



SHANMUGANATHAN ENGINEERING COLLEGE
ARASAMPATTI – 622 507

SERVICE RULES, POLICES & PROCEDURES

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

Appointing Authority:

- All appointments of the faculty and Staff Members of the College shall be made by the recruitment Policies of this institution.

Mode of Selection:

- Selection of the faculty member shall be made by a HoDs, Principal and external subject invitee constituted and approved by the Management.

Termination of Service/Resignation:

- 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
- Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three month 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.
- The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

Retirement:

- 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 norms.

Leave:

- Staff Members are eligible to avail one day Casual Leave for every completed month of service.
- Such leave can normally be availed only with prior approval of the Head of the Institution through Head of the Department.
- Leave application should be submitted to the Head of the Institution (Principal) through proper channel on the previous day/day of availing of casual leave.
- 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.

The eligible period of vacations is as follows

- Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between)

Experience within the Institute	Teaching Staffs		Non-Teaching Staffs	
	Summer Vacation (Including ODs)	Winter Vacation (Including ODs)	Summer Vacation	Winter Vacation
One year completed	40 days-max two spells (max 20 days at a single stretch)	20 days	10 days at a single stretch	Nil
Six months completed	20 days at a stretch	10 days	5 days at a stretch	Nil

- Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for “claim of salary” is not allowed
- Staff Members shall be permitted to attend Central Valuation duty on OD/Vacation

On Duty:

- Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 15 days for University Examinations 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).

- 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.

Conduct and Discipline:

- The Management 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.

Awards / Incentives/Promotions /Increments for Staff Members:

- Staff Members producing more than 90% in the Theory Subjects during the Anna University Examinations, will be awarded.
- Incentives – Presenting paper in International Conference (held abroad) – Rs.10,000/-
- Incentives – Publishing papers in high indexed International Journals – Rs.2000/-
- Incentives – Publishing books – Rs.3000/-
- Eligible faculty members are promoted as per AICTE/Anna University Norms.
- Based on the faculty evaluation, suitable increments will be provided at the beginning of academic year

Awards / Cash for Students

- Students who secured University Rank place will be awarded with Merit Certificates with cash award
- OD will be provided for attending symposium and conferences.
- Sports merit students will be awarded during sports day functions

SERVICE RULES:

Service rules were framed in the year 2011. If there is any need for adding or changing any existing rules, it is done through a Management Order.

S.No.	Policies and Rules	Year of Publication	Awareness Among
1	Service Rules	2011	Employees
2	Promotion Policies	2011	Employees
3	Recruitment Procedures	2011	Employees
4	Students Rules and Regulations	Every Year	Employees /Students
5	Hostel Rules and Regulations	Every Year	Employees /Students

Recruitment Policies:

- The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirements
- Whenever there is a vacancy in the departments, the approval is sent to the management after discussions with the principal.
- Once the approval is obtained, advertisement is released in leading newspapers requesting the eligible candidates as per AICTE norms to apply within a given time limit to the Principal

- The applications are shortlisted based on the number of vacancies and the minimum qualifications, a written test is conducted if passed the candidates are called for interview.
- A merit list will be prepared as per the requirements of the individual departments.
- Principal, HODs, Subject expert will be the major bodies of recruitment panel.
- The deserving candidates will be intimated about their joining dates via email / Phone

Promotion Policies:

- At the end of every semester, a performance appraisal is conducted for all faculties.
- The self-appraisal form is filled in by all faculties, with endorsement by the Head of the department.
- The performance appraisal is conducted by a panel consisting Principal, and the head of the departments concerned.
- The faculty is assessed based on the Anna university results produced in the subjects handled by them, the feedback received from students, participation in summer winter schools, workshops, paper presentations in international / national conferences, paper publications in international / national journals, projects guided, self-upgradation activities and the faculty's involvement and contribution in student/department/ institution level activities



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