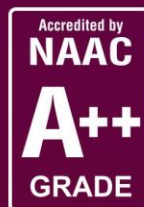




# SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES  
(Declared as Deemed to be University under Section 3 of UGC Act 1956)



## BYE – LAWS 2005 AS AMENDED - 2022

#162, Poonamallee High Road, Chennai – 600 077,  
Phone: 91-44-2680 1580-87 | Fax: 91-44-2680 0892  
E-Mail: [registrar@saveetha.com](mailto:registrar@saveetha.com) | Website: [www.saveetha.com](http://www.saveetha.com)

# **I N D E X**

	<b>Saveetha Institute of Medical and Technical Sciences –(SIMATS)</b> <b>Deemed University - Emblem and Motto</b>	
<b>Bye-Laws</b>		<b>Page Nos.</b>
<b>Chapter-1</b>	<b>Authorities of the Deemed University</b>	<b>1 - 2</b>
<b>Chapter-2</b>	<b>Board of Management</b>	<b>3 - 8</b>
<b>Chapter-3</b>	<b>Academic Council</b>	<b>9 – 12</b>
<b>Chapter-4</b>	<b>Planning and Monitoring Board</b>	<b>13</b>
<b>Chapter-5</b>	<b>Finance Committee</b>	<b>14</b>
<b>Chapter-6</b>	<b>Advisory Committee</b>	<b>15</b>
<b>Chapter-7</b>	<b>Establishment of Department</b>	<b>16</b>
<b>Chapter-8</b>	<b>Courses of Study offered by the Deemed University</b>	<b>17 – 22</b>
<b>Chapter-9</b>	<b>Board of Studies</b>	<b>23 – 24</b>
<b>Chapter-10</b>	<b>Selection Committee</b>	<b>25</b>
<b>Chapter-11</b>	<b>Appointment, Determination, Terms and Conditions of service of teaching staff of the Deemed University</b>	<b>26 – 27</b>
<b>Chapter-12</b>	<b>To conduct Examination, Appointment of Examiner and approval and publication of results thereof : (Framed as per Rule 26 (g))</b>	<b>28 - 29</b>
<b>Chapter-13</b>	<b>Code of conduct for students</b>	<b>30 - 32</b>
<b>Chapter- 13(A)</b>	<b>Disciplinary Committee and Scale of Punishment</b>	<b>33 - 34</b>
<b>Chapter-14</b>	<b>Hostel Rules and Regulations</b>	<b>35 - 38</b>
<b>Chapter-15</b>	<b>Bye-Law - Grant of Academic Awards (Degrees and Diplomas)</b>	<b>39 - 47</b>
<b>Chapter-16</b>	<b>Conditions of Services of the Officers and Non-Teaching Staff</b>	<b>48 – 51</b>
<b>Chapter-17</b>	<b>Pay and Allowances</b>	<b>52 – 53</b>
<b>Chapter-18</b>	<b>Duties and Responsibilities / Service Record / Working Hours, Late Permission, Leave and Holidays</b>	<b>54 - 55</b>
<b>Chapter-19</b>	<b>Cessation, Discharge, Termination, Superannuation and Retirement</b>	<b>56 - 58</b>
<b>Chapter-20</b>	<b>Leave Rules</b>	<b>59 – 62</b>
<b>Chapter-21</b>	<b>The Employees code of Conduct Rules</b>	<b>63 - 64</b>
<b>Chapter-22</b>	<b>Misconduct</b>	<b>65 - 68</b>
<b>Chapter-23</b>	<b>Disciplinary Action</b>	<b>69 - 70</b>
	<b>Appendix-A - Code of Professional Ethics for University and College Teachers</b>	<b>71 - 74</b>
	<b>Appendix-B - Code of Conduct and Discipline for avoidance of Sexual Harassment and Maintenance of Equality of opportunity</b>	<b>75 - 79</b>

**SAVEETHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES (SIMATS)**  
**DEEMED UNIVERSITY**  
**BYE – LAWS**

**CHAPTER – 1**  
**BYE-LAWS: AUTHORITIES OF THE DEEMED UNIVERSITY**  
**(Framed as per Rule 26 of the Rules/MoA of the University)**

- 1) a) The following shall be the Authorities of the SIMATS Deemed University:-
  1. President
  2. Board of Management
  3. Academic Council
  4. Planning and Monitoring Board
  5. Finance Committee
  6. Advisory Committee

b) It shall be the power of the Board of Management to declare any other authorities as Authorities of the SIMATS - Deemed University.
- 2) All the Casual vacancies among the members, other than Ex-Officio Members, shall be filled up by the person or body who or which nominated or elected a member whose place has become vacant. Such members elected or nominated in such casual vacancies shall hold the post for the residue of the term of a person in whose place he is elected or nominated. No casual vacancy shall be filled if the residue of period is less than 6 months.
- 3) The vacancies arising out of efflux of time may be filled at election as may be fixed by the Vice-Chancellor within the time stipulated by him.
- 4) No act or proceedings of any authority or other body of the SIMATS - Deemed University shall be invalidated merely by reason of any vacancy or any defect or irregularity in the election or appointment of a member of any authority.
- 5) The provisions of the Rules of the SIMATS - Deemed University shall be applied relating to the Authorities, disqualifications, meetings, resolutions apart from those provided in the bye-laws.
- 6) All the authorities of the SIMATS - Deemed University shall have power to appoint committees, co-committees, sub-committees and delegate to them such of their powers as they deem fit.
- 7) The notices of meetings of all authorities of the Deemed University shall be issued by the Registrar as Ex-Officio Non-Member on behalf of the Chairman of the concerned

authorities. All proceedings of the authorities duly authenticated by the signature of the Chairman shall be in the safe custody of the Registrar which shall be made available for inspection by any member of such authorities on prior intimation and during office hours

- 8) a) Any members who wish to move a resolution at an ordinary meeting shall forward a copy of the proposed resolution to the Registrar so as to reach him not less than 10 clear days before the date of meeting
- (b) A member who has forwarded a proposed resolution may withdraw such resolution by giving in writing to the Registrar to reach him at least 2 days before the date of meeting.
- (c) The Registrar shall place all such proposed resolution before the Vice-Chancellor / Chairman who shall direct him to include such proposed resolution in the Agenda, provided such resolution.
- (i) clearly and precisely expresses and raise substantially one definite issue
  - (ii) It does not raise issue which do not fall within the powers of the Deemed University
  - (iii) It does not contain arguments, inferences, defamatory statements, ironical expressions and does not refer to the character and conduct of persons except in their official capacities.
  - (iv) It does not refer about any matter pending adjudication by a court of law.
  - (v) It shall be power of the Chairman to approve (or) reject any such proposal.
9. The Chairman / Vice Chancellor has power to fix time of meeting and power to suspend or adjourn the meeting.
10. The Quorum of the meeting of the Board of Management shall be one-third of the total number of members of the Board of Management.

\*\*\*\*\*

## **CHAPTER – 2**

### **BOARD OF MANAGEMENT**

1. The Board of Management shall be the Supreme Governing Body of the SIMATS Deemed University and it shall be the Principal organ of Management. The Board of Management shall exercise all powers of the Deemed University and shall be a compact and homogeneous body enabling it promptly to take and implement well considered decisions and to effectively handles all situations.

2. Composition of the Board of Management:-

The Board of Management shall consist of

- (i) Vice Chancellor – Chairman
- (ii) Dean of faculties not exceeding three by rotation based on seniority
- (iii) Three nominees of the President of the SIMATS Deemed University
- (iv) One nominee of the Chairman of the University Grants Commission
- (v) One nominee of the Government of India
- (vi) One nominee of the funding agency/agencies
- (vii) Three teachers (one Professor, one Reader, one Lecturer) inducted by rotation in accordance with their respective seniority.
- (viii) One nominee of sponsoring authority.
- (ix) The Registrar of the SIMATS Deemed University will be the Non-Member Secretary of the Board.

3. The term of Office of Members of the Board of Management other than the ex-officio Members and teaching staff shall be three years and shall be eligible for reappointment for another term. In respect of all the teaching staff in the Board of Management as members, they shall hold office for a period of two years or till such time as they continue to be members of the teaching staff whichever is less.

#### **4. POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT:-**

The Board of Management being the Principal Executive Body of the SIMATS Deemed University, in addition to all powers vested in it, have the following powers namely,

- (i) To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the SIMATS Deemed University not otherwise specifically provided for
- (ii) To create teaching and academic posts, to determine number, qualifications and cadres there of as approved by the University Grants Commission and emoluments of such posts in consultation with the Finance Committee.
- (iii) To create and to establish various new departments of studies in the SIMATS Deemed University and to institute study centres in any parts of the country and abroad in accordance with rules.
- (iv) To establish various research and other programmes in collaboration and co-ordination with the Indian and other foreign universities including student faculty and technology exchange programmes.
- (v) To appoint such Professors, Associate Professors, (Readers, Assistant Professors (Lecturers) and other academic staff as may be necessary on the recommendation of the Selection Committee.
- (vi) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the Deemed University, in consultation with the Academic Council.
- (vii) To provide for appointment of Visiting Fellows and Visiting Professors.
- (viii) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
- (ix) To grant leave of absence to the Vice-Chancellor or any other officer of the Institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- (x) To regulate and enforce discipline among the employees of the SIMATS Deemed University and to take appropriate disciplinary action, wherever necessary.
- (xi) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Deemed University and for that purpose to appoint such agent or agents as it may deem fit.

- (xii) To entertain and adjudicate upon, to redress any grievances of the employees and students of the Deemed University.
- (xiii) To select an emblem and to have a common seal for the Deemed University and to provide for the custody and use of such seal.
- (xiv) To institute Fellowships including Travelling-Fellowships, Scholarships, Studentships, Medals, Prizes and awards in accordance with the rules and regulations of SIMATS framed by Board of Management from time to time.
- (xv) To demand and receive payment of fees and other charges.
- (xvi) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
- (xvii) It shall be competent for the Board of Management to reconstitute any committee as and when found necessary before the normal expiry of the period of office. It is also open to the Board of Management to declare any member of the Board of studies to have vacated his membership for the assigned reason. It is also open to the Board of Management to invite as a member of any committee any person in his official capacity.
- (xviii) To appoint Auditors for the ensuing year.
- (xix) To open account or accounts of the Deemed University with any one or more scheduled banks and to lay-down the procedure for operating the same as per the procedure framed by the Board of Management then and there.
- (xx) To manage the Finances, accounts, investments, moveable properties, business and all other administrative affairs of the SIMATS Deemed University.
- (xxi) To issue appeals for funds for carrying out the objectives of the Deemed University and consistent with the provisions of the objectives clause of the Deemed University, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations to award prizes, scholarships etc.,
- (xxii) To advice for purchase, take on lease or accept as gift or otherwise any land or buildings or equipments which may be necessary or convenient for the purpose of the SIMATS Deemed University, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- (xxiii) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.

(xxiv) To transfer or accept transfers of any moveable property on behalf of the Deemed University.

(xxv) To advise the Holding Trustees on matters regarding acquisition, management and disposal of any immovable property on behalf of the Deemed University.

(xxvi) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Deemed University.

(xxvii) To execute in consultation with the Holding Trustees conveyance, transfer, Government Securities, re-conveyance, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the Deemed University or to be acquired for the purposes of the Deemed University.

(xxviii) To appoint, in order to execute an instrument or transact any business of the Deemed University, any person as attorney of the Deemed University with such powers as it may deem fit.

(xxix) In consultation with the Holding Trustees, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities funded or based on any of the properties and assets of the Deemed University or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Deemed University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.

(xxx) To invest the funds of the Deemed University or money entrusted to the Deemed University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.

(xxxi) To maintain a fund to which shall be credited

- a. All moneys provided by the Central or State Governments/ UGC.
- b. All fees and other charges received by the Deemed University.
- c. All moneys received by the Deemed University as grants, gifts, donations, beneficiaries, bequest of transfers and
- d. All money received by the Institute in any other manner or from any other source.

(xxxii) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.

(xxxiii) To monitor proper accounts and other relevant records and prepare Annual Statement of Accounts including the Balance sheet for every previous Financial Year through FC.

(xxxiv) To constitute, for the benefit of the teaching, academic, technical administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Board of Management such pension, insurance, provident fund and gratuity as it may deem



fit for the benefit of the employees of the Deemed University and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the Deemed University.

(xxxv) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the Deemed University.

(xxxvi) To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the Deemed University and to allocate areas of Study, Teaching and Research to them.

(xxxvii) To conduct examinations or tests for admission to the courses taught in the Deemed University to conduct examinations for Degrees and diplomas and to declare the results of such examinations and tests through COE and such other incidental powers are necessary to confer grant or award. Degrees, Diplomas, Certificates and other academic titles and distinctions and such other incidental powers as are necessary.

(xxxviii) To establish, maintain and manage hostels for the students of the Deemed University.

(xxxix) To fix the emoluments and travelling and others allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Finance Committee.

(xl) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Deemed University and to approve such recognition.

(xli) The Board of Management shall be the principal executive body of the Deemed University and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Deemed University.

### **MEETINGS OF THE BOARD OF MANAGEMENT**

1. The Board of Management shall meet at least four times a year.
2. The notice of such meeting shall be given by the Registrar, not less than fifteen days before the date fixed for the meeting.
3. The date of meeting shall be fixed by the Chairman in consultation with the Chancellor.
4. The copy of the Proceedings of each of the meeting of the Board of Managements duly authenticated by the Chairman shall be furnished to the Chancellor of Deemed University immediately after the meeting.

5. Every member of the Board of Management including the Chairman shall have one vote and all decisions of the Board of Management shall be taken by a simple majority. However, in case of the members dividing equally on an issue and there is a tie, the Chairman shall have a casting vote.
6. Every meeting of the Board of Management shall be presided over by the Chairman and in his absence, by a member chosen by the members present from amongst themselves.
7. It is open to the Board of Management to decide any issue by way of a resolution passed by circulating the same to its members and any such resolution approved by the simple majority shall be effective and binding as if the same had been passed by the Board of Management in its properly convened meeting.
8. If a member Board of Management fail to attend three consecutive meetings of the Board of Management without proper leave of absence, he / she shall cease to be a member.
9. In such event it shall be open to the Board of Management to make nomination/appointment to such vacancy and the person so nominated/ appointed shall hold the post during the residual period namely the period upto which the original person in whose place he is nominated/appointed would have held the same.
10. The Board of Management may by resolution constitute such standing committee or Ad-hoc Committee or Co-Committee or Committees for such purpose with such powers of the Board of Management. The Board may deem fit and proper to perform such functions of the Deemed University or for seeking enquiry regarding such event and report the same by way of advise and recommendations to the Board of Management.
11. It is open to the Board of Management to co-opt any person of its choice to such Standing Committees or Ad-hoc Committees.
12. The Board of Management by resolution may delegate its powers as it may deem fit to the President, Vice Chancellor or any other officer of the Standing Committee or Ad-hoc Committee, subject to the condition that any action taken by the President or the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercises powers so delegated, shall report the same at the next meeting of Board of Management for further action / approval / ratification.

\*\*\*\*\*

## **CHAPTER – 3**

### **ACADEMIC COUNCIL**

1. The Academic Council of the Deemed University shall consist of the following persons,namely;
  - a. Vice Chancellor of the Deemed University – Chairman
  - b. Dean of Faculties
  - c. Heads of the Departments of the Deemed University.
  - d. Ten Professors to be inducted by rotation in the order of the seniority other than the Heads of Department.
  - e. Three Readers from the departments other than the Heads of Department by rotation in the order of seniority to be nominated by the Vice Chancellor.
  - f. Three Lecturers from the Departments to be inducted by rotation in the order of seniority nominated by the Vice Chancellor.
  - g. Three persons from among the Educationalists of reputation or persons from any other field related to the activities of the Deemed Universities who are not in the service of the Deemed University nominated by the President.
  - h. Three persons who are not members of the teaching staff to be co-opted by the Academic Council for their special knowledge.

The term of members other than ex-officio members shall be 2 years. They shall not be eligible for further term unless everyone in the category completed one term.

2. The Academic Council shall be the Principal Academic Body of the Deemed University and shall have the control over maintenance of standards of education, teaching and training, inter-departmental co-ordination, Research, Examinations and Tests within the Deemed University and to approve the syllabus in respect of various disciplines as recommended by the concerned Board of Studies or to refer back to Board of Studies for suggested alteration.
3. In addition to all other powers and duties vested in it, the Academic Council shall have the following powers namely,
  - a. To advise the Board of Management on all Academic matters.

- b. To make proposals to the Board of Management of the Deemed University for Professorship, Readership, Lecturer-ship, or other teaching posts and also regarding their duties and emoluments.
- c. To exercise the general supervision over the academic work of the deemed University and to give direction regarding the methods of instructions, valuations or research or improvements in Academic Standards.
- d. To promote research within the Deemed University and acquire reports on such research from time to time.
- e. To consider the matters of Academic interest either on its own initiative or at the instance of the Board of Management and take further action.
- f. To make arrangements for the conduct of Examinations and issue suitable guidelines thereof.
- g. To maintain proper standards of Examinations and issue suitable guidelines periodically.
- h. To analyze Diplomas and Degrees of Universities and other institutions with the Diplomas and Degrees of the Deemed University to determine the equivalence and to recognize the same.
- i. To prescribe the course of study leading to Diplomas and Degrees of the Deemed University in consultation with the concerned all Members of the Board of Studies.
- j. To appoint Examiners, Moderators, Tabulators and such other personnel for the various examinations of the Deemed University on the advice of the Vice Chancellor.
- k. To issue guidelines and suggestions for maintaining the Departmental co-ordination.
- l. To advice the Board of Management in respect of following matters namely,
  - i. The measures to be taken for improvement of Standards of Teaching, Training and Research.
  - ii. For the Institution of Fellowship, Scholarship, Traveling Fellowship, Medals, Prizes etc.,
  - iii. For establishment or abolition or reconstitution of departments / Centers of the Deemed University.

- iv. Regarding Bye-Laws governing the Academic function of the Deemed University Discipline, Residence, Admissions, Examinations, award of Fellowships, Studentships, concessions, attendance etc.,
  - m. To appoint sub-committees, to advise the Board of Management on specific matters referred to it by the Board of Management.
  - n. To take action based on the recommendations of the sub-committees as and when required.
  - o. The Academic Council shall make periodical review of the activities of the Departments/Centers and to take appropriate action apart from making recommendations to the Board of Management in order to maintain and to improve the standard of instruction.
  - p. To advise the Board of Management on promotion of Research in the Deemed University.
  - q. To give proposals to the Board of Management for the proper maintenance of the Laboratories, Libraries, Hostels instituted by the Deemed University.
  - r. To perform any other functions as may be directed by the Board of Management in respect of the Academic matters of the Deemed University and to give suitable recommendations.
4. The Academic Council shall meet as often as may be necessary and in any event, there shall be not less than three meetings during the Academic year.
  5. The notice of the meeting shall be issued by the Registrar under the direction of the Vice Chancellor not less than 15 days before the date of the ordinary meeting. However, it shall be open to the Vice Chancellor to conduct special meeting of the Academic Council on requisition in writing and signed by not less than 15 members of the Academic Council.
  6. Such requisition made in writing and signed by the members must be forwarded to the Registrar with a copy of the resolution intended to be moved.
  7. The quorum of the meeting of the Academic Council shall be one third of the total number of members of the Council.
  8. The decision of the Academic Council may be taken by circulation of the resolution among its members and on approval of the same by simple majority, resolutions become effective and deemed to have been passed by the Academic Council, provided

that at least one half of the total number of Members of the Academic Council have recorded their views on the resolution.

9. The Vice Chancellor shall normally preside over the meetings of the Academic Council and on his absence the members shall elect a Chairman from among themselves to conduct the said meeting.

\*\*\*\*\*

## **CHAPTER – 4**

### **PLANNING AND MONITORING BOARD**

1. The Planning and Monitoring Board shall be the principal Planning Body of the Deemed University and shall monitor the development programme of the Deemed University and give necessary recommendations regarding further developments.
2. The Planning and Monitoring Board shall be headed by the Vice Chancellor as its Chairman with seven internal members of the Deemed University and two outside experts including one nominee of the University Grants Commission.
3. The internal members and outside experts shall be nominated by the Board of Management.
4. The Planning and Monitoring Board shall have the following functions:-
  - a. To monitor the development programme of the Deemed University and submit its periodical reports to the Board of Management to enable the Board of Management to take further action accordingly.
  - b. To advise the Board of Management and Academic Council regarding the further development of the Deemed University both on the academic side and otherwise in its overall development and further improvement.
  - c. The Planning and Monitoring Board shall advise the Board of Management and the academic council in furtherance of the fulfillment of the objectives of the Deemed University
  - d. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval and further action. However, in respect of the proposals regarding academic matters, they have to process through the Academic Council and then placed before the Board of Management.

\*\*\*\*\*

## **CHAPTER – 5**

### **FINANCE COMMITTEE**

1. The Finance Committee shall consist of the following members
  - a. Vice Chancellor of the DEEMED UNIVERSITY – Chairman.
  - b. One person to be nominated by the President.
  - c. Two nominees of the Board of Management out of whom one shall be from among the members of the Board.
  - d. A representative of the University Grants Commission to be nominated by the Commission.
  - e. A representative of the Central Government.
2. The members of the Finance Committee except the ex-officio members shall hold office for a term of three years and shall be eligible for re-nomination.
3. The Finance Committee shall meet at least twice a year as called by the Vice Chancellor.
4. Powers and functions of the Finance Committee:-
  - a) The Finance Committee shall examine the accounts and scrutinize the proposals for expenditure.
  - b) Annual Accounts and Financial Estimates of the DEEMED UNIVERSITY shall be placed before the Finance Committee for consideration and with the comments of the Finance Committee shall be placed before the Board of Management to enable the Board of Management to take a decision in approving the same.
  - c) The Finance Committee shall fix the limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and the resources of the Deemed University. In any event, the expenditure shall not be incurred by the Deemed University in excess of the limit fixed by the Finance Committee.
  - d) Any other expenditure not provided in the Budget shall be incurred only with the approval of the Finance Committee.
  - e) It shall be the powers of the Finance Committee to recommend to the Board of Management relating to the creation of Administrative, Ministerial and other necessary posts in terms of the career advancement scheme laid down or otherwise so as to enable the Board of Management to create the same.
  - f) To recommend the Board of Management in respect of creation of teaching and Academic Posts relating to their emoluments so as to enable the Board of Management to create and to open such teaching Departments after obtaining approval from the University Grants Commission.

\*\*\*\*\*



## **CHAPTER – 6**

### **ADVISORY COMMITTEE**

1. The Deemed University will have an Advisory Committee for the first ten years of its creation.
2. The Advisory Committee will function under the Chairmanship of a person nominated by the University Grants Commission from among its members including its Vice-Chairman.
3. Apart from the Chairman, the Advisory Committee will include the Principals of all Colleges along with one Senior Faculty Members apart from one expert to be nominated by the University Grants Commission.
4. The Advisory Committee shall advise to the Vice Chancellor of the Deemed University in order to help its academic planning and growth.

\*\*\*\*\*

## **CHAPTER – 7**

### **BYE-LAWS: ESTABLISHMENT OF DEPARTMENT OF TEACHING**

Institutions under Saveetha Institute of Medical And Technical Sciences (SIMATS) – Deemed University.

<b>S.No.</b>	<b>Name of Institution</b>	<b>Year of Establishment</b>	<b>Location</b>
1.	Saveetha Dental College and Hospital	1988	<b>No.162,Poonamallee High Road, Vellappanchavadi, Chennai- 600 077 Tiruvallur District Tamil Nadu, India.</b>
2.	Saveetha School of Management	2008	
3.	Saveetha School of Law	2009	
4.	Saveetha Medical College and Hospital	2008	<b>Saveetha Nagar, Thandalam, (Chennai – Bangalore National Highway), Chennai-602 105, Kanchipuram District Tamil Nadu, India.</b>
5.	Saveetha College of Nursing	1992	
6.	Saveetha College of Physiotherapy	1993	
7.	Saveetha School of Engineering	2005	
8.	Saveetha College of Occupational Therapy	2017	
9.	Saveetha School of Physical Education	2017	
10.	Saveetha College of Allied Health Science	2007	
11.	Saveetha College of Architecture and Design	2019	
12.	Saveetha College of Pharmacy	2019	
13.	Saveetha College of Liberal Arts and Sciences	2020	

**New institutions if any shall be included in accordance with the rules.**

\*\*\*\*\*

## **CHAPTER - 8**

### **BYE-LAWS: COURSES OF STUDY OFFERED BY THE DEEMED UNIVERSITY**

The following shall be the courses offered by the Deemed University through its colleges.

#### **Saveetha Dental College**

- 1) Bachelor of Dental Surgery (B.D.S)
- 2) BSc (Dental Technology)
- 3) MS(Oral Biology)
- 4) MSc(Molecular Medicine)
- 5) MSc(CAD CAM Dentistry)
- 6) MSc(Dental Technology)
- 7) MSc (Forensic Odontology)
- 8) MSc (Stem Cells and Reenerative)
- 9) MSc (Nanomedicine)
- 10) M.Sc (Clinical Virology)
- 11) M.Sc (Molecular Medicine)
- 12) MSc (Forensic Odontology)
- 13) MDS(Paedodontics and Preventive Dentistry)
- 14) MDS(Oral Pathology and Microbiology)
- 15) MDS(Periodontology)
- 16) MDS(Orthodontics and Dentofacial Orthopedics)
- 17) MDS(Prosthodontics and Crown and Bridge)
- 18) MDS(Public Health Dentistry)
- 19) MDS(Conservative Dentistry and Endodontics)
- 20) MDS(Oral and Maxillofacial Surgery)
- 21) MDS(Oral Medicine and Radiology)
- 22) MS(Implantology)
- 23) PG Diploma(Cleft and Craniofacial surgery)
- 24) PG Diploma(Microvascular Surgery)
- 25) PG Diploma(Head and Neck Oncology)
- 26) PG Diploma(Orthognathic Surgery)
- 27) Integrated(PG)(PhD)
- 28) PhD or DPhil

## **Saveetha Medical College**

- 1) MBBS
- 2) MSc (Exercise Physiology and sports nutrition)
- 3) MSc (Child development and Interventions)
- 4) MSc (Clinical Embryology)
- 5) MSc (Medical Microbiology)
- 6) MSc (Medical Pharmacology)
- 7) MSc (Medical Biochemistry)
- 8) MSc (Medical Physiology)
- 9) MSc (Medical Anatomy)
- 10) MSc (Sports Biomechanics)
- 11) MS (Obstetrics and Gynaecology)
- 12) MS (Orthopaedics)
- 13) MS (Ophthalmology)
- 14) MS (Otorhinolaryngology )
- 15) MS (General Surgery)
- 16) MD (Radio Diagnosis)
- 17) MD (Respiratory Medicine)
- 18) MD (Psychiatry)
- 19) MD (Anaesthesiology)
- 20) MD (Dermatology Venereology and Leprosy)
- 21) MD(Community Medicine)
- 22) MD(General Medicine)
- 23) MD(Pathology)
- 24) MD(Pharmacology)
- 25) MD(Microbiology)
- 26) MD(Biochemistry)
- 27) MD(Physiology)
- 28) MD(Anatomy)
- 29) MD (Paediatrics)
- 30) MCh(Vascular Surgery)
- 31) DM(Neurology)
- 32) DM(Nephrology)
- 33) DM(Cardiology)
- 34) MCh (Plastic and Reconstructive surgery)
- 35) MCh(Urology)
- 36) Integrated(PG)(with Phd)
- 37) PhD or DPhil

### **Saveetha School of Engineering**

- 1) B.E(Electrical and Electronic Engineering)
- 2) B.E(Agricultural Engineering)
- 3) B.E(Bioinformatics)
- 4) B.E(Biomedical Engineering)
- 5) B.E(Computer Science and engineering)
- 6) B.E(Electronics Communication Engineering)
- 7) B.E(Civil Engineering)
- 8) B.E(Mechanical Engineering)
- 9) B.E(Artificial Intelligence and Data Science)
- 10) B.E(Artificial Intelligence and Machine Learning)
- 11) B.Tech(Biotechnology)
- 12) B.Tech(Information Technology)
- 13) B.E(Automobile Engineering)
- 14) B.E(Energy and Environmental Engineering)
- 15) M.E(Product Design and Development)
- 16) M.E(Power Systems)
- 17) M.E(Structural Engineering)
- 18) M.E(Communication systems)
- 19) M.E(Computer Science Engineering)
- 20) M.Tech(Molecular Medicine)
- 21) PhD or DPhil

### **Saveetha School of Law**

- 1) BA(LLB)
- 2) BBA(LLB)
- 3) BCom LLB
- 4) LLM(Integrated with PhD)
- 5) LLM(Criminal Law)
- 6) LLM(Constitutional Law)
- 7) LLM(Labour law)
- 8) LLM(Intellectual Property Law)
- 9) LLM(Commercial Law)
- 10) LLM(International law)
- 11) LLM(MBL)
- 12) PhD or DPhil
- 13) LLD
- 14) PG Diploma(IPR)

### **Saveetha School of Management**

- 1) MBA(Marketing)
- 2) MBA(International Business)
- 3) MBA(Human Resource Management)
- 4) MBA(Hospital management)
- 5) MBA(Finance)
- 6) MBA(Logistics and Supply Chain Management)
- 7) MBA(Systems)
- 8) MBA(Production and Operations)
- 9) PG Diploma Ward Management
- 10) PG Diploma Logistics and supply chain management
- 11) PG Diploma banking and financial service management
- 12) PG Diploma Human Resource management in Hospital
- 13) MDS-MBA (Health Care Management)
- 14) PhD or D Phil

### **Saveetha College of Nursing**

- 1) BSc Nursing
- 2) BSc(Post Basic Nursing)
- 3) MSc(Nurse Practitioner in Critical care)
- 4) MSc(Mental Health Nursing)
- 5) MSc(Community health Nursing)
- 6) MSc(Obstetrics and Gynaecology Nursing)
- 7) MSc(Child Health Nursing)
- 8) MSc(Medical Surgical Nursing)
- 9) PhD or DPhil

### **Saveetha College of Physiotherapy**

- 1) BPT
- 2) MPT(Orthopedics and Manual Therapy)
- 3) MPT(Neurology)
- 4) MPT(Sports and Manual Therapy)
- 5) MPT(Pediatrics)
- 6) MPT(Urology and Obstetrics)
- 7) MPT(Community Geriatrics and Palliative care)
- 8) MPT (Exercise and Kinesiotherapy)
- 9) MPT (Cardio Vascular and Pulmonary Conditions)
- 10) MPT (General and Hand Surgery)
- 11) Ph.D or D Phil

### **Saveetha College of Occupational Therapy**

- 1) BOT
- 2) MOT(Mental Health)
- 3) MOT(Neuroscience)
- 4) MOT(Paediatrics)
- 5) MOT Hand Rehabilitation
- 6) MOT Orthopaedics
- 7) MOT Pediatrics
- 8) MOT Neurology
- 9) MOT Mental Health
- 10) Ph.D or D Phil

### **Saveetha School of Physical Education**

- 1) BPEd
- 2) BPES
- 3) MPhil (Physical Education)
- 4) PG Diploma (Yoga)

### **Saveetha College of Pharmacy**

- 1) B Pharm
- 2) D.Pharm

### **Saveetha College of Architecture and Design**

- 1) B.Arch
- 2) B.Sc (Visual Communication)
- 3) B.Sc (Animation and Graphics)
- 4) B.Sc (Fashion Design)
- 5) B.Sc (Mass Media and Communication)

### **Saveetha College of Allied Health Sciences**

- 1) B.Sc (Medical laboratory Technology)
- 2) B.Sc (Medical Imaging Technology)
- 3) B.Sc (Diabetic care Technology)
- 4) B.Sc (Critical care Technology)
- 5) B.Sc (Cardiovascular Technology)
- 6) B.Sc (Cardiovascular Perfusion Technology)
- 7) B.Sc (Sports and Exercise Sciences)
- 8) B.Sc (Urology Technology)
- 9) B.Sc (Trauma Care Management)
- 10) B.Sc (Respiratory Technology)

- 11) B.Sc (Reproductive medicine and Embryology)
- 12) B.Sc (Reproductive medicine and Embryology)
- 13) B.Sc (Dialysis Technology)
- 14) B.Sc (Biomedical Sciences)
- 15) B.Sc (Physician Assistant)
- 16) B.Sc (Optometry)
- 17) B.Sc (Operation Theatre and Anaesthesia Technology)
- 18) B.Sc (Neuro Electro Physiology)
- 19) B.Sc (Medical Record Sciences)
- 20) B.Sc Hons (Clinical Psychology)
- 21) B.Sc Hons CSSD and Surgical Technology
- 22) B.Sc Hons Clinical Psychology
- 23) M.Sc (Trauma Care Management)
- 24) M.Sc (Renal Sciences and dialysis Technology)
- 25) M.Sc (Neuro Electro Physiology)
- 26) M.Sc (Medical Laboratory Technology)
- 27) M.Sc (Medical Laboratory Technology)
- 28) M.Sc (Critical Care Technology)
- 29) M.Sc (Cardiovascular Perfusion Technology)
- 30) M.Sc (Clinical Psychology)
- 31) M.Sc (Echocardiography and Cardiovascular Imaging Technology)
- 32) M.Sc (Respiratory Therapy)
- 33) M.Sc Master of Optometry (M. Optom)
- 34) M.Sc Operation Theatre and Anaesthesia Technology
- 35) M.Phil (Clinical Psychology)
- 36) PhD or DPhil

### **Saveetha College of Liberal Arts and Science**

- 1) B.C.A
- 2) B.Com (General)
- 3) B.Com (Corporate Secretaryship)
- 4) B.Com (Accounting and Finance)
- 5) B.B.A (Hospital and Health System Management)
- 6) B.Sc (Computer Science)
- 7) B.Sc (Artificial Intelligence)
- 8) B.Sc (Data Sciences)
- 9) M.Sc Bioinformatics
- 10) M.Sc Biotechnology
- 11) B.A.Bharatham
- 12) B.A.Music

\*\*\*\*\*



## **CHAPTER – 9**

### **BOARD OF STUDIES**

1. There shall be one Board of Studies in each department of the Deemed University of teaching and research.
2. The Board of Studies of each department consists of
  - a. Head of the Department – Chairman
  - b. All Professors of Department
  - c. Two Readers of the Department to be inducted by the rotation according to the seniority.
  - d. Two Lecturers of the department to be inducted by the rotation according to the seniority.
  - e. Not more than two persons to be co-opted for their expert knowledge including those
  - f. persons belong to the consultant profession or industry.
3. There will ordinarily be two Boards of studies for each Department of teaching and research namely one for Under-Graduate and the other for Post-Graduate course.
4. The following shall ordinarily be the functions of the Board of Studies
  - a. To advise the Vice Chancellor and the Board of Management all matters concerning the research programmes undertaken in the Deemed University Departments and Departments of Research and formulate rules governing research work.
  - b. To frame syllabus with regard to the courses which are not governed by the statutory bodies like Dental Council / Medical Council etc.,
  - c. To plan for inter disciplinary research programs.
  - d. To make recommendations with regard to the general guidelines to be followed in making selections of research studies for admission and for award of Fellow-ship.
  - e. To collect requests from various departments of research from the research students falling in fields under the purview of other departments and to make recommendations in regard to such courses.
  - f. To identify the areas of research and make recommendations to Board of management.

5. It shall be the duty of each Board of studies to consider on any matter referred to it by the authorities of the Deemed University namely the Board of Management, the Academic Council or the faculty concern with the subject with which it deals.
6. Each Board of Studies shall have power to recommend to the Vice Chancellor persons suitable for appointment as examiners in the subject with which it deals, to decide on Text Books and Reference Books, and where necessary to consult Specialists who are not members of the Board in regard to courses of study and examinations in the subject with which it deals and also to prescribe syllabi and necessary regulations, for approval of the Academic Council.
7. The Members of the Boards of Study other than the ex-officio members shall be appointed by the Board of Management for a period of three years and one person shall be the member for one board only of the Board of Studies in the Deemed University at a time.
8. The meetings of the Board of Studies can be convened by the Registrar as per the instruction of the Vice Chancellor, in consultation with Chairman of the Board at least once a year or as and when required on the request of the Members of the Board for the specified reasons like dealing with the syllabus etc.,
9. The Chairman shall preside over all the meetings of the Board of Studies and the quorum of the meeting shall be one third of the members of the Board. In the absence of the Chairman the Members of the Board shall elect one among of them as Chairman of that meeting.

\*\*\*\*\*

## **CHAPTER – 10**

### **SELECTION COMMITTEE**

1. The Selection Committee is constituted to recommend to the Board of Management, the candidates for appointment to the posts of Professors, Readers & Lecturers in the Deemed University apart from other teaching posts as decided by the Board of Management from time to time in accordance with the guidelines of the University Grants Commission.
2. The Selection Committee shall consist of the following members:-
  - a. For the **post of Professors**
    - i. Vice-Chancellor of the Deemed University as Chairman
    - ii. One person nominated by the President
    - iii. Dean of faculty or Head of the Department or Chairman, Board of Studies
    - iv. provided he is a Professor.
    - v. Three outside experts nominated by the President from a Panel of not less than six
    - vi. names recommended by the Academic Council and approved by the Board of Management.
  - b. For the post of **all Teaching Staff except Professor**
    - i. Vice-Chancellor of the Deemed University – Chairman
    - ii. A person nominated by the President of the Deemed University.
    - iii. Dean of faculty or Head of the Department or Chairman, Board of Studies provided as he is a Professor or Reader.
    - iv. Two outside experts nominated by the President from a panel of not less than six names recommended by the academic council and approved by the Board of Management.
3. The meeting of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.
4. Four members of the Selection Committee shall form the quorum out of whom at least two shall be experts.
5. On the recommendations of the Selection Committee it is for the Board of Management either to accept the same or not, however, in the event of the Board of Management not accepting recommendations of the Selection Committee it shall record its reasons for not accepting the recommendations of the Selection Committee and submit the entire matter before the President whose decision shall be final in this regard.

\*\*\*\*\*

## **CHAPTER – 11**

### **APPOINTMENT, DETERMINATION TERMS AND CONDITIONS OF SERVICE OF TEACHING STAFF OF THE DEEMED UNIVERSITY:-**

1. Teachers of the University shall be of the following categories namely,
  - a. Professors
  - b. Additional Professor / Associate Professor / Assistant Professor/ Senior Resident/ Readers / Sr. Lecturer / Lecturers / Tutors / Demonstrator / Clinical Instructors
2. The teachers of the Deemed University shall be appointed by the duly constituted Selection Committee. The duties of the Reader and Lecturers shall be to teach and to engage in research. The duties of the Professor shall include in addition to teaching and research administration, the guidance and the co-ordination of studies in their subjects in consultation and co-operation with the colleges.
3. The qualification for teachers for appointment shall be as prescribed by the University Grants Commission and statutory bodies like the Dental Council of India, Indian Nursing Council etc.,
4. A paid teacher of the Deemed University shall not engage in remunerative work other than that of his office without the prior permission of the Board of Management.

A paid teacher of the University shall follow the code of professional ethics for university and college teachers as furnished in the **Appendix A**.

AND

The code of conduct and discipline for avoidance of sexual harassment and maintenance of equality of opportunity as furnished in the **Appendix B**.

5. The teachers shall be considered for promotion to the next cadre as per the norms of the respective council and their performance. However it is open to the Board of Management to have the continuous evaluation of the teaching staffs and provide for career advancement and in accordance with the guidelines framed by the University Grants Commission.
6. The Board of Management shall have the power in consultation with the Academic Councils and Board of Studies to make from time to time arrangements for lecturers or course for lecturers on such subject as the Board of Management may select.

7. It is open to the Board of Management to frame any further bye-laws of the Deemed University in respect of the matters in the chapter as and when necessary.
8. Best Teacher Award be given to the faculties and the Criteria / Mode of selection shall be as follows:
  - i. Opinion poll of the students without their identification about the teacher.
  - ii. Attendance of the faculty
  - iii. Percentage of University Results of students in the subject taught by the faculty.
  - iv. Research Outputs

\*\*\*\*\*

## **CHAPTER 12**

### **BYE-LAWS: To conduct Examination, Appointment of Examiner and approval and Publication of results thereof: (Framed as per Rule 26)**

#### **CONDUCT OF EXAMINATIONS**

1. The Board of Management shall conduct the examinations for Degrees and Diploma in consultation with the Academic Council.
2. The Board of Management shall have the power to approve and publish the results.
3. All examination shall be held in Chennai and in such other places as may be fixed by the Board of Management. A list of the Centre at which examination will be held shall ordinarily be published in the Deemed University annually preceding April.
4. Where there are more than one examination centre for a written examination, Question papers shall be given out to candidates on the same day and at the same time in every centre.
5. The date and periodicity of the examination shall be decided by the Board of Management
6. Examination shall not be conducted on gazetted holidays, but the Board of Management may, for special reasons, decide to hold examination on such holidays.
7. All examination except practical and viva voce examination shall be conducted by means of printed, typed or written papers to be set and answered in English.

#### **EXAMINERS**

8. Controller of Examination shall appoint Examiner and Chairman as per the instruction of the Vice Chancellor.
9. COE as per the instruction of Vice Chancellor may at any time cancel the appointment of any examiner.
10. Examiners appointed by the Controller of Examination may be of the following classes:
  - A) 1) Examiners (Question Paper-setters) who will set the question paper for the examination.
  - 2) Examiners (Valuation of answer paper) who will evaluate the answer paper Each Board shall have a Chairman.

B. Additional Examiners whose duties will be, to value answer papers and to conduct practical examinations. Additional Examiners will not be members of (conducting) Board of Examinations.

**Question Paper Setters:**

11. Question paper setters shall be appointed by Controller of Examination as per the instruction  
of the Vice Chancellor and shall be eligible for reappointment.
12. List of examiners shall be prepared by the Board of Studies and shall be forwarded to the Registrar, who shall submit to the Vice Chancellor.

\*\*\*\*\*

## **CHAPTER – 13**

### **CODE OF CONDUCT FOR STUDENTS**

#### **DRESS CODE**

##### **REGULAR**

All the Gentlemen and Lady students should wear only the prescribed Uniform/Scrub.

##### **FUNCTIONS**

Gentlemen participants should sport a necktie. Girls should wear a near Salwar Kameez with Dupatta or a Saree. Very jazzy colours should be avoided. Well-polished shoes should be worn.

##### **CLINICS**

Wearing of flowers and using perfumes should be avoided in Clinics.

##### **LABORATORY**

Lab coats should be worn in all the Laboratories.

#### **BEHAVIOUR IN AND OFF THE CAMPUS**

Every student of the college should conduct himself / herself in a befitting manner, upholding the high traditions of the College. The students should behave in a very courteous manner with everyone they come across. In particular, they should be courteous and polite to their teachers and staff and should wish them whenever they come across them.

The students should conduct themselves with utmost dignity and decorum when they attend both inter and intra-collegiate seminars, cultural shows or other gatherings. They should not engage themselves in unwanted arguments or scuffles.

#### **ATTENDANCE AND PUNCTUALITY**

Regularity of attendance is a must for the students. The college insists on 100% attendance in classes as well as in Laboratories and Clinics.

A minimum of 80% attendance is required to appear for the University examination and those students with below attendance will not be permitted to appear for the exams.

Punctuality in attending classes, submission of assignments and Laboratory records is very much insisted upon in the college.



Leave for the students will be granted only with the prior permission of the Principal and unauthorized absence will be liable for disciplinary action.

### **IDENTITY CARDS**

Identity cards would be issued to all the students of the College. The students should wear their ID cards all the time while in the College.

### **PAYMENT OF FEES**

Fees once paid will not be refunded at any cost. If any student wants to discontinue in the middle of the course, he / she has to pay the balance course fee. No deductions will be made in this regard.

Fees must be paid on or before the due date. In case of late payment, a late fee of Rs.1000/- will be accepted for 10 days only from the due date. Thereafter, the name of the student will be removed from the rolls and defaulters have to seek re-admission as per the procedures for the payment of fees.

### **ENVIRONMENT AND SURROUNDINGS**

A clean, attractive and healthy environment is always a pleasure to live in. students should make every effort to keep the campus as well as academic and hostel areas very clean. Cleanliness should be given high priority.

Every student should plant and maintain a sapling in the College campus thus contributing to the over-all beauty and greenery of the campus.

### **ACADEMIC PERFORMANCE OF STUDENTS**

All students are expected to put in their best efforts and study with utmost sincerity. The college expects everyone to pass without any arrears. A special counseling session will be conducted for students who fail to clear the University examinations and a parent – HOD meeting will also be held.

### **PARTICIPATION IN EXTRA / CO-CURRICULAR ACTIVITIES**

NSS/YRC as well as Sports and Games are given utmost importance in the College. It is therefore necessary that all the students should take active part in these. They should also participate actively in all the association activities organized by the College.

### **SAFETY OF VALUABLES**

Students are advised not to keep valuables, cash, etc., in classrooms, common rooms or canteen. They should keep them safely as their personal possessions. After the class is over they should take away their books and other belongings. The College will not be responsible for the loss of these items.

### **MOVEMENT AMONGST STUDENTS**

While moving with the opposite sex, students should observe strict decorum at all places and in all situations.

### **TRANSPORTATION**

Students are advised to come to the college by the bus. They are not advised to come by two wheelers. If under special circumstances they have to come by two wheeler, they have to pay a parking fee of Rs.300/- per month.

### **ISSUE OF BONAFIDE CERTIFICATES**

Students who require Bonafide certificate for acquiring bank loans and passport can get it from the college office after paying Rs.100/-.

Merit Certificates are given to students who secure 100% attendance.

Students can have their food in the canteen and they are not allowed to have it in the class room.

### **INTERNAL ASSESSMENT**

Internal marks are calculated for students as per University guidelines.

\*\*\*\*\*

## **CHAPTER –13(A)**

### **DISCIPLINARY COMMITTEE**

There shall be a Disciplinary Committee to deal with the malpractices committed by the students in the university examinations. The composition of the Disciplinary committee shall be as follows:

1. One Professor
2. One Assistant Professor
3. One Lecturer

The scale of punishment for imposing on students who have committed malpractice in the university examinations depending on the nature of cases shall be as follows. The Disciplinary Committee should recommend the punishment which should be imposed only after the approval of the Vice-Chancellor.

### **SCALE OF PUNISHMENT**

<b>NATURE OF CASES</b>	<b>PUNISHMENT</b>
1. Appeal for favourable consideration or mercy	Censure.
2. Using of colour thread, Marking in colour pencil, in the Answer book.	Censure.
3. Writing Candidate's Name in any part of the Answer book.	Cancel the Examination taken in the Particular Subject only.
4.a) Letter of appeal coupled with Promise of any form of Consideration. b) Letter of appeal in any form c) Allurement of Money	Cancel the Examination taken in the Particular Subject only. Cancel the Examination taken in the Particular Paper only. Cancel the Whole Examination taken in the semester and debar for next two semesters.
5. Writing of filthy words in the Answer Script.	Cancel the Examination taken in the Particular Subject only.
6. Taking away the answer script from the Examination Hall.	Cancel the whole examination taken for that semester only.
7. Wrong entry of Register Number by the Candidates.	Cancel the Examination taken in the Particular Subject only.
8.a) For willfully changing or inter changing Register Number b) Conversation or Discussion with other Candidates. c) Passing of Answer papers or any incriminating materials to another candidate.	Cancel the Whole Examination taken and debar for Next one examination. Cancel the Examination taken in the Particular Subject only. Cancel the Whole Examination taken for that Semester.

d) Employing another person to help in Malpractice	Cancel the Whole Examination taken and debar for two semesters.
9. "Intention to copy" Possession of any incriminating materials or abetting another candidate to copy	Cancel the whole Examination taken for that semester.
10.For inserting previously written answer sheets brought from outside.	Cancel the whole Examination taken and debar for the next two examinations.
11.Threatening the Invigilator.	Cancel the whole Examination taken and debar for the next three years.
12.For Manhandling / injuring the superintendent, Hall Superintendent and other examination official / Personnel (College and University)	Cancel the whole Examination taken and Debar for the Next Six examinations; not to undergo any course in any college under this university for the corresponding Rustication period.
13. a) Cases of Impersonation  b) Substitution of Answer sheets	Cancel the whole examination taken and Debar for three years; not to undergo any course in any college under this university for the corresponding rustication period. Cancel the whole Examination taken and Debar for next three years.
14. In the case of Tampering in spelling, Name / Initial in the Certificates issued by other bodies.	The Candidates be required to produce Fresh Certificate.
15. In the case of Tampering in the Date of Birth in the Certificate issued by other bodies.	The candidates be not permitted to appear for any Examination of this University for a period of Two years from the date of production of the documents and not to undergo any course in any college under this university for the corresponding period and he/she may be permitted to join/appear for the Examination on production of fresh certificate.
16.Tampering in the Grade Certificate or any other certificate issued by this university	The tampered certificates be retained in the university and duplicate be not given for five years from the date of presentation of documents and not to undergo any course in any college under this university for the corresponding period.

\*\*\*\*\*

## **CHAPTER – 14**

### **HOSTEL RULES AND REGULATIONS**

1. All bonafide students of the College are eligible to get admission to the Hostels.
2. Parents / Guardians should comply strictly with the hostel rules and formalities of admission. They shall accompany the students seeking admission in the hostels, which will be done on a First-Come-First-Serve basis. The college authorities shall make all possible efforts to provide accommodation to all the students seeking hostel accommodation.
3. Every student admitted to the hostel shall pay a caution deposit, which will be refunded at the end of the course / exit from the hostel, whichever is earlier. The mess charges, room rents and establishment charges will be notified from time to time.
4. Admission to the hostel is made only for one year, with no right to admission for the subsequent year. The warden has every right to refuse admission or expel anyone without assigning any reason. Detained students will not be provided accommodation in the Hostels.
5. No student is allowed to stay in the hostel without the prior approval of the College authorities.
6. The allotment of room shall not be changed without the prior written approval of the Warden.
7. No student is allowed to vacate the hostel in the middle of an academic year.
8. The room rents and charges for amenities will not be refunded.
9. The inmates of the hostels should not stay in their rooms during the working hours of the College. In case they do, they should take prior permission from the hostel Warden, indicating clearly the reasons for their staying in the hostel rooms.
10. Inmates of the Girls hostel should be in their rooms by 8.30 p.m. and those of the Boys hostel by 10 p.m. Inmates will not be permitted to enter or leave the hostels after this time. Attendance / Roll Call would be taken after 8.30 p.m for Girls hostel and after 10 p.m. for Boys hostel. Those who would like to be away for any specific reason should obtain prior permission of the Principal to do so.

11. Students who absent themselves for ten days or more from the hostel would be removed from the rolls of the hostel. They should take prior permission from the Principal to do so, or else they would be severely dealt with. Leave of absence will be normally granted only with the permission of parent or guardian. Absence from the hostel at night without the Warden's prior permission will be viewed very seriously and dealt with accordingly.
12. The furniture, fixtures, and other equipments in the rooms are under the responsibility of the inmate(s). If there are any damages, the cost of repair or replacement will be collected from the concerned inmate. If the responsibility cannot be fixed, the cost will be recovered collectively from all the inmates. And, in addition to the cost of damage, an equal amount of fine will be levied.
13. Defacing the walls inside and outside of the room by writing slogans, damaging the hostel property and such other antisocial acts will be viewed seriously and dealt with accordingly.
14. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED.** It is also clearly informed that ragging is banned by the Government of Tamil Nadu. As such, any student involved in ragging will be expelled immediately not only from the hostel but also from the College. Further, the students involved will be handed over to the Police for appropriate action.
15. Hostel inmates are strictly prohibited from engaging themselves in any undesirable activity such as smoking, drinking, gambling, consuming drugs, etc., within the hostel premises. Any such activity will be viewed very seriously and will result in the immediate expulsion of the student from the hostel as well as from the College.
16. Inmates shall not hold any meetings inside the hostel premises.
17. Food shall not be served in the rooms under any circumstances. If the inmate is ill, the Warden would make necessary arrangements for the service.
18. Inmates of the hostels should not enter into the kitchen.
19. Strict discipline and a noise-free atmosphere should be maintained in the dining hall and in the hostel corridors. Any violation would lead to severe disciplinary action and expulsion from the hostel.
20. Day scholars are not entertained as guests in the hostel / mess. No visitor, friend or guest shall be allowed to enter or stay in the hostel.

21. Hostellers should pay the mess dues on or before the due date (i.e. 15th of the Succeeding month). A fine of Rs.10/- per day will be charged for late payment till the end of the month. Hostellers should collect and retain the copy of the payment receipt after the payment is made. If the dues are not paid till the end of the month, they will not be permitted to dine in the mess from the first day of the succeeding month.
22. Any complaint regarding the mess should be brought to the notice of the Warden in writing and students should not deal directly with the mess staff.
23. Students are advised not to keep money or valuables in their rooms. The authorities accept no responsibility whatsoever for articles or money lost by students who should keep their belongings safely under lock in their rooms. Further, students should keep their rooms properly locked while they leave the hostel.
24. The hostel generally would remain closed during the vacations. During this period the residents are not permitted to stay in the hostel since maintenance work has to be taken up then.
25. In all matters of hostel discipline, the decision of the Warden shall be final.
26. Not with standing any of the rules and regulations cited above, the Hostel / College authorities reserve the right of changing the rules and regulations, depending on the exigencies of the situation.
27. The authorized visitors alone be allowed to meet the inmates during the visiting hours between 4.00 P.M. and 6.00 P.M. on working days, and on holidays between 6.00 A.M. and 6.00 P.M. on production of their identity card.

**The authorized visitor shall be**

1. Family members
2. Local Guardian
3. Approved visitors

The photo identity card to these authorized visitors will be served at the time of student admission of the course.

28. No lady students will be allowed to go out on working days. On exceptional cases students will be allowed to go out with prior permission, they will also be allowed to go out on third Saturdays and Sunday of every month along with their parents or authorized visitors only with the prior permission of the warden. While returning back they should bring a letter from parents / authorized visitors for the stay with them.

- 29.** Late permission will be allowed twice in a month upto 8.00 P.M. with prior permission of the warden.
- 30.** Inmates should make entry in the register while going out and returning back to the hostel.
- 31.** The TV will be switched off during college working hours on all working days and by 10.00 P.M. on all days.
- 32.** Apart from the above rules the university authorities may issue any other instructions, guidelines for the smooth and efficient functioning of the hostel.

\*\*\*\*\*



## **CHAPTER - 15**

### **BYE-LAW: GRANT OF ACADEMIC AWARDS**

#### **(DEGREES AND DIPLOMAS)**

**(Framed as per Rule 26 of the Rules/MoA of the University)**

Note: The Provisions under this Chapter have been substituted with the provisions approved by the Board of Management in its meeting held on 08-03-2008 (Resolution No.10) and came in to force with effect from 08-03-2008. The substituted provisions are as follows:-

### **1. HONORARY DEGREE**

- a. The Board of Management may on the recommendation of not less than two-third's of its members confer Honorary Degree of Doctor of Science (D.Sc.) upon a person on the ground that he is by reason of eminent position and attachments or by virtue of his contribution to learning or eminent services.
- b. Honorary degrees shall be conferred only at convocation.
- c. The presentation of persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor.

### **2. CONVOCATION FOR CONFERRING DEGREES:**

- i. Convocations, for the purpose of conferring degrees shall ordinarily be held in March and November of every year.
- ii. Candidates who passed the examinations of the University and qualified for the award of the degrees shall be admitted to the respective degrees at convocation. The candidates may receive their degrees “**in person**” in the convocation and those who unable to come in person may collect their degrees “**in absentia**”.

### **3. DATE OF APPLICATION**

Candidates for all degrees including those who are to be admitted “in absentia” shall submit to the Registrar, their applications through the Principal of the College, where they had undergone the course, for admission to their degrees in the prescribed form with the prescribed fee 2 months before 18<sup>th</sup> March of every year or Notified date for the convocation. The names of all other candidates viz. those who have not applied for convocation but are eligible to receive the degrees will be listed out separately and appended to the “in absentia list” for admission in the convocation immediately following their qualifying examinations. The degree/diploma of the candidates thus admitted to the convocation without the applications shall be issued to them as and when they apply for the same and on payment of prescribed fee for “in absentia”.

#### **4. FEES**

The fee for admission to the degree/diploma “in person” and “in absentia” shall be as prescribed by the Board of Management from time to time for all the degrees.

#### **5. ADMISSION TO CONVOCATION A SECOND TIME FOR THE SAME DEGREE**

No candidate who has already proceeded to a degree and has been awarded his Degree shall be admitted to the same degree, a second time at a convocation, not withstanding that he may have qualified in an additional group or branch.

#### **6. ASSEMBLY OF BOARD OF MANAGEMENT**

The Chancellor (President), Pro-Chancellor, Vice-Chancellor, Dean of Faculties/ Principals of the constituent colleges who are presenting the candidates (Presenters), Registrar and Members of the Board of Management shall wear the academic robes prescribed and assemble in the designated room at the appointed hour.

#### **7. PRESIDING OFFICER OF THE CONVOCATION**

The Chancellor shall, by virtue of his office, be the head of the University and shall, when present, preside over the convocation of the University and confer degrees, diplomas or other academic distinctions, upon persons entitled to receive them.

In the absence of the Chancellor (President), the Pro-Chancellor shall preside and in his absence the Vice-Chancellor shall preside and in their absence another member of the Board of Management nominated by the Chancellor shall preside.

#### **8. BOARD OF MANAGEMENT MEETING IN THE PRESENCE OF CHANCELLOR TO CONFER DISTINCTIONS.**

The Board of Management shall meet in the presence of the Chancellor and approve the award of degrees and distinctions to the candidates who have been certified by duly appointed examiners to be qualified to receive the same.

##### **(a). Conferment of Honorary Degree**

The Vice-Chancellor will rise up and supplicate in the following terms:

“Mr.Chancellor, I request that the Board of Management may be pleased to confer the Honorary Degree of Doctor of Science (Honoris Causa) on –

(1) ...

(2) ...

the Chancellor shall then put the question:-

“DOES IT PLEASE YOU THAT THIS REQUEST BE GRANTED?”

The Board of Management Members shall assent by saying

“YES”

and the Chancellor shall say

“THIS REQUEST IS GRANTED”

(b). **Award of Degree/Diploma**

The Vice-Chancellor will rise up and supplicate as follows:

“Mr.Chancellor, I request that the Board of Management may be pleased to admit those persons, whom the Vice-Chancellor on the reports of the Examiners has certified to be qualified for the degree/diploma in the Faculty of Allied Health Sciences, Faculty of Dentistry, Faculty of Nursing, Faculty of Physiotherapy, Faculty of Bio Medical Sciences and Faculty of Engineering & Technology to the degrees/diplomas.

Whereupon the Chancellor shall put the question to the Board of Management Members-

“DOES IT PLEASE YOU THAT THIS REQUEST BE GRANTED?”

The Board of Management Members shall assent by saying

“YES”

and the Chancellor shall say-

“THIS REQUEST IS GRANTED”.

**9. PROCESSION**

When all the graces have been passed, the Chancellor, Pro-Chancellor, Chief Guest, Recipients of Honorary degree of science (Honoris Causa), Vice-Chancellor, Members of the Board of Management, Dean of Faculties/Principals of the constituent colleges who are presenting the candidates and the Registrar shall proceed in procession to the Hall in which degrees/diplomas are to be conferred. The order of procession is as follows:

1. Registrar
2. Dean of Faculties, Principals of the constituent colleges who are presenting the candidates (Presenters), Members of the Board of Management (in two rows)
3. Vice-Chancellor

4. Honorary Degree (Honoris Causa) awardees
5. Chief Guest
6. Pro-Chancellor
7. Chancellor

#### **10. ARRANGEMENT OF SEATS**

The Chancellor, the Pro-Chancellor, the Chief Guest, the Vice-Chancellor, Honorary Degree awardees, Members of the Board of Management, Dean of Faculties, Principals of the constituent colleges who are presenting the awardees (Presenters) and the Registrar and his/her staff shall be accommodated in the dais. Seats shall be provided in the Hall for the Members of the Authorities/Officers of the University.

#### **11. SEATING OF CANDIDATES**

The candidates shall wear the gowns pertaining to their respective degrees and shall be seated opposite to the Chancellor.

On the Procession entering the Hall the audience including the candidates shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Chief Guest, Honorary Degree Awardees, the Dean of faculties, the Principals of the constituent colleges who are presenting the candidates (Presenters), Registrar and Members of the Board of Management have taken their seats.

The Chancellor, the Pro-Chancellor, the Vice-Chancellor, Chief Guest, Honorary Degree awardees, the Dean of Faculties, the Principals of the constituent colleges who are presenting the candidates (Presenters), Registrar and Members of the Board of Management having taken their places, the Chancellor shall say:

This convocation of the Saveetha University has been called to confer degrees upon the candidates who in the examinations recently held for the purpose have been certified to be worthy of the same.

#### **12. AWARD OF DEGREE (HONORARY CAUSA):-**

The Vice-Chancellor shall read the citation. The dignitary on whom the honorary degree is to be conferred shall rise up and receive the Degree/Certificate from the Chancellor.

#### **13. CONVOCATION ADDRESS**

The Chancellor shall say, "I invite the Chief Guest to address the candidate".  
The Chief Guest will deliver the convocation address.

#### **14. PRESENTATION OF DEGREE -- RECIPIENTS:-**

As soon as the Chief Guest has resumed his seat, the Chancellor shall say:

“Let the candidates be now presented”.

(a). The Dean/Principal who presents the candidates, shall bow to the Chancellor, proceed to the podium and shall say; “Mr. Chancellor, I present unto you \_\_\_\_\_ candidates for award of prizes and medals and present the names of candidates for award of prizes and medals.

As their names are announced the candidates will come one by one to the stage and receive the prizes and medals from the Chancellor.

They will go up by the steps on one side, receive the award and go down by the steps on the other side.

Candidates receiving the degree of Doctor of Philosophy (Ph.D.) shall be presented next by the Dean/Principal concerned.

(b). The Dean/Principal shall bow to the Chancellor and proceed to the podium and say: “Mr. Chancellor, I present unto you those candidates who have been certified by duly appointed examiners to be qualified to receive the degree of \_\_\_\_\_ in the faculty of \_\_\_\_\_.

He will read out the names of the candidates one by one as they come up on the stage and receive the certificate from the Chancellor.

In the same manner: -

(c). The Dean/Principal concerned will present the candidates who are qualified to receive PG degrees in various branches in the faculties of Dentistry.

(d). The Dean/Principal concerned will present the candidates who are qualified to receive the PG degrees in Nursing.

(e). The Dean/Principal concerned will present the candidates who are qualified to receive the PG degrees in Physiotherapy.

(f). The Dean/Principal concerned will present the candidates who are qualified to receive the PG degrees in Engineering & Technology.

(g). The Dean/Principal concerned will present the candidates who are qualified to receive the UG degrees in Dentistry.

(h). In the same manner the Dean/Principal concerned shall present the candidates qualified in other UG degrees and diplomas.

As the names of the candidates are read by the presenter the candidates shall go over to the stage and receive the certificates.

(i). The Dean/Principal concerned will present the candidates for various degrees and diplomas “in absentia”. He will say,

“ Mr. Chancellor, I move that the candidates who could not be presented in person, as per the list annexed who have also been certified by duly appointed examiners to be qualified to receive the various degrees in the faculties of the Saveetha University be admitted to the respective degrees, “in absentia”.

He shall then read out only the total no of candidate, degree wise in each faculty.

### **15. ADMINISTRATION OF OATH**

The Chancellor will say “Let all the candidates stand up and take the pledge”. The Chancellor will read out the pledge and the candidates shall repeat after him.

#### **PLEDGE**

**“WE SHALL, IN THOUGHT, WORD AND DEED BE EVER ENDEAVOUR, TO BE SCRUPULOUSLY HONEST, IN THE DISCHARGE OF OUR DUTIES, IN OUR PROFESSION AND SHALL UPHOLD THE DIGNITY AND INTEGRITY OF OUR PROFESSION AND THE HONOUR OF THE UNIVERSITY.**

**WE SHALL UPHOLD, AND ADVANCE SOCIAL ORDER, AND THE WELL BEING OF OUR FELLOW MEMBERS, AND SHALL DEVOTE ALL OUR ENERGY, TO PROMOTE THE UNITY, INTEGRITY AND THE SECULAR IDEAL OF OUR COUNTRY”.**

### **16. CHANCELLOR’S AUTHORIZATION**

While the Candidates remain standing, the Chancellor shall say, -

“BY VIRTUE OF THE AUTHORITIES VESTED IN ME AS CHANCELLOR OF THE SVEETHA UNIVERSITY, I ADMIT YOU TO THE DEGREES AND DIPLOMAS OF THE SURGERY, MEDICINE, DENTISTRY, NURSING, PHYSIOTHERAPY, ENGINEERING & TECHNOLOGY AND ALLIED SCIENCES FACULTY FOR WHICH YOU HAVE BEEN DECLARED QUALIFIED IN THIS UNIVERSITY AND IN TOKEN THEREOF YOU HAVE BEEN PRESENTED WITH THOSE DEGREES AND I AUTHORIZE YOU TO WEAR THE ROBES ORDAINED, AS THE INSIGNIA OF YOUR DEGREES”.

## **17. RECORD OF DEGREES**

When all the candidates have been presented, the Registrar shall lay the record of the degrees that have been conferred before the Chancellor who shall sign the same.

## **18. DISSOLUTION OF CONVOCATION:**

After the record has been signed, the Chancellor, the Pro-Chancellor, the Vice-Chancellor, The Chief Guest, Recipients of Honorary Degree of Doctor of Science (Honorary Causa), the Deans of faculties, the Principals of the constituent colleges (presenters), Registrar and the Members of the Board of Management shall rise up and the Chancellor shall say:-

I dissolve this Convocation.

## **19. PROCESSION:**

Then the Chancellor, the Pro-Chancellor, the Vice-Chancellor, The Chief Guest, Recipients of honorary degree of Doctor of Science (Honorary Causa), the Deans of faculties, the Principals of the constituent colleges (presenters), Registrar and the Members of the Board of Management shall retire in procession to the designated room; the Graduates standing.

## **ACADEMIC ROBES**

The academic robes for the Chancellor, Pro-Chancellor, Vice Chancellor, Members of the Board of Managements, Academic Council, Dean of Faculties, those who are presenting the candidates (presenters), the Registrar and the candidates for the Degree shall be as prescribed;

### **CHANCELLOR**

A white shirt with full sleeve and Dhoti. The Convocation Stole (Angavastra) Should Navy blue with Green border, Printed with University name and Logo in Gold colour & Turban / Talaippakai.

### **PRO-CHANCELLOR**

A white shirt with full sleeve and Dhoti for Men and An Ivory colour saree and blouse with Golden border for women. The Convocation Stole (Angavastra) Should Navy blue with Green border, Printed with University name and Logo in Gold colour & Turban / Talaippakai.

### **VICE-CHANCELLOR**

A white shirt with full sleeve and Dhoti for Men and An Ivory colour saree and blouse with Golden border for women. The Convocation Stole (Angavastra) Should Navy blue with Green border, Printed with University name and Logo in Gold colour & Turban / Talaippakai.

### **REGISTRAR**

A white shirt with full sleeve and Dhoti for Men and An Ivory colour saree and blouse with Golden border for women. The Convocation Stole (Angavastra) Should Navy blue with Green border, Printed with University name and Logo in Gold colour & Turban / Talaippakai.

### **MEMBERS OF BOARD OF MANAGEMENT, DEAN OF FACULTIES AND THOSE PRESENTING CANDIDATES TO THE CHANCELLOR**

A white shirt with full sleeve and Dhoti for Mens and An Ivory colour saree and blouse with Golden border for womens. The Convocation Stole (Angavastra) Should Navy blue with Green border, Printed with University name and Logo in Gold colour & Turban / Talaippakai.

### **ALL UNDER GRADUATES**

The men candidates should wear off white shirt with full sleeve and Dhoti. The women candidate should wear Ivory colour saree and blouse with Golden border. The Convocation Stole (Angavastra) Should Peacock blue with Navy Blue border, Printed with University name and Logo in white colour & Turban / Talaippakai.

### **ALL POST GRADUATES**

The men candidates should wear off white shirt with full sleeve and Dhoti. The women candidate should wear Ivory colour saree and blouse with Golden border. The Convocation Stole (Angavastra) should Red with Navy blue border, Printed with University name and Logo in White colour & Turban/Talaippakai.



### **Ph.D**

The men candidates should wear off white shirt with full sleeve and Dhoti. The women candidate should wear Ivory colour saree and blouse with Golden border. The Convocation Stole (Angavastra) should Ivory colour with Navy Blue, Printed with University name and Logo in blue colour & Turban / Talaippakai.

### **HONORARY DEGREES**

A light blue colour velvet gown with full inner lining in superior sateen silk for body and sleeves fixed with 1 ½ gold zari lace for fronts and round the sleeves.

### **CHIEF GUEST**

A light red colour velvet gown with full inner lining in superior sateen silk for body and sleeves fixed with 1 ½ gold zari lace for fronts and round the sleeves.

\*\*\*\*\*

## **CHAPTER – 16**

### **CONDITIONS OF SERVICES OF THE OFFICER AND NON TEACHING STAFF OF THE DEEMED UNIVERSITY**

#### **I. OFFICERS OF THE DEEMED UNIVERSITY**

**The following shall be Officers of the Deemed University**

- 1) The Vice Chancellor
- 2) The Registrar
- 3) The Finance Officer
- 4) The Controller of Examinations
- 5) The Deputy Registrars  
and
- 6) The Assistant Registrar or any other Officer's appointed by the Board of Management.

#### **1) THE VICE-CHANCELLOR:**

The Method, terms and conditions of appointment and his powers and functioning shall be as per Rule 15(b) of the Rules of the Deemed University

#### **2) THE REGISTRAR:**

- a) The method of appointment, and his duties shall be as per Rule 15(d) of the Rules of the Deemed University
- b) The Salary and other monetary benefits of the Registrar shall be as fixed by the Board of Management.

#### **3] FINANCE OFFICER:**

- c) The method and terms of appointment and his duties shall be as per Rule 15 (e) of the Rules of the Deemed University.
- d) The salary of the Finance Officer shall be fixed by the Board of Management in consultation with the Vice-Chancellor.

#### **4] THE CONTROLLER OF EXAMINATION**

- e) It shall be competent for the Board of Management to appoint Controller of Examination and fix his salary.

f) The Controller of Examination shall be in charge of conducting Examination of the Deemed University and perform all functions incidental thereto and he shall be under the direct control of the Vice-Chancellor and shall perform such other duties as may be prescribed by the Board of Management or as required by the Vice-Chancellor.

g) He shall route all papers having a bearing on the Institution Administration or on the decisions of any of the bodies of the Deemed University through the Registrar.

**5] DEPUTY REGISTRAR**

h) It shall be competent for the Board of Management to appoint Deputy Registrar and fix his salaries and duties.

**6] ASSISTANT REGISTRAR**

i) It shall be competent for the Board of Management to appoint Assistant Registrar and fix his salaries and duties.

7] Any such other officers have such powers appointed by the Board of Management.

**II. NON TEACHING STAFF OF THE DEEMED UNIVERSITY**

The power of creating and abolishing appointments, temporary or permanent, in the superior and inferior establishment of the Deemed University, is vested with the Board of Management

**The staff shall be classified as follows:**

**a] “Permanent staff”** means a staff member appointed in a permanent budget vacancy and whose appointment has been confirmed in a written order

**b] “Probationer”** means a staff who is provisionally employed to fill a permanent vacancy. All employees of the Deemed University shall be required to be on probation for a period of one year from the date of joining. This rule, however, does not apply to such persons employed on contract basis. An employee will be considered to have been confirmed when his/her probation is declared and written orders issued to that effect. The period of probation may be extended at the discretion of the Board of Management. If at the end of the extended period of probation, the probationer’s work is found to be unsatisfactory, his/her service will be dispensed without notice. A probationer is not entitled to be confirmed or to be treated as a permanent staff by the reason alone of his/her completing the probation period.

c] The appointment of a probationer is liable to be terminated at any time during the probation period originally prescribed or subsequently extended without assigning any reason and without notice or compensation in lieu of notice.

d] If a permanent staff is appointed in a different post, he/she may at any time during the probation period be reverted to his/her old permanent post at the discretion of the Board of Management, if his/her service is found unsatisfactory, in the different post, the probation in such cases shall be as fixed by the Board of Management.

e] **“Temporary staff”** is one who has been appointed for a limited period of work or project which is of an essentially temporary nature or who is employed temporarily as an additional employee in connection with temporary increase of work of a permanent nature.

f] All staff under special funds/projects shall be deemed to be temporary and the appointment shall stand terminated on completion of the project without any notice or assigning any reason.

g] **“Contract Staff”** is one who is employed to vacant posts on contract basis. The employees appointed on contract basis will be considered purely on contract and they are not eligible for any other benefits apart from the contract amount.

h] **“Leave Vacancy”** As a rule, substitutes for vacancies of less than 30 days will not be appointed, when the vacancy continues beyond 30 days, suitable persons may be appointed for the specific period, the persons so appointed for the Leave Vacancy will not be eligible for any other benefits apart from the consolidated salary. And their tenure will lapse at the end of the specific period.

i] **“Casual staff”** is one who is employed for work of a casual nature of some unexpected or unforeseen work of short duration or to meet the requirement of an emergency or during the absence of regular employees.

j] **“Apprentice trainee”** is one who is engaged essentially in learning and work and includes a person who is undergoing apprentice training in a designated skill in pursuance of a contract of apprenticeship.

## **2] ALTERATION OR CORRECTION OF DATE OF BIRTH**

a] If at the time of appointment, a candidate claims that the date of birth entered in the S.S.L.C Book or matriculation register is different from his real date of Birth, he shall apply to the Board of Management with clear proof of his real date of birth explaining how the mistake has occurred. In this regard the decision of the Board of Management shall be final, whether to accept or reject the application of the candidates.

b] After a person entered into the service, he is entitled to file such application along with proof as stated supra for alteration of his date of birth to the Board of Management within 5 years of entering into the service and the decision of the Board of Management is final.

c] After a person entered service, if it is found that the date of birth entered in the service register is different from the entry in his SSLC book and mistake is due to clerical error or otherwise wrong entries, application should be made to the Board of Management. Such correction in the office records shall be made by the Registrar on such application being forwarded to him by the Board of Management.

No person shall be appointed to the substantive post on permanent basis without his producing a medical certificate from a Gazetted Medical Officer/ Deemed University Medical Officer.

### **3] CONFIRMATION**

On satisfactory completion of the period of probation, the Board of Management may confirm an employee if found satisfactory in the service by a written order in the post he was recruited. If he is not so confirmed by receiving a letter of confirmation in writing, his probationary period shall automatically stands extended till the date of his confirmation.

### **4] CONFIRMATION AFTER PROMOTION**

The power of confirmation on promotion will be within the power of Board of Management for the post. A promotee shall be on probation in the promoted post for a period of one year. If his service is found to be unsatisfactory by Board of Management, his probation will be extended further and there after, if found to be not satisfactory, he may be reverted back to his original position or otherwise promotion will be confirmed in the promoted post. The Board of Management may decide promotions based on merit and ability.

### **5. TRANSFER**

All staffs are liable for transfer from time to time to any branch, department or any of the Colleges of the Deemed University and the employee has to follow the rules and regulations of the Colleges to which he is transferred.

### **6. DEPUTATION**

The employees may be deputed from one College to another of the Deemed University and the employee has to follow the rules and regulations of the said college where he is deputed.

\*\*\*\*\*

## **CHAPTER - 17**

### **PAY AND ALLOWANCES**

#### **1. ACCRUAL AND CESSATION OF PAY AND ALLOWANCES**

- (i) The pay and allowances of the employee shall be fixed by the Board of Management.
- (ii) Subject to the provisions of these Rules pay and allowances of an employee shall accrue from the date of commencement of his service and shall cease to accrue from the date of cessation of his service.

#### **2. ADJUSTMENT OF PAY AND ALLOWANCES ON CHANGE OF CHARGE**

- (i) In case of change of charge by appointment, transfer, promotion, demotion or otherwise, an employee shall commence to earn the pay and allowances for the post to which he is appointed, transferred or promoted or demoted with effect from the day in the forenoon of which he assume the duties of the post; or else from the working day following the day on which the charge is taken over.
- (ii) In special cases where the nature of work demands, the Board of Management, under specific orders may sanction the extra allowances to the employee concerned.
- (iii) Persons appointed on contract, on full-time or part-time basis, may be paid a consolidated amount as honorarium as fixed by the Board of Management. The service conditions of such employees shall be as mutually decided between the person so employed and the Deemed University.

#### **3. INCREMENT**

- (i) Granting of increment will be considered and effected only in the month of June every year for the permanent employee of the Deemed University. The probationers are not eligible for an increment. To be eligible for the increment the employee should have completed the probation atleast by December of the previous year. An employee who has absented himself for 15 days without prior permission/sanction, either continuously or intermittently during the course of that year is not eligible for increment. In case the same mistake is committed for the subsequent year, he shall be liable to be terminated from the services of the Deemed University.
- (ii) Increment is granted to the permanent employee if the performance and conduct are reported to be satisfactory by the concerned Superior/Head of the department.

(iii) The quantum of increment will be decided after evaluating the employee's performance.

(iv) An increment shall ordinarily be drawn as a matter of course unless it has been withheld. Such increment shall be given to a clerk only on production of a certificate from the officer under whom he is working to the effect that the work and conduct of the employee during the period which counts for the increment have been such as to justify the grant of the increment. An increment may be withheld for the Deemed University servant if his conduct has not been good or his work has not been satisfactory. The Board of Management is empowered to withhold increment. In such cases the authority shall intimate the period of such withhold and its effect in postponing future increment.

#### **4. RECOVERY**

All employees are expected to keep the work area clean & handle the equipment and Instruments with utmost care and maintain satisfactory working condition at all times. The statutory recovery, loss or damage caused to the Institution property, fine or penalty will be recovered from the concerned employee's salary.

\*\*\*\*\*

## **CHAPTER – 18**

### **1. DUTIES AND RESPONSIBILITIES**

A Whole time employee of the Deemed University shall not accept any additional engagement or any employment in any other place except with the prior written sanction from the Board of Management.

- (i) It shall be competent to the Board of Management to draw its employees for certain additional work apart from their regular employment either with or without the claim of remuneration and such additional remuneration shall be fixed by the Board.
- (ii) Although the normal work will consist of the duties assigned in the capacity of the individual, an employee at any time may be called upon to discharge any other duties which in the opinion of the Deemed University are within the capacity and ability of the employee to discharge. The employee will undertake and discharge those duties with diligence and care.
- (iii) It shall be duty of every employee to show good conduct himself/herself in the campus and in relation with students, colleagues, fellow workers and patients and has to be worthy of ideals set out by the Deemed University and other authorities.
- (iv) The employees should strictly comply with all the rules & regulations of all departments of the College and Hospital.

### **2. SERVICE RECORD**

The Service Register/Record shall be maintained for every employee showing among other things like the basic Bio-data, the date of birth, the scale of pay on which he/she is appointed, the increments given from time to time etc. leave availed of, transfers, promotions, suspensions, punishments, dismissal/retirement etc. The Register/Record shall be initiated, immediately an employee is appointed to a position in the Deemed University.

### **3. WORKING HOURS, LATE PERMISSION, LEAVE AND HOLIDAYS**

- a) The working hours of the colleges will be as per the direction of the Board of Management prescribed from time to time. The hospital/hostel/essential staff will be working in shifts round the clock.
- b) All the employees of the Deemed University shall be present at their work spot during the working hours assigned to them. If any employee does not attend to the work punctually the same will be recorded by the concerned superior and the cumulative records of such late attendance will be forwarded to the higher authorities for necessary action.



- c) All staff shall be expected to be present at the place of work at the appointed time and start their work immediately. Every staff member shall record the time of attendance and departure each day in the manner prescribed by the Board of Management from time to time. Any staff failing to punch the card or record the time as above is liable to be marked absent.
- d) No staff shall leave his/her place of work without informing the Head of the Department/Unit and obtaining permission to leave.
- e) All employees should be punctual in their duties. Late coming is allowed only twice in a month upto a maximum of 10 minutes duration. More than 2 late comings, every single late coming will be considered as ½ a day leave and treated as loss of pay. Two hourly permissions are allowed in a month up to a maximum of 1 hour duration at one time only with the prior approval of the competent authority.
- f) Any staff who after reporting for duty leaves his/her proper place of work during any period of working hours or without the permission of his/her head of the department/unit or without sufficient reason shall be liable to be treated as absent without leave for the whole day.

\*\*\*\*\*

## **CHAPTER - 19**

### **CESSATION, DISCHARGE, TERMINATION, SUPERANNUATION AND RETIREMENT**

#### **1. CESSATION**

In case of termination or retirement from service:

(i) An employee shall hand over all the Documents, Papers, slides, CDs, Reference Books, Equipment etc., belonging to the Deemed University which have been entrusted during the course of employment. If any loss or damage made to college property should be made good before getting relieved. Only after getting a No Dues Certificate from the concerned departments the relieving order will be issued.

(ii) An employee shall cease to be in employment to Deemed University from the date of such termination or retirement.

#### **2. DISCHARGE OR TERMINATION OF SERVICE DURING PROBATION**

At any time during the period of probation including extension thereof, if any or at the end of such period, if the employee's work or conduct has not been found satisfactory, his services may be terminated without assigning any reason and any notice.

#### **3. DISCHARGE OR TERMINATION OF SERVICE AFTER CONFIRMATION**

After confirmation, the employee (Other than Academic Staff) may be discharged or terminated from the services of Deemed University by giving required notice period as prescribed hereunder or pay salary in lieu of notice. The employee may leave or discontinue from the service of the Deemed University after giving the required period of notice in writing or pay salary in lieu of notice.

The academic staffs are allowed to resign, leave or discontinue from the service only at the end of academic year. They have to give three months notice on or before 31<sup>st</sup> January of the year, so that they could be relieved on 30<sup>th</sup> April and no cash payment of the salary in lieu of notice will be accepted.

The Non -Academic staffs are allowed to resign, leave or discontinue from the service only at the end of academic year. They have to give one month notice on or before 31<sup>st</sup> March of the year, so that they could be relieved on 30<sup>th</sup> April and no cash payment of the salary in lieu of notice will be accepted.

#### **4. DISMISSAL**

If information furnished by any employee regarding the qualification, previous experience, employment etc., are found to be incorrect or not true or not acceptable to the Council or University, he/she will be liable for dismissal and such further action as the Board of Management deem fit.

#### **5. STOPPAGE OF WORK OR CLOSURE**

Any staff affected by stoppage of work or closure will not be considered as discharged from service but as temporarily unemployed and will not be entitled to salary or allowances during such unemployment. Whenever practicable, reasonable notice shall be given for the resumption of normal work to the staff and the staff who present themselves for work when the normal working is resumed shall be allowed to resume work.

#### **6. BENEFITS**

On unfortunate death of an employee, amount due standing to the credit of the deceased will be paid to the person nominated by the employee/legal heir.

On retirement, amount due if any outstanding to the credit of the employee in his/her account will be disbursed to his/her nominee/legal heir.

Change from one category to another category will be taken-up during the month of April every year.

Such of those employees who are terminated or resigned from the services of the University are not entitled to any benefits.

#### **7. EMPLOYEES PROVIDENT FUND**

Every Deemed University employee on confirmation shall subscribe monthly to the Employee's Provident Fund an amount prescribed. It shall be covered by the Employees Provident Fund Act of the Govt. of India.

#### **8. GRATUITY**

The Board of Management is entitled to prescribe condition and payment of Gratuity to the employee of the Deemed University.

#### **9. GROUP SAVINGS LINKED INSURANCE SCHEME**

The Deemed University is covering the confirmed employees under Group Savings linked Insurance Scheme through Life Insurance Corporation of India.

The Deemed University will contribute monthly installments to Life Insurance Corporation of India in respect of the eligible Employees depending upon their Grade/Category.

**The details of G.S.L.I scheme are as follows:**

<b>CATEGORY</b>	<b>DESIGNATION</b>	<b>INS.AMOUNT</b>
<b>A</b>	Dean, Director, Principal, Professor, Asst. Professors, Registrar, Admn.Officer, Finance Officer, COE, Consultants, Doctors , Chief Engineer etc.	<b>2,50,000</b>
<b>B</b>	Sr. Lecturer, Lecturer, Asst. Lecturer, Clinical Instructor, Personnel Officer, Accounts Officer, AR, DIR, Tutor, Anaesthetist, Junior Consultants, Duty Medical Officer, Accountant, Executive Secretary, Internal Auditor, EDP Supervisor, Store Keeper, Nursing Superintendent, Librarian, Physical Education Director/Directorees etc.	<b>2,00,000</b>
<b>C</b>	All Clerical / Technical Staff	<b>1,50,000</b>
<b>D</b>	All Workers	<b>75,000</b>

#### **10. RETIREMENT**

The maximum age limit as prescribed by the University for all employees is 55 years for Non Teaching staff and 60 years for Teaching staff. However for outstanding individuals, the age limit may be extended to a stipulated period as decided by the Board of Management.

#### **11. GENERAL**

The Deemed University has the right to add, change, modify, alter or amend the Rules at any time without assigning any reason whatsoever in the interest of the University and any such addition, modification, alteration, deletion or amendments will replace the existing clauses then and there.

\*\*\*\*\*

## **CHAPTER – 20**

### **LEAVE RULES**

#### **A. GENERAL**

There shall be common leave rules for all the Institutions under Saveetha Institute of Medical and Technical Sciences.

1. Leave shall be granted in accordance with the “Leave Rules”.
2. For the purpose of leave, the Leave Year shall be reckoned from 1st January to 31st December.
3. Leave cannot be claimed by any employee as a matter of right.
4. No employee shall absent himself or herself from work unless leave is sanctioned.
5. Holidays falling within the period of leave shall be counted as part of leave.
6. Normally leave application shall be made in prescribed forms.
7. All leave applications shall be forwarded to the Authority concerned for sanctioning with the recommendation of the Head of the Department/Principal.
8. A record of all sanctioned leave shall be maintained in a register in the Office.
9. While applying for the leave, the employee should make substitute arrangements and get the signature from the substituting faculty in the leave form.
10. The Authority concerned shall be the competent authority to sanction leave.
11. Leave applied for or sanctioned under these Leave Rules may be revised or revoked by the Authority concerned depending upon the necessities and/or exigencies of work.
12. No leave can be taken during any of the inspection days. If there is any surprise inspection, a staff on leave should report to college within one hour from the time of intimation.

#### **B. CASUAL LEAVE**

12 days per year calculated on pro-rata basis. Unavailed leave will lapse at the end of the calendar year. Casual Leave can either prefix or suffix any holidays.

#### **C. MEDICAL LEAVE/SICK LEAVE**

Every employee is entitled to avail 6 days Medical Leave per year on pro-rata basis. It can be accumulated up to 30 days. The Unavailed leave can be carried to the following calendar year. Medical Leave can either prefix or suffix any holidays. The employee applying for more than 15 days of Medical Leave in one spell shall appear before the Medical Board of the university, obtain and submit the opinion of the Medical Board for sanction of Medical Leave applied by him/her.

#### **D. ACADEMIC LEAVE/SPECIAL CL**

10 days per year (Applicable for Teaching Staff)

#### **E. STUDY LEAVE**

The study leave will be granted to any staff on loss of pay at the discretion of the Board of Management. The study leave shall be granted to an employee only after five years of service in this University. Any part time studies should be done only with the prior permission from the Board of Management.

#### **F. EARNED LEAVE**

(Only for permanent employees i.e. those who have completed one year of Continuous service) 12 days per year on pro-rata basis (can be accumulated up to 45 days. (No encashment). Can avail a maximum of three weeks EL at a time. The Earned Leave availed with prefixing and suffixing any holiday and the intervening holidays will also be counted as leave.

#### **G. Holidays**

The Deemed University may from time to time declare the number of holidays to be observed for the each category depending on the nature of work. In addition one restricted holiday can be availed by the staff on any other regional/religion festivals. Heads of the department should make sure that the department work should not be affected when sanctioning the restricted leave for the staff.

#### **H. VACATION**

1 Week (7 days) of vacation (Either in Summer/Winter - Applicable for Teaching Staff).

#### **I. SATURDAY**

3rd Saturday will be holiday for all the Institutions. Hospital/Clinics will be functioning with sufficient staffs. Those who are working on 3<sup>rd</sup> Saturday can avail compensatory leave. Such Compensatory leave should be availed within one month from the date on which the actual duty performed.

#### **J. MATERNITY LEAVE**

Married female permanent employee can avail Maternity leave for a period 2 months. Such leave shall be granted for first two confinements only. The leave salary admissible during the period of maternity leave shall be at the maximum of 2 months period and the same will be disbursed along with the salary after rejoining duty on production of medical and birth certificates.

## **K. LEAVE ON LOSS OF PAY**

It is not an absence of any kind of leave. If any employee who has exhausted all types of leave in a year and when he takes further leave, it is called absence on Loss of Pay (i.e.) for which he/she is not entitled for pay or salary.

The period of absence on loss of pay availed by an individual will not count for experience or service or for increment or for promotion. If, absence on loss of pay is availed for more than 2 months it will be treated as break in service /experience.

Unauthorized absence from duty (i.e.) without prior sanction of the competent authority; - (1) for more than 15 days, in the case of temporary employee, will attract removal of his/ her name from the rolls of the Institution/University (i.e.) termination from service without any notice, (2) for more than 30 days, in the case of permanent employee, will attract disciplinary action against him for removal of his/her name from the rolls of Institution/University (i.e.) for termination of the service from the Institution /University.

## **L. LEAVE DURING NOTICE PERIOD**

The academic staffs are allowed to resign, leave or discontinue from the service only at the end of academic year. They have to give one month notice on or before 31st March of the year, so that they could be relieved on 30th April except Medical college academic staffs. The Medical College academic staffs have to give three months notice on or before 31st January of the year, so that they could be relieved on 30th April and no cash payment of the salary in lieu of notice will be accepted.

The Non -Academic staffs are allowed to resign, leave or discontinue from the service only at the end of academic year. They have to give one month notice on or before 31st March of the year and no cash payment of the salary in lieu of notice will be accepted.

Staffs are not allowed to take any leave during the notice period. If leave is taken, the notice period will be recalculated from the date of rejoining after the leave.

## **M. PROCEDURE FOR THE GRANT OF LEAVE**

### **a). AUTHORITIES EMPOWERED TO GRANT LEAVE**

1. All the leave of the teaching staff shall be submitted to the Principal through the respective Head of the Department in the prescribed format for sanction.
2. All the Principals of the respective colleges shall submit the leave letter to the Registrar Office.
3. All the Administrative Officers, staff and other non-teaching staff should submit their leave letter through their direct superior to the Registrar for sanction.
4. Wilful absence from duty after the expiry of leave may be treated as misconduct.

### **b). POWER TO REFUSE OR RECALL AN EMPLOYEE ON LEAVE**

Leave cannot be claimed as a matter of right by an employee. When the exigencies of the service so require, discretion to refuse, reduce or revoke leave of any description is reserved to the authority empowered to grant it and an employee already on leave may be recalled by such authority when it considers such action necessary in the interest of the Deemed University.

### **c). OBLIGATION TO FURNISH LEAVE ADDRESS**

An employee before proceeding on leave shall intimate his/her leave address and contact telephone number to the authority granting leave and shall keep the said authority informed of any change in his/her address and contact telephone number so intimated.

### **d). LAPSE OF LEAVE ON CESSATION OF SERVICE**

Leave earned by an employee shall lapse on the day on which he ceases to be in service.

\*\*\*\*\*



## **CHAPTER – 21**

### **THE EMPLOYEES CODE OF CONDUCT RULES**

1. This employees conduct rules shall apply to every person appointed by the Deemed University including the part time / contract, Adhoc and Temporary appointees.

#### **2. LIABILITY TO ABIDE BY THE RULES AND ORDERS**

Every employee shall confirm to and abide by rules including the Employees Code of Conduct Rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person under whose jurisdiction, superintendence or control he may be placed. Ignorance of the rules cannot be an excuse.

#### **3. EMPLOYEES TO PROMOTE THE INSTITUTION'S INTEREST**

Every employee shall serve the Deemed University honestly and faithfully and shall use his utmost endeavors to promote the interests of the Deemed University and shall show courtesy and attention in all transactions and interactions with every person with whom he may be in contact in his capacity as an employee of the Deemed University. Every employee whether uninformed or not, shall dress properly, neatly and presentably always and every employee present a cheerful and dignified appearance. Employees shall spend their time on work and shall avoid wasting time on gossiping/purposeless talk. They should go about as silently as possible with their duties. Board of Management may prescribe other rules from time to time to observe decorum and discipline.

4. Every employee of the Deemed University shall be required:-

- i. To maintain absolute integrity
- ii. To maintain devotion to duty
- iii. To confirm and abide all the rules and regulations of the University.
- iv. To abide all lawful orders and direction in the course of official duties by any person or persons to whom he/she is sub-ordinate in the service of the Deemed University, he/she shall not involve anti-social activity or create any communal disharmony.

5. No employee should use his/her position or influence directly or indirectly to secure any benefits.
6. No employee shall take part in any election except prior written permission from the Board of Management.
7. No employee can join in any association the object or activities which are prejudicial to the interest and Sovereignty and integrity of India or to the interest of the Deemed University or public order.

8. No Employee shall participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the state, the interest of the Deemed University, public order or morality or which involves contempt of Court and defamation including inciting the students against other students or employees of the Deemed University or administration or in any way abet or any form of strike or coercion or physical duress in connection with any matter pertaining his service or the service of any other employee or any other service of employees of the Deemed University.
9. No employee shall except previous sanction of the Deemed University, ask for or accept contribution or otherwise associate himself to receive any funds or other collection in cash / cheque or any kind.
10. No employee shall except with previous sanction of Deemed University engage directly or indirectly in any trade or business or to undertake any other employment.
11. No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his interest or interest of any other person in respect of matters pertaining to his service or in respect of any other matter involving pecuniary or other benefits to him.
12. No employee shall involve intoxicating drinks or drugs or posses any of them in the Deemed University premises.
13. An employee shall not make representations to the Board of Management/Academic council or Government or to any authority of the Deemed University directly and all such representations shall be made through the proper channel.
14. An employee of the Deemed University except in accordance with any general or special order of the Board of Management or in the performance in good faith of the duties assigned to him, shall not communicate directly or indirectly any official documents or information to any employee or to any other person to whom he is not authorized to communicate such documents or information.
15. Concerted or organized refusal on the part of the employee to receive their pay shall constitute misconduct.
16. An employee of the Deemed University may be placed under suspension where an enquiry into charges is either pending or contemplated against him.
17. An employee of the Deemed University who is placed under suspension shall be paid subsistence allowance during the period of suspension, not exceeding one half of the basic pay and such proportions of the allowances as the Board of Management may determine.

\*\*\*\*\*

## **CHAPTER – 22**

### **MISCONDUCT**

I. The following acts and omissions shall be deemed to be acts of misconduct.

- i. Careless work
- ii. Laziness or neglect of duty
- iii. Improper behaviour
- iv. Late attendance
- v. Unhygienic act or committing nuisance on the premises of the Deemed University
- vi. Wearing unclean uniform or lack of personal cleanliness
- vii. Absence without permission from place or places of work during working hours.
- viii. Failure to carry identification card/token
- ix. Smoking in prohibited areas other than those specified as dangerous.
- x. Breach of any rule or instruction
- xi. Loitering and idling or wasting of time.
- xii. Willful insubordination or disobedience whether alone or in combination with other, or any lawful and reasonable order of a superior.
- xiii. Striking work either singly or with other employees.
- xiv. Theft, fraud or dishonesty in connection with Deemed University business or property.
- xv. Taking or giving bribes or any illegal gratification whatsoever.
- xvi. Absence without leave or permission
- xvii. Breach of any of these rules
- xviii. Collection of any money within the premises of the Deemed University for any purpose not authorized by the management.
- xix. Engaging in trade within the premises of the Deemed University.
- xx. Drunkenness or riotous or disorderly behavior in the premises of the Deemed University or any act subversive of discipline.

- xxi. Gross neglect of work or habitual negligence.
- xxii. Failure to wear the uniform, dress code or clinical/lab coats while on duty
- xxiii. Breach of any rule or instructions for the maintenance or the running of any department or of any portion of the Deemed University.
- xxiv. Sleeping while on duty.
- xxv. Distribution or exhibition within the premises of the Deemed University of any bill or pamphlets or posters without the previous sanction of the Board of Management.
- xxvi. Breakage or damage to work or to any equipment or property of the college.
- xxvii. Failure to observe duty notified safety instructions or interference with any safety device or equipment installed within the University.
- xxviii. Willful slowing down in performance of work, or abatement or instigation thereof.
- xxix. Using machines or equipment or process not connected with work allocated, assigned or directed.
- xxx. Refusal to receive or take delivery of notices, letters or of any communication from the Board of Management.
- xxxi. Breach of any law applicable to the Deemed University.
- xxxii. Gambling or any such act within the premises of the Deemed University.
- xxxiii. Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee, salary, wages or honorarium, emoluments or profits without obtaining the prior sanction of the management.
- xxxiv. Malingering
- xxxv. Attending or holding meeting within the premises of the Colleges without the prior permission of the Board of management.
- xxxvi. The sale or canvassing of any commodities or tickets or chances in lotteries or raffles or ticket coupons or other tokens in connection with any scheme or the sale of any commodity or article within the premises of the Deemed University without the previous sanction of the Board of Management.
- xxxvii. Using Hospital facilities for personal gain.

- xxxviii. Approaching outside authority for redressal of grievances except as provided under the existing law on the subject.
- xxxviii. Unlawful assembly.
- xxxix. Possessing fire arms, weapons or any other dangerous equipments within the premises of the Deemed University.

## **II. PUNISHMENT FOR MISCONDUCT**

1. The following kind of punishment shall be awarded in case of any staff who is found guilty.

- (i) Caution or censure
- (ii) Warning
- (iii) Suspension without pay or allowance
- (iv) Fine
- (v) Stoppage of increment
- (vi) Demotion to a lower post
- (vii) Compulsory retirement
- (viii) Discharge, dismissal, Termination.

2. In the case of misconduct of grave nature, the management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice. The Deemed University shall also have a right to appoint an Enquiry Officer and presenting officer from amongst the Officers of the Deemed University.

3. The Deemed University shall be entitled to ask any members of the staff to present himself/herself at any reasonable time for enquiry into misconduct that may be alleged against him/her or on another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason the enquiry shall be proceeded with ex-parte.

4. The staff subjected to enquiry shall be permitted to be assisted by a co-employee of the Deemed University and no outsider or legal practitioner shall be permitted to assist or to defend the delinquent in the domestic enquiry.

5. In awarding punishment, the Deemed University shall take into account the gravity of the misconduct, the previous record, if any of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Deemed University shall be furnished to staff concerned.

6. Where disciplinary proceeding against a staff is contemplated or is pending or where criminal proceeding against that staff in respect of any offence are in progress and the management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority may, by order in writing, suspend him/her with effect from such date as may be specified in the order.

7. During the period of suspension he / she is not eligible for salary except the subsistence allowance as decided by the Board of Management.

### **III EMPLOYEES ARRESTED ON CRIMINAL CHARGE**

Any employee who is detained under police custody or who is committed to prison for any criminal charge or convicted for any offence involving moral turpitude shall be liable for dismissal.

No employee shall apply or seek any outside employment whether casual, temporary, permanent, part time or any other services including private coaching without prior sanction from the Board of Management.

### **IV CONDUCTING CONFERENCE**

Without prior permission from the Board of Management/Head of the Institution in writing no employee should conduct /participate in any seminar, workshop etc. outside the Deemed University.

\*\*\*\*\*

## **CHAPTER - 23**

### **DISCIPLINARY ACTION**

1. Appointment, promotion, suspension, dismissal from service of the permanent staff of the University shall be made by the Board of Management on the recommendation of the Committee that may be constituted by the Board from time to time. In respect of the temporary staff such appointments are made by the Vice-Chancellor in consultation with the Registrar, who shall also be the officer entitled to proceed with disciplinary proceedings and pass orders. However against such order of the Vice-Chancellor, appeal lies to the Board of Management and it shall be preferred by the employee within 30 days from the date of communication of such order. All cases of dismissal by the Vice-Chancellor shall be reported to the Board of Management.

2. When an employee committed misconduct, the authority shall issue memo calling for preliminary explanation. On receipt of such explanation, if the authority finds that there is no prima-facie evidence, further proceedings shall be dropped. On the other hand even after the preliminary explanation, if the authority finds that there is prima-facie case and facial misconduct is serious so as to proceed further, it is open to the Authority to keep the employee under suspension pending disciplinary proceedings.

3. The authority thereafter shall frame charges with specific instances against delinquent employee with the support of materials calling upon the employee to submit his explanation within the specified time or any other extended period as may be decided by the authority.

On receipt of the explanation either appointing authority himself or through the enquiry officer appointed for that purpose the enquiry may be proceeded by examining the witnesses of the University and giving opportunities to the delinquent employee to defend himself.

The entire proceedings of the enquiry officer shall be in the form of reports duly authenticated by him and along with the proceedings, the enquiry officer shall submit his detailed report to the appointing authority for further action.

4. After receiving the report of the enquiry officer, if the appointing authority decides that the delinquent is the guilty of charges framed against him and is liable for major punishments of removal from services or dismissal or compulsory retirement or reduction in rank, the appointing authority shall give second notice to the delinquent calling upon him to give explanation regarding proposed punishment within the prescribed time. After the explanation is received from the delinquent, the appointing authority shall pass final orders.

5. In case of disciplinary proceedings the authority is entitled to constitute or appoint an enquiry officer who shall give reasonable opportunity to the delinquent employee and submit his report to the appointing authority.

- i. Without prejudice to the provisions of any other rule, an employee who commits a willful breach of any of these Rules or of any of his duties, or who displays negligence, inefficiency or negligently causes any loss or damage to its properties, or who knowingly willfully or intentionally does anything detrimental to the interests or prestige of the Deemed University or in conflict with its instructions or who commits a breach of discipline or guilty of disobedience or of any other act of misconduct or misbehavior shall be liable to penalties.
  - ii. An employee is liable to be punished by a fine, suspension, degradation, reversion, stoppage of increments, forfeiture of leave or dismissal, for misbehavior, misconduct, negligence of duty, dishonesty, indiscipline, disobedience and other similar deficiencies. The nature of punishment will be decided by the concerned authority taking into consideration the seriousness of the charge. Appeal against the orders of any punishments by the Officer / Authority of the Deemed University should be preferred to the President.
  - iii. In all cases where the services of the employee have been dispensed with, as a punishment, he/she shall be entitled to receive the pay, only up to the date of termination of his/her services and shall not have any claim whatsoever to any other benefits in the Deemed University.
6. In the event of the employee inflicted with the major punishment the employee shall have the right of appeal to the President within 30 days from the date of receipt of the order by him. The President on receipt of such an appeal and on the basis of the enquiry conducted shall pass final orders. The order of the President in this regard shall be final.



## **APPENDIX – A**

### **CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS**

#### **PREAMBLE**

##### **1. GOAL OF HIGHER EDUCATION IN OUR COUNTRY**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence and progress of arts and science, Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make be fitting contributions to international endeavour on societal needs.

##### **II. TEACHERS AND THEIR RIGHTS**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position just conditions of service, professional independence and adequate social insurance.

#### **THE CODE OF PROFESSIONAL ETHICS**

##### **I. TEACHERS AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should –**

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, Seminars, conferences, etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission, advising and Counseling students as well as assisting in the conduct of Deemed University and college examinations including supervision, invigilation and evaluation; and
- viii. Participate in extension co-curricular and extra curricular activities including community service.

## **II.TEACHERS AND THE STUDENTS**

Teachers should-

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii Deal justly and impartially with students regardless of their religion caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not believe in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit;

- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleges or administration.

### **III. TEACHERS AND COLLEAGUES**

Teachers should-

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- d. Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

### **IV. TEACHERS AND AUTHORITIES**

Teachers should-

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule determinant to the professional interest;
- b. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c. Co-operate in the formulation of policies of the Deemed University by accepting various officers and discharge responsibilities which such officers may demand;
- d. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- f. Should adhere to the conditions of contract;
- g. Give and expect due notice before a change of position is made and

- h. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. TEACHERS AND NON-TEACHING STAFF**

- i. Teachers should treat the non-teaching staff as colleges and equal partners in a co-operative undertaking within every educational institutions;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. TEACHERS AND GUARDIANS**

Teachers should –

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purposes for mutual exchange of ideals and for the benefit of the institutions.

## **VII. TEACHERS AND SOCIETY**

Teachers should-

- j. recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- ii. work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public officers;
- v. Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national Integration.

\*\*\*\*\*

## **APPENDIX – B**

### **CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTUNITY**

#### **PREAMBLE**

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every sphere of life, it is essential to ensure nondiscriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of house is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men, develops into hostility towards women. Further, men take advantage of the vulnerability of women and indulge in undesirable behavior. Under these circumstances, the question of sexual harassment has gained momentum in all Educational Institutions and working places. It could be the other way also. In stray cases, a female in power and authority, may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible.

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the well being of the students and staff, this Code of Conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants.

In all matters of sexual harassment the University /College shall be aware of the extreme personal sensitivity of such issues. The College/ University shall maintain confidentiality in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

#### **CLAUSE-1**

##### **DEFINITION**

1.1 **“Educational Institutions”** means the Saveetha Institute of Medical and Technical Sciences-Deemed University and the affiliated colleges.

1.2 **“Sexual Harassment”** means

a. Commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes.

i. Eve teasing ;

- ii. unwelcome remarks ;
- iii. jokes causing or likely to cause awkwardness or embarrassment ;
- iv. innuendoes and tauntry ;
- v. gender based insults or sexist remarks;
- vi. unwelcome sexual overtone in any manner such as over telephone and the like;
- vii. touching, or brushing against the body, and the like;
- viii. displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings;
- ix. forcible physical touch or molestation;
- x. physical confinement against one's will and other acts in tentative to violate one's privacy.

b. Denial of equal opportunity in pursuit of education/ career development or

c. otherwise making the study/ work environment hostile or intimidating for students / employees.

**1.3 “Head of the Institution”** means, the Head of the Educational Institutions whether known as Vice-Chancellor/Principal of Colleges.

**1.4 “Management”** means

a. in relation to Deemed University – Board of Management;

b. in relation to affiliated colleges, Trust, Management, Correspondent, Secretary, Dean & Principal.

**1.5 “Sexual Harassment of Students”** means the use of authority by any person In-Charge of the management or any person In-Charge of the management or any person employed by it to exploit the sexuality or sexual identify of an student to harass in a manner which prevents or impairs that students full employment of educational benefits, climate or opportunities. It includes faculty/ non-faculty behavior that covertly or overtly uses the power inherent in the status of a Professor/ Reader /Lecturer/Non-Teaching Staff etc., to affect negatively a student's educational experience or career opportunities on the basis of sexual identity and / or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.

**1.6 “Sexual Harassment of Employee”** means use of an authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass in a manner which prevents or impairs the employees' full utilization of employment benefits, climate or opportunities. It includes employer/ fellow staff/non-teaching staff behavior that covertly or overtly uses the power inherent in the status of employer/Head of the Institution/Management to affect negatively an employee's work experience or career opportunities on the basis of sexual identify and or to threaten, coerce or

intimidate an employee (Teaching staff/ Non-teaching staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

## **CLAUSE-2**

### **PROHIBITION OF SEXUAL HARASSMENT**

There shall be no harassment of women members whether student or employee within the meaning of the term “Sexual Harassment” defined in clause-1.2 in clause-1 within the educational institutions or in any place away from such institutions, if such place has a relevance or any bearing on the relationship as employer/employee/student/persons in charge of management of the educational institutions.

## **CLAUSE-3**

3.1 The head of the Institutions shall, having regard to the location, environment and the like, of the educational institution concerned, take every step within his/her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the educational institutions or between employees themselves or between persons in charge of management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

### **3.2 GRIEVANCE CELL AND APPELLATE CELL: CONSTITUTION**

(a). **Grievance Cell:** Each constituent college of the University shall constitute a Grievance Cell consisting of a women member of the teaching staff who shall be the Chairperson the Cell, one male member from the teaching staff, one male member of the non-teaching staff, one female student of the college nominated by the chairperson and one female member from and NGO actively engaged either in the welfare of women or in the field of education.

(b). An appeal lies to the appellate cell of the University against a decision of the grievance cell of the constituent college in case any of the parties is aggrieved of the decision of the grievance cell.

(c). **Appellate grievance Cell:** There shall be a appellate grievance cell constituted by the University for the purpose of considering appeals arising out of decisions taken by the grievance cell under sub-clause-(a). The appellate grievance cell shall consist of the following members:-

- i. A Women Professor in one of the Educational Institutions under the University nominated by the Vice-Chancellor who shall be the Chairperson.
- ii. one male member of the employees on the teaching side,
- iii. one male member of the employees on non-teaching side,

- iv. one female student from a constituent college by rotation
  - v. one female representative of non-governmental organizations actively engaged either in Welfare of Women or in the field of Education.
- d. The members of the Cell in category (ii), (iii), (iv), and (v) shall be nominated by the Vice-Chancellor in consultation with the Chairperson.
- e. The term of office for the members shall be two years and the members are eligible for re-nomination
- f. Any casual vacancy in the Grievance Cell shall be filled by the Vice-Chancellor in consultation with the Chairperson from the concerned category.

### **3.3. Conducting Enquiry by the Grievance Cell:**

- a. Any person aggrieved by any contravention of this code, shall prefer a complaint before the Grievance Cell at the earliest point of time in any case within 15 days from the occurrence of the alleged contravention.
- b. (i) Complaint shall contain all the materials and relevant details concerning the alleged harassment including the name/s of the alleged offender and the complaint shall be addressed to the Chairperson of the Grievance Cell.
- (ii) However, where the complainant prefers not to disclose his/her identity, the complaint shall be addressed to the Head of the Institution, handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the head of the Institution shall retain the original complaint with himself/herself and send a gist of the complaint containing all material and relevant details other than the names of the complainants and other details which might disclose the identity of the complainant/s to the Grievance Cell.
- c. The grievance cell upon receipt of any complaint or gist of complaint under sub-clause (b), may in case of a complaint addressed to the grievance cell and in case of gist of complaint received from the Head of the Institution, shall cause an enquiry to be made directly.
- d. Where the Grievance Cell is satisfied that the complaint is justified
- (i) in the case of the person complained against is a member of the body of management, the Grievance Cell shall report the matter to the body of Management of which he is a member.



(ii) In the case of person complained against, happens to be an employee of the Deemed University/College, it shall report the matter to the Vice-Chancellor who if satisfied shall refer the matter to the grievance cell under sub-clause(a) to clause-3.2 for enquiring in to the matter and reporting to him about the nature of action to be taken.

(iii) In the case of the person complained against happens to be a student, the complaint shall be referred to the Vice-Chancellor and if the Vice-Chancellor is satisfied shall refer it to the grievance cell under sub-clause-(a) to clause 3.2 for enquiring in to the matter and reporting to him about the nature of action to be taken.

e. The Vice-Chancellor, upon receipt of a Report from the Grievance Cell under the sub-clause – (ii) & (iii) of Clause 3.3 (c) shall after giving an opportunity of being heard to the person complained against, shall submit the case with his recommendations to the Board of Management for confirmation and imposition of the penalty recommended by the Grievance Cell.

f. The Management upon receipt of the case from the Head of the Institution may confirm with or without modification the penalty recommended.

g. The penalty to be imposed under this code shall be any one or more of the following: Warning, Serious warning, Fine in monetary terms having regard to the nature and gravity of sexual harassment – maximum of Rs.1000/-, Suspension for specified period, Expulsion from the College / Deemed University for a specified period, Lodging a complaint with police for appropriate criminal action.

h. The Head of the Institution shall give wide publicity to the arrangements made under the sub-clause 3.2 and the establishment of the Grievance Cell and shall permanently affix copies thereof in the notice board.

#### **CLAUSE 4**

#### **SAVINGS**

Nothing in this code shall preclude the Head of the Institution from lodging a complaint straight away with the police in respect of any act amounting to an offense under the law.

\*\*\*\*\*

# SIMATS DEEMED UNIVERSITY



**SAVEETHA**  
Medical College



**SAVEETHA**  
College of Occupational Therapy



**SAVEETHA**  
Dental College



**SAVEETHA**  
School of Physical Education



**SAVEETHA**  
College of Nursing



**SAVEETHA**  
College of Architecture & Design



**SAVEETHA**  
College of Physiotherapy



**SAVEETHA**  
College of Pharmacy



**SAVEETHA**  
School of Law



**SAVEETHA**  
School of Engineering



**SAVEETHA**  
School of Management



**SAVEETHA**  
College of Allied Health Sciences



**SAVEETHA**  
College of Liberal Arts & Sciences



## SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES  
(Declared as Deemed to be University under Section 3 of UGC Act 1956)

### Poonamallee Campus

162, Poonamallee High Road, Chennai 600 077  
Phone: +91-44-26801050, 26801580, Mobile: +91-8939994248  
Email: admission@saveetha.com

### Thandalam Campus

Saveetha Nagar, Thandalam, Chennai 602 105  
Ph: +91-44-6672 6666, Mobile: +91-8939994247  
Email: enggadmission@saveetha.com, admission.medical@saveetha.com

[www.saveetha.com](http://www.saveetha.com)