

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 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.

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.

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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 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".

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.

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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".

8. 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.

9. 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

Staff Member to promote research activities only in the Engineering field and do research activities as per R&D Policy of the institution.

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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 institution without any prior information and resigning amidst 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. 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.
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



S.A. ENGINEERING COLLEGE

(AUTONOMOUS)

Sponsored by Dharma Naidu Educational and Charitable Trust
Accredited by NBA, NAAC with 'A' Grade & ISO 9001 : 2015 Certified Institution
Approved by A.I.C.T.E. and Affiliated to Anna University
Poonamallee - Avadi Main Road, Thiruverkadu, Chennai - 600 077.
Phone : 2680 1999, 2680 1499, Fax : 2680 1899



Date : 8.3.2023

Employee Rules & Regulations (Academic Calendar)

Employee Attendance : Teaching and Non -Teaching

- Every employee must register their attendance via Biometric device before 8.25 am and they must be available in the department before 8.30 am without fail.
- Every employee can avail 2 permissions and 2 late (upto 8.40 am) per month, exceeding this will result in deduction in leave.
- All the buses must arrive inside the campus before 8.15 a.m. and depart the premises by 4.20 pm.

Employee Leave: Teaching

- The college will not function during government holidays.
- Every Month 1st and 3rd Saturdays will be working days and other Saturdays are holidays.
- Every employee is allowed to take one CL per month, if it is not availed it can be carried forward to subsequent months within that academic year.
- CL is eligible after completing one month of service in SAEC
- Availing leave without proper alteration of classes will be considered as absent and **100% of the day salary** will be deducted.
- For any reason there is no loss of pay for Sundays and Government Holidays.
- If Government declares holiday due to inclement weather, it will be a holiday for students. For staff, holiday on that day will be decided based on the severity of the weather condition.
- Due to unforeseen and genuine circumstances, faculty availing leave for a longer duration may be compensated from his/her vacation based on previous performance and service rendered in our institute.
- For important works all college employees should serve the institute on any day.
- For Women faculty those who served more than **three** years will be given maternity leave for a period of **180 Days** with pay. After maternity break they have to serve a period of atleast two years.



[Signature]
CHAIRMAN

Employee Leave: Librarian, Physical Director and all Non-Teaching

- The college will not function during government holidays.
- Every Month 1st and 3rd Saturdays will be working day
- All other Saturdays **50%** of the non-Teaching faculty and office staff will work based on day 1 or day 2 order.
- Maintenance staff (Sweeper, Scavenger, Gardeners, Plumber, Electrician, Site Engineer, Supervisor, Estate manager etc...) will have weekly holidays only on Sundays.
- Every employee is allowed to take one CL per month, if it is not availed it can be carried forward to subsequent months within that academic year.
- CL is eligible after completing one month of service in SAEC
- Availing leave without proper alteration of duties will be considered as absent and 100% of the day salary will be deducted.
- For any reason there is no loss of pay for Sundays and Government Holidays.
- Due to unforeseen and genuine circumstances, faculty availing leave for a longer duration may be compensated from his/her vacation based on previous performance and service rendered in our institute.
- For important works all college employees should serve the institute on any day.
- For Women staff those who are served more than **three** years will be given maternity leave for a period of **180 Days**. After maternity break they have to serve a period of atleast two years.

Vacation Leave: Teaching

On completion of one year of service staffs are eligible to avail,

- Summer Vacation of 28 days including Saturdays and Sundays
- Winter Vacation of 7 days including Saturdays and Sundays

Vacation Leave: Librarian, Physical Director and all Non-Teaching

On completion of one year of service staffs are eligible to avail,

- Summer Vacation of 2 weeks including Saturdays and Sundays



[Signature]
CHAIRMAN