



Erode Sengunthar Engineering College

(Approved by AICTE, New Delhi, Permanently Affiliated to Anna University, Chennai,
Accredited by NBA, New Delhi, IE(I) Kolkata & NAAC, Bengaluru &
ISO 9001 : 2008 Certified Institution)
Perundurai, Erode - 638 057.



CHEMICAL

STAFF RULES, REGULATIONS & SERVICE CONDITIONS w.e.f. December 2016

I COLLEGE ADMINISTRATION – GENERAL

1. Working Days and Timings

The college functions from Monday to Saturday, except 2nd and 4th Saturdays. The details will be given in the college calendar every year.

A staff member shall not leave the work place earlier than the prescribed working hours. If for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through HoD.

The festival / national holidays etc., notified in advance by the Principal shall be availed by the staff as holidays.

Timing : The College will function from 9.00 a.m. to 4.30 p.m.

2. Maintenance of Attendance Register

All teaching and non-teaching staff shall sign the attendance register in the office before their reporting time on all working days. Non signing of attendance shall be treated as absence unless exempted by the Principal. Late attendance without permission from Principal will be treated as half-a-day leave.

3. On Duties (OD)

1. Staff members are permitted to go on OD for a period not exceeding 18 working days in an academic year in connection with the work related to Parent University such as conduct of the practical examination, theory examination, paper valuation, Anna University Representative etc.
2. Paper presentation and participation in Conferences / Seminars, Meeting / discussion related to research work leading to M.Phil./Ph.D : 10 days / year
3. Vacation (20 days in summer and 10 days in winter) : 30 days / year
4. Staff members are permitted to go on "On Duty" (work directly related to the college functioning such as Board of studies, Academic Council, Parent University accreditation / inspection committee formed under AICTE etc.) after obtaining prior written permission from HoD and the Principal.


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4. Appointment / Resignation / Termination

1. A staff member while joining the institution shall along with the joining report submit all original degree certificates, experience certificate and a passport size photograph. The staff shall furnish both his / her temporary and permanent address along with the contact phone number, E Mail ID, etc. to the administrative office. As and when there is any change in the above, the same has to be informed to the administrative office immediately. The HoD concerned will assign the work related to the department.
2. At the time of joining every staff member should sign an undertaking to obey the service conditions and rules of the college as existing / modified during their service period.
3. The staff member shall be relieved only at the end of the academic year, i.e., 31st May. If he / she wants to resign their job in the middle of the academic year, he / she has to pay an amount equivalent to the rest of the service period falling short up to 31st May. Therefore, the staff members who are willing to resign their job should submit their resignation letter on or before 31st March.
4. If the Management wants to terminate the services of staff member, two months notice shall be given to him / her by the Management. During the notice period the staff member is not eligible to avail any type of leave.
5. While getting relieved, files, material, documents etc. entrusted to him / her shall be handed over to the person nominated by the HoD with proper acknowledgement. The staff member shall be relieved from the college only on the production of No Dues Certificate in the prescribed form.
6. Those staff members who are sponsored by the Management for their higher studies, it is necessary to serve the institution for a minimum period of one year after completion of the course otherwise he / she has to pay **six months salary** as penalty before getting relieved.
7. If the staff member wants to leave the institution before completing their course due to unavoidable circumstances then he / she has to pay **six months salary** as penalty before getting relieved.

II COLLEGE ADMINISTRATION - ACADEMIC

1. Staff Structure

The Staff structure and the staff - students ratio would be based on the guidelines prescribed by AICTE / Anna University / State Government.


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2. Qualifications

The prescribed minimum qualifications and experience requirements for the various teaching posts will be as per the norms of AICTE & Anna University.

3. Recruitment

The recruitment to all posts shall be based strictly on merit through advertisement and the recommendation of duly appointed staff selection committee.

4. Workload

As per the University norms the institution should fulfill minimum number of teaching days per semester.

Workload of a teacher should be as per the AICTE norms.

Two tutorial hours / two laboratory hours will be counted as one teaching hour.

All the Teaching, Non-Teaching and Administrative staff should be present in the institution during the working hours.

5. Job Responsibility

- a. Teaching.
- b. Instruction laboratories.
- c. Students' assessment and evaluation.
- d. Assisting in consulting and R & D services.
- e. Developing resources material and laboratory development.
- f. Co-curricular and extra curricular activities.
- g. Assisting in departmental administration.
- h. Conduct of examinations.
- i. Any other duties assigned by the superiors.

6. Accountability

Pay revision as a Composite Package.

Better compensation package, performance and accountability are inter-related, and one cannot be had without the other performance appraisal and accountability shall be integral part of the pay revision package.

7. Medium of Instruction

Medium of Instruction is "English" for all UG and PG classes. If the staff members are found teaching the subject in any other language including vernacular language, severe disciplinary action will be taken against them including termination from the service.

8. Use of Cell Phone

Both teaching and non-teaching staff members are permitted to use their cell phones in their respective seating places. They are not permitted to bring or use their cell phones in places like class rooms, laboratories, seminar halls, library, corridor, Correspondent room, Principal chamber and during meeting / functions. Violation of this rule will result in severe punishment including fine.

9. Prior Permission

Both teaching and non-teaching staff members should get prior permission from the Principal / Correspondent to contact any outside agency or to contact / make representation to higher officials of University / State Government / MHRD / AICTE for any matter related to the College / hostel.

Performance Appraisal

A transparent and objective Performance Appraisal System comprising of self-appraisal, and peer evaluation shall be implemented.

III. BENEFITS EXTENDED TO THE TEACHING STAFF MEMBERS

1. Salary

Based on the experience / qualification the basic pay and the Dearness Allowance will be paid as per the norms of the Management.

2. Disbursement of Salary

The salary of the staff members will be directly credited in their account in the designated bank after tax deduction at source.

Each member has to sign the acquaintance roll maintained in the administrative office before 30 or 31st of each month. Failure to sign the acquaintance will result in belated payment of salary.

3. Employees Provident Fund (EPF)

The staff, getting the basic salary of Rs. 15,000/- or less than Rs. 15,000/- will be enrolled under EPF scheme and the contribution as fixed by the Government will be deducted from their pay and the management will make a matching contribution.

4. Health Care

Medical Allowance is provided in monthly salary to all staff according to their cadre.



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5. Faculty Development Programme (FDP)

The staff members may be sponsored by the Management for higher education courses, Summer and Winter Schools, Special Training Programmes subject to the conditions prescribed by the Management.

IV. CONDUCT RULES FOR TEACHING & NON TEACHING STAFF

1. The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part time job in other concern etc.
2. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
3. The staff members are strongly encouraged to participate in consultancy projects with the permission of the Management subject to the conditions prescribed by the management.
4. The staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the College.
5. The staff members shall not interfere in any matter which is not connected to their job requirement.
6. The staff members are supposed not to attend any interview during the tenure of their service. If any staff members wish to apply / attend the interview to the other institutions for the job should get prior permission from the Principal and the Management.
7. The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
8. Any breach / violation of any of the above Code of Conduct (COC) by the staff or any other act by him/her which is prejudicial against the interests of the institution will make him / her liable to disciplinary proceedings and punishment on enquiry and proof.
9. Both Teaching and Non-Teaching staff are liable to be transferred from one department to another department depending on the need and suitability of the cadre by the Management.


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V. LEAVE BENEFITS : Staff Members are entitled to the following:

a. Casual Leave (CL) (Applicable to Temporary Staff also)

Total CL allowed to a staff is 12 days in a calendar year. CL may be combined only with, Sundays or other notified holidays. However the total leave availed should not exceed 10 days continuously. It cannot be combined with any other leave. A minimum of half a day CL can be availed.

The staff having less than a year of service is eligible for one day CL for every calendar month.

Permission : 6 Permission of one hour duration are permitted per year by the Principal for urgent work. (9.00 a.m. to 10.00 a.m. or 3.30 p.m. to 4.30 p.m.).

b. Medical Leave (ML) (Applicable to staff under Regular scale of pay only)

Staff members who have completed a minimum of three academic years of service are eligible for ML of 5 days per year with full salary.

ML will be sanctioned only on production of a Medical Certificate from a Registered Medical Practitioner. However, the Management has a right to refer the applicant to a hospital or Medical Practitioner of its choice.

Unavailed ML will lapse at the end of the academic year.

Holidays prefixed and / or suffixed and intervening holidays are counted as ML.

c. Maternity Leave (MAL)

The norms for availing the Maternity Leave by Lady faculty and staff members is as follows:-

1. Should have completed minimum of three years of satisfactory service without any break of service in Erode Sengunthar Engineering College.
2. Should give an undertaking that they will work minimum of two years in Erode Sengunthar Engineering College after rejoining.
3. Should avail from pre-confinement to post-confinement recuperation at the option and request of the staff member and produce the medical certificate from the registered medical practitioner.
4. Maternity Leave will be granted only for the first child.
5. The period of Maternity Leave is 90 days with half salary will be given after rejoining.

The above changes comes with immediate effect.

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d. Vacation


1. Teaching staff are eligible for 30 days vacation per academic year (10 days in winter and 20 days in summer).
2. Non-teaching staff are eligible for 14 days vacation per academic year (7 days in winter and 7 days in summer).
3. The Principal has the right to prevent any staff member from availing a portion or the whole of the vacation if the service of the particular individual is considered essential.
4. When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable Compensatory Leave after the end of the academic year.
5. Vacation plans are to be made only after the notification of the vacation periods by the Principal.
6. The guidelines for Vacation are as follows:
 - a. < 6 months : Not Eligible
 - b. > 6 months but < one year : Proportionate Basis
 - c. > one year : Full Vacation
7. No leave can be combined with the vacation. The staff has to be present on the last working day prior to the vacation and also the first working day after the vacation to become eligible to draw the vacation salary.

e. General Conditions to avail the leave

1. The leave application in respect of CL is to be submitted to the Principal through the HoD with alternate Class / Lab arrangements in advance and in respect of other leave 7 days in advance.
2. The staff member while sending the application for any leave shall make alternative arrangements to the duty assigned to him / her. The details should be indicated in the application besides getting the acceptance from the substitute nominated for the purpose. The substitute should honor the commitment.
3. Leave cannot be claimed as a matter of right.
4. The decision of the Principal on any leave application is final.

VI. CAREER ADVANCEMENT and PROMOTION:

As per the existing norms of the All India Council for Technical Education, New Delhi, Anna University, Chennai and Government of Tamil Nadu.


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SELECTION PROCESS FOR UPGRADATION


1. Paper Publication :- Weightage be given for publishing Articles in National or International Journals / Conferences and presenting papers in conferences.
2. R & D Projects Revenue:- Necessary weightage be provided for the total revenue generated.
3. Consultancy / Extension Activities
4. Extra Curricular Activities – Necessary weightage shall be fixed.
5. Academic Results / Incremental Results
6. Research Publication
7. Projects
8. Accreditation activities
9. Book Publication
10. Lab Manual Publication
11. Extension work
12. Workshop, Seminars and conferences organised
13. Workshop, Seminars and conferences attended
14. Necessary weightage be provided for student feedback.

SPONSORSHIP

Teaching Staff may be sponsored for higher studies based on merit, suitability and contribution to the institution subject to the conditions laid down by the Management.

Whenever any staff is sponsored for Specialized Training Programmes for which the Management has borne the expenditure, it is obligatory for the staff to serve for a period of one year or reimburse the entire cost paid by the Management.

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