

Service Rules:

The institution strictly follows the service rules according to the AICTE norms. It's been uploaded on the website too. The institution runs for 8 hours. The teaching and non-teaching faculty have the benefits of PF, ESI, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc.,

(a) These rules shall be called "S.A. Engineering College, Chennai, 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

(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.

Appointing Authority:

Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Correspondent, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for

Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management subjected to the approval of 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) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.
- (c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

Retirement:

- (a) The age of retirement of teaching faculty member shall be as per AICTE Norms.
- (b) 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.

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 on 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".

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 | One year completed | Six months completed |
| Summer Vacation | 04 weeks | 02 weeks |
| Winter Vacation | 01 week | NIL |
| NON TEACHING STAFF MEMBERS | | |
| Experience within the Institute | One year completed | Six months completed |
| Summer Vacation | 02 weeks | 01 weeks |
| Winter Vacation | NIL | NIL |

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”.

Conduct and Discipline:

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members 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.

Implemented Policies for governance of the Faculty

- Policy for Leaves available to staff of different cadre
- Policy for Attendance registration and Leave Application processing in Biometric attendance Recording.
- Policy for Early Leaving/Late Coming/Movement outside Campus
- Faculty Promotion Policy
- Promotional Policy for Ph.D. Program
- Promotional Policy for International collaboration

Implemented Policies for governance of the students

- Students must wear I.D card in the campus.
- Students must have their breakfast before the commencement of the first hour.
- Parents are requested to advice their ward suitably in this matter.
- Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the
- College campus.
- Students littering (throwing any kind of items such as waste paper, fruit peels, tea cups, plates etc.) are not permitted inside the campus.
- Entry into and exit from the College and hostel should only be through designated points/gates.
- Walking on the lawns and playground is strictly prohibited.
- Use of cameras is not permitted inside the campus, without the written permission from the College authorities.
- Students indulging in ragging, smoking/consumption of alcohol and physical assault within the campus and college bus is prohibited and students indulging in the same will be dismissed.
- Scooters/motorcycles usage inside campus is not permitted (and parents are cautioned, in the interest of the safety of their wards, not to permit their wards to travel by scooter/motorcycle/any other two wheeler)