



M.E.S COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)

A Minority Institution Certified by National Minority Education Commission

SERVICE RULES OF MES COLLEGE ERUMELY

I. General Information

1. 'MES College Management committee' is the Governing Body of the college.
2. It consists of the Secretary, Chairman, Treasurer and Members appointed by the MES Central Committee.
3. The College is affiliated to MG University, Kottayam.
4. The Principal is the Head of the institution and is authorized by the Management to discharge the duties prescribed by the university.
5. Teaching staff is appointed as per University rules.

II. Appointments

1. The Management is the competent authority to appoint an employee based on the qualification and recommendations of the selection board.
2. The appointment orders shall be issued by the Management.
3. The qualifications, age, experience etc., shall be as per University norms.
4. The matters related to seniority are finalized by the Governing Body of the college.
5. Usually an Asst. Professor is promoted to Associate Professor with 14 years of experience.
6. Pay, Allowance, Increments and Promotions are fixed by the Management Committee.

III. General Service Conditions

1. All the employees of the college shall abide by the general rules of conduct as specified by the college.
2. All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
3. For all permanent employees in the college, a Service book is maintained.
4. All permanent employees in the college are eligible for provident fund and ESI
5. The age limit for appointment to the required post in the college and the age of retirement shall be determined by the governing body of the college.

IV. Leave Rules

A leave account shall be maintained for each employee in an appropriate form.

1. Casual leaves are sanctioned to the employees by the Principal based on the recommendations of concerned Heads of the Department.
2. All permanent teaching employees of the college shall be entitled to 15 days of casual leave.
3. All permanent non teaching employees of the college shall be entitled to 20 days of casual leave.
4. Half-day Casual Leave shall be granted to an employee, either in the forenoon or afternoon session.
5. All staff shall be granted medical leave for 5 days
6. All Women employees are entitled to avail maternity leave for 4 months.
7. The faculty members are permitted to attend FDP and Seminar on duty leave with prior permission of the Principal and Head of the Department concerned.
8. Teachers are entitled to avail duty leave for attending paper valuation camp/ lab exams etc. prescribed by the university with prior permission of the principal and relevant proof.

PROPOSE P.O.
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