



## ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai

Accredited by NAAC

ANGUCHETTYPALAYAM, PANRUTI – 607 106.

### 5. HUMAN RESOURCE POLICY

SANCET recruits the staff members such as Principal, Professors, Associate Professors, Assistant Professor, Librarian, Physical director and non-teaching staff based on the qualifications recommended by the AICTE and Anna University.

#### 1. Procedure for Human Resource

- Every year the principal shall determine the number of staff needed for the upcoming academic year, in April.
- He will obtain the staff requirement list from all the Head of departments.
- He will consider appointing a professor to be the Head of every discipline in consent with Secretary, besides the number of Associate Professors and Assistant Professors required in accordance with the faculty student ratio (1: 20) prescribed by AICTE. If Professor is not in the particular department, he considers appointing an Associate Professor or Assistant Professor with more than seven years of experience to be the Head.
- The recruitment procedure is followed as per the SAT HEI policy.

#### 2. Mode of selection of faculty

Direct recruitment to all cadres is based strictly on merit, following the given procedure.

- Advertisements are issued in leading newspapers.
- Applications are scrutinized by the selection committee.
- Selection Committee constituted as per SAT norms.
- Call letters for interview are sent to candidates indicating location, date and time for interview.
- Selection committee shortlists the candidates for appointment.
- Letters of appointment are issued to selected candidates based on norms.
- The same procedure is followed for non - teaching staff also.

#### 3. Service conditions

- A person shall be deemed to have been appointed at St. Anne's College of Engineering and Technology in accordance with the existing AICTE or Anna University norms.
- Every person appointed shall be certified to be with sound mental and physical health certified by an appropriate medical authority.
- The pay scale of staff is fixed by the Selection Committee as per the College norms.

#### 4. Probation

- All selected candidates work under the probationary period of two years. After the completing the probationary period and if found satisfactory then he/she considered as regular staff. His/her service conditions will be governed by rules and regulations of the college.



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### 5. Increments

- Increment is given based on experience and qualification.

### 6. Promotion policy

- Promotion is issued based on staff eligibility and university norms.

### 7. Retirement and Relieving

- The retirement age for staff is fifty-eight, in accordance with college norms.
- If staff members want to quit the job, must submit the requisition letter to the Secretary through Principal before three months as per the terms and conditions of the Appointment. If they want to relieve immediately, should remit three months' salary.

### 8. Termination of the services of Staff

- The Management reserves the right to terminate the services of staff on medical grounds/ creating problem/criminal case/negligence of duty.

### 9. Norms for leave

- The staff of SANCET avail permission, casual leave, vocational leave, medical leave, maternity leave, restricted leave and on the duty. HOD would monitor and ensure that no class is left free without staff during above said leave.

#### (i) Casual Leave (CL)

- All Staff are entitled to 12 days of casual leave in a calendar year.
- Staff can avail one CL in a month.
- In case of accumulated CL in a calendar year he / she can avail 3 days CL at a stretch.
- Vocational and on-duty leave cannot be combined with CL.
- Half a day CL can be availed either in the forenoon or afternoon as per the college timings.
- CL can be availed only on prior sanction. In case of exigencies, the staff can avail CL and submit the leave form on the same day before 9.15 AM. It is the responsibility of the faculty to make an alternative arrangement for the classes.
- Leave register is maintained in the administrative office. This is monitored and checked by the Principal.
- Staff avail more than three days CL in a month must get prior permission through Principal.



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### (ii) Vocational leave

- Faculties who have completed two years of service at SANCET are eligible for vocational leave of 30 days in an academic year.
- The non-teaching staff members who have completed two years of service at SANCET are eligible for summer vocational leave of 20 days [10 days for Attenders].

### (iii) Medical leave and maternity leave

- Medical leave for illness is granted by the Secretary through the Principal with prior permission.
- Maternity leave is granted by the Secretary through the Principal with prior permission to a maximum of three months.

### (iv) Restricted holiday

- Staff can avail restricted two restricted holidays from the list of Gazetted /restricted holidays.

### (v) On the duty

- Faculty members are granted to access 12 ODs each semester; six for external examination duty, another six for attending seminar/workshop/conference, paper presentation, act as chief guest/resource person and PhD viva voce.

### (vi) Permission

- Two one period permissions are allowed in a month in case of emergency purpose. If it exceeds it will be considered as half a day CL.

*R. Jeyadevi*

**Principal,**

**St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
Cuddalore-(Dist), 607 110.**

*R. Jeyadevi*

**Secretary,**

**St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.**