



SASURIE COLLEGE OF ENGINEERING

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

Near NH544, Coimbatore Bypass, Near Vijayamangalam Tollgate, Tirupur 638056

NAAC DOCUMENTS

QUALITY INDICATOR FRAME WORK

CRITERION - 6

GOVERNANCE, LEADERSHIP & MANAGEMENT

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INTERNAL QUALITY ASSURANCE CELL

SASURIE COLLEGE OF ENGINEERING



HR Policy

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HR POLICY

PREAMBLE



Education plays a pivotal role in the comprehensive development of a nation. Educated have a significant influence on society, and their contributions fuel tremendous progress in our economy. It is indisputable that the equal growth of both genders can only amplify real progress in every aspect of this great nation. Therefore, empowering equals empowering a nation

This vision laid the foundation for Sasurie College of Engineering (SCE), founded in 2001 by Sasurie Institutions. SCE is the pioneering Engineering institution exclusively for in the Tiruppur district, and offers B.E/B. Tech programme in Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology, Artificial intelligence and Data science, Mechanical Engineering and civil Engineering, in post graduate we offered M.E Computer Science and Engineering and Master of Business Administration. Our institution has secured permanent affiliation for Computer Science and Engineering and Electrical and Electronics Engineering.

Our institution possesses impressive infrastructure and a wealth of resources that contribute significantly to the growth of both students and faculty members. We provide a well- curated digital library with high-speed internet access that creates a conducive learning environment for all.

As a result of our commitment to academic excellence, our institution consistently maintains a commendable pass percentage and secured prominent positions in Anna University examinations. Recently, we achieved the 40th rank in state-level Anna University examinations among 400 Engineering colleges in Tamil Nadu, and as a notable achievement our students secured three university ranks so far.

We have established MoUs through strategic collaborations with industries and renowned institutions like the National Institute of Technology (NIT-Trichy) to enhance our students' exposure to new technologies in all Engineering disciplines. It includes facilitating on-the-spot training, imparting value-added courses, and fostering practical and skill-based knowledge. We regularly conduct an array of enriching activities, including workshops, guest lectures, conferences, seminars, and symposiums which are designed to equip our students for academic and employment success. We are committed to ensuring job placements for our students by providing excellent placement training programs, career enhancement programs, and certificate courses. We are proud to share that our students are winning prizes and accolades in various competitions, technical symposiums, and presenting papers at reputed conferences.


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Every year, we organize our famous cultural festival 'SHRISTA' to promote moral, inclusivity, and creativity in our students. We also conduct sports and student-centric cultural events, such as poster designing, drawing, speech, essay competitions, to develop their extracurricular skills. Also, we conduct project expos where our students showcase their projects and innovations. Alongside academic accomplishments, our students have own prizes in state- level oratory competitions too

Furthermore, our NSS, RRC, and YRC volunteer students have contributed to numerous community-driven initiatives within neighboring villages and organized career guidance and awareness training programs for students in remote government schools.

Our institution is thriving with academic excellence because of our exemplary Management of Sasurie Institutions. Through skillful administration of resources and inventive strategies, our Management supports us in cultivating a successful teaching-learning process in our institution.





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SERVICE RULES AND REGULATIONS

- Employees appointed in Sasurie College of Engineering, must adhere to the rules and regulations laid down by the Board of Governance.
- The college is wholly, administrated by a Trust and its Board of Members reserves, its rights to alter or cancel, any or all of the rules and regulations, temporarily for short/long duration or permanently.
- Qualification for various posts, shall always be in accordance with the norms, prescribed by the Anna University, Chennai/AICTE/UGC from time to time.
- Employees appointed shall be on a probation for a period of one year and on completion of the probation period their services may/may not be confirmed, as by the decision of the principal.
- Employees appointed shall submit all the original certificates of the academic qualifications with the institution, on the date of joining. After verification the certificates will be returned back, with the promise to produce, when required for accreditation, affiliation and whenever necessary if institution decide to do so.
- Every teacher shall complete the syllabus of the course as prescribed by the Anna University.
- Every faculty is normally held responsible for the result of the students taught by him/her.
- Salary payable to any employee, is formulated by the Board of Trust/Principal, from time to time.
- Promotions will be made only on the basis of merit and performance.
- The Board of Trust/Principal has the right to prescribe the mode of access the performance of the employee, which may include conducting periodical performance test, interview, etc., for granting annual increments and/or promotion.
- Employees are permitted to avail 12 days of casual leave in a calendar year (January - December).
- Casual leave can be combined with Sundays and/or another prescribed holiday.
- All Faculty members who have served for one year and more than that are eligible for 50 days of vacation and On Duty (OD). The total duration of vacation and OD is split in to 2 parts, as 25 days (ODD Semester) and 25 days (Even semester).
- Faculty members can continue their work in college after working hours for academic as well as extracurricular activities as directed by their higher authority.
- No employee shall without the prior permission of the management, publish any book or engage himself habitually in literary or inventive work of any kind and such book/ publications do not contain political aspirations, objectionable matter and views against the policies of the Government.


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- No Employee shall in the performance of the duties assigned to him release or disclose, directly or indirectly, any official documents or any part thereof or information to any other person to whom he/she is not authorized to communicate such information or document.
- The management shall also be at liberty to terminate the service of members of the staff by serving one month notice.
- Any confirmed, employee can get relieved from the services by producing three months of advance notice to the management of his intention to leave the service or on payment of one-month salary.
- Faculty can get relieved from his/her academic duties only at the end of the semester and not permitted to relieve at the middle of the semester.
- Faculty members can continue their work in college after working hours for academic as well as extracurricular activities as directed by their higher authority.
- The above rules are framed for the conduct of the college, shall replace the earlier rules in so far as they are not in consonance with the rules presently framed.



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RECRUITMENT PROCEDURE

RECRUITMENT & APPOINTMENT PROCEDURE

The method of recruitment to any service in the teaching cadre is either exclusively by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by authority.

1. Staff selection committee of SCE will conduct the interview for the selection of staff members.
2. The terms and conditions of the appointment are clearly stated in the Appointment order.

Recruitment Procedure – Principal

Category : Principal

Qualification : As Per AICTE

Mode of Recruitment:

1. Advertising in Newspaper and Faculty Plus website.
2. Applications received will be scrutinized by a committee and list of eligible candidates are shortlisted and called for an interview.
3. There will be a selection committee consisting of the following members:
 - a. Chairman/Secretary
 - b. Two Three External Experts

Recruitment Procedure-Teaching (Common to all Department)

Advertisement will be made in newspaper, Faculty Plus by indicating the Department and designation. Applications received against the advertisement will be scrutinized department wise and list of eligible candidates will be shortlisted and called for interview

The interview will be conducted by selection committee and it consists of following **Members:**

1. Principal
2. One member from Governing Council
3. One External Expert
4. Head of Department Concerned.
5. Senior Faculty from Concern Department

Interview Procedure:


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The candidates were requested by the committee to give a Technical presentation on any topic of their interest for about 10 minutes, to assess the communication/technical skills and then the personal interview will be conducted to assess their technical knowledge. Based on that the candidates are selected.

Recruitment Procedure-NonTeaching staff



Qualification and Experience

As per AICTE

Mode of Recruitment

Advertisements will be made in newspaper and faculty plus by indicating the Posts.

1. Applications received against the advertisement will be scrutinized by the Head of Departments concerned and list of eligible candidates was prepared and forwarded to Principal.
2. All eligible candidates were called for an interview.
3. Selection committee consists of the following members:
 - a. Principal
 - b. HoD concerned Department


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PROMOTIONAL PROCEDURE

Screening Committee

A Screening Committee will be constituted with the following members

1. Chairman
2. Secretary
3. Principal
4. HoD Concerned

Selection Procedure for Promotion

The Governing Council will review the performance appraisal, academic performance and other capabilities of each candidate and based on the above factors the committee will prepare a list of candidates recommended for promotion in the order of merit. The approved candidates will be promoted.


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