

SARANATHAN COLLEGE OF ENGINEERING

VENKATESWARA NAGAR, PANJAPPUR,

TIRUCHIRAPPALLI - 620 012

(Estd : 1998)

(Approved by AICTE & Affiliated to the Anna University, Tiruchirappalli)



CHARACTER, CULTURE, CURRICULUM

SERVICE RULES & REGULATIONS

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Management

Saranathan College of Engineering is run by the Saranathan Academy of Higher Education, Tiruchirappalli having its office at the college premises at Panjappur, Tiruchirappalli-12. A Managing Committee with the Secretary as the Executive Member is the controlling authority. The Service Rules and Regulations are laid down by the Committee and it has the powers to amend or alter any of the rules and regulations as and when the need arises.

The day to day Academic activities and administration are managed by the Principal, Director (Academic) and Director (Administration).

Recruitment

Recruitment to the various teaching staff positions are generally made by a duly constituted staff selection committee. The vacancies are advertised in the dailies. However emergency recruitments will be made as per the exigencies and will be got ratified by the staff selection committee. The Secretary of the college is the appointing authority.

Recruitment to the Non teaching positions will be made by the Secretary in consultation with the Principal and Heads of Departments.

All the employees are governed by the following Service Rules.

Responsibility and Accountability

1. Teaching staff members should handle the subjects as assigned by the Head of the Department
2. They should complete the syllabus as prescribed by the University in time. Preparation of lesson plans, course material, maintenance of log books etc should be carried out as instructed by the respective Heads of Departments.

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3. They should produce good results in the subjects handled by them and are accountable for the same.
 4. They should maintain decorum both inside and outside the classroom and set good examples to the students and be good counsellors as well.
 5. They should carry out any other academic and organisational activities that may be assigned to them from time to time.
 6. They should be good Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching - Learning Process is effective and successful. Value education must be their motto.
 7. Non - Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

Punctuality and attendance

1. All employees must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency.
3. They should sign the attendance register while reporting for duty as well as while leaving in the evening.

Salary

1. Salary will be paid as per the order of appointment within 7 working days of the succeeding month.
2. It will be credited to their Bank Account. The Bank in which the account is to be opened is at the discretion of the management.

Provident Fund and Gratuity (not applicable to excluded staff members)

1. All employees must contribute 12% of their Salary per month towards their Provident Fund. The management will also contribute 12% of the salary subject to a maximum of Rs.720/- per month.
2. All employees will be covered by a Gratuity Scheme (cash accumulation scheme of the LIC of India) A minimum of five years of service is required to get the benefit under the scheme.

Increments and Promotions

1. Services will be regularised on satisfactory completion of probation as per the order of appointment.
2. On satisfactory completion of one year of service increment will be given as per the pay scales. Normally increments will be implemented at the beginning of a particular quarter in a calendar year.
3. Promotions will be based on performance with due regard to Seniority in service.

Leave

1. 12 days of casual leave can be availed in a calendar year. Substitute arrangement should be made for the class work before availing leave.
2. Casual leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed six days.
3. All employees must report for duty on the reopening day and the last working day of each semester.
4. Medical leave, maternity leave and leave on loss of pay will be granted at the discretion of the management to eligible staff members.
5. Study leave for higher studies will be granted at the discretion of the management.

Vacation

1. Teaching staff can avail 45 days of vacation during summer and 10 days during the winter in between two Semesters.

However they must report for duty, if so assigned, during the vacation.

2. Non teaching staff can avail 30 days of vacation during summer and 7 days during the winter in between two semesters.
3. Staff are eligible for vacation only on completion of one year of service.

Publications and Participation in Seminars & Conferences etc.

1. Staff members are encouraged to write text books, Publish articles in reputed journals and present papers in Seminars and Conferences with prior permission. They can also organise such activities in the institution.
2. They should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
3. They should undergo Practical Training in Industry and can take to consultancy work as part of Industry - Institute interaction.
4. They are also encouraged to take to Research.

Absence from duty on the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by way of consideration during promotion.

Resignation

If a teaching staff member desires to resign his / her job three months' prior notice must be given or three months' salary must be paid in lieu thereof.

The management may also relieve any member of the staff from service by issuing three months' notice or by paying three months' salary.

However resignations are permitted in between two semesters only and not during normal working days.

Those who intend applying for other outside jobs should obtain prior permission from the Secretary.

Staff on probation may be relieved with 14 days' notice on either side.

General

1. No employee should involve himself / herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the Institution or management.
2. Employees' Associations should not be formed without the permission of the management
3. No employee should involve himself or herself in any form of political activity inside or outside the campus.
4. Dress regulations should be followed as the occasion demands
5. Employees should not participate in any strikes or demonstrations either inside or outside the campus.

Disciplinary action

Violation or nonobservance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The management expects and appeals to all staff members to work as a team in Institution Building and in upgrading our institution into one of Excellence and Higher Learning.

