



P. A. COLLEGE OF ENGINEERING AND TECHNOLOGY

(An ISO 9001:2008 Certified Institution)



POLLACHI - 642 002

SERVICE RULES AND POLICIES HANDBOOK

FOREWARD



*Dr.P.Appukutty M.E., F.I.E., F.I.V.,
Chairman,
P.A. Institutions.*

PA College of Engineering and Technology, Pollachi commenced in the year 2008. It is a matter of great pride and privilege to be the Chairman of such a distinguished institute. In the past nine years we have progressed well and will continue to do so in the near future.

To assist the management to execute the policies, this concise handbook has been drawn which covers issues related to Service rules and promotional policies. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

I am sure this staff policy document will be useful to all staff. I profusely thank All Indian Council for Technical Education (AICTE) who set clear rules and guidelines to be followed.

I acknowledge the exemplary team effort by staff members of P.A. College of Engineering and Technology who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

*Dr.P.Appukutty M.E., F.I.E., F.I.V.,
Chairman,
P.A. Institutions.*

STAFF POLICY DOCUMENT

The Staff Policy Document is prepared to make all staff working at P.A College of Engineering and Technology to aware of rules and regulations that governs their working in the institute. The policy is effective from the year 2011. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

| S. No. | Policies and Rules | Year of publication |
|--------|------------------------|---------------------|
| 1 | Service rules | 2011 |
| 2 | Promotional Policies | 2011 |
| 3 | Recruitment Procedures | 2008 |

GOVERNING COUNCIL MEMBERS

| | | |
|---|------------------------------|------------------|
| 1 | Dr.P.Appukutty | Chairman |
| 2 | Dr.Lakshmi Appukutty | Member |
| 3 | Tmt.A.Poongothai Arul Ramesh | Member |
| 4 | Tmt.Kalaivani Rajesh | Member |
| 5 | Mr.N.Arul Ramesh | Member |
| 6 | Mr.G.Rajesh | Member |
| 7 | Mr.A.Muthusamy | Member |
| 8 | Dr.V.Palanisamy | Member |
| 9 | Dr.T.Manigandan | Member Secretary |