HR POLICY MANUAL

This HR Policy Manual has been developed to provide employees with essential information and to address common questions and concerns related to human resources policies and practices.

The manual serves as a guide for all employees of Sree Sakthi Engineering College, Karamadai, Coimbatore (SSEC) to ensure that HR matters are managed fairly, consistently, and transparently across the institution.

Please note that the contents of this manual are not intended to create any contractual rights or binding agreements between the College and its employees. The policies and procedures described herein are subject to modification, amendment, or revocation at any time, at the sole discretion of the College management.

Any updates or revisions to these policies will be communicated periodically through official channels.

For clarifications, questions, or concerns regarding the policies outlined in this manual, employees are encouraged to contact the Human Resources Department.

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HR POLICY MANUAL

MOTTO

Build Your Future with us

VISION

To emerge as a center of excellence in engineering education, research,innovation, and entrepreneurship by fostering industry collaboration, practical skills, and ethical values, thereby empowering students to address global challenges with creativity, sustainability, and social responsibility.

MISSION

1. To nurture competent professionals and future leaders through learner-centric, innovative teaching and experiential learning practices.
2. To cultivate a scientific temperament that empowers students to provide sustainable solutions to real-world problems.
3. To promote ethical values, social responsibility, and inclusive development through holistic education.
4. To create a dynamic research ecosystem by building strong collaborations with industry, academia, and research institutions.
5. To encourage entrepreneurship through structured support systems, incubation centers, and start-up development initiatives.

QUALITY POLICY

- To provide a strong foundation in electrical circuits, machines, power electronics, and control systems through outcome-based education.
- To cultivate research-driven innovation in power systems, smart grid technology, electric mobility, and renewable energy integration.
- To encourage adaptability to emerging energy technologies through continuous learning, certifications, and hands-on project work.
- To build strategic partnerships with utilities, automation industries, and research labs for collaborative problem-solving.

SERVICE RECORD

RECORDS OF SERVICE

- A Service Book shall be maintained by the Human Resources (HR) Department for each employee of SSEC to record and preserve the complete history of the employee's service with the institution.
- All official activities, appointments, promotions, transfers, leaves, and any other employment-related details pertaining to an employee shall be systematically entered in the Service Book. Each entry shall be verified and attested by the CEO.
- The Service Book shall be treated as an official and confidential record, maintained securely within the HR Department and made available only to authorized personnel as per institutional policy.

SERVICE CONDITIONS FOR THE STAFF

- Every staff member shall abide by all service conditions stated in this manual and by any additional rules or policies that may be introduced by the competent authority of SSEC from time to time.
- Staff members are expected to perform their duties honestly, efficiently, and diligently, following the directions of the Principal or Designated Authority and other superiors under whom they are placed.
- Each staff member shall devote their full working time and attention to the duties assigned by the institution. Engaging in any external trade, business, private tuition, consultancy, or remunerative activity—directly or indirectly—without prior written permission from the Principal or Designated Authority is strictly prohibited.
- When consultancy or project work for any external organization is undertaken by SSEC, staff members may be deputed by the institution to participate in such work, with or without additional remuneration, as decided by the management.
- All regular staff members shall be on probation for a period of one year, unless appointed on a contractual basis.

- Staff attendance shall be recorded daily, both at the beginning and end of working hours, unless the staff member is officially assigned duties outside the campus or is on approved leave.
- Staff members are expected to remain present within the college premises during official working hours on all working days.
- When availing leave or vacation, if a staff member intends to be out of station, they must inform the Dean, CEO, Principal or Designated Authority in advance, providing phone number during their absence.
- In case of any misconduct or violation of institutional norms by a staff member, the Dean, CEO, Principal or Designated Authority has the discretion to initiate disciplinary proceedings and impose suitable action such as warning, censure, or withholding of increment, following due process.
- For the growth and progress of SSEC, all staff members are expected to work collaboratively as a team and maintain a cordial relationship with colleagues across departments.
- During meetings or official gatherings, all staff members shall maintain professional decorum and express differing opinions respectfully and constructively.
- Prior approval from the Dean, CEO, Principal, or Designated Authority is required before communicating with any external agency, organization, or government department on matters related to the college or hostels.
- Staff members who draw any advance amount from the college for official purposes must settle the accounts within the stipulated period, as notified by the CEO. Failure to do so may result in adjustment of the amount from their salary.
- When relinquishing employment, staff members shall ensure a proper handover of duties and responsibilities, and obtain the necessary No Objection Certificates (NOC) from all relevant departments.
- All staff members of SSEC shall be bound by the general rules, norms, and codes of conduct practiced by the institution and as amended from time to time.

METHOD OF RECRUITMENT – SCREENING

- Recruitment at SSEC is normally conducted twice a year, during the months of April/May and October/November, and whenever additional openings arise due to new requirements or staff vacancies.
- The Dean, CEO, and Principal shall jointly assess the staffing requirements based on student strength, new program needs, resignations, or terminations. The identified vacancies shall be submitted to the Management for information and approval.
- Approved vacancies shall be advertised through appropriate media, including leading Tamil and English newspapers and other suitable platforms, to attract qualified and competent candidates.
- The HR Department, in consultation with the Screening Committee, shall carefully review all applications received and prepare a shortlist of eligible candidates based on prescribed qualification and experience criteria.
- Shortlisted candidates shall be notified by the HR Department through official channels such as email, phone calls, or call letters regarding the interview schedule and venue.
- When required to fill urgent or immediate vacancies, walk-in interviews may also be organized with the prior approval of the Management.

SELECTION PROCESS

- The selection process at SSEC is designed to identify candidates who demonstrate the right blend of technical knowledge, communication ability, professional attitude, and commitment to institutional values.
- Recruitment and selection are conducted in multiple stages to ensure transparency, fairness, and merit-based evaluation.
- The first level of assessment involves a technical and communication evaluation conducted by the respective departmental panel to assess subject expertise, clarity in communication, and functional or teaching aptitude.
- The second stage interview is conducted by the Dean, CEO, and Principal. Candidates are evaluated on attitude, communication skills, overall presentation, and suitability for the role.

- For teaching faculty, shortlisted candidates are required to conduct a demo teaching session before the Principal to assess their subject knowledge, teaching skills, and ability to engage students effectively.
- The final stage interview is conducted by the Management, which reviews and approves the candidate's selection for appointment.
- Online interviews may be conducted for candidates residing at distant locations, with prior approval from the Management, to ensure flexibility and accessibility in the selection process.
- For senior or specialized positions, candidates may be invited directly for a final interview before a Selection Committee constituted by the Management, as per institutional and statutory guidelines.

PAY FIXATION

- The pay for selected candidates shall be determined by the Selection Committee as per the approved pay scale structure of SSEC, based on the candidate's qualification, experience, and performance during the selection process.
- In cases of exceptional merit or extensive experience, a higher pay package may be recommended by the Selection Committee, subject to approval from the Management
- All pay fixations will comply with the institution's HR and financial policies and remain consistent with the norms prescribed by regulatory bodies.

LEAVE POLICY

OBJECTIVE

To clearly communicate the various leave entitlements applicable to employees of SSEC and to provide uniform guidelines for availing them.

ELIGIBILITY & APPLICABILITY

This policy applies to all employees on the regular rolls of SSEC, including both teaching and non-teaching staff.

GENERAL POLICY

- For the purpose of leave calculation, starting from 1st January and ending on 31st December.
- Employees are expected to plan their leave in advance, ensuring smooth functioning of the institution.
- All leave must be properly sanctioned by the Designated Authority prior to availing it.
- The following categories of leave are available to employees of SSEC:
  - Casual Leave (CL)
  - Compensatory Leave (COL)
  - On Duty (OD)
  - Vacation Leave (VL)
  - Leave on Loss of Pay (LOP)
  - Permission

LEAVE REGULATIONS

- SSEC provides various categories of leave to meet the different personal and professional needs of its employees.
- Employees are expected to apply for leave in a timely manner so that the functioning of the institution is not affected.
- Leave cannot be claimed as a right. Sanctioning authorities shall exercise discretion while approving leave to ensure that academic and administrative operations continue smoothly.
- Any type of leave must be availed only after obtaining prior approval from the competent authority (Department HoD, Dean, CEO, and Principal).
- Leave applications shall be submitted through the prescribed leave form with all necessary details filled in and signed by the concerned authorities before availing the leave.
- For faculty members, when applying for leave, it is mandatory to arrange an alternate staff member to handle their scheduled classes or duties. This arrangement must be communicated to the substitute staff, and the same must be acknowledged by signature on the leave form.

- In unavoidable situations where prior sanction cannot be obtained, intimation should be given to the Head of the Department or Designated Authority through telephone, SMS, or email.
- Leave records of all staff members will be maintained by the HR Department in coordination with the Administrative Office.
- All staff members, especially those in responsible positions, are expected to utilize leave judiciously, based on genuine need and institutional priorities — not merely to exhaust their annual entitlement.

CASUAL LEAVE (CL)

- Every employee is eligible to avail a maximum of 12 days of Casual Leave (CL) in an academic year (January 1st to December 31st).
- Staff members can avail a maximum of 6 days of CL per semester. Any unutilized CL from the odd semester (June to November) may be carried forward to the even semester (December to May).
- Employees who join during the course of the academic year will be granted CL on a pro-rata basis — typically, one day of CL for every completed month of service.
- Casual Leave can be carried over to the following academic year if not availed within the same year.
- CL applications should be submitted through the prescribed leave form, ensuring that classes and other assigned duties are properly allocated to alternate competent staff.
- In case of emergency leave, intimation must be given to the CEO's Office and the Head of the Department (HoD) at the earliest possible time.
- Leave taken without prior intimation and approval from the competent authority will be treated as Leave on Loss of Pay (LOP).

PHONE LEAVE

- Maximum 2 days per year are allowed as Phone Leave on an emergency basis.
- Any leave beyond 2 days will be treated as Loss of Pay (LOP).

COMPENSATORY LEAVE (COL)

- All employees of SSEC are eligible for Compensatory Leave (COL) for work performed within the campus or at designated duty locations on official holidays or non-working days, as instructed by the institution.
- Prior written approval must be obtained from the CEO, Principal, or their designated authority before performing official duties on holidays. The same must be informed to the HR and Administrative Office for record purposes.
- In cases of unscheduled or urgent work assigned by the HoD on special occasions, compensatory leave may be considered based on a written recommendation from the HoD within one working day of completing such duties.
- To qualify for one full day of COL, an employee must have worked a minimum of 7 hours on the holiday. For half-day COL, the employee must have worked a minimum of 4 hours.
- Compensatory Leave must be availed within one month from the date of the duty performed. Any unutilized COL beyond this period will automatically lapse.
- COL cannot be split into half-days or combined with other types of leave.
- Compensatory leave will not be granted for activities such as special classes, educational tours, university practical examinations, accreditation visits, inspections by AICTE or other bodies, or any remunerative work.
- The maximum number of Compensatory Leave days that may be availed by an employee shall not exceed 8 days in an academic year.

ON DUTY (OD)

- SSEC may permit faculty members to undertake special assignments with other colleges, industrial units, or to attend seminars, workshops, Faculty Development Programmes (FDPs), winter/summer training programs, with prior approval from the HoD and CEO/Principal or designated authority.
- Faculty members can avail up to 12 days of On Duty in an academic year for Central Valuation, External Examiner duties for practical examinations,

or exam invigilation at other colleges affiliated with the university. Maximum of 3 continuous days can be taken for these purposes.

- Faculty members can avail up to 06 days of On Duty in an academic year for attending seminars, workshops, FDPs, NPTEL exams, and conferences, with a maximum of 4 continuous days for external participation.
- Faculty members acting as Doctoral Committee members or Subject Experts for Ph.D. viva voce examinations are eligible for On Duty.
- Other On Duty assignments related to college work may be specially allotted by the CEO, Principal, and HoDs, with a maximum of 20 days in an academic year.
- On Duty must be applied through the leave/OD form at least 2 days in advance, routed through the HoD to the Office and Principal/CEO. Faculty must ensure that classes and other duties are assigned to alternate staff.
- OD taken without proper approval shall be considered as Leave on Loss of Pay (LOP).
- Any excess OD availed beyond the permitted limit will also be treated as LOP.
- The Principal/CEO reserves the right to cancel previously sanctioned OD in case of emergency institutional requirements.

VACATION LEAVE (VL)

- The Vacation Period is defined as:
  - Winter: 04 days in the month of December
  - Summer: 08 days in the month of May
- These rules govern the availing of Vacation Leave for each leave year, from 1st January to 31st December. The total number of VL days for teaching staff shall not exceed 30 calendar days for continuous service of 12 months as of 30th June of the respective academic year.
- Vacation leave must be availed as per circulars issued, which indicate the slots available for winter or summer vacation, ensuring the smooth functioning of the institution.
- Staff members must apply for VL in advance. The HoD will submit the proposed vacation slots to the Principal/CEO for approval before any VL is

sanctioned. While doing so, the HoD must ensure that the department remains 50% staff members during the vacation period.

- A staff member becomes eligible for VL only after completing six months of continuous service.
- Any University invigilation work during the vacation period will be counted as part of VL.
- While calculating vacation leave days, all intervening declared holidays, including institutional holidays and Sundays, will be included.
- VL normally commences on a weekday, except Monday.
- Vacation leave cannot be combined with any other type of leave.
- If a staff member does not complete six months or one semester of service after availing VL, the leave taken will be treated as Leave on Loss of Pay (LOP), and proportionate salary will be deducted accordingly.
- If a staff member is prevented from availing VL in the interest of the institution, as per orders of the Principal/CEO, the leave may be utilized at a later date within the same academic year, subject to approval.
- Any unused portion of VL by faculty cannot be carried over to the next academic year.

LEAVE ON LOSS OF PAY (LOP)

- Absence from duty without prior permission and without making alternative arrangements for classes or other important duties will be treated as Leave on Loss of Pay (LOP).
- Any leave availed in excess of the prescribed limit shall be considered LOP.
- If such LOP exceeds 7 consecutive days in a year, it will be regarded as a Break-in-Service, unless the employee provides acceptable supporting documents justifying the excess leave.
- The decision of the Principal/CEO shall be final in such cases.
- Any staff member absent from duty without prior or post-facto permission for more than seven days will be considered to have abandoned service.
- Two instances of Break-in-Service within a single year will make the staff member ineligible for pay increments and also for availing Vacation Leave (VL) in that academic year.

PERMISSION & LATE PUNCH

- Permission for short absence may be granted for not exceeding 1 hour on any working day, either after starting working hours or before ending working hours.
- Permission is granted at the discretion of the HoD and Dean and is limited to 2 permissions per month:
  - Forenoon (FN): 08:30 AM – 09:30 AM
  - Afternoon (AN): 03:30 PM – 04:30 PM
- Two Late Punches will be considered as 1 Permission.
- Any excess permissions or late punches beyond the allowed limit will be treated as Half-Day LOP, irrespective of any available CL balance.

ATTENDANCE INCENTIVE

- An Attendance Incentive of Rs. 250 per month will be provided to staff maintaining 100% attendance.
- One permission is excluded from this calculation.

CONDUCT & DISCIPLINE

CONDUCT

- Every employee shall maintain absolute integrity and devotion to duty and avoid any behaviour unbecoming of an educational institution employee.
- Employees shall abide by all rules, regulations, orders, and directions issued by the college and superior authorities.
- Employees shall extend utmost courtesy and attention to all persons encountered in the course of their duties.
- Employees shall promote the interests of SSEC and avoid any actions prejudicial to the institution.
- Employees shall not be members of or associated with any political party or organizations involved in politics, nor participate in political activities or movements.
- Employees shall not join any association whose objectives or activities are prejudicial to national sovereignty, public order, or morality.

- Employees shall not engage directly or indirectly in any trade or business without prior permission; honorary work of social, charitable, literary, artistic, or scientific nature requires prior approval.
- Employees must maintain strict confidentiality regarding the College's affairs and its constituents. Confidential information must not be disclosed unless required by judicial or superior authority.
- Employees shall not accept outside employment or office, either stipendiary or honorary, while on duty or leave, without prior permission from the Management.
- Employees shall not enter into partnerships or accept commissions or fees from any source other than SSEC without prior approval from the Management.
- Employees shall not solicit or accept gifts from constituents or subordinates, except when received in the official discharge of duties.

DISCIPLINE

- The Management may place an employee under suspension if disciplinary proceedings are contemplated, pending, or if a criminal case is under investigation or trial.
- Employees detained in police or judicial custody for more than 48 hours, or sentenced to imprisonment exceeding 48 hours, shall be removed from service immediately.
- An order of suspension remains in force until modified or revoked by the Management.

APPEALS AND REVIEWS

- Staff members are encouraged to submit appeals or grievances to the Management for review and redressal.

GENERAL GUIDELINES

- Faculty members must report to the campus by **8:20 AM** (10 minutes before the commencement of classes at 8:30 AM) and shall not leave the campus before **4:40 PM** (10 minutes after the last instructional hour).

- Faculty members are expected to adhere to the rules and regulations of SSEC.
- Faculty members should update their knowledge by attending seminars, workshops, or conferences, after obtaining necessary permission from the Management.
- Faculty members should attempt to publish textbooks, research papers, and articles in reputed journals and conferences.
- Faculty members are expected to prepare academically to meet teaching requirements and actively participate in building students' personality through academic and extracurricular activities.
- Groupism or favouritism is strictly prohibited; faculty indulging in such activities may face disciplinary action.

DEPARTMENTAL GUIDELINES

- Faculty members should communicate all professional and personal activities with their HOD.
- Workload will be allocated by the HOD based on the faculty member's interests and departmental needs.
- Faculty members should take additional responsibilities assigned by the HOD or Management in academic, co-curricular, or extracurricular areas.
- Faculty must give at least one seminar per semester to other faculty members.
- Faculty should maintain accurate student attendance records and update the Master Attendance Register daily.
- Leave requests must have proper alternate arrangements communicated to HOD or senior faculty.
- Faculty members should maintain a professional appearance and treat all students fairly.
- Faculty Advisors must regularly update students' personal file for inspection by HOD/Management.

CLASSROOM TEACHING GUIDELINES

- Faculty must prepare lecture-wise lesson plans for assigned subjects.
- Lesson plans and course files must be approved by the DEAN.
- Course files should include preface, previous year question papers, notes, handouts, assignments, and model answer scripts.
- Faculty log books must be regularly updated and available for inspection.
- Faculty should refer to additional books beyond textbooks and prepare detailed lecture notes as teaching aids.
- Focus should be on principles, objectives, examples, applications, advantages, recent trends, and scope.
- Faculty must arrive at least 5 minutes early for class and engage students for the full duration of the lecture.

  Suggested teaching structure:
  - First 5 min: Recap previous lesson
  - Next 5 min: Overview of the new lesson
  - Next 35 min: Main lecture
  - Last 5 min: Summary and preview of next class
- Include interactive elements to maintain engagement.
- Faculty should practice lectures in advance and use teaching aids like OHP, LCD, and models.
- Encourage student questions and doubts, collect feedback, and adjust teaching methods accordingly.
- Provide special attention to academically weak students through extra classes.
- Conduct tutorials for problem-oriented subjects, providing materials at least a week in advance.
- Provide 2-mark and 16-mark questions with answers for each unit.
- Faculty must sign class log books daily after lectures.
- Communicate regularly with class coordinators/counsellors about absentees, weak students, or behavioural issues.
- Aim for 100% pass rates in subjects.
- Spend minimum 2 hours weekly for library/journal research to stay updated.

- Be available for doubt clearance sessions and motivate students to be creative and original.

LABORATORY

- Faculty members handling laboratory sessions must personally perform the experiments in advance and ensure the results are satisfactory before instructing students.
- During each laboratory session, faculty should ask a minimum of five viva-voce questions to each student related to the experiment.
- Wherever possible, additional experiments should be given to improve students' understanding and practical exposure.
- Laboratory observations and record notebooks must be verified and signed within two working days.
- Students must complete and submit their record work before attending the next laboratory session.

TEST / EXAM

- Faculty members must strictly adhere to the rules and regulations regarding question paper setting, invigilation, valuation, awarding of internal marks, and all other examination-related activities.
- During invigilation, faculty members should continuously move around the examination hall, maintaining silence and observing students closely to prevent any malpractice.
- If malpractice is noticed, the faculty member must obtain a written statement from the student and inform the University Representative or Chief Superintendent. For internal tests or model exams, the Class Advisors and HoD should be informed.
- Answer books must be corrected within two working days from the examination date, and mark lists should be submitted to the HoD, who may forward them to the Principal's office if necessary.
- Faculty members must remain fair and impartial when awarding internal marks and evaluating answer scripts.

GENERAL INSTRUCTIONS TO INVIGILATORS

- Report to the Controller of Examination fifteen minutes before for the commencement of test / examination and be inside the test/exam centre at least before five minutes before the test / exam.
- Verify that the answer booklet cover contains the exact number of booklets as per the seating arrangement. Report any discrepancies or damaged booklets to the exam cell.
- Confirm that the seating arrangement in the examination hall matches the seating arrangement sheet.
- Instruct students to leave bags, cell phones, shoes, and other items outside the hall.
- Do not allow students to enter the examination hall after the exam has started.
- Do not allow students to leave the hall during the last 10 minutes of the exam.
- Count and verify all answer booklets before leaving the hall.
- Ensure candidates' signatures match both the attendance sheet and hall ticket.
- Instruct students to fill in their register numbers carefully in the space provided, and verify that the register numbers on the answer booklet and hall ticket match.
- Verify the following details in each answer booklet: candidate name, degree & branch, subject code and title, number of pages used (at submission), date, and session.
- Sign and date the answer booklet, and write your name in the designated space.
- Ensure students strike out unused pages in the answer booklet.
- Verify register numbers in the attendance sheet with those on hall tickets.
- Mark absent students as "AB."
- Ensure all present students have signed against their names in the attendance sheet.
- Maintain strict alertness and vigilance throughout the examination.
- Mobile phones must not be used inside the examination hall.

- Invigilators should not leave the examination hall for any reason during the exam.
- Do not allow any faculty member not assigned to examination duty inside the hall.
- Immediately report any incidents of malpractice to the examination office.

STUDENT–FACULTY REPORTS

- Faculty members should maintain a positive and professional relationship with students.
- Attendance should be taken immediately after entering the class.
- Students arriving late may be permitted to attend the class but must be marked absent for that session.
- Habitual latecomers or repeat offenders should first be counselled by the faculty member. If no improvement is observed, the issue should be reported to the Class Advisor, Dean, or HoD.
- Faculty members should handle instances of indiscipline or insubordination with patience and maturity.
- Faculty must be firm in maintaining discipline but should avoid using harsh or hurtful language toward students.

HIGHER EDUCATION FOR STAFF MEMBERS

- Faculty members may be sponsored for higher studies under recognized schemes such as the QIP or other approved programs. Sponsorship will generally be based on seniority and departmental requirements.
- Faculty members pursuing higher education may be granted study leave for the duration of their course, and this period will be considered as part of their service experience in the institution.
- Non-teaching and administrative staff members are also encouraged and permitted to pursue higher studies, with due consideration and approval from the Management

STAFF WELFARE FUND

- The Staff Welfare Fund is established to provide interest-free loans to all teaching and non-teaching staff members of SSEC.

- The repayment of the sanctioned amount will be made through salary deductions, with the following limits:
    - Teaching Staff: Maximum of 6 monthly instalments
    - Non-Teaching Staff: Maximum of 4 monthly instalments

Eligibility and Loan Limits

For Teaching Staff Members:

- Staff with minimum 1 year of service can avail a loan of up to one month's salary or ₹30,000, whichever is lesser, repayable in 4 instalments.
- Staff with more than 2 years of service can avail a loan of up to two months' salary or ₹50,000, whichever is lesser, repayable in 6 instalments.

For Non-Teaching Staff Members:

- Staff with minimum 1 year of service can avail a loan of up to 50% of their monthly salary, repayable in 2 instalments.
- Staff with more than 2 years of service can avail a loan of up to one month's salary, repayable in 4 instalments

General Conditions

- The ratio for processing and sanctioning of loans will be 60:40 between teaching and non-teaching staff.
- Sanction of loans will depend on the availability of funds.
- Loan cheques will be issued on the second and fourth Friday of every month.
- Teaching staff can apply for a new loan after 3 months from the full repayment of the previous loan.
- Non-teaching staff can apply for a new loan after 2 months from the full repayment of the previous loan.
- In cases of emergency, the above conditions may be relaxed with approval from the Management.

STAFF TOUR AND DINNER

- Annual Staff Tour will be organized once a year for all Teaching and Non-Teaching staff members.

- Accommodation during the tour will be provided free of cost for all participants.
- Annual Dinner will be arranged once a year for all Teaching staff members.
- Dresses, sweets will be distributed to all Teaching and Non-Teaching staff members during Diwali celebrations.
- Crackers will be distributed to staff members at a nominal cost during Diwali.

STAFF SPORTS

- Staff sports events are conducted during the Annual Sports Day, and winners are awarded with attractive prizes.
- Staff members are encouraged to participate in sports events organized both inside and outside the college.
- The college will provide sponsorship for staff participation in external sports events.

YEARLY INCREMENTS

- Staff members are eligible for the prescribed annual increment after completing 12 months of service in the institution.
- Additional increments may be granted based on the staff member's contributions, performance in University Examinations, student feedback, journal publications, and at the discretion of the Management.

RESIGNATION / TERMINATION OF SERVICE

- An employee wishing to resign must submit a written resignation to the Head of the Institution through proper channels. Teaching staff are generally discouraged from resigning during the academic year.
- The notice period for resignation or termination of service is:3 months
- This applies to both the employee and the Institution.
- Resignation letters should be submitted in advance, allowing the notice period to be completed without adversely affecting class work. Resignation letters may be submitted on March 31st for relief on April 30th, subject to fulfilment of the notice period.

- The Management reserves the right to reduce the notice period if necessary.
- Faculty members are advised to submit resignation only in October or April, so the process can be completed after three months and syllabus completion, at the discretion of the Principal.
- Until the resignation is formally accepted and a relieving order is issued, the employee must continue to perform duties unless the Management provides written instructions otherwise. Resignation cannot be withdrawn after the expiry of the notice period.
- Upon receipt of the resignation notice, the Head of the Institution or In-Charge will instruct relevant departments to stop payments, issuance of materials, or other benefits unless prior written approval is obtained. No service certificates or testimonials will be issued until the resignation is accepted and all accounts are settled.
- Once the resignation is accepted, the employee must:
- Settle all dues to the Institution
- Hand over documents, cash, equipment, and other property in their custody
- Vacate any quarters provided by the Institution
- Obtain a no-dues certificate
- The Institution reserves the right to recover any outstanding amounts or property value from dues payable to the employee.
- After completing all formalities and submitting the clearance certificate, the relieving order and salary-cum-experience certificate will be issued to the employee.

ABANDONMENT OF SERVICE

- If an employee remains absent for more than 7 consecutive working days without prior leave approval, it will be deemed as voluntary abandonment of employment from the eighth day of absence.
- Such employees may also be subject to disciplinary action as per institutional rules, at the discretion of the Management/Principal.

TERMINATION OF SERVICE

- The Principal / CEO, on behalf of the Management, has the authority to terminate the services of any staff member without notice or compensation under the following circumstances:
  - Serious misconduct or wilful negligence of duties
  - Gross insubordination
  - Physical or mental unfitness
  - Participation in any criminal offence involving moral turpitude
  - In cases of termination under these circumstances, the staff member will not be eligible for any terminal benefits.

SREE SAKTHI ENGINEERING COLLEGE
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COIMBATORE