feed back analysis report etc.,

10.3. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.4. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

10.5. The Faculty Member should engage the full 50 minutes and should not leave the class early.

10.6. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what the student is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.

10.7. The Faculty Member should cultivate to include humor in the lecture, to break the monotony.

10.8. Should practice/rehearse the lecture well before going to the class.

- 10.9. The Faculty Member should make use of OHP, Models etc., as teaching aids.
- 10.10. The Faculty Member should encourage students asking doubts / questions.
- 10.11. The Faculty Member should get the feed back from students and act / adjust the teaching appropriately.
- 10.12. The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- 10.13. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- 10.14. The Faculty Member shall give possible 2-mark questions with answers for each unit.
- 10.15. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- 10.16. The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 10.17. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 10.18. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- 10.19. The Faculty Member should make himself/ herself available for doubt clearance.
- 10.20. The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **CHAPTER 11 : LABORATORY**

- 11.1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 11.2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 11.3. The lab observations/records must be corrected then and there or at least by next class.

## **CHAPTER 12: TEST / EXAM**

- 12.1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- 12.2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.
- 12.3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
- 12.4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to ACO / Principal with remarks.
- 12.5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

## **CHAPTER 13 : STUDENT - FACULTY REPORT**

13.1. The Faculty Member should have a good control of students.

13.2. As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HoD.

13.3. The Faculty Member should act with tact and deal with insubordination by students maturely.

13.4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

## **CHAPTER 14: UNDERTAKING BY THE MEMBER:**

Every member of the faculty should carefully read and understand the above "Duties and Responsibilities" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Sree Sastha Institute of Engineering and Technology.

Signature:

Name & Designation:

Date: