

# **S.A.ENGINEERING COLLEGE**

## **HR POLICY**



**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**

**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).

**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

**The HR policy covers in detail the following**

**Roles and Responsibility**

**Principal**

- Looks after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.
- Conducts all the UG, PG and Ph.D programmes according to the affiliating university (Anna University) guidelines and is not supposed to conduct any programmes apart from the programmes affiliated by the University.
- Appoints Faculty Member according to the norms of the AICTE and affiliating university (Anna University).
- Acts as Warden for Gents and Ladies Hostel.
- Monitors admission, conducts regular class works, to organize placement activities in coordination with Placement Director., create an environment for industry institute interaction,

coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.

- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.

### **Head of the Department (HOD)**

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- Looks after the matter related to R & D, Consultancy and Research Publications.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- Responsible for mobilizing his/her Faculty Member for different research grants.
- Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.
- Responsible for students proctor's system.

### **Teaching Faculty**

- Primary duties of faculty include effective classroom teaching, academic advising and counselling of students, participation in departmental committee work, continuous development of the curriculum through assessment, applied research or scholarly activity, and service such as assisting in initiatives designed to help students succeed academically, as well as other assigned duties

### **Administrative Officer**

- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.

- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee support.
- Takes care of all admission approval procedure and communicating with universities in person.

### **Accounts Officer**

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

### **Placement Officer**

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Responsible for interaction with different industries for functioning of EDPs

### **System Manager**

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arrange for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Develops e-learning and user friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the College website.

## **Librarian**

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

## **Physical Education Director**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports

## **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Principal/HOD regarding damage/breakdown of machines/equipments
- Responsible for safety measures and teaching / non-teaching staff.

## **Transport Manager**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.

- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions.ect.
- Responsible for time management of buses.

### **Hostel Warden**

- Responsible for allotment of rooms to the students.
- Responsible for maintenance for Hostel.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

### **Store Incharge**

- Supervises and checks the functioning of stores and maintenance of proper accounts-both, quantity and value.
- Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
- Invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes

### **Security Officer**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract laborers wear Contract badge during working hours within the campus

### **Technical Staff**

- Takes care of consumables, maintains and assists in conduction of the lab
- Maintains the cleanliness inside the lab and executes the safety norms
- Maintains the stock register

### **Supporting Staff**

- Performs the duty assigned by the estate officer
- Helps to maintain the eco-friendly environment of the institution

### **Electrician/ Plumber**

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply

### **Attenders**

- Extends their assistance to HODs in the departmental activities as per the superior's instruction

### **Office Staff**

- Works under the direct supervision of the Administrative Officer and executes the work

### **Recruitment and Exit Policy**

#### **Mode of Selection:**

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

#### **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 of the College 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.

[d] Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.

[e] 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.

### **Promotion, Break of service and 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.

(b) 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.

(c) The faculty leaving the institution without any prior information and resigning amidst semester is strictly not permitted

(d) Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms

### **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 PM 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**”.

(e) CPL is given to Staff Members for carrying out the assigned works during Holidays.

## **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**

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

### **NON-TEACHING STAFF MEMBERS**

<b>Experience within the Institute</b>	<b>Summer Vacation</b>	<b>Winter Vacation</b>
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.

### **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”.
- [iv] Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

### **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.

### **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. Performance appraisal of the staff will be monitored as per their contribution towards academic, research and administration.

### **Research and Development Activities by the Staff to promote research in the Institution**

- Staff Member to promote research activities only in the Engineering field and do research activities as per R&D Policy of the institution.
- Staff Members are allowed to do Ph.D course work through Anna University/ recognized research Centre which is also available within the Institution. There is no fee for registering course work for staff having experience with greater than three years and for others only 50% of fee to be paid

## **Amenities**

- 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
- All Teaching and Non-teaching Staff will be provided with Group which they shall claim during the period

