SREE SAKTHI ENGINEERING COLLEGE

Approved by AICTE | Affiliated to Anna University | Accredited by NAAC

KARAMADAI, COIMBATORE – 641104.

HAND BOOK

ON

HUMAN RESOURCE POLICY

January 2018

PREFACE

Any professional institution, aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

Principal

CHAPTER – 1

SERVICE RULES

GENERAL RULES:

1.1 INTRODUCTION:-

These rules may be called as "General Service Rules" of Sree Sakthi Engineering College herein after called as "College" and they shall come into force with effect from the date of approval of the Governing Council of the College.

These rules shall apply to the holders of all the categories of posts, whether temporary or permanent, under the employment of the College.

1.2 DEFINITIONS:-

1. **College means:-** Sree Sakthi Engineering College.
2. **Governing Council means:-** Governing Council of the College
3. **Chairman means:-** Chairman of the College
4. **Managing Trustee means:-** Managing Trustee of the College
5. **Principal means:-** Principal of the College
6. **Employee means:-** The employee of the College
7. **Approved Candidate means:-** A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment to a particular post or category.
8. **Temporary means:-** A member appointed initially for a limited period.
9. **Permanent means:-** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.

1.3 RECRUITMENT PROCEDURE:-

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

1.4 QUALIFYING SERVICE:-

The total period of service put in by an employee either in other Engineering Colleges or in Sree Sakthi Engineering College shall be considered in all Engineering disciplines, Science and Humanities. However, for Science and Humanities, MCA, MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment.

1.5 EXTENSION OF TEMPORARY SERVICE:-

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.

1.6 REMOVAL OF PERMANENT STAFF FROM SERVICE:-

If the permanent staff is found not suitable to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

1.7 RESIGNATION BY EMPLOYEES:-

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give three months notice in writing or remit three months gross salary to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in three months notice period, appropriate recovery will be made.

1.8 INCREMENTS:-

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or there have been many LOPs and EOLs.

1.9 RETIREMENT:-

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

1.10 ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed

by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.

2. Award of special increments and awards for superior performance.

3. Award of career advancement and promotion.

4. Monitoring and recording of the regular growth of each faculty member.

1.11 POWER TO MODIFY THE RULES:-

1. These rules are subject to modifications or amendments as may be made from time to time by the Governing Council.
2. If any dispute arises in the interpretation of these rules, the decision of the Governing Council shall be final.

CHAPTER 2

RECRUITMENT PROCEDURE – FACULTY

2.1 PRINCIPAL

• **Category**	Principal Scale of Pay: Rs.37400-67000 + AGP-10000 (Plus a special allowance Rs.10000/=)
• **Qualification**	Ph.D.in Engineering & Technology
• **Experience**	Professor in relevant discipline with total experience of 15 years in the field of Teaching / Industry /Research
• **Age**	Maximum age limit for holding the post of Principal shall be 65 years of age or the age fixed by the AICTE
• **Mode of recruitment**	(i) Advertisement in leading National Dailies, indicating the post shall be made. (ii) Applications received against the advertisement shall be scrutinized by a Committee and a list of eligible candidates shall be short listed. (iii) All eligible candidates will be called for an interview. (iv) There shall be a Selection Committee consisting of the following Members: 1. Chairman/ Secretary 2. Advisor 3. One member from Governing council 4. Two external experts.
• **Appointing Authority**	Chairman / Correspondent

2.2 RECRUITMENT PROCEDURE - COMMON TO ALL DISCIPLINE

- Advertisement will be made in leading Dailies, indicating the posts.
- Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.
- All eligible candidates will be called for the interview and interview will be conducted by the selection committee.
- There shall be a Selection Committee consisting of the following Members:

1. Chairman or Managing Trustee or any one of their representatives.

2. Principal

3. One external expert preferably from Anna University.

4. Director / HOD concerned

• **Interview procedure:**	The candidates shall be requested by the Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.
• **Age**	Should not have completed 70 years of age as on 1st July of the year for which recruitment is being made. The Governing Council may however, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories
• **Scale of pay**	**Assistant Professor** 15600-39100 + AGP 6000 **Associate Professor** 37400-67000 + AGP10000 **Professor** 37400-67000 + AGP 11000
• **Reckoning of service**	Qualifying period of experience and service referred for promotion in sections 2.3 will be reckoned as on 1st August of the year.
• **Appointing Authority**	Correspondent / Chairman

2.3 FACULTY NORMS

The qualification experience and other requirements for various posts relating to different departments are given below:

Programme	Cadre	Qualifications	Experience
Engineering & Technology	Assistant Professor	BE/BTech and ME / MTech in relevant branch with First Class or equivalent either in BE /BTech or ME / MTech	
	Professor	Qualifications as above that is for the post of Associate Professor, applicable Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years experience in teaching and/ or Research and/or industry.

HUMANITIES AND SCIENCES

Cadre	Qualifications	Experience	Essential Requirement
Professor	Ph.D. in the relevant area	15 years Teaching Experience in Engineering College, out of which 5years should be in the cadre of Asst. Professor	1. Shall publish at least one technical paper every year in National/ International Conference National / International Journal., Seminar and symposium at regional level. 2. Get Consistently satisfactory performance appraisal report

Associate Professor	Ph.D. in the relevant area	5years. teaching Experience in Engineering College at the level of Assistant Professor	1. Shall publish at least one technical paper every year in National / International Conference OR Journal. Seminar and symposium at regional level. 2. Get Consistently satisfactory performance appraisal report
Assistant Professor	P.G. (55% Marks) with M.Phil	Fresh Candidates	

CHAPTER - 3

RECRUITMENT PROCEDURE – NON-TEACHING STAFF

3.1 TECHNICAL POSTS

• **Categories of Post**	• **Tutors** Scale of Pay: 10,000 - 22000 • **System Programmer / System Administrator** Scale of Pay : 9300-34800 • **Technical Assistant** Scale of Pay: 5000-34800 • **Skilled Assistant** Scale of Pay: 4000-20200 • **Office Assistant** Scale of Pay: 3000-10000

• **Qualification and Experience**		
	Qualification	**Experience**
➢ **Tutors**	B.E.,/B. Tech.,	Fresher
➢ **System Programmer /System Administrator**	B.Sc.(CS) or BCA or Dip.in Computer Tech (D.C. Tech)	Minimum one year experience is required in the field ofComputer maintenance and trouble shooting
➢ **Technical Assistant**	A pass in the Diploma course in the relevant field	Minimum one year experience is required in Engineering College maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.

➢ **Skilled Assistant**	A pass in 10th class with ITI or + 2 or 10th class with Minimum 2 years experience in Engineering Colleges	-
➢ **Office Assistant**	A pass in 10th equivalent or +2 or its	Experience in Engineering Colleges will be given preference
• **Age**	Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post.	
• **Mode of recruitment**	- Advertisement in leading Dailies, indicating the posts shall be made. - Applications received against the advertisement shall be scrutinized by the HODs concerned and put up a list of eligible candidates to the Principal. - All eligible candidates will be called for an interview. - There shall be a Selection Committee consisting of the following members: - Secretary - Advisor - Principal - Management Representative - Member - Director / HOD concerned - Registrar	
• **Appointing Authority**	Chairman / Correspondent	

3.2 LIBRARY AND PHYSICAL EDUCATION STAFF

Categories of Post	- Librarian Scale of Pay: 15600 - 39100 - Assistant Librarian Scale of Pay: 9300 - 34800 - Library Assistant Scale of Pay: 5200-20200

	• Director of Physical Education Scale of Pay:15600 – 39100 • Assistant Director of Physical Education Scale of Pay: 9300-34800 • Physical Training Instructor Scale of Pay: 5200-20200 • Field Marker Scale of Pay: 4800-1000
• **Qualification and Experience**	
• **Librarian**	A PG Degree in Library and Information Science (MLIS) with Knowledge and 10 years of experience in academic institution preferably in engineering Colleges or University out of which 5 years must be in the capacity of Assistant Librarian.
• **Assistant Librarian**	A PG Degree in Library and Information Science (MLIS) with Computer knowledge and 3 years of experience in an academic institution preferably in Engineering Colleges or University. Fresher shall also be considered based on their merit and ability.
• **Library Assistant**	A Pass in 10th or +2 with certificate course in Library science, with a minimum one year experience in a local Library or College Library.
• **Director of Physical Education**	A PG Degree in Physical Education with M.Phil in the relevant field and computer knowledge and years of experience in an academic institution, preferably in Engineering Colleges.
• **Assistant Director of Physical**	A UG Degree in Physical Education with Education computer knowledge and experience in an academic institution Engineering Colleges. Certificate course in Yoga will be considered as additional qualification. Fresher shall also be considered based on their merit and ability.
• **Mode of recruitment**	• Advertisement in leading Dailies, indicating the posts shall be made. • Applications received against the advertisement shall be scrutinized by the HODs concerned and

	put up a list of eligible candidates to the Principal.
	
	• All eligible candidates will be called for an interview.
	
	• There shall be a Selection Committee consisting of the following members:
	  1. Secretary
	  2. Advisor
	  3. Principal
	  4. Management Representative - Member
	  5. Director / HOD concerned
	  6. Registrar

• **Appointing Authority**	Chairman / Correspondent

3.3 ADMINISTRATIVE POSTS

• Categories of Post	• **Office Manager**
	
	   Scale of Pay : 15600-39100
	
	• **Office Superintendent**
	
	   Scale of Pay: 9300-48000
	
	• **Senior Assistant / Personal Secretary to Principal**
	
	   Scale of Pay: 5200 - 20200
	
	• **Junior Assistant**
	
	   Scale of Pay: 5200-20200
	
	• **Office Assistant**
	
	   Scale of Pay: 4800-10000
	
	• **Driver**
	
	   Scale of Pay:5200-20200

• **Qualification and Experience**	
• **Office Manager**	A PG Degree with Computer knowledge with 10 years of Administrative experience in an academic institution preferably in Engineering Colleges or

	University or Directorate of Technical Education, out of which 5 years must be in the capacity of Superintendent. Or A Bachelors Degree with computer knowledge with 20 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 10 years must be in the capacity of Superintendent.
• **Office Superintendent**	A Bachelors Degree with computer knowledge with 15 years of Administrative experience in an academic institution preferably in Engineering Colleges or University or Directorate of Technical Education, out of which 7 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal.
• **Senior Assistant / Personal Secretary to Principal**	A Bachelors Degree with computer knowledge with 5 years of Administrative experience in the Junior Assistant level, in an academic institution, preferably in Engineering Colleges.
• **Junior Assistant**	A Bachelors Degree with computer knowledge, with 2 years of Administrative Experience in an academic institution, preferably in Engineering Colleges. Or Fresher shall also be considered, based on their merit and ability.
• **Office Assistant**	A pass in 10th class; good physique is essential.

• **Driver**	• A pass in 10th class
	  1. Must have one year experience in driving.
	  2. Must possess a valid license for driving a heavy / light transport vehicle issued by the competent authority.
	  3. Must have elementary knowledge of auto-mechanism.
	  4. Must possess First Aid Certificate

• **Mode of recruitment**	• Advertisement in leading Dailies, indicating the posts shall be made. • Applications received against the advertisement shall be scrutinized by the HODs concerned and put up a list of eligible candidates to the

	Principal.
	• All eligible candidates will be called for an interview.
	• There shall be a Selection Committee consisting of the following members:
	   1. Secretary
	   2. Advisor
	   3. Principal
	   4. Management Representative - Member
	   5. Director / HOD concerned
	   6. Registrar

• **Appointing Authority**	Chairman / Correspondent

CHAPTER 4

PROMOTIONAL PROCEDURES

4.1 ELIGIBILITY:

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor in the month of 31st July every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

4.2 SCREENING COMMITTEE:

A Screening Committee will be constituted with the following Members:

1. Chairman
2. Advisor
3. Principal
4. Director or HOD concerned

4.3 SELECTION PROCEDURE FOR PROMOTION:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted.

CHAPTER 5

COMMITTEES

5.1 GRIEVANCES AND REDRESSAL COMMITTEE

- To consider the welfare of female teaching and non-teaching staff members of the college.
- To consider the recreational facilities for lady staff.
- To create the health care facilities to lady staff members and girl students.
- To review complaints received from lady staff members and girl students and take appropriate actions.

5.2 LIBRARY COMMITTEE

- Collecting list of books and journals from HODs for each semester and procuring after approval, by the Management.
- Indexing and stocking of new books and journals.
- Periodical publication of defaulters list.
- Indexing and stocking of Lecture notes and question bank for each semester.
- All works related to Library development.

5.3 EXTRA CURRICULAR ACTIVITIES COORDINATION COMMITTEE

- Finalization of cultural day events for each year in Even semester
- Preparation of proposal of purchase of prizes and medals.
- Organizing the cultural day function.
- Preparing students to participate in cultural events in other places.
- Creation of a centre for cultural activities.
- Conducting NSS and YRC activities
- Conducting Blood and Social service camp.
- All development works relating to cultural activities
- Inter departmental activities.
- Formation of Professional societies activity
- ISTE Chapters
- Preparation of college news letter and magazine.

5.4 SPORTS AND GAMES COORDINATION COMMITTEE

- Annual budget for the sports and games accessories
- Conduct of the sports and games – Intramural.
- Organizing the sports day functions.
- Hosting of Zonal games and sports.
- Budget estimate for sports day and purchase of cups and medals.
- All development works relating to sports.

5.5 EXAMINATION CELL

- Weekly Test / Model / University Examination as per procedure.
- Examination fee collection and submission to COE.
- Paper revaluation and Xerox copy of Answer script.
- University Exam Accounts maintenance and submission.
- Issue of Hall tickets and University Mark statements.
- Appointment of AUR, Squad member and Examiners for paper valuation.
- All correspondence with COE, Anna University.
- Procurement of Stationary items for Test and University exam
- Maintenance of Xerox machine.
- Maintenance of Stock book for stationary items.
- Submission of Internal assessment marks and Attendance to COE.
- Complaints on Question paper to COE.
- Semester drop and re-admission for attendance shortage.
- Lecture Hall allocation and desk arrangement.
- Exam malpractice reports.

5.6 DISCIPLINARY COMMITTEE

- To examine / inquire and recommend punishments / remedial measure
  in the cases of:
    - Malpractices in examinations
    - Indiscipline in the college campus and hostel premises
    - Complaints of ragging
    - Complaints of eve-teasing and harassment of weaker sections.
    - Any other activity that may damage the discipline and harmony of the college.

- To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.

5.7 PURCHASE COMMITTEE

- To scrutinize the specifications and the quotations.
- To review the terms and conditions of payment, taxes, the reputation of the company etc.
- To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.
- To give specification to the HOD for the procurement of the equipments.

5.8 RESEARCH AND DEVELOPMENT COMMITTEE

- Continuing education.
- Consultancy
- Student project work.
- Overall planning to meet / satisfy NBA requirements.
- Paper presentation by students and faculty in Conferences / Workshops / Seminars
- Organizing Conferences / Workshops / Seminars / Symposia
- Organizing Faculty Development Programme.
- Higher studies students and faculty members.
- Research proposals to funding agencies.
- Summer and winter school proposals.
- E class rooms and E learning
- Audio-Visual centre
- Professional affiliations – Institutional membership, IEEE, ISTE, CSI & IETE.

5.9 ALUMNI ACTIVITIES COMMITTEE

- To create the data base of Alumni
- To conduct periodical meetings and annual meeting with alumni members.
- To resort to the help of Alumni members for placement activities.
- To mobilize funding for special purposes like scholarships, prizes, awards etc.
- To conduct lectures by invited speakers.

5.10   INDUSTRY-INSTITUTE INTERACTION COMMITTEE

- MOU with reputed Industries.
- Short term courses and Seminar / Symposium in collaboration with Industries
- Student's in-house Mini projects and creation centre for projects.
- Guest Lectures and Industrial visits.
- Association activities.
- In-plant training for students and faculty and students projects from Industries.
- Consultancy works.
- Value added courses VLSI, Smart, Embedded System, Software testing, Networking, CISCO, SAP, FOSS etc.

CHAPTER - 6

LEAVE RULES

6.1 SHORT TITLE AND APPLICATION

These rules is called "Sree Sakthi Engineering College Employees Leave Rules" herein after called the "SSEC Leave Rules" and they shall come into force with immediate effect. These rules shall apply to all persons employed in connection with the affairs of the SSEC.

6.2 KINDS OF LEAVE

6.2.1   Casual Leave

6.2.2   Vacation Leave

6.2.3   Earned Leave

6.2.4   Compensatory Leave

6.2.5   On Duty Permission

6.2.6   Maternity Leave

6.2.7   Medical Leave

6.2.8   Hospital Leave

6.2.9   Extra-ordinary Leave

6.2.10 On Duty for pursing Part time study.

6.2.11 Permission / Late Attendance

6.2.12 Marriage Leave

6.2.1 CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty.   He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof...

6.2.2 VACATION LEAVE

1. The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

2. Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

3. Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.

4. In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.

5. Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

6.2.3 EARNED LEAVE

Non teaching staff who have served for one year are eligible for earned leave at the rate of one day for every 11 days of service.

6.2.4 COMPENSATORY LEAVE

- Staff members who work on specific request and approval of the Secretary/ Advisor/ principal/ HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

- Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with prior sanction. Compensation leave should not be combined with CL.

- Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year.

- The unavailed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

6.2.5 ON DUTY PERMISSION

- On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.

- The teaching staff members will be allowed a maximum of 20 working days in an academic year as " ON DUTY" for the purpose of attending Central Valuation / External Examiner for practical examinations connected with University. Teaching

staff who wish to avail ON DUTY permission for the above purposes must obtain prior approval and produce an evidence from the competent authority for sanction. Otherwise their absence will be treated as unauthorized absence. All other duties if any pertaining to the college should be specifically informed to the HOD and Principal and permission obtained in advance.

6.2.6 MATERNITY LEAVE

- Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post confinement recuperation, at the option of the employee provided that no Maternity leave shall be allowed to married women employees, if they already have one living children. During the period of maternity leave they are eligible for 50% of pay and allowances.
- Should have completed two years of service in this college.
- Should give an undertaking that they will work for one year after rejoining duty.
- The staff members who are availing of maternity leave are not eligible for medical leave.
- They must forego the vacation leave to the extent of 50 % of maternity leave availed.
- If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

6.2.7 MEDICAL LEAVE

- The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In case of serious illness without hospitalization they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and cannot be claimed as a matter of right orit cannot be earned.
- Medical leave will be granted subject to the following conditions:

  ➢ Should have completed one year of service in this college.
  ➢ Should give an undertaking that he/ she will work for one year after rejoining the duty.

6.2.8 HOSPITAL LEAVE

- Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.
- Hospital leave may be granted on leave salary either full or half, as the leave Sanctioning authority may consider necessary depending on the circumstances of the case involved leading to hospitalization.

6.2.9 EXTRA-ORDINARY LEAVE

- Extra-ordinary leave shall always be without leave salary and may be granted, when informed leave is availed by staff member and submitted the leave application belatedly. The leave is treated as Extra-ordinary Leave (EOL) with a deduction of salary as follows:

$$EOL = \frac{\text{Gross Salary X No. of days on leave}}{\text{No. of working days in the month}}$$

- The leave applied and sanctioned during working days to attend classes for day time M.E. part-time course and course work for Ph.D. will be treated as EOL with deduction of salary as mentioned in 14.2.8.1.

6.2.10 ON DUTY PERMISSION FOR PURSUING M.E. / M.TECH /PH.D. UNDER EVENING PART TIME PROGRAMME OR DAY TIME PART TIME PROGRAMME.

- An employee may be granted OD permission so as to enable him to undergo part time higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.
- OD permission shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.
- An employee availing himself of OD permission for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay Rs.50,000/-(Rupees Fifty thousand only) to the College Management.
- On duty permission for pursuing their higher studies will be granted only on working Saturdays. They should apply for CL or EOL as the case may be, during working days i.e Monday to Friday. However, for writing University Theory and Practical examination during week days, OD will be granted on production of proof.
- Whenever applying for OD permission for study purposes, they should submit the OD application in advance; otherwise the absence will be treated as EOL.
- They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.
- They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.

- Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

6.2.11 PERMISSION / LATE ATTENDANCE

- Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or EOL as the case may be.
- Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work
- All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour   will   be treated as half-a-day leave.   If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.
- Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave or EOL will be counted.

6.2.12 MARRIAGE LEAVE

- An unmarried staff member is eligible for 7 continuous days of days marriage leave from the day of marriage on production of invitation. The marriage leave can be combined with CL or CPL or EOL. The concerned staff member shall apply for marriage leave in advance.

ANNEXURE A

GUIDELINES FOR AVAILING CASUAL LEAVE

1   As a general rule Casual leave should be availed only after obtaining sanction from the competent authority.

2   The specific reason for availing the Casual leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.

3   Leave should be availed only after making alternative arrangements through a teacher handling subject for the same class.

4   For sick and hospitalization and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case they should submit the leave letter on the first day of reporting to the College. If they fail to do so, the absence will be treated as Extra-ordinary Leave (EOL) and the salary will be deducted proportionally to the working days in that month. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.

5   Informed CL is allowed only once in a month at the discretion of the Principal or else informed leave will be treated as EOL.

6   Only one day CL is allowed per month on prior sanction and all other kinds of leave in a month are treated as EOL.

7   There is no restriction to avail accumulated CL during vacation or study holidays or University practical / theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If it exceeds, the entire period of leave will be treated as EOL

8   If he / she applies for CL or EOL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or week end holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior permission is obtained from competent authority or else the holidays will be treated as EOL.

9   When a leave is applied and sanctioned all absenteeism succeeding and preceding will be treated as EOL along with the date for which leave has been applied and sanctioned.

10 If a faculty joins duty in the second fortnight of a month then he / she is not eligible for CL for that month under consideration.

11 All un-availed casual leave will be permitted to be encashed at the end of the calendar year.

12 Alternative arrangements for class work have to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work.

13 If a faculty attends the college on all the working days in a semester without availing any leave, he/she will be paid 3 days salary and he/she can availed 3 days CL.

CHAPTER - 7

Policy for financial support for faculty development:

7.1 Eligible Faculties:

Sree Sakthi Engineering College Teaching and Non-Teaching Faculties (excluding Faculties on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible Faculties.

7.2 Criteria for Professional Development:

- Courses, seminars, workshops and conferences intended to assist Faculties in maintaining and improving knowledge and skills relevant to the Faculty's responsibilities or to their career development at the Institute, can be considered for funding.

- All professional development activities must be provided by an association that is in the business of career related training or upgrading, or a service provider that is in the business of educating.

- Faculties approved for Professional Development Leave are entitled to up to 12 paid working days.

- The following will not be considered for funding

  - Training to meet minimum job requirements in the Faculty's current job (e.g. basic level training for newly installed or upgraded computer hardware or software will not normally be approved whereas intermediate and/or advanced computer training may be considered for funding).
  - Courses or programs a Faculty is expected to take at the sole request of a University.

- General interest courses: An exception might be a course that could be an asset to the Faculty and the college

7.3 Criteria for Funding:

- Eligible Faculties can access funds for approved professional development to a maximum of Rs.5000/- per financial year (April 1 to March 31).

- Maximum funding levels are set by Board of Governors and reviewed periodically. Approved funding for individual professional development activities will not be carry forward into the next financial year.

- Funds allocated to professional development activities will be in the following priority order –

- Registration fees.

- Application Procedures.

- The College pre-approves requests for financial support for development activities only. The college does not normally approve funding requests retroactively.

- Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.

- Completed applications are to be submitted to the Principal's office prior to the event.

- Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

- Faculties can request to withdraw their application and/or approved funding by writing to the Principal after obtaining approval from Head of the Department.

- Faculties cannot use previously approved funding for a different purpose.

- Faculties who do not attend the professional development event for which they have received approved funding must repay the money.

- The Faculty's application must be supplied with evidence in support of acceptance of paper for presentation in conference.

- The application should normally be submitted immediately after acceptance of paper. In any case the applications for financial aid must be submitted prior to commencement of conference.

- No TA, DA will be provided for Attending.

7.4 PROCEDURE FOR APPLYING

- The application should normally be submitted with recommendations by respective Head of Department to the Principal.

7.5 RELEASE OF FUNDS

- The expenditure incurred shall be reimbursed to the Faculty after they have made the expenditure on the recommendation of Head of concerned Department.

- In case the funds are to be given prior to the conference, the 80% of the fees may be given as advance to the concerned Faculty.

7.6 The Faculty availing such grant will submit on return:

- Certification of participation for paper presented at the conference.

- A statement of accounts with all bills/vouchers for reimbursement of expenses.