

## **V. S. B. COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE**

### **Procedures for Non-Teaching Staff**

1. Staff members should enter the college and sign in the Attendance Register at Principal's office between 8.30 a.m. and 8.50 a.m. and in the evening between 5.00 p.m. and 5.15 p.m. both at the Department and Principal's office.
2. Non-teaching staff are responsible for keeping all the equipment, machinery, computers, items, furniture in the Laboratory/work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Principal's office.
3. Principal must be informed in advance by the staff through HoD, about the requirement for the office/Laboratory, etc.
4. The staff shall be in his / her seat. They are not permitted to go to the other areas during the working hours and chat with other staff members or students.
5. The staff are expected not to take leave without proper reason. For genuine reasons they can avail a maximum of 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance.
6. Male staff members should wear formals, properly tucked in and ID Card.
7. Female staff members should wear Saree and ID Card.
8. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the College property due to negligent act will be viewed seriously. The concerned staff member has to compensate the loss caused to the College accordingly.
9. Memo will be issued to those who
  - a. are irregular
  - b. do not follow the rules and regulations,
  - c. do not discharge the duties properlyIssuing of 3 memos will be viewed seriously.
10. Staff discharging their duty with involvement and dedication will be appreciated, encouraged and honored with increment.