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NH-7, A.K.Samuthiram, Pachal (PO),
Namakkal Dist., Tamil Nadu - 637018

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

11th August 2025

APPOINTMENT ORDER

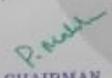
Dear Sir,

We are pleased to appoint you as an Assistant Professor in Master of Computer Applications Department in our Institutions.

You are directed to join the duty immediately with acceptance of Service Rules and regulations which has enclosed with this order.

Thanking you,

Yours,


CHAIRMAN
GNANAMANI COLLEGE OF TECHNOLOGY,
NH-7, A.K. Samuthiram,
PACHAL - 637 018, Namakkal Dt.

Encl: copy of Service rules and regulations

To

Mr.R.Surya,
S/o Mr.Raju,
312/64, Kilanilaikkottai,
Pudukkottai Dist - 622 209.
Ph:82204 65442.



Accredited by NAAC 'A' Grade & NBA

AUTONOMOUS

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SERVICE RULES

General

1. The staff members will be provided with the free transportation facility on request through our college buses plying from various places.
2. A limited number of the staff may be provided with free accommodation in our hostels. The staff members who intend to stay in the hostel will have to apply separately to the Principal. The staff staying in the hostel will have to take up any additional duty assigned.
3. The salary will be paid by 5th date of every month through bank.

Timings & Permissions

4. The staff members have to register their attendance in the Register by 9.15AM in the morning and after 5.00PM in the evening every day.
5. Any one can avail not more than two permissions of one hour each in a calendar month. The third permission will automatically attract Half-day leave. The late coming to the college will also be considered as 1 hour permission if the period of late is less than 60 minutes. Otherwise, it will be considered as Half-day leave.

Leaves

6. The staff can avail a total of 12 Casual Leave (CL) in an academic year (1st June to 31st May).
7. The staff members can avail one CL per month normally. However, the staff members with more than one year of experience in our college can avail the CL as per their requirement subject to the maximum limit.
8. If there is any balance CL at credit to any staff member at the end of the academic year, it will be brought forward to the subsequent academic years.
9. Number of Vacation Leave (VL) is 30 days in a year for the faculty. And the number of Vacation Leaves for the Non-Teaching staff is 15 days in a year. The staff members who has less than one year of service are as per their service months for VL. This Vacation leave will be sanctioned 50% in winter and 50% in summer time.
10. A staff member can avail 12 days Exam OD leave in a year in order to attend University duties like External Invigilation, Spot valuation etc.
11. A staff member can avail 12 days special OD leave in a year in order to attend various conferences / seminars / Faculty development programs / winter schools / summer schools.
12. Any staff member presenting a paper in a National or International Conference will be sanctioned Registration fee in addition to the OD leave. The registration fee will be sanctioned for a maximum of two conferences per staff member per year on selective basis.
13. Every request for the leave must be routed through the respective Head of the Department.
14. Any kind of leave can be availed by the staff members only with the prior permission from the Principal and after making the due alternate arrangements.
15. Leave without intimation will be considered as Leave on Loss of Pay and further the CL also will be deducted for the leave period. In such a case, if the balance CL is not available, the loss of pay will be made for double the period of leave without permission.

16. If any one avails the leave on message, he/she should obtain the permission from the Principal on the next day prior to signing the attendance register and registering the attendance in the Register. The number of days of leave taken from the third message onwards will attract 50% of that leave as Penalty.
17. If leave is availed through message on both the preceding or succeeding days of a holiday/holidays, then the holiday period also will be considered as on leave.

Study Leave

18. The staff members who are pursuing higher studies on part-time basis, he/she will be allowed to use one additional OD leave per month. However, this leave can be availed only with prior approval from the Principal and Management the sanction of this leave will be considered only if the candidate has joined the course with the prior approval from the Principal and Management agreeing to the conditions laid down in this regard.
19. The staff members who want to go for full time higher studies are required to apply for study leave at least two months in advance. Normally one staff member only will be sanctioned the study leave from each department every year. However, the authority of sanctioning the study leave lies with the Management.

Resignation & Relieving

20. Any one who joins as a member of the faculty will have to give an undertaking that he/she will serve the institution for a minimum period of three years.
21. In case, the staff member wants to leave the institution before completing the three years of service, he/she has to pay the salary for the balance period or 3 months which ever is higher.
22. Three months notice period required in case any staff member wants to resign after completing the three years of service.

Behavior

23. The dress code has to be followed by the staff as envisaged. The male staff members have to come in shoes and tucked-in shirt. The females have to wear the coat in classrooms and laboratories.
24. All the Staff members both teaching and non-teaching have to wear the identity Cards with rope compulsorily.
25. The usage of cell phones inside the campus is completely prohibited.
26. The faculty members are expected to maintain a very healthy teacher-student relationship and maintain utmost discipline among the students and uphold the decorum of their position.
27. The staff members are expected to follow the code of conduct and be example to the students. Even outside the campus the staff members are expected to behave in such way that it will keep up the image of the college. Any one who is found to be involved in unethical activities, and/or violating the general code of conduct and/or violating the rules and regulations of the college that are in force from time to time will be terminated from the service without any notice.
28. The staff members have to follow all the rules and regulations of the college that are in force from time to time.