



Service Rules - Code of Conduct

Probation and Continuation of Service

- The appointment of the employee is being made on probation initially for a period of one year which may be extended up to another year by the Governing Body, in its sole discretion. During the probationary period if found unsatisfactory, the service may be terminated by giving one month's notice or one month's salary in lieu of notice.
- If during the period of Probation or the extended period as the case may be the employee shall desire to resign, he/she shall give one month's notice in writing to this effect to the employer or surrender one month's salary to the College in lieu of notice.
- If the employee is a permanent one, three months' notice in writing should be given or the employee should surrender three months' salary in lieu of notice.
- The Governing Body has the power to modify, revise and /or alter the code of conduct and Service Rules for the Staff of the College and the employee agrees to abide by such modifications, revisions and/or alternations made by the Governing Body from time to time.

Placement of Staff

- A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- However the Management/competent authority have the right to redeploy the staff member in any other Department/ College in the SSM group in the interest of the Institute and depending upon the need and exigency.

Promotion

The Promotion of Staff is as given in the policy framed by the Governing Body. The Eligibility Criteria for promotion will be prescribed by the Management from time to time.

Common rules for Promotion of the Faculty Members

- Faculty members who have completed 13 years of service with M. Phil and NET/ SET and / Ph.D are eligible for promotion to position of Associate Professor.
- Should have completed the Probation period at SSM and should have obtained qualification from approved universities.
- Should have participated in orientation/ refreshers courses/ workshops /FDP/ seminars.
- Should have at least 2 publications in UGC listed journals.
- Earned good self-appraisal assessment through commitment and participation in various Institutional level activities.

Sanction of Increment for Faculty Members

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal System, subject to the satisfaction of the following

- A minimum Faculty Performance score is fixed by the management for each cadre and it is necessary for staff to reach that.
- Should secure grants from funding agencies / industries for carrying out research in thrust areas.
- Should acquire Consultancy Projects and testing to enhance the visibility of the Institute.
- Should involve in all legitimate activities for the growth of the Institute.
- Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc.

Resignation of Faculty Members

If a staff member (Teaching or Non-Teaching) intends to resign from this Institute he / she shall give either three months' notice in advance or pay three months' salary to the Institute in lieu thereof. The Three months' notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

Termination of Service

The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice, at any time in a semester. A staff may be terminated on one of the following grounds

- Continual neglect of duty
- Directly or indirectly, carry on or be concerned in any trade, business work, or the like of a remunerative kind without the prior written sanction of the Management.
- Any immoral conduct of a gross kind.
- Repeated act of insubordination
- Any disputes arising out of any breach of contract between the employee and the employer.
- However, before the act of such termination thorough domestic enquiry will be conducted by a committee following the course of natural justice.

Recruitment Policy

In SSM College of Arts and Science, the recruitment and selection process has been done in accordance with the UGC Regulation (2018).

Recruitment Procedure for Teaching

As per UGC regulations, the minimum qualifications considered for the recruitment. .

- Existing vacancies are advertised in the leading dailies/newspapers and all the received applications in response to the advertisement are scrutinized.
- The scrutiny of applications is done by a committee, as prescribed by the governing authorities / Management.
- The short-listed candidates are called for an interview either by e-mail or over phone minimum ten days in advance.
- Staff selection panel consists of renowned academicians from Universities/ Higher Education Institutions in Tamil nadu is constituted and which is approved by the Management.
- Designation and salary of the selected candidates are finalized by the selection panel and which is finally approved by the Management.

Recruitment Procedure for Non-Teaching

a). The non-teaching staff members are selected in accordance with the guidelines given by the Management.

Educational Qualification (As per UGC Regulations)

For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor: Eligibility (A or B)

a). The non-teaching staff members are selected in accordance with the guidelines given by the Management.

1. i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
2. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

1. a) The Ph.D. degree of the candidate has been awarded in a regular mode;
2. b) The Ph.D. thesis has been evaluated by at least two external examiners;
3. c) An open Ph.D. viva voce of the candidate has been conducted;
4. d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
5. e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

or

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

(i) Quacquarelli Symonds (QS)

(ii) the Times Higher Education (THE) or

(iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

II. Associate Professor

Eligibility:

1. i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
2. ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor: Eligibility (A or B)

A

i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

or

B

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

Policy Statement and Code of Conduct

a) Equal Employment Opportunity

It is the policy of the Institute to provide equal opportunity to all employees and applicants for employment irrespective of religion, race, creed, caste, color, sex, disability, and age. The policy applies

to initial employment, promotion and compensation. Employees are not denied benefits, or subjected to discrimination in the Institute.

b) Policy for the Physically Challenged

Discrimination is prohibited against any applicant / employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of person's disability; if a person is qualified and is able to perform the "essential functions" of the job with "reasonable accommodation."

c) Drug and Alcohol-Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.

1. All employees shall abide by the institute's policy on prohibited substances; and
2. Inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.