



# SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



16.06.2023

## REGULATIONS / GUIDELINES FOR STAFF

Extract from Sengunthar Institution's Employees Policy Manual

College Timings for Staff Members

Class Timings: 9.15 a.m. to 5.20 p.m.

Period / Time	1	2	Break	3	4	Break	5	6	Break	7	8
	09.20	10.10	11.00	11.15	12.05	12.55	1.50	2.40	3.30	3.45	4.35-
	-	-	-	-	-	-	-	-	-	-	-
	10.10	11.00	11.15	12.05	12.55	01.50	2.40	3.30	3.45	4.35	5.20

Departments	9.00 a.m. to 4.40 p.m.
Library	8.00 a.m. to 8.00 p.m.
Office	9.00 a.m. to 6.00 p.m.

### General

- All the Staff members shall compulsorily wear College ID while in the College premises.
- The Staff members shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Dean (Student Affairs)/HOD/ Principal.
- Staff members shall not use mobile phones during their class hours. However, they may use it in their cabins/rooms.
- The Faculty Members should not alter the time-table at any cost without prior approval of the HOD and Head of the Institution/Secretary and Correspondent.
- The Faculty Members should come to the class at least 5 minutes before the commencement of the respective classes.
- The Faculty Members should instruct their subject only in English language as the medium of Instruction is English.
- The Faculty Members of the last period should ensure the following and



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then leave the class room.

- All the electrical appliances are Switched Off
  - Windows are Closed
  - All Students left the Class Room/Laboratory
  - Class Room Doors are Properly Closed
- Attendance must be taken for each lecture/practical period(s) preferably at the beginning.
  - The Faculty Members should engage the full period effectively, promptly and should not leave the class early/late.
  - Decorum should be maintained and teaching should be lively by using pictorial representation /demonstration/Simulation.
  - Faculty Members are instructed to accompany the students when they are asked to move to another lecture hall/laboratory/ seminar hall etc.
  - Through Mentor - Mentee system the faculty members are informed to maintain good relationship with the students.
  - Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Principal/Management.
  - Faculty Members should publish text books, research papers in reputed national/International Journals /Conferences.
  - The Faculty Members must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.







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- The Faculty Members are advised to utilize the library effectively and the feedback must be given to improve the standard of the Library based on updating advancement in Engineering and Technology.
- The Faculty Members are requested to publish 2 papers per Annum in referred National/International Journals accountable as per UGC guidelines to develop their career and Institution growth.
- Individual Faculty members are advised to do the self-SWOT analysis to progress their careers.
- The Faculty Members are asked to apply to various funding agencies to get a financial grants towards start-ups, Research, patents, projects, workshops, and seminars to improve our Institution's betterment.
- The Dean of Planning & Development and Dean of Student Affairs are responsible for Block wise Discipline.
- The Faculty Members who are staying at Hostel (both boys and girls) should take responsibility to ensure the discipline and decorum of the hostel.
- The Faculty Members who are staying at Hostel (both boys and girls) should monitor study hour, Hostel students attendance and Dinning Timing.
- All the Faculty Members are expected to follow scrupulously the rules and regulations of the Institution as prevalent from time to time.

## In Laboratory

- To maintain the Stock Register.
- Lab In-Charges are asked to maintain the lab entry record to register all the entries and ensure whether all the students/faculty members are entered their name in the log register with accurate timing of their presence.



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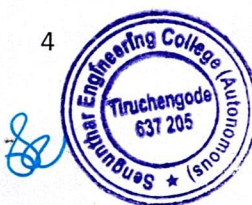
- Lab Technicians should open the lab in time every day.
- To ensure the cleanliness of the lab maintenance and switch off all equipment after use.
- The Lab Technicians are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge(s) / Lab Assistant(s) etc. on the Lab Notice board.
- In order to maintain the stock intact, faculty members are advised to take the following action.
  - i) Before starting the practical's/projects, students shall be asked to check the PCs/equipment etc. and report in case of any missing item
  - ii) Students shall not be permitted to carry bags into the labs.
- In case of any missing/damaged items, the matter shall be immediately registered in the respective Lab Register by the Lab In-Charge and shall be reported to Head of the Institution through the HOD. Besides, the recovery process to be carried out immediately to replace the missing/damaged items.

### Kinds of Leave

The staff members are entitled the following leave benefits with the following conditions.

"Teaching is the primary responsibility and no leave should hamper or reduce the quality of teaching"

"Leave cannot be claimed as right and when the exigencies so demand leave of any description may be refused or revoked by the authority empowered to sanction.







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- Casual Leave (CL )
- On Duty Leave (ODL)
- Compensation Casual leave (CCL)
- Maternity Leave (ML)
- Medical Leave (ML)
- Earned Leave (EL)
- Vacation Leave (VL)
- One Hour Permission (Per)

### Casual leave (CL)

- Each staff is entitled to avail one day CL per month.
- CL can be taken with all kinds of alternative of classes/duties with prior approval.
- Half (1/2) day CL can be availed.
- Casual leave cannot be combined with any other kind of leave. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. However, such casual shall be considered as CL or LOP accordingly to the availability of CL.
- In case of emergency, the faculty member should get approval from the Principal through phone ore-mail.
- CL will be carried forward to next month and will lapse at the end of the academic year(June to May).

### On Duty Leave (ODL)

- On Duty related to University Examination or End Semester Examination of Autonomous Colleges which includes Theory Valuation, External Examiner for Practical Examination and External Invigilator for Theory Examinations is 7 days in a semester subject to head wise restriction by the Head of the Institution.





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- On duty for AUR (Anna University Representative) is 6 days in a semester.
- On duty for Conferences, workshops, Guest lectures, etc have no restriction, where as it can be decided by the concerned HoD , Principal and Correspondent considering the relevance of the topic and period of the programme.
- On duty related to Ph.D., work is normally 2 days in a semester (may be availed as 4 half a day); however decided by the Principal/ Correspondent based on the status of Ph.D., work.



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## Compensation Casual Leave (CCL)

It is the policy of SEC that faculty members is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the college on a holiday whenever he / she is directed to do so by the authorities i.e. Correspondent / Principal of the college. Such approval of CCL rests solely at the discretion of the Principal/Designated Authority.

This leave can be availed in that academic year and it will lapse at the end of the calendar year. CCL can be availed as full day only.

## Maternity Leave (MTL)

Maternity leave will be granted to a female members for a period of 6 months. The members those who are completed 5 years of experience (without any break) in our Institution (s) will be given 6 months of leave with two months' pay. For every additional 5 years of experience 1 month pay will be granted. Besides, that 6 months of experience can be included in their service.

## Medical Leave (ML)

Medical leave be granted to the faculty members those who have completed 5 years or more experience (without any break) in our Institution.

- The entitlement of Medical leave is 30 days for every year. Medical leave can be availed only on Medical ground. For every additional 5 years of experience 15 days will be added.
- Medical certificate shall be submitted while rejoining.
- Sundays & Holidays cannot be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.





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- Medical leave is sanctioned with salary benefits as 1 month for 5 years experience, 2 months for 10 years experience and 3 months for 15 years experience and so on.
- Medical leave will be granted by the Correspondent as per the recommendation of the Principal.

## Earned Leave (EL)

The faculty members those who have completed 5 years of experience in our Institution(s) will be entitled the Earned leave.

- A 20 day of EL will be provided by the Correspondent based on their requisition.
- From the sixth year onwards the leave can be added as 4 days per year.
- After the completion of seven years of experience the EL can be encased for minimum of 15 days and maximum of 30 days. It is the discretion of the management to sanction or reject.

## Vacation Leave (VL)

Institution(s) will give circular regarding the summer/winter vacation leave to the faculty members and they can avail VL without hampering of functioning of Institution(s). \*Vacation Leave is subject to the sanction of Correspondent.

## One Hour Permission (Per)

One hour permission can be availed in a month; non availed cannot be carried over to the next month.

## Dress Code

All members of staff are expected to present themselves in decent attire.







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Do's		Don'ts
<b>Male Faculty Members and students are supposed to wear</b>		<b>Male Faculty Members and students are NOT allowed to wear</b>
Shirts	Full sleeved shirt	Short shirts, shirts with embroidery
Trousers	Formal Trousers with shirt neatly tucked in	Casual trousers
Shoes	Shoes/strapped sandals	Chappals
<b>Female Faculty Members are supposed to wear</b>		
<b>Female Faculty Members are supposed to wear</b>		<b>Female Faculty Members are NOT allowed to wear</b>
Saree	Formal saree and blouse with normal sleeve with White Coat	-
SalwarKameez	Salwar Kameez with side slits from below the hip line with normal sleeves with White Coat	sleeveless blouse, Salwar Kameez with side slits from above the hip line without White Coat
Chudidhar	Long Kameez with side slits from below the hip line and Chudidhar pants with White Coat	Chudidhar with side slits from above the hip line and with short sleeves, leggings, Short kurthis, Ankle length leggings
<b>Non - Teaching Faculty Members are supposed to wear</b>		
Formal dress with Blue Colour Coat		
<b>Formal Occaslons (Important Functions)</b>		
<b>Male Faculty Members are supposed to wear...</b>		<b>Male Faculty Members are NOT allowed to wear...</b>
Pant, Shirt, Tie with Blazers and Shoes		Short shirts, Jeans, Dhotis, T-shirts and Chappals
<b>Female Faculty Members are supposed to wear....</b>		<b>Female Faculty Members are NOT allowed to wear...</b>
Formal saree and blouse with normal sleeve		SalwarKameez, Chudidhar, Short kurthis, etc



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## Transport

- The Transport In-charge should ensure that all the college buses should reach the college at 9.10 a.m.
- Bus Pass to the students should be issued by the Transport In-charge. The students must be possession of valid bus pass and is required to produce it as and when asked by any staff commuters.
- Bus In charges should be regulated the usage of cell phone by the students in the college bus. The commuters are responsible for overall discipline and conduct of students in the Bus.
- The Transport In-charge should ensure that Two Wheeler and Four Wheeler Motorists should have driving license. Two Wheeler Motorists should wear a Helmet and Four Wheeler Motorists should wear a seat belt while driving.

*[Signature]*  
16/6/2022  
Principal

## Copy to

- IQAC
- HODs for staff circulation
- Accounts Section
- Office File
- Transport In-charge



*[Green ink signature]*