



MAHENDRA ENGINEERING COLLEGE

Autonomous | NBA Accredited Tier-1(WA) UG: CSE,ECE,EEE

MAHENDHIRAPURI, MALLASAMUDRAM, NAMAKKAL DT. - 637 503.

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HUMAN RESOURCES POLICY HANDBOOK

2021



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VISION

“Education is a continuous learning process and Mahendra Engineering College will remain in the forefront and strive to provide quality education coupled with latest technologies, which will leave an everlasting impression in the minds and hearts of all the students, parents, staff and dignitaries who are associated with and who have passed through the portals of this “TEMPLE OF LEARNING”.

The Vision of our College is to be an internationally recognized institute for engineering education and research with ethical values.

MISSION

- To ensure the effective use of resources to mould the students as professionals and entrepreneurs.
- To enhance the 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 Industry and the Society.

1. HUMAN RESOURCE PLANNING

- Human resource is an important component in every Institution. 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 Departments 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 Associate Professors and Assistant Professors required in accordance with the faculty-student ratio of **1:15**.
- He will appoint a Selection Committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from high-performing Institutions and Industry.

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/Website/Social media and through References.
- If the Committee deems it fit, may also conduct Walk-in Interviews for augmenting the required candidates.
- The Committee shall shortlist the candidates in the following processes: Personal interviews and Classroom demonstrations.
- The Committee shall finalize the shortlisted candidates and submit their recommendations along with the personal data sheets of the candidates to the Chairman/Managing Directors 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 member appointed in the College shall be given an Appointment Order. He/she may be given a brief introduction about the College by the Principal on the day of his/her joining.
- The Principal will introduce the newly joined faculty member 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/her Department.
- 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 subject(s) to the new faculty member(s).

2. POSITIONS, PAY SCALES AND WORKLOAD

- The College will have the following positions of hierarchy in the teaching departments: Principal, Dean (If necessary), Professors, Associate Professors and Assistant Professors.
- HODs are appointed by the Management in consultation with the Principal.
- Each Department shall have Support Staff like Programmers, Lab Assistants and Attendant.
- The College office will have the following positions of hierarchy in the Administrative Section: Administrative Officer, PA to Principal, Financial Officer, Accountant, HR Manager, Admission Officer, Training and Placement Staff, Library Staff, Office Supporting Staff and Office Assistants.
- The Scales of Pay for various teaching positions will be as follows:
 - Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
 - Professor : Rs.37400-67000 with Academic Grade Pay 10000
 - Associate Professor : Rs.37400-67000 with Academic Grade Pay 9000
 - Assistant Professor : Rs.15600-39100 with Academic Grade Pay 6000/7000/8000
- The Total Workload for each faculty member shall be 35-40 Hours/Week. The Teaching Workload (Actual Contact Hours) shall be: 8 Hours/Week for Professor; 12 Hours/Week for Associate Professor and 16 Hours/Week for Assistant Professor.

DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Staff.
- The Management can also decide other allowances for Principal, Dean, Professors and Special posts.

INCREMENTS

- Faculty members and Non-Teaching Staff are eligible for the increments prescribed at the end of one year of service in the Institution.

BENEFITS EXTENDED TO FACULTY MEMBERS AND NON-TEACHING STAFF

- Employee's Provident Fund
- Group Insurance
- Concession for Staff members in Transportation.
- Preference given to Employees' Children in admission 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.1000/-** Cash award from Mahendra Educational Trust (MET).
- Department-wise yearly **BEST TEACHER AWARD** from Mahendra Educational Trust (MET).
- Sports activities and awards are also initiated to encourage suitably.

3. LEAVE

(a) Casual Leave (CL):

- All Staff members are entitled to take Casual Leave of 1 Day per Month. If CL is not availed in the previous months, cumulative number of days of CL may be availed in the subsequent months to the maximum of three days.
- When Casual Leave is required more for than one day for unavoidable situation but not having CL credit from previous month, a special request may be submitted to Principal. While considering the additional CL, the Individual Leave Record (in previous year) can be taken into consideration.
- If Faculty members availed leave on Saturday, they have to report to duty compulsorily on Monday. If they failed to report, all three days (Saturday to Monday – 3 days) will be taken as leave. Prior to or After Sunday / Declared / Government holiday, faculty should be present to the duty.
- Faculty members should report to the College before engaging into any On-Duty when they are on CL / CCL.
- Faculty members availing leave should make alternate arrangements for classes and HOD should have a follow-up of the same.

(b) Permission:

- All Staff members are entitled to take 2-permissions of 1-Hour each either in the morning (9.30 - 10.30 am) or in the evening (3.30 - 4.30 pm) per month. However the permission cannot not be availed in a day in which Casual Leave is taken either in AN / FN and also both permissions should not be availed on the same day.
- Faculty members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to do alternate arrangements for classes and HOD should have a follow-up of the same.

(c) Compensatory Casual Leave (CCL):

- Faculty members are eligible to avail CCL in lieu of working for the Institution on non-working days / general holidays.
- CCL can be availed only one day per month. On special occasion it can be extended up to 2 days subject to the approval of the authorities concerned.
- CCL can be earned by CCL credit for which faculty members shall apply through online. CCL credit is subject to the online approval and biometric data verification.
- CCL earned can be availed within 365 days from the date of CCL credit approved date.

(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 of experience are not eligible for OD.

OD for Exam Duties

Nature of Work	Allotments	Criteria
Hall Superintendent for Theory Exams	Order from AU / other Autonomous college	a). 7 Full working days (both FN & AN) b). For the faculty having less than 3 years experience c). Additional duties beyond 7 days have to be transferred to other staff members. d). 7 days including both AU and other Autonomous colleges
External Examiner for Practical Exams	Order from AU / other Autonomous college	a). One order per semester from AU office b). One order per semester from other Autonomous college to the maximum of 2 days
Paper valuation	Order from AU / other Autonomous college	7 days (includes both AU and Autonomous Duty)
AU representative	Order from AU office	7 days per semester
AU Squad duty	Order from AU office	Approval from the Principal

- On-Duty to Autonomous Colleges is restricted to Salem, Namakkal, Erode, Dharmapuri, Hosur and Karur Districts.
- Staff members are informed to submit a copy of On-Duty order from Autonomous Colleges to the COE office.

(e) SPELL LEAVE

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 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7 days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

Note: Faculty members and Staff should note that their spell leave may be converted into CCL subject to the following conditions:

- 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.

(f) MATERNITY LEAVE

- Leave can be granted to all Women Staff members subject to the following conditions:
 - The maternity leave is limited to a maximum of 3 months.
 - Such Staff should give an undertaking that they will work for two years after rejoining the duty.
 - Non-Teaching women staff members are eligible to avail of 30 days only subject to the above conditions.
 - Maternity leave may be sanctioned based on the discretion of the Management.

(g) MEDICAL LEAVE

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

4. PROMOTIONS

- All promotions shall be considered on the basis of merit cum seniority based upon the requirement and recommendations from HODs.
- The Principal shall constitute a committee to recommend promotion in which he shall be the Chairman, with two Professors and External Experts from Industries/reputed Institutes.
- The committee shall consider recommendations for promotion of teaching staff to the next higher position on the basis of the guidelines as per AICTE norms, subject to the condition that there was no disciplinary action 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 required years of service in the present position and qualification as prescribed by AICTE.
 - Professor: PhD with 10 years of experience out of which 3 years experience as Associate Professor.
 - Associate Professor: PhD with 8 years experience as Assistant Professor and 2 years of post-PhD experience.
 - Assistant Professor: Post Graduate Degree in respective Discipline with or without experience.
- Those who are promoted shall be fitted in the Scale of pay applicable to the respective cadre.

PERFORMANCE APPRAISAL

The objectives of Faculty performance appraisal are as follows:

- Provide feedback to the employees on their performance.
- Assessment of Training needs.
- Personal and professional development of the Faculty members.
- Compensation (increment, incentives), Promotions, etc.

The HODs and HR team will be responsible for the performance appraisal 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 Departments (HODs). The evaluation scores are used to describe the performance and recommend for improvement if any, additional training and learning if required, and eventually annual increment, incentives, promotions, etc.

5. RETIREMENT FROM SERVICE

The faculty members will retire from their service at the age of 65 years as per AICTE/UGC norms. The non-teaching and other staff will retire from their service once they attain the age of superannuation per the State Government norms and the policies stipulated by Mahendra Educational Trust from time to time.

6. CODE OF CONDUCT FOR FACULTY MEMBERS

- Every faculty member shall report to the duty on time in a neat and professional dress and mark their attendance in the Office.
- Every faculty member shall go to classroom with good preparation as per Time Table on time without any exception.
- Every faculty member shall take attendance at the beginning of the teaching session.
- Every faculty member shall teach his/her lesson(s) as per the session plan and involve students in interaction to enable them understand the lesson(s) taught.
- Every faculty member shall close the hour punctually at the end of the session.
- Every faculty member shall update the course file and related documents, and obtain signature from the HOD and Principal regularly to maintain the documents properly.
- A faculty member finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking corrective action if it is within his/her span of control or reporting the matter to the HOD and Principal.
- Every faculty member shall attend all the Department and Institutional functions and carry out responsibilities assigned, by exhibiting best of their skills and attention.
- Faculty members and staff shall not engage themselves in other activities/businesses, which will affect their effective contribution to the Department and the College.
- Faculty members and staff shall not receive gifts of any kind from the students or their parents for any favoritism.

Faculty members shall maintain respectable work culture and code of conduct in terms of:

- Preparation for the particular day's classes, with latest information added to earlier course content.
- Keeping all teaching aid/material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to the students, evaluating the scripts in time and giving feedback to the students.
- Ensuring the orderly arrangement of classroom and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining the prior sanction for leave of absence for students from HOD/Principal.

Faculty members shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrel, fight or any act of disrespectful nature.
- Not engaging in 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.

- Strictly not to affiliate with any political organization. The affiliation might cause conflict of interest with the duties of the teacher and the reputation of the Institution.

ETHICAL STANDARDS FOR FACULTIES

FACULTY MEMBER:

- Shall live and lead by example in every sphere of conduct particularly to inculcate a good culture in students.
- Shall have a sense of belonging to the Institution.
- Shall have total dedication to the teaching profession.
- Shall always have an urge to excel in profession.
- Shall wear respectable attire, befitting the society's expectations.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament worn.
- Shall keep up good personal hygiene at all times.
- 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 be it in respect of doubts in lessons or be it relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

7. DISCIPLINE AND GRIEVANCE REDRESSAL

DISCIPLINE:

- IQAC organizes a common orientation programme for newly recruited staff and provide awareness on College procedures, do's and don'ts, etc. The HOD will provide all necessary guidelines to the new faculty members and staff.
- If any Teacher commits an act of misconduct or misdemeanor by violating the code of conduct as described above, it can be reported by anyone 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.
- Any teacher, who violates 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 Directors.

GRIEVANCE REDRESSAL:

- The Principal shall constitute a Grievance Redressal Committee to redress the grievance if any of Teaching and Non-teaching staffs.
- Any teaching or non-teaching staff having grievance, shall make a representation to the committee.
- The grievances shall be redressed immediately by the Committee, HOD, Principal and the Chairman/Managing Directors.
- A committee shall record and maintain the minutes of the meetings.

CAMPUS RULES AND ACADEMIC GUIDELINES FOR STUDENTS

Engineering is an important profession. The Students who join Engineering College must make best use of the 4-years of their campus life to transform into successful Engineers / Technologists. The following rules and guidelines are framed to provide all Students a comprehensive view of the academic environment that promotes a disciplined and holistic approach for good learning and building successful careers.

1. The working days are from Monday to Saturday in a week except Govt. Holidays. The Class work will be conducted from 9.20 am to 4.30 pm on all working days.
2. Students are expected to be seated in the Classrooms / Laboratories or login to online classroom five minutes before the commencement of classes.
3. All Students should come to the classes in neat and formal dress with identity cards. Wearing Jeans, T-Shirts, Black dress and Fancy dress is strictly banned.
4. Students should maintain discipline and silence inside the Classroom / Seminar hall / Laboratory / Workshop, etc., and involve in learning.
5. Every Student should bring a notebook for each theory subject and observation notebooks and records to Laboratory classes regularly as per the Time Table.
6. Students should sign in the Log-in Register, submit the Record to the Faculty member and go to the allotted Work Table / Equipment with Observation notebook during practical sessions to conduct experiments.
7. All Students should keep their sitting places neat and spotlessly clean. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes. Whenever they move out of their place / classrooms / labs, they should switch off Lights, Fan, Computers, Printers, etc. All are responsible in conserving the energy.
8. Each Student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations to earn good marks.

9. Malpractice in Tests / Model Examination is strictly prohibited. If any Student is caught for any kind of malpractice, he/she will be liable to undergo punishment as per College rules and University regulations.
10. Students are encouraged to pursue NPTEL/Swayam online courses to update their knowledge and obtain certificates for transfer of credits in order to accumulate Academic Bank of Credits.
11. Every student desirous of placement and career progression must regularly attend the Training and Placement classes to enhance aptitude, communication, coding and other skills for campus recruitment and writing competitive exams.
12. Students should make use of Digital Library, e-journals for learning beyond curriculum and preparing for presentation of seminars, papers, carrying out Project works.
13. Students shall take part in Departmental Technical events, co-curricular and extra-curricular activities, NCC, NSS, Clubs and societal activities. Students should involve in organizing functions, events, etc., to develop leadership skills.
14. Students shall avail On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, internship, design contest and extra-curricular activities such as sports, games and university athletic events.
15. Students should be polite, dignified, neat and obedient. They should not argue with Faculty members and staff. They should have professional approach and focus on continuous learning to become good engineers.
16. Celebrating birthdays and any other religious events on the campus are strictly prohibited.
17. Students should not indulge in damaging or destroying the College property. In case of such incidents, those who were responsible for any damage have to compensate the loss caused to the property, including facing disciplinary action.
18. Consumption of drugs, alcohol, smoking cigarettes, tobacco items, etc., on College premises is strictly banned. The defaulters will be dealt with severely as per rules.
19. Ragging and harassment are strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule. Every Student and his/her Parent must submit the duly filled-in online Affidavit signed by the Student and the Parent, within 2-weeks from the date of College opening.
20. The College is Ragging-free, Harassment-free and Tobacco-free zone. All Students must maintain good discipline and cordial relationship with their co-students, Faculty members, Staff. Any quarrel, infighting, groupism is strictly prohibited. They should behave in an ethical and dignified manner.

21. Students are advised not to bring any valuable items to the College. They should take care of their belongings.
22. All Students are advised to make best use of the facilities in the College to improve their knowledge, achieve 100% pass, enhance communication skills, soft skills in order to excel in their academics and start a good career.

HOSTEL RULES AND GUIDELINES FOR STUDENTS

1. Interested Students shall apply for Hostel Admission and after payment of fee they can occupy the Rooms allotted by the Warden and should not change the Room at any point of time. They have to bring bed, bedspread, etc., for their use.
2. All Students should strictly follow the Mess timing for Breakfast, Lunch, Snacks and Dinner.
3. They should go to Departments to attend classes on time. After Class work, all Students should reach the Hostel.
4. Students should wear proper dress while in their Rooms, Mess and on Hostel premises.
5. All Students are advised to dine properly and maintain good health. They are expected not to waste food, water, etc.
6. All Students should be inside their Rooms during Study hours and involve in reading, writing, practice, learning, etc.
7. Students should maintain discipline and silence inside the Hostel and involve in learning. Grouping, chatting, whistling, shouting and wasting time are strictly banned.
8. All Students are advised to get up early in the morning, get ready and involve in studies.
9. Students should preserve and take care of their dress, books, calculators, drawing instruments, data handbook, and any valuable items properly in their rooms/cupboards safely.
10. All Students should keep their Rooms neat and clean. They should avoid chewing bubble gum, chocolate, etc., inside the Room. They should throw the dirt / paper pieces, etc., only in dustbins. Whenever they move out of their Rooms, they have to switch off the lights, fans, etc. All are responsible in conserving the energy.
11. No Student shall stay in the Room during class hours. However, in case of any health problem, they shall take rest in their Rooms with prior permission from the Warden and HOD.
12. They should not use high energy consuming electrical equipment. However, they may use Mobile phones for communication during free time and for study purpose.
13. Celebrating birthdays and any other events inside rooms and on the Hostel premises is strictly prohibited.

14. Students should not indulge in damaging or destroying the Hostel property. In case of such incidents, those who were responsible for any damage have to compensate the loss caused to the property. Common fine will be imposed to the students in each floor or wing/block.
15. Students should be polite, dignified, neat and obedient. They should not argue with Hostel staff members.
16. Students are permitted to go home during holidays and festival holidays only. During such occasions, they should return to the Hostel on the previous-day of the Working day before 7.00 pm or before 8.30 am on the Working day to attend the classes without fail.
17. Consumption of drugs, alcohol, smoking cigarettes, tobacco items, etc., on the Hostel and College premises is strictly banned. The defaulters will be dealt with severely.
18. All Students must maintain cordial relationship. Any quarrel, infighting, groupism is strictly prohibited.
19. Ragging is strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
20. All Hostellers are advised to make best use of the facilities for their comfortable stay and good learning to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

8. DECENTRALIZATION IN WORKING

DEAN (Academic) / Coordinator (Academic):

- To go rounds to verify and ensure the teaching-learning process in classrooms and the laboratories.
- To verify and sign the log books of the faculty members regularly on the completion of each unit.
- To attend class committee meetings at least twice to a particular class in a semester.
- Reviewing students' progress in internal tests and attendance.
- Suggesting remedial measures to improve students' performance and attendance.
- To perform such other duties as assigned by the Principal and Management.

DIRECTOR - TRAINING & PLACEMENT:

- Responsible for conducting residential Employability Training Camps during vacation period
- Plan and execute of all Training programs and value added courses.
- Plan Placement opportunities for all eligible students, taking into account their programme specialization.
- Interact with companies for campus recruitment, schedule and arrange for placing students in reputed companies.

Head of Department:

- Responsible for smooth conduct of Department academic and administrative activities.
- Supervise and ensure the smooth conduct of classes and get the daily attendance.
- Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty members.
- Sending formal progress report of students to parents.
- Focusing on developmental works of the Department.
- Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
- Arrange special coaching for weak and students with arrears.
- Sending requisition letters for project works and in-plant training / internship to the companies and industries.
- Guide and involve all faculty members in all activities of the Department.
- Plan and focus on research and development, paper publications, patents, etc.
- Take steps to ensure quality improvement for getting the Programmes accredited by NBA.

CLASS ADVISORS:

- Advise the class of students in all academic, co-curricular and extra-curricular activities.
- Collect the daily attendance of the class.
- Collect the test marks of all the subjects of the class.
- Prepare consolidated marks statements for each Internal Test.
- Inform the progress of students to parents on regular basis for remedial action if any.
- Conduct the class committee meetings.
- Monitor the discipline and code of conduct among the students.

LIBRARIAN:

- To achieve optimum efficiency of Library resources.
- Collection and Processing of indent from various departments.
- Procurement and Maintenance of books, journals.
- Overall supervision of Library activities
- Maintain a separate “Electronic Resources Wing” with many numbers of CD ROMS, Digital Library and remote access for online e-journals and e-books.
- Maintain the Institutional membership of other libraries such as DELNET, NDL and IEEE.
- Protecting important volumes, records and discard of the obsolete.
- Ensure the modern trend in updating the library.
- Arrange to issue the library cards and maintained the stipulated working hours and for issue and return of borrowed books for the smooth functioning of library. All the students and Staff members being member of the library.

Administrative Officer / Office Superintendent:

- Administrative Officer / Office Superintendent is responsible for organizing all the administrative functions of the College and ensuring that they are carried out by the various sections in time, meticulously.

- As a Nodal person to coordinate with DOTE/Anna University for complete the process of admission as per norms.
- Maintain the correspondence with the statutory bodies such as AICTE, UGC, Affiliating University and other government bodies and carry out activities as per their norms
- Maintain the records of students admission and their certificates after due verification.
- Arrange students scholarships, fee concession, issue of bonafide certificates, Transfer Certificates after verifying their eligibility.
- Arranging the purchase of general consumable items for the college and for departments based on the request by the heads of the Department.

ACCOUNT SECTION:

The account section is responsible for recording and reporting the cash flows, both in and out of the college.

9. CODE OF ETHICS FOR RESEARCH AND RESEARCH POLICY

The guidelines that govern the basic morality of the work undertaken are mandatory for research and development. Research ethics is defined as doing research work diligently, adhering to basic morality and legality. It is essential to observe a set of accepted principles governing the honesty, morality, objectivity, prudence, openness and respect for intellectual property, confidentiality and collegiality and anti-discrimination of people involved in research activity. Mahendra Engineering College believes in research ethics and promotes the same at all stages of the organization. The Ethics Committee for research has been constituted with the main objective of promoting high ethical standards in academic research, sponsored research, innovation and development, etc.

IMPORTANCE OF ETHICS IN RESEARCH WORK

- Research ethics is absolutely necessary. As we are humans living in a society, we have to observe universal human values like honesty, integrity, morality, sincerity and trust.
- Honesty and Integrity in research work add value and bring fame to the researchers.
- Inquisitiveness and Passion for innovation leads to excellence in research and development.
- Research ethics continuously governs all activities – acquisition of new knowledge, including the search and use of literature and financial resources for undertaking scientific activities, planning and conducting experiments, processing and data analysis, interpretation, evaluation, policy development, dissemination and management of human, animal, material and monetary resources needed to carry out those activities.
- The Ethics Committee creates awareness on basic ethics to be observed in research amongst faculty members, research scholars and students.
- The Committee helps to edit, verify the contents of manuscripts and advise the researchers to get articles checked for plagiarism using suitable software in order to improve its quality.
- Any query or complaint related to research proposals/projects/publications/patents should be sent to the Convener/Chairman of the Ethics Committee to look into the gravity of the issue. He has to study it to see if the query or complaint received is on research ethical issue and convene the meeting of the Ethics Committee if required to discuss and resolve the issue.

POLICY FOR PROMOTION OF RESEARCH AND RELATED ACTIVITIES:

In order to promote research work, enhance publications, patents, participation in international conferences, workshops, etc., the College has prepared a comprehensive policy and guidelines for sanction of incentives/grant to faculty members as described below:

A. Paper Publication in Journals:

1). For the papers published by our faculty members in Scopus indexed/SCI Journals, with the name (affiliation) of Mahendra Engineering College (MEC), the concerned author(s) is/are eligible for the incentive as described below:

1st Author – Rs.5000 (in free Journals but cited in Scopus/SCI or paid and cited Scopus/SCI Journals).

2nd Author – Rs.3000 (----- do -----)

3rd Author – Rs.1500 (----- do -----)

4th Author – Rs.1000 (----- do -----)

Note: (i). If the first author is from other college, our faculty member being the second/third/fourth author will also be considered for incentive as above.

(ii). If all authors are from MEC, then Rs.5000 will be paid per paper.

2). For the papers published by our faculty members in the UGC/AICTE listed journals, with the name (affiliation) of Mahendra Engineering College (MEC), the following incentive will be provided.

1st Author – Rs.2500 (Free / Paid Referred Journals)

2nd Author – Rs.1500 (Free / Paid Referred Journals)

3rd Author – Rs.1000 (Free / Paid Referred Journals)

4th Author – Rs. 500 (Free / Paid Referred Journals)

Note: (i). If the first author is from other college, our faculty member being the second/third/fourth author will also be considered for incentive as above.

(ii). If all authors are from MEC, then Rs.2500 will be paid per paper.

3). For the papers published in Mahendra Publications Journal (International Journal of Advanced Science and Engineering) with the name of Mahendra Engineering College, the following incentive will be provided to faculty members.

1st Author – Rs.1000

2nd Author – Rs.500

B. Patent Publication (Maximum Rs.10000 per Patent)

(i). Sole Applicant & the same Inventor (Only one Faculty) from MEC - Rs 10000.

(ii). 1st Applicant & 1st Inventor and entire Team from MEC - Rs 10000.

(iii) 1st Applicant & 1st Inventor from MEC will receive Rs. 5000 and other team members upto 3rd position from MEC – The Second Applicant & Inventor will get Rs.2000 and the Third Applicant & Inventor will get Rs.1000.

(iv) 1st Applicant & 1st Inventor from MEC and remaining team members from other College(s) – our Faculty member being 1st Applicant & 1st Inventor will receive Rs 5000.

(v) 1st Applicant & 1st Inventor from Other College. The Second Applicant & Inventor from MEC will receive Rs.2000 and the Third Applicant & Inventor from MEC will get Rs.1000.

Note: The incentive includes the publication and examination fee. If Patent is granted, the Patentee shall submit the details with a request for further incentive.

C. Innovative Projects

For innovative projects Rs.10000 will be provided as seed money to the Faculty investigator(s) of each project to meet expenditure towards chemicals, consumables, accessories, testing charges, mini-fabrication, etc., for carrying out research work. The faculty member(s) have to submit the Project proposal in standard format enclosed and it will be evaluated by the Expert Committee for recommendation to sanction the grant. The completed project work shall be published as a paper in Journal or it can be patented. The outcome of this project/research work will be useful to the Faculty member(s) to write a major research proposal for submitting to Management and/or to External Funding Agencies, seeking higher grants to carry out large-scale research work.

D. Paper presentation in the International Conferences

The following incentive/registration fee will be given. The faculty member(s) have to submit acceptance letter and a copy of the Conference Proceedings in which the paper is presented and published in special issue of a Journal.

1st Author ----- Rs.2000

2nd Author ----- Rs.1000

3rd Author ----- Rs. 500

E. Publication of Books / Book Chapters

For Books published by our faculty members with the name (affiliation) of Mahendra Engineering College, incentive will be given depending upon the quality of Publisher.

First Author – Rs.3000

For Book Chapters published by our faculty members with the name (affiliation) of Mahendra Engineering College, the incentive is:

First Author – Rs.1500

F. Others

The faculty members may submit request for sanctioning registration fee, travel grant for participation in conference/seminar/project presentation/consultancy/IIP, etc., which will be approved by the Management on need basis from time to time.

Notes:

1. The faculty members who are authors of Papers/Books/Book Chapters and Applicants/Inventors of Patent have to submit a hard copy of the published Paper / Patent / Book Chapter to the Principal and Director (R&D) for review by an Expert Committee to recommend for the incentive.
2. The Project proposal to be submitted in the Format (attached) along with soft copy through email to the Principal and Director (R&D) for review.
3. The College encourages faculty members to prepare and submit research proposals seeking grant from Govt./Private agencies.

10. FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

- 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.

a) Guest Lecture: Honorarium for Resource person Rs.5000/- per lecture and this may be increased based on the Resource person, nature of activity, etc.

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

b) Symposium: Management will contribute

- Rs.20, 000/- ... for the Dept. with intake of 120 students.
- Rs.10, 000/- ... for the Dept. with intake of 60 students.

c) **Conference:** Management contribution will be Rs.25, 000/- for each conference, in the case of International conference the shortage of funds 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.

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

11. ENCOURAGEMENT FOR FACULTY TO PURSUE HIGHER EDUCATION

- 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 HOD and 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 HOD and Principal on case-to-case basis.

12. OUTSIDE ASSIGNMENTS

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

13. AWARDS AND INCENTIVES TO 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 PERFORMER IN SPORTS.**
- There will be a **BEST PERFORMER IN CULTURAL ACTIVITIES.**
- 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.
- There will be **Awards for BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader** for their outstanding contributions.

Date: 27.01.2021

Approved by



Chairman
Governing Council
Mahendra Engineering College