



HR Policies:

These rules shall be called “**Mohamed Sathak AJ College of Engineering**”, **Chennai, Policies, Conduct Rules, and Guidelines** comes into force from the month of August 2019. These rules supersede all the rules put into force, previously. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

Definition:

- ❖ ‘College’ means **Mohamed Sathak AJ College of Engineering (MSAJCE), Chennai**
- ❖ ‘Trust’ means **Mohamed Sathak Trust, Chennai.**
- ❖ ‘Faculty Position’ means a faculty carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned position.
- ❖ ‘Supporting Staff Members’ means a person appointed in a non-Teaching post to which no other person holds a lien.

Orientation:

- ❖ Every staff appointed in the College shall be given a brief introduction / orientation about the College by the Principal on the day of his / her joining.
- ❖ The Manager (Admin) will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- ❖ The Head of Department (HOD) will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of their team.
- ❖ HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- ❖ The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

Staff Dress Code:

- ❖ Men: Tucked Shirt & Trousers with shoes (Formal).
- ❖ Women: Sari (Formal) and Chudidhar with overcoat.
- ❖ All the staffs should wear their identity cards at all the times inside the campus, bus and hostel.

Attendance Record:

All the staff members should register their biometric and also sign in the attendance register soon after their arrival and also in the evening while leaving. They are expected to be present in the department at least 10 minutes before the commencement of forenoon session.

Recruitment / Interview Process of Staff

- ❖ All appointments of the faculty and Staff members of the College shall be made by the Chairman/ Appointing Authority as per the recommendation of Selection Committee.
- ❖ Recruitment is normally done twice in a year during May and November.
- ❖ Number of vacancies is notified by Principal / Designated Authority based on student strength / resignations of staff members, to the management for approval / information.



- ❖ Vacancies are advertised in leading newspapers, website and online etc.
- ❖ Screening of applications is done by the respective screening committee.
- ❖ Shortlisted candidates are informed through email / over telephones by HR Department.
- ❖ Selection committee shall be constituted by the principal as per the guidelines approved by the Governing Council. Candidates shall be called for personal interview and selection will be made on merit.
- ❖ The Selection committee consisting of Management representatives, Principal, Domain Experts from Anna University / IIT, HOD's of respective department, will conduct interview and select the suitable candidates based on the performance and requirement. The decision of the Selection committee is final.
- ❖ Pay for the selected candidates shall be fixed as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- ❖ The offer letter will be issued for the selected candidates with specified date of joining.
- ❖ **Photo copies** of all certificates will be collected by HR / Admin Office and verified with original copy at the time of interview / joining and returned the same.

Teaching	Non-Teaching
UG, PG and Ph.D. certificates	Degree or Diploma Certificate
Proof of DoB / X std mark sheet	DoB Proof / X std mark sheet
Passport Sized photo – 4 no's	Passport Sized photo – 4 no's
Experience certificates if any	Experience certificates if any
Aadhar card & PAN card	Aadhar card & PAN card
Community Certificate (if applicable)	Community Certificate (if applicable)

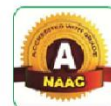
- ❖ The new faculty Joining in the institute should report to the principal and complete the joining formalities and then he / she should report to the concerned HoD's.

Probation Period:

- ❖ Every Staff appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of the person appointed is not satisfactory during the period of probation, he will be issued a notice of warning at the end of the ninth month, and if his work continues to be unsatisfactory, his services will be terminated at the end of the one-year period. When the incumbent of any post is promoted to a higher post, he has to undergo probation of one year in the new post also.

Increment / Promotions:

- ❖ Increment / Promotions will be considered for those who completed one year of successful probationary period based on Self Appraisal.



- ❖ Promotion from Assistant Professor to Associate Professor and Associate Professor to Professor cadre is considered based on the vacancy and experience as per AICTE norms of the candidate having PhD qualification in the respective domain and the Self Appraisal.

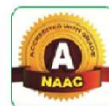
Termination of Service / Resignation:

- ❖ The Chairman / Appointing Authority has the power to terminate the services of a member of the college for any of the following reasons:
 - a. Serious misconduct and willful negligence of duty.
 - b. Gross insubordination.
 - c. Physical or mental unfitness.
 - d. Participation in any criminal offence involving moral turpitude.
 - e. The efficiency of an employee has been impaired due to any infirmity, his / her retention in service is considered undesirable, his / her services may be terminated.
- ❖ A member of the Staff shall have his / her service terminated by giving one month notice or one **month** salary in lieu thereof, in case of temporary appointments or during probationary period. In case of staff on permanent service, the staff shall have to tender his / her resignation by giving one **month notice** or one **month salary** in lieu thereof. The notice shall be co-terminus with the end of the semester / academic year.

Leave Rules:

1	Casual Leave (CL)	12 days per year for all the staff at the rate of 1 day per month.
2	Compensation Off (C Off)	Applicable only to non-residential staff.
3	Sick Leave (SL)	For those who have completed <ul style="list-style-type: none">• 5 years up to 3 days per year (Production of Medical certificate / Discharge Summary)
4	Restricted Holiday (RH)	2 days based on prior approval of the Principal

- ❖ Leave shall not be claimed as a matter of right and need to be granted.
- ❖ A staff member shall not normally or on any pretense absent himself/herself from his / her duties without prior permission of his/her superior officer authorized to give permission.
- ❖ Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- ❖ In case of absence on Medical Grounds, intimation should be sent to the Principal / Designated Authority and a Medical Certificate / Discharge summary report shall be produced at the time of joining after leave.
- ❖ Leave of any kind will not be sanctioned when the services of the staff are needed for the regular work or when there is an unfinished job involving the employee.
- ❖ Leave taken on information; without prior written permission need to be ratified within 1 working day or else the period of leave will be treated as LOP.



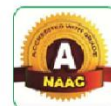
- ❖ Leave will be strictly monitored and will not be granted while class in session unless in emergencies.

Casual Leave (CL):

- ❖ All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1st July to 30th June.
- ❖ At a time, not more than 3 CL shall be granted. Carryover of lapsed CL, to next academic year is not permissible.
- ❖ Permission for short absence not exceeding one hour on any working day either at the beginning of working hour, end of working hour or in the middle may be granted at the discretion of the Principal / Designated Authority for two occurrences per month.
- ❖ If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half day (1/2 day) CL for each permission exceeding two.
- ❖ While leaving service, any excess CL taken will be considered LOP at the time of settlement.
- ❖ The CL cannot be combined with any other leaves except SL and Compensation Off.

Vacation Leave (VL):

- ❖ These rules govern the availing of vacation leave for each Academic Year from 1st June to 31st May. The total number of VL days for members of faculty (teaching staff) is limited to 30 calendar days (thirty), for a continuous service of 1 year in institution as on 31st May of the respective Academic Year.
- ❖ These 30 days can be availed for a maximum of 10 days in the winter vacation period in the months of November or December. The balance days can be availed in the summer vacation period in the months of May, June or July, in two split.
- ❖ However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.
- ❖ However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, on pro rata basis.
- ❖ In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) and proportionate salary will be deducted from any payment due to him/her.
- ❖ If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal / Designated Authority, Earned Leave (EL) at the rate of 1:2 i.e., one day for every two days of eligible vacation leave shall be considered subject to a cumulative maximum of 30 EL days throughout the service.
- ❖ Any unused part of VL by faculty cannot be carried over to the next academic year.
- ❖ While calculating the number of days of the vacation leave, all intervening declared holidays and Sundays will be included.
- ❖ The VL normally commence on a weekday except Monday.
- ❖ The VL cannot be combined with any other leave.



Restricted Holiday (RH):

- ❖ List of restricted holidays in an academic year will be declared by the HR / Admin department. Staff can also avail two such declared restricted holidays in a year by submitting proper leave letter after making alternation of his / her classes through HOD to the Principal. The principal has the discretion of sanctioning or declining of such leave based on institution work or requirement.

Special Leave (SL):

- ❖ Special leave to a maximum of seven consecutive days (including holidays) may be availed for marriage of employees on production of marriage invitation and permission from the principal.
- ❖ Special leave to a maximum of three working days can be availed in case of bereavement in the family viz. parents, parents-in-law, spouse, children. This leave can be availed after completion of probation period and can be combined with CL only. The individual must make alternate arrangement for his / her class during such leave.

Compensation Off (C- Off):

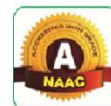
- ❖ The faculty can avail C -Off for genuine reason(s) for every worked day on a non-working day. Such C- Off can be availed without affecting his / her class work and preferably during winter or summer vacation. C -Off cannot combine with any other leave except CL.

Maternity Leave (ML):

- ❖ A woman employee of the institution, on successful completion of the probation period and having at least three years of continuous and satisfactory service, is eligible for Maternity Leave (ML) for a maximum of 180 days, subject to prior approval of the Principal / Designated Authority without any pay.
- ❖ In case of staff availing total leave exceeding 6 months, she may be sanctioned leave with condition to rejoin duty only when vacancy is available.
- ❖ The decision of the Principal / Designated Authority will be final in sanctioning of such ML.

Leave with Loss of Pay (LOP):

- ❖ Absences without permission and without making alternative arrangement for class or other important duty will be treated as LOP.
- ❖ If any staff member is absent from duty without prior or later permission, exceeding 7 days, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service and in case exceeding 10 days will be considered for relieving from service.

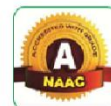


On - Duty (OD):

- ❖ Number of days for such OD for university practical exam duty, theory papers evaluation, seminar /conference / workshop participation is limited to 14 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.
- ❖ In addition to the above a faculty member is eligible for 14 calendar days of OD in a year for officially invited Anna University external examination invigilation works, AUR and examination squad duty. In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD's.
- ❖ The Principal / Designated Authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.
- ❖ Under any situation he / she should avoid unnecessary arguments in the reporting college.
- ❖ The faculty must abide to the proper dress code and ID.
- ❖ The faculty should report to the concerned HOD daily and feedback should be given through mail.
- ❖ If there is any allowed expense, he / she must get prior approval from the principal and detail of account should be settled on the next immediate day of reporting to duty, failing which will be adjusted in salary.
- ❖ Attendance report must be submitted on the reporting day, otherwise OD's will be considered as LOP.
- ❖ Faculty Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the principal about the purpose for which they are deputed, on the next day without fail.

Conduct & Discipline:

- ❖ Every employee shall, always, maintain absolute integrity and devotion to duty and do nothing which is unbecoming for an employee of an educational institution.
- ❖ Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose supervision or control, he/she is placed.
- ❖ Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ❖ Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- ❖ No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any



organization engages in activities prejudicial to the interests of sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the Authority.

- ❖ No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- ❖ An employee of the college shall strictly abide by any law relating to intoxicating drink or drug during course of his/her duty.
- ❖ Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff.

Relieving Policies:

- ❖ Resignation letter should be recommended by HOD and it should be approved by the principal
- ❖ No staff will be permitted to leave during the middle of the semester.
- ❖ For every staff exit feedback will be conducted before obtaining the resignation letter.
- ❖ Experience certificate will not be issued for those who have not completed the successful probationary period.
- ❖ Along with no due certificate, staff should submit the handing over/(list) document taken over.
- ❖ Undertaking letter will be obtained from the staff for settlement.

Retirement Policies:

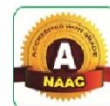
- ❖ For Teaching Staff, as per the guidelines of UGC/AICTE at the age of 65.
- ❖ In case of any physical problem or inability to attend his/her regular duties that time they will be given Retirement to their service as per their request.
- ❖ For Non-Teaching Staff, as per the government norms at the age of 58 years. 2 years of extension will be considered based on their physical fitness and service records.

Transfer within group of Institutions:

- ❖ Staff members should accept to work in any of our group institutions based on the requirement.

Awards / Incentives for faculty, staff and students:

- ❖ Students who secure 1st three place (year wise) in University Exam will be awarded with Merit Certificates, incentives / mementos.
- ❖ Students having 100% attendance in each academic year will be issued Merit Certificates.
- ❖ Staff Members producing 100% in the Theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates, incentives / mementos..
- ❖ Faculty / Students will be awarded merit certificates / incentives / memento for the following activities.



- Presenting paper in International Conference and Journals.
- University Rank holders & Sports Achievements
- Publishing books, Patents and Copy rights.
- Best outgoing student in UG and PG.
- Best alumni.
- Completion of Industrial consultancy projects and funded projects.
- Won prizes in various National and International competitions.

Higher studies

The management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

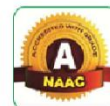
Patent and IPR

- ❖ The inventors shall be the owner for all the intellectual property inventions, which includes patent and the inventions invented or created by the inventors/creators who include faculty members, research, scholars, students and those who make use of the resources of the Mohamed Sathak AJ College of Engineering, Chennai
- ❖ The inventions created by the College personnel without using college resources and created outside their assigned/normal duties of teaching/research shall be owned by the inventors and the revenue generated out of such inventions shall be shared in the ratio of 75:25 between the inventor and College respectively.
- ❖ If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to Mohamed Sathak AJ College of Engineering, Chennai the concerned industries and Mohamed Sathak AJ College of Engineering Chennai shall own the IP. This however will not apply to those IP that are covered under specific Memorandum of Understandings (MoU's) where the action shall be carried out as per the provisions of the MoU's. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared the Mohamed Sathak AJ College of Engineering, Chennai and the sponsoring agency on case-by-case basis, as per MoU / Agreement/Undertaking.

Patent fee:

The college pay 100% of the patent registration expenditure.

- ❖ The patent renewal fees will be paid by the college for the first seven years in all cases when patent is taken by college name.
- ❖ If it is joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the college can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.



Revenue sharing:

The revenue sharing arrangements are as below:

- ❖ 30% (Thirty Percent) of the total revenue (lump sum payment, royalty or any other form) accruing from the commercial exploitation of IP owned by the college shall be credited to Inventors. 70 % of the revenue shall be credited to the college.
- ❖ The college bears the charges incurred for processing and acquisition of intellectual property rights and the college shall bear the maintenance charges for the first 7 years or till commercialization, whatsoever is earlier.

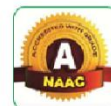
Conversion/Transfer of IP:

The college shall anytime share the ownership of the IP with the prior consent with the inventor. In such condition inventor shall be the co-owner of the invention and the college, shall be instrumental in process of conversion.

Code of Conduct (Teaching Faculty)

The college gives utmost priority for discipline and all the faculty members are bound to follow the norms of the college to maintain strict discipline.

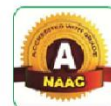
- ❖ All faculty must be punctual to duty and adhere to college timings.
- ❖ All faculty are advised to monitor the student's dress code.
- ❖ Exchange of classes is not allowed, however in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
- ❖ During the library hour the faculty –in- charge should keep the students in discipline.
- ❖ Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
- ❖ Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
- ❖ Don't allow the students to use the Mobile phone inside the class room / Laboratories.
- ❖ Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.
- ❖ Timely completion of Syllabus as per lesson plan, deviation if any should get approval from the HoD.
- ❖ For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
- ❖ Be in the class room in time and maintain strict discipline and silent during the lecture.
- ❖ If any student misbehaves in the class room, kindly bring to the notice of HOD / Principal immediately.
- ❖ Be cordial and don't be partial in the class, interact with all the students and find their expectations and sort out the issues.
- ❖ Coordinate with all the activities of Department and Institutional development.
- ❖ Motivate all the interested students to participate in various industrial projects and competitions.



- ❖ Attend the FDPs to upgrade your skills, Publish minimum 3 research paper / year in the SCI the SCI / WoS /Scopus / UGC Journal.
- ❖ Plan and coordinate / associate to conduct a workshop / seminar / FDP / conference and social activities in the department.
- ❖ Maintain the status of the department and institute by actively involving in all the activity and maintain the self-discipline and student's discipline.

All non – teaching staff are bound to follow rules and regulations of the college and maintain strict discipline

- ❖ All non – teaching staff should be punctual to duty and should adhere to the college timings
- ❖ The non – teaching staff shall stay in the campus during the college working hours
- ❖ Tea break and lunch break timings shall be strictly adhered to by the non – teaching staff
- ❖ Log book should be maintained for each laboratory
- ❖ During the practical classes, assisting the staff handling the lab classes in conducting experiments.
- ❖ Guiding the students in the performance of practical task / exercise.
- ❖ Ensuring the safety of the students, equipment and machinery while conducting lab class.
- ❖ Assisting the students and faculty members in the fabrication of projects.
- ❖ Making necessary arrangements for conducting university / model practical examinations.
- ❖ Storage and accounting of raw materials, tools and instruments.
- ❖ Arrangements for issuing of raw materials, tools and instruments for the experiment.
- ❖ Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
- ❖ Maintaining the lab by running the machinery periodically when the lab is free.
- ❖ Any Damage of accessories and equipment's by students must be brought to the notice of lab-in-charge and HoD.
- ❖ Not allowing the students in lab during their theory class.
- ❖ Providing all assistance to the Lab-in-charge in maintaining, conducting the laboratory smoothly, ensuring safety and security of the lab.
- ❖ He / She is responsible for opening and closing of their concern Labs
- ❖ He / She is solely responsible for the all the equipment's / machines and other materials available in the labs. If anything is missing / lost it should be brought to the notice of concern HoD's / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
- ❖ Don't entertain any sweepers / attenders to clean the lab or machines in your absence.



Code Of Conduct (Administrative / Support Staff)

- ❖ All administrative staff are bound to follow rules and regulations of the college and maintain strict discipline
- ❖ All administrative staff must be punctual to duty and strictly adhere to the college timings.
- ❖ The administrative staff shall stay in the campus during the college working hours
- ❖ Tea break and lunch break timings shall be strictly adhered to by the administrative staff
- ❖ Computing and communication facilities should be used only for the purpose for which they are authorized to in accomplishing the assigned work
- ❖ Support staff should demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, parents, guardians, administrative personalities, general public in any context
- ❖ Administrative / support staff should maintain professional ethics in the campus and should maintain proper behavior with the authorities and students
- ❖ Administrative staff are not allowed to use mobile phones and listen to music, watch videos or surf into any social media inside the college campus during the working hours
- ❖ Maintain the cleanliness in their respective floor (class rooms, Labs, toilets etc..)
- ❖ Check if any electrical, plumbing and carpentry work is pending in the floor, action should initiate to sort out the issue immediately. Monitoring deep cleaning work in their respective floors.

Other Terms and Conditions.

- ❖ Free transportation shall be provided to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).
- ❖ Avail leave only when it is a must and leave cannot be claimed as a matter of right
- ❖ Avoid taking leave when the semester classes are going on.
- ❖ Avoid availing permission / late arrival every month as a routine habit.
- ❖ Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- ❖ The faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- ❖ Promotions and Increments are given to the eligible faculty / staff members after the successful completion of one year of service based on their overall performance appraisal.
- ❖ Staff members are permitted to pursue Higher studies, as part time program, while serving in the Institution. Faculty members are allowed to do Ph. D through Anna University /any other reputed Institute only.
- ❖ Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- ❖ If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.
- ❖ All the faculty covered with PF and Accident Insurance.