JAI SHRIRAM ENGINEERING COLLEGE
Tiruppur

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

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PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.TN.

TABLE OF CONTENTS

JAI SHRIRAM ENGINEERING COLLEGE TIRUPUR

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

1: INTRODUCTION

1.1 About the Organization

Jai Shriram Engineering College was endowed by Shenthil Velevan Trust in the year 2009 with a motto of equipping and implanting the seed of higher education blended with communal harmony to the rural community in and around the Textile City. JSREC reinforces to impart knowledge, teamwork, innovation, entrepreneurship, courage, sacrifice and duty which are innards of a meaningful life. Here we look at education as a complete experience, not just as academics and it laid a pavement for JSREC to a world-class education environed with an eco-friendly greenery rich campus life.

JSREC is also promoted by leading industrialist having 3 major manufacturing divisions in Coimbatore with international reputation and hence we stand forth in creating great minds with optimal advantage in terms of intellectual growth and development JSREC is renowned for its Industry-Academic interaction.

a. Vision

To bloom into centre of excellence for technical education and pace setter in rural India with its quality process and procedures interwoven with freedom of flexibility, moulding professionals of superior quality dedicated to the progress and development of humanity.

b. Mission

Producing graduates with sound technical knowledge and skills in diverse Engineering disciplines.
Adopting innovative teaching and experiential learning practices by competent faculty.
Enhancing knowledge and skills in cutting edge technologies through alliances with industry and research organizations.
Creating conducive learning environment with state of art infrastructure and laboratories.
Inculcating ethical standards among students, both societal and personal through outreach programs.

c. Quality policy

Jai Shriram Engineering College is committed to provide quality education in Engineering and Technology, to transform the youth into committed technical personnel for the social and economical well being of the nation with integral development of personality and character building.

d. Approvals and Accreditation

Jai Shriram Engineering College has been approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai.The College has been accredited by the NAAC with B++ Grade and the National Board of Accreditation (NABH) has granted its accreditation to the following programmes:

- BE Electronics and Communication Engineering
- BE Computer Science and Engineering

1.2 About the Management

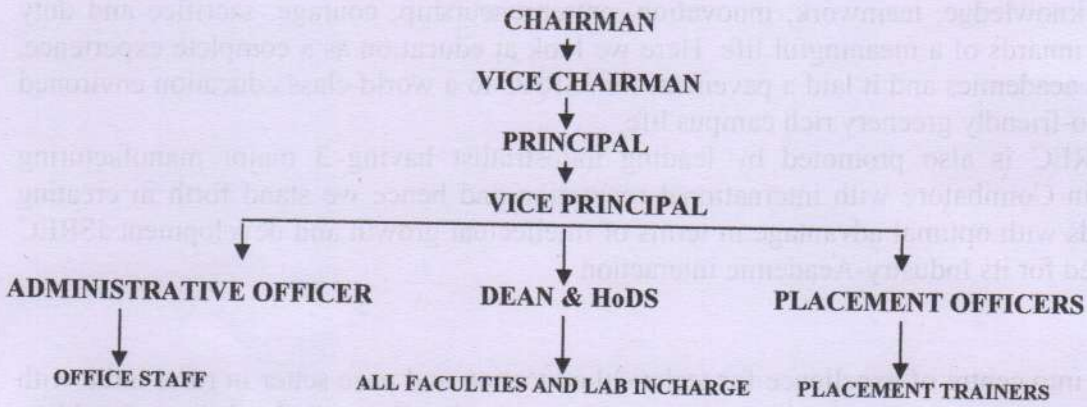
Jai Shriram Engineering College was established in the year of 2009 by Senthil Velevan Trust. The Chairman is Shri.M.Govindasamy and the Vice Chairman is Shri.T.K.Karuppanaswamy. Their vast exposure and rich experience in the field of industry has motivated them to establish an industrial based education in the field of Engineering. They are having a greater vision on developing the education institution for contribution to National Development, fostering

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

global competencies, inculcating value system in students, technology based development and quest for excellence.

1.3 Organizational Structure

JAI SHRIRAM ENGINEERING COLLEGE
ORGANIZATIONAL STRUCTURE



2: RECRUITMENT AND CAREER ADVANCEMENT

2.1 Recruitment - Requirement and Planning

1. Principal / Heads of the department shall submit teaching, nonteaching manpower requirement to the Principal in the beginning of the academic year / semester.
2.The Principal in turn discusses with Management and initiates the process to fillup vacancies.
3.AICTE/ Anna University norms shall be followed for teaching staff qualifications, experience, age and other criteria
4, Requirement of staff within the sanctioned intake shall be intimated by the HoD in Manpower Requisition Form (MRF) with job description and Job Specification to the Principal for formal approval process. On approval, the Principal shall forward it to Administrative Office for recruitment process.
5. In consultation with the Chairman, a Selection Committee shall be constituted with the following members:

- Principal
- HoD
- Subject Expert

6. The selection process will include written test/ demo class session, personal interview, management review and any other method as considered appropriate.
7. Selected candidates will be provided with a letter of confirmation having the details of designation, department, reporting head, expected date of joining and salary details. Selected candidates will be asked to join as per the date agreed during the interview process.
8.On the date of joining, the employee has to complete the joining formalities prescribed by the Administrative Office and have to submit the necessary documents on the reporting day for statutory compliance.

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

2.2 Induction

1. Induction, also known as orientation, is a process of making the newly joined faculty / staff to be oriented in making him / her familiar with the work environment and the fellow employees.
2. During the induction, the faculty or staff is provided with the detailed information about Jai Shriram Engineering College

(a) History, Vision, Mission, growth, management, Chairpersons details, group institutions and institutional Organogram.
(b) Basic conditions of employment, Institutional Policies and procedures
(c) Career advancement guidelines.
(d) Statutory compliance - Pay, PF and deductions.
(e) Leave rules — Casual , Medical, Vacation and Other leave regulations
(f) Work rules, use of materials, equipment and facilities.
(g) Disciplinary rules and procedure.
(h) Grievance procedure.
(i) Education, training and development facilities.

2.3Biometric Attendance System

Attendance of all staff members shall be captured through Biometric Attendance System integrated with the Administrative Office Module.

All teaching and non teaching staff members shall have to register their attendance in Biometric device available at designated place

The following are the details of timing for the registration of Biometric Attendance.

Teaching Staff, Non Teaching Staff and Admin Staff:

S.No	Working day/ session	Entry	Exit
1	Full day	09.00 am	04.30 pm
2	Forenoon Session	09.00 am	12.25 pm
3	Afternoon Session	01.10 am	04.25 pm
4	One hour permission during FN session	09.00 am	10.00 am
5	One hour permission during AN session	03.30 pm	04.30 pm

2.4 Probation

1. Except those on contract / deputation, the faculty / teaching staff (Assistant Professors and Associate Professors) will be on probation for one year from the date of joining. The service conditions of the employee will be governed by the rules and regulations of the college issued from time to time.

HoD will review the performance of the faculty and submit the details to the Principal. After the review, Principal will forward to the Management with recommendations for further process.

- In case of non-satisfactory performance, the management may extend the period of Probation
- Formal communication regarding Confirmation / Extension of Probation will be sent to the faculty / staff on the date of completion of probation.

1. If any candidate is appointed on a leave / temporary vacancy, he / she have no right to claim a regular position. However, such candidates may also apply for a regular post in open competition.
2. If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis he / she shall commence probationary period from the date of appointment on probation.

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

2.5 Cadre Advancement

Cadre Advancement will be in accordance with the cadres prescribed by AICTE / UGC guidelines, availability of vacancies in the cadre for the department and the suitability of the faculty member. Based on the qualification, experience and other norms prescribed by AICTE and Management, the following cadres shall be fixed for the teaching positions:

- Assistant Professor
- Assistant Professor — Senior Grade (SG)
- Associate Professor
- Professor

S.No	Designation	Qualification	Experience	Paper Publication
1	Assistant Professor |	B.E/B.Tech and M.E./M.Tech in relevant branch with first class	Fresh	Nil
2	Assistant Professor (SG)	B.E/B.Tech and M.E./M.Tech in relevant branch with first class	Qualification prescribed for the post of Asst. Prof with minimum 5 years experience and attended two weeks FDP in relevant area out of which one shall be in advanced pedagogy recognised by AICTE/UGC/ IIT/IISC (or) one week FDP and one eight weeks duration MOOCS course with E- certification by NPTEL-AICTE (or) completed two such eight weeks duration MOOCS (AND) completed minimum two weeks of relevant industrial /Professional Training (AND) 4 yrs of exp with 2 research SCI / Scopus publication (or) 5 yrs of exp with 1 research SCI / Scopus publication	
3	Associate Professor	Ph.D in relevant field with first class in M.E	Minimum 8 yrs of exp in teaching/research /industry out of which atleast 2 yrs shall be post Ph.D experience.	6 research publication in SCI journals/UGC / AICTE approved list of journals and atleast 2 successful Ph.D guided as Supervisor/ Co Supervisor (OR) 10 publications at the level of Asso.Prof
4	Professor	Ph.D in relevant field with first class in M.E	Minimum 10 years of exp out of which at least 3 yrs shall be at a post equivalent to that of Associate Professor	6 research publication in SCI journals/UGC /AICTE approved list of journals and atleast successful Ph.D guided as Supervisor/Co-supervisor(OR) 10 publications at the level of Asso.Prof

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

Performance Appraisal

1. A formal performance appraisal process will be followed for career advancement. Key performance indicator is essential for the appraisal system and it is assessed according to the guidelines given in Annexure A.

2. The Performance Appraisal Process includes

(a) An evaluation of the performance of the faculty member in the existing cadre in the assigned responsibilities.

(b) The parameters will be set for the Assessment of teaching staff members in the different cadres and a detailed Performance Indicators will be given in the Performance Appraisal Proforma

3. Where the faculty member's career advancement is confirmed or deferred, the reasons for the same will be communicated to the faculty member in writing and under acknowledgement for improvement and their case will be taken up after a period as decided by the committee.

4. On receipt of the communication indicating the areas that need improvement, the faculty will prepare a detailed and structured action plan to achieve the improvement and submit to HOD who will check the relevance of the plan to the deficiencies Communicated, cause the faculty member to modify, if needed and endorse it . HOD will forward the action plan to Principal for records, retaining the original with him / her for follow up.

5. An assessment will be done once in a year for considering the Career Advancement.

6. All technical and non-teaching staff also has formal career Advancement review process.

7.All technical and non-teaching staff will undergo periodical refresher course / training for career progression.

2.6 Incentives for Faculty Empowerment

1.Publication of Research papers

- Faculty members publishing their research articles in Science Citation Index. Faculties will be recognized by providing a special award in the annual day of the institution as follows; (SCI/Web of Science / Scopus indexed journals gets the following incentives)

S.No	Author	Incentives in Rs.	
		SCI/WoS/Scopus	UGC Care
1	First/Corresponding	5000	2000
2	Second	2500	1000
3	Other positions	1000	500

- In addition to the above, for research articles published in collaboration with authors from the premier institutions like NITs, IITs, IISc and reputed industries, Research organizations an additional incentive of Rs.1,000/- for the first/corresponding author and Rs.500 for the second author shall be given.
- In addition to the above, for research articles published in collaboration with authors from International University / Institutions / Industry / Research Organizations an additional incentive of Rs.1,000/- for the first /corresponding author and Rs. 500/-for the second author shall be given
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JAI SHRIRAM ENGINEERING COLLEGE TIRUPUR

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

2. Financial Assistance for attending Seminar/Workshop/Conference/FDP

- The Institution shall sponsor 50% of registration fee to a maximum of Rs.6,000/- (once in a year) for the faculty members for presenting their research findings in ACM/Springer /IEEE sponsored International conferences held in India and attending seminars/ workshops / FDPs.
- Faculty members are also eligible to get the financial assistance for attending International conferences (with 1 month prior intimation) outside India (Once in 3 years) with 50% registration fee and travel.
- Financial assistance is provided to the faculty members for registering themselves in professional bodies.

3. Books / Book Chapters

- In order to improve the teaching skills and to improve subject knowledge, faculty members can publish text/ reference / handbooks with leading publishers with ISBN. Faculty members can also co-author for chapters on specific topics (Note: Conference proceedings published as Lecture notes are not considered as Book Chapters)

S.No	Particulars	Remuneration
1	Text/ Reference/ Hand Books published by an international publishers with an established peer review system	**2,000/-**
2	Partial contribution to edited knowledge-based volumes published by international publishers	**1000/-**
3	Articles in reputed National Newspapers/Magazines	**1000/-**

4. Consultancy and testing services

- Departments are encouraged to approach different Government departments and industries for consultancy work and it shall be carried by utilizing their faculty expertise and the infrastructure facilities of the Institution. The faculty members working on the same are rewarded as follows.

S.No	Consultancy amount generated (Individual consultancy alone considered)	Incentives in % of the gross revenue
1	10000 – 300000*	10 %
2	300000 and above*	15 %
3	*Consultancies will be governed by the number of hours and equipment's used in the laboratories	

- Faculty member(s) exhibiting leadership qualities to fulfill the customer needs resulting in additional projects and consultancy be recognized by providing a special award in the annual day of the institution. Technology transfer shall be based on the discussion and upon the mutual consent with the industries.

5. Research funding

Principal investigator-PI(s) and co-investigator- co-PI(s) involved in sponsored/collaborative research are encouraged by providing an incentive of 2.5% of the funds received from national /international funding agencies. PI gets 1.5% and Co-PI gets 1% on receipt of the fund. The incentive is disbursed after the closure and submission of utilization report.

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

6. Patents

Financial and legal assistance shall be provided to those who are interested in registering for the patent. The patent shall irrevocably be registered in the name of Jai Shriram Engineering College with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institution and the researcher. The inventors of the patents are recognized and rewarded with an amount of Rs. 3,000/- on approval, certified and grant of patent.

7. Seed money

Faculty members are supported to carry over their initial research to lead to further funding by providing with seed money of Rs. 2 Lakh per year for the institution, Seed money of up to maximum Rs.50,000 per department will be sanctioned on recommendation by the evaluation committee and on First come first served basis.

8. Institutional Fellowship for Ph.D. Candidates

This Fellowship is open only to candidates opting the Ph.D. programme as fulltime candidates. All candidates applying for this fellowship have to appear for an interview conducted by the Anna University, Chennai. Those who qualify in the interview will be offered a fellowship of Rs.15,000/- p.m. for a period of 3 years. Scholars with a valid GATE score, will get an additional stipend of Rs.5,000/p.m for a period of 3 years.

2.7 Resignation

- If any teaching staff member intends to resign from the position, they need to submit three-month advance notice of resignation as specified in their appointment letter to the Administrative office through the Principal, otherwise two month salary should be paid back.
- The period of advance notice of resignation for the Administrative and Non-teaching staff members shall be one month otherwise one month salary should be paid back.
- While relieving from service, the staff members need to submit no due certificate to the Administrative office
- In case of emergency/unavoidable circumstances if a staff avail leave, the days will be calculated as leave on loss of pay or the period of notice shall be extended.

3. LEAVE POLICY GENERAL

- The leave application shall be submitted to Principal in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements among the faculty members of his/her department or any other department to keep the students engaged
- The Technical staff shall make alternate arrangements to keep the students engaged. The same must be informed to concerned Lab in charge and HODs.
- An alternative arrangement for class work has to be informed to the HOD.
- Long absence / repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

3.1 LEAVE POLICY FOR TEACHING STAFF AND NON TEACHING STAFF

3.1.1 CASUAL LEAVE (CL)

- Every employee is entitled to avail 12 days of casual leave in one academic year (July - June).

JAI SHRIRAM ENGINEERING COLLEGE TIRUPUR

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL canmt be pre-fixed/suffixed with all types of holidays/leaves.
- Total no. of days of CL to be availed at a spell should not exceed 2 days in month.
- The unavailed days of CL can be carried forward to the next academic year and a maximum 18 days of CL can be accumulated and excess days get lapsed.

3.1.2 LEAVE ON LOSS OF PAY (LOP)

- Leave on loss of pay shall be got sanctioned in advance as any other leave.
- Such leave shall not exceed 30 (Thirty) days in a year subject to a maximum of 15 (Fifteen) days at a time.
- But if the quantum of LOP [LOSS OF PAY] is more than 15 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

3.1.3 EXTRA ORDINARY LEAVE (EOL)

The EOL is granted under extra-ordinary circumstances only. This may include the following:

- Marriage: Staff members with more than one year of service are entitled to avail five days of leave for their marriage. The letter should accompany his/her marriage invitation.
- Death of a family member: Staff member with less than one year of service is entitled to avail three days of leave with pay for the demise of his/her family member (Maternal Parents, Paternal Parents, Spouse and Children) whereas staff with more than one year of service can avail five days of leave with pay.
- Prolonged sickness of self or a family member: If a staff avails extra leave (after exhausting the applicable Medical Leave) beyond 30 days, for prolonged sickness it will lead to break in service.

3.1.4 ON DUTY LEAVE (OD)

Nine days of On Duty leave will be granted for the Teaching Staff Members per semester on any of the following purposes:

1. Six Days of OD will be given to the University Practical Examination, Theory Examination and Paper Valuation.
2. Three days of OD will be given to the Viva voce, Synopsis submission & DC meeting, Board of Studies, Academic Council, Staff selection Committee, Accreditation Committee Meetings, seminars, workshops, conferences, Resource Person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the Principal and Chairman.

The on duty leave will be restricted to a maximum of 18 days during an academic year subject to the following conditions:

- OD will not be granted when faculty members go for examination work other than Anna University.
- If the university practical examination / valuation falls during the vacation period, such duties will be treated as vacation.

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam, Tirupur-638660.

3.1.5 STUDY LEAVE

- A faculty member may be granted a maximum 24 months of study leave without salary for pursuing higher studies, after a minimum three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work
- The extension of study leave beyond 24 months shall be considered on extraordinary circumstances based on academic grounds if the Management satisfy the reason is fit for the extension of study leave.
- The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave
- The faculty on leave shall submit a comprehensive report on the completion of the study leave period.

3.1.6 SABBATICAL LEAVE

- The permanent, whole-time teachers of the College who have completed five years of service as Associate Professor/Professor shall be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the College. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the faculty.
- The faculty availing sabbatical leave, shall undertake that she/he shall serve the Institution for a continuous period of atleast two years to be calculated from the date of his/her resuming duty on the expiry of the sabbatical leave.
- A faculty who has availed himself/herself of study leave without approval, would not be entitled to the sabbatical leave.

3.1.7 COMPENSATION DUTY LEAVE (CDL)

On a special circumstance compensation leave is sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities concerned of the college. If University examination falls on holidays/Sundays no compensatory off will be permitted for the staff members attending examination duty. Teaching staff members whoever participating any official duty / acting as examiner for practical examinations / evaluation of answer scripts with remuneration/monetary benefits are not entitled to claim Compensation duty leave.

Approved Compensation duty leave

- Can also be combined with CL
- This leave must be availed within two months from the day of the duty carried out.
- CDL can be availed as full day only

3.1.8 MATERNITY LEAVE /PATERNITY LEAVE

A female staff member who has put in minimum one year of service are only eligible. During the period of maternity leave, Employee will be offered 50% of salary for six months. The salary will be credited when they are in their leave period

A male staff member who has put in minimum one year of service shall be given three days of paternity leave without loss of pay.

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660

3.1.9 VACATION LEAVE

- The total number of VL days for members of permanent staff is limited to 27 days (Summer Vacation - 20 days and Winter Vacation -7 days), for a continuous service of 12 months in the institution. It is the discretion of the institute to announce the period of vacation leave.

3.1.10 MEDICAL LEAVE (ML)

- The entitlement of Medical leave is 6 days for every academic year. The staff members can avail Medical leave after completion of one year of service.
- Medical leave shall always be accompanied by a medical certificate
- Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.

4. RETIREMENT FROM SERVICE

- All the Teaching Staff Members shall retire from service on completing the age of 60. However it shall not be applicable to the special category appointments like Visiting Professors / Adjunct Professors
- All the Non-Teaching / Admin Staff Members shall retire from service on completing the age of 58. If the service of the Staff members is required beyond the age of 58, it will be treated as a special case and their service will be continued. The salary will be fixed as a consolidated pay and no annual increment is applicable.

5- CONDUCT AND DISCIPLINE

5.1 CONDUCT

- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he / she is placed.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area.
- Every employee shall maintain the strictest secrecy regarding the colleges affairs

5.2 DISCIPLINE.

- Employees are asked to maintain discipline in all aspects
- In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Management got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Management

6: WELFARE MEASURES

Eligible faculty / staff members are covered under

✓ Provident Fund (PF)

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam, Tirupur-638660

- ✓ Employee State Insurance (ESI)
- ✓ Accident Insurance
- ✓ Faculty child scholarship

7: SERVICE RULES

Service Rules

- Employees are required to open Salary bank A/c in South Indian Bank.
- Employee has to give leave & permission form in advance or on same day.
- If any employee wish to pursue higher studies should get prior permission from the management.
- On completion of higher studies, submit Photocopy of the Certificates and update the Qualification in the Personal records.

8: GENERAL RULES

8.1 Identification Card

- The Institution will provide Photo ID card to all Employees.
- Employees must wear Identification cards inside the campus.

8.2 Loss of Valuables

- Employees are advised not to keep their belongings such as watches, purses, jewellery and currency to exposed on Tables, Beds, wash basins etc.,.
- However, institution will not take any responsibility for the loss of any personal belongings

8.3 Use of Phone / Mobile

- Employees while using the intercom telephones should be very courteous to the callers.
- Use of cell phones during working hours is strictly prohibited.

8.4 Conservation of Water, Electricity and Other Resources

Employees are requested to conserve as much Electricity and Water as possible and advice the same to others.

8.5 Confidential Information

Employees are advised to keep all records and other information about students and Institution, strictly confidential. The student's record and financial status are highly confidential and should not be discussed with anyone except authorized person.

9: TRAVEL POLICY

OBJECTIVES

The travel policy is intended to facilitate travel for official purposes and it outlines the entitlements related to official travel and the general guidelines to be followed for claiming reimbursements of travel expense

JAI SHRIRAM ENGINEERING COLLEGE TIRUPUR

PRINCIPAL
Jai Shriram Engineering College
Dharapuram Road,
Avinashipalayam,Tirupur-638660.

GUIDELINES
APPLICABILITY AND APPROVING AUTHORITY

- Employee and the Head of the Departments are required to plan their travel in advance

REIMBURSEMENT

- Reimbursement (if done by the individual) of the cost of travel tickets and hotel room rent is subject to production of bills for travel ticket, hotel, used tickets, original [Photocopy only in respect of tickets, as a special case
- Customer entertainment expenses shall be reimbursed at actual subject to production of bills in original and prior approval.

LOCAL TRAVEL

Employees who travel within a radius of 150 km from their base location without involving overnight journey stay are entitled to the following:

- For using own two-wheeler and Four-Wheeler the petrol allowance will be paid as guidelines stipulated by the administrative office. Reimbursement of local conveyance, subject to production of bill in original for taxi or self-declaration in case of auto fare. Employees who are having a car they can utilize the same claim as per the above rule.

GENERAL

- The Institution are not responsible for any loss of personal effects.
- The employee is required to take care of official documents and Trust/ Institution Materials if any that are carried by him/her.

AUTHORIZED PERSONS TO APPROVE TRAVEL PLAN

1. Principal
2. Department Heads
3. Administrative office

All the bus / train/other travel modes are booked through Administrative Office.
Advance information should be sent for smooth travel and boarding arrangements.
If any emergency booking of bus/train/boarding should be written approval from Principal is required.

JAI SHRIRAM ENGINEERING COLLEGE TIRUPUR

PRINCIPAL
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Dharapuram Road,
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