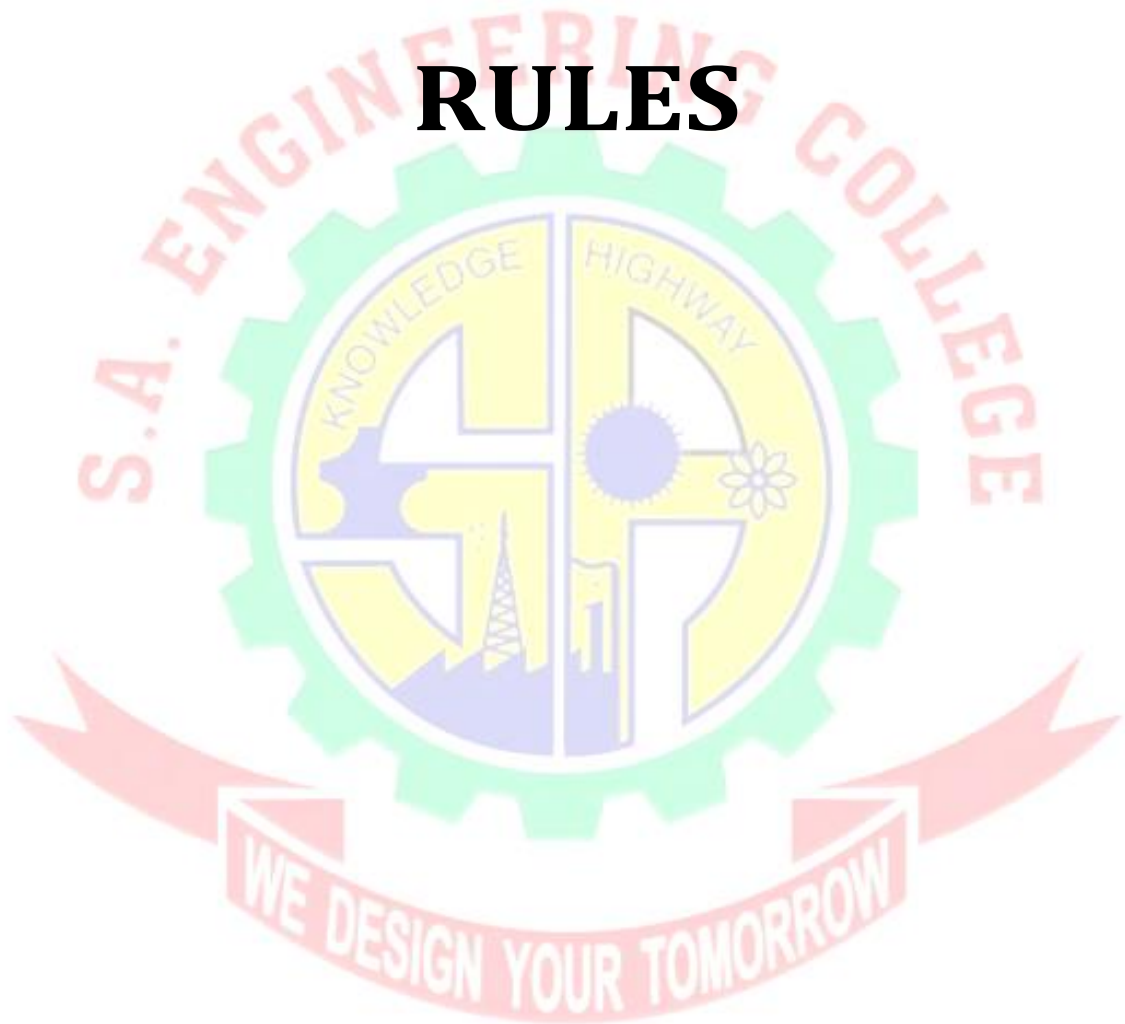


SERVICE CONDUCT RULES



S. A. ENGINEERING COLLEGE

(An Autonomous Institution Affiliated to Anna University)

Poonamalle-Avadi Road, Thiruverkadu Post, Chennai – 600 077

S. A. ENGINEERING COLLEGE, CHENNAI -77
(AUTONOMOUS)
SERVICE CONDUCT RULES

1. General

(a) These rules shall be called "S.A. Engineering College, Chennai, (Autonomous) Service and Conduct Rules" and comes into force from the month of August 2010. These rules supersede all the rules put into force, previously.

(b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. Definition:

(a) 'College' means S.A. Engineering College, Chennai (Autonomous).

(b) 'Trust' means Dharma Naidu Educational & Charitable Trust, Chennai.

(c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) 'Supporting Staff Members' means a person appointed in a Non-Teaching post to which no other person holds a lien.

3. Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

4. Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) No Employee will be allowed to resign in the mid of the Semester. At the End of every semester a cutoff date decided by the management will be provided by the HOI for the employees who have decided to resign shall submit their resignation and they will be relieved within a month.

(c) The other terms and conditions and Roles and Responsibilities of such employment shall be specified by the appointing authority in the letter of appointment.

5. Retirement

(a) The age of retirement of teaching faculty member shall be as per AICTE Norms. The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust

6. Leave

- (a) Staff Members are eligible to avail One day Casual Leave for every completed month of service.
- (b) Such leave can normally be availed only with prior approval of the Head of the Institution i.e. the Principal.
- (c) Leave application should be submitted to the Head of the Institution (Principal) before 12.00 AM of the previous day/day of avail of leave.
- (d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over the phone after altering the workload, about his/her absence or leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as “Absent”.

7. Vacation

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

- (i) The eligible period of vacation for Teaching Staff Members is as follows.
- (ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	04 weeks	01 week
Six months completed	02 weeks	NIL

NON-TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	02 weeks	NIL
Six months completed	01 week	NIL

- a) Non-Teaching Staff Members are not eligible for winter vacation.
- b) The vacation shall start on any day of the week except Monday, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.
- c) Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for “claim of salary” is not allowed.
- d) Staff Members must submit joining report to the Principal on the next day of completion of vacation.
- e) Staff Members shall be permitted to attend Central Valuation duty only during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

8. ON DUTY

- (i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).
- (ii) Teaching Staff Members who are deputed for specific purpose on “Other Duty” should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
- (iii) The Staff Members who are proceeding on “Other Duty” with the approval of Principal should produce the “Attendance Certificate” immediately on the date of joining the duty after availing “OD”.

9. Conduct and Discipline

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members and students for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

10. Awards / Incentives for Staff Members:

Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

11. Research and Development Activities by the Staff to promote research in the Institution

Sl No	Criteria	Cadre	Requirements
1	Faculty Publication	Professor	SCI/WoS -1 Scopus- 1
		Associate Professor	Scopus- 2
		Assistant Professor	Scopus- 1
2	Patents	Professor	Three faculty could combine and publish a patent
		Associate Professor	
		Assistant Professor	
3	Project Proposals for funding	Professor	1 sanctioned research grant of minimum 10 lakh worth (or) submission of minimum 3 research proposals
		Associate Professor	Organizing a minimum of 1 event with the fund received from funding agencies (or) through the fund received from the participants of the event
		Assistant Professor	Coordinating with Professors and Associate Professors in organizing the events
4	Consultancy	Every department should initiate a minimum of 2 consultancy per year of worth Rs 1 lakh	
5	MoUs	4 MoUs -120/180 intake , 2 MoUs – 60 intake	
6	Organizing International Conference	Every department to organize 1 international conference by combining with other departments	
7	Seed Money	Seed Money will be disbursed as per the disbursement norms and schedule of the Funding agency	
8	Incentive and OnDuty for faculty skill development	Upto Rs 5000/- for each faculty to upgrade their skills by attending MooC Course /FDP /Seminar /Conference etc.	

12. Amenities

i. The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of

faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefiting from such academic qualification/training.

- 13.** Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- 14.** The Faculty leaving the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- 15.** Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.
- 16.** Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.
- 17.** CPL is given to Staff Members for carrying out the assigned works during Holidays.
- 18.** Staff Members are allowed to do Ph.D course work through Anna University/ recognized research Centre which is also available within the Institution.
- 19.** Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- 20.** If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

CHAIRMAN