



## **SURYA ENGINEERING COLLEGE, ERODE**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Accredited by NAAC & Recognized under section 2(f) of the UGC Act 1956)

Erode - Perundurai Highway Mettukadai, Erode-638 107.

Ph.0424-2555018 | Mobile No:98425 11455 | Email:principal@gmail.com

### **Human Resource Policy**

#### **ABOUT US**

Surya Engineering College (SEC), Erode, was established in 2008 under the esteemed aegis of Sri Andavar Educational and Charitable Trust (SAECT). Located strategically along the Erode–Perundurai Highway, just 7 kilometers from Erode, the college enjoys excellent accessibility and a serene academic environment. Spanning 16 acres, the campus is thoughtfully designed with state-of-the-art facilities including well-equipped classrooms, advanced laboratories, an extensive library, modern recreational areas, and residential accommodations for students.

As a self-financing institution, SEC is dedicated to delivering high-quality engineering education, driven by innovation, discipline, and a commitment to excellence. Affiliated with a recognized university, the college aligns its academic programs with contemporary industry standards and technological advancements. SEC’s mission is to develop forward-thinking, technically proficient graduates who can translate ideas into real-world solutions. Supported by a team of talented and dedicated faculty members, SEC cultivates a vibrant learning atmosphere where teaching is prioritized, and students are empowered to achieve personal and professional success. The college is approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC.

#### **VISION**

To emerge as an institute of repute, providing value-based technical education aligned with industry requirements, ensuring that students acquire profound technical knowledge while fostering opportunities for their holistic development.

#### **MISSION**

- To provide state-of-the-art infrastructural facilities that support effective teaching, learning, co-curricular, and extracurricular activities.
- To identify and impart industry-relevant knowledge and skills to students, preparing them for dynamic professional challenges.
- To recruit and nurture highly qualified and competent faculty and staff, and offer continual opportunities for upgrading their knowledge and skills.
- To create platforms for students to showcase and enhance their inherent talents across various disciplines.
- To encourage students to pursue higher education, competitive examinations, and value-added certification programs for continuous growth.
- To develop quality engineers and technocrats, with values and ethics serving as core principles.

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- To engage regularly with industries through research and development, consultancy services, training, and testing initiatives.
- To extend value-based technical education to students from all sections of society, promoting inclusive growth and empowerment.

### **QUALITY POLICY**

We, at Surya Engineering College, Mettukadai is committed to embracing innovative teaching practices that leverage Information and Communication Technology (ICT) tools. By incorporating smart classrooms, e-learning platforms, virtual labs, and interactive content delivery, we aim to enhance the teaching-learning experience, promote critical thinking, and cater to diverse learning styles among students.

### **1. GENERAL RULES**

#### **1.1 Working Days and Timings**

The College functions from Monday to Saturday every week. The College working hours is from 9.00 AM to 4.35 PM for Faculty and Staff members. The Class timings are between 9.05 AM and 12.35 PM in the FN session. The Lunch break is from 12.35 PM to 1.20 PM and the AN session is between 1.20 PM and 4.30 PM.

#### **1.2 Maintenance of Attendance**

Manual attendance system is followed for both faculty and staff members. Entry time in the morning is before 9.00 AM and exit time is after 4.30 PM. All faculty and staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to make entry in the outgoing register / movement register at Principal office before leaving the work place.

#### **1.3 Late Register (LR)**

Late Attendance / Late Register (LR) is followed for the faculty / staff members.

### **2. SERVICE RULES**

The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance of institution.

- The Faculty and staff 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.
- The Faculty and staff shall not involve themselves in activities not related to their work during working hours. They have to read relevant magazines, papers. books etc., during working hours.

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- The Faculty are strongly encouraged to participate in consultancy projects with the permission of the Management subject to the conditions prescribed by the Management.
- The Faculty and staff are prohibited from accepting valuable gifts in any form from the Students / Parents / Companies having business transactions with the college.
- The details of Student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
- 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 to the interests of the institution will make him/ her liable to disciplinary proceedings and punishment on enquiry and proof.
- The recruitment to all posts shall be based strictly on merit by the duly appointed Staff Selection Committee.
- Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- The institution provides financial support to faculty members for attending conferences, seminars, workshops and FDPs/SDPs etc. with registration fee and TA/DA.

### **3. LEAVE BENEFIT NORMS**

The leave rules for faculty and staff are circulated for information of all concerned. The members of faculty and staff are informed to strictly adhere to these rules,

#### **3.1 Casual Leave (CL)**

Each Faculty and staff shall avail one CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously

The Faculty and staff who have less than 1 year of service are allowed to avail a maximum of one CL per month, but not exceeding 6 days per semester.

#### **3.2 Medical Leave (ML)**

The medical leave may be granted for the employee completing one year service here. The medical leave is allowed when it is supported by a medical certificate to a maximum 8 days per year



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### **3.3 Maternity Leave (MAL)**

Maternity leave may be granted to female faculty and staff for period of 6 months based on a medical certification from a registered doctor. Beyond one month would be treated as LOP.

### **3.4 Compensatory Leave (COL)**

Faculty are eligible to avail COL in lieu of working for the institute /management on Sundays / general holidays.

### **3.5 Vacation Leave (VL)**

#### **3.5.1 Summer Vacation**

- Faculty who have completed 1 year of experience in our institution are eligible to VL for 2 weeks.
- Faculty who have less than 1 year of experience in our institution are not eligible to avail VL.
- Non-teaching staff who have completed 1 year of experience in our institution are eligible for 1 week VL.
- Non-teaching staff who have less than 1 year of experience in our institution are not eligible to avail VL.

#### **3.5.2. Winter Vacation**

- Faculty who have completed 1 year of experience in our institution are eligible to VL for 1 week
- In case of any emergency vacation leave can be availed prior without affecting regular academic works

## **4. ON DUTIES**

### **4.1 Exam On Duty (EOD)**

**The faculty shall avail Exam On Duty (EOD) to,**

- Attend works related to Anna University, Chennai, is obligatory on the part of Faculty.
- Act as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.
- Act as Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.



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- External examiner duty for Anna University Examinations eligible faculty shall be permitted as per the order received from the Zonal office.
- Central Evaluation Duty for Anna University Examinations approved Evaluators shall be permitted as per the order received from the Zonal office.
- Faculty shall be permitted as per the order received from the Zonal office for a maximum of 10 days per semester.

### **4.2 Other On Duty Related to Academic Work (OOD)**

- The Other On Duty (OOD) may be availed for the academic related works by the faculty like,
  - To attend Paper Presentation / National / International Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
  - Invited by other Colleges / Organizations for honoring a faculty member for his/her achievements.
  - To attend Conventions / Meeting of professional bodies like ISTE, IEEE, CSI, IEI, etc.
  - To attend Viva voice / Doctoral Committee meetings or writing course work examinations for Ph, D. pursuing research scholars
  - To write University Examinations for M.E pursuing Staff. Act as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.
  - Faculty are eligible to avail 6 days/Sem as OOD.
  - Special OD may be permitted for genuine and unavoidable reasons.

## **5. FACULTY RECRUITMENT PROCEDURE**

### **5.1 Recruitment Procedures**

- Based on the requirement, HOD has to submit the vacancy position to the Principal. Then, advertisement is given in local and national level newspaper/ website.
- Based on the AICTE faculty qualification guidelines, applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.



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- The Staff Selection Committee consists, Correspondent, Principal and concerned HOD will conduct the interview. Selected candidates are recommended for appointment.
- The appointment is made after due approval from the Management through the Principal.
- Deserving candidates are offered higher pay.

### **5.2 Superannuation and Re-Employment**

The age of superannuation of Faculty would be 65 years and thereafter no extension of services shall be granted. However the institute may re-employ the superannuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may.

The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for re-employment of such category of staff..

### **5.3 Faculty Salary and increment**

Disbursement of Salary

The salary of each staff will be directly deposited in the staff account in the Federal Bank which is located in Erode. The staff members should give his / her account number to the accounts office. Suitable income tax, EPF if any, will be deducted from the salary and paid to the government. Each member has to sign acquaintance roll maintained by the office.

### **5.4 Employees Provident Fund (EPF)**

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will make a matching contribution.

## **6. PROMOTION POLICIES**

SEC has established a detailed process for carrier progression for its Faculty and staff. The carrier progression for a faculty who join as Assistant Professor, Associate Professor and then Professor. The Faculty and staff are promoted considering their educational qualification and experience. The performance of Faculty is monitoring through performance appraisal system annually and carrier advancement. The norms given below,

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### 6.1 Engineering Stream

As per the Anna University norms,

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>* Assistant Professor</b>	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
<b>* Associate Professor</b>	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
<b>* Associate Professor</b>	<b>AND</b> At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	
<b>* Professor</b>	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
<b>* Professor</b>	<b>AND</b>	
<b>* Professor</b>	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
<b>* Professor</b>	<b>OR</b> At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	



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### 6.2 Science & Humanities Stream

As per the Anna University norms,

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
<b>*Assistant Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject.</p> <p>Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.</p> <p>Ph.D. Candidates shall be exempted from the requirement of SLET/NET.</p>	Experience not mandatory
<b>*Associate Professor</b>	<p>At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject</p> <p style="text-align: center;"><b>AND</b></p> <p>Minimum of seven publications in the peer-reviewed or UGC-listed Journals</p>	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
<b>*Professor</b>	<p>Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals</p> <p style="text-align: center;"><b>OR</b></p> <p>Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience</p>	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate

### 7. FACULTY RESIGNATION PROCEDURE

The staff who would like to leave the institution are relieved on 3 months notice and preferably at the end of the academic year. Process for the relieving the faculty as follows,

- Submission of resignation through proper channel
- Obtains no dues certificate
- Issue of relieving order

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The Management has rights to terminate the services of any Faculty and staff who are in violation of the institute regulations or whose performance is thoroughly unsatisfactory.

### **8. STANDARD CONDUCT OF COLLEGE FACULTIES**

- The Standards of Conduct of College Faculty and Staff (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976) are,
  - Every Faculty and Staff shall, at all times, maintain absolute integrity and devotion to duty. He / She shall be strictly honest and impartial in his / her Official dealings.
  - No Faculty and Staff shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
  - Every Faculty and Staff of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
  - No Faculty and Staff shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
  - Every Faculty and Staff shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programs and other activities conducive to the welfare of the student community.
  - Every Faculty and Staff shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practical and assessment / Examination / Evaluation work assigned to him/her by the college authorities.
  - Every Faculty and Staff shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
  - No Faculty and Staff shall discriminate against any pupil on grounds of caste, creed, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.



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- Every Faculty and Staff shall assess impartially the performance of students in Tests, Examination, Assignments, Practical, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground. No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.

- No Faculty and Staff shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.