



**SRI SAI
REC**

**SRI SAI RANGANATHAN
ENGINEERING COLLEGE**

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

REC Kalvi Nagar, Viraliyur Po, Thondamuthur, Coimbatore – 641 109 Tel: +91 422 2619100
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SRI SAI RANGANATHAN ENGINEERING COLLEGE

HR POLICY





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ABOUT THE INSTITUTION

Sri Sai Ranganathan Engineering College (SSREC), Coimbatore was established in the year 2007 for providing quality technical education to the young minds of the state. We at Sri Sai Ranganathan Engineering College aim to achieve customer satisfaction by imparting quality education through the process of teaching and learning with discipline, periodic training to faculty and provide motivational atmosphere for success. Our institution provides continual improvement at all levels. The formulation of E-Governance in the institution is to make the work easier and faster in a better way in all process. This policy is mainly framed to have clear accountability in functioning of the Institution in much transparent way. Electronic governance or e-governance is the application of information and communication technology (ICT) for delivering services, exchange of information, communication transactions, and integration of various stand- alone systems between the management and other major stakeholders of the college the students, faculty, staff, and alumni.

CHARITABLE TRUST

All appointments of employees of SSREC will be made by the Board of Ranganathan Rajeswari Charitable Trust or by the Trust Office bearers on delegation.

Academic excellence is ensured through the curriculum that integrates industry requirements and expectations. Life-long learning is realized through technology enabled learning methodology, real-time projects and skill- based training. The underprivileged and disadvantaged sections of the society are helped through special programmes and processes.

INSTITUTE VISION

To establish a centre of learning for imparting quality education with cutting edge technology through sustained improvement to achieve excellence in the field of engineering and technology with emphasis on knowledge to develop problem solving capabilities and preparing the graduates to meet global requirements with ethical standards.



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INSTITUTE MISSION

- To implement outcome based teaching learning process to equip graduates with sound technical knowledge and skills by offering need based courses.
- To provide knowledge based technological input to satisfy the needs of society and industry.
- To impart total quality education to develop innovative, pioneering and future professionals for a globally competitive environment.
- To be a centre of excellence in education with emerging technologies in tandem with industrial trends.

EMPLOYEE DEFINITION AND STATUS

An “employee” of SSREC is a person who regularly who regularly works for the institution on a permanent /probation/Tenure/Contract basis.

Every employee at the time of his/her appointment, confirmation, probation, and reclassification shall be given a written order specifying his/ her appointment, confirmation or reclassification as the case may be. This order will also contain the emoluments entitled in such cases.

PROBATIONARY/TENURE PERIOD FOR NEW EMPLOYEES

SSREC monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the institution is appropriate.

EMPLOYMENT POLICIES

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with.

PERSONNEL RECORD AND ADMINISTRATION

The task of handling personnel records and related administration functions at SSREC is assigned to the office personal files will be kept confidential at all times and include some or all of the following documents.

*Profile

*Appointment Letter

*Educational Certificates & Work experience certificates

*Joining Report



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STANDARDS OF CONDUCT

General Guidelines

All employees are expected to get accustomed familiar with the institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conduction of their work.

Hours of work

The normal hours are from 9.00 A.M to 4.30 PM. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting head is to be consulted if required.

Attendance and punctuality

The institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly mark their attendance through the bio-metric attendance system.

Absence and punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be Scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

Unscheduled Absence

Absence from work for three (3) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

Gender Harassment policy

The institution is committed to maintain an environment free of gender harassment which may include unwelcome advances, requests for immoral /unsocial/ unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents and individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employee must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.



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Dress code & ID card display

Employees of the institution are expected to present themselves in a clean and professional appearance, both inside and outside the institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects our college reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the institution, during hours of work. This will also apply to employees who may represent the institution at various forums within and outside the institution.

Misconduct

An employee, who is found guilty of misconduct or violates the sanctity of the institution or any of its policies, detrimental or otherwise, will be dealt with in accordance with the institution rules and regulations. The institution reserves the right to take the appropriate disciplinary action as may deem fit.

Outside Employment

The institution prohibits employees from taking any outside job for pay.



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LEAVE RULES

1. CASUAL LEAVE

1.1 There is a 12-day annual cap on casual leave (CL), which is calculated during the academic year at a rate of one CL per month.

1.2 Staff personnel are only allowed to use one day of CL every month to take care of personal business without interfering with how their jobs normally get done on college campuses.

1.3 Any unused CL from one academic year will not carry over to the following one.

2. COMPENSATION LEAVE

2.1 A staff member who is required to perform a duty on a holiday is entitled to one Compensatory Leave (CPL), which will be added to their leave account. To allow staff members to work on holidays, the Principal must first give the HOD of the person assigning the task prior approval, along with justification.

3. MEDICAL LEAVE

3.1 A staff worker becomes eligible for ML after serving for a full year.

3.2 Staff members may only be granted medical leave for legitimate reasons, and they must produce a medical certificate and a fitness certificate, both issued by a licensed physician with at least an MBBS degree, both after taking the leave and on the day they return to work.

4. MATERNITY LEAVE

4.1 Female employees with a minimum of one year of service are eligible for two paid months of maternity leave within a three-month period of absence, provided they can get a medical certificate from a qualified physician. The first two children are the only ones who are covered by this clause.

4.2 The two months of maternity leave will not be deducted from the service time calculation.

5. LEAVES ON LOSS OF PAY (LLP)

5.1 If a staff member does not have any remaining leave in his or her leave account other than medical leave, he or she may apply for Leave on Loss of Pay (LLP) with the prior approval of his or her HOD and the Principal. If LLP is taken due to unforeseen circumstances, it must be approved by the Principal after rejoining.

5.2 Unauthorized absences from work or duty and taking any kind of leave without prior authorization will result in pay loss.



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6. VACATION LEAVE (VL)

All the teaching staff members are entitled to avail a maximum of Five weeks of VL (Two weeks during winter and Three weeks during summer. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.

7. ON-DUTY (OD)

Faculty members may be given up to 14 days of on-duty (OD) time every academic year to attend conferences, workshops, seminars, symposia, etc. For faculty members pursuing a Ph.D., OD may be granted for central valuation, attendance at staff selection committee meetings, board of studies meetings, AICTE/UCG paper presentations, central valuation, etc., with the prior approval of the principal and with permission from the relevant authority. OD should only be given 14 days every academic year. On the day of reporting back to duty, a certificate of attendance along with the relevant meeting's report should be delivered to the college.

8. PERMISSION

A staff member shall be granted permission to miss no more than two hours of work each month to attend to personal business. Only the beginning or conclusion of the working day are permitted. The employee must physically report to his supervisor before and/or after requesting the permission in order to submit the correctly completed permission application form.

STAFF WELFARE MEASURES

To recognize the services of a staff in the college, the Management offers cash rewards as below:

1. Gratuity amount is offered to the faculty members who have completed 5 Years of service completion. It is calculated as per, $(15 * \text{Staffs last drawn salary} * \text{the working tenure}) / 30$.
2. Best Faculty award is been awarded with cash prize of Rs.5000 during annual day meet.
3. Staffs producing 100 % result in academics are offered with Rs.2000 cash incentive.
4. Faculty members are offered with cash amount of Rs. 5000 to attend Workshops, Seminars & Faculty Development Programme. (Based upon the number of days, cash amount of Rs.250 will get added.
5. Cash amount of Rs.1000 offered for the faculty members to attend International Conference and NPTEL certification course.



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Code of Conduct

1. The faculty and staff members are not permitted to do any business, trade, manage an educational institution, or hold a part-time position at any other institution or organization, either directly or indirectly.
2. During working hours, professors and staff members are not permitted to engage in activities unrelated to their jobs.
3. Faculty members are encouraged to engage in consulting projects with the Management's knowledge.
4. It is not permitted for the staff to receive expensive presents of any kind from students, parents, or businesses doing business with the college.
5. Information from performance appraisal reports provided by superiors and student feedback forms must be kept confidential.
6. All communication with the Management must follow the right channels (hierarchy).
7. Activities that are co-curricular and extracurricular should be actively participated in by all staff.
8. In order to increase students' career prospects, faculty members must actively participate in conducting one-credit courses, value-added courses, and bringing in guest lecturers from the industry.
9. By participating in faculty development programmes, short-term training courses, national and international conferences, seminars and workshops, etc., as well as by utilizing libraries, all faculty members should regularly refresh their knowledge.
10. Each faculty member with more than two years of teaching experience is required to publish at least one technical paper annually. The technical paper could be the result of student research projects.



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PROMOTION POLICIES

The qualification of the faculty has to be in accordance with the norms laid down by AICTE and the salary is fixed as per AICTE norms.

Associate Professor

An Assistant Professor who satisfies the AICTE eligibility requirements is eligible for promotion to Associate Professor, provided that there is a position open in the department in question. A decision based on seniority and suitability for the open position, the committee will evaluate the candidate's performance and suggest that they be promoted.

Professor

If there is a vacancy in the department, an Associate Professor who meets the AICTE eligibility requirements may be promoted to Professor. Based on seniority and suitability for the open position, a selection committee will evaluate the candidate's performance and propose the candidate for promotion.

HR POLICY GOALS AND OBJECTIVES

1. Uncompromising regularity and punctuality
2. Academic excellence
3. Depth in subject and general knowledge
4. Suitable placement or higher education or entrepreneurship
5. Curiosity of learning, research and development
6. Proficiency in Communication skills
7. Professional values and Social ethics
8. Keeping good health and following good habits

QUALITY POLICY

Our Quality Policy is designed to ensure that we consistently meet the needs and expectations of our stakeholders through

- Improving the skill of the faculty with inventive teaching and learning practices.
- Inculcating high ethical and moral values among the students and staffs.
- Continual improvements at all levels.
- To facilitate the transfer of knowledge and technology with industry partners.
- To give state of the art specialized foundation and to move understudies to flourish.



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HUMAN RESOURCES MANAGEMENT POLICY

Introduction

Human resource is the heart of an organization and forms the lifeline and determines its density. SSREC is committed to set high standards of personnel management with due place for efficiency and transparency.

Objective

The objective of this manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- Recruitment of the different categories of staff
- Defining roles and responsibilities
- Training and positioning
- Appropriate compensation & incentives
- Maximizing the efficiency through enhancing knowledge, skills and attitudes
- Creating comfortable working conditions

Recruitment

The Recruitment Manual of the Institution provides the framework, processes and systems that facilitates merit-based recruitment of academic and academic support staff as per the norms mandated by such as AICTE, UGC and Affiliation norms.

Cadre Structure for Teaching Staff as per AICTE norms

LEVEL	CADRE
1	Principal
2	Professor
3	Associate Professor
4	Assistant Professor
5	Lab Technician
	Director of Physical Education
	Librarian

Recruitment & Selection Process

The Recruitment and Selection process in the University is carried out as per the Guidelines of UGC/ Statutory and Regulatory Bodies.



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The Recruitment & Selection Process is conducted in following steps –

1. Requirements from the Departments/Dean/HoD
2. Advertisement Published through Newspaper and Website
3. Shortlisting Process by Committee
4. Selection Committee (constituted as per Act.)
5. Interview Conduction (by Selection Committee)
6. Selection Done (Minutes of Selection Committee)
7. Offer Letter Issued
8. Joining of New Faculty / Staff

Categories of Posts for Recruitment & Selection

- Teaching Staff
- HoDs
- Professors
- Associate Professor
- Assistant Professor

Policy Governing Employment

The Letter of Appointment issued to every employee contains the Terms and Conditions of Employment.

The terms and conditions of employment cover the following.

- a) Date of commencement of services
- b) Role and assigned duties
- c) Probation and confirmation in services
- d) Voluntary separation from services
- e) Conditions governing compulsory relieving from the services
- f) Separation process
- g) Workplace norms

Duties and Responsibilities

- Discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the University from time to time;
- Update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her;



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- Conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time;
- Perform his/her duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation.
- Take prior permission from appropriate authority at any time for leave from duties;
- Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the department.
- Refrain from associating with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
- Refrain from bringing any political or outside pressure on his/her superior authorities in respect of service matters.
- Refrain from participating in any strike or demonstration and /or indulge in any criticism of University Management, policy for any reason whatsoever;
- Refrain from provoking or instigating any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University. A teacher, however, shall have the right to express his/her opinion and express differences on matters of principle in meetings, seminars.

Teachers with Students

- Respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of SSREC religion, caste, political, economic, social and physical characteristics;
- Encourage students to improve attainments and develop student personalities and at the same time encourage them to contribute to community welfare.
- Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.



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- Make themselves available to the students even beyond class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals and
- Refrain from inciting students against other students, colleagues or administration.
- Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Administration Policies

New Employee orientation

The formal welcoming process is conducted. This will be followed by the concerned department to which the employee has been appointed to work with official languages.

- All written communication within the Institution will be in English or Tamil language (if required local authorities).
- All employees shall verbally communicate either with each other or with clients in the English or Tamil language or the language understood by him.
- All publications for external circulation issued by the Institution shall be reviewed by the Dean Student affairs Director & CEO for English content and suitability.
- All internal communication shall be printed or written in English and in Tamil language (if required by the law).
- All telephonic conversations regarding Institution business shall be carried out in the English or Tamil, the language understood by the called or receiver.
- All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.

Notice Board

- It is important to ensure that there exists proper guideline for posting of Written Matter, Sheet, Letters & other matters are properly displayed after prior approval from the Principal. Posted material should always be displayed in English and if required in Tamil.
- Posting on Employee Notice / Bulletin Boards / Posters / Display of Information.



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- No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the Departmental Notice Board, Walls, Doors, in the department without the prior approval of their Head of the Department.
- All the Employee related information displayed on the notice board should be in English.
- Other Employee related information could be put on the Department Notice Board with prior approval from the Head of the Department.
- All Notices / Advertisements / Announcements / Training Schedules / News / Events / College Magazines / Posters and other information area to be posted on the Employee Notice / Bulletin Boards must be related to SSREC educational institutions / subject connected with the Students, Examinations, Competitions, etc. only.
- All such Notices and other information posted on the Notice / Bulletin Board must be reviewed by the Principal / Registrar / HoD before the same is displayed.
- The undated Notices / Other information will remain posted for a maximum of 15 days.
- The Principal / HoD will ensure that Notices and other information posted / displayed must be for official purpose only.
- Advertisements / Posters / Display of information, etc., of any kind from the commercial companies will not be accepted / displayed.

Major Misconducts

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University;
- Taking/giving bribe;
- Dishonesty; theft, fraud or damage concerning any business/documents/property of University
- Drunkenness, riotous or indecent or disorderly behavior;
- Gambling within premises of University
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.



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- Commission of any act which amounts to a criminal offence or involving moral depravity.
- Unauthorized communication of any official document/information of University, Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University;
- Conviction by court of law; sexual harassment; threatening or intimidating other employees;
- Possession of illegal/unauthorized weapons or firearms;
- Engaging in business other than that of the organization;
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University;
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline;
- Being found in possession of or attempting to punch another employee's attendance card;
- Deliberately spreading false information or rumors;
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 03 days.



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Communication

- Channels of communication within the Institution are to be clear, comprehensive and made known to all the Employees. These agreed channels of communication must be used and Employees are to be made aware of it.
- It is also the aim of the Institution to inform and consult with Employees as necessary on issues that concern them. Employees should be informed about plans, intensions and proposals that give information about the achievements and results and with the aim of assisting employees to see how they can contribute towards achieving the Institutions & Departmental goals and objectives.
- The HoDs have a duty to ensure that all their Employees are kept informed about Employee issues and that the communication upwards of Employees’ comments and suggestions are encouraged and facilitated.
- Confidentiality should be maintained in all official and Employee related matters

Employee Identification Cards

- To ensure the security of Institution premises, Employees and Property, all Employees are required to carry identification provided by the Institution.
- All Employees will be issued with an I.D. Card. The I.D. Card will consist of the following information: Name, Photograph, Designation, Department, Date of Joining, Address & Blood Group.
- Employees will be required to wear their ID Cards along with the lanyard at all times while on premises.
- When an Employee leaves the employment of the Institution, will be required to return the I.D. Card to the office.



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Workplace Violence

- Violent act occurring in the workplace greatly affect the individual's of safety and security while at work and may have far reaching effects. In order to provide Employees with a safe environment in which to work, the Institution will not tolerate Violence or Threats of Violence in the entire workplace.
- An act of violence may be any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
- A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- Workplace includes all Institution facilities, viz., Canteen / Hostel/ Campus Store / Play Area. Etc., and off-campus locations where Employees are engaged in Institution business.
- Any person experiencing or observing acts or threats of violence should notify the HoD. Employees should also report the event to his HR Head and Registrar or the Principal.

No Smoking

Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff/ students or the visitors.

Lost & Found

Any Employee finding anything in the Institution premises should deposit the same with the Vigilance Officer / Campus Manger, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.

Confidentiality

No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information's which may come to his knowledge in the course of his employment with the Institution or its associates. This shall apply both during the period of employment and thereafter.

Members of the staff, except where necessary, shall not, without the prior written consent of the Principal retain in their private possession, any papers / documents / records, etc.



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relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

Reporting

Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their HoD. Concealment of such information will be construed as misconduct.

Personnel Record and Administration

The task of handling personnel records and related administration functions at SSREC is assigned to the office. Personal files will be kept confidential at all times and include some or all of the following documents.

- Profile
- Appointment Letter
- Educational Certificates & Work experience certificates
- Joining Report

Performance Management

Performance Management in the Institution is guided by the Performance Appraisal System that covers all teaching and on-teaching staff of the Institution. A rigorous process of Goal Setting and Periodic Reviews that involve a three tier model comprising of Assessment by Self, Head of Department and Institutional Leadership is enabled through a custom designed system. The outcomes of this elaborate process contribute to Performance Ratings that guide decisions on salary revisions, rewards and recognition, development opportunities and readiness to assume higher responsibilities.

Personal file

A personal file shall be opened for all employees. The personal file shall contain the following

1. Application of the candidate
2. Bio-data
3. Copy of certificates
4. Reference address if any
5. Appointment letter
6. Joining report



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7. Personal details
8. Experience certificate
9. Letters of annual salary
10. Passport size photo – 2
11. Any other personal memos

Staff induction and training

All newly joined employees shall upon completion of the formalities undergo induction and appropriate training programmes, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process.

Work Timings

The work schedule and the holiday calendar will be declared through the Academic Calendar at the beginning of the academic semester by the Head of the Institution. The second and fourth Saturday of every calendar month and all Sundays will be observed as non-working days by all Teaching and Administration staff. Academic support staff will observe every second Saturday of every calendar month as a non-working day. In the event of any needs the Institution may declare a non-working day / holiday as a working day. In such case a compensatory off will be declared by the Head of the Institution.

The Institution will observe the following timings.

Sl.No	Category	Timings
1	Teaching Staff	08:55AM to 04:45 PM
2	Non- Teaching Staff	08:55AM to 04:45 PM
3	Administration Staff	08:55AM to 05:30 PM

During the mandated work hours adequate time is provided for Lunch and small breaks. Any deviations to the above will be require prior written approval. All requests for deviations will be forwarded by the concerned department Head and approved by the Head of the Institution / Management. The institution may allow flexibility in the working timings



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based on a case to case basis by the head of the Institution, however fulfilling minimum mandated hours of work and adhering to the policies of the institution governing employment.

SERVICE RULES

CONDITIONS OF SERVICE FOR STAFF MEMBERS

- Each employee must agree to abide by all of the terms and conditions outlined above as well as any other terms that may be added along.
- Every staff member is required to work honestly, effectively, and diligently while following the rules and regulations set forth by the Principal or other official under whom he or she may occasionally be assigned in a staff position.
- A staff member may not regularly or unjustifiably skip work without the consent of his or her superior officers who are authorized to grant permission.
- Each employee is required to give their full attention to the responsibilities of their position and is forbidden from engaging in any work that is not directly related to their work nature.
- Staff members must arrive on time for their classes. Absences taken without the department head's consent will be taken seriously.
- Staff members are obliged to keep track of students who frequently miss class, offer them advice, and notify the department head. The rules, attendance requirements, and minimum standards must be explained to the parents.
- It will be necessary to contact the parents of pupils who have poor attendance and performance in their curricular activities.
- Except for temporary appointments, every person appointed to a position must serve a one-year probationary period.
- Staff employees are sanctioned for increment based on the following criteria:
- Staff employees are eligible for increment, if they have worked for the college for a continuous period of 12 months.
- Staff member's appraisal form has to be filled by the individual and based on the scores, he/she will be granted with the increment.
- According to the guidelines, every member who is in service is eligible to join the Provident fund programme.



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- Every employee has the right to resign, either in writing or by providing the college administration with three months' notice.
- The college authority shall have the authority to terminate a staff member's employment without prior notice for any of the following reasons:
 - Willful neglect of duty
 - Diligence in the performance of duties
 - Irregularities in subordination.
- The faculty and staff members are not permitted to do any business, trade, manage an educational institution, or hold a part-time position at any other institution or organization, either directly or indirectly.
- During working hours, professors and staff members are not permitted to engage in activities unrelated to their jobs. Faculty members are encouraged to engage in consulting projects with the Management's knowledge.
- It is not permitted for the staff to receive expensive presents of any kind from students, parents, or businesses doing business with the college. Information from performance appraisal reports provided by superiors and student feedback forms must be kept confidential.
- All communication with the Management must follow the right channels (hierarchy). Activities that are co-curricular and extracurricular should be actively participated in by all staff. In order to increase students' career prospects, faculty members must actively participate in conducting one-credit courses, value-added courses, and bringing in guest lecturers from the industry.
- By participating in faculty development programmes, short-term training courses, national and international conferences, seminars and workshops, etc., as well as by utilizing libraries, all faculty members should regularly refresh their knowledge.
- Each faculty member with more than two years of teaching experience is required to publish at least one technical paper annually. The technical paper could be the result of student research projects.



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Employee Communications

Open Communication

The institution encourages employees to solve any issues with a co-worker amicably that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in an open communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of open communication channels.

Suggestions

SSREC welcomes employee's suggestions and innovative ideas about making the institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at SSREC.

Mode of Training and Development Programs

Modes of development activities pertaining to staff/ faculty development shall be organized through different kinds of programmes:

- Induction Programmes
- Orientation Programmes
- Refresher Courses
- Training Programmes
- Workshops
- Knowledge Sharing Sessions
- Briefing Sessions
- Exit Policy



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This provide guidelines to be followed when the employee leaves the University either due to Resignation or termination.

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

Staff will be required to give compulsorily three months prior notice in case of separation from the SSREC Faculty, whether confirmed or not, will not resign from the services of the SSREC in the middle of the teaching term once he / she accepts a course for teaching in a particular term.

In case he / she fail to do so, the faculty will be liable to pay three month's salary, in addition to serving the notice period as per rules of the SSREC.

For all teaching and non- teaching staff, the resignation must be forwarded to the Principal through respective HoD.

Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the Principal.

During the notice period the employee will help to complete all formalities, pending work, handing over the charge and submitting no dues form.

On receipt of No Dues Certificate the full and final settlement of account would be prepared and cheque issued. Once the duly completed no dues certificate reaches the office it will take upto 30 days to clear the account.

Failure to comply with any of the above provisions shall entitle the management to withhold the employee's due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

Retirement

Staff shall retire from service of SSREC on attaining the age of superannuation as per UGC norms. To determine age of retirement, the official record of age available with SSREC



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shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

RULES AND REGULATION

General

Besides imparting Engineering knowledge, great emphasis is laid on building one's character and discipline. Discipline of a high order is expected from all students and indiscipline of any kind will be severely dealt with. Breaking of any rules and regulations of the institution are considered as lack of character and a case of indiscipline.

Attendance and Leave

- Students should be regular in their attendance. No student should be absent from the class without obtaining sanction for leave in advance from the concerned class lecturer / advisor and H.O.D. If leave is applied for more than 3 days at a time the student should get sanction of leave from the Principal through the class advisor. The students are advised to maintain attendance more than 90%.
- Absence without leave letter or without proper reason will be viewed seriously.
- Leave on medical grounds will be granted only on production of Medical Certificate from a registered medical practitioner.
- Accepting the medical leave is purely the discretion of the principal.
- Attendance is compulsory on both the re-opening and closing day of every semester.
- If a student is absent for any one period (F.N/A.N) in a session, the whole session will be treated as absent.
- To become eligible to write the exam the student must have at least minimum attendance prescribed by the Anna University.
- Disciplinary Proceedings
- No order imposing any punishments on an employee shall be imposed without giving them a reasonable opportunity to be heard.
- In the event of an alleged misconduct, a show cause notice or a charge sheet will be issued to the concerned employee and he/she will be given an opportunity to explanation in the alleged charges/ irregularities.



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- If the explanation is unsatisfactory, then the Management may decide to proceed with an Equity.
- The charge sheeted employee will be allowed to participate fully in the disciplinary proceedings.
- Based on the proceedings of the Enquiry, depending on the proved irregularities / acts of misconduct, the Competent Authority shall decide on the quantum of punishment, as listed below.

Class Room Behaviour

- Late coming is not permitted.
- Students should maintain discipline and decorum inside the college premises.
- No student is permitted to come out of the class during class hours.
- Students should wear their ID cards inside the college premises.
- Students should bring their own textbooks, notebooks, calculators, etc., as prescribed while attending classes.
- No stationary material should be left inside the class room at the close of the day.

Test and Sessional Examination

- At the completion of every unit, unit /internal exam will be conducted. Attendance is compulsory and the students are expected to pass in the examination.
- Any student involved in mal practice is liable to get suitable punishment.

Dress Code

Faculties should follow formal dress code prescribed by the management. Women faculties should wear white overcoat during class and lab hours.

College Property

- To have a congenial atmosphere for teaching learning process the students are asked to maintain the cleanliness of class rooms and campus.
- They should not create any damage to the college property knowingly or unknowingly.
- If any damage is caused by the student to the college property, it should be suitably compensated.



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General Behavior

- Students are not allowed to use mobile phones inside the college campus.
- Ragging is inhumane and is not permitted.
- Anybody found involving in ragging or such activities will be dismissed from the institution.
- Students must give a declaration as prescribed by AICTE guidelines.

Amendment to Rules

- The principal may alter or amend the above rules or add further rules from time to time for smooth functioning of the Institution.
- The Principal's interpretation of rules is final.

Library Rules

- Each student is eligible to borrow two books at a time, for a period of two weeks. Books will be issued only by producing their library card.
- The due date will be clearly stamped or written. Books should be returned on or before the due date. No reminder will be sent to the member.
- The books can be renewed for further period of one week, and it cannot be renewed for more than one time.
- If a book is not returned on the due date an overdue charge of Rs 1.00 per day will be collected from the student. If the due date falls on college holidays the books can be returned on the following working day without fine.
- If a book is due for its return with overdue charges will be put up in the general notice board. If the books are not returned within seven days after the date of notice, the student should pay double the cost of the book plus overdue charges.

Conditions of Borrowing

1. The member should check that the books they borrow are in a good condition. If any book is found to be damaged on return the concerned member will be held responsible.
2. Books can be collected and returned on all working days between 8.30 am and 5.30 pm
3. Reference books, journals and papers will not be lent.
4. The library tickets/cards are not transferable. Books should not be sublet.



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5. If a member loses his/her ticket or book, he/she must make a written report of the same, immediately to the librarian
6. If books are lost or damaged by a member, he/she will be required to replace it within 15 days.
7. Silence should be strictly observed in the library.
8. Members while entering the library should leave their personal belongings in the shelf provided for the purpose. They are allowed to carry only paper with them.
9. Any member violating the above rules shall forfeit the privilege of admission to use the library.

Transport

1. College buses can be used by students on payment in advance.
2. On payment for transport facilitates, the students will be issued with a bus pass. The students should show their bus pass on demand. The defaulters will be fined as fixed by the authorities.
3. While travelling in the bus, the students should behave decently, in orderly manner without making “hue and cry”.

Punishment

Any student who violates any of the above rules or any other regulations passed from time to time either in word or deed, will be deemed to have committed serious breach of discipline and to Be Punished Severely.

Warning on Ragging

Ragging in any form is totally banned inside and outside the campus to create calm atmosphere and protect the sanctity of the educational institution. Ragging is unpardonable injustice against the student’s community and students who take part in the barbarian act will certainly be expelled from the institution.

Notification by the Ministry of Education

The following could be possible punishment for those who are found to be guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally depend upon the nature and gravity of the offence as established by the disciplinary committee or the Court of Law.



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1. Cancellation of admission
2. Suspension from attending Classes
3. Withholding/withdrawing scholarship/ fellowship and other benefits.
4. Debarring from appearing in any examination or other evaluation test.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
7. Suspension/Expulsion from the hostel.
8. Rustication from the institution for periods varying 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs 25000/-.
11. Rigorous imprisonment up to three years. While the first 9 types of punishment will be allotted by the appropriate authority of the institution itself, the last punishment will be given only by the Court of Law.

TERMINATION

Resignation

A staff will be at liberty to tender his/her resignation from the services of VCET in compliance with the conditions as laid down in the order of Appointment.

Normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

Separation

If a staff intends to resign from the services of the college, the following conditions would apply:

The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.



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The employee has to give either three months' notice or pay three months' salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.

The employee shall not be granted any leave except casual leave during the notice period.

On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.

The employee has to fill up the Provident Fund forms before his/her release, for expeditious settlement of dues.

All properties of the College should be returned in proper condition to the HOD/ PRINCIPAL for the issuance of Reliving Order.

The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

All staff leaving the services of the College will be issued a Service Certificate on the date of relief.

The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

HOSTEL RULES AND REGULATION

Students are instructed to assemble for meditation session along with exercise and jogging at REC reception area at 6:00 am without fail except Sundays.

HOSTEL ATTENDANCE TIMINGS

1. Morning = 6 : 00 am to 7 : 00 am at SSREC reception area
2. Evening = 6 : 15 pm to 7 : 45 pm at SSREC study hall
3. Night = 8 : 30 pm to 9 : 00 pm at Respective hostel rooms

(Attendance will be taken by respective hostel wardens)



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MESS TIMINGS

1. Morning tea = 6 : 00 am to 7 : 00 am at food court
(Under the supervisions of Mr. A. Janarthanan)
2. Breakfast = 8 :00 am to 8: 30 am at SSREC mess
(Under the supervisions of Mr. R. Parthiban & Ms. K. Subathra)
3. Lunch = 12 :40 pm to 1: 30 pm at SSREC mess
(Under the supervisions of Mr. R. Parthiban & Ms. K. Subathra)
4. Evening tea and snacks = 4 : 30 pm to 5 : 15 pm at food court
(Under the supervisions of Mr. S. Selva anand)
5. Dinner = 8 :00 pm to 8: 30 pm at SSREC mess
(Under the supervisions of Hostel staff members)

NOTE:

- Food distribution supervisor Mr. R. Prabu & Ms. K. Subathra
- Dining hall supervisor Mr. A. Janarthanan & Mr. S. Selva anand
- Food waste monitoring Mr. R. Parthiban & Ms. D. Vidhya
- Hostel Gate closing time 8 : 30 am and opening time 4 : 00 pm on working days
- Parents are not allowed inside hostel and they can meet their son / daughter near the canteen area
- Outside foods are strictly prohibited
- Day scholar are not permitted inside the hostel as well as inside the mess
- Students are not allowed to use mobile phone from 9 : 00 pm to 7 : 00 am and the same should be handed over to the respective hostel warden at 9 : 00 pm sharp
- Unnecessary electricity usage should be avoided and switch off light and fan when not in use
- Scribbling on walls, windows and doors are strictly prohibited
- Outing - for students are allowed once in a month after getting permission from their respective warden to go to their home and the same should be followed for local outing (1 local outing & 1 native outing)



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- Students are not allowed to enter other rooms unnecessarily and they should not change their rooms and lock without prior permission from respective warden and higher official.

HOSTEL CLEANLINESS

- Keep your hostel rooms and verandah clean and neat
- Flush toilet properly after use and disposal of waste by using dustbin
- Close water tap properly after use

Ragging is an offence. Students indulging in ragging will be punishable as per Act and face their consequences. In no way the management will not be responsible for students indulging in ragging.