



**SAVEETHA
ENGINEERING COLLEGE**

AUTONOMOUS

Affiliated to Anna University | Approved by AICTE



HR POLICIES AND PROCEDURES

HAND BOOK 2024 - 2025

**Department of Human Resource Development
Saveetha Engineering College**

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**“Motivation gets you going, but,
Discipline keeps you growing.”**

— *John C. Maxwell*

Welcome Message from President

Welcome to Saveetha Family!

At the dawn of the New Year, the college marches ahead confidently, keeping pace with the times, expanding its horizons and introducing innovative & challenging courses. Today the institution pledges itself to the cause of empowering students through qualitative value based education. I would like to emphasize and define our goals.

- Focus on semester examination results
- Department level monitoring of progress
- Addition and implementation of co-curricular activities for personality development &
- Enhancement of placement program.

We from the management are committed to encourage every student in this institution to achieve academic excellence and leave no stone unturned to mould each student to face the competent world and fit into the corporate culture. I wish our students to wake up and rise to the occasion and grow along with our institution to reach great heights, bringing laurels to our institution.

Again welcome!

Dr. N. M. Veeraiyan

Founder President & Chancellor, Saveetha University

Welcome Message from Principal

Welcome to Saveetha Engineering College!

Saveetha Engineering College nurtures and grows young people who pass through its doors and corridors. We encourage and challenge our students to succeed to be the best they can be. We provide a system of education where by a 'state of the art 'technology would support a much wider array of content from a worldwide perspective that would take the children of today through such strategically planned experiences, that were drawn from any part of the world and measured up qualitatively as per world standards to prepare world citizens of tomorrow.

As Principal my role is to foster an exciting and invigorating learning environment, where students are at the forefront of teaching and learning. Our dedicated staff work and learn together in collegiate teams to maximize student's potential by implementing highly effective teaching strategies and student support systems.

Parents and Caregivers are valued partners and are encouraged to be actively involved in the learning of their children.

In the words of Dalai Lama,

"When educating the minds of our youth, we must not forget to educate their hearts"

We spare no efforts to make the educational experience of our students meaningful and relevant to the social-economic needs of the times & to equip our youth to face the challenges of the future for leading the society from the front, while ensuring that at the same time they are enjoying their experience of learning.

"We cannot always build the future for our youth, but we can build our youth for the future"

And as the cliché goes, last but not the least, I expect all my young Saveetha'ians to focus on their cherished goals and strive hard to accomplish them transcending mediocrity and procrastination.

Dr. V. Vijaya Chamundeeswari, Principal

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MOTTO, VISION, MISSION & POLICY

COLLEGE MOTTO

The college motto is '**BE THE BEST**'. Students focus on 4E's, Education, Environment, Energy, and Entrepreneurship. Students follow the Culture, Humanity and Ethics to progress as a better human to compete across geographies.

COLLEGE VISION

To be and to be recognized for setting the standard of excellence in engineering education and high quality research in Science and Technology.

COLLEGE MISSION

To promote academic excellence; widen intellectual horizon; self-discipline and high ideals for the total personality development of the individual.

QUALITY POLICY

Providing quality education and training with continual improvement in facilities and personal at all levels to be the best and to enhance entrepreneurship, employability and capability to pursue higher studies through academic excellence and total personality.

Quality Policy of Human Resource Department

1. To provide quality human resources (both Teaching and Teaching Associate) to the Institution based on the manpower requirement through an effective selection process.
2. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
3. To motivate staff members to pursue higher studies (PG / Ph.D)
4. To promote Staff Welfare Programs and to create a progressive environment in the Institution.
5. To monitor the staff performance and to reward the best performers taking measures to improve the performance level of the average / low performers.
6. To recognize the service of the staff members and to motivate them through a rewarding system.

1. GENERAL SERVICES RULES

1.1 Introduction:

These rules may be called as “General Service Rules” of Saveetha Engineering College hereinafter called as “College” and they shall come into force with effect from the date of approval of the Governing Council of the College.

These rules shall apply to the holders of all the categories of posts, whether temporary or permanent, under the employment of the College.

1.2 Definitions:

1. **College means :-** Saveetha Engineering College, Saveetha Nagar, Thandalam, Kanchipuram District
2. **Governing Council means: -** Governing Council of the College.
3. **SMET means :- Saveetha Medical and Educational Trust of the College**
4. **President means :- President, Board of Management of the College**
5. **Director means :- Director of the College**
6. **Principal means :- Principal of the College**
7. **Dean means :- Dean of the College**
8. **Employee means :- The employee of the College**
9. **Approved Candidate means: -** A candidate whose name appears in the authorized list of the candidates approved by the competent authority or committee for the appointment to a particular post or category.
10. **Temporary means: -** A member appointed initially for a limited period.
11. **Permanent means: -** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.

1.3 Recruitment Procedure:

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

1.4 Personal File:

Personal File in the prescribed form should be maintained by the College for all the employees of the College. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, warnings given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Personal file should be got from the Principal, from time to time.

1.5 Qualifying Service:

The total period of service put in by an employee either in other Engineering Colleges or in Saveetha Engineering College shall be considered in all Engineering disciplines, Science and Humanities and MBA. However, for Science and Humanities and MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at entry level of appointment.

1.6 Extension of Service:

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him / her, the appointing authority may, with reference to the materials placed on record, terminate his / her service or extend the period of temporary service.

1.7 Increments:

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st August. An increment may be withheld by the competent authority if his / her conduct has not been good or his / her work has not been satisfactory or there have been many LOPs and ELs.

1.8 Annual Performance Appraisal Report:

The faculty member shall submit the open and transparent performance report every year through online, containing the academic activities and achievements. The HOD shall offer his remarks and observations on the report. The Performance Assessment Committee headed by the Principal shall review the reports and finalize. The assessment shall be used for the following purposes:

- Award of annual increments.
- Award of special increments and promotions for deserving employee²s for their satisfying performance.
- Award of career advancement and promotion.
- Monitoring and recording of the regular growth of each faculty member.

1.9 Promotion:

The promotion of a person in a category shall be determined by the eligibility requirements for the post.

1.10 Resignation by Employees:

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work

pertaining to the semester concerned. They should also give three months' notice in writing. For notice period, no vacation or casual leave in their credit will be taken into account. .

1.11 Removal of Permanent Staff from Service:

If the permanent staff is found not suitable to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

1.12 Retirement:

Expert as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

1.13 Welfare Measures:

To recognize the services of the employees in the College, the Management offers cash rewards as below:

- Incentive for publishing papers in reputed journals
- Employees Provident Fund
- Group Insurance for all employees
- Staff Quarters
- Free food and accommodation for staff staying in Hostel.
- Monthly utility amount for Teaching and Teaching Associates.

1.14 Power to modify the rules :

These rules are subject to modifications or amendments made by the Member of Board.

2. SELECTION & RECRUITMENT

2.1 SELECTION

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

The Selection and Appointment Policy is based on the following principles:

- We recruit the best talent available based STRICTLY on merit.
- Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience.
- We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.
- We do not re-hire staff who have been terminated with a cause by the Institution
- We should always ensure that managers and staff involved in the recruitment process do not succumb to any pressure that can result in compromising the quality of staff to be hired.

2.2 RECRUITMENT

2.2.1 Identifying the vacancy:

The departments send in their manpower requirements after analysing the workload, availability of manpower and the expansion planned.

2.2.2 Recruitment Process:

- Advertisements for open positions are placed in leading newspapers, on digital platforms, and across social media.
- Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.
 - All eligible candidates will be called for the interview and interview will be conducted by the selection Committee.
 - Selection Committee is constituted.
 - **Interview procedure :** Candidates belongs to programming departments are requested to take online test, other department candidates will take regular panel interviews. Next to online test, one to one personal interview shall be conducted to assess their communication skills and to find out whether the candidate is best suited for the required job or not. Finally the candidate shall be requested by the Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.

- **Age:** Should not have completed 65 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.
- **Scale of pay** : As per AICTE Norms
- **Appointing Authority** : Director / Principal
- **Faculty recruitment** : As per AICTE norms (Annexure)

2.3 POST SELECTION PROCESS

- The selected candidate who received the offer letter should report for duty to the Principal on the specified date, as mentioned in the offer letter.
- The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.
- PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- Each staff member is required to open a Bank account with the Indian Bank (can be any branch), for the purpose of crediting their monthly salary.
- The Appointment Order will be issued by the HR Department to the newly-joined staff who has to execute the service contract. If required.
- The HoD will brief the newly joined staff about the department formalities and the workload.
- Email ID will be created for the staff by the ERP Team within a week's time.
- Identity Card will be provided for each staff.
- Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources.
- Induction program will be organized by the HR Department on the subsequent week to explain the rules and regulations of the Institution.

2.3.1 Records of Service – Staff Personal File:

- A Staff Personal File for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the Institution.
- The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, warnings, dismissal, etc., The file shall be open immediately when an employee reports for duty.
- Any change in the address should be intimated immediately by the employee.
- All activities of an employee in his official position shall be recorded in this file, which will be maintained by the HR Department.

2.3.2 Identity Card:

- Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Principal. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.
- The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact Number and

Residential Address. The said identity card shall be issued duly signed by the authority concerned.

- If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee.
- When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the HR Department before his accounts are settled.

3. TERMS OF EMPLOYMENT / LEAVE POLICY

3.1 Probation:

- All employees irrespective of their cadre will be on probation for a period of three months / one year when they are recruited for the posts or when they are promoted to higher grade / post.
- During the period of probation, the employees will be assessed on their performance.
- Deficiencies in the performance will be notified to the employee concerned and he will be advised suitably by their respective HODs to correct / rectify the same.
- If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- Recommendation for extension of probation / confirmation of an employee shall be approved by the Principal.
- The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
- However, the extension or reduction of the probation period is at the discretion of the Principal.

3.2 Confirmation:

- If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.
- In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

3.3 Working Hours:

- The College shall function from 8:00 AM to 3:00 PM for Faculty. However for Teaching Associate Technical and Administration Staff it will be and from 8 AM to 4.30 PM. On Saturday, the Teaching Associate / Admin staff alone will work between 8 AM and 4.30 PM.
- The Lunch break will be for 50 Minutes depending upon the Time Table for Teaching / Teaching Associate between 01.00 and 02.00 pm.
- Staff members are eligible for two late in a month i.e., up to 8.10am for Teaching Associates.
- Staff members are eligible for two one-hour permission in a month, either from

8 am to 10 am or 3.30 pm to 4.30 pm.

- Half day leave means either from 8 am to 12 noon or from 12 noon to 3.00pm.
- Faculty should maintain 7 hours working time in a day, with a flexible timing between 8:00 am to 10:00 am. No late or permission can be availed after 10.00 am in forenoon session.
- Week off for the teaching faculty are fixed as per the time-table, without alterations.
- No compensatory leave is provided for working on week off day.

3.4 Attendance:

- Every employee shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified. He shall register his attendance in the Finger Print Machine and sign in evening. The Attendance Register maintained in the Department of HRD both in the morning as well as in the evening, the employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time In Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days" late attendance. Habitual three days" late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- Employees should normally obtain permission beforehand to arrive the Institution late or leave early.
- For Teaching Associate staff, habitual absence or late attendance will entail penal provision.
- Employees are expected to be present in their respective Departments at least 10 minutes in advance before the working hours.

3.5 Finger Print (Bio-metric) Attendance Rules:

- Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. There are four Finger Print Attendance Recorder machines, which record the attendance of the staff. All staff members are required to mark their attendance both in the morning and evening sessions.
- Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance.
- Staff who come late due to Permission or Leave or On Duty have to sign in the "Time In and Time Out Register" maintained at the Department of HRD.
- Staff should be available in the college premises during the entire period of office hours, on all working days.
- If a staff member is on any kind of leave has to be out of station, he should intimate the Principal his exact out station address and phone numbers in his leave application.
- The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

3.6 Staff Dress Code:

- Men: College logo shirt Tucked & Trousers with formal shoes for all Supporting Staff
- Women: Uniform Saree for all Supporting Staff

3.7 Duties and Responsibilities of Faculty:

- a. Academic
- b. Research and Consultancy
- c. Administration
- d. Extension Services

a. Academic:

- Class room lectures
- Instruction in laboratories / guidance
- Curriculum development
- Developing resource materials and laboratory development, manuals, etc.,
- Students assessment and evaluation
- Participation in co-curricular and extracurricular activities.
- Students counselling
- Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.
- Publication of books, journals
- Upgrading by pursuing higher studies and keeping abreast with the developments in his own field.
- Conduct of examinations.
- Attendance logs of the students are maintained in CAMU software.

b. Research and Consultancy:

- Research and development activities, research / project guidance.
- Industry sponsored projects / sponsored projects of Government National labs.
- Providing industry consultancy and testing service, active participation in promoting industry-institution interaction.

c. Administration:

- Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty-students societies.

- Planning / Development of schedules for classes both at departmental / institutional levels
- Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

d. Extension Services:

- Interaction with industries / service institutions, promote community service and sports Activities amongst students
- Help, devote, Vocational services in the neighbourhood, contribute towards promoting / Providing non- formal education, promote entrepreneurship and job creation.

3.8 General Instructions to the Faculty:

- The faculty member should always first talk to the HoD and keep the HoD in confidence about his professional and official activities.
- The subjects will be allotted by the HoD after taking into account the faculty member's aptitude.
- In addition to teaching, the faculty member should take additional responsibilities as assigned by the HoD in academic, co-curricular or extracurricular activities.
- Every faculty member should maintain the students' attendance and the absentees roll number should be noted every day in the ERP software as soon as the classes / laboratory hours are over.
- Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student
- The Faculty Advisor must update the student's personal file regularly and put up for inspection by HoD appropriate authority as the case may be.
- Faculty Mentor / Counsellor:
To help the students plan their courses of study and for general advice on the academic program, the HoD will attach 30 students to a faculty member of the Department who shall function as Faculty mentor for those students throughout their period of study. Such Faculty mentors shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him and counsel them periodically. If necessary, the Faculty mentor may also discuss with or inform the parents about the progress of the students. They are also required to maintain appropriate records of their counselling session with the students
- Faculty updates the students' progress reports to the parents periodically through CAMU software.

- Faculty members are encouraged to become member in Professional Body. All Professors should be a member in International Professional Body. Professional membership can be of different associations. Minimum 80% of membership should be National and 20% should be International in a department.

4. LEAVE POLICY

The purpose of this document is to describe types of leave available, eligibility rules and usage of leave:

Types of Leave:

1. Casual Leave
2. Medical Leave
3. Earned Leave
4. Vacation Leave
5. On Duty Permission
6. Study Leave
7. Compensatory Leave/Off
8. Maternity Leave
 - The Leave Year shall be June - May and the Leave shall not be claimed as and need to be granted matter of right.
 - A staff member shall not normally or on any pretence absent himself from his duties without prior permission of his superior officer authorized to give permission.
 - Leave of any kind will not be sanctioned when the services of the staff are needed for the college when there is an unfinished job involving the employee.
 - Leave will be strictly monitored and will not be granted while class in session unless in emergencies.
 - Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the Department of HRD and the respective HOD before 9.00 a.m. Leave information will not be entertained after 9.00 a.m. and such absence will be treated as unauthorized.

1. Casual Leave (CL) :

- Every permanent Employee/Probationer is entitled to avail 12 days of casual leave per year. The unavailing leave will lapse at the end of the academic year. For the Probationers, the casual leave will be calculated on the pro-rata basis.
- Casual Leave is not a privilege. Prior sanction is essential. Intimation in writing through third parties may also be considered for sanction. Leave should be applied for at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- Casual Leave cannot be clubbed with any other type of leave except Special Leave or Compensatory Off.
- CL cannot be carried over to the next year if it is not availed during the year.
- For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may

not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective HoD / Principal / Dean).

- It is the responsibility of the HoD / Class Teacher to make alternative arrangements for the classes missed because of the CL of any teaching staff. The HoD would monitor and ensure that no class is left unattended.
- The staff member taking leave without prior permission or without any information will be considered as absent and the same will be treated as “Loss of Pay”. If the staff absents himself / herself from duty for seven days and more shall be treated as abandonment of service.

2. Medical Leave (ML) :

Every permanent Employee is entitled to avail 6 days of medical leave per year. The unavailing leave will lapse at end of the academic year.

3. Earned Leave (EL) :

Every permanent Employee is entitled to avail 12 days of Earned Leave per year.

- Casual Leave and medical leave can either prefix or suffix any holidays.
- When the leave availed with prefixing and suffixing any holidays, the intervening holidays will also be counted as leave.
- In Total the Employee shall present more than 17 working days (except medical and earned leave). If the employee not present for 18 working days, they will be eligible for the salary for number of days worked only.

4. Vacation Leave (VL) :

The permanent employee is eligible for 21 days vacation during the summer (April/May) and 7 days - vacation during the winter (December).

5. On Duty (OD) :

- Employees deputed for Anna University for the purpose of Examinations, a period not exceeding 5days per semester will be treated as ON DUTY subject to approval by the competent authority/Principal and submission of attendance for the same.
- Any extra ON DUTY need for the Anna University Examinations, have to be approved by the competent authority/Principal in advance.
- ON DUTY for attending conference, seminars, FDP etc. have to be approved by the competent authority/Principal in advance.

6. Study Leave :

The study leave will be granted to any staffs at loss of pay at the discretion of the management. The study leave shall be granted to an employee once in five years. Any part time studies should be done only with the prior permission from the management.

7. Compensatory Leave / OFF :

Employees working on Holidays are entitled to avail compensatory leave/off. Such compensatory leave/off should be availed within one month from the date on which the actual duty performed.

8. Maternity Leave :

Every Permanent married female employee is eligible for maternity leave for a period of two months. Such leave shall be granted for first two confinements only. The leave salary admissible during the period of maternity leave will be disbursed after six months of re-joining the duty on production of medical and birth certificate.

General :

No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Institution the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services subject to conditions.

Retirement :

- Every teaching and Teaching Associate staff of the Institution will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re -employed after retirement period up to the age of 70 subject to the vacancy position and the meritorious service of the faculty.
- Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure
- In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

Note:

- In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.

- The above provision shall not apply to cases of compulsory retirement or retirement as a Measure of penalty after disciplinary proceedings.

Resignation / Termination of Service :

- If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic year.
- The following shall be the notice period for resignation:
 - (a) A “Trainee” employee shall give at least one month’s notice or stipend in lieu of notice, if the training period is more than one year.
 - (b) A “Probationary” teaching employee or a “Confirmed” teaching employee shall give three months notice.
 - (c) A “Probationary” Teaching Associate employee or a “Confirmed” Teaching Associate employee shall give one month.
- A faculty can submit his resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Principal
- The Institution reserves the right to accept or reject the resignation with effect from the day it deemed fit, irrespective of the notice-period given by the employee.
- Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the Relieving Order is issued to the employee concerned, he shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.
- On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.
- When the letter of acceptance of resignation is communicated by the Institution to the employee concerned, the employee shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties held in his custody and vacate the quarters occupied by him to obtain the no-dues certificate to that effect. The Institution reserves the right to recover all such outstanding amounts and the value of the property of the Institution from the amounts due to the employee or in any other manner decided by the Institution.
- After all the formalities as detailed in above are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

Abandonment of Service :

If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Principal.

Termination of Service

The Principal shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons without notice period and compensation:-

- Serious misconduct and wilful negligence of duty;
- Gross insubordination;
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude.
- In all such termination cases, the staff member will not be eligible for any terminal benefit.

5. ORIENTATION AND TRAINING

The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work culture of SEC.

- To make them familiar with the other co staff members, the new recruits are introduced by the Management to all the members of the Institution at a gathering.
- The Management of SEC strongly believes that continuous updating of knowledge and technology is the hallmark of a teacher. To meet this need, the Institution encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends support when the faculty wants to attend FDP in other reputed institutions. Besides FDP, research publications, too, are appreciated and given due weightage by including these components in the performance evaluation.

5.1 Class Room Teaching:

- Once the subject is allotted, the faculty member should prepare the lesson plan for the lecture hour.
- The faculty member should get the lesson plan and course file approved by the HoD and the Principal. The course file should consist of the preface, previous year University question papers, notes, hand-outs, OHP sheets, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.
- The students' Log / ERP entry either hard copy or soft copy must be regularly updated and put up for inspection by HoD / Principal as the case may be.
- The faculty member should go to the class at least five minutes early.
- The faculty member should engage the full 50 minutes class / lab and should not leave the class early.
- The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
- The faculty member should encourage students to be interactive in class.
- The faculty member should practice / rehearse the lecture well before going to the class.
- The faculty member should make use of LCD, OHP, etc., as teaching aids in addition to using Social Media / digital on-line tools.
- The faculty member should encourage students to ask doubts / questions.
- The faculty member should get feedback from students and adjust his teaching appropriately.
- The faculty member should take care of the academically weak students and pay special attention to their needs.
- In analytically-oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.

- The faculty member should interact with the Class Coordinator or Counsellor and inform him about the habitual absentees, academically weak students, objectionable behaviour, etc.,
- The faculty member should always aim for 100% pass results in his subjects and work accordingly.
- The faculty member should visit the library regularly and read the latest journals / magazines in his specialization field and keep him/herself abreast of the latest advancements.
- The faculty member should make himself available to students for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality in them.

5.2 Laboratory:

- The faculty member handling laboratory classes must perform the experiments personally before leaving for vacation and be experienced with the procedures before making the students perform the experiments in the ensuing Semesters
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab / observation records must be corrected then and there or at least by the next lab class.
- The faculty should ensure adherence to the lab dress code of the students in the lab
- For each lab there should be a Faculty In-charge and Lab In-charge.
- The staff should ensure that adequate time is given to students for all practical.

5.3 Class Committee:

- Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process.
- The class committee shall be constituted within the first week of each semester. At least 4 student representatives (usually 2 boys and 2girls) shall be included in the class committee.
- The chairperson of the class committee may invite the Faculty mentor(s) and the Head of the department to the meeting of the class committee. The functions of the class committee include – Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree program and the details of rules therein which should be displayed on college Notice-Board?
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- The class committee for a class under a particular branch is normally constituted by the head of the department.
- However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Principal.
- The Principal may participate in any class committee of the institution.
- The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned.
- If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Principal.
- The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations.
- Two or three subsequent meetings may be held in a semester at suitable intervals.
- The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.
- During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process

5.4 Course Committee for Common Courses:

- Each common theory course offered to more than one discipline or group shall have a “Course Committee” with one of them nominated as Course Coordinator.
- The nomination of the course Coordinator shall be made by the HoD / Principal depending upon whether all the teachers teaching the common course belong to a single department or to several departments.
- The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests.
- Where ever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

- The committee on common courses, after the evaluation of the end-semester examination papers of common courses shall decide on the range of marks for awarding letter grades as per clause.

5.5 Test / Exam:

- Faculty members should strictly follow the rules and regulations laid down for question paper setting, invigilation, valuation, awarding of internal marks and matters pertaining to the examinations.
- During invigilation, the faculty member should be continuously moving around. He should not sit in a place for a prolonged time. Faculty members should maintain silence in the hall. He should watch the students closely so that they don't indulge in any malpractice in the exam hall.
- Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the University Representative / Chief Superintendent. In the case of internal test / model exams, the Class Coordinator and the HoD concerned should be informed.
- The test papers must be corrected within three days from the date of examinations and the mark list should be submitted to the HoD who forwards it to the Principal's office. The corrected papers are to be handed over to the students.
- The faculty members should be very fair and impartial in awarding the internal marks to students and also during the valuation of the answer scripts.

5.6 General Instructions to Invigilators:

- Invigilators are requested to ensure that the cover given to them contains exact number of answer booklets as number of students mentioned in the seating arrangement sheet. If any mismatch or any damaged sheet found, it should be reported to the exam cell.
- Invigilators are requested to verify the seating arrangement in the examination hall with the seating arrangements sheet
- Invigilators should instruct the students to leave their bags / cell phones / shoes, etc., outside the hall before entering
- Invigilators can allow students to enter into examination hall during the first 10 minutes.
- Invigilators should not allow students to leave the exam hall during the first 2 hrs 30 minutes.
- Invigilators should count the answer booklet before leaving the hall after completion of examination.
- Invigilators have to verify the signatures of the candidate both in the attendance sheet and hall ticket.
- Instruct the students to fill their register numbers carefully in the space provided.
- Invigilators should carefully verify and ensure that the register number. In the answer booklet and hall ticket are one and the same.

- The following details have to be carefully verified by the invigilators: Name of the candidate / Degree & Branch / Sub code and title / No. of pages used (at the time of submission) / date and session.
- After verifying all details in the answer booklet, the invigilators should sign with date and he has to write his name in the space provided.
- Insist the students to strike out the unused pages in the answer booklet.
- The register number in the attendance sheet should be verified with that in the hall ticket.
- Invigilator must verify the answer booklet number.
- Invigilator has to write “AB” for Absentee
- Invigilator has to ensure that all presenters have signed against their name.
- After verifying all details such as serial number of the answer booklet, signature, etc., in the attendance sheet, invigilator has to sign with date in the space provided.
- Check the register number in the attendance sheet and answer book with that of the hall ticket.
- Invigilators should check hall ticket / register number / answer book No. before signing on first page.
- Invigilators are required to be alert and ensure strict vigil during the examination.
- Invigilators are requested not to use mobile phone inside the examination hall.
- Invigilators are not supposed to go out of the examination hall for any work.
- Kindly do not allow / entertain any other faculty who is not part of the examination duty.
- Any incident of malpractice if noted should be immediately brought to the notice of the examination office.

Workload : Workload of a teaching faculty will be assigned as per the norms.

6. PROMOTION

6.1 PROMOTION PROCEDURES:

6.1.1 Promotion Policy:

All promotions shall be considered based on the Online Performance Appraisal cum college seniority basis. The online performance appraisal will be posted on the college official website in the Month of July every year. This appraisal will be rated by the HOD, HR and the Principal.

6.1.2 Selection Committee:

The Principal shall appoint a committee for promotion, with the following Members

- a. Director
- b. Principal
- c. Dean
- d. HOD
- e. Professor / Two subject experts.

6.1.3 Selection Procedure for Promotion:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Individual records for approval. The approved candidates shall be promoted.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines prescribed by the AICTE and as per the SEC norms.

6.1.4 Fast - Track Promotion:

With a view to recognize manifest talents / potential of the faculty, SEC provides for fast track promotions. Those who achieves the norm / targets ahead of specified time will become eligible to move to the next cadre overtaking the one to which they would ordinarily be eligible.

7. RETENTION & TERMINATION

7.1 RETENTION:

Faculty retention is vital to the success of SEC. A performance based evaluation process is carried out once in a year, usually at the end of each academic year. A faculty is eligible for retention in the same cadre, only when he / she fulfil the norms specified against that cadre in performance evaluation.

The following are the proactive practices that are followed to improve the departmental climate for everyone, and can lead to increased productivity and faculty satisfaction.

- Clear communication of departmental policies and processes.
- Value faculty contribution to diversity made through teaching, research or service.
- Share information equitably with all faculties to ensure transparency.
- Foster the welcoming climate, where all individuals are treated with respect and dignity.
- Make use of accommodating practices and policies.
- Support the diversity of faculty by recognizing that excellence can be achieved in many ways.

7.2 RESIGNATION / TERMINATION :

A staff will be at liberty to tender his / her resignation from the services of SEC

In-compliance with the conditions as lay down in the order of Appointment.

Normally, a circular will be issued during Jan / Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

If staffs intend to resign from the services of the college, the following conditions would apply:

- The employee has to request in writing well in advance of his / her intention to resign from the services at college to the Competent Authority through proper channel.
- The employee has to give either three months notice or pay three months' salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.
- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee will be required to hand over charges as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded projects details, Room, Table, shelves key before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.

- The employee has to fill up the Provident Fund forms before his / her release for expeditious settlement of dues.
- All properties of the College should be returned in proper condition to the HOD / Principal for the issuance of Relieving Order.

The Principal will arrange an Exit interview with the staff after the acceptance of his / her resignation with a view to obtain a candid feedback.

All staff leaving the services of the College will be issued a Service Certificate on the date of relief.

The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

8. GRIEVANCE REDRESSAL

8.1 Grievance Redressal:

Any staff having any specific grievance concerned with their Academic / Administration activity can address his problem to the Department of HRD in writing through the concerned Department Head. Their grievances are routed through to the Principal. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

8.2 Counselling Cell:

A separate Counselling Cell has been constituted for redressing the grievances of the staff and students with the following members:

- a) Vice Principal
- b) Dean
- c) Dean (Students' Affairs)
- d) Discipline Committee - Head

8.3 Suggestion System:

The staff members are encouraged to post any suggestion pertaining to improvement in institutional matters and issues. These suggestions can be submitted in writing to the Principal in a sealed envelope. If any staffs do not want his name to be identified, he can do so in order to protect his identity.

8.4 Women's Grievances Redressal Cell:

This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the Institution.

Objectives:

- a. Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behaviour.
- b. Bring about attitudinal and behavioural changes in the teenage female youth of the Institution.
- c. Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- d. Conduct programs for ladies to empower them financially, emotionally, mentally and physically.
- e. Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- f. Initiate action against particular grievances in respect of unfair treatment due to gender bias.

8.5 Appeals and Review:

The staff member of the College is welcome to submit their appeals or grievances if any to the Principal / Management for review and redress on any of the above. The decision of Principal will be final on all such appeal and review.

9. CODE OF CONDUCT & DISCIPLINE

General:

Every employee shall

1. Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
2. Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.
3. Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
4. Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
5. Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
6. Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
7. An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
8. Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
9. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)
10. No employee shall:
 - 10.1 Use his position or influence directly or indirectly to secure employment for any

person in any concern with which he has or had official dealings in connection with the Institution

10.2 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.

10.3 Misuse the amenities provided to him by the Institution for the discharge of his official duties.

10.4 Accept any gifts, presents, gratis, payments or other favours from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates.

10.5 Engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.

11. No employee shall:-

11.1 Propagate / indulge in communal or sectarian activity or indiscriminate of any sort.

11.2 Discriminate against persons on the grounds of caste, creed, language, etc.,

11.3 Indulge in or encourage any form of malpractice.

11.4 Accept private tuition.

12. No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government / MHRD.

13 **Properties of the Institution:**

Every employee shall:-

13.1 Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.

- 13.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.
- 13.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.
- 13.4 Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In- charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.
- 13.5 In the event of Natural Calamity / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Teaching Associate staff are required to ensure the safety of the equipment / Institution property and will also report of their own safety and that of the students.

14. Unauthorized Possession of Goods, Etc.,

- 14.1 An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Institution or kept in stock in the Institution. Any individual possessing such goods by improper means will be found culpable. The Principal / Registrar may confiscate such goods and disciplinary action will be taken as deemed fit.

15. Unauthorized Persons in the Premises:

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the Institution premises forthwith unless required to stay back by the Principal / Registrar. Such employees shall not enter the Institution premises without permission.

16. Possession / Consumption of Intoxicating Drinks and Narcotics:

Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the / Principal / Registrar by the Vigilance Officer.

17. Participation in Politics and Elections:

No employee shall:

- 17.1 Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

17.2 Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Institution.

18. Demonstration and Strikes:

No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

19. Connection with Press, Radio and Television:

No employee shall, except with the prior permission of the Institution or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the Institution or detrimental to the image / interests of the Institution.

20. Criticism of Management / other staff and students:

No employee shall criticize the Management either in the press or over the radio or on any public platform. He will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

21. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the Institution, or in the bona fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by the Institution.

22. Unauthorized publication of Official documents

No employee while in service of the Institution or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the Institution.

23. Fund Raising Program inside the Campus:

No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

24. Invention and Patents:

No employee of the Institution shall, without the prior consent of the Institution either during his service or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Institution / association with Institution duties.

25. Others

- 25.1 Employees shall not possess lethal weapons.
- 25.2 Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the Institution.
- 25.3 Employees shall observe safety / health norms notified by the Institution from time to time.
- 25.4 No member of the staff shall apply, during the period of his service in this institution for an appointment outside or send an application for study or training, except with the prior permission of the Principal / Registrar. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal / Registrar reserves the right to refuse the forwarding of such applications based on service condition.
- 25.5 The Principal / Registrar shall have the right to place any staff under suspension on charges of misconduct.
- 25.6 In a case wherein a member of the teaching or Teaching Associate staff commits any misconduct in discharge of his duties, the Principal / Registrar has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal / Registrar.
- 25.7 For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 25.8 In any meeting or assembly, decorum should be maintained and difference of opinion, if expressed any, shall be politely in diplomatic words without hurting the feelings of others.
- 25.9 Staff members should get prior permission from the Principal / Registrar to contact any outside agency or government departments for any matter related to the college / hostels.
- 25.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of receipt of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary.

- 25.12 Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format.
- 25.13 All members of the staff shall be governed by general rules / norms also practiced by college from time to time

26. DISCIPLINARY ACTION:

- 26.1 Infringement of any of the Conduct Rules shall be termed “misconduct” and therefore entail disciplinary action.
- 26.2 Without prejudice to the general meaning of the term „misconduct“, the following acts of omission and commission shall be treated as “misconduct”, in respect of an employee.
- 26.3 Wilful in-subordination or disobedience of any lawful and reasonable order of his official superiors.
- 26.4 Commission of any act subversive of discipline or good behaviour, dishonesty, fraud, impersonation.
- 26.5 Participation in any strike / demonstration /or any other kinds of agitations or abetting and inciting such agitation activities.
- 26.6 Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.
- 26.7 Wilful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.
- 26.8 Accepting or offering bribes or any illegal gratification.

27 Habitual:

- a. Absence without leave or absence without leave for more than seven consecutive days.
 - b. (Late attendance or habitually leaving work before time or abandonment of the place of duty.
 - c. Breach of rule or office order of the Institution.
 - d. Negligence or neglect of work.
- 27.1 Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.
- 27.2 Drunkenness or disorderly behaviour in the Institution premises and public places, affecting the reputation of the Institution.
- 27.3 Sleeping while on duty.

- 27.4 Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Registrar.
- 27.5 Attending or holding any unauthorized meeting within the Institution premises.
- 27.6 Unauthorized disclosure of information about the business or affairs of the Institution.
- 27.7 Gambling within the Institution premises.
- 27.8 Conviction in criminal court
- 27.9 Making false statements on matters related to his employment in the Institution or wilful suppression of facts at the time of employment or during the course of service in the Institution.
- 27.10 Attempting or causing bodily injury or intimidation to any employee / officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.
- 27.11 Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.
- 27.12 Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary /Inquiry Authority or Superior(s).
- 27.13 Carrying on money lending or any other private business within the premises of the Institution.
- 27.14 Participation in any movement prejudicial to the interests of the Institution.
- 27.15 Habitual indebtedness or insolvency.
- 27.16 Abetment of or attempt at abetment of any act which amounts to misconduct.
- 27.17 Misusing or mishandling any machine, apparatus or equipment.
- 27.18 Using the Institution facilities, including men and material unauthorized for personal gain.
- 27.19 Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.
- 27.20 Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- 27.21 Forging the signature of another employee in the attendance register.
- 27.22 Tampering with any of the records of the Institution.

- 27.23 Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practising a work-to-rule performance.
- 27.24 Acts of immorality within the premises of the Institution.
- 27.25 Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.
- 27.26 Not wearing specified uniform while on duty.
- 27.27 Not wearing Identity Card while on duty.
- 27.28 Unauthorized use of cell phone in the Campus.
- 27.29 Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Institution.
- 27.30 Organizing or attending any meetings during the working hours, which are not official and authorized.
- 27.31 Violation of any service rules / instructions by the appropriate authority.

NOTE: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Institution will come under the purview of the term “misconduct”.

28. INQUIRIES – PROCEDURE & PUNISHMENT:

- 28.1 The Management has authorized and delegated powers to the Principal for the purpose of administering these Service Rules or for ordering an enquiry. The Principal also have the right to issue warnings to the offenders.
- 28.2 Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges levelled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defence and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall precede ex-parte. The Enquiry Officer shall submit the findings to the Principal for further action.

- 28.3 Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.
- 28.4 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.
- 28.5 If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.
- 28.6 If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 28.7 An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the Institution or any one authorized by him.
- 28.8 While awarding punishment, the Principal / Registrar may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Institution shall be served on the employee concerned.
- 28.9 In case of dismissal, the employee may if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

DO'S AND DON'TS DO'S

DO's

- To wear identity cards in the Campus.
- To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.
- To ensure safe custody and return in good condition the Management properties such as files, materials, documents or copies of any nature whatsoever belonging to

the Management; failing which the Management shall have the right to recover the cost of the items from the staff.

- To be punctual.
- To ensure code of conduct.
- To be sincere and loyal to the Institution
- To prepare well for the classes.
- To make the classes interactive and interesting.
- To follow lesson plan
- To arrive to the respective class at least five minutes in advance.
- To take attendance of the students by their names.
- To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.
- To visit Central Library / Department Library to update knowledge. To utilize free hours in the library
- To monitor the cleanliness of the class rooms / laboratories.
- To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.
- To provide information with regard to pursuing higher studies, additional qualification, change of address with necessary proof to the Department of HRD for updating of the staff record.
- To ensure that all research content of project, either by staff or student remains the Intellectual Property of Saveetha Group of Institutions at all times.
- To provide information with regard to additional qualification, change of address with necessary proof, to the Department of HRD for updating the individual staff record.

Don'ts:

- Do not take frequent leave, which disrupts the functioning of the department.
- Do not engage in private commitments during the working hours.
- Do not violate the rules and regulations of the Institution that are in force from time to time.

10. COMMITTEES & CLUBS

10.1 Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Each staff member is given a responsibility in any one or more committees to participate and to contribute for the development of the Institution, as a whole some of the Committees are :

- Discipline
- Anti-Ragging
- Academic
- Time Table
- Syllabus Coverage
- Research & Development
- University Examinations
- Library, Transport
- Sports & Cultural
- Campus Publications
- Technical Association
- Hospitality
- Campus Maintenance
- Grievance & Redressal Committee
- Hostel
- Placement
- Alumni and Industrial Visit
- Stores and Purchase
- National Service Scheme (NSS)
- Youth Red Cross (YRC)
- Placement, and Training, etc.

10.2 In addition to the above, the Institution has various Clubs, like

- Coders Club
- Literary Club
- Math Club
- Chemsoft Club
- Robotics Club
- Curis Club
- Innovation Club
- Young India Club
- Heritage Club

in which also, the staff are expected to serve.

11. EXTRA CURRICULAR ACTIVITIES / OTHER FACILITIES

Extra-Curricular activities:

- NSS, Fine Arts Club, Theatre Club, E-Cell(Entrepreneur Cell), Young India, Innovation Club, Agripreneur, College Dance Team etc are available.
- For conducting official meetings, seminars, symposium, guest lectures, etc., there are separate
- Halls such as Conference Halls, A/c Seminar Theatres, and Auditoriums are available.

BANKING:

Banking facilities including 24x7 ATM- Indian Bank & RBL Bank are available in the campus.

HOSTEL:

Hostel facilities are provided to both staff and students. Varieties of rooms available like Single A/c with bath attached , Single non ac, Single Common , 2 in 1 A/c, 2 in 1 Non A/c, 2in1 Deluxe, 4 in 1 A/c, 4 in 1 Non A/c , 5 in 1 A/c, 5 in 1 Non A/c, 8 in 1 A/c, 8 in 1 Non A/c, 10 in 1, dormitory and common bathrooms attached with dining halls in addition to staff quarters also available.

SPORTS:

Sports fields are available for both Indoor and Outdoor games.

- Indoor games - Table Tennis, Badminton, Chess, Carom, Gym, etc,
- Outdoor games – Kho-Kho, Football, Cricket, Kabadi, Boxing, Throw ball, Basketball, Hockey etc,

UTILITY CORNER:

ATM, Internet Zone, Cab booking, Courier service, is available in the campus

HELP DESK

Dept.	Contact Person	Phone Ext nos.	Email (Internet) Id	Contact for
HRD	HR & Admin	1173/ 71	hr@saveetha.ac.in	<ul style="list-style-type: none"> ✓ Joining Formalities ✓ Availing leave, Permission ✓ Applying for On duty (OD) ✓ Addressing suggestions regarding Institutional Development ✓ Addressing grievances
Accounts	Senior Accountant	1121/1185	fo.smet@saveetha.com	<ul style="list-style-type: none"> ✓ Salary ✓ Opening a bank account ✓ Income Tax / TDS, to obtain Form 16, etc., ✓ Processing bills, Suspense, Imprest cash, etc.,
Stores	Stores & Purchase Officer	1130	purchase@saveetha.ac.in	<ul style="list-style-type: none"> ✓ Procurement of Capital / consumable items for the department / lab ✓ Placing purchase orders ✓ Getting department requirements such as stationery, etc.,
Library	Librarian	1116	library@saveetha.ac.in	<ul style="list-style-type: none"> ✓ Borrowing books ✓ Reference of journal, magazines, etc.,
<p>(Library Hours) Working Days : 8.00 A.M to 8.00 P.M Holidays : 8.00 A.M to 4.00 P.M</p>				
Hostel	Supervisor	1167/1141	-	Requirement of hostel accommodation / mess facility
Medical	Campus Doctor	2000	-	Getting treatment for sickness, consultation, etc.
<p>We have our own medical college inside our campus; however immediate medical treatments are given for our staffs anytime. They work 24*7</p>				
Transport	Transport In-charge	1257	-	Knowing the bus routes, timing / boarding point, Transport requisition, etc.,

Routes operated: Ennore , Tollgate, Royapuram, IOC, Tondiarpet, Lighthouse, Cindadripet, MKB Nagar, MR Nagar, Moolakadai, TVK Nagar, Perambur, Choolai, Purasawalkam, Retteri , Kolathur, Anna Nagar II , Anna Nagar 1 , Ayapakkam, MMDA, Aminjikai, Guduvanchery, Vandalur, Hasthinapuram, Pallavaram, Selaiyur, Medavakkam, Velachery, VGP, Foreshore Estate, Guindy, KK Nagar, Valluvarkottam, T.Nagar I, T.Nagar II, CMBT, Nesapakkam, Manali, Madhavaram Milk Colony, Redhills, Puzhalcamp, Korattur, Pattabiram, Veltech-Avadi, Ambathur OT, Thirumullaivoyal, Kanchipuram I, Kanchipuram II, Arakkonam I, Arakkonam II, Kadambathur, Thiruvallur, Arakkonam III, Tirunindravur, Kanchipuram III, - GRT Manavalanagar

*Let us all join hands to work
And while we enjoy the working time and space
Let us bring immense joy to ourselves
And glory and accolades to Saveetha Group
Best of luck and Wish You all Success!*