

 KRISAT Sowing Seeds of Future	Krishna College of Agriculture and Technology (Affiliated to TNAU) Sri Rengapuram- 625532, Madurai district
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RULES AND REGULATIONS FOR **KRISAT** EMPLOYEES

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1. The KRISAT college timings are from 8.30 A.M. to 4.30 P.M. with half an hour lunch break in between. During the college working hours no employee is allowed to leave the campus without permission from the competent authority.
2. The Asst. Professor (Agronomy) and other teachers who come for classes at 8.00 A.M. are permitted to go out by 4.00 P.M.
3. The timings for the Physical Education Teacher are 10:00 A.M. to 6:00 P.M. and on Saturdays from 9:00 A.M. to 1: 00 P.M.
4. The college library will be opened from Librarian timings are 10:00 A.M. to 6:00 P.M. and on Saturdays from 9:00 A.M. to 1: 00 P.M. The librarian should attend duty on the above timings.
5. All Saturdays are half working days. The second Saturdays and National holidays are holidays for the college.
6. Those who attend duty on holidays are eligible for claiming compensation leave on a later date with prior intimation and such leave is limited to 10 days/ year.
7. The employees are granted 12 days for casual leave per year and after completion of one working month, one day Casual leave will be credited into employee leave account which can be availed with prior intimation and request.
8. If the employee enters on leave (without leave at his/her credit) it will be treated as leave on loss of pay. Further, if the employee is absent for a week without prior permission or intimation he/she is likely to be removed from pay roll.
9. If the individual wants to resign the position, one month prior notice should be given to the management for getting relief and for teachers, they have to complete the academic semester and will be given relief.
10. The employees are requested to use the communication tools/instruments at minimum without affecting the official duties.
11. All the employees are requested to come in formal wears only. Please avoid casual wears (like T-shirt, Jeans, permudas, baggies/leggings, tights etc).
12. The college is run by M/s Rukmani ammal educational and charitable trust and all the employees should be trust- worthy to the Trust management. They should self disciplined **and**
13. The employees should strictly follow the rules and regulation of the organisation without any deviation. If any deviation or mismanagement or disobedience found on the employee, the management has right to remove the individual from the organisation.

Agreed by

Employee name & signature

Dean-in-Charge