



**MEASI INSTITUTE OF MANAGEMENT
CHENNAI-14**
**Approved by All India Council for Technical Education,
Affiliated to the University of Madras and ISO 9001:2015 Certified
Institution**

SERVICE RULES

1. General

- (a) The rules shall apply to all categories of employees (Teaching and Supporting Staff Members).
- (b) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (c) 'Supporting Staff Members' means a person appointed in a Non-Teaching post to which no other person holds a lien.

2. Authority:

All appointments of the faculty and Staff Members of the MIM shall be made by the Executive Director, subject to the approval of the Management/Trust.

3. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management.

4. Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

5. Termination of Service/Resignation:

- (a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority by giving one month notice or one month salary in lieu of notice.
- (b) Any employee of the MIM may withdraw his/her engagement, by agreed by the appointing authority, provided that the



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appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

- (c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

6. Retirement:

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

7. Leave:

- (a) Staff Members are eligible to avail One day Casual Leave for every completed month of service.
- (b) Such leave can normally be availed only with approval of the Director.
- (c) Leave application should be submitted to the Director of the previous day/day of avail of leave.
- (d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Office over the phone about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as "**Absent**".

8. Vacation

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.



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(i) The eligible period of vacation for Teaching Staff Members is as follows.

(ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation
One Year Completed	04 weeks
Less than 1 Year	1 week

NON TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation
One Year Completed	02 weeks
Less Than One year	01 weeks

9. On Duty:

(i) Teaching Staff Members shall be permitted to avail ON DUTY Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Director.

(ii) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

10. Conduct and Discipline:



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The Management shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

11. Awards / Incentives for Staff Members and Students:

Certification:

Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates and Gold Coin.

Students having 100% attendance in each academic year will be awarded with Merit Certificates.

Staff Members producing 100% in the Theory Subjects during the University Examinations, will be awarded with appreciation certificates.

Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

Cash Prizes for Staff Members for result oriented Performances:

- a. The faculty will be rewarded Rs. 5,000/- if they produce 100% results in each course.



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- b. Presenting paper in International Conference (held abroad) - Rs. 10,000/-.
- c. Publishing papers in Scopus indexed Journal - Rs. 6,000/-.
- d. Publishing papers in high indexed International Journals - Rs. 3000/-
- e. Publishing books - Rs. 5000/-
- f. Best Management Review Meeting (MRM)
- g. Best outgoing student.

12. Amenities

The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members to serve the institution for a certain period after benefitting from such academic qualification/training.

- a. Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.



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- b. One Month prior notice should be given to resign from the services.
- c. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
- d. Staff Members are permitted to pursue Higher Graduation, as part time program, while serving the Institution.
- e. Staff Members are given full support to undergo their research work and submit proposals.
- f. Compensatory Paid Leave is given to Staff Members for carrying out the assigned works during Holidays.
- g. Contingency amount of Rs.5,000/- per year for each Staff Members to attend Workshops, Seminars, FDP, Conferences, etc, in other institution.
- h. Management shall pay the fee for Patent registration.
- i. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- j. If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.



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