



# MAHENDRA COLLEGE OF ENGINEERING

ACCREDITED BY NAAC | RECOGNIZED U/S 12(B) & 2(F) OF UGC ACT 1956

MAHENDRA SALEM CAMPUS, MINNAMPALLI, SALEM DT. – 636 106.

----- [www.mahendracollege.com](http://www.mahendracollege.com) -----



## HUMAN RESOURCES POLICY HANDBOOK

2018

## Table of Contents

<b>Vision</b>	2
<b>Mission</b>	2
<b>Quality Policy</b>	2
<b>1. Planning</b>	3
• Human resource planning	3
• Recruitment	3
• Orientation	3
<b>2. Positions and Pay Scales</b>	4
• Dearness Allowance	4
• Yearly Increment	4
• Benefits Extended to Faculty and Non Teaching Staff members	4
• Incentives and Rewards	4
• Incentives for Research Publications	4
<b>3. Leave</b>	5
• Casual Leave	5
• Permissions	5
• Compensatory Leave	5
• On duty assignments	6
• Spell Leave	6
• Maternity & Paternity Leave	7
• Medical Leave	7
<b>4. Promotions</b>	7
• Promotion Policy	7
• Performance Appraisal-Faculty Academic Contributions towards Excellence	8
<b>5. Resignation</b>	8
<b>6. Discipline and Grievances</b>	9
• Disciplinary procedure	9
• Grievance procedure	9
• Code of Conduct for Faculties	9
• Ethical standards for Faculties	10
• Decentralization in working	11
<b>7. In house R&amp;D Seminars / Workshops</b>	11
• Funding for organizing Guest lecture/ Symposium /Conferences	11
• Faculties' higher studies	11
• Teaching assignments	11
• Seminars/Workshops	11
<b>8. Incentives-Students</b>	12
• Students- Incentives and Rewards	12
• Group insurance	12
<b>Annexure</b>	13
• Appointment Letter	13
• Leave Form	13
• Faculty Academic Contributions towards Excellence - Credit Target Achieved (FACTA)	14

### **VISION**

“To be an internationally recognized institute for Engineering Research with Ethical Values”.

### **MISSION**

- To ensure the effective use of resources to mould the students as Professionals and Entrepreneur.
- To enhance Industry Institute Interaction for innovative Technology practice.
- To encourage the faculty members and students for advanced research.
- To inculcate ethical values among the faculty members and students.

### **QUALITY POLICY**

- To impart education by which character is formed, Strength of mind is increased, the innate intelligence in students gets expanded and he/ she is made to stand on his/her own.
- To impart total education, socially relevant and Technology savvy to match the needs of the productive sector and the society.

## HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members, Lab assistants and administrative staff required with the following guidelines in mind.
- He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lectures required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighboring institutions.

## RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advertisements in the Newspapers, Files maintained for storing the unsolicited applications and References.
- If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following processes: Personal interviews and class room demonstrations.
- The committee shall finalize the short listed candidates and submit their recommendations along with the personal data sheets of the candidates to the Chairman/ Managing Director who in turn will approve the decisions of the committee on the appointment.
- An Offer of appointment shall be released by the Principal through HR.

## ORIENTATION

- Every faculty appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- The Principal shall take him/ her to the department of his /her work and introduced to the Head of the department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card application etc., by obtaining the assistance of the HR team.
- The HOD will assign the subject for the new faculty member immediately.

## POSITIONS AND PAY SCALES

- The college will have the following positions of Hierarchy in the teaching departments: Principal, Dean (If necessary), Professors, Associate Professors, Assistant Professors and Lecturers.
- HODs appointment should be decided by the Management.
- In addition, each department shall support staff like programmers, Lab assistants and Attendant.
- The college office will have the following positions of hierarchy in the administrative department: Administrative Officer, PA to Principal, Accountant, office supporting staff and office Assistants.
- The Scales of pay for various teaching positions will be as follows:
  1. Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
  2. Professor- Rs37400-67000 Grade pay 10000
  3. Associate Professor-37400-67000 Grade pay 9000
  4. Assistant Professor-15600-39100 Grade pay 4400/6000/7000/8000
  5. Lecturer-8000-275-13500

## DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.

## YEARLY INCREMENTS

- STAFF members are eligible to the increments prescribed at the end of 9 month service in the institution.
- Additional Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF MEMBERS

- Employee's Provident Fund
- Employee's Group Insurance
- Concession for staff members in Transportation.
- Preference given to employees' children in admission, Scholarship and concession in fees.

## INCENTIVES AND REWARDS

- Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- For producing **100% results** in a theory paper **Rs.5000/-** Cash award from Mahendra Educational Trust.(MET)
- Department-wise yearly **BEST TEACHER AWARD** from Mahendra Educational Trust.(MET)

### Incentives for Research Publications:

- **Consultancy Projects:**  
Suitable incentive will be granted to the person who takes the consultancy project from an industry/research organization if the income from the project exceeds Rs. 2.5 Lakhs per annum.
- For publication in Journals with impact factor 3 and above-Rs.5000/-
- For publication in Journals with impact factor between 2 to 3 -Rs.3000/-
- Sports activities and awards are also initiated and encouraged suitably.

### LEAVE

#### (a) Casual Leave (CL):

- All staff members are entitled to take casual leave of 1day /month. However the casual leave of forth coming months (Jan-June & July-Dec) also be taken in advance for maximum of three days with prior permission from Head of the Institution. While considering the additional CL for prior months, the Individual Leave Record (Previous year) can be taken into consideration. The special cases on leave requisition will be discussed with the Managing Director for approval.

#### (b) Permission:

- All staff members are entitled to take 2 permissions of 1 hour each either in the morning (9.20-10.20 am) or in the evening (3.30-4.30pm) per month. However the permission cannot be availed in a day in which casual leave is taken either in AN/FN.
- Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

#### (c) Compensatory Leave (CCL):

- Faculty members are eligible to avail CCL in lieu of working for the Institution on a non working day/ general holiday.
- CCL can be availed only one day/month. On special cases it can be extended to a maximum of 2 days.
- The CCL earned can be availed with in a calendar year.

\*The format of leave form enclosed in the Annexure.

#### (d) ON- DUTY (OD):

##### OD for attending Programmes/Semester

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2 days	3 days
Workshop / Seminar	-	1 day	2 days	3 days
FDP / STTP	-	As per recommendation from HOD & approval from Principal		

**Note:** Staff members who have less than 6 months experience is not eligible for OD.

**OD for Exam Duties**

Nature of Work	Max No. of days allowed / semester	Details
Hall Superintend for theory exams	7 days	a). 7 full working days (both FN & AN) allowed. b). Additional duties beyond 7 days have to be transferred to other staff members.
External Examiner for Labs	As per order from AU-Zonal office	-
Paper valuation	As per order from AU-Zonal office	-
AU representative	As per order from AU-Zonal office	Only one duty per semester.

**(e) SPELL LEAVE**

<b>Total Experience of the Staff members</b>			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

Note: Staff and faculty members should note that their spell leave may be converted into CCL subject to the following conditions with effect from 02.12.2011

- The conversion is not possible as a portion, but for the whole period, also only 50% of the days will be added to CCL account of the surrendered spell, based on special permission obtained from the Principal, well in advance with proper justification.
- The leave earned in such a way can be availed in the same academic year/calendar year as per their option while surrendering the same.

## **MATERNITY & PATERNITY LEAVE**

- The leave can be granted to all women staff members subject to the following conditions:
  1. The maternity leave is limited to a minimum of 12 weeks and a maximum of 26 weeks.
  2. Should give an undertaking that they will work for two years after rejoining the duty forego the vacation to the extent of 0 days (at 30 days per year) in succeeding summer vacation.
  3. Paternity leave may be availed to a minimum of 4weeks and a maximum of 8 weeks under the discretion of the Management.
  4. Maternity and Paternity leave pay may be decided under the discretion of the Management.

## **MEDICAL LEAVE**

- Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
- For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.

## **PROMOTIONS**

- All promotions shall be considered on the basis of merit cum seniority.
- The Principal shall appoint a committee for promotion in which he shall be the Chairman, with two Professors and invited experts from Industries.
- The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per AICTE norms, subject to condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, provided he/she had completed the years of service in the present position and qualification as prescribed by AICTE.
  1. Professor: PhD with 5 years experience as Associate Professor.
  2. Associate Professor: PhD with 5 years experience as Assistant Professor.
  3. Assistant Professor: Post Graduate Degree in respective Discipline with 2years of experience.
  4. Lecturer: A degree in respective discipline with or without experience.
- Those who are promoted shall be fitted in the Scale of pay applicable to the respective category.



## **PERFORMANCE APPRAISAL-Faculty Academic Contributions towards Excellence - Credit Target Achieved (FACTA):**

The HR team will be responsible for the Faculty Academic Contributions towards Excellence - Credit Target Achieved (FACTA) process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

The objectives of performance appraisal of our institution are as follows:

- Provide feedback of the employees on their performance.
- Assessment of Training needs.
- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal and Professional development of the employee.

\*The format of FACTA enclosed in the annexure.

## **RESIGNATION**

A staff will be at liberty to tender his/her resignation from the services of MAHENDRA in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

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

- The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.
- The employee has to give either three months notice or pay three months salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.
- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.
- The employee has to fill up the Provident Fund forms before his/her release, for expeditious settlement of dues.
- All properties of the College should be returned in proper condition to the HOD/ PRINCIPAL for the issuance of Reliving Order.

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

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

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

## **DISCIPLINE AND GRIEVANCE PROCEDURE**

### **DISCIPLINARY PROCEDURE**

- Any teacher who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director.
- If Teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- The Principal shall report the proceedings periodically to the Chairman/ Managing Directors.

### **GRIEVANCE PROCEDURE**

- The Principal shall constitute a Grievance committee to redress the grievance of the teaching and Non-teaching staffs.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and by the Chairman/ Managing Director.
- A committee member shall record and maintain the minutes of the meetings.

### **CODE OF CONDUCT FOR FACULTIES**

1. Faculties shall be at the appointed classroom at the appointed time without any exception.
2. Every faculty shall take attendance at the beginning of the teaching session.
3. Every faculty shall close the hour punctually at the end of the session.
4. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
5. Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
6. Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the Department and the college.

7. Faculties and staff members shall not receive gifts on any kind from the students or their parents for any favoritism.

**Faculties shall maintain a respectable work conduct in terms of:**

1. Preparation for the particular day's classes, with latest information added to earlier course content.
2. Keeping all teaching aid material required for conducting the class in an orderly manner.
3. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
4. Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
5. Ensuring the orderly arrangement of class room and its cleanness with the help of students and the cleaning staff, wherever appropriate.
6. Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

**Faculties shall observe good personal conduct in terms of:**

1. Not using any abusive language towards students, fellow teachers, parents and other members of public.
2. Not entering into quarrels, fights or any act of disrespectable nature.
3. Not engaging any activity of business inside or outside the college premises, including money lending, canvassing for the sale of any article or distribution of any commodity.
4. Strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

**ETHICAL STANDARDS FOR FACULTIES**

- A FACULTY shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefiting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

**DECENTRALIZATION IN WORKING****Dean (Academic)**

1. To verify and sign the log books of the faculty members regularly on the completion of each unit.
2. To attend class committee meetings at least twice to a particular class in a semester.
3. To go rounds to inspect the teaching learning process in the class rooms and the laboratories.
4. Sanctioning the casual leave to the teaching and non teaching staff.
5. To perform such other duties as assigned by the Principal and Management.

**Coordinator (Academic)**

1. To go rounds to inspect the teaching learning process in the class rooms and the laboratories.
2. Collecting student progress information like internal test marks and attendance to pass on the same to office.
3. Suggesting remedial measures to improve class marks and attendance of students.
4. Preparation internal test time table.
5. Supervising smoother conduction of internal tests.

**Head of Department**

1. Responsible for smooth conduct of department academic and administrative activities
2. Supervise the smooth conduction of classes and get the daily attendance.
3. Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty.
4. Sending formal progress report of students to parents.
5. Focusing on developmental works of department.
6. Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
7. Arrange special coaching for weak and students with arrears.
8. Sending requisition letters for project works in plant training to the companies and industries.

**Faculty Advisors**

1. Collect the daily attendance of the class.
2. Collect the test marks of all the subjects of the class.
3. Inform the progress of the students to parents on informal basis for remedial action.
4. Conduct the class committee meetings.
5. Monitoring the disciplinary code among the students.

**IN HOUSE R&D AND SEMINORS / WORKSHOPS**

- Each Department shall organize at least one Conference / Seminar / Workshop/ Faculty development programs during every academic year.
- Every Department (Engineering, MCA & MBA) shall conduct at least 2 Guest lectures / Special lectures per semester to impart knowledge beyond syllabus.

**FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE:**

**a) Guest Lecture:** Honorarium for Resource person Rs.3000/- per lecture and this may be increased based on the value of the Resource person.

- Guest house Accommodation will be provided.
- Transport Facility:
  1. Local transport facility will be provided.
  2. Bus /Train (3 Tier AC) fare will be provided for outstation Resource persons.

**b) Symposium, Workshop & Technical Training:** Maximum Rs.200/- can be collected from the students for internal registration but not with all the cases.

- Management contribution will be
  - a) Rs.30, 000/- ... for each Technical Training.
  - b) Rs.30, 000/- ... for each Faculty Development Programme.
  - c) Rs.25, 000/- ... for each Symposium.
  - d) Rs.20, 000/- ... for each Mahendra International Lecture Series.
  - e) Rs.12, 500/- ... for each Workshop.
  - f) Rs.12, 500/- ... for each Seminar.
  - g) Rs.12, 500/- ... for each Guest Lecture.
  - h) Rs.12, 500/- ... for each Mahendra NIT&IIT Lecture Series.
  - i) Rs.2, 500/- ... for each Mahendra Alumni Lecture Series.

**c) Conference:** Management contribution will be Rs.50, 000/- for each conference, in the case of International conference the shortage will be duly contributed / supported by the management.

**d) Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

- A) All financial transactions shall be made only through college account section.
- B) No money should be collected from the students for any specific purpose.  
(Prior permission to be obtained from the Principal for the special cases).

**FACULTIES HIGHER EDUCATION: (M.E. / M.Tech. / Ph.D.)**

- Faculty members interested in pursuing Higher Studies (M.E. / M.Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the Principal seeking permission for registration.
- The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

## TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignment with other Educational institutions / Industries subject to the approval of Chairman / Managing Director / Principal.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or Non-teaching assignment in another institution whether for remuneration or on honorary basis.

## INCENTIVES – STUDENTS

The Management is pleased to announce the following incentives and awards for students studying in the campus.

- There will be a BEST-OUTGOING STUDENT AWARD.
- There will be a BEST STUDENT AWARD. (department wise)
- There will be a BEST PROJECT AWARD.
- There will be a BEST PERFORMANCE IN SPORTS.
- There will be a BEST PERFORMANCE IN CULTURAL.
- There will be free personality development. Entrepreneurship, Ethics, Communication skills, computing skills and Placement specific programs for students.
- There will be free and subsidized add-on skill programs as per Industries requirements.
- BEST R&D initiative awards will be given to Faculty and Students and
- There will be BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader awards for their outstanding contributions.
- Group Insurance for all students

Chairman

Principal

Annexure 1

***Form of appointment letter***

OrderNo.MCE/2018/Dt..../000 Date: \_\_\_\_\_

**Appointment order**

To

Dear Mr. /Ms.....

Sub: Appointment as Asst.Professor/Lecturer in the Department of..... - Reg

Ref: Your application and the subsequent interview.

-----

With reference to your application and the subsequent interview, the Principal, Mahendra College of Engineering, Salem is pleased to appoint you as Assistant Professor in the Department of Mathematics.

You will be on probation for a period of one year. On the successful completion of the probationary period you will be considered for regular increments and other benefits formulated from time to time of AICTE.

In case you desire to discontinue, you are required to give us a notice in writing three months in advance or pay us an amount equivalent to your three months salary.

During your probationary period the management is at liberty to terminate your services at any time without assigning reasons.

You are required immediately after joining duty to obtain certificate of Medical Fitness from an authorized Government Officer not below the rank of Assistant Civil Surgeon and produce the same to us.

**You are also required to submit:**

1 A passport size photograph of yours.

2. Original and Xerox copies of the educational qualification and service certificates duly attested by a Gazetted Officer of Central / State Government or by a person holding a responsible position in life.

You should maintain strict secrecy with regard to all the matters concerning the college and Management.

In the event of not receiving approval from the University/DOTE/AICTE in respect of your qualification and the post, the Management reserves the right to take appropriate action in such matters.

If you are willing to accept the employment you are required to join duty immediately.

**PRINCIPAL**